



Government Gazette

OF THE STATE OF
NEW SOUTH WALES

Number 199

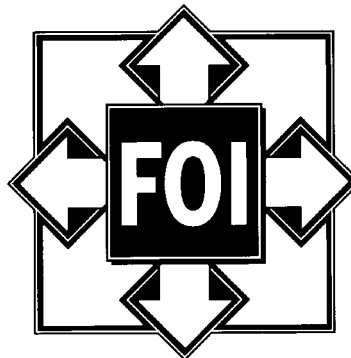
Wednesday, 24 December 2003

Published under authority by cmSolutions

Summary of Affairs

FREEDOM OF INFORMATION ACT 1989

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



**FREEDOM OF
INFORMATION**
YOUR RIGHT TO KNOW

Part 3

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

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

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

CONTENTS

Local Councils

	<i>Page</i>		<i>Page</i>		<i>Page</i>
Albury	497	Far North Coast Weeds	605	Parkes	739
Armidale Dumaresq	499	Forbes	606	Parramatta	742
Ashfield	503	Glen Innes	607	Penrith	750
Auburn	504	Gloucester	612	Pittwater	755
Ballina	506	Gosford	614	Port Stephens	759
Bankstown	508	Goulburn	621	Pristine Waters	762
Bathurst	510	Grafton	623	Queanbeyan	764
Baulkham Hills	512	Greater Taree	625	Randwick	765
Bega Valley	515	Griffith	627	Richmond Valley	772
Berrigan	517	Gunning	632	Riverina Water	773
Blacktown	520	Guyra	633	Rockdale	774
Bland	524	Hastings	634	Rous Water	777
Blayney	525	Hawkesbury	635	Ryde	779
Blue Mountains	528	Hay	637	Scone	782
Bombala	533	Holroyd	638	Severn	788
Boorowa	535	Hornsby	640	Shoalhaven	789
Botany Bay	536	Hume	644	Singleton	797
Broken Hill	539	Junee	646	Snowy River	799
Burwood	543	Kempsey	648	South Sydney	802
Byron	547	Kiama	652	Strathfield	808
Cabonne	551	Kogarah	655	Sutherland	810
Camden	553	Ku-ring-gai	659	Sydney	814
Canada Bay	554	Kyogle	664	Tallaganda	819
Canterbury	556	Lachlan	666	Temora	821
Carrathool	560	Lake Macquarie	668	Tenterfield	823
Cessnock	562	Lane Cove	673	Tumut	826
Clarence River	564	Leichhardt	678	Upper Macquarie	831
Cobar	565	Lismore	680	Uralla	832
Cobar Water Board	567	Lockhart	682	Urana	835
Coffs Harbour	568	Maitland	684	Wagga Wagga	837
Coolah	572	Manly	690	Walcha	839
Coolamon	573	Marrickville	694	Walgett	841
Coonabarabran	574	Mid Coast Water	701	Warren	843
Coonamble	575	Mosman	704	Warrinah	845
Cootamundra	577	Mudgee	706	Waverley	849
Copmanhurst	581	Mulwaree	711	Wellington	854
Corowa	583	Murrumbidgee	714	Willoughby	856
Cowra	587	Muswellbrook	716	Wingecarribee	861
Crookwell	590	Narromine	719	Wollondilly	863
Culcairn	591	New England Tablelands	721	Wollongong	866
Deniliquin	593	Newcastle	722	Woollahra	869
Dubbo	595	North Sydney	728	Wyong	872
Dungog	597	North West Weeds	730	Yallaroi	874
Eurobodalla	598	Oberon	731	Yarrowlumla	876
Evans	600	Orange	734	Yass	878
Fairfield	602			Young	880

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

of

ALBURYCITY**(FOI Agency 2070)****SECTION 1 – POLICY DOCUMENTS**

The following documents are available for public inspection:

- Adjoining Owners Notifications
- Agendas for Council & Committee Meetings
- Annual Report
- Auditors Report
- Building Approval Records
- Building Certificate Records
- Corporate Plan (see Management Plan)
- Delegations of Authority
- Development Applications/Consent Records
- Emergency Management Plan
- Investment Register
- Land Register
- Minutes of Open Council and Committee Meetings
- Pecuniary Interest Returns of Councillors and Designated Persons
- Policy Register (includes the following policies):
 - Absentee Policy
 - Access to the Built Environment
 - Administration – Subsidised use of ACPAC
 - Annual Leave in Non-Peak Periods Policy
 - Appeals Policy
 - Audit Committee Charter (Policy)
 - Banked Rostered Days Off Policy
 - Banners for Display Policy
 - Carparking – AlburyCity Administration Building (Amended)
 - Child Protection Policy
 - Code of Conduct for Councillors, Staff & Delegates
 - Code of Meeting Practice
 - Community & Cultural Services Policy
 - Complaints Management Policy & Procedures
 - Corporate Uniform Policy
 - Electronic (E-mail) Policy
 - Equal Employment Opportunity Policy (EEO)
 - Fees & Charges Policy (Sports Grounds)
 - Financial Assistance Policy
 - Flexible Work Arrangements Policy
 - Footpaths Policy
 - General:
 - * Albury Lawn & Monumental Cemeteries & Crematorium
 - * Sewer Mains – Construction of Buildings adjacent to or over mains
 - Tree Preservation Order
 - Higher Duties Policy
 - Internal Reporting Policy
 - Internet Access Policy
 - Job Share Policy
 - Local Environment Plan 2000 – Albury (DCP & LEP Policies)
 - Military Leave Policy
 - Motor Vehicle Policy

- No Smoking Policy
- OH&S & Rehabilitation Policy
- Part Time Work Policy
- Performance Management Action Plan Policy
- Pigeon Policy (Keeping of Pigeons)
- Problem Solving/Grievance/Dispute Procedures
- Public Notification Policy
- Recruitment and Selection Policy
- Return to Work Program
- Salary Sacrifice Policy
- Salary System Policy
- Signs as Remote Supervision Policy
- Staff Media Liaison Policy
- Staff Recognition Policy
- Street Activities Policy
- Street Advertising Policy
- Street Parades, Marches, Rallies and other Public Assemblies Policy & Guidelines
- Tendering Policy
- Trade Waste Policy
- Volunteer Policy
- Workplace Harassment Policy
- Youth Policy
- Plans of Management for Community Land
- Register of Committees & Working Parties
- Section 94 Contribution Plans
- State of the Environment Report

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

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

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

of

ARMIDALE DUMARESQ COUNCIL**FOI Agency No 2071****SECTION 1 – COUNCIL POLICIES**

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

<i>CORPORATE</i>	<i>Date of</i>	<i>Adoption</i>
POL001•-Corporate	Economic Development and Incentives Policy	September 2000
POL002•-Corporate	Environment Policy	September 2000
POL003•-Corporate	Complaints Management	September 2000
POL004•-Corporate	General Conditions for Sponsorship Arrangements	September 2000
POL005•-Corporate	Competitive Testing Policy	September 2000
POL007•-Corporate	Internal Reporting Policy	September 2000
POL008-Corporate	Appointment of a Delegated Committee Under Section 555 of the Local Government Act, 1993	September 2000
POL009-Corporate	Community Contributions Policy	November 2002
POL010-Corporate	Freedom of Information Policy	September 2000
POL011-Corporate	Sister City and Overseas Friendship Policy	September 2000
POL110-Corporate	Rural Fire Service	September 2000
POL112-Corporate	Smoking in the Workplace Policy	October 2000
POL114•-Corporate	Disaster Recovery Plan	October 2000
POL115-Corporate	Records Management Policy	October 2000
POL116-Corporate	Private Work Policy	October 2000
POL121•-Corporate	Disability Action Plan	September 2000
POL128-Corporate	Asset Sustainability	August 2001
POL137-Corporate	Library Collection Development Policy	August 2003
<i>DRAINAGE and TOTAL CATCHMENT MANAGEMENT</i>		
POL037•-Drainage	Stormwater Drainage and Flooding	October 2000
POL038•-TCM	Interim Flood Plain Policy	October 2000
<i>EXECUTIVE</i>		
POL013•-Executive	Payment of Expenses and Provision of Facilities to Councillors	October 2001
<i>ENGINEERING</i>		
POL119•-Engineering	Engineering Code	September 2000
<i>FINANCE</i>		
POL020-Finance	Trust Fund	October 2000
POL021-Finance	Depreciation of Non-Current Assets	October 2000
POL022-Finance	Joint Ventures	October 2000
POL023-Finance	Elimination Entries	October 2000
POL024-Finance	Cost Allocation	October 2000
POL025-Finance	Asset Accounting	October 2000
POL026-Finance	Significant Accounting Policies	October 2000
POL027-Finance	Corporate Credit Cards	October 2000

<i>CORPORATE</i>	<i>Date of</i>	<i>Adoption</i>
<i>PARKS</i>		
POL120•-Parks	Urban Streetscape Plan	May 2000
POL122-Parks	Tree Removal and Tree Root Encroachment	May 2001
POL123-Parks	Tree Valuation	May 2001
POL124-Parks	Street Trees and Solar Collectors	May 2001
POL125-Parks	Street Tree Maintenance by Residents	May 2001
POL127-Parks	Cost Sharing for the Retention of Street Trees Under Power Lines	August 2001
POL132-Parks	Grazing on Charleston Willows	August 2003
POL133-Parks	Footpath Obstructions	August 2002
POL138•-Parks	Armidale Greening Plan	September 2003
<i>PERSONNEL</i>		
POL014•-Personnel	Equal Employment Opportunity Policy	October 2000
POL015-Personnel	Motor Vehicle Policy	October 2000
POL016-Personnel	Corporate Wardrobe Policy	October 2000
POL017-Personnel	Armidale City Council Staff Exchanges with	October 2000
<i>Other Councils and Familiarisation Visits</i>		
POL018-Personnel	Recognition of Service and Employment Awards	October 2000
POL019-Personnel	Education Assistance Policy	October 2000
POL101-Personnel	Annual Union Picnic Day Holiday	October 2001
POL113-Personnel	Child Protection Policy	October 2000
POL117-Personnel	Leave of Absence for Army Reserve Service	October 2000
POL118-Personnel	Policies Remaining Current for Staff of the Former Dumaresq Shire Council	October 2000
POL129-Personnel	Leave for Staff involved in Emergency Services	March 2002
<i>REGULATORY</i>		
POL054•-Regulatory	Control of Advertisements Code	September 2000
POL055•-Regulatory	Heritage Conservation Guidelines	September 2000
POL056•-Regulatory	Geotechnical Hazards Code	September 2000
POL057•-Regulatory	Design for Access and Mobility Code	September 2002
POL058•-Regulatory	Water and Sewerage Headworks Contribution Policy	August 2003
POL059•-Regulatory	Armidale Contributions Plan	September 2000
POL060•-Regulatory	Dumaresq Section 94 Contributions Plan	September 2000
POL061a•-Regulatory	Food Premises Code	March 2002
POL061b•-Regulatory	Food Vending Vehicles and Temporary Food Premises Code	Sept 2000
POL062•-Regulatory	Self Service Food Industry Code of Practice	September 2000
POL063•-Regulatory	Keeping of Animals (Urban Areas) Policy	September 2000
POL064•-Regulatory	Street Vending Control and Outdoor Eating Areas Policy	September 2000
POL065•-Regulatory	Development Related Security Policy	September 2000
POL066•-Regulatory	Public Car Parking Policy	September 2000
POL067•-Regulatory	Advertising Signs/Merchandising Tables	September 2000
POL068•-Regulatory	Landscaping and Tree Planting Policy	September 2000
POL069•-Regulatory	Amusement Machines Policy	September 2000
POL070•-Regulatory	Relocation of Buildings	September 2000
POL071•-Regulatory	Local Place Naming Policy	September 2000
POL072•-Regulatory	Contaminated Land Policy	May 2002
POL073•-Regulatory	Thermal Insulation of a Dwelling Policy	September 2000
POL074•-Regulatory	Servicing of Rural Allotments Policy	September 2000
POL075•-Regulatory	Road Intersections (Line of Sight) Policy	September 2000
POL077•-Regulatory	Swimming Pool Code	September 2000
POL078•-Regulatory	Mall Market Operations Policy	September 2002
POL079•-Regulatory	Pay for Parking Policy	September 2000
POL080•-Regulatory	Armidale Flora and Fauna Study	September 2000
POL081•-Regulatory	On-site Sewage Management Strategy	September 2000

<i>CORPORATE</i>	<i>Date of</i>	<i>Adoption</i>
POL082•-Regulatory	Busking Policy	November 2002
POL083•-Regulatory	Roadside Tributes Policy	September 2000
POL084•-Regulatory	Site-Specific Development Control Plans	September 2000
POL085•-Regulatory	Site-Specific Contribution Plans	September 2000
POL102•-Regulatory	Subdivisions – Development Control Plan No 1	September 2000
POL103•-Regulatory	Erection of Dwellings – Development Control Plan No 2	September 2000
POL104•-Regulatory	Environment Protection (Scenic Zone) Development Control Plan No 3	September 2000
POL105•-Regulatory	Bed and Breakfast Operations – Development Control Plan No 6	September 2000
POL106•-Regulatory	Exempt and Complying Development – Development Control Plan No 7	September 2000
POL108•-Regulatory	Dog Boarding and Breeding Establishments – Development Control Plan No 5	September 2000
POL109-Regulatory	Electric Fences in Rural Areas	September 2000
POL130-Regulatory	Sex Industry Development Control Plan	October 2001
POL131-Regulatory	Joint Companion Animals Management Plan	May 2002
POL134-Regulatory	Ambient Air Quality (Woodsmoke)	March 2003
POL135-Regulatory	Aquatic Centre Patron Code of Conduct	November 2002
POL139•-Regulatory	On Site Waste Disposal Policy	Draft
<i>RISK MANAGEMENT</i>		
POL028-RiskMgt	Occupational Health and Safety Policy	September 2002
POL029-RiskMgt	Rehabilitation Policy	September 2000
POL030-RiskMgt	Safe Driving Policy	September 2000
POL126-RiskMgt	Supply and Consumption of Alcohol	October 2001
<i>ROADS</i>		
POL032-Roads Public” Roads	Roads – Distinction between “Public” and “Non-	October 2000
POL033-Roads	Policy for Location of Vehicular Footpath Crossings	October 2000
POL034-Roads	Kerb, Guttering and Footpaths	October 2000
POL035-Roads	Vehicular Driveway Construction	October 2000
POL086-Roads	Events on Public Roads	October 2000
POL087-Roads	Stock Grids on Public Roads	October 2000
POL092-Roads	Dedication of Public Roads	October 2000
POL093-Roads	Dust Laying Seals on Public Roads	October 2000
POL094-Roads	Grazing Permits on Public Roads	September 2002
POL095-Roads	Roads Maintenance	October 2000
POL097-Roads	Management of Road Reserves	October 2000
<i>TRANSPORT</i>		
POL098-Transport	Armidale Regional Airport – Fees and Charges	September 2000
POL099-Transport	Armidale Regional Airport – Car Rental Concessions	September 2000
POL100-Transport	Armidale Regional Airport – Groundsman’s Residence	September 2000
<i>UTILITIES</i>		
POL039-Utilities	Water Supply	October 2000
POL045•-Utilities	Liquid Trade Waste Policy	October 2000
POL046•-Utilities	Liquid Trade Waste Pricing Policy	October 2000
POL047•-Utilities and Sewerage Infrastructure	Policy for the Financing of Water Supply	October 2000
POL136•-Utilities	Backflow and Cross Connection Prevention Guidelines	March 2003

SECTION 2 – STATEMENT OF AFFAIRS

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

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

SECTION 3 – CONTACT ARRANGEMENTS

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

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

Phone: (02) 6770 3516

Fax: (02) 6772 9275

rstachiw@armidale.nsw.gov.au

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

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

POLICY DOCUMENTS

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

SECTION 2 ~ STATEMENT OF AFFAIRS

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

SECTION 3 ~ CONTACT ARRANGEMENTS

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

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

Telephone: 02 9716 1800 (during office hours 8.40am to 5.00pm)

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

FREEDOM OF INFORMATION ACT 1989

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

SUMMARY OF AFFAIRS

Of

AUBURN COUNCIL

(FOI Agency No. 2073)

SECTION 1 – POLICY DOCUMENTS

Auburn Council maintains the following Policy Documents:

- Public Access to Records Section 12(5)
- Activities in Public Places
- Advertising – Public Notices
- Anonymous Complaints & Correspondence
- Bank Guarantees – Subdivisions
- Building Alignment
- Building Applications – Notification of Building Works in Residential Areas – Permissible Hours for Demolition
- Buskers
- Car Parking – Section 94 Residential Areas
- Carports in Residential Areas
- Child Care Centre
- Civic Expenses and other Facilities for Councillors
- Collection Development Policy (Library)
- Community Consultation
- Community Grants Program Guidelines
- Community Picnic Area – Use of
- Correspondence Acknowledgment
- Councillors Fees – Non Payment or Reduction
- Dividing Fences
- Driveways, Footpaths and Kerb and Gutter Construction
- Donations
- Dual Occupancy
- Fence Height
- Final Notices
- Flood Prone Land – Finished Floor Levels
- Flower Sellers
- Foreshore Building Alignment
- Freedom of Collection and Access (Library Material)
- Golf Course – Pensioner Concessions
- Industrial Areas
- Industrial Premises – Hours of Operation
- Investments
- Kerb Side Numbering
- Local Approvals Policy, 1995
- Legionella – Responsibilities under the Public Health Act And Regulations 1991
- Loudspeakers – Use of in Commercial and Industrial Premises
- Mobile Garbage Bins
- Ombudsman
- Outbuildings
- Parks and Gardens
- Parking Provision for New Dwellings – Residential Areas
- Petitions
- Plant Replacement Criterion
- Professional Consulting Rooms in Residential Areas
- Public – Filming
- Quorum – Fixing Of
- Rates – Pensioner Application – Applications for Review
- Refunds
- Road and Footpath Restoration
- Road Pavement Design on Regional Arterial Roads
- Rehabilitation Policy and Procedure
- Roller Shutter Doors
- Signs – Advertising
- Sponsorship
- Stormwater Drainage
- Street Lighting
- Street Trading
- Tape Recording of Council Meetings
- Town Hall Rental Bond
- Town Hall Rental
- Trade Waste Containers
- Tree Preservation Order

SECTION 2 – STATEMENT OF AFFAIRS

The Council's most recent Statement of Affairs has been prepared to 30 June, 2003. This is available for inspection at Council's Administration Building.

SECTION 3 – ACCESS TO INFORMATION

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

Director, Corporate Services

Auburn Council

PO Box 118 Telephone: (02) 9735 1222

AUBURN NSW 1835 Facsimile: (02) 9643 1120

Personal applications and enquiries can be made between the hours of 8.30am and 4.00pm Monday to Friday

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

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

Council Policies and Codes

Access to Documents Policy
Alfresco Dining Policy
Ampitheatre Policy
Building Line Policy
Building Notification Policy
Caravan Parks – Holiday Vans (Long Term Casual Occupants) Policy
Caravan Parks – Long Term Residents Policy
Child Protection Policy
Civic Expenses and Facilities Policy
Code of Conduct
Councillor Information and Access Policy
Erosion and Sedimentation Control Policy
Events Policy
Fence Policy/Code
Flood Prone Land Policy
Food Premises Code
Footpath Display Policy
Investments Policy
Light Vehicle Policy
Markets Policy
Mobile & Markets – Food Vendors Policy
Notification of Adjoining Owners Policy
Occupational Health and Safety Code
On-the-Spot Fines Policy
Protected Disclosures Policy
Recycling Strategy
Revenue Policy (refer to Council's Management Plan)
Smoke Free Work Environment Policy
Subdivision Code
Swimming Pool Fencing Policy
Tendering Policy
Travelling Allowance Policy
Trade Waste Policy

Planning Documents

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

Developer Contribution Plans

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

Human Resources Policies & Procedures

Education Policy
Harassment Prevention Policy
Salary Policy
Software Usage Policy
Staff Immunisation Policy
Staff Safe Driving Policy
Staff Support Policy
Training Plan

Other Documents

Ballina Aerodrome Emergency Procedures Manual
Ballina Local Flood Plan
Bushfire Disaster Plan
Corruption Prevention Plan
EEO Management Plan
Lennox Head Strategic Plan
Local Disaster Plan
Management Plan 2003/2004
Plans of Management for Community Land
William Reserve Plan of Management
Privacy Management Plan
Social / Community Plan
State of the Environment Report
Tourism Committee – Plan of Management

SECTION 2 – STATEMENT OF AFFAIRS

The Council's latest Statement of Affairs was produced in December 2003.

SECTION 3 – CONTACT ARRANGEMENTS

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

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

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

SECTION 1 – POLICY DOCUMENTS

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

Access Charter

Advertising Policy

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

Annual Management plans, including –

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

Annual Reports, including audited financial statements

Attendance at Seminars and Conference

Bankstown Older Residents Strategy and Policy

Bike Plan

Biodiversity Strategy

Brothels Policy

Business Continuity Plan

Business Investment Strategy

Catchment Management Strategy

City Health Plan

Code of Conduct

Code of Council Meeting Practice

Codes and Standards for Public Health Issues

Codes for Buildings

Commercial use of Footways Policy

Communication Protocol

Community Events Policy

Community Safety Strategy

Contaminated Land Management Policy

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

Council's Land Register of Operational and Community Land

Council Sponsorship of Local Events and Activities

Councillor returns of pecuniary interests

Cultural Plan

Development Control Plans – various

Disability Discrimination Plan

Disclosure of Information – Complaints and Objections

Environmental Policy

Electoral Funding Act returns of Candidates

Grants & Donations Policy

Human Resources/Personnel Management Policies including –

- Counselling and Disciplinary Actions
- EEO
- Employee Assistance Programs
- Employee Education Policies
- Harassment
- Injury Management Plan
- Occupational Health and Safety

- Recruitment
- Redundancy
- Rehabilitation Policies and Practices
- Termination
- Use of Internet

Instrument of Delegated Authority

Investment Policy

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

Local Air Quality Management Plan

Neighbour Notification Policy

Multicultural Strategy and Policy

Orders and Approvals Policies

Payment of Rates by Pensioners

Plans of Management for Community Land – various

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

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

Privacy Management Plan

Protected Disclosure Policy

Public Lighting Strategy

Public Transport Improvement Plan

Representation by Bankrupt Lawyer/Solicitor

Results for Ordinary Elections of Council and Extraordinary elections

Road Safety Strategic Plan 2000-2003

Sale of Property Information Policy

Sport and Recreation Strategy

Sporting Facilities Masterplan

Stormwater Drainage and Flood Mitigation Policies

Street Tree Planting and Footpath Strategy

Tree Roots in underground Sewerage Pipes

Valuation Books

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

Waste Management Strategy

Youth Crime Prevention Plan

Youth Plan

SECTION 2 – STATEMENT OF AFFAIRS

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

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

SECTION 3 – CONTACT ARRANGEMENTS

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

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

Telephone 9707 9531
 Facsimile 9707 9555

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

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

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

Bathurst City Council maintains the following documents:

- Adjoining owners notification (see Advertising and Notification of Development Applications DCP)
- Annual Report
- Auditor's Report
- Business papers
- Bathurst Aerodrome – Part 1, Manual
- Bathurst Aerodrome – Part 2, Emergency Plan
- Bathurst Aerodrome – Part 3, Emergency Procedures
- Bathurst City Council Manual of Standard Procedures
- Bathurst Demographic Profile 1999
- Bathurst/Evans Local Disaster Plan
- Bathurst Heritage Study
- Bathurst Housing Strategy 1994
- Bathurst Local Approvals Policy/ Development Control Plan 2000
- Bathurst Retail Strategy
- Bathurst Social/Community/Cultural Plan – Part 1
- Bathurst Strategic Access Plan
- Bathurst Structure Plan
- Bathurst Traffic Study
- Ben Chifley Dam – Dam Safety Emergency Plan
- Blue Green Algae Action Plan
- Building Certificate records
- Building and construction certificate application/approval records
- Car Parking Code
- Cemetery records
- Civil Engineering Construction Specification
- Code of Conduct
- Code of Meeting Practice
- Code for the installation of swimming pools
- Contaminated Land Management Act Register
- Contributions Plans (available from Council – eg Jordan Creek Stormwater Drainage Management, Community Facilities, Hereford Street)
- Development Application/consent records
- Delegations Register
- Development Control Plans (available from Council – eg Residential Housing, Residential Subdivision, Industrial Development and Business Development)
- Developer Contributions Plans (water and sewerage)
- Disclosures Register
- Financial Management Plan
- Floodplain Management Plan
- Food Premises Code (see Bathurst Local Approvals Policy)
- Guidelines for Engineering Works
- Human Resources Management & Employment Relations Policy and Procedures Manual
- Investment Register
- Land Register
- Local environmental planning instruments (Bathurst Local Environmental Plan 1997, as amended, and Bathurst LEP 1997 – Classification of Public Land)
- Local Orders Policy
- Mount Panorama Motor Racing Circuit – Emergency Plan

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

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

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

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

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

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

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

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

Council Policy Register which contains the following adopted policies of Council

1. STRATEGY DEVELOPMENT & SUPPORT UNIT**1.1 Councillors/General Management & Directors**

- 1.1.1 Donation of Attendance Fee – Councillors
- 1.1.2 Policy for the Payment of Expenses and Provision of Facilities to Councillors (Section 252, Local Government Act 1993)
- 1.1.3 Access & Equity
- 1.1.4 Community Based Management Policy Position
- 1.1.5 Competition Policy "Competing for our Customers"
- 1.1.6 Code of Conduct
- 1.1.7 Protected Disclosures Policy
- 1.1.8 Baulkham Hills General Emergency Fund Regulations
- 1.1.9 Constitutional Recognition of Local Government
- 1.1.10 Policy for Supporting the Volunteer Network of the Shire

- 1.1.11 Complaints Management – Councillors
- 1.1.12 Volunteer Program Policy
- 1.1.13 Provision of Legal Brief in Conjunction with Legal Advice
- 1.2 Corporate Communications
 - 1.2.1 Corporate Sponsorship
 - 1.2.2 Council Conducted Competitions
 - 1.2.3 Corporate Communications – External
 - 1.2.4 School and Community Education Policy
 - 1.2.5 Corporate Gifts – Distribution

2. CORPORATE SERVICES GROUP

- 2.1 Financial Management
 - 2.1.1 Financial Planning
 - 2.1.2 Financial Objectives
 - 2.1.3 Investment of Surplus Funds
- 2.2 Administration
(There is no item 2.2.1)
 - 2.2.2 Section 356 Donations (General)
 - 2.2.3 Permanent Hall Hirers
- 2.3 Organisation Development
 - 2.3.1 Staff Educational Assistance
 - 2.3.2 Gratuities
 - 2.3.3 Special Leave
 - 2.3.4 Staff Attendance at Conferences – Allowance
 - 2.3.5 Attendance at Blood Bank
 - 2.3.6 Public Liability
 - 2.3.7 Compensation Claims for Damage by Mower Stones
 - 2.3.8 Compensation Claims for Tree Roots in Sewer
 - 2.3.9 Reward & Recognition
- 2.4 Library Services
 - 2.4.1 Library Services Strategic Direction
 - 2.4.2 Free Public Library Services and Conditions of Membership
- 2.5 Land Information
 - 2.5.1 House Numbering
- 2.6 Fleet Management
 - 2.6.1 Council Fleet Policy
 - 2.6.2 Financing of Plant and Equipment
 - 2.6.3 Air Conditioning of Major Plant

3. SERVICES DELIVERY GROUP

- 3.1 Community Buildings
 - 3.1.1 Commemoration Plaques
 - 3.1.2 Physical Access Policy
- 3.2 Parks Operation
 - 3.2.1 Showground – Rock Concerts
 - 3.2.2 Helicopter Landing in Public Reserves
 - 3.2.3 Honorary Rangers – Powers and Duties
 - 3.2.4 Naming of Public Facilities
- 3.3 Roads Operations
 - 3.3.1 Clothing Recycling Bins – Regulation
- 3.4 Technical Services
 - 3.4.1 Consultation Policy for Infrastructure Projects
- 3.5 Children's Services
 - 3.5.1 Vacation Care
 - 3.5.2 Placement of Children with Disabilities at Long Day Care Centres

- 3.6 Youth Services
 - 3.6.1 Youth Policy

4. PLANNING SERVICES GROUP

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

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACTS ARRANGEMENTS

Freedom of Information Officer/Public Officer

Director – Corporate Services
Council Chambers
129 Showground Road
PO Box 75
CASTLE HILL NSW 2154
Telephone: (02) 9843 0120
Fax: (02) 9843 0400

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

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

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

SECTION 1 – POLICY DOCUMENTS

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

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

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

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

SECTION 2 – STATEMENT OF AFFAIRS

Published with Council's 2002/2003 Annual Report.

SECTION 3 – CONTACT ARRANGEMENTS

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

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

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

Zingel Place
BEGA N.S.W.

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

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

FREEDOM OF INFORMATION ACT 1989

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

SUMMARY OF AFFAIRS of the BERRIGAN SHIRE COUNCIL

SECTION 1 – THE COUNCIL’S POLICY DOCUMENTS

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

- Annual Report
- Annual financial reports
- Auditor’s report
- EEO Management Plan
- Policy concerning the payment of expenses incurred by, and the provision of facilities to, Councillors
- The Council’s land Register
- Register of investments
- Returns of the interests of Councillors, designated persons and delegates
- Business papers for Council and committee meetings (but not including business papers for matters considered when a meeting is closed to the public)
- Minutes of Council and Committee meetings, but restricted (in the case of any meeting or part of a meeting that is closed to the public) to minutes of:
 - a) the recommendations of the meeting, other than recommendations concerning the proposed acquisition of land at a public auction; and
 - b) such other matters as the Mayor resolves should be made public.
- Register of delegations
- Records of approvals granted and decisions made on appeals concerning approvals.
- Records of building certificates.
- Plans of land proposed to be compulsorily acquired by the Council.
- Leases and licences for use of public land classified as community land.
- Plans of management for community land.
- Environmental planning instruments, development control plans and plans made under section 94AB of the Environmental Planning and Assessment Act, 1979 applying to land within the Council’s area.
- SUMMARY OF AFFAIRS and the register of policy documents required under the Freedom of Information Act 1989.
- Management Plan
- Local Emergency Management Plan (Displan)

Policy Manual, including the following policies

1. Council Name Badges
2. Unauthorised Advertising Structure – Removal Of
3. Request For Donations
4. Street Stalls
5. Current Investment Practices
6. Hire Of Plant For Council Works
7. Berrigan Airstrip
8. Tocumwal Aerodrome
9. Murray River Water Policy Statement On Water Quality
10. Membership Of Associated Organisations
11. Staff Service With The Australian Army Reserve
12. Attendance At Local Government Conferences
13. Housing For Staff Members
14. Mayor’s Sedan
16. Use Of The Council Chambers – Formal Area
17. Monumental And Lawn Cemeteries
18. Light Vehicle, Truck And Light Vehicle Replacement
19. Fees – Approved First Aid Course
20. Authority To Send Bush Fire Control Units Outside The Council’s Area

21. Authority To Send Council Plant Outside The Council's Area In Emergency Situations
22. Rates, Charges & Debt Recovery Policy
23. Hire Of Council Plant For Private Works
24. Selection Of Staff Members
25. Telephone Usage Policy For Staff
26. Insurance – Risk Management
27. Kerb And Gutter And Footway Construction Contributions
28. Access To Council's Refuse Depot – Special Events
29. Staff Clothing Policy
30. Application For Water Service
31. Application For Sewerage Service
32. Road Openings
33. Salary Policy
34. Dog And Dog Impounding Policy
35. Public Liability Claims Procedure
36. Occupational Health And Safety And Objectives Policy
37. Payment Of Expenses And Provision Of Facilities
38. Street And Public Place Naming Policy
39. Staff Remuneration Package
40. Purchasing Policy
41. Service Recognition
42. Presentation On Retirement From The Council
44. Smoke Free Environment Policy
45. Pre Employment Medical Policy
46. Rehabilitation Policy
47. Street Banners Policy
48. Annual Christmas Dinner
49. Deferred Debtors
50. Assistance With Legal Expenses
52. Leave Policy (See Also Policy No. 72 Annual And Other Leave Policy)
53. Conflict Of Interest Policy
54. Internal Reporting Policy
55. Domestic Waste Management Charge
56. Rating And Revenue Policy
57. Drivewayconstruction
58. Equal Employment Opportunity Policy Statement
59. Training Policy Statement
60. Quality Policy Statement
61. Long Service Payments
62. Local Approvals Policy
63. Refund Of Application Fees
64. Waste Management
65. Customer Request / Suggestion Policy
66. Liability Management Policy
67. Stock Impounding Policy
68. Assistance For Attendance Of Individuals At Sporting And Other Events.
69. New Kerbside Garbage Collection Services
70. Water Pricing Policy
71. Heat Stress Policy
72. Annual And Other Leave Policy
73. Reimbursement Of Relocation Expenses Policy
74. E-mail Policy
75. Child Protection Policy
76. Capital Grants And Contributions Policy
77. Drainage Corridors Fire Reduction Policy
78. Tourism Policy
79. Constructed Footpath Risk Management Policy
80. Administration Of Contributory Footpath And Kerb And Gutter Schemes Pursuant To Clauses 217, 218 & 219 Of The Roads Act 1993
81. Public Information Policy
82. Berrigan Shire Library Service Collection Policy

- 83 Internet Usage Policy
- 84 Drug And Alcohol Free Workplace Policy
- 85 Tourism Funding Policy
- 86 Public Internet Usage
- 87 Attendance Of Councillors At Community Meetings And Events
- 88. Water Trading Policy
- 89 Policy For Volunteering In Berrigan Shire
- 90 Private Use Of Council Vehicles
- 91 Council Involvement In New Enterprises
- 92. Tender Evaluation Policy

The following Codes and Plans are also available for viewing:

- Code of Conduct
- Subdivision Code
- Australian Institute of Health Surveyors National Food Premises Code
- Code of Tendering for the Construction Industry
- Berrigan Local Environmental Plan 1992
- Development Control Plan No. 1 – “Village”
- Development Control Plan No. 2 – “Rural Residential”
- Development Control Plan No. 3 – “Tourism”
- Development Control Plan No. 4 – “Tree Preservation”
- Development Control Plan No 5 for the Tocumwal Aerodrome
- Policy on the relocation of previously used residences
- Inland Rivers Water Quality Policy
- State of the Environment Report
- Flood Prone Land Policy
- Development Application Register
- Development Contributions Plan Sec 94
- Privacy Management Plan
- DCP No 3 – Parking
- Local Companion Animal Management Plan
- DCP No 2 Exempt & Complying Development
- On Site Sewerage Management Plan
- Plan for the Management of the Corella Population at Tocumwal
- Apex Park Plan of Management
- Stormwater Management Plan & SBP
- Residential Building Lines
- Roadside Vegetation Management Plan
- Tocumwal Foreshore & Recreation Reserve Plan of Management
- Social/Community Plan July 2002 to June 2005
- Drought Management Plan
- Local and Neighbourhood Parks Plan of Management
- Operational Environmental Management Plan (Oemp) For Effluent Reuse On Finley Golf Course

SECTION 2 – STATEMENT OF AFFAIRS

Copies of the statement of affairs of the Council, which was prepared as at 30th June, 2003, may be purchased from the Council for \$5.00.

SECTION 3 – COUNCIL’S CONTACT ARRANGEMENTS

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

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

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

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

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

SECTION 1 – COUNCIL DOCUMENTS

DOCUMENT

Abandoned Vehicles Policy
Aboriginal Reconciliation Policy
Aboriginal Signage Policy
Access and Equity Policy & Action Plan
Animals Policy
Annual Financial Reports
Annual Report
Annual Section 94 Financial Report
Approved engineering plans
Aquatic Centres Policy
Awards – Building Policy
Blacktown Development Control Plan 1992 (as amended)
Blacktown Local Environmental Plan 1988 (as amended)
Blacktown Residential Development Strategy
Brick Veneering Code
Building Certificate Register
Bus Routes Policy
Business Papers for Council and Committee Meetings (but not including matters considered when a Meeting is closed to the public)
Carports, Awnings, Pergolas, Garages and Small Extensions to Dwellings
Childrens' Services Policies
Christmas Promotions Policy
Clean-up and Prevention Notices
Clothing Recycling Bins
Code for Fences & Screen Walls
Code for Food Premises
Code for Itinerant Vendors
Code of Meeting Practice
Code of Procurement
Community Buses Policy
Community Communication, Consultation and Participation Policy
Community Services Directory
Complaints and Compliments
Constitutional Recognition of Local Government
Construction Zones
Contaminated Lands Policy
Contributions Plans Nos 1 to 7, 10 to 13 and supporting documents (various)
Council Buildings and Properties Policy
Council Plant Policy
Cultural Plan Policy
Delegations of Authority Register
Development Consents Register
Development Control Plans and draft Development Control Plans
Development Determinations
Disabled Persons Parking Policy
Disability Action Plan
Disposal of Furniture, Office and Computer Equipment
Dogs Policy
Dog Registration under the Dog Act 1966 and Companion Animals Act 1998

Draft Local Environmental Planning Instruments
Draft Local Environmental Plans (exhibited)
Drugs
Electricity and Street Lighting Policy
Emergency Management Plan
Emeritus Mayor
Energy Smart Homes Policy
Engineering Development Guide
Environmental Impact Statements, Reviews of Environmental Factors and Conservation Plans
Equal Employment Opportunity Management Plan and Policy
Execution of Documents – Power of Attorney
Fences, Screen Walls and Building Lines for Dwellings
Festivals Policy
Filming in City Areas Policy
Financial Assistance to Community Organisations Policy
Financial Assistance to Sportspeople and Representatives in the fields of Arts/Culture and Education
– Policy
Financial Reviews Policy
Financial Reports
Fire Control Policy
Firearms in Council Buildings
Flags Policy
Flood Extent Maps
Flood Level Information (major creeks)
Food Premises Policy
Footpaths Policy
Fraud Prevention Guidelines
Fringe Benefits Tax Policy
Garbage and Waste Services Policy
Geographical Names Policy
Goods & Services Pricing Schedule 2003/04
Goods & Services Pricing Schedule 2003/04 – Business Unit
Graffiti Removal Guidelines
Guidelines for the Operation of Slow Combustion Heaters
Halls and Community Neighbourhood Centres Policy
Hardship Policy – Pensioners
Health Plan
Heritage Register
Historical Sites
House Numbering Policy
Information Policy
Insurance Policy
Internal Reporting Policy
Keys of the City and Honorary Citizenship
Land Acquisition, Disposal & Dedication Policy
Land Register
Leases and licences for use of public land classified as community land
Leases, Licenses Policy
Legal Matters Policy
Library Policy
Livestock and Large Animals Policy
Local Air Quality Management Plan
Local Approvals Policy 2000
Local Orders Policy – Keeping of animals on private property
Local Policies concerning building and development approvals
Management Committees – Parks & Community Facilities Policy
Management Plan 2003/04
Minutes of Council and Committee meetings (but not including minutes of a meeting or any part of a meeting that is closed to the public other than the recommendations of that meeting)
Mount Druitt Human Services Stocktake
Naming and Renaming of Roads

Naming of Shopping Centres
Noise Nuisance Policy
Obstructions by Advertising Signs, Vehicles
Occupational Health & Safety Policy
On-site Sewage Management Policy
Outdoor Eating Policy
Parks, Reserves and Playing Fields Policy
Path Paving Policy
Payment of Expenses and Provision of Facilities to Councillors – Policy
Plans of land proposed to be compulsorily acquired by the Council
Plans showing height and external configuration of a building for the purpose of neighbour notification
Pollution Control – Stormwater Quality Control
Pricing Policy (refer Goods & Services Pricing Schedule 2003/04)
Pricing Policy (refer Goods & Services Pricing Schedule 2003/04 – Business Unit)
Privacy Management Plan
Protected Disclosures Policy
Purchasing and Orders Procedure
Rates and Debt Recovery Policy
Records of Appeal decisions relating to Development Determinations
Records Management Policy
Recycling Policy
Regional Environmental Plans
Register of Delegations
Register of Investments
Registers of Applications – Development Applications and Section 96 amendments, Building Applications, Complying Development Certificates, Construction Certificates, Compliance Certificates, Occupation Certificates and Linen Releases.
Returns of the interests of Councillors, designated persons or delegates
Roads & Drainage Asset Registers
Roads Policy
Roadside Memorials
Section 94 Contributions Plans
Section 94 Contributions Register
Sewage Policy
Soil Erosion and Sedimentation Control Policy
Social Impact Assessment – Proposed Developments
Sporting Activities Policy
Staff Policy
State of the Environment Report
State Environmental Planning Policies
Street Parties Policy
Suburb Names Policy
Swimming Pool Code
Telecommunications Cabling
Tenders and Contracts Policy
Tobacco and Alcohol Policy
Tree Preservation Controls
Upper Parramatta River Catchment Trust, On-Site Detention Handbook
Vehicles
Vehicular & Gutter Crossings Policy
Western Sydney Regional Organisation of Councils Policy
Workers Compensation Policy
Works Improvement Program
Works Specification Subdivisions/Developments

Blacktown City Council's Policy Documents are regularly updated and published on Council's web page under 'Accessing Information-Documents'. Copies of the Documents are available. Contact the Manager Governance & Support Services.

SECTION 2 – STATEMENT OF AFFAIRS

The Statement of Affairs is published with Blacktown City Council's Annual Report. It can be obtained as part of the Annual Report or as a separate document. It is available on the web page or at the Blacktown City Information Centre.

SECTION 3 – ACCESSING COUNCIL INFORMATION

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

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

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

It should be noted:

Documents listed may be inspected during office hours.

A reasonable copying charge may be made by Council.

A copy of a Building Certificate may not be taken away unless the owner of the building to which the certificate relates, has given Council written permission to release copies.

Contact Officer:

Mr Paul Burne
Public Officer

Or

Mr Craig Dalli
Manager Governance & Support Services

PO Box 63

General Manager
Blacktown City Council

BLACKTOWN 2148

Blacktown City Council
Civic Centre
Flushcombe Road
BLACKTOWN 2148

8.30am – 4.30pm
Phone: 9839 6000
Fax: 9831 1961

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

SECTION 1 – POLICY DOCUMENTS

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

- Code of Conduct
- Code of Meeting Practice
- Local Approvals Policy
- Local Orders Policy
- Local Disaster Plan
- District Fire Plan of Operations
- Policy Register
- Community Directory
- Section 94 Plan
- Tree Preservation Order
- Safe Operating Procedures
- Human Resources Policy Register
- Management Plan 2004/2008
- Audited Annual Financial Reports 2001/2002
- Auditors Reports
- Statement of Affairs
- Register of Investments
- Local Environmental Plan 1993
- Development Control Plan 1999
- Annual Report – 2002
- Register of Disclosures
- Community Plan
- Community Profile
- Community Access Plan
- Cultural Plan
- Minutes of Open Council Meetings
- EEO Management Plan
- State of the Environment Report
- Policy on the Payment of Expenses and Provision of Facilities to Councillors

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

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – ENQUIRIES

Ms Glenda Tasker
Director Finance & Administration
Bland Shire Council Council Chambers
PO Box 21 Shire Street
WEST WYALONG NSW 2671 WEST WYALONG NSW 2671
8.30 am – 5.00 pm
Email: council@blandshire.nsw.gov.au
Website: www.blandshire.nsw.gov.au
Ph: 02 69 722266
Fax: 02 69 722145

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

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

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

Secondary Employment Policy and Procedures
Section 94 Plan
Self Enforcing Infringement Notice System (SEINS)
Show Conflict with Circus
Sick Leave
Sporting Fields
Sporting Fields – Line Marking
Staff Telephone Subsidy
State of Environment Report
Street Trees
Tank Water Storage – New Buildings
Temporary Street Closure
Tender Procedure
Trade Waste
Use of Footpaths
UV Policy
Vandalism Reward
Vittoria Bush Fire Brigade
War Memorials Maintenance
Workcover Rehabilitation

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

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

The Public Officer
Blayney Shire Council
PO Box 62
BLAYNEY NSW 2799

Telephone: (02) 6368 2104
Hours: 9.00 am and 5.00 pm, Monday to Friday

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

SECTION 1 – DOCUMENTS HELD BY COUNCIL

Blue Mountains City Council holds a range of documents which are available for public viewing:

Council/Councillor operations

- Code of Meeting Practice
- Business Papers for Council Meetings
- Minutes of Council Meetings
- Payment of Expenses incurred by, and provision of facilities to, Councillors
- Pecuniary Interest Register
- Return as to Candidates' Campaign Donations
- Standards of Ethical Behaviour in Civic Office

City wide policies/plans

- Dirt Bike Jump Strategy
- Bushcare Procedures Manual
- Commercial Activities in Public Places Policy
- Community Buildings Policy
- Blue Mountains Community Plan
- Weed Management Strategy
- Cultural Strategy
- Food Premises Code for the Construction, Alteration and Fitout of Food Premises
- Kerb and Gutter and Path Paving Owner Contribution Policy
- Local Disaster Plan
- Local Environmental Plan 4 as amended
- Local Environmental Plan 1991 as amended
- Local Environmental Plan 2002 (Draft) and a range of associated documents.
- St Johns Oval Master Plan
- Development Application Registers
 - Cemetery Register
 - Dangerous Dogs Register
 - Heritage Register
 - Building Certificates
 - Development Applications
- Significant Trees Policy
- Signs in Public Places Policy
- State of the Environment Report
- Blue Mountains Catchment Stormwater Management Plan
- Strategy for Young People
- Traffic Policy
- Total Waste Management Strategy
- Area 1 Community Plan
- Area 2 Community Plan
- Area 3 Community Plan
- Area 4 Community Plan
- Area 5 community Plan
- Sport and Recreation Needs Assessment Area 1
- Sport and Recreation Plan Area 2
- Sport and Recreation Plan Area 3
- Sport and Recreation Plan Area 5
- Blue Mountains Sport and Recreation Strategy
- Blue Mountains Crime Prevention and Community Safety Plan

- City-wide Water Quality Monitoring and Assessment Program
- Wentworth Falls Lake Water Quality Action Plan
- Environmental Education Strategy
- Unmade Roads Policy
- Bushland Management Order
- Tree Preservation Order
- Accessible Housing Strategy
- Residential Housing Strategy
- Asset Management Strategy
- Local Link Road Strategy
- Increasing Safe and Accessible Rail Use through improved commuter parking and access facilities at Blue Mountains Railway Stations
- Draft Economic Development Plan
- Katoomba Charretta Outcomes Report and Town Centre Revitalisation Strategy

Council Management

- Access to Information Policy (Draft)
- Annual Report 2001-2002 and previous years
- Management Plan 2001/2002 to 2003/2004 Year 2
- Management Plan 2001/2002 to 2003/2004 Year 3
- Management Plan 2001/2002 to 2003/2004 Year 4
- Management Plan 2001/2002 to 2003/2004 Year 2 – Detailed Financial Documentation
- Management Plan 2001/2002 to 2003/2004 Year 3 – Detailed Financial Documentation
- Complaints Handling procedures
- Delegations Register
- Evacuation Procedures
- Land Register
- Leases and Licences Register
- Policy Register
- Prosecutions Policy
- Land Acquisition Policy
- Privacy Management Plan
- Staff Support to the Emergency Services Centre during Incidents and Emergencies
- Statements to the Press
- Non Smoking Policy
- Occupational Health and Safety

Effective Financial management

- Purchasing
- Guidelines for the Engagement of Consultants
- Tendering Guidelines
- Corporate Property Policy
- Competition Policy
- Competitive Neutrality
- Debt Recovery and Writing Off Policy
- Fraud Prevention Strategy
- Fraud Protection Plan
- Investment Policy
- Reporting Corruption, Maladministration and Serious and Substantial Wastage Policy
- Register of Investments
- 2002/2003 Revenue Policy
- Risk Management Strategy

Effective Staff management

- Code of Conduct for Staff
- Equal Employment Opportunity Management Plan
- Standards of Behaviour for Staff
- Acquired Immune Deficiency Syndrome
- Business Casual
- Child Protection Policy
- Email and Internet Policy

- Employee Assistance Program
- Evacuation Procedures
- Disciplinary Policy and Procedures
- Drug and Alcohol Policy
- Grievance Policy and Procedures
- Harassment Policy
- Hours of Work
- Job Share
- Motor Vehicle Internal Management Procedure
- Performance Review Guidelines
- Private Work
- Recruitment and Selection guidelines
- Pre Placement Health Assessment
- Redundancy and Redeployment Policy
- Temporary and Casual Staff
- Training and Development Policy
- Regrading of Positions
- Annual leave
- Bereavement Leave
- Emergency Services Leave
- Higher Duties Allowance
- Leave Without Pay
- Long Service Leave
- Maternity Leave
- Payroll Policies and Procedures – Wages Staff
- Payroll Policy and Procedures – Temporary and Casual Staff
- Salary Sacrifice – superannuation
- Sick Leave
- Special Leave
- Travelling and Mileage Allowance

Development

- Access and Equity Policy
- Activities in Public Places Policy
- A-Frame/Sandwich Board Signs Policy
- Contaminated Land
- Public Art Policy
- Erosion and Sediment Control
- Mediation
- Development Contributions Plan
- Disability Action Plan

Development Guidelines

- Erosion and Sediment Control Code of Practice
- For Assessment of Flora and Fauna (Draft)
- Heritage
- Relocatable Houses Guidelines

Development Control Plans

- DCP NO.4 Faulconbridge East Shopping Centre
- DCP NO.5 Echo Point
- DCP NO.7 Blaxland West Commercial Area
- DCP NO.8 Gumnut Close, Blaxland
- DCP NO.9 Significant Trees
- DCP NO.10 Town Character Guidelines
- DCP NO.11 Water Board Staging Plan
- DCP NO.13 Effluent Removal in Unsewered Areas
- DCP NO.14 Sorensens Nursery Site, Leura
- DCP NO.15 Parklands, Govetts Leap Rd, Blackheath
- DCP NO.16 Bed & Breakfast
- DCP NO.17 Lucasville Road/Mount Street/Brookdale Tce, Glenbrook

- DCP NO.18 Wilson Way/Mitchells Pass, Blaxland
- DCP NO.20 Dual Occupancy
- DCP NO.21 Advertising & Information Signage
- DCP NO.22 Use of Heritage Items
- DCP NO.23 Knapsack St/McCauley Cres/Mount St Walters Ave/Lucasville Rd, Glenbrook
- DCP NO.26 Building in Bushfire Prone Areas
- DCP NO.29 Car Parking
- DCP NO.31 Public Infrastructure Works in Subdivisions and Developments
- DCP NO.32 "The Ritz"
- DCP NO.33 Exempt and Complying Development
- DCP NO.34 Energy Efficient Residential Development
- DCP NO.35 Community Consultation Policy for Land Use Management
- DCP NO.36 Residential Swimming Pool Safety
- DCP NO.37 Shared Access – Mt Sion Park
- DCP No.38 Housing for Older People and People with a Disability
- Better Living Development Control Plan for Single Residential and Subdivisions in LEP 4 and LEP 1991 Areas.

Plans of Management for Public Land

- Plan of Management – Mt Wilson Village Hall
- Plan of Management – Former School of Arts Site Springwood
- Plan of Management – Springwood Tennis Centre
- Plan of Management – Summerhayes Park
- Plan of Management – Wentworth Falls School of Arts
- Plan of Management – Glenbrook School of Arts
- Plan of Management – Weroona Park Woodford
- Plan of Management – Woodford Reserve
- Plans of Management – Upper Kedumba River
- Plan of Management – Glenbrook Lagoon, Mt Sion & Mitchells Pass
- Plans of Management – Upper Kedumba River Valley
- Blue Mountains Cemeteries Conservation Management Plans

Plans of Management for Crown Land

- Plan of Management – Lilianfels Park

SECTION 2 – COUNCIL'S STATEMENT OF AFFAIRS TO JUNE 2003

Council's most recent Statement of Affairs made under section 14 (1) (a) can be found at Council's website at www.bmcc.nsw.gov.au or is available from the Executive and project Support Officer on (02) 4780 5552.

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

SECTION 3 – ARRANGEMENTS FOR ACCESS TO COUNCIL HELD INFORMATION

With the exception of archival material held in Council's History Library, all other material may be accessed at the Council Chambers, Civic Place, Katoomba during normal business hours.

Council's History Library is located at 104 Macquarie Road, Springwood and is open three days per week. Enquiries may be made by letter, personal visit or telephone to Katoomba Council Chambers, Civic Place, Katoomba, 2780, (02) 47 80 5000 or Springwood History Library (02) 47 51 0777.

Section 12 of the Local Government Act 1993 requires Council to provide access to a large number of documents and information. As well, the Freedom of Information Act 1989 enables Council to provide information to the public. Council is also mindful of the management of information as outlined in the Privacy and Personal Information Protection Act 1998. Council's Privacy Management Plan is available on Council's web site or by contacting the Executive and Project Support Officer on 02 4780 5552.

Copies of material will generally be made available but Council is able to, and does, set a charge for copying. Each year council determines a schedule of fees and charges for its services for the following financial year and this information is available in the updated Management Plan – Detailed Financial Documentation considered by Council each year as part of its review of the Management Plan. This document is available for inspection, at no cost, in Council's offices and at Branch libraries.

Applications for access to information made under the Freedom of Information Act 1989 should be sent to the Public Officer and must be accompanied by the application fee of \$30.00. Applicants may request a discount of 50% in cases of personal hardship. The Act also makes provision for Council to charge for additional processing or photocopying charge may be applicable.

Many of the documents included in this statement of affairs are available through Council's website at www.bmcc.nsw.gov.au

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

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

- Corporate Structure
- Committee Structure
- Code of Conduct
- Code of Meeting Practice
- Contributions Plans
 - Developer Headworks
 - Section 64 Developer Contributions, Sewerage and Water Headworks
- Delegations of Authority Register
- Bombala Local Disasters Plan (DISPLAN)
- EEO Management Plan
- Model Policy for Interaction between Councillors and Staff
- Internal Reporting Policy
- Employment Codes
 - Bombala Council Award Restructuring Policy
 - Bombala Council Training Policy
 - Bombala Council Salary System
- Bombala Local Environment Plan, 1990 (as amended)
- Expenses and Facilities Policy
- Internal Reporting Policy
- Provision of Information to and Interaction between Councillors and Staff Policy
- Local Approvals Policy (unless otherwise superseded or overridden by government legislation, for example SEPP60).
- Community Land Management Plan
 - Sportsgrounds
 - Parks and Gardens
 - General Community Use
- Management Plan (incorporating Estimates of Income and Expenditure and Schedule of Fees and Charges)
- Privacy Management Plan
- Minutes of Council and Committee Meetings
- Policy Register (containing decisions by Council and forming policy)
- Revenue Policy
- State of the Environment Report
- Tenders and Purchasing Policy
- Notification of Adjoining Owners Policy (see Local Approvals Policy)
- Local Approvals Policy – Notification of neighbours concerning Building Works (see note above)
- Building – Conditions of Approval
- Bombala Bush Fire Emergency Management Plan
- Flood Prone or Floodway Lands – Minimum Floor Levels Policy
- Food Premises Policy
- Smoking in the Workplace Policy
- Annual Report
- Auditors Report
- Disclosures Register
- Land Register
- Investment Register
- Development Applications Register

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

Mrs L Martin-McInnes

FOI Officer

Bombala Council

71 Caveat Street

BOMBALA NSW 2632

Telephone: (02) 6458 3555

Fax: (02) 6458 3777

Email council@bombala.nsw.gov.au

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

SECTION 1 – POLICY DOCUMENTS

Subject to the Freedom of Information Act 1989 and Section 12 of the Local Government Act 1993, Boorowa Council holds the following documents which may be accessed for Inspection.

- The Council's code of conduct
- 2003/2004 Management Plan
- Annual financial reports
- Auditors Report
- Boorowa Social Plan
- Physical Activity Strategic Plan
- The Council's policy concerning the payment of expenses incurred by, and the provision of facilities to, Councillors
- Register of investments
- Returns of interest of Councillors, designated persons and delegates
- Business papers for Council and Committee meetings (but not including business papers for matters considered when a meeting is closed to the Public)
- Minutes of Council and Committee Meetings (but not including Minutes of a Meeting of any part of a Meeting that is closed to the public other than the recommendations of that Meeting)
- Any codes referred to in the Local Government Act 1993
- Child Protection Policy
- Councils General Policy Register
- Local policies adopted by the Council concerning approvals and orders
- Records of building certificates
- Environmental planning instruments, development control plans and plans made under Section 94AB of the Environmental Planning and Assessment Act 1979 applying to land within the Councils area
- The statement of affairs, the SUMMARY OF AFFAIRS and the register of policy documents required under the Freedom of Information Act 1989.
- All files and other documents of a non-confidential nature

SECTION 2 – STATEMENT OF AFFAIRS

Statement for the period ended 30/06/2003 available on request.

SECTION 3 – FREEDOM OF INFORMATION PROCEDURES AND CONTACT PROCEDURES

Public access to documents held by Boorowa Council will be subject other Freedom of Information Act 1989 or Section 12 of the Local Government Act 1993 and confidentiality restrictions imposed by Council. The latter restrictions will only be applied where the request for information is deemed to compromise issues of privacy, commercial or legal considerations.

Access to documents held by Boorowa Council and subject to the Freedom of Information Act must be made by written application accompanied by a fee of \$30.00.

The application should be made to:

The FOI Co-Ordinator
Boorowa Council
PO Box 96
BOOROWA NSW 2586

Prior to making an application it is suggested that the applicant contact Council's FOI Officer, Mr David Philpott, (02) 6385 3303 as some information may be provided as part of a free community service.

FREEDOM OF INFORMATION ACT, 1989

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

SUMMARY OF AFFAIRS of the CITY OF BOTANY BAY

SECTION 1 – POLICY DOCUMENTS

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

- Council's Code of Conduct
- Council's Code of Meeting Practice
- Annual Report
- Annual Financial Reports
- Auditor's Report
- Management Plan
- EEO Management Plan
- Council's policy concerning the payment of expenses incurred by, and the provision of facilities to, councillors
- Council's Land Register
- Register of Investments
- Returns of the interests of councillors, designated persons and delegates
- Returns as to candidates' campaign donations
- Business Papers for Council and Committee meetings (but not including business papers for matters considered when a meeting is closed to the public)
- Minutes of Council and Committee meetings, but restricted (in the case of any meeting or part of a meeting that is closed to the public) to minutes of:
 - (a) the recommendations of the meeting, other than recommendations concerning the proposed acquisition of land at a public auction; and
 - (b) such other matters as the Council or Committee resolves should be made public.
- Contributions Plans
 - S.94 Contributions Plan No. 1, 2 and 3 CM
 - Mascot Station Precinct – 94 Contributions Plan
 - DA/BA/Subdivision Application Starter Kit
 - The City of Botany Bay DA Guide for Multi-Unit Residential, Commercial and Industrial Developments
- Development Control Plans
 - Access DCP
 - Off-Street Parking DCP
 - Mascot Station Precinct DCP
 - Waste Management & Minimisation Guidelines
 - Aircraft Noise DCP
 - Extended Public House Trading Hours DCP
 - Container Terminals DCP & Similar Facilities Handling Containers
 - Local Air Quality Management Plan
 - Two Floor Dwelling
 - Courtyard Fence Code
 - Amusement Centres
 - 28-40 Lord Street, Botany
 - 1365 Botany Road, Botany
 - 14a Baker Street, Botany
 - 25-27 Green Street, Banksmeadow
 - Energy Efficiency
 - Notification of Development Applications – DCP No. 24
 - Exempt and Complying Development
 - Multi Unit Residential Development
 - Moore and Baker Street, Banksmeadow – DCP No. 25
 - 26A Bunnerong Road, Daceyville

- Building Design and Construction DCP
- Outdoor Advertising
- Stormwater and Drainage System Guidelines
- Botany Randwick Industrial Area Land Use Safety Study
- Landscape DCP No. 32
- Contaminated Land DCP No. 34
- Daceyville Conservation Area (Draft)
- Industrial Development (DCP33)
- Draft DCP for Advertising Signs and Structure
- Subdivision DCP No. 7 (Version 2)
- Draft DCP No. 37 – Heritage Conservation
- Draft DCP No. 38 – Houses
- Draft DCP No. 39 – Commercial Centres
- Draft DCP No. 40 – Wetlands
- Draft DCP No. 42 – Waste & Recycling Industrial Development
- Draft DCP No. 43 – Telecommunications and radio communications
- DCP No. 44 – Swimming Pools
- DCP No. 45 – Residential Development on two former nursery sites at Mascot
- Draft DCP No. 46 – Access and Mobility
- Draft DCP No. 31 – Pemberton & Wilson Street Precinct
- Draft DCP No. 35 – Multi unit housing and residential flat building
- DA Guide for residential dwelling houses, additions/alterations to dwelling houses, carports/garages, swimming pools, outbuilding for the construction of dwelling houses.
- DA Guide for multi-unit residential, commercial and industrial developments (including changes of uses, alterations and additions, and non-dwelling house related subdivision).
- Emergency Management Plan
- Fence Policy
- Contaminated Land Policy
- Financial Management Plan
- Internal Reporting Policy
- Local Environmental Planning Instruments – Botany Local Environmental Plan 1995
- Policy Register
- Pricing Policy
- Procedure Manuals exist for a number of Council activities
- Records/Disposal Policy
- Register of delegations
- Revenue Policy
- State of the Environment Report
- Tree Preservation Order
- Local Policies adopted by the Council concerning approvals and orders
- Records or Approvals granted and decisions made on appeals concerning Approvals
- Records of Building Certificates
- Plans of land proposed to be compulsory acquired by the Council
- Leases and Licences for use of public land classified as community land
- Plans of Management for community land
- Environmental Planning instruments, development control plans and plans made under Section 94AB of the Environment Planning and Assessment Act 1979 applying to land within the Council=s area
- Privacy Management Plan
- Statement of affairs, the SUMMARY OF AFFAIRS and the register of policy documents required under the Freedom of Information Act 1989

SECTION 2 – STATEMENT OF AFFAIRS

The most recent Statement of Affairs (June 2003) may be obtained by contacting the Administration Office, 141-143 Coward Street, Mascot, 2020.

SECTION 3 – CONTACT ARRANGEMENTS

Principal Officer for Freedom of Information details:

Deputy General Manager

Public Officer

Address for inspection of Policy Documents and Statement of Affairs:

Administration Office

141-143 Coward Street

MASCOT NSW 2020

Inspection may be undertaken:

Monday to Friday – 9 am to 4 pm

Mailing address: PO Box 331
MASCOT NSW 1460

Phone: 9366 3666

Fax: 9366 3777

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

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

(i) Documents

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

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

(ii) POLICY DOCUMENTS

Access and Equity
Access to Library Services
Acquisition and Loan of Objects Relating to Cultural Heritage
Approved Students – Education/Training Institutions
Broken Hill City Art Gallery – Acquisitions
Broken Hill City Art Gallery – Appraisals
Broken Hill City Art Gallery Loan of Art Works to Council
Broken Hill City Art Gallery Loan of Works to External Locations
Broken Hill City Art Gallery Reporting Procedures
Broken Hill Entertainment Centre Conditions of Hire
Broken Hill Filming Policy
Child Protection – Employment Screening
Child Protection – Mandatory Reporting
Code of Conduct
Code of Councillor Practice
Code of Dress
Code of Meeting Practice
Community Assistance Policy
Community Consultation
Computer Equipment & Software
Competitive Neutrality
Complaints Management
Conduct of Government Instrumentality Functions
Conflicts of Interest
Construction of Paving on Public Footways
Damage, Loss/Theft of personal property or personal effects
Debt Collection Policy
Directional Signs
Disciplinary Procedures
Disposal of Assets
Disposal of Council Real Estate
Disposal of Unwanted Plant, Equipment and Surplus Stock
Dispute Resolution
Donations and Gifts (Broken Hill City Art Gallery)
Drug and Alcohol Free Workplace
Drug and Alcohol Programme
Dumper Hire
E-mail-Internet policy
Employee Assistance Programme
Employee Leave Balances
Employee Travelling Expenses – In Relation to Workers' Compensation Claims
Employment of Contractors
Engagement and Training of Apprentices
Equal Employment Opportunity
Fire Safety in Existing Buildings
Food Hawker and Vendor Regulations
Footway Restaurants / Outdoor Settings
Format of Business Paper
Fraud Control
Freedom of Information
Gifts, Benefits and Bribes
Grievances Policy

HIV/AIDS
Harassment
Health and Building Surveyors Staff Training
Heritage Restoration Fund – Loan Funds
Human Services
Illegal Vehicular Passage on Footpaths
Improvements of Nature Strips
Installation of Planters in Argent Street
Interaction between Councillors and Staff
Investment
Issuing Certificates of Service and References
Keeping of Pigeons – Residential Area
Land Acquisition Policy
Land Development
Landscaping on Nature Strips
Lane Widening
Leasing/Licensing of Council Properties
Legionnaire's Disease
Library
Management Policy – GeoCentre
Media Policy
Mobile Phone Policy
Motor Vehicle Pool System and Private Lease
Motor Vehicle Usage Policy
Nuclear Waste Policy
Occupational Health and Safety
Occupational Rehabilitation
Payment of Expenses and Provision of Facilities to Councillors
Places of Public Entertainment
Procedures for the Issue of General Permits and Permission for Street Activities
Protected Disclosures
Provision of Reserves for Employees' Leave Entitlement
Public Art Policy
Purchasing
Records Management Policy
Removal of Oleander Bushes
Residential Buildings – Conservation
Risk Management Policy
Secondary Employment
Security of Taxation File Numbers
Signage of Major Tourist Attractions
Sponsorship
Statement of Ethical Principles
Stormwater Drainage Systems
Suspension of Driver's Licence
Tendering
Training
Travel on Council Business
Tree Planting on Nature Strips
Tree Removal and Tree Root Encroachment Prevention Policy
Vandalism Reward System
Volunteers
Waiving of Notice Preparation Fees – Protection of the Environment Operations Act
Workers' Compensation Claims Management
Working in Hot Conditions, Skin Cancer and Employee Clothing
Workplace Smoking Policy

SECTION 2 – STATEMENT OF AFFAIRS

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

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

Administrative Centre	Charles Rasp Library
Blende Street	Blende Street
Broken Hill	Broken Hill

SECTION 3 – CONTACT ARRANGEMENTS

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

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

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

FREEDOM OF INFORMATION ACT 1999
Section 14 (1) (b) and (3)
SUMMARY OF AFFAIRS
of
BURWOOD COUNCIL

SECTION 1 – POLICY DOCUMENTS

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

COUNCILLORS (ELECTED REPRESENTATIVES)

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

CORPORATE

- Code for Use of Overt Safety Cameras in Council's Customer Service Area
- Code of Conduct
- Competitive Neutrality – Complaints Management System
- Complaints Policy and Procedures
- Delegations of Authority – Position Statement
- Execution of Contracts by the General Manager
- Protected Disclosures Act – Internal Reporting Policy
- Involvement of Council in joint projects with Government Departments
- Sub-delegations by the General Manager – Position Statement
- Use of Recycled Paper
- Sponsorship Policy
- Privacy Management Plan
- Purchasing Guidelines
- Community Grants Program – Guidelines
- Fitzroy Centre Policy documents
- Local Ethnic Affairs Policy

PERSONNEL

- Staff – Blood Donations
- Staff – Cash Handling Procedures
- Staff – Child Protection
- Staff – Concessional Leave
- Staff – Complaints Resolution
- Staff – Code of Conduct
- Staff – Disciplinary Procedures
- Staff – EEO Policy and Management Plan
- Staff – Employees' Handbook
- Staff – First Aid
- Staff – Grievance Procedures
- Staff – Guidelines for the Provision of Information to Customers
- Staff – Interstate Travel and Overseas Expenses
- Staff – Interview Expenses
- Staff – Internet and Electronic Mail Policy for the use of
- Staff – Language Aides

- Staff – Leave Without Pay Policy
- Staff – Long Service Leave Requirements
- Staff – Parental Leave
- Staff – OH&S Policy
- Staff – Performance Management
- Staff – Guidelines for Vehicle Usage
- Staff – Redeployment
- Staff – Recognition of Service
- Staff – Recruitment and Selection
- Staff – Rehabilitation Policy
- Staff – Termination of Employment
- Staff – Salary Policy & System – Statement of Intent
- Staff – Time off in lieu of overtime
- Staff – Use of Council photocopiers
- Staff – Use of Language Aides
- Staff – Training and Development
- Staff – Workers Compensation Guidelines
- Staff – Workplace Planning and Review

ENGINEERS

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

FINANCE

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

ENVIRONMENTAL

- Advertising Signs – Development Control Plan No. 9
- Appian Way Conservation Area – Development Control Plan No. 4
- Civic Precinct – Local Environmental Plan No. 63 (draft)
- Brothels – Local Environmental Plan No. 38 (draft)
- Brothels – Development Control Plan No. 13 (draft)
- Burwood Area No 1 – Development Control Plan
- Burwood Planning Scheme Ordinance (BPSO) (as amended by various Local Environmental Plans)
- Car Parking – Development Control Plan No. 22
- Carports, Code for
- Child Care Development Control Plan No. 26
- Civic Precinct Development Control Plan No. 27 (draft)
- Community Consultation Protocol

- Contamination – Applications on known as Potentially Contaminated Sites
- Crime Prevention through Environmental Design – Development Control Plan No. 23 (draft)
- Dual Occupancy – Development Control Plan No. 21
- Economic Development Strategic Plan
- Exempt & Complying Development – Development Control Plan No. 12
- Garages – Development Control Code
- Fences on Heritage Premises – Development Control Plan No. 3
- Fences, Code for Front and Side Return
- Grosvenor Street – Development Control Plan No. 1
- Guidelines for the Subdivision of land for single dwelling residential development
- Landscaping Code
- Liverpool Road/Byer Street Precinct – Development Control Plan No. 14
- Locality/Streetscape Analysis for Commercial Buildings
- Locality/Streetscape Analysis for Residential Flat Buildings
- Locality/Streetscape Analysis for Single House Residential Areas
- Lucas & Cheltenham Roads Precinct – Development Control Plan No. 16
- Malvern Hill Conservation Area – Development Control Plan No. 5
- Marmaduke Street – Development Control Plan No. 2
- Mechanical Parking Systems, Guidelines for the Use of
- Notification of Development Applications – Development Control Plan No. 6
- Outdoor Eating Policy
- Post Supported Street Verandahs in Burwood Town Centre – Development Control Plan No. 7
- Railway Precinct Development Control Plan No. 28
- Residential Flat Buildings – Development Control Plan No. 18
- General Residential Development – Development Control Plan No. 8
- Section 94 Contributions Plan for Road & Traffic Facilities (Plan No 1)
- Section 94 Open Space Contribution Plan (Plan No 2)
- Section 94 Off-Street Car Public Parking Plan (Plan No 3)
- Section 94 Contributions Plan for Burwood Town Centre Community Facilities (Plan No 4)
- Section 94 Contributions Plan for Westfield Burwood (Plan No 5)
- Single Dwelling Houses, Code for
- Tangarra Street, Croydon Park No.s 1-3 Local Environmental Plan No. 59 (draft)
- Town Centre Commercial Development Control Plan No. 10 (draft)
- Town Centre Residential Development Control Plan No. 11 (draft)
- Town Centre LEP 2000 (draft)
- Townhouses – Development Control Plan No. 20
- Tree Preservation Order Policy
- Waste Management – Development Control Plan No. 17

OTHER DOCUMENTS/REGISTERS AVAILABLE FOR PUBLIC INSPECTION

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

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

- Privacy Management Plan
- Revenue Policy (See Management Plan)
- State of the Environment Report (See Annual Report)

SECTION 2 – STATEMENT OF AFFAIRS

Burwood Council's Statement of Affairs as at 31 December, 2003 is available for inspection at Burwood Council Chambers, 2 Conder Street, Burwood and the Burwood Central Library, 2-4 Marmaduke Street, Burwood.

SECTION 3 – CONTACT ARRANGEMENTS

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

The Public Officer
Burwood Council
2 Conder Street
BURWOOD NSW 2134

or

PO Box 240
BURWOOD NSW 1805

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

Email: council@burwood.nsw.gov.au

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

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

FREEDOM OF INFORMATION ACT 1989

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

SUMMARY OF AFFAIRS of the BYRON SHIRE COUNCIL

SECTION 1 – GENERAL AND POLICY DOCUMENTS

Advertising Structures	5.26
Amusement Devices	5.28
Approvals For Activities Relating To Public Roads	5.29
Asbestos – Handling and Disposal	5.8
Assistance For Festivals and Community Functions	4.15
Attendance At Conferences (Elected Members)	1.2
Award Restructuring Policy	3.17
Beaches – Motor Vehicles On Beaches	5.39
Building – Access For The Disabled	4.19
Building – Geotechnical Reports	5.18
Building – Hillside and Sloping Land	5.17
Building – Hoardings	5.10
Building – Occupation	5.14
Building – Separate Occupancy	5.15
Building – Survey Certificates	5.16
Building – Termite Treatment	5.12
Building – Wet Area Rooms	5.19
Building and Development – Minimum Fill Levels on Flood Prone Land	5.45
Building and Development – Payment of Developer Contributions	5.47
Building and Development – Release Of Plans	5.40
Building and Development Applications – Notification Of Neighbours and Procedures	5.41
Building Certificates	5.11
Building Fees – Amended Plans	5.13
Building over Pipelines and Other Underground Structures	4.20
Burials On Private Property	5.3
Burning Of Garden Waste Matter In Urban and Village Areas	5.5
Business and Commercial Activities	7.1
Busking	5.57
Caravan Park Fees – Refunds	3.3
Cemeteries	7.5
Chattels On Footpaths	5.38
Circuses which include the use or display of exotic, wild or native Australian animals within Byron Shire	5.55
Code Of Conduct	1.8
Code Of Meeting Practice	1.3
Commercial Activities on Coastal Crown Reserves	5.52
Commercial and Other Activities On Public Land and Roads	5.37
Common Seal Of Council	3.11
Community Committees With Delegated Authority	1.4
Community Consultation and Participation in Council's Decision Making	3.38
Community Groups	3.12
Community Halls and Sporting Facilities – Management By Community Groups	3.25
Companion Animal Exercise Areas	5.31
Complaints Procedures	3.22
Concrete Slabs	5.21
Construction Of Civil Works	4.2
Construction Of Fences In Urban Areas	5.25
Construction Of Garages and Outbuildings On Vacant Land	5.22
Contracts and Consultants	3.2
Contribution To The Cost Of Sealing Of Unsealed Roads Adjacent To Properties At	

Request Of Owners	4.17
Contributions For Construction Of Kerbing and Guttering and Footpaths	4.7
Control Of Amusement Parlours/Centres	5.27
Council Files	1.9
Councillors' Access to Information	1.14
Cultural Policy	3.42
Debt Recovery	2.3
Debt Recovery Procedures for Pensioners (defunct – see Policy No. 2.3)	2.4
Demolition Of Buildings	5.24
Development	3.23
Development Panel	5.43
Dog Population	5.33
Dog Registration Fee	5.32
Donations To Community Organisations, Other Groups and Persons	3.13
Employment Of Former Employees	6.8
Engagement of Consultants	3.2
Engagement Of Contractors Other Than Hired Plant and Haulage	3.30
Engagement Of Hired Plant and Haulage Contractors	3.29
Equal Employment Opportunity (EEO)	6.2
Erosion and Sediment Controls	5.1
Excess of Power and Procedural Fairness	3.35
Filling of Water Tankers from Council Water Mains – Fees and Conditions of Use	4.21
Filming on Council Owned and Controlled Land	3.41
Financial Planning Management and Reporting	2.1
Five Year Works Program	4.4
Food Premises	5.9
Footpath Dining	5.54
Footpaths and Nature Strips	4.16
Freedom Of Information	3.24
Fund Raising – Community Organisations	5.36
Guidelines for Investment	2.5
Harassment Prevention	6.9
Hazardous Waste	4.13
Hearing Protection and Noise Reduction	3.36
Infectious Diseases	3.37
Installation Of Rainwater Tanks	5.48
Insurance Claims	3.32
Interim Policy on Genetically Modified Agriculture in Byron Shire	5.56
Issue Of References Under Seal	3.14
Itinerant Food Vendors	5.4
Leave For Reserve Military Service	3.27
Leave For Volunteer Bush Fire, Town Fire Brigade and Rescue Organisation Members	3.19
Legal Costs – Assistance To Councillors, Committee Members, Officers and Council Employees	1.10
Liquid Trade Waste Approvals	4.23
Local Approvals Policy	5.49
Local Orders for the Keeping of Animals	5.30
Maintenance and Improvement Of Council Owned Community Buildings	7.4
Maintenance and Repairs Of Roads and Other Assets	4.5
Maintenance Of Parks By Private Individuals and Community Groups	7.2
Markets Within Byron Shire	5.51
Mayor and Councillors Travelling Expenses and Other Assistance	1.1
Memoranda To Councillors	3.1
Notification to Applicants of Matters to be determined by the Elected Council	1.12
Occupational Health and Safety	3.6
Payment Of Developer Contributions	5.47
Payment Of Gratuities	3.15
Planting and Landscaping on Footpaths and Nature Strips within Road Reserves and Drainage Easements	4.15
Procedures for Cases of Financial Hardship to Undertake repair works to prevent Adverse Environmental or Public Health Impacts	5.58
Protected Disclosures	1.11

Provision Of Driveways	4.8
Public – Sun Protection	5.7
Public Complaints About Personnel	3.10
Public Consultation – Proposed Works	4.3
Public Gates and Cattle Grids On Council Roads	4.18
Public Notice Of Council Meetings	1.5
Purchase and Disposal Of Plant and Motor Vehicles	3.28
Purchasing Of Stores and Equipment	3.31
Rates and Charges – Writing-Off	3.26
Reconsideration of Development Proposals and Mediation	5.53
Recycling Of Waste Matter	4.12
Register Of Roads Maintained By Council	4.6
Release Or Sale Of Dogs	5.35
Resiting Of Dwellings	5.23
Resource Management And Energy Efficiency – Council Properties	5.50
Role and Protocol of the Dispute Resolution/Legal Services Committee	3.34
Roles	1.6
Section 356 Donations to Charitable and Community Organisations	3.39
Section 356 Donations to Public Halls and Community Centres – Rates and Charges	3.40
Sewerage Charges – Charitable Nursing/Aged Care Homes	2.2
Site Inspections by Councillors	1.13
Smoke Free Environment	3.20
Sponsorship Of Council	1.7
Sporting Grounds	7.3
Street Names and Signs	4.14
Temporary Use Of Land	5.46
Traffic Control at Worksites	4.22
Tree Preservation Order	5.42
Unemployment Schemes	6.1
Unwanted Dogs and Cats	5.34
Urban Enhancement Planning Program	5.44
Use and Occupation Of Caravans	5.20
Use Of Public Footpaths For Restaurant Purposes	4.9
Waiving Of Fees For Building and Development Applications	5.2
Waste Management Service	4.11
Wastewater Disposal For Unsewered Land	5.6
Water and Sewer Charges – Religious Properties	3.5
Water Conservation	4.1
Water Meters and Charges On Strata Units	3.4

Procedure Manuals

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

General

Annual Report	Development Control Plan
Auditors Report	Local Environmental Plans
Management plan 2003/2006	Building application/approval records
Financial Plan (see Management plan)	Development Application/Consent
Register of Investment	Records of building certificates
Register of Delegation	Business papers for council and committee meetings
Council's land register	Minutes of council and committee meetings as per LG Act section 10E
Records Plans of management for community land	
Privacy Management Plan	

SECTION 2 – STATEMENT OF AFFAIRS

A Statement of Affairs for the Council is produced in Council's 2002/2003 Annual Report

SECTION 3 – CONTACT ARRANGEMENTS

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

The FOI Officer
Byron Shire Council
PO Box 219
Mullumbimby 2482

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

SECTION 1 – POLICY DOCUMENT

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

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

SECTION 2 – STATEMENT OF AFFAIRS

Cabonne Councils' Statement of Affairs as at the 30 June 2003 has been published as part of Councils' Annual Report and may be obtained contacting the Public Officer.

SECTION 3 – CONTACT ARRANGEMENTS

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

Ms Joanne Smith

Public Officer

Cabonne Council

P.O. Box 17

MOLONG NSW 2866

Telephone: (02) 6392 3200

Facsimile: (02) 6392 3260

Email: council@cabonne.nsw.gov.au

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

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

SECTION 1 – POLICY DOCUMENTS

1. Policy documents held by Council

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

Documents below are available in hardcopy or as indicated on Council's website

- Annual Report (website – www.camden.nsw.gov.au)
- Management Plan (website)
- Minutes of Council & Committee Meetings (various on website from 2000)
- Schedule of Fees & Charges (website)
- Delegations of Authority Register
- Development Control Plans (Various)
- Disclosures Register
- EEO Management Plan
- Internal Reporting Policy (Protected Disclosures Act)
- Local Approval Policies
- State of the Environment Report
- Plans of Management for Community Land
- Revenue Policy (see Management Plan)
- Section 94 Contributions Plans (various)

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

- Record of Development Approvals
- Land Register
- Register of Delegations
- Register of Investments
- Register of Returns of the Interests of Councillors, Designated Persons and Delegates
- Register of Returns as to Candidates' Campaign Donations
- Rates Record
- Contributions Register
- Notices Register

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

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

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

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

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

SECTION 1 – POLICY DOCUMENTS

Council has available for inspection the following:

- a) Annual Financial Reports
- b) Annual Report
- c) Auditor's Report
- d) Code of Meeting Practice
- e) Council's 2003/2004 to 2005/2006 Management Plan
- f) Council's Code of Conduct
- g) Delegations of Authority Register
- h) Drummoyne Local Environmental Plan 1986 & associated Amendments
- i) Development Control Plans made under Section 72 of the Environmental Planning and Assessment Act 1979 applying to land within the Council's area, including:
 - Drummoyne Comprehensive Development Control Plan (October 1999)
 - Development Control Plan – Complying Development (September 1999)
 - Development Control Plan – Exempt Development (March 2000)
 - Development Control Plan – Notifications (January 2000)
 - Development Control Plan No 3 – Floor Space Ratio
 - Development Control Plan No 13 – Residential Flat Buildings – Birkenhead Point
 - Development Control Plan No 15 – Telecommunications Infrastructure (draft only)
 - Site Specific DCP – Nestlé Site
 - Site Specific DCP – Crompton Parkinson Site
 - Site Specific DCP – Hycraft Site
 - Site Specific DCP – Sydney Wire Mill Site
 - Strathfield Triangle Development Control Plan (October, 2002)
- j) Development Control Plans – various (Concord Area)
- k) EEO Management Plan
- l) Councillor's Expenses and Facilities Policy
- m) Fees & Charges Pricing/Revenue Policy
- n) Heritage & Conservation Controls (March 2000)
- o) Human Resources Policy Manual & Employment Related Codes
- p) Industrial Development Code (Concord Area)
- q) Internal Reporting Policy in reference to the Protected Disclosures Act
- r) Investments Register
- s) Landscape Code (Concord Area)
- t) Landscaping Manual (Concord Area)
- u) Local Approvals Policy, 1996
- v) Local Environmental Plans (Concord Area)
- w) Local Ethnic Affairs Policy Statement (L.E.A.P.S.)
- x) Minutes of Council & Committee Meetings
- y) Parks – Plans of Management
- z) Policy Register
- aa) Privacy Management Plan
- bb) Procedures Manual
- cc) Provision of Information to and Interaction between Councillors and Staff
- dd) Records of Building Certificates
- ee) Records Policies
- ff) Recycling Policy
- gg) Section 94 Contributions Plan – Drummoyne Area (October 2000).
- hh) Section 94 Contributions Plan – Car Parking In Business Centres (February 1999).
- ii) Section 94 Contribution Plan (Concord Area)

- jj) Social Plan
- kk) State of the Environment Report
- ll) Stormwater Management Code
- mm) Tree Preservation Order and Policy, Approval System (Concord Area)
- nn) Two Storey Dwelling Codes & Building Line Policy (Concord Area)
- oo) Tree Preservation Order and Tree Management Policy (Drummoyne Area)

SECTION 2 – STATEMENT OF AFFAIRS

Council's inaugural Statement of Affairs is available for inspection.

SECTION 3 – CONTACT ARRANGEMENTS

Applications regarding Freedom of Information should be addressed to:

Public Officer
City of Canada Bay Council
Locked Bag 1470 Or 1a Marlborough Street,
DRUMMOYNE NSW 1470 DRUMMOYNE NSW 2047

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

Council's office hours are 8.30am to 4.30pm, whilst the switchboard is open 8.30am to 5.00pm Monday to Friday.

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS
Of
CANTERBURY CITY COUNCIL
(F.O.I. Agency No. 2100)****SECTION 1 – POLICY DOCUMENTS**

The policy documents held by Council are as follows:

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

- Councillors – Use of Property or Staff
- Development Applications – Landscaping Canterbury Road
- Development Applications – Notification and Advertising
- Development Control Plans (Various)
- Disability Access Committee – Voting
- Disasters – Council Resources for Others
- Dog Exercise Areas
- Dog Registration – Fee Reduction
- Drainage Reserves – Disposal
- Dual Occupancies – Torrens Title Subdivision
- Enclosure of Balconies
- Exhibition Space – Campsie Central Library
- Filming on Public Land
- Financial Assistance – Road Grant Use (Commonwealth)
- Financial Assistance Grants
- Financial Support and Subsidies
- Flagpoles – sports parks
- Flood Management – Cooks River
- Flood Management – Wolli and Salt Pan Creeks
- Footpaths – Canterbury Road
- Footpaths Maintenance and Inspection
- Function Room Use
- Greenhouse Gas Emissions
- Helicopters on Council Land
- Hepatitis B – Immunisation for Garbage Staff
- Hepatitis B – Immunisation for Staff
- Heritage Issues
- Itinerant Street Traders
- Leases – Council Houses and Units
- Leases – Renewal
- Libraries – Freedom of Collections and Access
- Local Businesses Support
- Local Environmental Planning Instruments (Various)
- Logo
- Major Events
- Mobile Garbage Bins – Replacement
- Naming of Buildings
- Naming of Reserves
- Naming of Suburbs
- Naming/Renaming of Public Places to Honour Deserving People
- Neighbourhood Watch – Waiving Fees
- Nuclear Weapons
- Onsite Inspections
- Overhead Cabling
- Petitions in Council Buildings
- Places of Worship
- Plant – Hiring Out
- Playground Equipment
- Privacy Management Plan
- Publications – Approved by General Manager
- Purchasing – SSROC “Get it Green”
- Rates – Pegging
- Rates – Rate of Interest and Incentive Scheme
- Rates – Written Off
- Rebate of Fees
- Records and Archives
- Recyclables
- Refund of Deposits
- Removal of Overgrown Vegetation
- Reporting Requirements – Capital Expenditure
- Residential and Commercial Developments Mix

- Residential Development Strategy
- Responsible Accounting Officer
- Rezoning Land / Industrial Developments
- Right to Practice Religious and Cultural Principles
- Risk Management
- Riverwood Community Centre
- Senior Citizens' Centres
- Shop Premises
- Site Improvements
- Smoke Free Workplace
- Sponsorship and Receiving Money
- Sporting Ambassadors
- Staff – Advertising
- Staff – Annual Leave
- Staff – Carers Leave
- Staff – Defence Forces
- Staff – Designated Persons
- Staff – Equal Employment Opportunity
- Staff – Fleetsafe Driver and Fleet Safety
- Staff – Flexible Working Hours
- Staff – Fund Raising
- Staff – Grievance Procedure
- Staff – Harassment
- Staff – Language Aides and Signing Work
- Staff – Long Service Leave
- Staff – Manual Handling
- Staff – Maternity Leave
- Staff – Mobile Phones
- Staff – Occupational Health and Safety
- Staff – Payment of Gratuities
- Staff – Payment of Gratuities (Cut Off Age)
- Staff – Plaque and Reference Under Seal
- Staff – Redeployment
- Staff – Reduction by Natural Attrition
- Staff – Rehabilitation of Injured Staff
- Staff – Salary
- Staff – Signing of Correspondence
- Staff – Smoke Free Workplace
- Staff – Software
- Staff – Special Leave Without Pay
- Staff – Training Plan and Study Leave
- Staff – Ultra Violet Radiation
- Staff – Uniform
- Staff – Vehicle
- Strata Subdivisions
- Street Lighting
- Street Numbering
- Street Tree Management Plan
- Street Trees – Removal and Notification
- Telephones in Reserves
- Tendering
- Tenders and Tendering Procedures
- Third Party Motor Vehicle Insurance
- Toilet Facilities – Family Restaurants
- Trade Practices Act – Compliance
- Trade Waste Collection
- Tree Preservation Order
- Tree Preservation Order – Prosecutions
- Velodrome and Touch Stadium
- Waste (Domestic) – Additional Services
- Waste Reduction and Procurement

- Waste Service – Access and Equity
- Waste Storage Containers – Placement in public places
- Website Management
- Wolli Creek – Flood Management
- Wolli Creek – Preservation and Protection

SECTION 2 – STATEMENT OF AFFAIRS DETAILS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

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

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

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

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

SECTION 1--POLICY DOCUMENTS

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

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

SECTION 2--STATEMENT OF AFFAIRS

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

SECTION 3--CONTACTS ARRANGEMENTS

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

Mr Peter Kozlowski

The Public Officer

Carrathool Shire Council

P.O. Box 12

GOOLGOWI NSW 2652

Telephone (02) 6965-1306

Fax (02) 6965-1379

E-mail council@carrathool.nsw.gov.au

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

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

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

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

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

SECTION 2 – STATEMENT OF AFFAIRS

Information in respect of Council's Statement of Affairs has been published as part of Council's Annual Report for the period ending June 30, 2003.

SECTION 3 – CONTACT ARRANGEMENTS

Access to policy documents may be arranged by contacting:

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

FREEDOM OF INFORMATION ACT, 1989
Section 14(1)(b) and (3)
SUMMARY OF AFFAIRS
of the
CLARENCE RIVER COUNTY COUNCIL
(FOI Agency No. 2266)

SECTION 1 – POLICY DOCUMENTS

The Policy documents held by the Clarence River County Council are:

- Policy Register, incorporating policies with respect to:
 - Administration
 - Assets
 - Committees
 - Councillors and Senior Officers – Payment of Expenses and Provision of Facilities
 - Council Meetings
 - Drains/Floodgates/Bridges
 - Easements and Building Restrictions
 - Finance
 - Floodplain Management Authorities of NSW
 - Flood Events, Levees
 - House Raising
 - Local Emergency Management Committee
 - Staff Matters
 - Tenders, Contracts
 - Voluntary Purchase Schemes
 - Equal Employment Opportunity Plan
 - Salary Policy and Time in Lieu Policy.
 - Child Protection Policy-
- Privacy Management Plan
- Occupational Health and Safety Management Plan
- Delegations of Authority
- Code of Meeting Practice
- Code of Conduct

SECTION 2 – STATEMENT OF AFFAIRS

A Statement of Affairs for the Council was prepared by 30 June 2003 as required by the Freedom of Information Act 1989.

SECTION 3 – CONTACT ARRANGEMENTS

Members of the public who wish to inspect the policy documents of the Clarence River County Council as outlined previously should contact the Freedom of Information Officer (Kathleen O’Sullivan, Corporate Services Manager) by telephoning 02 6642 3277, e-mailing kosullivan@crcc.nsw.gov.au or by writing to:

FOI Officer
Clarence River County Council
PO Box 436
GRAFTON NSW 2460

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

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

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

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

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

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

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

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

Cobar Shire Council
Council Offices
Linsley Street
COBAR NSW 2835

Normal Office Hours: 8.00am-4.00pm (Monday to Friday)

Cobar Shire Council's costs associated with the inspection of FOI documentation: \$30 per 30 minutes or part thereof plus photocopying costs of 80c per sheet.

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

SECTION 1 – POLICY DOCUMENTS

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

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

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

Mr R. C. Walters
Secretary
Cobar Water Board
Po Box 8
COBAR NSW 2835

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

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

Cobar Water Board
C/• Cobar Shire Council Offices
Linsley Street
COBAR NSW 2835

Normal Office Hours: 8.00am-4.00pm (Monday to Friday)

Cobar Shire Council's costs associated with the inspection of FOI documentation: \$30 per 30 minutes or part thereof plus photocopying costs of 80c per sheet.

FREEDOM OF INFORMATION ACT 1989**Section 14(1)(B) and (3)****SUMMARY OF AFFAIRS
of the
COFFS HARBOUR CITY COUNCIL
(FOI Agency No 2106)****SECTION 1 – POLICY DOCUMENTS**

The following Policy Document are held by Council:

Administration

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

Airport

Airport – Coffs Harbour – Business Plan

Building & Development Services

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

Caravan Parks

Caravan Parks – Disabled Persons Accommodation

Community Services

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

Corporate Resources

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

Environmental Services

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

Executive Services

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

Financial Services

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

Human Resources

Video Surveillance

Parks & Recreation Services

Cemetery – Coffs Harbour Lawn
Commercial Activities on Crown Reserves
Community Land – Private Encroachments Onto
Film and Television – Use of Council Managed Lands
Noxious Plants Policy
Noxious Weeds Control – Giant Parramatta Grass
Noxious Weeds Spraying Exemption
Noxious Weeds – Declaration

Open Space – Plans of Management
Sporting Events – Major – Charges
Tree Vandalism

Projects & Development

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

Property Management

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

Sewerage Services

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

Strategic Planning

Local Environmental Plan 2000 (as amended)

Survey and Design Services

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

Valuation and Commercial Services

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

Water Services

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

Works

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

SECTION 2 – STATEMENT OF AFFAIRS

A Statement of Affairs as at 3 December 2003 is available for inspection at Council or any of its Libraries

SECTION 3 – ENQUIRIES AND APPLICATIONS

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

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

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

SECTION 4 – FEES AND CHARGES

<i>Natures of Application</i>	<i>Application Fee</i>	<i>Processing Charge</i>
Access to records by natural persons about their personal affairs	\$30.00 after first 20 hours	\$30.00 an hour
All other requests	\$30.00	\$30.00 an hour
Internal review (all circumstances)	\$40.00	NIL
Amendment to Records	NIL	NIL

All charges can be estimated to the nearest quarter hour.

- a) Such fees are subject to a 50% reduction for financial hardship and public interest reasons.
- b) Refund may apply as a result of a successful internal review and applications for amendment of records
- c) No application fee is charged for internal reviews in relation to amendment of records.

FREEDOM OF INFORMATION ACT, 1989
(Section 14(1) (b) and (3))
SUMMARY OF AFFAIRS
OF
COOLAH SHIRE COUNCIL

SECTION 1 – POLICY DOCUMENTS

The Coolah Shire Council is a Local Government organisation bound by the provisions of the Local Government Act of NSW, as amended, 1993, and related legislation.

- (i) Delegations of Authority Register
Disaster Plan
EEO Management Plan
Management Plan
Minutes of Committee Meetings
Minutes of Council Meetings
Policy Register
Revenue Policy
State of the Environment Report
Subdivision Code
Occupational Health and Safety Code
Annual Report
Auditor's Report
Business Papers
Investment Register
Building Certificate Records
Building Application/approval records
Development Application/consent records
Grievance Policy
Protected Disclosures Policy
Copies can be provided at a cost of \$0.10 per page
- (ii) The 2002/03 Annual Report of the Coolah Shire Council is available on Council's Web site at – www.coolah.local-e.nsw.gov.au
- (iii) The 2003/04 Fees and Charges are available at a cost of \$10.00.
- (iv) A copy of Council's three (3) year Management Plan is available at a cost of \$30.00.
- (v) A copy of Council's State of the Environment Report is available at a cost of \$10.00.
- (vi) A copy of Council's Equal Employment Opportunity Management Plan is available at a cost of \$10.00.

SECTION 2 – STATEMENT OF AFFAIRS

The most recent Statement of Affairs of the Council is that for 2003, which is prepared as at 30th June, 2003.

Copies may be purchased from the Council for \$5.00.

SECTION 3 – CONTACT ARRANGEMENTS

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

The Public Officer
Coolah Shire Council
59 Binn

FREEDOM OF INFORMATION ACT 1989**Section 14(1)(B) and (3)****SUMMARY OF AFFAIRS
of the
COOLAMON SHIRE COUNCIL****SECTION 1 – COUNCIL'S POLICY DOCUMENTS**

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

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

SECTION 3 – COUNCIL'S CONTACT ARRANGEMENTS

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

Mr Terrey Kiss, Public Officer,
Coolamon Shire Council,
P O Box 101, COOLAMON NSW 2701
Telephone: (02) 69273206 Facsimile: (02) 69273168
Coolamon Shire Council's office hours are 8.30am to 5.00pm.

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

SECTION 1 – POLICY DOCUMENTS

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

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

SECTION 2 – STATEMENT OF AFFAIRS

The July 2003 Statement of Affairs is currently available from Council's offices.

SECTION 3 – CONTACT ARRANGEMENTS

All enquiries under the Freedom of Information Act should be directed

Mr R. J Geraghty
 General Manager
 Coonabarabran Shire Council
 PO Box 191
 COONABARABRAN NSW 2357
 Telephone: (02) 68 421 944
 Fax: (02) 68 421 337

Council's office hours for public access are 9.00 am – 4.00 pm Monday to Friday.

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

SECTION 1 – POLICY DOCUMENTS

- (a) The following documents and information are available to the public free of charge:
- Council's Code of Conduct
 - Code of Meeting Practice
 - Corporate Plan
 - Delegations of Authority
 - Development Control Plans:
DCP1-4 (ie Urban Precincts, Flats, Keeping of Pigs, Rural Small Holdings)
 - Disaster Plan
 - EEO Management Plan
 - Environmental Planning Instruments
 - Expenses & Facilities Policy
 - Fencing Policy
 - Financial Management Plan
 - Internal Reporting Policy
 - Local Approvals Policy
 - Local Environmental Planning Instruments
Management Plan
 - Minutes of Committee Meetings
 - Minutes of Council Meetings
 - Policy Register
 - Pricing Policy
 - Revenue Policy
 - State of the Environment Report
 - Tree Preservation Order
 - Adjoining Owners Notification
 - Building Line Policy
 - Bushfire and Emergency Manuals
 - Fees and Charges
 - Legal Actions – Ability to Commence – Policy
 - Motor Vehicle Policy
 - Occupational Health and Safety Constitution
 - Satellite Dishes Policy
 - Smoke Free Work Environment Policy
 - Annual Report
 - Auditors Report
 - Business Papers
 - Disclosures Register
 - Land Register
 - Investment Register
 - Building Certificate Records
 - Building Application/Approval Records
 - Development Application/Consent Records
- (b) This is the NINETEENTH Statement of Affairs published.
- (c) Council's Manager Corporate Services, Mr. Frank Moes, is the contact for enquiries regarding procedures for inspection of policy documents and statement of affairs information.
- (d) The documents are available for inspection at 80 Castlereagh Street, Coonamble from 9 a.m. to 5 p.m. Monday to Friday

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

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

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

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

Telephone : (02) 6827 1900
Facsimile : (02) 6822 1626
Business Hours: Monday-Friday 9.00 a.m. – 5.00 p.m.

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

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

- The Policy Register containing the following Policies:
 - 1.1.1 Expenses And Provision Of Facilities For Councillors And Staff
 - 1.1.2 Code Of Conduct
 - 1.1.3 Internal Reporting Policy
 - 1.1.4 Training And Information For Councillors
 - 1.1.5 Code Of Meeting Practice
 - 1.1.6 Community Consultation
 - 1.1.7 Provision Of Information To And Interaction Between Councillors And Staff
 - 1.1.8 Gifts And Benefits
 - 1.5.1 Delegation – Bush Fire Danger Period
 - 1.5.2 Firebreak Installation Policy
 - 1.5.3 Bushfire Notices
 - 1.5.4 Release Of Employees
 - 2.1.1 Asset Aggregation
 - 2.1.2 Reserves – (Internal Restricted Assets)
 - 2.1.3 Auditor – Annual Address To Council
 - 2.1.4 Credit
 - 2.1.5 Debt Recovery
 - 2.1.6 Investments
 - 2.1.7 Pricing
 - 2.1.8 Asset Accounting
 - 2.2.1 Tendering/purchasing – Local Supplier Preference
 - 2.2.2 Competitive Neutrality Complaints
 - 2.2.3 Purchasing And Obtaining Quotations
 - 2.3.1 Award Restructuring
 - 2.3.2 Corporate Uniform
 - 2.3.3 Educational Assistance For Staff
 - 2.3.4 Equal Employment Opportunity
 - 2.3.5 Termination Of Employment On Account Of Ill Health
 - 2.3.6 Salary Policy
 - 2.3.7 Service Recognition For Councillors And Employee
 - 2.3.8 Staff Training
 - 2.3.9 Staffing Of Council Office Union Picnic Day
 - 2.3.10 Grievance Resolution
 - 2.3.11 Disciplinary Action
 - 2.3.12 Personnel Files
 - 2.3.13 Certificates Of Service And References
 - 2.3.14 Anti-discrimination Policy
 - 2.3.15 Harassment
 - 2.3.16 Workplace Display Material
 - 2.3.17 Employee Induction
 - 2.3.18 Occupational Rehabilitation
 - 2.3.19 Community Language And Signing Work
 - 2.3.20 Employment Screening Policy
 - 2.3.21 Child Protection Policy
 - 2.3.22 Occupational Health And Safety Policy

- 2.4.1 Advertising In Media Features
- 2.4.2 Donations To Gifted Persons
- 2.8.1 E-mail And Internet Usage Policy
- 2.9.1 Cootamundra Caravan Park – Marketing Strategy
- 2.10.1 Property Rentals
- 2.11.1 Bradman’s Birthplace – Collections Policy
- 3.1.1 Advertising Signs
- 3.1.2 Notification Of Development Applications
- 3.1.3 Standard Time Limits For Lapsing Of Development Consent
- 3.1.4 Use Of Independent Consultants In Assessment Of Certain Development Applications In Which Council Has Direct Or Indirect Involvement
- 3.1.5 Interim Local Approvals – Standing Vehicles Or Article Used For The Purpose Of Selling From A Public Place
- 3.1.6 Council Actions In Relation To Land Identified As Potentially Contaminated
- 3.1.7 Footpaths Used For Restaurant Purposes
- 3.1.8 Development – Flood Liable Land
- 3.1.9 Special Requirements – Residential Flat Buildings
- 3.1.10 Subdivision Code
- 3.1.11 Flat Exclusion Zone
- 3.1.12 Sewer Main Extensions – Contributions
- 3.1.13 Guidelines For Television And Film Production Shoots
- 3.1.14 Telecommunications Towers
- 3.2.1 Temporary Occupation Of Non-residential Buildings
- 3.2.2 Local Approvals
- 3.2.3 Building Applications And Approvals
- 3.2.4 Building Lines
- 3.2.5 Building Line Variation
- 3.2.6 Building Line – Laneways
- 3.2.7 Building Line – Industrial Subdivision
- 3.2.8 National Trust Clarifications – Demolition
- 3.7.1 Food Premises
- 3.8.1 Dog Control – Urban Areas
- 3.9 Aged And Disabled Services
- 3.11.1 Outside Traders And Markets
- 3.11.2 Reduction Of Town Hall Fees And Charges For Non-profit Organisations
- 3.11.3 Town Hall Equipment
- 3.11.4 Cootamundra Town Hall – Free Use
- 3.11.5 Use Of Town Hall By Markets
- 3.11.6 Town Hall Pian•
- 3.12.1 Age Limit On Unaccompanied Entry To Cootamundra Pool
- 4.1.1 Land Acquisition
- 4.1.2 Road Closure – Sale Of Land
- 4.1.3 Cootamundra Tree Management Program
- 4.1.4 Dust Generation – Bitumen Surfacing
- 4.1.5 Property Sign Posting
- 4.1.6 Cbd Whiteway Lighting
- 4.1.7 Street Information Signage
- 4.1.8 Road Reserves – Tree Removal
- 4.1.9 Contractor And Sub-contractor Insurance Disclosure Requirements Policy
- 4.1.10 Road Inspection Policy
- 4.1.11 Electrical Testing Policy
- 4.2.1. Hindering Of Motor Traffic – Fund Raising Appeals
- 4.4.1 Plant Hire From Outside Council
- 4.4.2 Plant And Motor Vehicle Maintenance And Service
- 4.4.3 Plant Charges
- 4.4.4 Plant Replacement Program
- 4.7.1 Noxious Weed Control
- 4.8.1 Parks & Gardens Maintenance & Inspection Program
- 4.8.2 Watering Of Recreation Areas
- 4.9.1 Sporting Grounds
- 4.9.2 Fisher Park – Advertising Signs

- 4.9.3 Mackay Park Wallendbeen – Electricity Supply
- 4.10.1 Street Cleaning Program
- 4.14.1 Dialysis Use – Additional Allowance
- 4.20.1 Settlement Of Legal Liability Claims
- 4.20.2 Sun Protection
- 4.20.3 Immunisation Of Council Employees
- 4.20.4 Code Of Safety Practice
- 4.20.5 Protective Clothing
- 4.20.6 Safety Vests & Hats
- 4.20.7 Safety Helmets
- 4.20.8 Eye Protection
- 4.20.9 Hearing Protection
- Code of Meeting Practice
- Annual Report
- Annual Financial Reports
- Auditor’s Reports
- Management Plan incorporating Budget, Revenue Plan and Forward Financial Plan
- EEO Management Plan
- Plans of Management for Community Land as follows:
 - 1) Bradman Oval
 - 2) Stratton Park
 - 3) Southee Circle Park
 - 4) Kingston Playground
 - 5) Country Club Oval
 - 6) Pinkstone Avenue Park
 - 7) Cameron Square
 - 8) Stockinbingal Tennis Courts
 - 9) Ellwoods Hall
 - 10) Wallendbeen hall
 - 11) Yannawah Hall
- Minutes of Council and Committee Meetings
- Land Register
- Register of Investments
- Returns of the interest of Councillors, designated persons and delegates
- Business papers for, and minutes of, Council and Committee meetings (not including Business paper/minutes considered at/from a meeting closed to the public)
- Register of Delegations
- Records of approvals granted and decisions made on appeals concerning approvals
- Records of Building Certificates
- Register of Leases and Licences for use of Council land
- State of Environment Report
- Emergency Management Plan
- Environmental Planning Instruments made under the Environmental Planning and Assessment Act 1979 applying to land within the Council’s area
- The Statement of Affairs and Summary of Affairs under the Freedom of Information Act 1989
- Social and Community Plan
- Disaster Recovery Plan

SECTION 2 – STATEMENT OF AFFAIRS

The Statement of Affairs is available for public inspection at Council’s office in Wallendbeen Street, Cootamundra.

A copy of the Statement is available by contacting Council’s Director – Corporate Services, Ms Charmaine Murfet on (02) 6942 2744.

SECTION 3 – FREEDOM OF INFORMATION PROCEDURES AND CONTRACT PROCEDURES

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

The application should be directed to:

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

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

- Advertising Code
- Code of Conduct
- Code of Meeting Practice
- Contribution Plan – Section 94 Access Roads and Bridges
- Contribution Plan – Section 94 Bush Fire Facilities and Equipment
- Contribution Plan – Section 94 Junction Hill Community Facilities
- Contribution Plan – Section 94 Community Facilities – Provision and Embellishment
- Contribution Plan – Section 94 Extractive & Other Heavy Transport Dependent Industries
- Contribution Plan – Section 94 Roads & Traffic Facilities
- Contribution Plan – Section 64 Junction Hill Sewerage Upgrading
- Delegations of Authority Register
- Dual Occupancy Code
- EEO Management Plan
- Expenses and Facilities Policy for Councillors
- Flood Prone Land Policy
- Local Environmental Planning Instrument – Copmanhurst LEP 1990 (as amended)
- Management Plan 2003/2004-2005/2006
- Minutes of Committee Meetings
- Minutes of Council Meetings
- Occupational Health and Safety Code
- Plans of Management for Community Land
 - Copmanhurst Waste Disposal Facility
 - Copmanhurst (Smiths Flats Creek) Cemetery
 - Mylneford Cemetery
 - Public Reserves Barnier Park Junction Hill
 - Rural Parks and Public Reserves
 - Village Parks and Public Reserves
- Plans of Management for Operational Land
 - Fords Gravel Quarry
 - 18 Mile Quarry
 - Banyabba A Quarry
 - Banyabba B Quarry
 - Ibbotts Quarry
 - Pockocks Quarry
 - Taylors Quarry
- Policy Register
- Revenue Policy 2003/2004
- State of the Environment Report 2000/2001
- State of the Environment Supplementary Report 2002/2003
- Development Control Plans
 - DCP No 1 Exempt Development
 - DCP No 2 Complying Development
 - DCP No 3 Notification and Advertising of Development Applications
 - DCP No 4 Engineering Standards
 - DCP No 5 Building Standards Lake Edgecombe Close
 - DCP No 6 Erosion and Sediment Control
- On-site Sewage Management Strategy

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

The Public Officer
Copmanhurst Shire Council
P O Box 434
GRAFTON 2460

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

A significant amount of information is available for inspection and purchase by members of the public without reference to the Freedom of Information Act. Relevant and up-to-date information is also provided on Council's website. Some of the types of publicly available records or documents are as follows:

- Annual Report 2002/2003
- Auditor's Report 2002/2003
- Business Papers
- Land Register
- Investment Register
- Building Certificate Records
- Development Applications/Approval Records
- Social Plan 2000

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

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

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

FREEDOM OF INFORMATION ACT 1989**Section 14(1)(b) and (3)****SUMMARY OF AFFAIRS
of the
COROWA SHIRE COUNCIL
(F.O.I. Agency No. 2116)****SECTION 1 – POLICY DOCUMENTS**ADMINISTRATION CODES

1. Council Code of Conduct
2. Staff Induction
3. Staff Training
4. Staff Education
5. Staff Appraisal and Development Plan
6. Meeting Practice

ADMINISTRATION POLICIES

1. Staff Service with the Australian Army Reserve
2. Membership of Associated Organisations
3. Attendance at Local Government Conference
4. Request for Doorknocks/Collections
5. Donation of Water and Sewerage charges
6. Street Stalls and Raffles
7. Insurance – Risk Management
8. Council Name Badges
9. Fees – Approved First Aid Course
10. Marketing of Council Land
11. Use of the Council Chambers – Formal Area
12. Rehabilitation Statement – Commitments of this Workplace
13. Occupational Health and Safety
14. Private use of Council Vehicles
15. Staff Training
16. News Media Release Procedure
17. Telephones
18. Selection of Staff Members other than Directors and Deputy Directors
19. Working Funds Level
20. Level of Reserves
21. Availability of Council's Agenda to Public
22. Conclusion of Ordinary Meetings
23. Confidentiality at Council Meetings
24. Tape Recording of Council Meetings
25. Recycled Paper
26. Glenview Community Care
27. Reserve – Sanger Street
28. Equal Employment Opportunity
29. Staff Induction
30. Staff Education
31. Staff Development
32. Staff Appraisal
33. Water Charges
34. Public Meetings and Information Nights
35. Expenses and Provision of Facilities
36. Running of Federation Craft Markets at Bangerang Park
37. Award Restructuring
38. Busking
39. Payment of Employees fortnightly

40. Salary Statement
41. Benefits to Employees
42. Internal Reporting Policy/Procedure
43. Voluntary Structural Reform and Resource Sharing
44. National Competition Policy
45. Child Protection Policy
46. Procedures for Dealing with Allegations of Child Abuse against Council Employees

ENGINEERING SERVICES CODES

1. Subdivision Code (subject to revision)
2. Traffic Control Code (internal document)
3. Saleyards Code of Practice
4. C.A.A. Airport Code
5. Utilities Street Alignment Code
6. Safety Handbook
7. Manual of Practice Sewer Design
8. Australian Rainfall and Runoff• Code of Practice for Stormwater Drainage Design
9. Guide to Signs and Markings, A.S. 1742
10. Concrete Pipe Guide – Concrete Pipe Association of Australia
11. P.W.D. Water Supply Investigation Manual
12. R.T.A. Road Design Guide
13. Department of Housing Road Manual
14. Roadcon, Main Roads Condition Manual
15. Water Reticulation Design Package, Water – Engsoft
16. Public Works Department – Water Supply and Sewerage Management Guidelines

ENGINEERING SERVICES POLICIES

1. Signposting for Tourist Attractions
2. Commercial and Advertising Signs on Roads
3. Traffic Warning Signs
4. Hiring of Plant to Staff, Public and Service Groups
5. Sale of Materials to Staff and the Public
6. Use of Plant and Labour during Bush Fire Emergencies
7. Authority to send Bush Fire Control Units outside of Council's Area
8. Special Burning Off Permits
9. Fire Call Procedure for Bush Fires within the Shire including Tip
10. Callout procedure in case of Emergencies
11. Emergency Service Calls
12. Fire Breaks
13. Replacement of Motor Vehicles
14. Replacement of Commercial Vehicles
15. Tendering
16. Preference to Local Tenderers
17. Quotations
18. Clothing Boots and Tools issues to Employees
19. Gravel Royalties
20. Road Openings
21. Rural Roads – Property Accesses
22. Authority to Send Council Plant outside the Council's area in Emergency situations
23. Responsibility for Payment for Street Directional Signs
24. Tree Planting Schemes
25. Monumental and Lawn Cemeteries
26. Water Services
27. Water Metering
28. Water Pressure
29. Resource Sharing
30. Aerodrome Operating Charges
31. Pipeline Across a Council Road
32. Owner Contributions Capital Works Kerb and Gutter
33. Standard Operating Procedures – Fire Control Officer

34. Standard Operating Procedures – Rural Bush Fire Brigades
35. Training Plan – Volunteer Bush Fire Brigades
36. Sanger Street Banner
37. Paved Footpath Maintenance

TOWN PLANNING CODES

1. LEP, Corowa DCP No 7 – Riparian Lands, and Floodplain Development Guidelines
2. LEP, and Corowa DCP No 6 – Mulwala
3. Corowa DCP No 3 – Development Guidelines – Lot 31, DP 259199, Edward Street, Corowa
4. Corowa DCP No 4 – Development Guidelines for Rural 1(c) Zoned Land
5. Corowa DCP No 5 – Corowa Conservation Area
6. Corowa DCP No 6 – Development Guidelines, Mulwala
7. Corowa DCP No 7 – Development Guidelines – Zone No 7(a) (Riparian Lands and Wetlands)
8. Residential Flat Code
9. Industrial Development Code
10. Floodplain Development Guidelines
11. Subdivision Code
12. Section 94 Contributions
13. Corowa LEP, 1989

TOWN PLANNING – POLICIES

1. Preparation of Planning Reports in Absence of Town Planner
2. Land Adjoining River under Control of Council
3. Ploughing and Spraying of Fire Breaks on Rural Roads & Grazing of Stock on Council Roads
4. Disposal of Irrigation Drainage
5. Roadside Drains for Irrigation
6. Tree Maintenance
7. Tree Trimming Policy

BUILDING – POLICIES

1. Building Lines – Front and Side Boundaries, Front Fences
2. Re-sited Dwellings
3. Adoption of AS 2870 – Residential Slabs and Footings
4. Requirements for Installation of Wood Heaters
5. Permissible Hours of Construction on Building Sites
6. Minimum Height of Floor Slabs and Adjacent Ground Level
7. Street Numbering
8. Building over Easements
9. Living on a Property Whilst Building
10. Search fee for past Building Applications
11. Notification to Adjoining Owners of Development Applications
12. Building over Sewer Mains not in Easements
13. Footpath and Gutter Damage Deposit
14. Use of Galvanised Iron Wall Cladding
15. Building Fees

ENVIRONMENTAL HEALTH CODES

1. Swimming Pool Fencing Code
2. Food Premises Code
3. Use of Footpath for Placement of Materials
4. Food Shop Surveillance
5. Commercial Home Catering Guidelines
6. National Food Premises Code

ENVIRONMENTAL HEALTH POLICIES

1. Garbage Disposal Units
2. No UMD'S on Flood Liable Land
3. Horse Stables
4. Advertising Signs
5. Advertising/signposting – Temporary and Permanent

6. Murray River Water Quality
7. Contaminated Waste
8. Smoking in Council Chambers
9. Waste Management

All policy documents are contained in Council's Corporate Plan and are available at Council's Office for inspection or purchase. (The purchase price of the Corporate Plan is \$25.00).

Also available :

Annual Report
Agendas for Council Meetings
Disclosures Register
Management Plan
Minutes of Committee Meetings
Minutes of Council Meetings

SECTION 2 – STATEMENT OF AFFAIRS

A copy of Council's most recent Statement of Affairs may be obtained by contacting the General Manager.

SECTION 3 – CONTACTS ARRANGEMENTS

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

Mr B J Corcoran
General Manager
Corowa Shire Council
Corner Bow Street and Honour Avenue
COROWA NSW 2646

Telephone 02 6033 1277
Facsimile 02 6033 3317

Email council@corowa.nsw.gov.au
Website www.corowa.nsw.gov.au

Council's Office hours are 8.15 am to 5.15 pm

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

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

- (1) Council Meeting Agendas & Minutes
- (2) Committee Meeting Minutes
- (3) Policies & Codes Register
- (4) Annual Reports of Cowra Shire Council
- (5) Cowra Local Environmental Plan 1990
- (6) 2002 – 2005 Management Plan
- (7) Code of Administrative Practices
- (8) Code of Conduct
- (9) Code of Meeting Practice
- (10) Privacy Management Plan
- (11) Development Control Plans

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

Cowra Local Environmental Plan 1990 (Amendment No. 9) – Gazetted 2/5/2000
 Cowra Local Environmental Plan 1990 (Amendment No. 10) – Pending
 Cowra Local Environmental Plan 1990 (Amendment No. 11) – Gazetted 22/11/2002
 Cowra Local Environmental Plan 1990 Amendment No 13 – Draft awaiting public notification
 Rural Residential Strategy – Draft awaiting public notification

- (13) EEO Management Plan
- (14) Emergency Management Plan
- (15) Flood Plain
- (16) Internal Reporting Policy
- (17) Local Approvals Policy
- (18) Plans of Management for Community Land

Ornamental Parks

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

Sportsfields

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

Urban Nature Parks

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

(19) Section 94 Contributions Plans

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

- (22) State of the Environment Report
- (23) Emergency Response Plan
- (24) Building Line Policy
- (25) Bushfire and Emergency Manuals
- (26) Flood Prone Land Policy
- (27) Food Premises Code
- (28) Private Use of Council Vehicles Policy
- (29) Smoke Free Work Environment Policy
- (30) Swimming Pool Fencing Policy
- (31) Annual Financial Statements
- (32) Disclosures Register
- (33) Land Register
- (34) Investment Register
- (35) Building Certificate Records
- (36) Building Application/Approval Record
- (37) Development Application/Consent Record
- (38) Section 94 Contributions Register
- (29) Section 149 Certificate Register
- (40) Cowra Community/Social Plan 2000

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACTS ARRANGEMENTS

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

Mr. P. Devery,
 Public Officer,
 Cowra Shire Council,
 Private Bag 342,
 COWRA. N.S.W. 2794

Telephone: (02) 6340 2000

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

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

SECTION 1 – POLICY DOCUMENTS

The policy documents held by Crookwell Shire Council are:

- Policy Register.
- Management Plan – 2003-2004.
- Financial Plan – 2003-2004
- Annual Report-2002-2003
- Financial Statements 2002-2003
- Delegations of Authority.
- Local Environmental Plans.
- Development Control Plans.
- Section 94 Plan
- Code of Conduct.
- Code of Meeting Practice.
- Minutes of all Committee and Council Meetings.
- Pecuniary Interests Register
- Disclosures Register
- Declarations under Privacy Act for access to information

SECTION 2 – STATEMENT OF AFFAIRS

A Statement of Affairs for the Council has been prepared as at 30th June 2003 pursuant to this Act.

SECTION 3 – CONTACT ARRANGEMENTS

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

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

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

- ADM/A1 Accounting Policy
- ADM/B1 Bank Closures
- ADM/B2 Business Paper – Inclusion of the Cheque Warrant
- ADM/C1 Councillors Recognition of Outstanding Service
- ADM/C2 Councillors – Mayor, Deputy Mayor and Councillors – Payment of Expenses and Provision of Facilities to
- ADM/C3 Charitable Appeals
- ADM/E1 Equal Employment Opportunity
- ADM/E2 Education Assistance
- ADM/I1 Industry/Business Incentive Policy
- ADM/I2 Internal Reporting Policy – Protected Disclosure Act 1994
- ADM/I3 Investment of Council Funds
- ADM/I4 Insurance Implications of Road Closures and Use of Council Facilities for Community Purposes
- ADM/M1 Motor Vehicles – Private Use of
- ADM/M2 Motor Vehicles – Replacement of
- ADM/N1 National Competition Complaints Policy
- ADM/P1 Privacy Management Plan
- ADM/P2 Public Halls – Annual Rates
- ADM/S1 Salary Sacrifice
- ADM/S2 Salary System Policy
- ADM/S3 Staff – Community Services
- ADM/S4 Staff Sick Leave
- ADM/S5 Staff – Corporate Uniforms
- ADM/S6 Staff – Employee Leave Entitlement
- ADM/T Tenders, Calling of

Engineering

- ENG/B1 Boundary Fencing
- ENG/D1 Direction Signs
- ENG/L1 Laneways
- ENG/N1 Noxious Weed Policy
- ENG/S1 School Bus Routes, Variations to
- ENG/S2 School Bus Route, Approved Location Signs
- ENG/W1 Water Resource Allocation – Subdivision – Small Rural Holdings

Environmental

- ENV/B1 Building – Local Approvals Policy
- ENV/B2 Building – Relocation of Secondhand dwellings
- ENV/B3 Building – Temporary Occupation of Dwelling
- ENV/B4 Building – Use of Second-hand Materials
- ENV/B5 Building Approval Procedures
- ENV/C1 Cemetery – Henty Bark Garden
- ENV/C2 Cemetery – Lawn Plaques
- ENV/C3 Companion Animals – Local Orders Policy
- ENV/C4 Caravan Park Policy – Conditions of Occupation
- ENV/C5 Cemetery Shelters
- ENV/C6 Consolidation of Lots Within Urban Areas
- ENV/C7 Contaminated Land Policy

ENV/C8	Community Housing Committee – Culcairn
ENV/D1	Domestic Waste Management – GST applicable to subsequent bins
ENV/D2	Domestic Waste Management – Use of Extra Council Bins Allocated to Shows, Football Clubs and Other Organisations
ENV/D3	Domestic Waste Management – Culcairn and Henty Early Childhood Centres
ENV/E1	Environmental Offences & Penalties Act
ENV/F1	Food Premises Code
ENV/F2	Food Stalls – Henty Machinery Field Days
ENV/F3	Footpath for Commercial Purposes – Approval to Use
ENV/H1	Horses – Code Regulating the Keeping of Horses on Premises – Local Orders Policy
ENV/S1	Swimming Pool Fencing
ENV/S2	Swimming Pools (When in Use by Schools, and Swimming Clubs)
ENV/W1	Waste Depots – Disposal of Tyres

OH & S

OHS1	Occupational Health & Safety Policy
OHS1.1	Occupational Health and Safety Committee Constitution
OHS1.2	Occupational Health and Safety Consultation
OHS1.3	Emergency/Evacuation Policy
OHS1.4	Protective – Safety Clothing-Equipment
OHS1.5	Workplace Non-smoking Policy
OHS1.6	Risk Management Policy

Risk Management

RM1	Rural Maintenance and Inspection Policy
RM2	Urban Maintenance and Inspection Policy
RM3	Gathering Information Policy/Procedures

and also other documents relating to :

Bush Fire & Emergency Management Plan
 Section 94 Contributions Plan
 Local Environmental Plan 1998
 Local Environment Plan
 Code of Conduct
 Code of Meeting Practice

SECTION 2 – STATEMENT OF AFFAIRS

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

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

SECTION 3 – CONTACT ARRANGEMENTS

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

Mr Steven Pinnuck
 Public Officer
 Culcairn Shire Council
 PO Box 94
 CULCAIRN NSW 2660

Office hours at 40 Balfour Street, Culcairn are 9.00 am to 5.00 pm, Monday to Friday.

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

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

ADMINISTRATION POLICIES:

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

LOCAL LAWS POLICIES:

Fire Control; Control of Self Propelled Vehicles; Prohibited Camping on Public Land.

FINANCE POLICIES:

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

TECHNICAL SERVICES POLICIES:

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

COMMUNITY DEVELOPMENT POLICIES:

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

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

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

Economic Development – Support for Industry & Commerce.

Cultural Development – Falls Prevention.

OTHER POLICY DOCUMENTS:

Delegation Register; Risk Management Program; Occupational Health & Safety Management Program; Strategic Business Plan 2002-2007; Economic Development Strategic Plan; Asset Management Plan; Waste Management Plan; State of the Environment Report; Management Plan 2002/3-2006/7; Deniliquin Local Environmental Plan 1997; Annual Report; Privacy Management Plan; Section 94 Contribution Plan; Minutes of Open Council meetings; Development Control Plans – Urban; Development Davidson Street; Flood Prone

Land around Davidson Street; Exempt & Complying Developments; Performance Measurement Manual; Customer First Program; Marketing and Community Consultation Plan; Business Interruption Plan; Deniliquin Social Plan.

SECTION 2 – STATEMENT OF AFFAIRS

The Council's most recent Statement of Affairs has been prepared to 30 June 2003. This is available for inspection at Council's Civic Centre office.

SECTION 3 – CONTACT ARRANGEMENTS

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

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

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

2002/2003 Corporate Strategic Plan, Management Plan, Annual Operating Plan and Budget
 Delegations of Authority
 Code of Conduct Manual
 Code of Meeting Practice
 Dubbo City Flood Operations Manual
 Dubbo Bush Fire Management Plan
 Environmental Planning Instruments:
 Dubbo Local Environmental Plan – 1997 – Rural Areas and Associated Development Control Plans
 Dubbo Local Environmental Plan – 1998 – Urban Areas and Associated Development Control Plans
 Rural Area Development Strategy 1995 – 2015 (September 1995)
 Urban Areas Development Strategy comprising:
 Future Directions and Structure Plan (December 1996)
 (A) Residential Areas Development Strategy (November 1996)
 (B) Commercial Areas Development Strategy (April 1997)
 (C) Industrial Areas Development Strategy (January 1997)
 (D) Institutional Areas Development Strategy (March 1997)
 (E) Recreational Areas Development Strategy (February 1997)

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

Policy Codes:

General Development Standards and Policies
 Dubbo City Council Subdivision Planning and Development Code
 Engineering Standards and Requirements Relating to the Subdivision of Land
 Standards for Offstreet Parking of Motor Vehicles
 Standards for Developments Upon the Floodplain and Floodprone Lands
 Standards and Requirements for Amusement Centres and Premises Upon which Amusement Devices are located.
 – Standards for Advertising Structures
 – Naming of Thoroughfares and other Geographical Features within the City of Dubbo
 – Farmstay Bed and Breakfast Tourist Accommodation
 – Leash Free Areas for the Exercising of Dogs

Street Tree Master Plan
 Tree Preservation Policy including Significant Tree Register
 Plans of Management – Community Land
 Section 94 Contribution Plan – Urban Stormwater Drainage Contributions
 Section 94 Contribution Plan – Open Space and Recreational Facilities
 Section 94 Contributions Plan – Urban Roads
 Section 64 Contribution Policy – Water Supply and Sewerage Services Contribution Policy
 1993 PPK Floodplain Management Study
 Trade Waste Policy Document – Note: the Local Approvals Policy part of this document has lapsed.
 EEO Management Plan
 Payment of Expenses and Provision of facilities to Councillors
 Manual of Procedures
 AUSPEC 1 Development

AUSSPEC 2
Policy for Strategic Asset Management Programme
Policy for Controlling Spray Painting
Code of Practice for the Impounding of Unattended Shopping Trolleys

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

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

Council has available for inspection the following:

Annual Reports
Annual Financial Reports
Auditor's Reports
Building Certificate Records
Building Application/Approval Records
Code of Conduct
Code of Meeting Practice
Construction Certificate Application/Approval Records
Council Meeting Business Papers
Council Meeting Minutes
Councillors – Payment and Expenses and Provision of Facilities Policy
Delegations of Authority
Development Application/Approval Records
Development Control Plans Nos. 6, 15, 18, 21-26, 28-31
Disclosure of Interests by Councillors and Designated Persons Register
EEO Management Plan
Internal Reporting Policy (Protected Disclosures Act)
Investment Register
Land Register
Local Approvals Policy
Local Disaster Plan
Local Environmental Plan 1990 (as amended by Amendment Nos. 1-18,20-26, 31-34, 37-38,41,47-48, 51-58)
Draft Local Environment Plan 2003
Draft Dungog Shire Rural Strategy 2003
Management Plan/Financial Management Plan
Plans of Land proposed to be Compulsorily Acquired by Council
Policy Register
Privacy Management Plan
Property Transfer Register
Section 94 Contribution Plans No. 2 and No. 3
Dungog Sec 94 Contributions Plan 2001
State of the Environment Report 2000

SECTION 2 – STATEMENT OF AFFAIRS

Council's most recent Statement of Affairs was prepared as at 30th June 2003

SECTION 3 – CONTACT ARRANGEMENTS

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

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

Council's office hours are 8.45 am to 4.30 pm Monday to Friday.

FREEDOM OF INFORMATION ACT 1989

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

SUMMARY OF AFFAIRS

of the

EUROBODALLA SHIRE COUNCIL

F.O.I. Agency No. 2125

SECTION 1 – DOCUMENTS

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

AVAILABLE FOR INSPECTION FREE OF CHARGE

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

DOCUMENTS AVAILABLE FOR PURCHASE

Planning Instruments

Rural Local Environmental Plan	\$11.00
Urban LEP	\$11.00

Codes – Development Manuals

Car Parking Code	\$11.00
Industrial Development DCP	\$11.00
Residential Design DCP	\$11.00
Advertising Signs DCP	\$11.00

Subdivision Guidelines	\$30.50
Tilba Heritage Study V1	\$41.50
Tilba Heritage Study V2	\$41.50
Tilba Conservation Area Development Guidelines	\$41.50
Mogo Development Strategy	\$41.50
Economic Development Strategy Stage 1	\$41.50
Flood Plain Development Manual	\$41.50
Subdivision Code – Water & Sewerage Construction	\$30.50
Other Development Control Plans (eg site specific)	\$11.00
Mogo Village Commercial Centre DCP	\$11.00
Moruya Town Centre DCP	\$11.00
Batemans Bay Town Centre DCP	\$11.00
Narooma Town Centre DCP	\$11.00
Tree Preservation Order	No charge
Neighbourhood Business and Commercial DCP	\$11.00
Residential 2T – Tourism Development Guidelines	\$11.00

Other Publications

Population Profile (1998)	\$11.60
Children's Services Directory	\$1.90
Deua River Study	\$41.50
Commercial and Industrial Strategy	\$41.50

SECTION 2 – STATEMENT OF AFFAIRS

Published 31 December 2003.

SECTION 3 – CONTACT ARRANGEMENTS

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

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

Telephone: (02) 4474 1000
Facsimile: (02) 4474 1234
Email: council@eurocoast.nsw.gov.au

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

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

SECTION 1 – POLICY DOCUMENTS

In accordance with Section 14(1)(b) and (3) of the Freedom of Information Act, 1989, Evans Shire Council holds the following documents available for inspection:

- Annual Report 2002/2003, Including:
 - State of the Environment Report
- Management Plan 2003/04 –2005/06, Including:
 - Statement of Principal Activities
 - Objective & Performance Targets
 - Capital Works Program
 - Asset Replacement & Sales Program
 - Human Resource Activities
 - Activities to Promote Environmentally
 - Sensitive Areas & Ecological Sustainability
 - Environmental Restoration
 - Revenue Policy
 - Equal Employment Opportunity Plan
 - Detailed Estimates of Income & Expenditure
 - Summary of Estimates
- Delegations of
 - General Manager
 - Director of Corporate Services
 - Director of Engineering Services
 - Engineering Staff
 - Director of Environmental & Planning Services
 - Environmental Planner
 - Fire Control Officer
- Policy Register
 - Including Bushfire
 - Concessional Allotments Conditions of Consent
 - Code of Conduct
 - Confidentiality
 - Covenants for Hill View Estate
 - Donations (Citizenship & Rates)
 - Dwelling Site Occupation
 - Dwelling Relocation
 - Equal Employment Opportunity
 - Floodplain Management (Sofala)
 - Code of Practice for Floodproofing
 - Local Approvals Policy
 - Council Meetings Procedures
 - Members (Expenses & Facilities)
 - Multiple Occupancy Policy
 - Press Release Policy
 - Quotations (Tender)
 - Refunds of Fees
 - Reserves (Management Committees)
 - Roads (Crown, Bypass, Private Rural Accessways, Rallies)
 - Rural Water Supply
 - State Environmental Planning Policy
 - Signs

Staff (Award Restructuring, Conferences, Evacuation, Grievance Procedure, Interaction between Councillors & Staff, Leave of Absence, Occupational Health & Safety, Reclassification Policy, Salary Policy, Service Recognition, Training)
Subdivision (Guidelines)
Survey – Certification of Reports
UV Policy

- Building & Development Approvals Register
- Register of Disclosures
- Environmental Planning Instruments
Development Control Plans for
Rockley
Sofala
Wattle Flat
Hill End
“Brookfield”
Local Environment Plans
Interim Development Orders
Tree Preservation Orders
- Minutes of Council & Committee Meetings, (but restricted in case of any meeting or part of a meeting that is closed to public)
- Business Papers of Council & Committee Meetings (not including Business Papers for matters considered when a meeting is closed to public)
- Bathurst/Evans Displan (Disaster Plan)

SECTION 2 – STATEMENT OF AFFAIRS

The Evans Shire Council Statement of Affairs as at 31 December 2003 is available for inspection at Council's Office, 7 Lee Street, Kelso NSW 2795, during normal Office hours.

SECTION 3 – CONTACT ARRANGEMENTS

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

The General Manager
Evans Shire Council
PO Box 703
BATHURST NSW 2795

The Public Officer for Evans Shire Council is:

Mr Brian Dwyer
Director of Corporate Services
Evans Shire Council
PO Box 703
BATHURST NSW 2795

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

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

- Yennora North
- Social Impact Assessment Guidelines (Gaming Machines)
- Canley Heights Local Business Centres
- Contaminated Lands
- Fairfield Heights Local Business Centres
- Smithfield Local Business Centres
- Neighbourhood Business Centres
- Wetherill Park and Bonnyrigg Industrial Centres
- Old Industrial Areas
- Retailing and Business Activities in Industrial Areas
- Rural Area
- Car Parking Code
- Tree Management Policy
- Former R.A.A.F. Site, 794-850 Woodville Road, Villawood
- Amusement Centres
- Landscaping Code
- Advertising and Signage
- Residential Subdivisions Code
- Waste not DCP
- Brothel Control
- South Abbotsbury
- Development Standards relating to Roads
- Exempt and Complying Development
- Notifications Policy
- Used Clothing Bins

Disabled Car Parking Policy

EEO Management Plan

Expenses and Facilities Policy

Flood Prone Land Policy

Hiring of Community Halls Policy

Internal reporting Policy

Land proposed to be compulsorily acquired by Council

Library Services Policy

Local Approvals Policy

Fairfield Local Disaster Plan

Local Environment Planning Instruments – Fairfield LEP 1994

Local Ethnic Affairs Policy Statement (LEAPS)

Management Plan

Minutes of Committee Meetings

Minutes of Council Meetings

Plans of Management 1999

- Salters Road Reserve (Marconi park)
- Corner of Elizabeth Drive Bonnyrigg (White Eagles)
- Cabramatta Sports Ground 2000
- Fairfield Showground
- Fairfield Golf Course
- Brenan Park
- Emerson Street Reserve
- Wetherill Park Reserve
- Bunker Parade Reserve
 - CabraVale Park
- St Johns Park
- Leisure Centres (Prairiewood and Cabramatta)
- Generic Sports grounds/Generic Parks
- Generic Bushland and associated individual Plans of Management for
- Flying Fox Reserve

State of the Environment Report

Subdivision Code

Tree Preservation Order

SECTION 2 – STATEMENT OF AFFAIRS

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

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

The Statement of Affairs is also contained in Council's 2002/03 Annual Report which can be viewed at www.fairfieldcity.nsw.gov.au.

SECTION 3 – CONTACT ARRANGEMENTS

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

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

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

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

The Public Officer,
Fairfield City Council,
PO Box 21,
FAIRFIELD NSW 1860
Telephone 9725 0226

FREEDOM OF INFORMATION ACT, 1989
Section 14(1)(a)(b) and (3)
SUMMARY OF AFFAIRS
of the
FAR NORTH COAST COUNTY COUNCIL
(Trading as FAR NORTH COAST WEEDS
Regional Weed Authority)

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

SECTION 1 – POLICY DOCUMENTS:

- Code of Conduct
- Code of Meeting Practice
- Delegations of Authority
- Employment Related Codes:
- Code of Staff Conduct
- Equal Employment Opportunity Management Plan
- Equal Employment Opportunity Policy
- Expenses and Facilities
- Management Plan
- Minutes of Council Meetings
- Occupational Health and Safety Policy
- Organisational Structure
- Policy Register
- Privacy Management Plan
- Auditor's Report

Other documentation:

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

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS:

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

Mr Paul Muldoon
General Manager
Far North Coast Weeds
218-232 Molesworth Street
(PO Box 230)
LISMORE NSW 2480

Telephone: (02) 6621 8055
Fax: (02) 6622 1181
email: fncw@fncw.nsw.gov.au

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

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

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

SECTION 3 – CONTACT ARRANGEMENTS

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

Mr P. Smith
Acting General Manager
Forbes Shire Council
Cnr Harold and Court Streets
(PO Box 2871)
FORBES NSW 2871

Telephone: (02) 6850 1300
Facsimile: (02) 6852 4170

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

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

- Council’s Code of Conduct
- Annual Report
- Auditor’s report
- Council’s Code on payment of expenses
- Register of investments
- Return of Financial Interest of Councillors
- Designated Persons & Delegates’ financial interests returns
- Delegations of Authority Register
- Records of Approvals granted & decisions made on appeal
- Plans of land proposed to be compulsorily acquired by Council
- Leases and licences for public land classified as community land
- Financial Management Plan
- Statement of Environment Report
- Cemetery Register
- Development Register
- Building Register
- Local Environment Planning Instruments
- Local Orders Policy
- Plans of Management for Community Land (under review)
- Subdivision Code
- Access to Files Policy
- Adjoining Owners Notification
- Building Line Policy
- Complaint Handling Policy
- Annual Financial Reports
- EEO Management Plan
- Annual Reports of bodies exercising delegated Council functions
- Records of Building Certificates
- Development Control Plans – under review
- Statement of Affairs
- Summary of Affairs
- Emergency Management Plan
- Business Papers for Council and Committees
- Minutes of Council and Committee Meetings
- Council’s Policies and Codes Register, as listed below:

ADMINISTRATION

- 1A Conference Expenses
- 2A Town Hall – Bookings
- 3A Conflict Resolution
- 4A Procedures for Special Council Projects
- 5A Project Manager
- 6A Major Investments of Funds / Reorganisation of Assets
- 7A Strategy to Disseminate Information on Council Activities
- 9A Holding of December Meetings
- 10A Credit Card Policy

BUILDING SERVICES

- 1B Building Alignment
- 2B Verandahs, Awnings and Balconies
- 3B Advertising Signs (Commercial)
- 4B Building Alignment
- 5B Building Sitings
- 6B Notification to Erect Buildings
- 7B Local Approvals Policy

COMMUNITY SERVICES

- 1C Aged Services
- 2C General – Aged Services
- 3C Equal Employment Opportunities
- 4C Human Resources – Youth
- 5C Community Bus – Policy for Operations Use
- 6C Use of Council Owned Sporting Facilities
- 7C Guidelines for Heritage Items

DEVELOPMENT OF MUNICIPALITY

- 2D Water Supply Policy
- 3D Supply of Land to Developers
- 4D Business & Commerce Policy

ENGINEERING SERVICES

- 1E Employment – Engineering Department
- 2E Roads – Footpaths
- 3E Roads – Footpath Openings
- 4E Footpaths – Contributions
- 5E Roads – Driveway
- 6E Roads – Gutter Bridges
- 7E Roads – Lane Widening
- 8E Roads – Road Widths
- 9E Roads – Reconstruction Work
- 10E Roads – Street Name Signs
- 11E Roads – Naming of Streets
- 12E Kerb & Guttering – Charges
- 13E Sewerage Connections
- 14E Sewerage – Installation of
- 15E Sewerage – Water & Sewer Mains Extension
- 16E Sewerage – West Glen Sewer Scheme
- 17E Hire of Plant – Showground Trust Charities
- 18E Water – Services
- 19E Bridges – Boundary Bridges
- 20E Tree Planting – New Planting / Replacement Program
- 22E Gas Mains Agreement
- 25E Access to Private Lands
- 26E Street Lights – Replacement
- 27E Advice to Residents
- 28E Temporary Street Closures (Festivals etc)
- 29E Procedures to be put in place due to low flow conditions at Beardy Waters weir
- 30E Private Works Policy (and amendments)
- 31E Policy on Volunteers slashing roadsides
- 32E Control of Young Children Entering Swim Centre
- 33E Discharge of Liquid Trade Waste into Sewerage System
- 34E Dry Hire of Council Plant
- 35E Water Meter Testing Policy

FINANCIAL

- 1F Rating – Excess Water Accounts
- 2F Rating – Church Groups
- 3F Rating – CWA, Karinya Homes, Glenwood, Highwood
- 4F Rating – Showground Trust / Sporting Bodies

- 5F Rating – Water
- 6F Rating – Sewerage & Water Component
- 7F Rating – Water Meter Read
- 8F Rating – Increases by Valuations
- 9F Donations – Boy Scouts / Girl Guides
- 10F Donations – Voluntary Rescue Squad
- 11F Donations – Friends of Highwoods
- 12F Subscriptions – Chamber of Commerce/Retailers Ass
- 13F Contributions – Library
- 14F Motor Vehicles – Private Tenders
- 15F Debtors – Interest Charges
- 16F Debtors – Outstanding Accounts
- 17F Debtors – K&G Accounts – Pensioner Repayments
- 18F Accounting – Debt Servicing Ratio
- 19F Warranty / Repair Policy
- 20F Strategy: Overdraft
- 21F Accounting Policies
- 22F Accounting Policies
- 23F Debenture Loan Position 30 June 1996
- 25F Debt Recovery Policy
- 26F Debtors Policy – Gum Tree Glen
- 27F Water Pricing Policy
- 28F Water Leakage Policy
- 29F Employee Leave Entitlements

HEALTH

- 1H Grazing: Inspection Testing and Licensing
- 2H Legionella – Maintenance of Air Handling Systems
- 3H Animal Control – Dog Act 1988
- 4H Licensing – Food Shop Licensing
- 5H Sanitation – Public Toilets – Future Construction
- 6H Environmental Services – Overgrown Allotments
- 7H Pool Testing Policy
- 8H Code of Placing Street Signs and displays on footpaths (2 codes – 1 for CBD, 1 for Church/Ferguson Sts)

HUMAN RESOURCES

- 5HU Donation – Support for Reserve Forces
- 7HU Uniform Policy – Indoor Staff
- 9HU UV Protection for Outdoor staff (replaces 6HU)
- 10HU Employment of People with a Disability – Forward Personnel
- 11HU Performance Appraisal Committee (General Manager)
- 12HU Use of Privately Owned Vehicles on Council Business
- 13HU Employees on Call – Alcohol Limits
- HR1 Recruitment Policy & Procedures
- HR2 Grievance Resolution – Policy & Procedures
- HR3 Internal Reporting Policy
- HR20 Sick Leave Policy
- HR21 Carer's Leave Policy
- HR30 Occupational Health & Safety
- HR31 Workplace First Aid Policy
- HR32 Smoke Free Workplace Policy
- HR33 Loss of Licences or Certificates
- HR34 Long Distance Driving Policy
- HR35 Staff Participation in Decision Making
- HR36 Staff Motor Vehicle Lease Fees
- HR37 Child Protection (Employment Screening)
- HR38 Child Protection Policy & Procedures
- HR39 Injury Management & Return to Work
- HR40 Special Leave for Volunteer Fire Fighters
- HR41 Study Incentives Policy

ORGANISATIONAL MATTERS

- 10 Code of Meeting Practice
- 20 Council Meetings – Detailed Reports
- 30 Councillors Requests – Detailed Costings
- 50 Corporate Management – Administration
- 60 Committee – Committees of Council
- 70 Committee – Development Control Unit
- 80 Committees of Council
- 90 Committees of Council
- 100 Payment of expenses and provision facilities to Councillors
- 110 Delegation of Authority –Role of Mayor
- 120 Delegation of Authority
- 130 Public Relations – Certificates of Appreciation
- 140 Interstate and Overseas Travel
- 150 Lease Back of Motor Vehicles
- 160 Motor Vehicles including amendments
- 170 Policy on Easements
- 180 Auditors Reports to Councillors
- 190 Purchasing of Motor Vehicles
- 200 Protocol for Raising Staff Related Matters in Open Council Meetings
- 210 Vehicle Leaseback Policy
- 220 Reporting Items for Attention of Staff
- 230 Authorisation for use of Council Letterhead
- 240 Recording of Council Meetings

PLANNING SERVICES

- 1P Subdivision – Village – Development
- 2P Subdivision – Rural Subdivision Development
- 3P Subdivision – Public Reserve Contribution
- 4P Environmental Control – Removal of Large Trees
- 5P Interim Policy – Demolition of Heritage Listed Buildings
- 6P Development Applications – Landscaping
- 7P Development Applications – Subdivision Access
- 8P Development Applications –Charges
- 9P Development Applications –Landscaping Bond
- 10P Development Applications –Policy on Minimum
- 11P Development Applications –On Site Detention of Water
- 12P Lane Widening Policy
- 13P DCP No 9 Notification Policy for Development
- 14P Rainwater Tank Incentive

PLANT & MACHINERY

- 1PL Motor Vehicles – Changeover Procedure
- 2PL Tenders
- 3PL Tenders – Sale of Local Government Vehicles
- 4PL Warranty / Repair Policy
- 5PL Vehicles

OCCUPATIONAL HEALTH & SAFETY

- 1OHS OH&S Policy

SECTION 2 – MOST RECENT STATEMENT OF AFFAIRS

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

SECTION 3 – FREEDOM OF INFORMATION COORDINATOR

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

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

The General Manager
Glen Innes Municipal Council
P.O. Box 61,
GLEN INNES, NSW, 2370

Phone 02 67 322611
Fax 02 67 323764

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

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

SECTION 1 – POLICY DOCUMENTS

The following policy documents are available for inspection or purchase:

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

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

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

Telephone: (02) 65581601
Facsimile: (02) 65582343

Email: council@gloucester.nsw.gov.au

Office hours 8.45am to 4.15pm weekdays

FREEDOM OF INFORMATION ACT 1989

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

SUMMARY OF AFFAIRS of GOSFORD CITY COUNCIL (FOI Agency No. 2132)

STATEMENT OF AFFAIRS

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

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

SECTION 1 – POLICY DOCUMENTS

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

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

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

DOCUMENTS AVAILABLE SUBJECT TO A PHOTOCOPY FEE

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

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

- Access to Files by Councillors Policy A1.39
- Active Recreation R1•
- Administration A1•
- Beaches R3•
- Building Control D6•
- Gosford City District Bushfire Operations Plan
- Capital Works Program
- Car Parks T9•
- Caravan Park R4•
- Child Care Centres, complaints
- Child Care Centres, Management C5.02
- Child Care Centres, Communicable Diseases C5.01
- City Management Plan
- (The Gosford City Management Plan consists of the following:
 - Report 1 – Corporate Strategic Plan
 - Report 2 – 3 Year Capital Works Program
 - Report 3 – Council's Program Budget
 - Report 4 – State of the Environment Report
 - Report 5 – Council's Revenue Policy)

Code of Conduct A1.02
Code of Meeting Practice A1.47
Community Development C5•
Corporate Service A2•
Councillors Financial and Service Provision Arrangements A1.42
Cultural Projects C1•
Dams and Weir W0•
Delegations of Authority
Development Engineering D3•
Development Control D0•
Drainage E1•
EEO Management Plan
Effluent Generation S3•
Emergency Services H3•
Fees and Charges –
Fees and Charges Information – Revenue Policy
Financial Management A3•
Flood Mitigation E2•
Foot/cycleway T5•
Gosford City Disaster Plan
Health Services H4•
Human Resources Policy Manual
Industrial Estate I1•
Lakes, Waterways and Coastline E0•
Land proposed to be compulsorily acquired by Council
Landuse Planning E3•
Levels of Service
Libraries C0•
Lighting T6
Local Environmental Plans (LEP)
Minutes of Council Meetings
Minutes of Committee Meetings
Occupational Health & Safety Manual
Parks R2•
Policy Register
Pollution Erosion and Environmental Control E5•
Program Management •8•
Properties A5•
Public Transport T7•
Reserves R0•
Risk Management
Road Maintenance T1•
Road Construction T0•
Sewer Mains & Tunnels S0•
Solid Waste Management H0•
State of Environment Report
Tendering Policy A3.07
Traffic T4•
Treatment Work S2•
Tree Management R6•
Tree Preservation Order
Water Capital W5•
Water Consumer W4•
Watermains W2•
Waterway Facilities R5•
Works – Capital Works WS5•
Zoning Maps

DOCUMENTS AVAILABLE FREE OF CHARGE

- Corporate Strategic Plan
- Guidelines to Development Control Plan No 106 – Controls for Site Waste Management
- Comprehensive State of Environment Report 2000 (limited number available free of charge)
- Supplementary State of Environment Reports for 2001, 2002 & 2003 (limited number available free of charge)
- Code of Practice – Erosion/Sedimentation Control
- Gosford City Community Plan
- Redevelopment DSP (Development Service Plan)
- Erina DSP
- Erina Township DSP
- Kariong DSP
- Kincumber DSP
- Lisarow DSP
- Narara DSP
- Niagara Park DSP
- Springfield DSP
- Wyoming DSP

DOCUMENTS AVAILABLE SUBJECT TO A FEE

The following documents are available for purchase:

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

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

- DCP5 Narara
- DCP7 Niagara Park
- DCP8 Lisarow
- DCP16 Kincumber
- DCP17 Kincumber No 2 Brentwood
- DCP21 Kariong
- DCP23 Springfield/Erina Creek
- DCP24 Floralands – Stage 2
- DCP25 Mount White Truck Stop
- DCP26 Surplus Public Land Killcare Heights
- DCP27 Empire Bay Drive, Empire Bay
- DCP29 Residential Development South Avoca Beach
- DCP30 Brisbane Water Drive & Pacific Highway West Gosford
- DCP33 Victoria and Adelaide Streets East Gosford
- DCP35 Road Transport Facility – Somersby
- DCP36 Erina Valley
- DCP42 Erina/Green Point/Terrigal (Amendment 1)
- DCP44 Emma James Street, Springfield
- DCP52 Springfield – Erina Creek Precinct 2

- DCP55 Terrigal Business Centre
- DCP57 John Whiteway Drive
- DCP58 Erina Fair – Amendment 1
- DCP74 Cullens Road, Copacabana
- DCP75 The Ridgeway
- DCP76 Yattalunga (Amendment One)
- DCP78 The Landmark – Berecry Road, Mangrove Mountain
- DCP79 Koolang Road, Green Point
- DCP80 Australian Reptile Park – Wyoming
- DCP82 RTA Depot – Pacific Highway West Gosford
- DCP83 Mobbs Road and Kings Avenue, Terrigal Residential 2(a) Subdivision
- DCP84 Golden Grove Circuit and the Scenic Highway Terrigal
- DCP87 Avoca Drive, Kincumber (Kincumber Hotel)
- DCP88 Port Jackson Road Terrigal
- DCP89 Scenic Quality
- DCP90 The Entrance Road, Forresters Beach
- DCP92 Henry Parry Drive and Pemell Street, Wyoming
- DCP93 Lot 1 DP 776132 Corner Manns and Dell Roads West Gosford
- DCP94 Sun Valley Road Green Point
- DCP95 Boundary Road Kincumber
- DCP96 Ocean View Drive Wamberal
- DCP97 Lot 1 DP 775026 Peats Ridge Road Peats Ridge
- DCP98 Bensville
- DCP99 Taylors Road, MacDonalds Road and Pacific Highway Lisarow
- DCP100 Medium Density Residential Amendment No 1
- DCP101 Guidelines for the Erection of Communications Facilities
- DCP102 Corner Charles Kay and Terrigal Drives Terrigal
- DCP104 Lot 11 Scenic Hway Terrigal (Amendment 1)
- DCP105 Old Narara Primary School Site Pacific Highway, Narara
- DCP106 Controls for Site Waste Management
- DCP107 Lots 4 and 5 Section 13 DP 1905 Pacific Highway/Renwick Street Wyoming Service Centre
- DCP108 Pt 1 – Land Subdivision
- DCP108 Pt 2 – Single Residences
- DCP108 Pt 3 – Alterations and Additions
- DCP108 Pt 4 – Attached Dwellings
- DCP108 Pt 5 – Residential Buildings
- DCP109 Toomeys Road Lisarow
- DCP110 Bed and Breakfast
- DCP111 Car Parking
- DCP112 Residential Subdivision
- DCP113 Industrial Development
- DCP114 Building Lines
- DCP115 Building in Flood Liable Areas
- DCP117 Child Care Centres
- DCP118 Brothels
- DCP119 Wharves and Jetties
- DCP120 Single Dwelling Height
- DCP121 Dwelling Site Occupancy and Setbacks
- DCP122 Cut and Fill Restrictions
- DCP124 Parenting Facilities
- DCP125 Coastal Hazard/Beach Frontage
- DCP126 Dual Occupancy
- DCP127 Cluster Housing
- DCP128 Public Notification of Development Applications
- DCP130 Subdivision of Rural and Non Urban Land
- DCP131 Erina Business Centre Signage
- DCP132 Pacific Highway, Niagara Park
- DCP136 Lot 2 DP 605752 Siletta Road, Niagara Park – Amendment 1
- DCP137 Lot 3 DP 712505 Ghilkes Road Somersby
- DCP138 Lot 26 DP 3944 Manns Road – Bulky Goods Salesroom/Showroom

- DCP141 Avoca Beach Alfresco Outdoor Theatre
- DCP142 Lot 13 DP 666756 Brisbane Water Dr Point Clare (Amendment 1)
- DCP143 Lots 1,2,3,4,10 & 11 DP 255797 Karalta Road Erina
- DCP144 Festival Development Site Mt Penang
- DCP145 St Huberts Island Mooring Facilities
- DCP148 Complying Development Conditions
- DCP149 Environmental Controls for Development in the Conservation and Scenic Protection 7(c3) – Tourist Accommodation Zone
- DCP151 Two Lot Rural Residential Subdivision Crystal Avenue, Pearl Beach
- DCP152 Manasseh Frost House Kincumber
- DCP153 Lot 58 DP 10086 Kallaroo Road Bensville – Residential Subdivision
- DCP155 Single Dwellings and Ancillary Structures
- DCP156 Sea Kayaking Operational Base – 25 Broken Bay Road Ettalong
- DCP157 Lot 61 DP 702598 Railway Crescent Niagara Park
- DCP158 Lot 2 DP 1009974 Avoca Drive Kincumber
- DCP159 Character
- DCP162 Residential Development (Pearl Beach)
- DCP163 Geotechnical Requirements for Development Applications
- DCP Outdoor Advertising (File 190.90.04)
- Gosford Planning Scheme Ordinance (As Amended)
- Interim Development Order No 122 (As Amended)

VARIOUS OTHER PUBLICATIONS AND STUDIES AVAILABLE

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

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

Studies available to the public for inspection include the following:

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

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

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

The following reports are included in this category:

- Copacabana Drainage Strategy

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

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

SECTION 3 –FREEDOM OF INFORMATION APPLICATIONS

Freedom of Information requests may be submitted in writing to:

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

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

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

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

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

A fee is applicable for each Freedom of Information Application

Gosford City Council
PO Box 21
GOSFORD NSW 2250

www.gosford.nsw.gov.au

Email: goscity@gosford.nsw.gov.au

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

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

- Council's Policy Manual
- Council's Delegations and Authorities Manual
- Equal Employment Opportunity Plan
- Code of Meeting Practices
- Code of Conduct
- Corporate Plan (See Management Plan)
- Development Control Plans (See 1-7)
- DCP No. 1 – Residential Development Policy
- DCP No. 2 – Industrial Development Policy
- DCP No. 3 – Off Street Parking Policy
- DCP No. 4 – Development within Rural, Open Space and Environmental Protection Zones
- DCP No. 5 – Advertising Policy
- DCP No. 6 – Development Policy (Conservation Area)
- DCP No. 7 – Protection of Waterways
- Draft DCP No. 8 – Energy Smart Homes
- Draft DCP No. 9 – Notification
- LEP 1990 (as amended) LEP's 1-11
- Local Approvals Policy
- Minutes of Committee Meetings
- Minutes of Council Meetings
- Plans of Management for Community Land Compiled Plans of Management for:
 - Natural Areas
 - Bushland Reserves
 - Foreshore Reserves
 - Drainage Reserves
 - Sportsgrounds
 - Parkes and Playgrounds
 - Marsden Weir Par Land
 - Belmore Park (Draft)
- Pricing Policy (See Management Plan)
- Tendering Policy
- State of the Environment Report
- Council Management Plan
- Employment Related Codes (See EEO Management Plan)
- Expenses and Facilities Policy
- Financial Plan (See Management Plan)
- Section 94 Contributions Plans (See Amendment No. 2 Section 94 Contributions Plans)
- Social and Community Plan 1999
- Fees and Charges Policy (See Management Plan)
- Smoke-Free Work Environment Policy
- Annual Report
- Business Papers
- Disclosure Register

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

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

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

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

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

Phone: 02 4823 4444

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

SECTION 1 – POLICY DOCUMENTS

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

- (a) Essential Policy Documents
- Code of Conduct
 - Code of Meeting Practice
 - Delegations of Authority Register
 - Development Control Plans
 - EEO Management Plan
 - Emergency Management Plan
 - Employment Related Codes
 - Engineering Services Procedures Manual
 - Environmental Planning Instruments
 - Expenses and Facilities Policy
 - Financial Management Plan
 - Controls in Flood Liable Land
 - Internal Reporting Policy
 - Local Approvals Policy
 - Local Environmental Planning Instruments
 - Management Plan 2003-2006
 - Minutes of Committee Meetings
 - Minutes of Council Meetings
 - Plans of Management for Community Land
 - Policy Register
 - Procedure Manuals
 - Records Policies
 - Section 94 Contributions Plans
 - State of the Environment Report 2002-2003
 - Subdivision Code
 - Waste Management Strategy
- (b) Optional Policy Documents
- Advertising Code
 - Access to Information Policy
 - Building Line Policy
 - Bushfire and Emergency Manuals
 - Car Parking Policy
 - Flood Prone Land Policy
 - Food Premises Code
 - Hoardings Code
 - Motor Vehicle Policy
 - Naming of Parks and Reserves Policy
 - Notification of Adjoining Owners Policy
 - Occupational Health and Safety Code
 - On Site Effluent Disposal Policy
 - Risk Management Policy
 - Signs Code
 - Smoking in the Workplace Policy
 - Swimming Pool Fencing Policy
 - Termite Code
 - Work on Private Property Policy

- (c) Other Documents
- Annual Report
 - Auditors Report
 - Business Papers
 - Disclosures Register
 - Land Register
 - Investment Register
 - Building Certificate Records
 - Building Application/Approval Records
 - Development Application/Consent Records

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

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

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

SECTION 1 – POLICY DOCUMENTS

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

Tourism Strategic Business Plan

One Future

Strategic Plan for Cultural Development

Taree Crime Prevention Plan

Greater Taree City Council – Aboriginal Community Profile 2002

Policy Register including:-

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

Code of Conduct

Code of Meeting Practice

Register of Delegations

Internal Reporting Policy

Greater Taree Library Strategic Directions 2001-2006

Land Use Policies and Codes

Greater Taree LEP 1995

Development Control Plan 1995

DCP No. 6 – Pig Keeping

DCP No. 13 – Parking Code

DCP No. 19 – Industrial Code

DCP No. 34 – Caravan Parks and Manufactured Home Estates

DCP No. 35 – Sign Code

DCP No. 38 – Maintenance of Open Drains

DCP No. 40 – Residential Development

DCP No. 41 – Subdivision

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

DCP No. 43 – Erosion and Sediment Control

DCP No. 44 – Advertising of Development Applications

DCP No. 45 – Contaminated Land

DCP No. 46 – Exempt and Complying Development

DCP No. 47 – Bungay

Draft DCP – Acid Sulfate Soils

Landscape Code

Property Fencing Code

Cattle Feedlots Code

Local Approvals Policy

Housing for Aged and Disabled Persons Policy

Markets Policy

Orders Policy

Interim Flood Management Policy

Private Facilities on Council Footways Policy

Applications on Proposed Lots Policy

Draft Policy – Infill Development in Bush Fire Prone Areas

On-Site Sewage Management Strategy & Effluent Disposal Policy
Guidelines for Rabbit Breeding
Section 94 Contribution Plans
Taree CBD Foreshore Management Plan
Sun Shadow Guide

Health Related Policies

Code for Food Premises
Policy for Keeping Horses

Regulation for:-

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

Policy for Dogs on Beaches
Minutes of Council and Committee Meetings

Plans of Management in respect of:-

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

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

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

FOI Office – Graham Nix
Manager Administration
Level 2 Administration Centre
2 Pulteney Street Taree 2430

Phone: (02) 6592-5399

Fax: (02) 6592-5311

Office Hours Monday – Friday 8.30 a.m. – 4.30 p.m.

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS
of the
GRIFFITH CITY COUNCIL
“Progress with Pride”****POLICY DOCUMENTS**ANIMAL CONTROL

Animal Control

APPROVALS

Advertising
Banners In Banna Avenue
Handbill Distribution
Sandwich Board Signs
Signs
Busking
Development
Advertising of Applications
Applications – Section 94 Contributions
Development Contributions – Payment Methods for Development Charges and Bonds
Conduct of Councillors and Staff in Assessing and Determining Development Applications
Frost Control Fan
Policy Variation
Stormwater Drainage and Disposal
Fencing
Noise Pollution
Loud Speakers
Open Air Rock Concerts

BUILDINGS

Access & Facilities for Disabled Persons
Awnings on Commercial Properties
Building Lines
Construction Over Sewer Line
Distance from the Boundary
Engineer’s Certificates
Fees Refund
Floor Heights
Relocation
Water Saving – Dual Flush Cisterns

CIVIC MATTERS

City Colours
Civic Receptions
Coat of Arms and Logo – Use by Other Organisations
Freedom of the City of Griffith
Pioneers of Griffith
Political Candidates – Interaction with Council

COMMITTEES

Committee Members – Recognition of Service
Consultation with Management and/or Advisory Committees

COMMUNITY MATTERS

Child Protection

COUNCIL MATTERS

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

DALTON PARK

Areas of Responsibility

DEVELOPMENTS

Consolidation of Allotments
Submissions made regarding Development and Activity Applications

DONATIONS

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

DRIVEWAY

Maintenance and Width

ENVIRONMENT

McPherson's Range

FACILITIES

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

FINANCE

Cheques not to be Post Dated
Council Services – All Users to be Charged
Debt Recovery
Government Subsidies
Interest on Deferred Debts
Investment of Surplus Funds
Loans – Limit on Borrowings

Pensioners Debt Recovery
Reserve for Community Facilities
Reserve for Employees Leave Entitlements
Sporting Bodies & Community Organisations Loans
Sporting Ovals Contribution Charges

FIRE BREAKS

Fire Breaks

FOOTPATHS

Contributions for
Obstructions
Use for Outdoor Eating Areas
Use for Sales

HEALTH

Smoking Prohibited

INDUSTRIAL ASSISTANCE

Loans for

INSURANCE

Claims – Procedure to be Followed

KERB AND GUTTERING

Kerb and Guttering/Footpath Construction

LAND

Purchase on Terms

LEGAL

Proceedings – Procedure to Follow
Records – Subpoena to Produce

NOXIOUS WEEDS

Control and Eradication of

PARKS AND GARDENS

Golf Prohibited
Sporting Ovals – Restrictions on Drink Containers
Tree Preservation Order

PLANT AND EQUIPMENT

Plant Replacement

POOLS

Admission Fees
Authority of Lessee

RATES

Homes for the Aged – Rates and Charges
Payment by Community Organisations
Pensioners Application for Rate Rebate
Postponed on Rural Land
Writing Off of Extra Charges (Interest)

ROADS

Culverts – Provision and Maintenance
Maintenance and Upgrading of
Naming of
Protection of
Purchase of
Signs – Loans/Hire

ROAD RESERVES

Lease for Commercial Purposes

SALEYARDS

Truck Washing Facilities

SEWERAGE

Discharges to
Extension Through Properties
Headworks Charges
Headworks Charges for Yenda
Trade Waste Approvals

SUBDIVISIONS

Provision and Contribution to Parklands

UTILITY SERVICES

Service Location Charges – Public Authorities

VANDALISM

Reward for Information

VILLAGES AND TOWNS

Classification of

WASTE

Backflow Prevention
Charges to Apply
Headworks Charges
Hydrants
Meter Size
Garbage Service Outside Scavenging Areas
Garbage Service – Multiple Bins
Intractable Waste Disposal
Septic Tanks
Septic Tank Waste Disposal

WATER

Backflow Prevention
Charges to Apply
Headworks Charges
Hydrants
Meter Size
Position Statement on Water
Supply Extensions
Volumetric Contributions

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

Access to these documents may be arranged by contacting:

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

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

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

SECTION 1 – POLICY DOCUMENTS

Gunning Shire Council has the policy documents listed hereunder:

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

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

The application should be directed to:

Mr JK Bell
FOI Officer – Gunning Shire Council
PO Box 42
GUNNING NSW 2581

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

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

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

SECTION 1 – POLICY DOCUMENTS

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

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

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

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

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

SECTION 1 – GENERAL AND POLICY DOCUMENTS

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

- Annual Financial Reports
- Annual Report (Current version no charge)
- Auditor's Report
- Business Papers and Minutes of Open Council and Committee Meetings (Current version no charge)
- Code of Conduct
- Code of Meeting Practice
- Complaints Handling Procedure
- Council's Code Manual including Codes relating to:
 - Building
 - Car Parking
 - Occupational Health & Safety
 - Subdivisions
- Council's Land Register
- Council's Policy Manual
- Council's Procedure Manual
- Delegation of Authority Register
- Disclosure Register for Councillors, Designated and Delegates
- EEO Management Plan
- Environment Planning Instruments, Development Control Plans and Plans made under Section 94AB of the Environmental Planning and Assessment Act 1979 applying to land within the Hastings area
- Fees and Charges Policy
- Internal Reporting Policy (for purposes of the Protected Disclosures Act)
- Management Plan (Corporate Plan 2003/2004, current version no charge)
- Plans of Management for Community Land
- Privacy Management Plan
- Register of Investments
- Revenue Policy
- Section 94 Contribution Plans
- State of Environment Report (Current version no charge)
- Tree Preservation Policy

SECTION 2 – STATEMENT OF AFFAIRS

A Statement of Affairs as at December 2003 has been prepared in accordance with Section 14 (1) and (2) of the Freedom of Information Act and forms part of Hastings Council's Annual Report. It is available for inspection during office hours at Council's office situated at the corner of Lord and Burrawan Streets, Port Macquarie.

SECTION 3 – CONTACT ARRANGEMENTS

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

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

FREEDOM OF INFORMATION ACT 1989**Section 14(1)(b) and (3)****SUMMARY OF AFFAIRS****of the****HAWKESBURY CITY COUNCIL****(F.O.I. Agency No.2145)****SECTION 1 – POLICY DOCUMENTS**

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

- Advertising Code
- Annual Report
- Auditors Report
- Code of Conduct
- Code of Meeting Practice
- Contribution Plans – Section 94 Contributions
- Development Control Plans – Cluster Housing
- Dual Occupancy/Duplex Housing
- Housing and Keeping of Dogs
- Industrial Development
- Kurrajong Heights Village
- Medium Density Housing
- Macdonald Valley
- Parking
- Soil Erosion & Sedimentation Control
- Sign Policy
- Dam Construction
- Telecommunications Facilities
- Brothels
- Notification Policy
- Disabled Access Policy
- Fencing Code
- Food Premises Code
- Hawkesbury Local Environmental Plan, 1989, as amended.
- Land Register
- Management Plan
- Mediation Policy
- Minutes of Committee Meetings
- Minutes of Council Meetings
- Occupational Health and Safety Policy
- On-the Spot Fines Policy
- Plans of Management for Community Land
- Policy Documents Register
- Recycling Policy
- Smoke Free Work Environment Policy
- State of the Environment Report
- Swimming Pool Fencing Policy
- Tendering Policy
- Tree Preservation Order

SECTION 2 – STATEMENT OF AFFAIRS

A Statement of Affairs for the Hawkesbury City Council is produced in Councils 2000/2001 Annual Report.

SECTION 3 – CONTACT ARRANGEMENTS

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

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

Enquiries may be directed to:-

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

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

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) and (3)****SUMMARY OF AFFAIRS
Of The
HAY SHIRE COUNCIL****SECTION 1 – DOCUMENTS**

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

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

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

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

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

Telephone (02) 69 931003
Fax (02) 69 931288
Email mail@hay.nsw.gov.au

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

FREEDOM OF INFORMATION ACT 1989

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

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

SECTION 1 – POLICY DOCUMENTS

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

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

DCP No. 1	Guidelines for Parking
DCP No. 2	Commercial Code
DCP No. 3	Industrial Code
DCP No. 4	Guidelines for Villa, Townhouse Development and Integrated Housing
DCP No. 4A	Guidelines for Single Detached Dwelling including Alterations and Additions
DCP No. 4B	Guidelines for Dual Occupancy Development
DCP No. 4E	Guidelines for Family Support Accommodation
DCP No. 5	Guidelines for Residential Flat Development
DCP No. 6	Guidelines for Subdivision
DCP No. 8	Professional Consulting Room Code
DCP No. 10	Eddy and Gary Streets Code
DCP No. 12	Bradman Street and Merrylands Road Code
DCP No. 14	Amusement Centres Code
DCP No. 16	Advertisement, Notices and Signs Code
DCP No. 18	Hereford Place Extension Code
DCP No. 19	Pitt Street Road Widening Code
DCP No. 21	Advertising Structures, Signs and Banners M4 Motorway Code
DCP No. 23	Forest Gum Estate Code
DCP No. 25	Planning Controls for Brothels
DCP No. 26	Merrylands Road, southern side between Burford Street and Addlestone Road, Merrylands
DCP No. 27	Guidelines for Development of Child Care Centres
DCP No. 28	Yennora Distribution Park DCP
DCP No. 29	Greystanes Creek DCP
DCP No. 30	Holroyd Gardens
DCP No. 31	Guidelines for Public Participation
DCP No. 32	Guidelines for Exempt and Complying Development
DCP No. 33	Guidelines for the Subdivision and Development of Sherwood Scrubs and adjoining lands
DCP No. 34	Guidelines for Road Widenings, Road Closures and Splay Corners in and adjacent to residential zones

DCP No. 35	Guidelines for Planning for Less Waste
DCP No. 36	Guidelines for the Subdivision and Development of Hillier Street.
DCP No. 37	Guidelines for Dealing with Land Locked Sites
DCP No. 38	Guidelines for Erosion and Sediment Control
DCP No. 39	Heritage “Making the most of our Heritage Assets”
DCP No. 41	Guidelines for Height Limits for Buildings Containing Dwellings

- Disaster Plan – Holroyd DIS Plan
- EEO Management Plan – included in Management Plan
- Environmental Planning Instrument – Holroyd LEP 1991 as amended
- Financial Management Program – included in Management Plan
- Food Premises Code
- Greystanes Estate – Residential Lands Precinct Plan
- Human Resources Policies and Procedures Manual
- Integrated Transport Study
- Interim Telecommunications Code
- Library Collection Development Policy
- Local Air Quality Management Plan
- Local Approvals Policy:
Holroyd Local Approvals Policy No. 3 (Mobile Food Vending Vehicles and Temporary Food Stalls)
- Local Agenda 21: “Living Holroyd: A Sustainable Future”
- Management Plan
- Market Stalls Policy (DCS251-03)
- Minutes of Committee Meetings
- Minutes of Council Meetings
- Occupational Health and Safety Rehabilitation Policy and Procedures
- Occupational Health and Safety Policy
- Payment of Expenses and Provision of Facilities to Councillors
- Plans of Management of Community Land
- Policies Manual
- Pricing Policy – Included in Management Plan
- Privacy Management Plan & Code of Practice
- Provision of Information to, and Interaction between Councillors and Staff
- Revenue Policy – included in Management Plan
- Section 94 Contributions Plan for Open Space and Recreation
- Section 94 Contributions Plan for Roads, Road Widening and Splay Corners
- Section 94 Contributions Plan for Community Facilities
- Holroyd SEPP 59 Residential Lands Contributions Plan 2003
- Sidewalk Café Policy
- Social Impact Assessment Policy
- Social Plan
- Sponsorship Policy
- State of Environment Report
- Tendering Policy
- Tree Preservation Order – Holroyd Tree Preservation Order taken from the EP and A Act

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

Public Officer
Council Chambers
Holroyd City Council 16 Memorial Avenue
PO Box 42 MERRYLANDS NSW 2160
MERRYLANDS NSW 2160
Telephone: (02) 9840.9840 Email No.: www.holroyd.nsw.gov.au
Hours: 8.00am – 4.30pm, Monday to Friday

FREEDOM OF INFORMATION ACT 1989

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

SUMMARY OF AFFAIRS of the HORNSBY SHIRE COUNCIL

SECTION 1 – COUNCIL’S POLICY DOCUMENTS

Hornsby Shire Council’s policy documents are listed hereunder:

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

<i>Policy No.</i>	<i>Policy Title (CASD = Council Approved Statutory Document)</i>
No Number	Plan of Management – Begonia Road, Normanhurst (CASD)
No Number	Plan of Management – 39 and 39A Brooklyn Rd, Brooklyn (CASD)
No Number	Plan of Management – Berowra Valley Regional Park (CASD)
No Number	Plan of Management – Bushland Generic (CASD)
No Number	Plan of Management – Carmen Crescent, Cherrybrook (CASD)
No Number	Plan of Management – Dartford Road Site, Thornleigh (CASD)
No Number	Plan of Management – Dence Park (CASD)
No Number	Plan of Management – Erlestoke Park (CASD)
No Number	Plan of Management – Fagan Park (CASD)
No Number	Plan of Management – Galston Oval (CASD)
No Number	Plan of Management – Galston Recreation Reserve (CASD)
No Number	Plan of Management – Greenway Park (CASD)
No Number	Plan of Management – Hickory Place, Cherrybrook (CASD)
No Number	Plan of Management – Hornsby Park (CASD)
No Number	Plan of Management – Hornsby Shire Open Space Plan (CASD)
No Number	Plan of Management – James Henty Park, Dural (CASD)
No Number	Plan of Management – Kenley Park, Normanhurst (CASD)
No Number	Plan of Management – Lyndon Way Reserve, Beecroft (CASD)
No Number	Plan of Management – Old Man Valley (CASD)
No Number	Plan of Management – Orr Playground, Northumberland Av, Mt Colah (CASD)
No Number	Plan of Management – Parks and Reserves Generic (CASD)
No Number	Plan of Management – Pembroke Street, Epping (CASD)
No Number	Plan of Management – Robert Road, Cherrybrook (CASD)
No Number	Plan of Management – Roslyn Park, Cherrybrook (CASD)
No Number	Plan of Management – Sportsgrounds Generic (CASD)
No Number	Plan of Management – Storey Park, Hornsby (CASD)
No Number	Plan of Management – Swan Place, Pennant Hills (CASD)
No Number	Plan of Management – The Lilian Fraser Garden (CASD)
No Number	Plan of Management – Unwin Park, Waitara (CASD)
No Number	Plan of Management – Yarrabin Crescent, Berowra (CASD)
No Number	Privacy Management Plan (CASD)
No Number	Residential AM (Medical Centres) DCP (CASD)
No Number	Residential Subdivision DCP (CASD)
No Number	River Settlements DCP (CASD)
No Number	Rural Lands DCP (CASD)
No Number	State of the Environment Report (CASD)
No Number	Statement of Affairs (CASD)
No number	Summary of Affairs (CASD)
No Number	Sustainable Water DCP (CASD)
No Number	Tree Preservation Order (CASD)
No Number	Duffy Avenue• Westleigh DCP (CASD)
No Number	Managing Land Contamination
No Number	Urban Runoff Management Code
COMSLS 1	Provision of Branch Libraries
COMSPSCS 1	Council Cash and Non-Cash Donations and Grants
COMSPSCS 2	Youth Services
COMSPSCS 3	Aged Services
CSC 1	Council’s Spokespersons for Media Enquiries
CSC 2	Council Publications
CSCM 1	Memo of Understanding Between Elected Members and Staff
CSCM 2	Staff Attendance at Public Meetings
CSCM 3	Adoption, Alteration and Review of Policies and Codes
CSCM 4	Council’s Involvement in Sponsorship
CSCM 5	Reporting of Corruption, Maladministration and Serious and Substantial Waste
CSCM 6	Public and Community Input
CSCM 7	Community Representation
CSCM 8	Councillors’ Questions and Requests of Staff
CSCM 9	Corporate Colours
CSCM 10	Use of Recycled Products

<i>Policy No.</i>	<i>Policy Title (CASD = Council Approved Statutory Document)</i>
CSCM 11	Organisational Performance Review
CSCM 12	Grants
CSCM 13	Pecuniary Interest – Consultants Engaged by Council
CSCM 14	Selection and Engagement of Consultants
CSCM 15	Filming in the Shire
CSCM 16	Standards for Customer Service
CSFM 1	Tenders
CSFM 3	Investment of Surplus Funds
CSFM 4	Loan Borrowings
CSFM 5	Use of Funds Generated by Land Property Sales
CSFM 6	Land Acquisition Restricted Asset Account
CSFM 7	Debt Retirement and Capital Projects Restricted Asset Account
CSFM 8	Parks Development Restricted Asset Account
CSFM 9	ease Financing
CSISAS 1	Mayoral Interviews
CSISAS 3	Attendance at Conferences (Elected Members)
CSISAS 4	Interstate and Overseas Travel
CSISAS 5	Public Forum
CSISAS 6	Freedom of Speech
CSISAS 9	Council Resolutions
CSISAS 10	Councillors' Questions and Memos
CSISAS 12	Delegation of Authority to Grant Lease/Licence Agreements
CSISAS 13	Use of Council Buildings by Kindergartens
CSISAS 14	Lease/Licence of Council Land
CSISAS 15	Document Access Policy
CSISAS 16	Provision of Information to and Interaction Between Councillors and Staff
CSISAS 17	Councillors' and Officers' Legal Expenses
CSISITS 1	Computer Technology
CSISITS 2	Computer Software Code of Ethics
CSISITS 3	Use of Computer Software on Privately Owned Computer Equipment
ESEEC 3	Hawking and Peddling
ESEEC 4	Roadside Selling
ESEEC 5	Control of Placement of Waste Containers and Waste Trailers and/or Building Materials on Footways, Nature Strips and Road Shoulders
ESFC 1	Bush Fire Control
ESPCM 1	Litter Bins
ESPCM 2	Public Places – Cleanliness
ESPCM 3	Cleaning of Council Buildings
ESWM 1	Recycling of Waste Matter
ESWM 2	Provision of Solid Waste Management Services
ESWM 3	Waste Containers
ESWM 4	Proposed Developments – Waste Storage
ESWM 5	Recycling Logo
ESWM 6	Sullage Depot
ESWM 7	Sullage Collection
PSA 1	Proposed Council Developments
PSA 2	Submission and Early Release of Applications
PSA 3	Fire Safety Inspections
PSA 4	Delegated Approval of Development Applications and Building Applications
PSA 5	Minimum Construction Requirements – Food Premises
PSA 6	Sewage and Waste Treatment
PSA 10	Telecommunication Facilities
PSS 1	On-Site Stormwater Detention
PSS 3	Concrete Footpaths in New Subdivisions
PSS 4	Naming of Roads
PSSTP 1	Strategic Town Planning
PWCBF 1	Blasting
PWPE 1	Outdoor Staff Corporate Attire
PWRF 1	Carriageway Widths

<i>Policy No.</i>	<i>Policy Title (CASD = Council Approved Statutory Document)</i>
PWRF 2	Footpath Levels
PWRF 3	Alignment Levels
PWRF 4	Opening of Roads and Footpaths
PWRF 5	Street Signs
PWRF 6	Street Lighting
PWRF 7	Vehicular Crossings
PWRF 8	Contributions for Construction of Kerbing and Guttering and Footpaths
PWRF 9	Footpath Widths
PWRF 10	Provision of Infrastructure
PWRF 11	Maintenance of Infrastructure
PWRF 12	Civil Infrastructure in Heritage Conservation and Selected Areas
PWRF 13	Allocation of Funding for Road Improvement Projects
PWTRSCP 1	Light Traffic Thoroughfares
PWTRSCP 2	Parking Restrictions in Council Car parks
RSUL 1	Garden Competition
SSHR 2	Smoke Free Environment
SSHR 3	Concessional Leave
SSHR 4	Industrial Agreement Severance Payments
SSHR 5	Equal Employment Opportunity
SSOD 1	Organisation Development
SSOHS 1	Occupational Health and Safety
SSQS 1	Environmental Management System
SSSD 1	Competitive Provision of Services and Security of Employment
tba	Customer Service Request Logging
tba	Discretionary Internally Restricted Asset Accounts
tba	Purchasing and Contracting Sustainability
tba	Records Management
tba	Animal Circuses
tba	Road Closures and Special Event Traffic Management
tba	Investigation of Complaints Against Councillors

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENT

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

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

Inspection of these documents may be undertaken at Council's Administration

Centre, 296 Pacific Highway, Hornsby, 8.30am to 5.00pm Monday to Friday.

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

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

SECTION 1 – POLICY DOCUMENTS

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

Documents are free of charge unless a fee is indicated.

Governance

- Council Meeting Agenda
- Council Meeting Minutes
- Delegations of Authority Register
- Disclosure of Interests Register
- 2002/2003 Annual Report
- 2003 Community Guide
- Code of Conduct
- Council Newsletters

Corporate Services

- Schedule of Fees and Charges
- 2002/03 Auditors' Report
- 2003/04 Annual Budget and 3-Year Financial Plan
- Quarterly Financial Reviews
- 2002/03 Financial Statements, including -
 - Operating Statement
 - Statement of Financial Position
 - Statement of Changes in Equity
 - Cash Flow Statement
- Management Plan and Revenue Policy
- Policy Register
- Equal Employment Opportunity Management Plan

Operations

- Bitumen Resealing Plan
- Gravel Resheeting Plan
- Plant Replacement Plan
- Road Construction Programme
- Roads Register
- Water Supply Reticulation Plans
- Sewerage Mains Plans
- Occupational Health and Safety Policy
- Occupational Rehabilitation Policy
- Code of Safe Working Practices
- Monthly Approvals Processed – \$100
- Building Specification – \$5
- Swimming Pool Fencing Policy
- House Drainage Plans
- Dog Registration Records
- Hume Shire Land Use Plan (comprising Hume Local Environmental Plan 2001 and Development Control Plans) – \$40
- Development Register (Determinations)
- State of the Environment Report

SECTION 2 – STATEMENT OF AFFAIRS

The Council's most recent Statement of Affairs dated June 2003 has been prepared and is available for inspection in accordance with the arrangements outlined in Section 3 below.

SECTION 3 – CONTACT ARRANGEMENTS

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

Mr Tony Smith
Public Officer
Hume Shire Council
P O Box 70
ALBURY NSW 2640

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

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

- 1.01 Advertising, Interview and Appointment of Council Staff Policy
- 1.02 Building over Junee Shire Council Sewer Mains Policy
- 1.03 Code of Conduct
- 1.04 Code of Meeting Practice
- 1.05 Complaints Management Policy
- 1.06 Conflicts of Interests Policy
- 1.07 Contractors Insurance Policy
- 1.08 Corruption Prevention Policy
- 1.09 DCP No. 1 Exempt & Complying Development
- 1.10 Development Approvals – refund of fees to charitable bodies policy
- 11.11 Disposal of Council Land and Buildings Policy
- 12.12 Employee Assistance for Attraction of Staff Policy
- 12.13 Employee Expenses Assistance Policy
- 12.14 Employee Handbook and Safety Manual
- 12.15 Equal Employment Opportunity Policy
- 12.16 External Signs & Advertising on buildings within the Heritage Conservation Area
- 12.17 Food Vending Vehicles & Temporary Food Premises Policy
- 12.18 Footpaths – Inspection & Maintenance Policy
- 12.19 Guidelines for Television and Film Production Shots Policy
- 12.20 Harassment Prevention Policy
- 12.21 Heritage Conservation Area – Development Application Fees Policy
- 12.22 Horse Stables Policy
- 12.23 Indoor Staff Wardrobe Policy
- 12.24 Itinerant Vendors and Standing Stalls Policy
- 12.25 Occupational Health, Safety & Rehabilitation Policy
- 12.26 Official Misconduct Policy
- 12.27 Parks & Reserves – Consumption of Alcohol Policy
- 12.28 Payment of Expenses and Allowances to Councillors Policy
- 12.29 Privacy & Personal Information Policy
- 12.30 Private Employment by Staff Policy
- 12.31 Provision of Information to and Interaction Between Councillors and Staff Policy
- 12.32 Purchasing Policy
- 12.33 References for Council Employees Policy
- 12.34 Relocation of Existing Dwellings Policy
- 12.35 Road Inspection & Maintenance Policy
- 12.36 Roads – Tree Removal – Road Reserves
- 12.37 Salary Sacrifice Policy
- 12.38 Smoke Free Working Environment Policy
- 12.39 Study Assistance Policy
- 12.40 Temporary On-site Accommodation whilst building a Private Residence Policy
- 12.41 Use of Council Vehicles/Plant & Equipment Policy

OTHER POLICY DOCUMENTS

- 1.01 Advertising Code
- 1.02 Building Line Policy
- 1.03 Bush Fire Procedure
- 1.04 Development Control Plan – Crawley Estate
- 1.05 Development Control Plan – Eastvale Estate
- 1.06 Development Control Plan – Monte Cristo Estate

- 1.07 Disaster Plan – Flood of Murrumbidgee River
- 1.08 Food Premises Code
- 1.09 Library Services Policy
- 1.10 Local Approvals Policy
- 1.11 Local Environmental Plan – Junee Shire Council Area
- 1.12 On-the-Spot Fines Policy
- 1.13 Records Policy
- 1.14 Recycling Policy
- 1.15 Stormwater Disposal Code
- 1.16 Subdivision Code
- 1.17 Swimming Pool Fencing Policy
- 1.18 Work on Private Property Policy

REFERENCE DOCUMENTS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

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

The General Manager
Junee Shire Council
Belmore Street
JUNEE NSW 2663

Phone: (02) 6924 1277
Fax: (02) 6924 2497

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

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

Kempsey Shire Council's Policy Documents are as follows:

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

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

Mayor—Delegation of Authority
Military Leave—Staff
Mobile Phones – Provision of to Staff
Occupational Health and Safety
Outdoor Religious Activities
Parking Code
Passive Smoking
Payment of Expenses to the Mayor and Councillors
Personal Protective Equipment – Staff
Personnel Files
Private Use of Council Equipment
Presentations to Staff
Provision of Access Roads to Rural Residential Areas
Public Gates and Grids
Purchasing of Goods and Services
Rating—Aggregation of Land Parcels in Subdivisions
Rating—Vacant Flood Prone Land
Receipts—Issue of
Recruitment of Staff—Appointment / Interview Process
Recruitment of Staff—Directors
Reference and Information Services
Rehabilitation Policy
Reimbursement of Removal Expenses for Staff
Replying to Correspondence
Resignation of Staff Due to Ill Health
Retirement Counselling for Staff
Rewards—Vandalism Information
Rezoning Applications
Risk Management
Roadside Stalls and Street Vending
Salary Packaging for Staff
Salary System
Sale of Goods in Public Places
Saleyards – Liveweight Selling & Operation
Schools Policy – Use of Sports Fields
Service Purchaser/Provider Relationship
Sick Leave Applications – Staff
Signs as Remote Supervision
Special Sporting Events
Sponsorship
Sponsorship Signs on Sporting Grounds
Sporting Fields
State Emergency Services and Bush Fire Brigades
Street Lighting on Public Roads
Street Naming
Street Stalls and Mall
Sunblinds over Council Property (Mall)
Supply of Water to Private Property
Tea Room / Meeting Room
Telephones – Staff
Temporary Occupation of Garages / Caravans
Termination Clearance Procedures – Staff
Travelling / Accommodation / Sustenance expenses—Staff
Tree Preservation Order
Use of Email
Use of Internet
Use of Private Vehicles for Council Work
Vehicles Accident Investigation
Water Charges Non-Rateable Land
Water Connections
Water Meters

Water Restrictions—Implementation
Water Storage
Water Supplies for Community Purposes
Working Alone – Staff
Working from Home—Staff
Working on Union Picnic Day—Staff
Works Committee Meeting Arrangements
Works Over-Expenditure

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

Council's Address is

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

Telephone (02) 65663200

Facsimile (02) 65663205

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

Internet www.kempsey.nsw.gov.au

Office Hours Monday to Friday 8.30 am to 4.30 pm

Appointments may be arranged outside these hours if necessary.

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

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

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

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

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

Other documents as follows:

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

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

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

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

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

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

- Development Control Plan No. 5. – Kogarah Town Centre.
- Development Control Plan No. 5. – Industrial/Showroom area (reformatted December 1998).
- Development Control Plan No 3. – Foreshore Development Policy
- Development Control Plan No 10. – Subdivision Code
- Swimming Pool Code
- Erosion & Sediment Control Guidelines
- Food Premises Code
- Development Control Plan No 11. – Centre Based Child-Care Services
- Development Control Plan No 8. – Off-Street Car Parking Code (not including residential development)
- Development Control Plan No 22. – 221-229 Rocky Point Road, 87-89 Ramsgate Road and 2-10 Dalkeith Street Ramsgate.
- Development Control Plan No 15. – Regulation of Brothels
- Development Control Plan No 2. – Interim Commercial and Industrial Development Plan
- Draft Development Control Plan – Outdoor Advertising
- Development Control Plan No. 14 – 227-241 Princes Highway, Kogarah
- Development Control Plan No. 16 – 28-36 Princes Highway, Kogarah
- Development Control Plan No. 17 – Hurstville Town Centre
- Development Control Plan No. 18 – Hurstville South Area
- Development Control Plan No. 26 – Exempt and Complying Development
- Development Control Plan No. 27 – Telecommunication Facilities
- Development Control Plan No. 28 – Rainwater Tanks.
- Development Control Plan No. 29 – Development on Land Zoned Special Uses 5(b) – (Railway)
- Development Control Plan No 21 – 418-434 Railway Parade & 2A Elizabeth Avenue, Allawah
- Development Control Plan No 20 – Advertising of Development Applications and Neighbour Notification
- Development Control Plan No 32 – Kogarah Town Square Precinct
- Development Control Plan No 34 – Building Integrated Photovoltaics
- Development Control Plan 2/1 – Kogarah
- Development Control Plan 2/3 – Kogarah
- Development Control Plan 2/4 – Carlton
- Development Control Plan 2/9 – Carlton
- Development Control Plan 4/1 – Sans Souci
- Development Control Plan 4/2 – Sans Souci
- Development Control Plan 4/4 – Sans Souci
- Development Control Plan 4/5 – Ramsgate
- Development Control Plan 4/6 – Sans Souci
- Development Control Plan 6/1 – Carlton
- Development Control Plan 6/11 – Carlton
- Development Control Plan 8/1 – Connells Point
- Development Control Plan 8/2 – Hurstville Grove
- Section 94 Contribution Plans
- Section 94 Contribution Plan No 5 – Open Space
- Section 94 Contribution Plan No. 6 – Hurstville South Area
- Section 94 Contribution Plan No. 8 – Kogarah Town Centre
- Section 94 Contribution Plan No. 3 – Hurstville Town Centre/Carparking
- Section 94 Contribution Plan No. 4 – Hurstville Town Centre/Streetscape
- Section 94 Contribution Plan No. 9 – Kogarah Council Libraries

- Management Plan
- EEO Management Plan
- Conflict of Interest Policy
- Information and Interaction between Councillors and Staff
- Fraud Prevention Strategy (including Internal Reporting Policy)
- Councillor Fees, Expenses and Facilities Policy
- Privacy and Personal Information Management Plan
- Procedure on Reporting Corruption, Maladministration and Serious and Substantial Wastage
- Register of Delegations
- Local policies adopted by Council concerning Approvals and Orders
- Environmental Planning Instruments, Development Control Plans and plans made under section 94AB of the Environmental Planning and Assessment Act 1979 applying to land within the council's area
- Contaminated Land Policy
- Tree Preservation Order Policy
- Code for Commercial Use of Footways
- Mobile Food Vending Policy
- Food Premises Code
- Parking Across Driveway Policy
- Carparks – Clothing Bins
- Statement of Affairs. Summary of Affairs and the register of Policy Documents required under the Freedom of Information Act 1989
- Private Boxes and Media Facilities (Jubilee Oval)
- Media Policy
- Councillors – Appreciation of Service Policy
- Suburb Boundaries – Guidelines for Review
- Drainage Easement Dedication
- Streets – Sale of Vehicles
- Neighbour Notification – Park Improvements
- Library – Photographs
- Median Strip Closure
- Information Signs
- Advertising
- Advertising Inserts in Rate Notices
- Smoking in the Workplace
- Council Vehicles – Emblems
- Rezoning Applications
- Policy Statement – Community Development and Services
- Protected Disclosures Policy
- Internet, Email and Computer Software Security and Usage Policy
- Draft Plans of management for community land:
 - Moore Reserve
 - Empress Reserve
 - Carss Bush Park
 - Todd Park
 - Generic Plan of Management for all Bushland Areas
 - Generic Plan of Management for all Sports Grounds
 - Generic Plan of Management for all Neighbour Parks
 - Plan of Management Poulton Park Area
 - Plan of Management Northcote Street Reserve
 - Plan of Management Augusta Park
 - Plan of Management Spooner Park
- Stormwater Guidelines (June 1999)
- Corporate Records Policy
- Leasing of Community Land and Buildings

Copies may be purchased at \$65.00 each:

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

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

- Kogarah LEP 1998 – \$20

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

SECTION 2 – GENERAL DOCUMENTS

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

SECTION 3 – STATEMENT OF AFFAIRS

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

SECTION 4 – CONTACT ARRANGEMENTS

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

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

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

Postal Address: Locked Bag 8
KOGARAH NSW 2217

Telephone: 9330-9408
Facsimile: 9330-9560

Email: kmcmil@kogarah.nsw.gov.au
Internet site: www.kogarah.nsw.gov.au

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

FREEDOM OF INFORMATION ACT 1989
Section 14(1)(b) AND (3)
SUMMARY OF AFFAIRS
of
KU-RING-GAI COUNCIL

SECTION 1 – POLICY DOCUMENTS

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

Civic Management

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

Corporate & Communications

- Customer Request and Complaints Policy
- Community Consultation Policy

Community Services

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

Finance & Business Development

- Investment of Surplus Funds
- Purchasing Policy
- Tendering Policy

Open Space

- Tree Preservation Order
- Bushfire Management Policy
- Naming of Parks and Reserves – Procedure in Naming Proposals for Parks and Reserves in Ku-ring-gai
- Weed Management Policy
- Wet Weather (Sportsfield) Policy
- Pro-active Tree Management Policy
- Bushcare Volunteer Policy
- Ku-ring-gai Landscape and Habitat Vision Statement
- Landscape Policy
- Fauna Management Policy
- Recreation in Natural Areas Policy
- Bushland Education Policy

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

Planning and Environment

- Ku-ring-gai Planning Scheme Ordinance and Associated Zoning Maps
- Interim Development Orders Current Nos 29, 78, 79
- Interim Development Orders Repealed 28, 30-77
- Draft Local Environmental Plans Exhibited: 139, 165, 168, 175, 180, 183, 185, 186, 188, 189, 194, 192, 196
- Ku-ring-gai Local Environmental Plans Repealed: 1, 2, 3, 4, 6, 7, 8, 9, 11, 12, 15, 16, 17, 18, 19, 25, 26, 27, 28, 29, 31, 32, 34, 35, 38, 39, 40, 46, 48, 49, 50, 51, 71, 79, 81, 82, 83
- Ku-ring-gai Local Environmental Plans Current: 10, 13, 14, 22, 23, 33, 37, 41, 42, 45, 54, 55, 58, 60, 62, 64, 65, 67, 70, 72, 73, 74, 75, 76, 77, 84, 85, 86, 87, 89, 90, 92, 94, 95, 96, 97, 100, 101, 102, 103, 105, 106, 109, 110, 112, 113, 114, 116, 117, 118, 120, 121, 123, 124, 125, 129, 130, 131, 133, 134, 137, 138, 140, 143, 146, 147, 149, 155, 157, 158, 159, 160, 162, 163, 169, 170, 171, 172, 174, 177, 179, 180, 183, 188, 190, 197
- Ku-ring-gai (Consolidating) Local Environmental Plan 1987
- Ku-ring-gai (Heritage Conservation) Local Environmental Plans 1-9, 11, 12, 13, 14, 17
- Ku-ring-gai Draft (Heritage Conservation) Local Environmental Plans 10, 16, 18, 19, 20, 21, 26
- Draft Conservation Area, East Gordon – DLEP 25
- House Numbers – kerb painted
- Development Control Plan Nos:
 1. 14-20 Link Road, St Ives – Certified 7.1.87
 2. Kintore Street, Wahroonga – Certified 29.4.89
 3. 1-19 Bent Street, Lindfield – Not proceeded with Council Resolution 1.9.87
 4. 49-51 Burns Road, Wahroonga – Certified 17.8.88
 5. Area generally bounded by 19 Pacific Highway, North Shore Railway Line, Boundary Street and Pacific Highway, Roseville – Not made
 6. Development in Residential Zones – Superseded by DCP 38
 7. Business Centres – Abandoned – Council Resolution 4.9.90
 8. Professional Consulting Rooms – Certified 26.9.89, Amended 11.10.89
 9. 1-7 Bent Street, Lindfield – Not proceeded with Council Resolution 5.6.90
 10. 66-96 Pacific Highway, Roseville – Not made
 11. Pymble Business Centre – Superseded by DCP 14
 12. Town Houses and Villa Houses – No longer relevant with repeal of SEPP No 28
 13. Former St Ives Public School, 6-10 Porters Lane, St Ives – to be prepared
 14. Business Centre – Certified 8.8.95
 15. Dual Occupancy and Associated Subdivision – Policy document with amendment – Council Resolution 29.8.95
 16. 134-138 Eastern Road, Wahroonga – Certified 30.9.92
 17. CSIRO Land – Bradfield Road, West Lindfield – Certified 15.1.97
 18. ‘Hillcrest’ 324-346 Mona Vale Road, St Ives – Certified 13.12.93
 19. ‘Uralba’ 75 Livingstone Avenue, Pymble – Certified 22.6.94
 20. 2-4 Mona Vale Road, Pymble – Certified 27.7.94
 21. 803-805 Pacific Highway, Gordon – Certified 7.7.94
 22. 67, 69-71, 73-75 Clissold Road, Wahroonga – to be prepared
 23. 9-15 Curagul Road, North Turramurra – Amended 6.12.94, Certified 16.12.94
 24. Properties adjoining Bushland – not made.
 25. Dual Occupancy Development – Policy Document
 26. Masada College, Wolseley Road, Lindfield – To be prepared
 27. 986 Pacific Highway and 2-4 Bloomsbury Avenue, Pymble – Certified 15.1.97
 28. Advertising Signs – Certified 17.4.96
 29. 153-165 Grosvenor Road, Wahroonga – Certified 6.12.96
 30. 71-81, 68-72 Maxwell Street, 270-280 Kissing Point Road, South Turramurra – Draft
 31. Access – Certified 14.5.97
 32. Exeter Road, Wahroonga – Certified 12 March 1996
 33. 9, 11, 15, 17, 19 Bent Street, Lindfield – Certified 9.4.97
 34. Milner Royd – 1379 Pacific Highway, Turramurra – Certified 28.8.96
 35. 1022-1028 Pacific Highway, Pymble – Certified 6.8.97
 36. 1142-1180 Pacific Highway, Pymble – Certified 21.5.97

37. 66 Livingstone Avenue, Pymble – Certified 26.11.97
38. Residential Design Manual – (4/2/02)
39. 10 Post Office Street, Pymble and 6 & 8 Park Crescent, Pymble – Certified 8.4.98
40. Construction and Demolition Waste Management – Certified 5.6.98
41. 75 Junction Road, Wahroonga – Certified 16.12.98
42. Regulation of Brothels – Certified 7.5.99
43. Car Parking – Certified 25.11.98
44. 414 Pacific Highway, Lindfield – Certified 28.4.99
45. 33, 35-41 Billyard Avenue, Wahroonga – Draft
46. Exempt and Complying Development – Draft
47. Water Management – Draft
48. Medium Density (adopted 12/12/01)
50. 414-420 Bobbin Head Road, Turramurra
52. 986 Pacific Highway & 5 Suakin Street, Pymble
54. Outdoor Dining (Draft)
55. Multi-Unit Housing (Draft)

Codes and Policies (Planning & Environment)

- Subdivision Code
- Code for use of Reflective Glass
- Code for Service Stations, Petrol Fill Points and Associated Services
- Code for Housing for Older People and People with a disability
- Code for Control of Group Homes in Ku-ring-gai Municipality
- Policy on Child Care Centres
- Code for Control of School Development
- Policy on Preparation of Environmental Impact Assessments
- Ku-ring-gai Section 94 Contributions Plan 2000
- Ku-ring-gai Section 94 Contributions Plan No 1
- Ku-ring-gai Section 94 Contributions Plan: 324-346 Mona Vale Road, St Ives ‘Hillcrest’
- Ku-ring-gai Section 94 Contributions Plan: 9, 9A, 11 & 15 Curagul Road, North Turramurra
- Ku-ring-gai Section 94 Contributions Plan: West Lindfield Business Centre Car Parking
- Ku-ring-gai Section 94 Contributions Plan: Wahroonga Business Centre Car Parking
- Ku-ring-gai Section 94 Contributions Plan: SEPP5 Housing
- Guidelines for Development of Heritage Properties
- Guidelines for the Submission of Additional Information for Development Applications to Demolish Heritage Items
- Design Guidelines for Business Centres Development
- Telecommunications Code
- Policy – Dual Occupancy Development and Associated Subdivision (only for applications under ‘preserved development’ – SEPP 25 Amendment 4)
- Dual Occupancy Development Control Code (adopted 8/4/03)
- Cowan Creek Catchment Stormwater Management Plan
- Lane Cove River Catchment Stormwater Management Plan
- Middle Harbour Catchment Stormwater Management Plan
- Water Management Policy (Draft)
- Policy for Notification of Applications for Development Consent and Building Activity
- Policy for Siting Satellite Dishes
- Code for the Control and Regulation of Noise on Building Sites
- Policy for Placement of Waste Containers & Waste Trailers on Footpaths, Native Strips and Roads
- Policy for Control of Building Materials on Footpaths, Nature Strips and Roads
- Inter-allotment Drainage Schemes
- National Food Premises Code
- Tennis Court Retention Ponds safety
- Clothing Bins – Placement of Used Clothing Bins
- Water Conservation Protocol
- Lead in Buildings Policy
- Local Approvals Policy
- Energy Efficient Housing Policy
- Policy for Control of Demolition of Buildings
- Development Control Plan No 40 and Policy for Construction and Demolition Waste Management

- Dispute Resolution Policy
- Termite Protection Policy
- Ku-ring-gai Heritage Study 1987
- Ku-ring-gai Heritage Study – Aboriginal Sites – 1988
- Contaminated Land Management Policy 2001

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

- Bushland
- Community Groups Centre and Car Park – St Ives (205 Mona Vale Road) (2001)
- Community Halls and Meeting Rooms (2000)
- District Parks
- Echo Point Park (1996)
- Echo Point Park (2003) Draft
- Marian Street Theatre Site
- Gordon and North Turramurra Golf Courses (2001)
- Gordon Golf Clubhouse Precinct (2001)
- Playgrounds
- Princes Park
- Small Parks
- Sportsgrounds (2003)
- Swain Gardens
- Tennis Courts
- Wahroonga Car Park (2001)
- St Ives Village Green
- 4 Binalong Street, West Pymble
- North Turramurra Recreation Area
- Canoon Road Recreation Area
- East Roseville Community Centre and War Memorial Hall
- Rowe Street Car Park
- Tulkiyan
- Firs Estate Cottage
- Ku-ring-gai Art Centre (Draft 2003)
- Ku-ring-gai Bicentennial Park Plan of Management (2002)
- Ku-ring-gai Library Site
- Gordon Golf Clubhouse Precinct
- Car Parks Generic
- St Ives Village Car Park
- Lindfield Library Site
- Childrens' Services
- Ku-ring-gai Library Site (2003) Draft
- Urban Parks (2003) Draft
- Council Chambers (Draft 2003)

Technical Services

- Construction Zones
- Directional Signs on State and Regional Roads
- Drainage Easements – Release
- Fencing
- Footpath Paving
- Hornsby/Ku-ring-gai Disaster Plan (Local DISPLAN)
- Hornsby/Ku-ring-gai Local Emergency Operations Centre – Standing Operating Procedures (Provisional – June 1996)
- Kerb and Gutter Construction
- Ku-ring-gai Traffic Advisory Committee (SEPP 11)
- Ku-ring-gai Traffic Committee
- Lighting of Boy Scouts and Girl Guides Premises on Council Land
- Motor Vehicle Policy
- Public Lighting
- Road Hierarchy
- Road Openings – General Conditions

- Road Resurfacing – use of hot bitumen flush seal
- Road Safety Strategic Plan
- School Zones – Part-time
- Secondary Road 2043 – Future Work
- Secondary Road 2043 – Load Limit
- Shading of Lanterns
- Stormwater Drainage Manual
- Stormwater Management Policy
- On-site Stormwater Detention
- Standing Restrictions at Driveways
- State and Regional Roads
- Street Parking near Transport Terminals and Commercial Centres
- Street Name Plates
- Streets with Load Limits
- Traffic & Transport Policy
- Vehicular Access Crossings:
 - Specification for Construction of Gutter Crossings and Footpath Crossings
 - Access Driveway Grades
 - Maintenance and Repair

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

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

Telephone 9424.0888
Fax No: (02) 9424.0880
e-mail: kmc@kmc.nsw.gov.au

Locked Bag 1056
Pymble NSW 2073

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

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

SECTION 1 – POLICY DOCUMENTS

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

- Council's code of conduct
- Council's code of meeting practice
- Annual financial reports
- Auditor's reports
- Council's management plan (for the period 2003/2004)
- Council's EEO management plan
- Council's policy for the payment of expenses incurred by, and the provision of facilities to councillors
- Council's policy for the reporting of protected disclosures
- Council's land register
- Council's register of investments
- Returns of interests of councillors, designated persons and delegates
- Business papers for council meetings (but not including business papers for matters considered when a meeting is closed to the public)
- Minutes of council and committee meetings (but not including minutes of a meeting or any part of a meeting that is closed to the public other than the recommendations of that meeting)
- Council's register of delegations
- Annual reports of bodies exercising delegated functions of Council
- Local policies adopted by Council concerning approvals and orders
- Records of approvals granted and decisions made on appeals concerning approvals
- Records of building certificates
- Plans of land proposed to be compulsorily acquired by council
- Leases and licences for the use of public land classified as community land
- Plans of management for community land
- Council's State of the Environment Plan
- Environmental planning instruments, development control plans and plans made under Section 94AB of the Environmental Planning and Assessment Act, 1979, applying to land within the Kyogle Council area
- Policy for the provision of information to and interaction between Councillors and staff
- Redundancy procedures policy
- Debt recovery policy
- Educational Assistance Policy
- Grievance Policy
- Payment of expenses for staff
- Tendering and Quotations Policy
- Financial Assistance Policy
- Salary System Policy
- Travelling Allowance Policy
- Vehicle Policy
- Interview and Relocation Expenses Policy
- Travelling Allowance Policy
- Retirement Gift Policy
- Non Smoking Policy
- Safety Policy
- Privacy Management Plan
- Child Protection Policy
- Code of Management for Local Facilities Management Committees appointed pursuant to section

355 of the Local Government Act 1993.

- Swimwear Policy
- Vehicular Access Policy
- Policy for Road Openings on Council Roads
- Grid Policy
- Access Policy and Action Plan
- Records Management Policy
- other miscellaneous policies for the management of council which are currently under review
- The Statement of Affairs and Summary of Affairs prepared under the Freedom of Information Act 1989.

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – APPLICATION ARRANGEMENTS

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

An application for access to documents of Council:

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

SECTION 4 – CONTACT ARRANGEMENTS

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

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

FREEDOM OF INFORMATION ACT, 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS
of
LACHLAN SHIRE COUNCIL
(F.O.I. Agency No. 2161)****SECTION 1 – POLICY DOCUMENTS**

The following policy documents are available for inspection:-

Codes:

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

Plans:

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

Management Plans:

- 2003/2007 Management Plan and Budget
- Cemetery and Burials
- Equal Employment Opportunity
- Footpath Management
- Gum Bend Lake
- Liberty Park and Bicentennial Park, Lake Cargelligo
- On Site Sewage Management 2000
- Parks & Reserves Management
- Roads Management
- Stormwater Management
- Western Common

Policies:

- Child Protection Policy
- Equal Employment Opportunity Policy
- Industry Incentive
- Investment Policy
- Payment of Expenses and Provision of Facilities to Councillors
- Payment of Expenses to Aboriginal Consultative Advisory Committee
- Recruitment Policy
- Selective Tendering
- Subdivision

Other:

- Annual Financial Reports and Auditors Report 2003
- Annual Report 2003
- Building Records (Applications/Approvals/Certificates)
- Corporate Management Manual (including Delegations of Authority)
- Development Application/Consent Records
- Land/Asset Registers
- Reports and Minutes of Council and Committee Meetings

SECTION 2 – STATEMENT OF AFFAIRS

Council's most recent Statement of Affairs dated 30th June 2003, is available for inspection in accordance with the arrangements listed below. The Statement of Affairs contains details on how Council functions and how the public can participate in policy formulation and gain access to Council information.

SECTION 3 – CONTACT ARRANGEMENTS

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

Council Chambers
58 – 64 Molong Street
Condobolin

Enquiries:

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

Public Officer
Lachlan Shire Council
P O Box 216
CONDOBOLIN NSW 2877

Telephone: (02) 6895 4444
Fax: (02) 6895 3478
Email: council@lachlan.nsw.gov.au

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

SECTION 1 – DOCUMENTS

A. General Documents

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

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

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

B. Policy Documents

Acquisitions

- Acquisition of Land for Public Access

Administration

- Corporate Gifts
- Deadline for Councillors Written Requirements
- Access to Information – Community & Media
- Access to Records – Councillors
- Code of Conduct
- Code of Meeting Practice
- Complaints Handling Policy & Procedure

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

Asset Management

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

Building

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

Community Facilities

- A Frame/Sandwich Board Signs on Public Footways
- Boards of Management for Community Facilities – Constitution
- Charlestown Mall
- Community Facilities Donation Program
- Hire of Council Community Facilities Policy

- Lake Macquarie City Council Sporting Grounds – Advertising Policy
- Payment of Lease Preparation Cost – Community Based Organisation
- Public Collections/Appeals
- Signs Policy – Council Buildings, Playing Fields, Score Boards and the Like
- Use of Spit Roast Machines in Council Owned Halls
- Video Surveillance – Operational Protocol

Community Services

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

Councillors

- E-mail Filtering for Councillors

Engineering

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

Environmental Services

- Abandoned Shopping Trolleys
- Bed and Breakfast & Guest House Accommodation
- Commercial Home Catering Code
- Connection of Premises to Sewer
- Conversion of Septic Tanks for Rainwater Storage & Garden Irrigation
- Environmental Policy
- Food Premises Construction Code
- Food Vending Vehicles Code
- Garbage Services – Repair or Replacement of Failed or Damaged 240L Wheeled Garbage Containers
- Swimming Pool Standards
- Inspection of Amusement Devices
- Keeping of Dogs
- Noise Control Act
- Noise Transmission
- Outdoor Dining
- Piping, Concreting & Lining of Natural Watercourses & Drainage Easements
- Requirements for One Day Food Stalls
- Skin Penetration
- Storage of Wheeled Garbage Containers
- Vertebrate Pest Policy
- Waste Reduction and Procurement Policy

Finance

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

Library

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

Planning

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

Policies

- Operation of Policies Codes and Practices Procedures

Public Relations

- Advertising of Council Activities

Roads

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

Subdivision

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

Additional Policy Documents are:

Borrowers' Registration (Library)
Development Signage – Trial Notification Policy
Discards (Library)
Donations (Library)
Inter Library Loans (Library)
Reciprocal Borrowing Rights (Library)
Beach Inspectors – Standard Operational Procedures
City Beaches – First Aid Facilities
City Beaches – Rescue Vehicles
Charlestown Occasional Childcare Policies & Procedures
Lake Macquarie Family Day Care Policies & Procedures
LMCC Disaster Plan
Tourism Development Strategy
Building Code of Australia
Car Park Code
Erosion Control – LMCC
Fire Management Plan
Pollution Control Manual for Urban Stormwater (SPCC)
Urban Erosion and Sediment Control (NSW SCS)
Residential Flat Code
Freedom of Information Procedures Manual
General Records Disposal Schedule for Local Government
Ombudsman's FOI Policies and Guidelines
Quality Workstyle Guidelines
Schedule of Fees and Charges
Vision Statement and Policy Plan
Lake Macquarie Estuary Process Study
Lake Macquarie Estuary Management Plan
Lower Hunter and Central Coast Regional Environmental Management Strategy
Construction Works Manual
Expenditure of Surplus Funds
Flood Plain Management Policy
Procedure of Hiring Contract Plant
Provision of External Works and Services
Tender Specifications for Contract Plant
Heritage Conservation
Lake Macquarie Local Environment Plan 1984
Advancing Lake Macquarie – Business Plan
Non Centre Based Employment Strategy
Industrial Land Study
Lake Macquarie Stormwater Management Plan
Lake Macquarie Coastline Management Plan
Fauna Habitat and Vegetation/Biodiversity Scheme

SECTION 2 – COUNCIL'S STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

Enquires concerning access to documents may be directed to either

Mr. Gary Brownor Ms Lyn Pund
Manager Management Planning Records Co-Ordinator
& Budget (Public Officer),
Lake Macquarie City Council
Box 1906, Hunter Region Mail Centre NSW 2310

Telephone (02) 4921 0333
Fax (02) 4958 7257
e-mail council@lakemac.nsw.gov.au

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

SECTION 1 – POLICY DOCUMENTS

- Lane Cove Local Environmental Plan Zoning Map
- Lane Cove Local Environmental Plan 1987
- Lane Cove Environmental Plan Amendment No.s 1- 51 (not inclusive)
- Draft Lane Cove Environmental Plan Amendment No.s 37, 49, 50, 52, 53, 54, 55 and 56.
- Business Zones Development Control Plan
- Industrial Zones Development Control Plan
- Residential Zones Development Control Plan
- Control of Development Adjacent to Bushland (DCP No.1)
- Development on Sunshine Homes Site (DCP No.2)
- Bellevue Ave Site (DCP No.3)
- Controls for Site Waste Management & Minimisation (DCP No.4)
- Access and Mobility (DCP No.5)
- Exempt and Complying Development (DCP No.6)
- Brothels DCP
- Chaplin Drive DCP
- Rosenthal Avenue DCP
- Residential Zone 2(b1) Townhouse DCP
- Housing Strategy
- Code for Dwelling Houses
- Swimming Pool Code For Private Swimming Pools
- Dual Occupancy Guidelines
- Plan of Management – Natural Areas and Bushland
- Plan of Management – Parks
- Plan of Management – Community Land
- Plan of Management – Sportsgrounds
- Plan of Management – Former Ladies Bowling Club Site
- Plan of Management – Pottery Green
- Plan of Management – Carisbrook House
- Land Register
- Heritage Study and Inventory of Items
- Management Plan July 2003 – June 2006
- Corporate Plan
- Planning Studies (eg. Shopping Centres Study)
- Section 94 Plan
- Annual Budget
- Auditor's Report
- Financial Plan (Budget) 2003/2004
- Investment Register
- Annual Report
- Annual Community Report
- Code of Conduct
- Code of Meeting Practice

Policies

Advertising Structures
Animals
Dog Signs
After Hours Impounding Facilities
Keeping Of Animals Policy
Appeals – Development And Building Applications

Bill Posters
Notification Of Applications For Development Proposals
Ground Levels Related To Floor Levels To Be Shown On Plans
Carports
Plaza – Shop Awnings
Plumbing
Power Poles
Solar Hot Water Services
Residential Flat Requirements
Hoardings
Site Controls
Strata Title Units Development Applications
Ventilation Code
Natural Ventilation Of Public Garages
Battleaxe Allotments – Building Upon Handle
Inclinators
Australian Height Datum
Kindy Cove Child Care Centre – Aims And Objectives
Kindy Cove Child Care Centre – Management
Loan Of Equipment To Community Groups
Purchase Orders – Community Groups
Lease Of Property To Clubs And Organisations
Financial Support
Hire Charges – Council Civic Centre
Financial Assistance To Community Groups
Consultants' Submissions And Reports
Councillor/s
Written Reports Of Conferences
Meeting With The Public
Entry By Councillors On Invitation
Payment Of Expenses And Provision Of Facilities To Councillors
Conflicts Of Interest
Review Of Council's Policies
Register Of Legal Opinions
Council's Logo
Land And Property Portfolio
Affixing Of Council's Seal
Australian Made Goods
Purchasing Policy
Use Of Local Contractors
Competitive Neutrality Complaints Handling Mechanism
Delegation Of Authority – Mayor
Council Involvement In Litigation
Delegation Of Authority – Deputy Mayor
Delegated Authority
Illegal Uses
Section 149 Certificates
Trade Waste Control
Solar Access
Development Application Fees
Bond/bank Guarantees – Development/building Applications Involving Significant Trees
Reflective Glass In External Walls
Developments – Expression Of Opinion
Models Of Development Proposals
Development Conditions Of Consent – Non Residential Uses
Drainage Policy
Display Of Goods On Footpaths
Display Of Goods On Council Footpaths
Exhibitions Of Policies – Environmental Services
Common Boundary Fences
Tennis Courts – Fences

Contributions To Common Boundary Fences
Expenditure Not To Exceed Estimate – Report By Officers
Application For Grants
Proceeds From Sale Of Library Books
Properties Acquisition And Open Space – 4 Year Programme
Reserves
Flag Poles
Foreshore Development
Rock Faces And Flora
Boat Sheds
Council's Involvement In Community Services
Community Profile
Use Of Chlorofluorocarbons
House Numbering By Private Companies
Internal Reporting Policy
Internal Reporting Procedure
Internet And E-mail Management Policy
Battleaxe Subdivisions
Strata Subdivisions
Subdivisions – Garbage Collection Areas
Subdivision Applications – Easements Through Reserves
Subdivision Undersized Lots
Library Buildings And Safety
Commercial Use Of The Library
Membership Identification Criteria
Library Hours
Library Borrowing – Number Of Items
Period Of Loans
Photocopiers – Public
Security
Censorship
The Collection
Donations Of Materials To The Library
Display Of Community Notices
Outreach Services
Marjorie Propsting Memorial Library
Junior Library
Fees And Related Income
Corporate Library
Local Government Collection
Local History Collection
Publications By The Library
Privacy And Library Records
Library Charges
Stock Withdrawal And Replacement
Shorelink Policies And Procedures
Photographing Of The Lane Cove Municipality On A Regular Basis
Use Of Mechanical Rock Pick Machines
Open Space – Dual Occupancy
Exemption From Restriction
Off Street Parking Contribution
No Parking – Road Marking Across Driveways
Playing Fields In Schools
Use Of Herbicides
Horses In Reserves
Medical Examination Prior To Employment
Designated Employees – Disclosure Of Interest
Gratuities
Private Works By Members Of Council's Staff
Computers – Use Of
Council Vehicles – Contract Staff

Council Vehicles – Leaseback Arrangements
Sick Leave – Extended Periods
Sick Leave Incentive Scheme
Defence Force Reserves – Council Support
Work Experience – Senior High School Students
Trainee Schemes
Flexi-time Rules – Civic Centre & Library
Personal Clothing
Equal Employment Opportunity Policy
Industry Training
Staff Performance Review
Depot Staff Uniforms
Guidelines For Payment Of Overtime
Rehabilitation Programme
Leave Without Pay
Senior Staff Attendance At Conferences
Workplace Harassment Policy
Training And Education Policy
Smoke Free Workplace
Health & Safety Policy Statement
Grievance Handling Procedure
References Under Seal
Substance Abuse Policy
Physical Access Policy
Replacement Of Plant
Rain Water Tanks
Council Archives Policy
Definition Of A “Record”
Categories Of Council Records
Stages In The Treatment Of Non-current Records
Disposal Of Council Records
Preservation Of Archives
Archives – Access
Access To Council Records
Access To Information Under The Provisions Of The Local Government Act 1993
Proposed Rezoning
Rezoning Request
Notification Policy – Amending Lep’s & Dcp’s
Risk Management Policy
Public Liability Insurance – Civic Centre
Liability For Negligent Misstatement
Public Liability Claims – Procedure
Motor Vehicle Policy
Trees & Tree Root Damage Claims Policy
Street Furniture
Street Lamps
Swimming Pools
Freeways
Through Traffic
Lower Speed Limits
Construction Zones
Tree Preservation And Landscape Policy
Policy For The Preservation Of Significant Trees
Displays In The Plaza
Umbrellas In The Plaza
Use Of Plaza – Charity Street Stalls
Plaza Structural Alterations
Performances In The Plaza
Pathway – Lane Cove Plaza To Council Lane
Lane Cove Swimming Pool – Use By Schools
Sale Of Council Assets

Council's Office – Signs In Foyer
Civic Centre Artwork/information Boards
Signposting For Privately Owned Public Facilities
Tables And Chairs In The Plaza (And Lane Cove Shopping Centre) For Commercial Restaurant Use
Filling
Walls Supporting Footpaths
Longueville Road Shopping Centre
Vehicular Access To Properties
Second Vehicle Access
Drainage Easements
Council Works Notification
Vehicular Access To Multi-unit Housing
Youth Week
Youth Policy Statement

SECTION 2 – STATEMENT OF AFFAIRS

Council's Statement of Affairs was published on 31 December 2002 and is available for purchase at a cost of \$5.00.

SECTION 3 – CONTACT ARRANGEMENTS

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

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

SECTION 1 – POLICY DOCUMENTS

COMMUNITY SERVICES

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

CORPORATE & INFORMATION SERVICES

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

EMPLOYEE SERVICES

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

ENVIRONMENTAL MANAGEMENT

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

INFRASTRUCTURE & SERVICE DELIVERY

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

SECTION 2 – MOST RECENT STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENT

Designated Inquiry Officer: George Georgakis
 Administration Manager
 Telephone: 9367 9121

Inspection Arrangements:

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

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

FREEDOM OF INFORMATION ACT 1989

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

SUMMARY OF AFFAIRS of the LISMORE CITY COUNCIL (F.O.I. Agency No 2166)

SECTION 1 • POLICY DOCUMENTS

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

Policies, Codes & Practices

- Code of Conduct
- Code of Meeting Practice
- Corporate /Management / Financial Plan
- Contribution Plan Lismore 1999 • Section 94 includes
 - Open Space
 - Community Facilities
 - Transport
 - State Emergency Services
 - Bushfire Services
- Delegations of Authority
- Disaster Plan/Emergency Management Plan/Emergency Services Policy
(review in progress of the Flood Emergency Procedure)
- Equal Employment Opportunity Management Plan
- Employment Related Codes
- Expenses & Facilities Policy
- Fence Policy/Code
- Internal Reporting Policy
- Local Approvals Policy
- Local Orders Policy
- Minutes of Committee Meetings
- Minutes of Council Meetings
- Plans of Land Proposed to be Compulsorily Acquired By Council
(see Just Terms Compensation Act 1991)
- Plans of Management for Community Lands -

Public Land	Lismore Park
Heritage Park	Tucki Tucki Creek
Weston Park	Hepburn Park
Kadina Park	Adam Gilchrist Park
Lismore Lake	Sportsground (generic) – on public exhibition
- Policy Register
- Pricing Policy / Revenue Policy
- Procedures Manual
- Records Procedures
- Recycling Policy
- Social Impact Assessment Policy
- State of the Environment Report
- Social & Community Plan

Development Control Plans

7 Flood Prone Lands	30 Rural Residential Subdivision
9 Village of Nimbin	Detached & Dual Occupancy
14 Residential Development	31 East Lismore
16 Building Line Setbacks	32 West Goonellabah
17 Tree Preservation	33 East Goonellabah
18 Off-street Carparking	35 Caniaba Village
19 Village of Dunoon	36 Outdoor Advertising Structures
20 Multiple Occupancy	37 Acid Sulphate Soils
21 Village of Clunes	39 Exempt Developments
22 Northern Ridges, Goonellabah	40 Complying Developments
26 Industrial Development Standards	41 Notifications & Advertising with
27 Buffer Areas	Development Applications
28 Subdivisions	43 Crime Prevention Through
29 Extractive Industries	Environmental Design

Local Environmental Plan

Lismore Local Environmental Plan 2000

Community Services & Facilities Plans

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

Other Documents

Lismore Contributions Plan 1999

General Specifications

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

SECTION 2 • STATEMENT OF AFFAIRS

A copy of Council's most recent Statement of Affairs was prepared on 5th March 2001 and can be obtained by contacting the Public Officer, Lismore City Council.

SECTION 3 • CONTACT ARRANGEMENTS

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

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

SECTION 1 – POLICY DOCUMENTS

The Council maintains the following Policy Documents:

Policy Manual

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

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

SECTION 2 – STATEMENT OF AFFAIRS

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

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

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

SECTION 3 – CONTACT ARRANGEMENTS

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

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

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

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

SECTION 1 – THE COUNCIL’S POLICY DOCUMENTS

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

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

Various Plans

City wide S:94 Contributions Plan.

Development Control Plans

- Industrial Development Code
- Conservation of Clay Resources
- Thornton Rural Residential Area
- Raworth
- Metford
- Central Maitland
- Aberglasslyn/North Rutherford
- Bolwarra Heights – Rural Small Holdings
- Green Hills Low Density Residential
- Morpeth
- Bolwarra/Largs
- Former Rutherford Abattoir Site & Adjoining Land
- Waterforde Estate – Louth Park Rural Residential Subdivision
- Oakhampton Heights
- Chisholm Road, Greenhills
- Thornton County Residential Release Area (Somerset Park)
- Outdoor Advertising
- Lower Hunter Urban Housing
- Lochinvar – Small Rural Lots
- Accessible Living
- Small Rural Lots
- Greta
- West Bolwarra Heights
- Tenambit
- Glenwood Residential & Industrial Estate
- Hunter River Floodplain Management
- Exempt and Complying Development – (Draft)
- Energy Smart Homes
- Thornton Business Park – Thornton
- East

- Subdivisions
- Maitland Conservation and Design Guidelines
- Racecourse Business Park – Industrial
- Avalon Forest Rural Residential Estate Thornton
- Advertising/Notification of Development Application
- Ashtonfield South residential Precinct – (Draft)
- Commercial and Retail Policy
- Car Parking Requirements
- Controls for Site Waste Management and Minimisation – (Draft)
- Brothels and Sex Industry Establishments
- Vegetation Protection (Draft)

Policy Documents

ADVERTISING SIGNS

- Outdoor Advertising – Guidelines for
- Public Parks – Advertising
- Temporary Banners Over Public Roads – Erection Of

APPROVALS

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

ART GALLERY

- Policies

BUILDINGS

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

CIVIL MATTERS

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

COUNCIL MATTERS

- Becoming Competative
- Building & Development Applications – Councillors and Staff
- Closure of Council's Administration Offices Christmas and New Year
- Code of Conduct
- Code of Meeting Practice
- Complainants – Dealing with Difficult
- Displan

- Erosion and Sediment Control
- Internal Reporting Systems for Disclosure
- Interstate and Overseas Travel
- Payment of Expenses and Provision of Facilities for Councillors
- Regional Co-Operation and the Hunter Regional Association of Councils
- Provision of Information to and Interaction Between Councillors and Staff
- Structural Reform
- Local Government Association Forwarding of Representatives
- Number of Councillors
- Delegates to Various Authorities (listing thereof)
- Petitions – Receipt of
- Sponsorship Policy

COMMUNITY AND SOCIAL WELFARE

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

CONTRACTS

- Demolition

DOG CONTROL

- Dog Catching Cage, Use Of
- Dog Control Facilities

DONATIONS

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

DRAINAGE

- Improvements Over Drainage / Urban Drainage

FENCES

- Dividing Fences
- Fencing on Street Boundaries – Erection of

FILMING PROTOCOL

FINANCE

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

FLOOD

- Flood Liable Land

GRANTS

- Grants – Applications

HEALTH MATTERS

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

HERITAGE (INCLUDING CBD/MALL HERITAGE AREA)

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

INSURANCE

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

KERB, GUTTERING & FOOTPATH CONSTRUCTION

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

LAND & COUNCIL BUILDINGS

- Land Acquisition, Development and Sale
- Disposal of Fill From Construction Sites
- Payment of Agent's Fees
- Sale of Council Owned Land
- Property Development Unit
- Policy of LEP'S and Council Land

LIBRARY

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

NOXIOUS WEEDS & AQUATIC PESTS

- Eradication in Urban Areas of the city

PARKING

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

PARKS AND GARDENS

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

PLANNING MATTERS

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

PLANT AND EQUIPMENT

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

PRIVATE PIPELINES

- Private Pipelines in Road Reserve

PRIVATE WORKS

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

PROCUREMENT POLICY**RATES**

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

RECORDS

- Records Management Policy

RISK MANAGEMENT

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

ROADS

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

SIDEWALK STALLS

- Sidewalk sales & Doorknock Appeals

STREET LIGHTING

- Rurally zoned Areas – Street Lighting

SUB-DIVISIONS

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

SWIMMING POOLS

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

TENDERS

- Tendering Procedures
- Tender Discounts

TOURISM

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

TOWN HALL

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

TRANSPORT MATTERS

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

VOLUNTEERS POLICY

VANDALISM

- Reward – Vandalism
- Vandalism Control

WASTE

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

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

SECTION 1 – POLICY DOCUMENTS

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

Accounts – Available Working Capital
Advertisements
Advertising
A-frame Signs And Merchandise Offered For Sale
Armoured Vehicles – Provision For Parking
Awards – Manly Civic Design
Balgowlah Shopping Centre Urban Design Plan 1999
Balgowlah Shopping Centre Urban Design Controls 1999
Banners – Display Of Banners Within Council Controlled Properties And Reserves
Beach Management
Beaches And Reserves – Commercial Filming – Conditions And Charges
Blasting Permits
Boarding Houses & Houses Let In Lodgings
Boat Building In Residential Areas
Bonfires – Sandy Bay Reserve & Clontarf Reserve
Builders' Rubbish Containers
Building Applications & Development Applications
Caretakers – Residential Caretakers In Council Buildings
Circuses – The Operation Of Circuses With Exotic Animals In Manly
Circus – Limitation On Performances
Clean Air Act – Complaints
Clearing Of Shrubs And Undergrowth
Closed Circuit Television Protocol – Administration Building
Closed Circuit Television Protocol – Pacific Waves Carpark
Clubs And/or Organisations – Remission Of Rates
Committees – Appointment Of Councillors
Committees – Section 355 Committees – Audit Fees
Community Groups – Financial Assistance
Complaints Management Policy
Consultation – Community Consultation Protocol
Contributions – S94 Contribution To Council Subdivision
Development Applications. Etc
Corner Splays – Acquisition Of
Corner Splays – Council To Meet Costs
Corner Splays – Notification On Certificates
Corporate Image
Council And Committee Meetings – Length Of Meetings
Committee Meetings – Timing Of Subcommittees
Council And Committee Meetings – Discussion “Confidential” Reports
Council Meetings – Availability Of Agenda Papers To Public
Council Chamber – Seating Arrangements
Council – Common Seal
Council Letterhead – Council Committees And Areas Of Activity – Signing Of Correspondence
Councillors – Committee Membership Not Appointed By Council
Councillors – Personal Accident Insurance – Authorisation To Attend Functions
Councillors – Reports From Council Officers
Councillors' Room – Stocking Of Liquor Cupboard
Cultural Policy
Debt Recovery – Warrants Of Commitment – Authorisation Of

Development Application Approval
Development Application – Fees For Heritage Buildings
Development Application – Meetings Between Applicants, Residents And Objectors
Development Control Plan – Residential Zone
Dog Management – Urban Dog Management
Dinghies – Storage Of Dinghies On Council Foreshores
Donations – Items Of Park Furniture
Drainage Easements – Construction Over
Election Campaigning – Federal, State & Local Government Elections
Elections – Poll Of Electors To Be Held In Conjunction With Ordinary And Extraordinary Elections Of Council
Environmental Levy Component Of Rate – Increase In Annual Contribution
Financial Assistance To Cultural Groups
Financial Reporting – Measures Of Council Liquidity
Footpath Trading
Fringe Benefits Tax
Garbage Charges – Surf Clubs, Scout And Guide Halls In Council Reserves
Garbage Containerisation Service – Size Of Containers
Graffiti
Hire Boat Operations – Beaches And Reserves
Hoardings – Placing Of Hoardings At Construction Or Demolition Sites
Honorary Rangers
Insurance – Premsure – Elected Representatives
Leases – Council Property – Maintenance Of By Lessee/licensee
Leases – Council Property – Payment Of Rates & Charges By Lessee
Library -borrowers Policy
Library – Commercial Sponsorship Of Library Activities
Library – Statement On Freedom Of Collection, Access, Use And Librarian's Role
Library – Local History
Licensed Premises – Hours Of Operation
Litter – Issue Of Penalty Notices
Manly Art Gallery & Museum – Acquisitions And Exhibitions Policy
Manly Art Gallery & Museum – Free Admission For Children On Organised Tours
Manly Art Gallery & Museum – Collection On Local History
Manly Art Gallery & Museum – Presentation Of Paintings Purchased From Funds Raised By Former Ladies Auxiliary
Manly Art Gallery & Museum – Support For Local Artists
Manly Art Gallery & Museum – Waiving Of Fees
Manly Code For The Protection Of Buildings Against Termite Attack 1996
Manly Development Control Policy For Manly Cove
Manly Draft Local Environment Plan (Amendment No 51) And Development Control Plan For The Pittwater Road Conservation
Manly Section 94 Contribution Plan
Manly Specification For Civil Infrastructure Works, Development & Subdivisions 2003
Manly Specification For Stormwater Drainage 2003
Manly Stormwater Treatment And Re-use Project – Progress Report
Manly Town Centre Urban Design Guidelines 2002
Mayor And Councillor's Remuneration Fees
Meetings & Procedures – Senior Officers Opportunity To Comment During Debate
Motor Vehicle Replacement
Motor Vehicles – Lease Back Arrangements For Staff
Neighbourhood Watch And Safety House Scheme
Noise Complaints – General
Noise Complaints – Dogs
Nuclear Weapons – Abolition And World Peace
Open File Policy
Overgrowth Of Vegetation
Pamphlets & Leaflets – Distribution On Public Roads And In Shopping Centres
Parking – Policy – Manly Central Business District
Parking – Issuing Of Designated Parking Permits
Parking – Provision For Designated Parking Spaces For Armoured Vehicles

Parking Permits – Manly Life Saving Club Inc/ Manly Community Centre
Parks And Reserves – Use Of By Junior Sports
Poll Of Electors To Be Held In Conjunction With Ordinary And Extraordinary Elections Of Council
Precinct Committees
Pricing Policy Goods & Services
Printing And Stationery – Use Of Recycled Paper
Property Acquisition Reserve Fund
Prosecutions – Withdrawal Of
Public Reserves – Activities Thereon – Refusal Of Applications
Public Liability Insurance
Public Sculpture Policy
Questions Without Notice – Response To Councillors
Rates – Pensioners – Accrual Of Rates & Charges & Writing Off Interest
Reconciliation Between Indigenous And Non-indigenous Australians
Recycling – Events And Promotions
Reserves – Exclusive Use For Private Functions
Reserves – Outdoor Furniture – Dedication
Revenue Policy
Road Reserves – Outdoor Eating Areas – Licensing Of
Road Reserve – Lease For Parking As A Development Application
Condition
Road Reserve Leases – Adjacent And Conjoining Parent Lot
Road Reserves – Driveways
Road Reserve Nature Strips
Seawalls – Construction And Replacement
Senior Citizens' Centre
Shopping Trolleys – Impoundments
Signs – Council Projects – Displaying Of
Signs – Direction
Signs And Goods On Footpaths
Signs – A-frame Signs And Merchandise Offered For Sale
Signs – Public Telephones
Sister Cities – Photographic Record
Sister Cities – Policy On Visits To Council By Overseas Tourists
Skateboards & Bicycles On The Corso – Control Of
Skateboards, Bicycles And Rollerskates On The Ocean Beach Walkway
Smoking – Council Owned Buildings
Solar Hot Water Installations (Building Applications)
Special Events (Road Closures) Traffic And Transport Management Plan
Sponsorship – Council Activities And Events
Sport And Recreation Facilities In Manly – Guiding Principles
Stalls – Constituent Interviewing By Local Members
Stormwater Runoff
Strata Subdivisions – New And Old Buildings – Car Parking
Strata Subdivisions – Old Buildings
Strata Subdivisions – Properties Affected By Road Realignment
Swimming Centre, Manly – Complimentary Season Passes To Elite Athletes
Swimming Pools – Fencing Of
Swimming Pools (Private) – Leaking
Sydney Water
Tender For Goods And Services
Tenders – Lobbying Of Councillors
The Corso Plaza – Management Of Activities In The Corso And Other Central Business District Spaces
(Including Busking)
Tourism Policy
Tours Of Council Facilities By Domestic And Overseas Groups/delegations
Trading Activities – Hawking & Vending On Public Reserves, Roads & Public Places
Tree Preservation Order
Trees – Lopping For Electricity Transmission Lines
Trees – Lopping For Views
Trees – Removal Of “Ficus” Varieties

Trees – Ringbarking, Poisoning, Root Damage
Unemployment Relief Schemes
Vehicular Crossing And Layback Openings
Vehicle Crossing Construction – Colour Of Concrete
Vehicle Crossings – Maintenance Of Unpaved Crossings
Vehicle Crossings/driveways – Non Standard
Vehicle Crossings – Payment For Pavement Of Road Shoulders
Vehicle Crossings To Private Property – Temporary Construction In Asphalt – Payment By Owners
Vehicle Crossings – Use Of Uni-pave Concrete Blocks
Warringah Freeway And Public Transport – Manly Warringah
Waste Minimisation – Functions And Events In Manly
Water Courses – Piping Of
Wentworth Street Redevelopment – Access To Corso Properties

Development and Local Environment Plans

LEP

Manly Local Environmental Plan 1988

DCP

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

SECTION 3 – CONTACT ARRANGEMENTS

A request under the Freedom of Information Act for access to documents held by Council must be made by written application accompanied by a fee of \$33.00 (Includes GST). Applications should be directed to -

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

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

FREEDOM OF INFORMATION ACT 1989

Section 14(1)(b) & (3)

SUMMARY OF AFFAIRS of the MARRICKVILLE COUNCIL

POLICY DOCUMENTS

Corporate Services

Administrative Services

Information (Access to)

Disclosure of Interests by Councillors and Designated Officers

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

Code of Meeting Practice

Code of Conduct

Street Trading

Answering Correspondence

Preparation of Addendums

Printing & Stationery

Inclusion of Information in Business Paper for Council and Committee Meetings

Councillors' Access to Information

Payment of Expenses and Provision of Facilities to Councillors

Conflicts of Interest

Delegations of Authority Register

Petitions Guidelines and Procedures

Tenders & Quotations Procedure

Complaints Handling Procedure

Constitution of Committees and Committee Delegations 1999

Code of Councillor Practice

Internal Reporting Policy

ICAC Matters

Guidelines for Dealing with Competitive Neutrality Complaints

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

- 2/92 Guidelines for Answering Correspondence
- 3/92 Occupational Health & Safety (Manual Handling) Regulations, 1991
- 4/92 Guidelines for deliveries to Aldermen; and for making arrangements for Conferences, Seminars, Inspections involving Aldermen
- 5/92 Administrative Guidelines for Reports to Council, and Recording of Minutes; and Guidelines for inclusion of Addendums on Council Business Agendas
- 6/92 Local Ethnic Affairs Policy Statement (LEAPS) – Introduction of “Language Spoken at Home” Indicator
- 9/92 Procedures for accepting and complying with Subpoenas
- 10/92 Council's EEO Policy – Appointment of an EEO Committee
- 1/93 Update of Council's Equal Employment Opportunity (EEO) Policy
- 2/93 Council's Community Language Policy – Introduction of Language Allowance
- 3/93 Customer Relations
- 4/93 New Sick Leave Provisions
- 5/93 Call Accounting Software: Policy in relation to use of Telephone System for Private Calls
- 10/93 Fines under the Occupational Health & Safety Act – Reminder to Staff
- 10/94 Guidelines for deliveries to Councillors
- 2/95 Guidelines for Workplace Committees
- 3/95 Investigation of Accidents
- 4/95 Rehabilitation Program
- 6/95 Implementation of the Salary System
- 7/95 New Local Government (State) Award
- 8/95 Non-Smoking in the Workplace Policy

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

Employee Services

Human Resource Planning
Occupational Health & Safety
Equal Employment Opportunity
Smoke-Free Work Place
Recruitment, Hiring & Induction
Conditions of Employment
Conditions of Leave
Pay & Allowances
Termination of Employment
Security – Employee Records
Redundancy
Redeployment
Filling of Vacant Position of Director
Uniforms – Dress Code
Recruitment & Selection Guidelines and Procedures
Training Plan
Sexual Harassment
Travel Policy for Staff on Council Business
Hazardous Substances
Risk Management
Training & Development – Study Assistance
SAFE System– Safe And For the Environment
Studies Assistance Policy
Guidelines for Dealing with Workplace Agression

Finance

Revenue and Pricing Policy
Rates Collections by Agencies
Stores & Materials
Inspection of Vouchers

Council's Banker
Debt Recovery
Builder's Services Deposits
Purchasing – Local Preference
Procedures Manual
Auditors Report
Financial Statements
Investment Register
Non-Rateable Garbage Policy
Rates and Charges – General
Rates and Charges – Pensioners
Sundry Debtors
Internal Restriction (Reserves)
Investment Policy
Selective Purchasing – Restrictions relating to persons doing, or willing to do, business in, or with
 Burma
Operating Budget
Resources Plan
Fees and Charges
Information Systems
System Security (Computers)
Information Systems Disaster Recovery Plan
Information Systems/ Technology Strategy 2002– 2005

Corporate Development

Management Plan
Strategic Plan

Corporate Review

Code of Conduct
ICAC Matters
Code of Councillor Practice
Internal Reporting Policy, Protected Disclosures Act
Continuous Quality Improvement

Legal Services

Legal Services Management Plan 2003-2004
Approvals/Monitoring/Planning
Code for Industrial Zoned Development
Marrickville Contributions Plan 1996 (s.94)
Nuclear Free Policy
Code for the Control of Erection of Signs &
 Advertising Structures
Building Certificate Records
Development Application consent register
Marrickville Housing Needs Study
Stormwater and On-site Detention Code
Development Control Plans:
• DCP 17, Abergeldie Estate Conservation Area
• DCP 19, Parking Strategy
• DCP 21, Guidelines to Regulate the Establishment of Brothels
• Draft DCP 22, Petersham Park, Stanmore North & Camperdown Heritage Conservation Areas
• DCP 23, Petersham Railway Precinct
• DCP 27, Controls for Site Waste and Management and Minimisation
• DCP 28, Urban Design Guidelines for Business Centres
• DCP 29, Contaminated Land Policy and Development Controls
• DCP 30, Cooks River Flood Plain
• DCP 31, Equity of Access and Mobility
• DCP 32, Energy Smart Water Wise
• DCP 34, King St. & Enmore Rd Heritage & Urban Design
• DCP 35, Urban Housing, Volumes 1 & 2

- DCP 36, Exempt and Complying Development
- DCP 38, Community Safety
- DCP 39, Development Notification Policy
- DCP 40, Warne Place, South Marrickville
- DCP 41, Barwon Park Triangle, St. Peters
- Local Environmental Plans:
- MLEP 2001, Marrickville LGA
- MLEP 2001 (Amendment No. 1), 1-3 Coronation Avenue, Petersham
- MLEP 2001 (Amendment No. 2), 163A-181 New Canterbury Road & part 15 The Boulevard, Petersham
- MLEP 2001 (Amendment No. 3), 36-38 Oxford Street, Newtown
- MLEP 2001 (Amendment No.4), Rezoning of Former Arterial Road and Arterial Road Widening Reservations
- MLEP 2001 (Amendment No. 5), 287 Victoria Road, Marrickville
- MLEP 2001 (Amendment No. 6), 1-7 Macaulay Road, Stanmore
- MLEP 2001 (Amendment No. 7), 58-64 Salisbury Road, Stanmore
- MLEP 2001 (Amendment No. 8), 2-6 Bridge Road, Stanmore
- MLEP 2001 (Amendment No. 9), Rezoning of 24 Gordon Street, Petersham
- Rezoning of and Schedule 2 requirements for 24-26 Perry Street, Marrickville
- 1-13 Garners Avenue, Marrickville
- Renaming and arrangement of Schedule 2 (MLEP 2001)
- Replacement of clause 45 (MLEP 2001) with new clause
- MLEP 2001 (Amendment No. 10), Reclassification / rezoning of Council Owned Car Parks
- MLEP 2001 (Amendment No. 11), Brothels, Not Proceeded With
- Draft MLEP 2001 (Amendment No. 12), Warne Place, South Marrickville
- MLEP 2001 (Amendment No. 13), 39 Francis Street, Marrickville
- Draft MLEP 2001 (Amendment No. 14), Barwon Park Triangle, St Peters
- Draft MLEP 2001 (Amendment No. 15), Princes Highway Bulky Goods Cluster, St Peters
- Draft MLEP 2001 (Amendment No. 16), 1 Albert Street, St Peters
- Draft MLEP 2001 (Amendment No. 17), 159 Princes Highway, St Peters
- Draft MLEP 2001 (Amendment No. 18), 115-117 Constitution Road, Dulwich Hill
- Draft MLEP 2001 (Amendment No. 19), 5 Croyden Street, Petersham
- Draft MLEP 2001 (Amendment No. 20), 1 Goodsell Street, St Peters
- Draft MLEP 2001 (Amendment No. 21), Heritage Conservation areas for current DCP areas of Abergleddie Estate, and King Street / Enmore Road
- Draft MLEP 2001 (Amendment No. 22), Site consolidation restrictions for multi-use housing in Residential 2(A) zones
- Draft MLEP 2001 (Amendment No. 23), 2-4 Railway Road, Sydenham
- Draft MLEP 2001 (Amendment No. 24), Rezoning of Tempe/ St Peters Lands including Redundant Freeway Corridor Land
- Draft MLEP 2001 (Amendment No. 25), New Heritage Controls – Marrickville Heritage Study Review, 2001

Environmental Services

Greenhouse Strategy
 State of the Environment Report 1997
 Cooks River, A Profile
 Road Noise Study
 Marrickville Agenda 21 – Environmental Strategy
 Local Action 21 – Environmental Strategy
 Cooks River Foreshore Strategic Plan
 Environment Management System Documents
 Waste Reduction and Procurement Policy
 Environmental Management General

Community Services

Library Services

Collection Development Policy
 Technical Services
 Adult Services

Membership Guidelines
Local Studies
Ethnic Services
Information Services
Children's & Youth Services
Outreach Services
Lending
Library Materials Disposal
Community Information Database
Library Publications
Children's Services
Children's Services – General
Children's Service Strategic Plan
Marrickville South Families and Children
Research Project Final Report
Community Development
Local Ethnic Affairs Policy Statement
Community Planning & Support
Social Plan
Access for People with Disabilities
Community Profile, Marrickville L.G.A.
Marrickville Small Grants Scheme
Food Services
Access Policy
Sister Cities Policy
Disability, Discrimination Act, Action Plan
Statement of Commitment to Aboriginal People
Marrickville Seniors Centre Policy
Refugee Position Statement (November 2002)
Communications & Cultural Services
Street Stalls, Markets and Busking
Use of Chrissie Cotter Gallery
Community Communication
Mainstreet Policy
Public Art Policy
Sponsorship
Annual Report
Recreation Facilities
Use of Council's Community Halls
Facilities for Community Organisations
Operation of Swimming Pools
Marrickville Recreation Strategic Plan

Technical Services

Parks & Reserves

Sporting & General Park Facilities Leasing & Hire
Use of Parks & Reserves
Tree (& Street Tree Policy Guidelines)
Local Environment Policy 114 for the Protection of Trees
Council's Sports Fields Pricing Policy
Tree Management Policy
Open Space Plan
Plans of Management Community Land -

- Street Closures & Plazas
- Neighbourhood Parks
- Pocket Parks
- Marrickville Oval
- Camperdown Memorial/Rest Park
- Arlington Reserve
- Camdenville Park

- Henson Park
- O’Dea Reserve
- Enmore Park
- Steel Park
- Mackey Park
- Tempe Reserve
- Dibble Avenue Waterhole
- Petersham
- Camperdown
- Alex Trevallion
- Ryan Playground
- Simpson Reserve
- Jarvie Park
- Marrickville Golf Course
- Warren Park
- Sydenham Green
- Mahoney Reserve
- Kendrick Park
- McNeilly Park

Engineering

Management of Street and Trunk Stormwater Drainage
Traffic & Transport
Local Approvals Policy for the Placement of Waste Storage Containers
Street Lighting
Grass Verge Mowing
Vehicular Crossings
Stormwater Drainage in Developments
Stormwater Detention & Sediment Control Plan
Weed Control
Resident Consultation for Civil Works
Road Safety Strategic Plan 2002-2007
Naming of Unnamed Road and Lanes
Filming Rights in the Marrickville Area
Cooks River Floodplain Management Study
Cooks River Floodplain Management Plan
Angle Parking in Residential Streets
Port Jackson South Catchment Stormwater Management Plan
Cooks River Stormwater Management Plan
Lower Parramatta River Catchment Management Plan
Pedestrian Access & Mobility Plan (PAMP)
Marrickville Bicycle Strategy
King Street, Enmore Road Urban Design Study
Disaster Recovery Plan
Emergency Management Plan

Business Units

Plant, Vehicle & Equipment

Property Services

Signs
Dividing Fences
Footway Cafes & Restaurants
“A” Frames, other advertising structures display goods for sale
Register of Council owned Land
Garbage Collection
Recycling
Street Cleansing
Regulation – General
Littering/Dumping
Abandoned Vehicles

Footpath Obstructions
Footpath Obstructions – Car Parking
Street Vending
Backyard Burning
Offensive Noise of Dogs
Dog Control
Placement of Waste Storage Containers for Recycled Clothing in a Public Place

SECTION 2 – STATEMENT OF AFFAIRS

Council's most recent Statement of Affairs was published on 30 June 2003 and is available free of charge.

SECTION 3 – ACCESS TO POLICY DOCUMENTS – CONTACT ARRANGEMENTS

Requests for access to documents in the possession of Marrickville Council should be directed to, The Public Officer, Marrickville Council, 2-14 Fisher Street, Petersham 2049

Tel (02) 9335-2023

The Public Officer is available from 9.00am to 5.00pm, Monday to Friday (Public Holidays excluded).

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) and 14 (1) (A)****SUMMARY OF AFFAIRS
of the
MID COAST WATER****POLICIES, CODES & PRACTICES:**

- 13170 Code of Conduct
- 13176 Code of Meeting Practice
- 11219 Councillors and Chairpersons fees
- 12833 Information Security Policy
- 12899 Privacy Code of Practice
- 13174 Accommodation and Expenses Policy
- 13177 Child Protection Policy
- 13178 Connection of Properties to Council's Sewer Systems
- 13182 Internal Reporting Policy
- 13184 Complaints Management Policy
- 13185 Communications Policy
- 13187 Sponsorship Policy
- 13190 Protected Disclosures Policy
- 13192 Rural Residential Sewerage
- 13327 Personal Files
- 13329 Induction of New Employees
- 13334 Compulsory Training
- 13335 Apprentice, Trainee and Government Training
- 13336 Vacancy Review
- 13337 Selection Criteria
- 13369 Selection Panel
- 13371 Advertising Vacancies
- 14010 Video Surveillance
- 14081 Building over or adjacent to Watermains, Sewers and Sewerage Rising Mains
- 14082 Discharge of Liquid Trade Waste into Council Sewers
- 20683 Quality Control Policy
- 22871 Motor Vehicle Policy.
- 13735 Sexual harassment Complaints Procedure
- 13174 Accommodation Expenses Policy
- 30351 Consultant Engagement Practice
- 13413 Policy Index
- 13193 Specification for office cleaning administration building Albert St
- 13181 Guide to administration of the govt cleaning contract
- 59562 Safety Management Plan

Employment Related Policies

- 13110 Job Sharing
- 13111 Certificate of Service and References
- 13115 Drugs and Alcohol
- 13146 Smoke-free Working Environment
- 13147 Sick Leave without Pay
- 13148 Long Service Leave
- 13149 Sick Leave
- 13152 Annual Leave
- 13155 Paid Work Outside Council
- 13156 Leave Without Pay
- 13161 Leave for Civil Emergencies
- 13163 Disciplinary Action
- 13299 Carers Leave
- 13305 Part-Time Employment

- 13309 Casual Employment
- 13310 Temporary Employment
- 13322 Fixed-Term Employment
- 13323 Remuneration
- 13324 Dispute and Grievance Resolution
- 13399 Education Assistance
- 13409 Equal Employment Opportunity
- 13425 Rostered Days Off
- 13427 Corporate Card Policy
- 13428 Private Use of Motor Vehicles
- 13433 Protective Clothing
- 13435 Recruitment
- 13491 Electronic Communication
- 13520 Termination of Employment
- 13733 Work Experience
- 13736 Workers Compensation
- 13180 Employment of Senior Staff policy
- 13429 Employee Assistance Program
- 13158 Military Leave policy
- 13186 Return to work program
- Occupational Health & Safety , Rehabilitation Policy

Publication & Other Documents

- Manning District Water Supply Scheme Annual Strategic Business
- Corporate / Management / Financial Plans
- Minutes of Council Meetings
- Annual Reports
- Quarterly Industry Updates
- Industry Accreditation Scheme (April 2002) (#18712)
- Equivalent Tenement Policy (April 2002) (#18832)
- Submission to the Cabinet Committee on Plumbing Reforms (April 2002)
- Water Week Newspaper Supplements – as created
- Water Wise Promotional Brochures & Pamphlets – as created
- Management Plan 2002/2005 (#21777)
- Auditors Reports
- Business Papers
- Enterprise Agreement (# 57891)
- Submissions for Annual Awards (eg. RH Dougherty)
- MidCoast Water Contractors Programme (#41669)
- MidCoast Water Safety Manual (#29838)
- Working in Confined Spaces Training Manual (#31803)
- Submission to Ipart on proposed DLWC bulk water pricing (#13179)
- Annual report 97/98 or partnerships co-operatives & other joint ventures to which council have been a party.
- Review of Environmental Factors (REF):
- Environmental Impact Statements (EIS)
- Statement of Environmental Effects (SEE)
- Sewerage Code of Australia – (refers to standards for sewerage mains)
- MidCoast Water Supplement to the Sewerage Code of Australia (defines local MCW amendments to the Code)
- Water Supply Code of Australia – (refers to standards for water supply mains)
- MidCoast Water Supplement to the Water Supply Code of Australia (defines local MCW amendments to the Code)
- Special Project Newsletters – (as created)
- MidCoast Water Procedures Manual

All Councils' Procedure Manuals are concerned with internal management functions, and can be located on Council's electronic document management system under public folders / procedures. All procedures are reviewed on a 12 monthly basis and any changes made.

Planning related documents are prepared for various projects prior to their approval to proceed by MidCoast Water and to comply with State Planning Legislation.

SECTION 2 – STATEMENT OF AFFAIRS

A Copy of Council's most recent Statement of Affairs was prepared on 2nd December, 2003 & can be obtained by contacting the public officer, MidCoast water, Muldoon St, Taree NSW 2430. MidCoast Water is constituted under the Local Government Act 1993. The General Structure of Council is as follows:

Elected Council Representatives
General Manager
Council Organisation

Council at its meeting on 4th February, 1998 Adopted the organisational structure as shown on the following page, in accordance with Section 332 of the Local Government Act 1993.

SECTION 3 – CONTACT ARRANGEMENTS

The Public Officer
MidCoast County Council
PO Box 671
TAREE NSW 2430

Telephone: 6592 4809

Office Hours are 8.30am to 5.00pm Monday to Friday

FREEDOM OF INFORMATION ACT 1989**Section 14(1)(b) and (3)****SUMMARY OF AFFAIRS
of the
MOSMAN MUNICIPAL COUNCIL
(FOI Agency No. 2176)****SECTION 1 – POLICY DOCUMENTS**

1.1 The following documents are available for inspection by members of the public free of charge during ordinary office hours, i.e. Monday, Wednesday to Friday, 8.30 am to 5.00 pm and Tuesday, 8.30 am to 7.00 pm:

- Council's Code of Conduct
- Council's Code of Meeting Practice
- Annual Report
- Annual Financial Reports
- Auditors' Report
- Management Plan (MOSPLAN)
- Social/Community Plan
- EEO Management Plan
- Council's Policy concerning the payment of expenses incurred by, and the provision of facilities to Councillors
- Council's Land Register
- Register of Investments
- Returns of the interests of Councillors, designated persons and delegates
- Returns as to candidates' campaign donations
- Agendas and business papers for Council and Committee Meetings (but not including until the relevant date determined under Section 10E of the Local Government Act, 1993, business papers for matters considered when a meeting is closed to the public)
- Minutes of Council and Committee Meetings, but restricted until the relevant date determined under Section 10E of the Local Government Act, 1993 (in the case of any part of a meeting that is closed to the public) to the recommendations of the meeting
- The register of business papers and minutes referred to in Section 10E(6)
- Any Codes referred to in the Local Government Act
- Register of Delegations
- Applications under Part 1 of Chapter 7 (Local Government Act) for approval to erect a building, and associated documents
- Development Applications (within the meaning of the Environmental Planning and Assessment Act, 1979) and associated document
- Local policies adopted by the Council concerning approvals and orders
- Records of approvals granted any variation from local polices with reasons for the variation, and decisions made on appeals concerning approvals
- Records of building certificates
- Plans of land proposed to be compulsorily acquired by Council
- Leases and licences for use of public land classified as community land
- Plans of management for community land
- Environmental Planning Instruments, development control plans made under Section 94AB of the Environmental Planning and Assessment Act, 1979 applying to land within the Council's area
- Statement of Affairs, the Summary of Affairs and the Register of Policy documents required under the Freedom of Information Act, 1989
- Electoral Rolls for each of the Council's four (4) wards as at September 1999
- Register of Council's policies
- Pricing Policy
- Customer Response Policy
- Complaints Policy (from July 2003)

- Mosman Economic Review
- Local Solutions to Local Crime and Safety Issues, a Collaborative Management Plan with Harbourside Local Area Command

Council with the exception of Electoral Rolls, has copies of these documents available for taking away either free of charge or on payment of copying charges, according to Council's policy.

1.2 Documents produced by Council and available for sale:

- Local Environmental Plans
- Development Control Plans
- Off-Street Carparking Code
- State of the Environment Report
- Organisations Manual
- Management Plan (MOSPLAN)
- Social/Community Plan
- Food Code
- Stormwater Pollution Control Code
- Contract Tender Documents
- Mosman Heritage Review (Godden Mackay 1996)
- Special Event Management Policy Statement/Operations Manual
- Building returns
- Food Premises Construction and Fitout Code
- Building Service Corporation (Contracts)
- Bathers Pavilion and its surrounds Plan of Management
- Mosman Plan of Management for parks and Natural Bushland
- Mosman Heritage Study, 1998 (Travis Partners)
- Mosman Urban Design Study 1990 (McDonald McPhee)
- Draft Residential Development Control Plan 1990 (McDonald McPhee)
- Open Space Study, Vol 1 1994 (Hepper Marriott)
- Plan of Management for Balmoral Reserves
- Public Domain Improvement Program for Spit and Mosman Junction Shopping Centres
- Rawson Park and Surrounds Draft Plan of Management
- Recreational Needs Assessment Study 2000 (Suter & Assoc)
- Rosherville Reserve, Clifton Gardens and Sirius Cove-m Development Control Plan Guidelines 1993 (Lester Firth)
- Section 94 Contributions Plan for Public Carparking in Spit Junction Town Centre
- Section 94 Contributions Plan Open Space
- Spit Waterside Land Use Management Plan 1989 (GHD)
- Public Register under Provisions of Environmental Operations Act (1997)
- Stormwater Management Plans/Port Jackson and Middle Harbour
- Stormwater Pollution Control Code
- Assessment of Existing Traffic Conditions in Mosman (Geoplan 1999)
- Comprehensive Origin and Destination Survey (ERM 2000)
- Community Portrait of Mosman compared with Sydney

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

Enquiries regarding Freedom of Information matters or access to documents may be directed to Mr Max Glyde, Director Corporate Services who has been appointed as Council's Public Officer as follows:

Mr Max Glyde
Public Officer
Mosman Municipal Council
PO Box 211
SPIT JUNCTION 2088
Telephone: 9978 4000

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

- Code of Conduct
- Code of Meeting Practice
- EEO Management Plan
- Emergency Management Plan
- Management Plans
- Agendas and business papers for Council and Committee Meetings (but not including, business papers for matters considered when part of a meeting is closed to the public)
- Minutes of Council and Committee Meetings, but restricted, (in the case of any part of a meeting that is closed to the public), to the recommendations of the meeting
- Annual Reports
- Annual Financial Reports
- Auditors Reports
- Land Register
- Annual State of the Environment Report
- Register of Investments
- Return of interest of Councillors, Designated Persons and Delegates
- Local Approvals Policies (currently on display)
- Records of approvals granted, any variation from local policies with reasons for the variation and decisions made on appeals concerning approvals
- Record of Building Certificates
- Plans of Land proposed to be compulsorily acquired by Council
- Leases and Licences for use of Public Land classified as Community Land
- Plans of Management for Community Land
- Environmental Planning Instruments, Development Control Plans and Plans made under Section 94AB of the Environmental Planning & Assessment Act, 1979 applying to land within the Council area
- All future Statement of Affairs, the Summary of Affairs and the Register of Policy Documents required under the Freedom of Information Act, 1989
- Policy Register

DELEGATIONS OF AUTHORITY

Mayor
General Manager
Manager Planning & Design
Manager Plant and Depot
Manager Roads
Manager Water Supply and Sewerage
Manager Health and Building
Manager Finance
Manager Administration
Committees
Fire Control Officer
Mudgee and Gulgong Sports Council

ENVIRONMENTAL SERVICES

ES/001 Combined Development and Building Applications
ES/002 Concrete Floors and Footings for Residential Buildings
ES/003 Requirements for Structure Near Council Services

ES/004	Security Deposits Against Damage to Council Property
ES/005	Private Rural Water Supplies
ES/006	Pumped Effluent Systems and Common Effluent Systems
ES/007	Plumbing and Drainage Rural Areas
ES/008	Roof Drainage Towns and Villages
ES/009	Guesthouses and Bed and Breakfast Establishments
ES/020	Operation and Management of Garbage Depots
ES/021	Domestic Waste Collection Service
ES/022	Trade Waste Private Contractors
ES/040	Infill Subdivision Development Standard
ES/041	Services Development
ES/042	Guidelines and Controls Relating to the Cutting and Filling of Building Sites for Residential Buildings
ES/043	Guidelines and Controls Applying to Outbuildings in Areas Zoned Residential 2(A), 2(B) and 2(C) plus 1(C)1, 1(C)2 which are less than 4 Hectares
ES/044	Rural Residential Subdivision Development Standards
ES/045	Sewage Disposal for Subdivisions within Rural Residential and Village Areas
ES/046	Access to Rural Dwellings
ES/047	Occupation of Caravan, Mobile Homes and Temporary Structures on Private Land
ES/048	Development Policy
ES/049	Residential Subdivision Development Standards
ES/050	Tree Preservation in Mudgee and Gulgong
ES/060	Parking Restrictions – Free Car Parks Mudgee Commercial Centre
ES/061	Hoardings in Public Places
ES/062	Obstruction of Footpaths
ES/063	Street Traders
ES/064	Skates, Rollerblades and Skateboards in Public Places
ES/065	Street Decoration – Banner Poles
ES/066	Filming Guidelines

HEALTH AND COMMUNITY SERVICES

HCS/001	Construction and Inspection of Food Premises
HCS/002	Penalty Notices Dog (Amendment Act, 1988
HCS/003	Guidelines to Assist Persons Applying for the Keeping of Pigeons
HCS/004	Stock and Dog Impounding
HCS/005	Keeping of Pigs
HCS/050	Child Care Centre – Staff Training
HCS/051	Child Care Centre – Confidentiality
HCS/052	Child Care Centre – Transition to School
HCS/060	Child Care Centre – Complaints & Grievances
HCS/061	Child Care Centre – Aims and Objectives
HCS/062	Child Care Centre – Access and Custody
HCS/063	Child Care Centre – Accident and Injury
HCS/064	Child Care Centre – Administration
HCS/065	Child Care Centre – Anti-Bias
HCS/066	Child Care Centre – Behaviour Management
HCS/067	Child Care Centre – Educational
HCS/068	Child Care Centre – Environment
HCS/069	Child Care Centre – Equal Opportunity
HCS/070	Child Care Centre – Excursions
HCS/071	Child Care Centre – Fees
HCS/072	Child Care Centre – Fire and Emergency Evacuation Procedures
HCS/073	Child Care Centre – Food and Nutrition
HCS/074	Child Care Centre – Health and Hygiene
HCS/075	Child Care Centre – Immunisation
HCS/076	Child Care Centre – Media and Publicity
HCS/077	Child Care Centre – Notification of the Death of a Child
HCS/078	Child Care Centre – Occupational Health and Safety
HCS/079	Child Care Centre – Safety of Building and Equipment
HCS/080	Child Care Centre – Sun Protection
HCS/081	Child Care Centre – Volunteers and Students

HCS/082	Child Care Centre – Rest and Relaxation
HCS/083	Child Care Centre – Integration of Children with Special Needs
HCS/084	Child Care Centre – Multi –Cultural
HCS/085	Child Care Centre – Child Protection
HCS/086	Child Care Centre – Parent Involvement
HCS/087	Child Care Centre – Clothing
HCS/088	Child Care Centre – Road Safety
HCS/089	Family Day Care Scheme – Access and Equity Special Needs
HCS/090	Family Day Care Scheme – Home Safety Inside and Outside the Home
HCS/091	Family Day Care Scheme – Administration Gap Fee
HCS/092	Family Day Care Scheme – Assist Carers
HCS/093	Family Day Care Scheme – Carer Selection and Registration
HCS/094	Family Day Care Scheme – Car Safety
HCS/095	Family Day Care Scheme – Children at Risk Notifications
HCS/096	Family Day Care Scheme – Emergencies and Accidents Involving Children
HCS/097	Family Day Care Scheme – Hygiene
HCS/098	Family Day Care Scheme – Immunisation
HCS/099	Family Day Care Scheme – Inservice Attendance by Carers
HCS/100	Family Day Care Scheme – Maternity and Annual Leave for Carers
HCS/101	Family Day Care Scheme – Participation Agreement
HCS/102	Family Day Care Scheme – Fee Schedule
HCS/103	Family Day Care Scheme – Fumigation
HCS/104	Family Day Care Scheme – Grievance Procedures
HCS/105	Family Day Care Scheme – Smoking
HCS/106	Family Day Care Scheme – Nutrition
HCS/107	Family Day Care Scheme – Occupational Health and Safety
HCS/108	Family Day Care Scheme – Parents
HCS/109	Family Day Care Scheme – Pets
HCS/110	Family Day Care Scheme – Play Sessions
HCS/111	Family Day Care Scheme – Record Keeping by Carers
HCS/112	Family Day Care Scheme – Relief Care
HCS/113	Family Day Care Scheme – Sickness and Medication
HCS/114	Family Day Care Scheme – Sun Safety
HCS/115	Family Day Care Scheme – Travelling out of the Local Area
HCS/116	Family Day Care Scheme – Swimming – Water Safety
HCS/117	Family Day Care Scheme – Infectious Disease
HCS/118	Family Day Care Scheme – Procedure to De-Register a Carer
HCS/119	Family Day Care Scheme – Fire Safety
HCS/120	Family Day Care Scheme – Behaviour Management
HCS/121	Family Day Care Scheme – Non Payment of Fees
HCS/122	Family Day Care Scheme – Programming
HCS/123	Family Day Care Scheme – Unauthorised Parental Access to Children in Family Day Care
HCS/124	Family Day Care Scheme – Confidentiality
HCS/125	Family Day Care Scheme – Breach Policy
HCS/126	Family Day Care Scheme – Guidelines for Retention of Records
HCS/127	Family Day Care Scheme – Criminal Record Checks
HCS/128	Family Day Care Scheme – Placement of Children under the Age of 2 Years
HCS/129	Family Day Care Scheme – NSW Ombudsman Amendment (Child Protection and Community Services) Act 1999
HCS/129a	Family Day Care Scheme – Priority for Access Family Day Care
HCS/130a	Host Family Respite Care – Service Purpose, Philosophy & Outcomes
HCS/130	Host Family Respite Care – Consumer Entry
HCS/131	Host Family Respite Care – Consumer Exit
HCS/132	Host Family Respite Care – Linking Client/Carer
HCS/133	Host Family Respite Care – Protection of Human Rights
HCS/134	Host Family Respite Care – Priority Listing of Consumers
HCS/135	Host Family Respite Care – Consumer Rights & Responsibilities
HCS/136	Host Family Respite Care – Family Relationships
HCS/137	Host Family Respite Care – Community Relationships & Integration
HCS/138	Host Family Respite Care – Service Management

HCS/139	Host Family Respite Care – Service Promotion/Availability
HCS/140	Host Family Respite Care – Carer Recruitment
HCS/141	Host Family Respite Care – Privacy and Confidentiality
HCS/142	Host Family Respite Care – Grievance Procedures
HCS/143	Host Family Respite Care – Occupational Health, Safety & Welfare
HCS/144	Host Family Respite Care – Hygiene, HIV/Aids and Infectious Diseases
HCS/145	Host Family Respite Care – Emergency Procedures for Respite Carers
HCS/146	Host Family Respite Care – Consumer Advocates
HCS/147	Host Family Respite Care – Fees
HCS/148	Host Family Respite Care – Medication
HCS/148a	Host Family Respite Care – Use of Private Vehicles by Respite Carers
HCS/149	Community Transport – Statement of Aims
HCS/150	Community Transport – Management Functions
HCS/151	Community Transport – Team Member Accountability
HCS/152	Community Transport – Organisational Structure
HCS/153	Community Transport – Financial Management
HCS/154	Community Transport – Insurance
HCS/155	Community Transport – Team Management
HCS/156	Community Transport – Code of Conduct for Team Members
HCS/157	Community Transport – Code of Personal Presentation for Team Members
HCS/158	Community Transport – Privacy & Confidentiality
HCS/159	Community Transport – Recruitment of Team Members
HCS/160	Community Transport – Team Member Support & Supervision
HCS/161	Community Transport – Performance Appraisal
HCS/162	Community Transport – Team Member Development, Education & Training
HCS/163	Community Transport – Team Member Disciplinary & Grievance Procedures
HCS/164	Community Transport – Team Member Exit Procedures
HCS/200	Ceramic Art Collection

RECREATION

R/041	Management and Operation of Council's Swimming Pools
R/042	Learn to Swim Classes
R/061	Street Trees

WATER SUPPLY AND SEWERAGE SERVICES

WSSS/001	Drip Irrigation System
WSSS/002	Rural Water Connections Mudgee and Gulgong

TRANSPORT INFRASTRUCTURE AND DRAINAGE

TID/001	Road Priorities
TID/002	Access to Properties
TID/003	Design of Culs-De-Sac
TID/004	Isolated Strips of Bitumen on Roads
TID/005	Grazing of Stock on Roads
TID/006	Gutter Crossings
TID/021	Gutter Bridges
TID/081	Footpath Paving

BUSINESS UNDERTAKINGS, PROMOTION AND DEVELOPMENT

BUPD/001	Industrial Development and Assistance
BUPD/002	Provision of Promotional Material to Visiting Dignitaries and Delegations

SUPPORT SERVICES AND FACILITIES

SSF/001	Election of Mayor
SSF/002	Flying of Flags
SSF/003	Payment of Expenses and Provision of Facilities to Councillors
SSF/004	Councillors' Interaction with Staff and Access to Information
SSF/021	Vandalism
SSF/022	Risk Management Footpaths
SSF/023	Risk Management Rubbish Tips
SSF/024	Risk Management Public Roads
SSF/025	Risk Management Car Parks

SSF/026	Risk Management Parks and Reserves, Gardens, Recreational Facilities and Cemeteries
SSF/027	Risk Management Swimming Pools
SSF/028	Risk Management Council owned and Managed Public Buildings and Facilities
SSF/041	Local Preference
SSF/042	Assistance to Gulgong Showground
SSF/043	Plant Hire Rates for Community Groups and Community Projects
SSF/044	Complaints
SSF/045	Access to Information
SSF/046	Internal Reporting (Protected Disclosures Act 1994)
SSF/047	Conflicts of Interest
SSF/060	Broad Based UV Policy
SSF/061	Safety Policy and Manual
SSF/062	Untaken Sick Leave
SSF/063	Recognition of Long Service by Employees
SSF/064	Smoke Free Environment
SSF/065	Arrangement of Working Hours
SSF/066	Award Restructuring Policy
SSF/067	Provision of Telephones
SSF/068	Vehicles – Private Use
SSF/069	Payment of removal Expenses
SSF/070	Workplace Harassment
SSF/071	Equal Employment Opportunity
SSF/081	Unpaid Water and Sewerage Rates and Charges
SSF/082	Fees and Charges
SSF/083	Debt Servicing
SSF/084	Supplementary Budget Expenditure Requests
SSF/085	Water Service Connection Fee
SSF/086	Hardship Provision
SSF/087	Rate Debt Recovery
SSF/088	Categorisation as Farmland for Rating Purposes
SSF/089	AREC Contribution
SSF/090	Financial Assistance
SSF/091	Council Financial Reserves
SSF/120	Private Pipelines in Public Road Reserves

SECTION 2 – STATEMENT OF AFFAIRS

The Council's most recent Statement of Affairs is that dated June, 2003. Copies may be obtained at no cost by contacting the Council's Manager Administration.

SECTION 3 – CONTACT ARRANGEMENTS

Enquiries concerning the Council's Statement of Affairs, Summary of Affairs, the inspection and purchase of policy documents and making a Freedom of Information application should be made during office hours, Monday to Friday from 8.00 am to 4.30 pm to:-

Mr Ian Roberts
Manager Administration
Mudgee Shire Council
P O Box 156
MUDGEE NSW 2850

Telephone: (02) 6372 5888
Facsimile: (02) 6372 5815

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

**SUMMARY OF AFFAIRS
of the
MULWAREE SHIRE COUNCIL
(F.O.I. Agency No. 2178)**

SECTION 1 – POLICY DOCUMENTS

The Council has the following documents available for public inspection:

- Statement of Corporate Objectives.
- Code of Meeting Practice.
- Returns of the interest of Councillors, designated persons and delegates.
- Management Plan.
- Section 94 Contributions Plan 2003 • 2008.
- Development Control Plans.
- Run-O-Waters Garden Estate
- Tallong Park Estate
- Unserviced Village Zones
- Poultry Farm Development
- Dwelling Houses and Class 10 Buildings
- Rural Subdivision for Dwelling Houses
- Guidelines/Plans/Strategies
- Bed and Breakfast and Farmstay Establishments
- Burial of a Body on Private Land
- Cluster Housing in Residential Zones
- Companion Animals Act
- Dealing with Council on Health and Building Matters
- Dual Occupancy
- DRIVES System Procedure
- Erosion & Sediment Control for Buildings, Industry and Intensive Agriculture
- Exempt Development
- Farm Forestry
- Fire Protection Guidelines for Developers and Home Owners
- Goulburn and Mulwaree Demographic Profile and Projections
- Identifying Integrated Developments
- Illegal Dumping of Waste
- Installation, Operation, Maintenance and Surveillance of On-Site Sewage Management Facilities for Single Households
- Keeping of Pigs
- Local Initiative in Water Conservation and Protection in Mulwaree Shire – Oct 2002
- Notification of Development Applications to Neighbours
- Onsite Sewage Management Strategy
- Open Space and Recreation Strategy – Marulan
- Production of Noxious Weeds Management Programs
- Provision of Services to Development – Telstra Network
- Purchasing a Property – What Information can Council Provide 2002/2003
- Rabbit Farming & Processing
- Rural Subdivision – Agriculture
- Rural Subdivision – Other Purposes
- Settlement Strategy – November 2003
- Threatened Species in Mulwaree Shire
- Water Tanker Operators
- Mulwaree/Goulburn Displan (Disaster Plan)
- Mulwaree Local Environmental Plan 1995, – As Amended
- Community Land Plans of Management

- Policy Register including policies referring to:
 - Access to Council Documents
 - Calling, Opening and Consideration of Tenders/Quotations
 - Child Protection
 - Claims Against Council
 - Closing of Office – Special Occasions
 - Code of Conduct for Councillors and Staff
 - Commercial Filming in Council Area
 - Competitive Neutrality – Complaints
 - Competitive Provision of Services
 - Complaints Handling
 - Condition for Five Year Road Lease
 - Corporate Protocol
 - Customer Contact Protocol
 - Debt Recovery
 - Directional Signage
 - Disposal of Impounded Items
 - Distribution of Business Paper and Minutes
 - Drug and Alcohol Policy
 - Equal Employment Opportunity
 - Employee Induction Handbook
 - Formulation Of Policies
 - Freedom of Information
 - Internal Reporting – Model Policy
 - Internal Reporting – Protected Disclosures
 - Local Approvals
 - Media Policy
 - Motor Vehicle Provision and Replacement
 - Order of Business – Council Meetings
 - Payment for Untaken Sick Leave
 - Payment of Donations
 - Payment of Expenses and Provision of Facilities to Mayor and Councillors
 - Placing of Advertisements
 - Public Liability Insurance
 - Public Notification (Development Applications)
 - Rehabilitation
 - Resolutions to be Actioned
 - Risk Management
 - Roads – Permission to Use
 - Safety Handbook
 - Sale of Land for Unpaid Rates
 - Section 94 and 64 Payments by Credit Card
 - Separation, Re-use, Reprocessing of Waste Received at Woodlawn
 - Smoke Free Work Environment
 - Training Assistance Policy
 - Use of Council Seal
 - Use of Electronic Mail and Internet Facilities
 - Use, Operation and Maintenance of Chainsaws
 - Workers Compensation and Rehabilitation Process
 - Annual Financial Reports.
 - Auditors Reports.
 - Annual Report.
 - Register of Investments.
 - Business Papers of Open Council and Committee Meetings.
 - Minutes of Open Council and Committee Meetings.

SECTION 2 • STATEMENT OF AFFAIRS

Council's Statement of Affairs, which generally describes the structure and function of the Council, public access to Council and public participation in policy development was published in June 2003. Copies are available free of charge from the Council.

SECTION 3 • CONTACT ARRANGEMENTS

Enquiries concerning Freedom of Information and access to policy documents should be directed to:

The Public Officer

Mulwaree Shire Council Telephone: 02 4823 7400

PO Box 148 Fax: 02 4821 9668

GOULBURN NSW 2580 Email: msc@mulwaree.nsw.gov.au

Office Hours: 8.00am to 4.30pm.

FREEDOM OF INFORMATION ACT 1989
Section 14(1) (B) and 13
SUMMARY OF AFFAIRS
of the
MURRUMBIDGEE SHIRE COUNCIL

SECTION 1 – POLICY DOCUMENTS

A. LOCAL ENVIRONMENTAL PLANS

- Murrumbidgee Local Environmental Plan 1994.

B. DEVELOPMENT CONTROL PLANS

- Development Control Plan No. 1 “Village”.

C. CODES, POLICES AND GUIDELINES

- Building and Development Policies
- Bush Fire Administration Policies
- Council Land Development Policies
- Councillors and Conferences Policies
- Materials and Stores Policies
- Miscellaneous Policies
- Plant and Vehicles Policies
- Rates and Charges Policies
- Roads Policies
- Staff Policies
- Water and Sewerage Policies
- Council’s Code of Conduct
- Council’s Code of Meeting Practices

D. GENERAL PUBLICATIONS

- Annual Report
- Annual Financial Reports
- Auditor’s Report
- Management Plan
- Social Plan
- EEO Management Plan
- The Council’s Land Register
- Register of Investments
- Returns of the interests of Councillors, designated persons and delegates
- Returns as to candidates’ campaign donations
- Business papers for Council and Committee meetings (but not including business papers for matters considered when a meeting is closed to the public)
- Minutes of Council and Committee meetings (but not including minutes of a meeting or any part of the meeting that is closed to the public other than the recommendations of that meeting)
- Any codes referred to in this Act
- Register of Delegations
- Annual reports of bodies exercising delegated Council functions
- Local policies adopted by the council concerning approvals and orders
- Records of approvals granted and decisions made on appeals concerning approvals
- Records of Building Certificates
- Plans of land proposed to be compulsorily acquired by the council
- Leases and licences for use of public land classified as community land
- Plans of management for community land
- Environmental planning instruments, development control plans and plans made under section 94 of the Environmental Planning and Assessment Act 1979 applying to land within the Council’s area.

SECTION 2 – STATEMENT OF AFFAIRS

Council's Statement of Affairs is available free of charge from the Public Officer.

SECTION 3 – CONTACT ARRANGEMENTS

Enquires in relation to access to documents held by Council may be made to:

The Public Officer – Mrs Sue Mitchell
Murrumbidgee Shire Council
21 Carrington Street
DARLINGTON POINT NSW 2706

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

SECTION 1 – POLICY DOCUMENTS

The Council's Statement of Affairs contains a list of all Council publications including guidelines and other policy documents. Some additional policy documents are listed below:

- Annual Report – Period ended 30 June, 2003
- Annual Financial Reports – Period ended 30 June 2003
- Auditors Report – Period ended 30 June, 2003
- Bribes, Gifts and Benefits Policy and Register
- Cemetery Register
- Child Protection Policy
- Codes
 - Hairdressing, Beauty and Skin
 - Swimming Pools
 - Food Premises and Food Vehicles
 - Keeping of Dogs and Erection of Kennels
- Code of Conduct
- Code of Meeting Practice
- Community Plan
- Councillors Expenses and Facilities Policy
- Delegations of Authority Register
- Development Control Plans
 - DCP 1 Off Street Parking Guidelines
 - DCP 2 Industrial Development Land Use
 - DCP 3 MBK Urban Housing Code
 - DCP 4 Eastern Land Bank
 - DCP 5 Muswellbrook Signage Code
 - DCP 6 Floodprone Land
 - DCP 7 Section 94 Contribution /Community Enhancement Plan
 - DCP 8 Guidelines for Subdivisions and Auspec
 - DCP 9 Erosion and Sediment Control
 - DCP 10 Re-zoning and DA's involving contaminated land
 - DCP 11 South Muswellbrook Strategic Study
 - DCP 12 Exempt and complying developments
 - DCP 13 Construction and Design Specifications
 - DCP 14 Trade Waste Approvals Policy
 - DCP 15 Muscle Creek Rural Residential Development
 - DCP 16 Sex Industry Policy
- Disaster Plans (Local Emergency Management Plan)
- EEO Management Plan
- Fees and Charges Policy
- Financial Management Plan
- Freedom of Information Documents (Statement and Summary of Affairs)
- Interests of Councillors and designated persons
- Investments Register
- Land (Council) Register
- Leases and licences for public land
- Local Environmental Plan
- Making Muswellbrook Shire Strategic Plan
- Management Plan – Period ending 30 June 2004

Minutes and agendas of Committee & Council Meetings
Plans of land proposed to be compulsorily acquired by Council
Plans of Management for Community Land
Bowman Park
Simpson Park
Victoria Park
Brennan Park
Karoola Park
Highbrook Park
Hunter Park
Muswellbrook Town Hall
Senior Citizens and Community Centre -Muswellbrook
Denman Memorial Hall

Operating Plans
Olympic Park
Weeraman Fields

Policy Register
Privacy Management Plan and Code of Practice
Private Use of Council Vehicle Policy
Protected Disclosure Act Internal Reporting System
Occupational Health and Safety Policy
Revenue Policy
Skin Penetration Register
State of the Environment Report – Period ending 30 June 2003
Urban Stormwater Management Plan
Water Cooling Systems Register
Greenhouse Reduction Strategy
UH Northern Regional Environmental Management Strategy
Denman Management Strategy 2003
Denman Management Plan 2003

SECTION 2 – STATEMENT OF AFFAIRS

The most recently published Statement of Affairs for the Muswellbrook Shire Council is dated December 2003. The Statement provides the following information:

Public Participation in Policy Development
How Council's Functions Affect the Public
Structure and Functions of the Department
Kinds of Documents Held
Copies are available from the Public Officer.

SECTION 3 – CONTACT ARRANGEMENTS

Location

Access to documents can be obtained at the Administration Centre, 157 Maitland Street, Muswellbrook NSW 2333. Some documents are available on Council's website www.muswellbrook.nsw.gov.au

The Council's Public Officer is Mr Steve McDonald, telephone 6549 3710, fax 6549 3701 access hours 9.00 am to 4.30 pm Monday to Friday.

Email: council@muswellbrook.nsw.gov.au

Access to information under F.O.I Provisions

All applications shall be made to the General Manager or Public Officer in writing. The cost of F.O.I applications, all applications \$30.00, processing charge is \$30.00 per hour. Other details of fees can be obtained from the Public Officer

It is strongly recommended that members of the public contact the Public Officer before lodging FOI applications to ensure that documents are available or can be made available when required.

Access to personal information under the Privacy and Personal Information Protection Act 1998

Council has adopted a Privacy Management Plan which sets out its policies and practices for dealing with privacy and personal information. The plan is accessible at Council's Administration Centre.

A person's rights of access under the Privacy legislation are quite separate from his or her rights under the Freedom of Information legislation, but are limited to "personal information" as defined in the Privacy legislation.

FREEDOM OF INFORMATION ACT, 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS
of the
NARROMINE COUNCIL
F.O.I. Agency No. 2186****SECTION 1 – POLICY DOCUMENTS**

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

1. Annual Report
2. Code of Conduct
3. Code of Meeting Practice
4. General Policy Register
5. Narromine Shire Council Development Control Plan
6. Narromine Shire Council LEP
7. Management Plan
8. Business Papers for Council and Committee Meetings
9. Minutes of Council and Committee Meetings
10. Register of Disclosure of Interests
11. State of Environment Report
12. Contribution Plan
13. Delegation of Authority Register
14. Disaster Plan
15. EEO Plan
16. Expenses and Facilities Policy (for Councillors)
17. Financial Management Plan
18. Internal Reporting Policy (for purposes of Protected Disclosure Act)
19. Plans of Management for Community Land
20. Section 94 Contribution Plan
21. Subdivision Code
22. Advertising Code (for structures and commercial signs)
23. Notification of adjoining owners policy
24. Building Line policy
25. Fees and Charges policy
26. Flood Prone Land Policy
27. Occupational Health and Safety Code
28. Private Use of Council Vehicles Policy
29. Smoke Free Work Environment Policy
30. Auditors Report
31. Land Register
32. Investment Register
33. Building Certificate Records
34. Building application/approval records
35. Development application/consent records

SECTION 2 – STATEMENT OF AFFAIRS

Narromine Council's Statement of Affairs is currently available for inspection at Narromine Council Chambers 124 Dandaloo Street Narromine and may be obtained by contacting the Public Officer.

SECTION 3 – CONTACT ARRANGEMENTS

Requests for access to documents held by Narromine Council and subject to the Freedom of Information Act, 1989 should be accompanied by a \$30.00 application fee and directed in writing to:

The Public Officer
Narromine Council
PO Box 115
NARROMINE NSW 2821

Enquiries may be directed to the Public Officer, Mrs V Roberts by telephoning (02) 68899999 Monday to Friday between 8.30 am and 5.00 pm.

FREEDOM OF INFORMATION ACT 1989**Section 14 (1)(b) and (3)****SUMMARY OF AFFAIRS****of the****NEW ENGLAND TABLELANDS (NOXIOUS PLANTS) COUNTY COUNCIL****SECTION 1 – POLICY DOCUMENTS**

Code of Conduct
Code of Meeting Practice
Annual Report
Annual Financial Reports
Auditor's Report
Corporate Plan
Register of Investments
Returns of the Interests of Councillors, Designated Persons and Delegates
Council's Open Business Paper
Minutes of Open Meetings of Council and Committee

Council's Policies:

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

SECTION 2 – STATEMENT OF AFFAIRS

Available from Council's Office on request.

SECTION 3 – CONTACTS ARRANGEMENTS

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

Mr Kim Parker
Freedom of Information Officer
New England Tablelands (Noxious Plants) County Council
129 Rusden Street
ARMIDALE NSW 2350

Phone: (02) 6771 1700
Fax: (02) 6771 1893

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

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

A Car Parking Policy for Newcastle (Draft – 2000)
Aboriginal Employment Strategy (2003)
Access to developments off lanes
Access Directory 2003
Access Policy (2003)
Adopt a Road Agreement
Airshed Management Plan
Alcohol free zones policy
Annual Financial Statements 2002/2003
Annual Report 2002/2003
Approvals Facilitation Policy for Bed & Breakfast Establishments
Aquatic Facilities Opening Hours – 2003/2004
Archaeological Management Plan
Assessment of Boarding Houses Action Strategy
Auditor's report 2002/2003 (Including Annual Financial Statements 2002/2003)
Back Packer Tourism Strategy for the City of Newcastle (2001)
BBC Newcastle Housing Design Manual
Beaches patrol period (See Aquatic Facilities)
Beaumont Street urban design study (1991)
Beresfield Golf Course Business Plan 2003
Beresfield Golf Course Plan of Management (2003)
Blue Gum Hills Integrated Local Area Plan (1996)
Broadmeadow Traffic and Parking Study – Final Report
Building certificates records (Corporate Counter)
Burning off in the open
Business papers and minutes of Council meetings and committee meetings
Carparking provision for subdivisions
Carrington Urban Design Guidelines – Honeysuckle (1993)
Cathedral Park: Mulimbah Cottage Heritage Study (1991)
CBD Urban Design and Heritage Study (1989)
City Hall Hire Agreement
City Wide Maintenance Policy (2003)
Civic and Cultural Precinct Statements of Strategic Intent – 2003
Civic Theatre Hire Agreement (Civic Theatre Administration) As At 1/7/2000
Code of Conduct
Code of Interaction Between Councillors and Staff
Code of Meeting Practice
Code of Payment of expenses and provision of facilities to Lord Mayor and Councillors
Commitment by Newcastle City Council to the young people of the City 1997
Communication Strategy 1997
Community Development Policy
Community Facilities Review 1997
Community Profile Series 2 – 1996 Census
Community Safety Policy
Community Services Directory
Community Snapshot Profiles (1996)
Companion Animal Management Plan
Complying Development Guidelines

Constitution – S355 Committee for Management of Community Facilities
 Constitution – S355 Committee for Management of Parks
 Consultation Policy and Guidelines 2000
 Contaminated Land Planning Guidelines
 Convict lumberyard, Stationmaster’s residence and Paymaster’s office – conservation policy (1992)
 Cooks Hill study (1981)
 Corporate Sponsorship of Council Activities
 Council Sponsorship of Community Activities
 Councillors and designated persons – Returns of Interest (Public Officer)
 Crime Prevention Plan for City Centre and Inner City
 Crime Prevention Plan No.2 – Whole of City
 Crime Prevention Plan 3 – Mayfield
 Cultural Industry Policy
 Customer Service Charter
 Delegations Register
 Development Application Guide (‘DA GUIDE’)
 Development Control Plans:
 DCP 5 Elernmore estate subdivision (1981)
 DCP 6 Maryland subdivision (1982)
 DCP 9 Old Caledonian railway corridor between St James Road and Newton Street New Lambton (1983)
 DCP 10 Part of land bounded by Cardiff Road, Jubilee Road and the City of Lake Macquarie boundary Elernmore Vale (1983)
 DCP 13 Warabrook estate (Area covered by LEP 30) (1984)
 DCP 18 Interim policy on floodplain management for the Hunter River floodplain
 DCP 19 Outdoor advertising code
 DCP 20 Guidelines for industrial development
 DCP 21 Ajax Avenue Maryland
 DCP 22 New Lambton Gardens
 DCP 23 Elernmore Vale Extension
 DCP 24 Car parking code
 DCP 25 Beaumont Street Hamilton commercial centre
 DCP 26 Minmi conservation study
 DCP 27 Hope Street locality Wallsend
 DCP 28 Fletcher (Eastern precinct)
 DCP 29 Single dwelling and dual occupancy code
 DCP 31 Warabrook South
 DCP 32 Darby Street Commercial Precinct
 DCP 33 Landscape Design Principles & Guidelines
 DCP 34 South Beresfield Industrial Estate Precinct
 DCP 35 Harde Avenue Estate Maryland
 DCP 37 Honeysuckle (Marina Precinct)
 DCP 39 Hannell Street Wickham
 DCP 40 City West
 DCP 41 Kooragang Port and Industrial Areas
 DCP 42 Fletcher (Western Precinct)
 DCP 43 Contaminated Land
 DCP 44 Conservation Area Guidelines
 DCP 46 Code for Regulation of Brothels and Other Sex Industry Establishments
 DCP 47 Mixed Use Compatability and Design Guide
 DCP 48 Land Bounded by Tyrell, Wolfe, Church and Perkins Street, The Hill
 DCP 49 Public Notification
 DCP 50 Stormwater Management for Development Sites (Draft 2003)
 DCP 51 Energy Smart Homes
 DCP 52 Former Beaumont Park Site
 DCP 55 Flood Management for Development Sites:
 – Assessment Criteria (Draft 2003)
 – Technical Manual (Draft 2003)
 DCP 56 Waste Minimisation
 DCP 57 City East Urban Design Guidelines

DCP 58 Hamilton South Conservation Area (Draft)
DCP 59 Exhibition Homes

Disability Action Plan 1988
Dispute Resolution Policy
Draft Newcastle Flood Policy 2003 Parts A & B
Driveways over public land
Dust Control Guidelines
Ecologically Sustainable Development Tendering Policy
Economic Development Strategy for the City of Newcastle (June 2000)
Electronic Mail Usage and Internal Access

Employment Related Policies:
 Recruitment
 Reimbursement of Relocation Expenses

Environmental Education Plan
Environmental Small Grants Program Guidelines
Equitable Pricing Policy
Ethnic Affairs Policy (1999)
Exempt Development Guidelines
Fees and Charges Register 2003/2004
Fernleigh Track Implementation Plan – February 1999
Flags flying – City Hall
Flood Policy Part A Principles (Draft 2003)
Flood Policy Part B Atlas (Draft 2003)
Floor Space and Employment Survey (2001)
Food vending machines – construction standard
Food hygiene for food handlers
Food Safe food handler training program
Footway dining areas in Newcastle
Foreshore Usage Policy 1996
GAIN Plan – Greenhouse Action in Newcastle 2001 – 2008
General Records Disposal Schedule
Glendore Child Care Centre (2003)
Grand piano use Newcastle City Hall function centre
Green Pages Directory
Greywater Reuse – Guidelines for
Guidelines and Constitution for Community Forums
Hairdresser shops, beauty salons and skin penetration premises standards
Hamilton planning study
Hamilton South-east conservation study (1986)
Homelessness Newcastle Study (1999)
Honeysuckle Social Impact Assessment and Social Infrastructure Strategy 1997
Human Services Policy
Hunter Street Mall Policy
Indicators of a Sustainable Community (Reports 1 – 3)
Inner Newcastle Housing Strategy (1993)
Installation maintenance air handling policy
Interaction Between Councillors and Staff – Policy on
Internal Reporting Policy – Protected Disclosures Act 1994
Investment of temporary surplus funds policy
Investment Strategy
Ironbark Creek Total Catchment Management Strategy (1996)
Junction Townscape Guidelines (1990)
Land register (Asset Management Unit City Strategy Group)
Landscape Structure Plan – 1990
Lanes, Roads and Footway Ownership Policy (2003)
Library Business Plan
Library Collection Development Policy
Library Service Delivery Model 2002
Loan Borrowing Policy

Local Approvals Policy
Lower Hunter River Flood Study (1994)
Lower Hunter Urban Housing Development Control Plan
Lower Hunter Valley : Floodplain Management Study
Management Plan – 2003/2004, 2004/2005 – 2005/2006
Maryland Minmi structure plan (1994)
Mayfield Social Strategy
Mayfield Townscape Guidelines
Media statements
Mobility Maps 2003
Multiple use of community buildings 1998
Naming of parks and reserves
Naming of streets
National Food Premises Code
Nature Watch Journal
Neighbourhood watch and safety house signs – public roads
Newcastle central area strategy (1992)
Newcastle central business district business plan
Newcastle City Centre Floor Space and Employment Survey 2001
Newcastle City community profiles for suburban areas – 1991 census of population
Newcastle City Council Environment Policy
Newcastle Civic Area Urban Design Study (1984)
Newcastle Coastline Hazard Definition Study (2000)
Newcastle Coastline Management Study and Plan (2003)
Newcastle East Heritage Tourism Plan
Newcastle Local Disaster Plan – (Displan) – 2003 Amended
Newcastle Environmental Management Plan II (2003)
Newcastle Green Spaces Strategy (2000)
Newcastle housing study
Newcastle inner areas conservation planning study
Newcastle – Lake Macquarie Bike Plan 1996
Newcastle and Lake Macquarie open space and recreation study 1987
Newcastle Recreation and Open Space Plan – Oct 1996
Newcastle Local Environmental Plan (2003)
Newcastle Region Art Gallery Acquisitions Policy
Newcastle Regional Museum Collection Policy (on Internet)
Newcastle Regional Museum Collection Database (Electronic Record available at Museum and on Internet)
Newcastle Regional Museum Education Policy (on Internet)
Newcastle Regional Museum Mission Statement (on Internet)
Newcastle Stormwater Management Plan (2000)
Newcastle Tourism: Tourism Development Plan
Newcastle Urban Strategy and Background Report
Newcastle Westend Strategic Development Plan (1996)
Nuclear free zone
On Site Sewage Management Strategy
Park Bookings Policy – December 2003
Park Memorials Policy
Parking Permits – Conditions and Eligibility Criteria
Parking permits – residential
Parking Strategy for Newcastle Business Plan 1995
Parking Strategy for Newcastle Business Plan Update 1997
Pecuniary Interest Disclosure Register
Pedestrian Access Mobility Plan – May 2002
Plans of Management:
 Adamstown Park/Myers Park July 1996
 District Park (1991)
 Bushlands – October 2000 – (incorporating Blackbutt Reserve Management Plan and Jesmond Bushland Management Plan)
 General Community Use Land – October 2000

Heritage Places – Strategic Plan and Plan of Management (Dec 2000) (Amended 2002 and 2003)
Jesmond Park, Jesmond Bushland – May 1991
Neighbourhood Parks – December 2000 (Amended 2003)
Newcastle National Park – December 2000
Playgrounds (October 2000)
Sportslands (December 2000) (Amended 2003)
Tarro Recreation Area (1990)
Wallsend Brickworks Park (2001)

Policy and Background Statement on Newcastle Mainstreets (2001)
Pool Safety Awareness Kit
Position Statement on Public Space (2000)
Position Statement on Illicit Drugs (2000)
Practising professional structural engineers certification of design guidelines
Procurement Policy
Public Art and Placemaking Policy 2003
Public Land Re-Classification Policy – June 2000
Public Transport Discussion Paper (2000)
Public Voice Policy
Register of investments (Held electronically in Corporate Services Group)
Renewal Co-ordination Unit Report
Restricted Assets – Reserves Management Policy
Risk Control Program – Statement of Commitment
Road closures – temporary
Road openings
Road Reserve Maintenance Policy
Road Safety Strategic Plan 2002 – 2010
Safety Practice Code
Section 94 Contributions: Plan No 1 – 2002
Senior Citizens Centres Policy
Shepherd's Hill cottage and surrounds conservation study (1984)
Shifting Sands at Stockton Beach Report (2002)
Shoptop housing kit
Signage Policy for Beaches, Pools, Parks and Reserves
Social Equity and Information Technology
Social Impact Assessment Policy
Social Plan – (2000)
Solid Waste Management Strategy – December 1995
Sports Policy (June 1998)
State of the Environment Report 1997/98 – 1998/99 – 1999/2000
Steel River Strategic Impact Assessment Study
Stockton Beach Tourist Park Business Plan 2000
Stockton Bight Environmental Study and Management Plans (Volumes A, B, C and D)
Street Lighting Interim Policy
Stockton Foreshore – Land Use and Development Study
Subdivision Code
Summary of Affairs
Summerhill Land Use Strategy Study (1996)
Sustainable Urban Water Policy for Newcastle (Draft 2003)
Swimming Pool Information Brochure
Temporary Food Premises – Guidelines for
Termite Management – Position Statement – Nov 2003
The Cultural Review 1995
The Linking Plan – Major directions for bringing together Newcastle Communities and Land 1996 – 2000
Throsby Creek – Landscape Master Plan 1993
Tighes Hill, Wickham, Islington, Maryville planning study (1986)

Traffic Studies:
Adamstown Traffic Study (1993)
Broadmeadow Traffic & Parking Study – Final Report
Cooks Hill Traffic Management Scheme – Stage 2 Final Report (November 1995)

Cooks Hill Traffic Study (1988)
Hamilton Parking Study (1992)
Hamilton Traffic Study (1990)
Maryville Traffic Management Scheme (1989)
Mayfield Traffic Study (1989)
Merewether Traffic Study (1992)
Newcastle East Traffic Study (1994)
Newcastle Hill Traffic Study (1990)
New Lambton Major Traffic Routes Study (1992)
Tighes Hill, Wickham, Islington, Maryville Traffic Management Scheme Stage 2 (1993)

Tree Management Policy (See LEP 2003)
Urban Design Study for Newcastle's Convict Lumber Yard Precinct (1992)
Urban Conservation Area Guidelines for Inner Newcastle (1996)
Valuation Registers (Rates Department) – Subject to Fee
Volunteer Protocol (2002)
Wallsend Cemetery Conservation Report
Wallsend Heritage Mainstreet Study
Waste containers on public roads policy
Wickham Urban Village – A Concept and Strategy Study (1995)
Wickham Urban Village – Streetscape & Traffic Movement Study

SECTION 2 – STATEMENT OF AFFAIRS

A Statement of Affairs has been prepared and is available for inspection in accordance with the Summary of Affairs as at 31 December, 2003.

SECTION 3 – INSPECTION OF DOCUMENTS

The documents may be inspected during normal business hours at:

City Administration Centre
282 King Street
Newcastle
Telephone: (02) 4974 2000 Fax: (02) 4974 2222

Enquiries concerning the documents should be addressed to:

Public Officer
Newcastle City Council
PO Box 489
NEWCASTLE NSW 2300

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

INTRODUCTION

This document is North Sydney Council's Summary of Affairs for the period ending 31 December 2003. It contains a list of the policies of this organisation. North Sydney Council has a comprehensive Policy Manual that was updated and adopted by the Council in its entirety on 9th December 2002. For further information regarding the Policy Manual please contact the Director of Corporate Services & Governance on (02) 9936 8114.

For over 15 years North Sydney Council has practised a policy of open government and central to this policy is Access to Files. All Council files are available to be perused by interested parties, other than personnel files, files with legal advice pending, and correspondence of reports containing third party personal information as defined by the Privacy and Personal Information Protection Act (1998). For further information contact the Document Services Manager on (02) 9936 8170.

Copies of this document are available free of charge from:

The Public Officer
North Sydney Council
200 Miller Street
NORTH SYDNEY NSW 2060
Telephone: 02-9936 8114
or can be viewed at www.northsydney.nsw.gov.au

SECTION 1 – POLICIES

- Access to Council Documents
- Complaints
- Corporate Sponsorship
- Councillor Access to Staff
- Customer Service
- Freedom of Information
- Mayor and Councillor Facilities and Benefits
- Mediation
- Open Government
- Precincts
- Procurement Policy
- Use of Council Seal
- Media Liaison
- Code of Meeting Principles and Practices
- Code of Conduct for Councillors
- Code of Conduct for Staff and Service Providers
- Code of Conduct for Precinct Committees
- Investment
- Personal Treatment Entitlement Card Holder
- Voluntary Rebates to Pensioners for Rates and Charges
- Collection & Recording of Information
- Signs as Remote Supervision
- Divisional Policy Statements
- Urban Design Panel
- Child Protection
- Community Centres, Cultural and Recreational Facilities
- Disability Discrimination
- Donations
- Library Collection Development

- North Sydney Arts Committee
- Community Information
- Charitable Recycling Bins
- Filming Within Council Area
- Management of Council Land and Facilities
- Resident Parking Permit
- Use of the Footpath for Outdoor Dining or Displaying of Goods
- Circus
- Keeping of Roosters
- Overhanging Branches
- Public Bin Minimisation

SECTION 2 – STATEMENT OF AFFAIRS

North Sydney Council's Statement of Affairs is available to the public free of charge from the Public Officer.

SECTION 3 – CONTACT ARRANGEMENTS

Members of the public seeking access to North Sydney Council's policy documents are invited to make initial contact with the Document Services Manager who can arrange for copies of documents to be made available at the office below. Alternatively, they may be viewed on the Council's website at www.northsydney.nsw.gov.au

The Document Services Manager is available during normal business hours of 9.00 am – 5.00 pm, Monday to Friday. Contact by phone should be made prior to a personal visit.

In Person: Document Services Manager
North Sydney Council
200 Miller Street
NORTH SYDNEY NSW 2060

Telephone: 02-9936 8170
Facsimile: 02-9936 8177
email: council@northsydney.nsw.gov.au

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS
of the
NORTH WEST WEEDS COUNTY COUNCIL
(F.O.I. Agency No. 2269)****SECTION 1 • POLICY DOCUMENTS**

The following documents held by the North West Weeds County Council are available:

- Annual reports of the Council
- Code of Conduct
- Annual Financial Reports
- Returns of the Interest of Councillors and Designated Persons
- Minutes of Council and Committee Meetings (excluding matters considered when a Meeting is closed to the public, other than the recommendations of that Meeting)
- Register of Local Policies, Codes and Delegations
- Management Plan
- Code of Meeting Practice
- Expenses and Facilities Policy (Councillors)

SECTION 2 • STATEMENT OF AFFAIRS

The most recently published Statement of Affairs for the North West Weeds County Council (as required under the Freedom of Information Act) is dated June, 2003. It is available from the Freedom of Information Officer of the North West Weeds County Council.

SECTION 3 • CONTACTS ARRANGEMENTS

Enquiries concerning the procedures for inspecting and/or purchasing the policy documents should be made between the hours 9.00 am and 4.30 pm Monday to Friday and directed to:

The Public Officer
North West Weeds County Council
Hope Street
WARIALDA NSW 2402

Telephone (02) 67 291 016
Facsimile (02) 67 291 400

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

SECTION 1 – POLICY DOCUMENTS

Policy documents produced by The Oberon Council are as follows:

Management Plan including:

- Equal Employment Opportunity Policy
- Revenue Policy

Annual Report

Annual Financial Reports

Auditors Reports

Development Contributions Plan 2000 – Parts A, B, C and D

- Incorporating the Section 94, The Stormwater, and the S64 Water Supply Water Authorities Act, 1987, Water Supply Headworks Contribution Plan and the Sewer Supply Headworks Contribution Plan.

Development Control Plan 2001

- A – Rural 1(a)
- B – Subdivision
- C – Residential
- D – Commercial and Industrial
- E – Advertising and Signage
- F – Car Parking
- G – Tourism
- H – Notification
- I – Rural
- J – Titania Park
- K – Riverdale and Llambada
- L – Cunynghame Park
- M – Complying Development
- N – Exempt Development

Oberon Local Environmental Plan 1998

State of the Environment Report

Plan of Management for Community Land – Residential Rural Reserves

Waste Management Plan

Oberon Disaster Plan

Register of investments

Returns of the interests of councillors, designated persons and delegates

Business papers for council and committee meetings (but not including business papers for matters considered when a meeting is closed to the public)

Minutes of council and committee meetings (but not including minutes of a meeting or any part of a meeting that is closed to the public other than the recommendations of that meeting)

Records of approvals granted and decisions made on appeals concerning approvals

Records of building certificates

Leases and licences for use of public land classified as community land

Policy on Code of Meeting Practice

Policy for Code of Conduct

Policy for Payment of Travelling Expenses to Councillors

Policy for Councillor Procedures for Dealing with Concerns Regarding Staff

Policy for Discussion of Employee Entitlements

Policy for Interpreting the Financial Statements

Policy on Questions from the Public

Policy for Negotiations between Parties

Policy for Tea and Coffee

Policy for Advertising in the Press
Policy on Appointment of Solicitors
Policy for Internal Reporting under the Protected Disclosures Act, 1994
Policy on Staff Attendance at Training Courses
Policy on Payment for Staff Training Courses
Policy for Payment of Sick Leave Bonus
Policy for Long Service of Employees
Policy for Gratuity Payments to Staff on Termination of Employment
Policy for Corporate Uniforms
Policy for Rental Payment of Telephones installed in Homes of Staff Member
Policy for Private Leasing of Council Owned Vehicles
Policy for Occupational Health & Safety
Policy for Staff Engagements – Medical Fitness
Policy for Debt Recovery and Write-Off of Unrecoverable Debts
Policy for Determining Dominant Use of Residential/Business Properties for Rating Purposes
Policy for Pensioner Concessions in Respect of Previous Years
Policy for Donation of Non-Rateable Sewerage Charges
Policy for Water Meter Levy on Fire Services
Policy on the Provision of Water to the Golf Club
Policy on Stepped Tariff for Major Water Consumers
Policy for Tenders
Policy for Granting of Donations to Charitable Bodies
Policy for Donations to Staff Christmas Parties
Policy for Use of the Care Car
Policy on Equal Treatment of Developments
Policy on Oberon Local Approvals – Neighbour Notification
Policy on Agricultural Land Classification
Policy for Rural Subdivisions – Noxious Weed Control
Policy for Disposal of On-Site Waste Water
Policy on Sewage Management Exemptions
Policy for Absorption Trenches
Policy for Resiting of Buildings
Policy for Issue of Building Certificates
Policy for Release of Subdivision Certificates
Policy for Lapsing of Development Consents
Policy on Determination of Applications for Tourism Development
Policy for Street Furniture
Policy for Placement of Electricity Pits
Policy on Underground Electricity Distribution in the Village of Oberon
Policy for Energy Efficient Housing in Oberon
Policy for Energy Efficient Building Award
Policy for Development Application Fees for Sporting Clubs
Policy for Refund of Development Application Fees
Policy for Wind Monitors
Policy for Trainee Study Scholarship Mentoring Program
Policy on Food Establishment Inspections
Policy for the Operation of Street Vending Vehicles
Policy on People who Spit in the Street
Policy for Calculation of S94 Contributions for Commercial Premises
Policy for Payment of S94 Contributions for Gravel Extraction
Policy for S94 Contributions Plan for Car Parking
Policy for Faulty Resin at Garbage Depot
Policy for Recycling Receipts
Policy for Issuing SEINS Fines under the Companion Animals Act & Impounding Act
Policy for Registration and Microchipping of Companion Animals
Policy for Stock Travelling within the Village of Oberon
Policy for Stock Impounding Outside of Oberon Area
Policy on Swimwear at Swimming Pool
Policy for use of Swimming Pool by School Groups
Policy for Free Entry to the Swimming Pool on Australia Day
Policy for Land Acquisition for Roadworks

Policy for Road Standards for Subdivisions
Policy for Accesses to Rural Properties
Policy for Conditions Applying to the Erection of Public Gates & Grids
Policy on Construction of Kerb and Gutter
Policy for Federal Financial Assistance Grants Road Funding
Policy for B-Double Route in Industrial Subdivision
Policy for Roadside Trees and Shrubs
Policy for Removal of Trees from Council Road Reserves
Policy for Tree Management – Advance Energy
Policy for Street Lighting – Advance Energy
Policy for Advertising on Bus Shelters
Policy on Dirty Water Damages
Policy for Obtaining Easements
Policy for Sale of Surplus Equipment
Policy for the Offering of a Reward for Vandalism
Policy for Clean-Up Campaign
Policy for Trainee Study Scholarship Mentoring Program
Policy for Council’s Involvement in Land Development
Policy on Acceptance of Offers on Land
Policy for Conditions Applying to the Conduct of Car Rallies on Council Roads
Policy for Conditions Applying to the Conduct of Car Rallies Where Council Roads are Used as Transport Sections Only
Policy for Conditions Applying to the Conduct of Touring Road Events
Policy for Display of Tourism Brochures

SECTION 2 – STATEMENT OF AFFAIRS

The Oberon Council’s most recent Statement of Affairs is for the year ending 30 June 2003.

SECTION 3 – CONTACT ARRANGEMENTS

Enquiries concerning the inspecting and purchasing of Council’s policy documents and statements of affairs may be made with Council’s Public Officer.

Arrangements to inspect or purchase policy documents may be made by contacting the following officer between 8.30am and 4.30pm on week days.

The Public Officer
The Oberon Council
137-139 Oberon Street
(PO Box 84)
OBERON NSW 2787

FREEDOM OF INFORMATION ACT, 1989**Section 14(1) (b) and (3)****SUMMARY OF AFFAIRS
of the
ORANGE CITY COUNCIL
(F.O.I. Agency Number 2192)****SECTION 1 – POLICY DOCUMENTS (AVAILABLE FOR PUBLIC INSPECTION)**

- Access for People with Disabilities
- Accrued Leave
- Acquisitions – Regional Gallery
- Aged and Disabled Funding
- Ageing and Disabilities Services – Development and Provision
- Ageing and Disability Services, HACC Service Standards Policies and Procedures Manual
- Alcohol & Drug Free Workplace
- Annual Leave
- Banners in Summer Street
- Best Practice – Gathering Information
- Bin Exchange Policy
- Botanic Gardens – Exclusive Use
- Building over and/or adjacent to sewers
- Cabonne Shire Residents – Water Supply
- Carers Leave
- Carers Leave – Birth of a Child
- Casual Employment
- Certificates of Service and References
- Chemical Safety
- Childrens Services
- Christmas Parties – Neighbourhood Street
- Civic Emergencies Leave
- Clothing Recycling Bins in Public Places
- Code of Conduct
- Community Consultation
- Community Communication Strategies for Development Proposals
- Community Services – Planning and Development
- Competitive Neutrality Complaints
- Concrete Footpath Charges
- Construction Sites – Time of Work
- Construction Zones
- Contaminated Lands
- Contaminated Material – Agreement for Testing, Treatment and Disposal
- Council Investments
- Council's Pricing Policy
- Councillors – Payment of Expenses and Provision of Facilities
- Customer Service Guarantee
- Decisions – Regional Traffic Committee
- Delegations/Sub-Delegations to Mayor and General Manager
- Development Activity – Public Notice
- Development Control Plan and Codes within the Development and Technical Services Divisions
- Directional Signs Policy to Include Churches
- Disciplinary Policy
- Driveways – Alterations and Maintenance
- Email Policy
- Equal Employment Opportunity
- Exhibitions – Regional Gallery
- Eye Protection
- Family Day Care

- Family Day Care Caregivers
- Family Leave
- Fixed Term Employment
- Food Premises – National Code for the Construction and Fitout of
- Footpath Maintenance
- Gallery – Acquisitions
- Gallery – Art Rental Scheme
- Gallery – Charging for Exhibitions
- Gallery – Exhibitions
- Gallery – Usage for Commercial Project Ventures
- Grievance Procedure
- Hand-Held Computer and PDA (Personal Digital Assistant)
- Hearing Protection Policy
- HIV/AIDS in the Workplace
- Internet Policy
- Internet Public Use Policy
- Itinerant Retailers
- Job Sharing
- Kerb and Gutter Charges to Adjoining Owners
- Land Sales
- Leave for Civic Emergencies
- Leave Without Pay
- Local Approvals Policy
- Long Service Leave
- Lost Property
- Lucknow and Spring Hill – Connections to Sewerage System from Outside Village Boundary
- Manual Handling
- Medical Services
- Meeting Practice Code
- Microcomputer Usage
- Military Leave
- Noise Control
- Non-English Speaking Services
- Notebook Policy
- Noxious Weeds
- Olympic Pool – Admission Charges
- Paid Work Outside Council
- Parental Leave
- Parking – Off Street Provisions
- Parks, Recreational Areas and Sportsgrounds – Signs as Remote Supervision
- Part-Time Employment
- Payment of Employees
- Personnel File
- Pricing Policy (Council's)
- Private Work Orders
- Private Works on Roadways
- Protected Disclosures Act 1994
- Public Notice – Development Activity
- Rates – Scout and Girl Guide Association
- Rates and Charges – Recovery Action
- Reflectorised Street Numbering
- Rehabilitation
- Remuneration
- Removable Storage Device Access
- Residential Services
- Roads and Traffic Authority Drives Database Access
- Rural Connections – Water Supply
- Safety
- Safety Helmet
- Salary System
- Sale of Council Property and Carparking

- Sediment and Erosion Control
- Shopping Trolleys and Articles Abandoned
- Sick Leave
- Smoking – Prohibition in Workplace and Hired Venues
- Sponsorships with Economic Development Justification
- Street Furniture
- Temporary Employment
- Theatre and Function Centre – Free Use of
- Theatre Objectives
- Theatre Technical Services – Provision of Estimates
- Training, Education and Development
- Tree Planting in Rural Areas
- Trees – Park Planting
- Trees – Street Planting
- UV Policy for Outdoor Workers
- Volunteer Worker Policy
- Water Service and Charging Policy
 - Cabonne Shire Water Users
 - Fire Services
 - Kidney Dialysis
 - Multiple Dwelling Developments
 - Multiple Meter Properties
 - Private Water Schemes
 - Reduction in Account Due to Leakage
 - Sale of Water
 - Single Residential Dwellings
 - Testing of Meters
 - Water Meter Boxes – Ownership and Responsibility
 - Water Service Downsizing
 - Water Services
 - Debt Collection – User Pays Water
- Water Supply – Rural Connections
- Whistle Blowers Act (Protected Disclosures Act 1994)
- Whiteway Lighting
- Work Experience
- Workplace Display Material
- Workplace Grievance

OTHER DOCUMENTS AVAILABLE FOR PUBLIC INSPECTION

- Orange Local Environmental Plan 2000
- DCP (Development Control Plan) No 3 – Rural Residential Development
- DCP No 5 – Medium Density Housing
- DCP No 6 – R12 Release Area
- DCP No 7 – Professional Consulting Rooms
- DCP No 9 – North Orange
- DCP No 10 – Phillip Street/Hill Street, North Orange
- DCP No 11 – Off Street Car Park Code
- DCP No 12 – Industrial Code
- DCP No 13 – Exhibition Homes
- DCP No 14 – Dual Occupancy Development
- DCP No 15 – Bed and Breakfast Accommodation
- DCP No 16 – Sale of Wine and Associated Products
- Eastern Gateway Development Control Plan
- Development Contribution Plan 1999
- Orange Urban Release Strategy
- Business Centres Development Strategy
- Local Disaster Plan
- State of the Environment Report
- Airport Emergency Plan
- Bushfire Operation Plan
- Recruitment Selection Procedures and Grievance Procedures

- Management Plan 2003/2006
- Waste Management Plan
- Local Order Policy – for the Keeping of Domestic Animals
- Minutes of Committee Meetings
- Minutes of Council Meetings
- Plans of Management for Community Land

Formally Adopted

- Spring Street Children's Centre
- Yarrowong Children's Centre
- Courallie Park (incorporating the Children's Centre)
- Orange Function Centre
- Glenroi Oval
- Bloomfield Park
- Sir Jack Brabham Park
- Lake Canobolas Kiosk
- Parks and sportsgrounds in the suburb of Glenroi
- Parks and reserves in the suburb of Glenroi
- Playgrounds in the suburb of Glenroi
- Small parks in the suburb of Calare
- Parks and playgrounds in the suburb of Calare
- Parks in the suburb of Bletchington
- Parks and sportsgrounds in the suburb of Bowen
- Small parks and playgrounds in the suburb of Warrendine
- Car parks in the central business district of Orange
- Gosling Creek Reservoir
- Spring Creek Dam
- Parks, playground and sportsgrounds in the suburb of Bletchington
- Lake Canobolas Park (incorporating the Canobolas Scout Camp)
- Parks and reserves in the Rosewood Estate
- Ploughmans Creek
- Sportsgrounds and playgrounds in the Bel-Air Estate in the suburb of Calare
- Parks and reserves in the suburbs of Warrendine and Calare
- Reserves in the Bel-Air Estate in the suburb of Calare
- Playgrounds and reserves in the suburb of Warrendine
- Parks and reserve in the suburb of Bowen
- Local and Neighbourhood Parks

Additional Documents

- Annual Report
- Auditors Report
- Community Plan
- Social Plan
- Disclosures Register
- Safety Plan
- Land Register
- Investments Register
- Building Certificate Records
- Building Application/Approvals Records
- Development Application/Consent Records

SECTION 2 – STATEMENT OF AFFAIRS

The most recent Statement of Affairs for Orange City Council is dated 1 June 2003.

SECTION 3 – CONTACT ARRANGEMENTS

General Manager
Mr Allen Dwyer
Orange City Council
PO Box 35
ORANGE NSW 2800

OR

Public Officer
Mrs Michelle Catlin
Orange City Council
PO Box 35
ORANGE NSW 2800

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

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

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

SECTION 1 – POLICY DOCUMENTS

The following documents are available for inspection and are listed and maintained in Council's Policy Register:

- Abandonments
- Advertising Signs
- Amusement Devices – Control Of
- Appeals And Donations
- Baths – General
- Baths – Parkes
- Building – Applications
- Building – Certificates Of Compliance
- Building – Regulations
- Spicer Park Caravan Park
- Cemeteries – Parkes
- Closing And Demolition Orders
- Community Neighbourhood Centres
- Complaints Handling Policy
- Complaints Policy & Procedure
- Conference Representation – Shires Association
- Conferences – General
- Councillor Access To Information & Interaction With Staff
- Council Committees
- Council Members – General
- Council Property – Miscellaneous
- Council Property – Administration Centre
- Council Property – Leasing And Licensing
- Information Services Usage Policies
- Fees And Charges
- Fences – (Dividing Fences)
- Firewood Collection From Roadsides
- Garbage Service
- Garbage And Rubbish Depots
- Health – General
- Food Act
- Hospitals
- Impounding
- Industrial Estate
- Industrial Estate – Goobang Junction
- Insurance – General
- Kerb And Guttering – Parkes
- Littering
- Liquor Act And Regulations
- Noise Control
- Notices (Seins)
- Review Of Passenger Vehicle Replacement Procedure
- Policy And Delegations
- Protected Disclosures Act
- Rateability Of Lands
- Ratepayers' Associations
- Rates
- Reports – Finance & General Purpose Committee

Recreation Areas – Parkes – Unnamed
 Recreation Areas – Parkes – Bookings For Use Of Parks
 Recreation Areas – Parkes – General
 Road Maintenance Priority Policy
 Roads And Streets – Naming And Numbering
 Roads And Streets – Street And Traffic Signs
 Roads And Streets – Trees
 Roads – State Highway – Sh17
 Road Safety Matters
 Rural Fire Service – District Assistance Plan
 Rural Fire Service – Service
 Staff Matters – Awards (Salaries & Wages)
 Staff Matters – General
 Staff Matters – Staff Training – Lgitc
 Staff Matters – Corporate Wardrobe
 Staff Matters – Occupational Health & Safety
 Street Lighting
 Street Stalls – Applications And Allocations
 Street Trading – Street Busking
 Subdivision Standards
 Sun Protection Policy
 Telephone Usage Policy & Procedures
 Temporary Grazing Permits
 Development Applications & Consents
 Town Planning – Policy
 Travelling Stock Reserves
 Water Supply – Consumer Connections
 Standpipe Water Sales
 Water Supply – Excess Water Accounts
 Water Supply – Villages
 Water Supply – Villages – Consumer Connections
 Water Supply – Villages – Standpipe Supplies

Documents Available But Not Specifically Assigned In Policy Register

- Aerodrome Manual For Parkes Aerodrome
- Annual Financial Reports
- Annual Report
- Annual Reports Of Bodies Exercising Delegated Council Functions (Sec. 355)
- Auditor's Report
- Aus-spec # 1 – Development Specification Series
- Bushfire Operations Plans
- Bushfire Risk Management Plans
- Business Papers For Council And Committee Meetings (but not including business papers for matters considered when a meeting is closed to the public)
- Code Of Conduct
- Code Of Meeting Practices
- Contributions Plan (Section 94 C Plan Oct'92)-DCP Parkes Urban Area
- Development Control Plans
- Disaster Plans, Sub Plans And Supporting Plans
- Eeo Management Plan
- Environmental Planning Instruments (Parkes Local Environment Plan, 1990)
- Family Day Care Centre Policy (Health, Safety, Fees)
- Information Relating To The Conduct Of Councillors And Staff
- Internal Reporting Policy (Whistleblowers Act)
- Land Register
- Local Environmental Planning Instruments
- Local Policies Adopted By Council Concerning Approvals & Orders
- Management Plan
- Minutes Of Council & Committee Meetings (but not including minutes of a meeting or any part of a meeting that is closed to the public other than the recommendations of that meeting)

- Motor Vehicle Policy
- Naming Of Parks & Reserves
- Naming Of Streets, Roads & Bridges Policy
- National Competition Competitive Neutrality – Complaints Policy & Procedure
- Parkes Shire Local Approvals Policy 1998
- Parkes Shire Cultural Plan
- Parkes Shire Social Plan
- Parking Code
- Plans Of Management For Community Land
- Plans Of Management For Community Land (Adopted 1996)
- Pricing Policy (part of revenue policy)
- Procedures Manual (For Internal Use)
- Protection Of The Environment Operations Act 1997 – Parkes Shire Council’s Public Register
- Record Of Building Certificates
- Records Of Approvals Granted & Decisions Made On Appeals Concerning Approvals
- Records Policy (Local Government Disposal of Records Policy/Handbook)
- Register of Development Consents and Construction Certificates
- Register Of Investments (Residential Flat Building code)
- Returns As To Candidates Campaign Donations
- Returns Of Interests Of Councillors, Designated Persons & Delegates
- Risk Management Policy (In accordance with Risk Management Manual supplied by Group Fund Manager)
 - Rural Development,
 - Rural Small Holding Zones
- Sewerage Services Strategic Business Plan
- State Of The Environment Report
- Stormwater Disposal Policy/code (adopted Institute of Engineers Aust Rainfall & Run-off standards/ RTA and Dept. of Housing requirements)
- Subdivision Code (Subdivision Development Standards)
- Swimming Pool Fencing Policy
- Tendering Policy (Local Government Tendering Regulations 1993)
- Vehicle Leasing Policy
- Water Supply Strategic Business Plan
- Work On Private Property (revenue policy/management plan)

SECTION 2 – STATEMENT OF AFFAIRS

Council’s most recently published Statement of Affairs dated 31 December, 2003 is available for inspection by contacting the Public Officer.

SECTION 3 – CONTRACT ARRANGEMENTS

Any Freedom of Information inquiries concerning the Council’s activities or the procedure for arranging inspection of the Policy Documents should be directed to:-

Mr B Matthews
Public Officer
Parkes Shire Council
PO Box 337
PARKES NSW 2870

Telephone: (02) 6861 2333
Facsimile: (02) 6862 3946

Parkes Shire Council’s office hours are 8.30 am to 5.00pm Monday to Friday

FREEDOM OF INFORMATION ACT 1989

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

SUMMARY OF AFFAIRS of PARRAMATTA CITY COUNCIL

SECTION 1 – DOCUMENTS

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

- The Council's Code of Conduct.
- The Council's Code of Meeting Practice
- Annual Reports.
- Annual Financial Reports.
- Auditor's Report
- Equal Employment Opportunity Management Plan.
- The Council's Policy concerning the payment of expenses incurred by the provision of facilities to Councillors.
- The Council's Land Register.
- Register of Investments.
- Return of interest of councillors, designated persons and delegates.
- Business papers for Council and Committee Meetings (but not including business papers for matters considered when a meeting was closed to the public).
- Minutes of Council and Committee Meetings (but not including minutes of a meeting or any part of a meeting that is closed to the public, other than the recommendation of that meeting).
- Register of Delegations.
- Local Policies adopted by the Council concerning approvals and orders.
- Records of approvals granted and decisions made on appeals concerning the approvals.
- Record of Building Certificates.
- Plans of land proposed to be compulsorily acquired by the Council.
- Leases and Licences for use of public land classified as community land.
- Plans of Management for community land.
- Environmental Planning Instruments, Development Control Plans and Plans made under Section 94 AB of the Environmental Planning and Assessment Act 1979 applying to land within the Council area.
- All future statements of affairs, the summary of affairs and the register of policy documents required under the Freedom of Information Act, 1989.
- Council's Policy Register.
- Council's Management Plan.
- Departmental representative's reports presented at a meeting of the Council in accordance with Section 433.

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

SECTION 1B – POLICY DOCUMENTS

- Abandoned Shopping Trolleys
- Abandoned Vehicles – supply to Fire Brigade
- Access to Council Records
- Access by Public to Building and Development Applications
- Accounting Procedures for Park Committees
- Acquisition of Properties Pursuant to Planning Scheme or I.D.O.
- Advertising Signs – Town Hall
- Advertised Development Application to be Displayed – Libraries etc
- Advertisements – Flat or Home Unit Development
- Advertising Structures and Signs – Under – Awning Structures within the CBD
- Advertising of Development Applications – Toongabbie Ward Commercial areas.

- Advertising and Notification of Building Applications
- Advertising Development applications
- Advertising Awning Blinds
- Advisory Committee – Community Performing Arts
- Advisory Committees – Community Representation
- Advisory Committee – Economic Development for the Parramatta Commercial Area
- Advisory Committee – Parramatta Heritage
- Advisory Committee – Library
- Advisory Committee – Physical Access
- Advisory Committee – Recommendations
- Aged Services & Resources Directory
- Agistment of Animals on Public Reserves
- Air Conditioners
- Amusement Centres
- Amusement Centres – Development Consents for Retail Uses – Conditions – Re: Amusement Machines
- Amusement Centres – Criteria for Establishment
- Amusement Centres – Inspection
- Applications for Licensed Premises
- Asbestos – Development Approvals
- Attendance of Councillors and Staff at Conferences and Seminars
- Auditor’s Report – Attendance of Auditors at finance Committee Meetings
- Authorisation of Council Officers Under Environment Protection Legislation
- Battle-Axe Subdivisions – Letters of Non-Objections
- Building and Development applications -Perusal of by Public
- Building Regulations for Approvals Abutting Bushland.
- Building Development Application Reports
- Buildings – Complete Structural Certification
- Buildings – Slab on Ground Construction
- Bus Routes in Parramatta
- Business Activities as Defined by Competitive Neutrality Guidelines
- Business Papers – to be supplied to the Media.
- Car Parking Code
- Car Parking Contributions City Centre Area
- Car Parking Contributions – Payment by Instalments
- Car Parking Requirements for Automotive Related Uses – Developments
- Car Washing Machines in Service Stations
- Carnivals in Parks
- Cat Collection Service
- CBD Amusement Centres – Development Approval
- CBD Enhancement Committee
- Children’s services and Resources Directory
- Church, Fennell and Villiers Streets Car Park
- Church Street Mall – Busking
- Church Street Mall – Control and Regulation
- Church street Mall – Extension Task Force
- Church Street Mall – Promotions and Exhibitions
- Church Street Mall – Proposed Extension
- Circus Policy
- Civic Office Expenses and Facilities
- Clothing Bins in Central Business District
- Coastal Protection Act – Certificates
- Code of Conduct – Caretakers & Ordinance Inspectors
- Code of Conduct – Members and Staff
- Code of Meeting Practice
- Collection at Traffic Lights
- Comments to the Media by Council’s Staff
- Committee Meetings – Attendance of Councillors as Observers
- Community Advisory and Retrofitting Energy Service (C.A.R.E.S.)
- Community Awards
- Community Bushcare Programme Guidelines

- Community Equipment
- Community Leasing Policy
- Complaints by Councillors
- Complaints – Handling Policy and Procedure
- Completion of Employment Declarations by Members
- Conciliation Conferences or Hearings – Councillors to be Notified
- Conferences & Seminars – Attendance by Members & Staff
- Confidentiality of Complaints
- Consent and approvals Given by the Land and Environment Court
- Conservation Plan
- Construction of Nuclear Reactor
- Construction of Walls and Fences
- Constructional Standard for Food Premises
- Contracts – Security Deposits/Retention/Defects/Liability
- Corner Alignments for Buildings
- Corporate Style Uniform
- Corrupt Conduct – Reporting Thereof
- Council Achievements – Lord Mayoral Minute
- Council and Committee Meetings – Public Access
- Council’s Child Care Centre – Policies and Procedures Manual
- Council’s Crest – Use of
- Council Flag – Design and Colour
- Council’s Halls
- Council’s Halls – Hire Not to Include Use of Footpath Curtilage
- Council’s Halls – Multiple Hiring Charges
- Council’s Halls – Refund of Hiring Fees
- Council Meeting – Structure
- Council’s Overdraft Requirements
- Council’s Parks and Reserves – Conditions and Rules Applying to engagement of
- Council’s Pools – Delegated Authority to direct – Community Services
- Council Trucks – Use and Storage
- Council Warrant
- Councillors – Promotional Activities
- Councillors – Reduction in Number
- Credit Card Facilities
- Damage Deposits in Respect of Building Applications
- Delegations of Authority Under New Local Government Act
- Demolition Applications to Buildings Identified by the Heritage Study
- Demolition Applications – Referral to Heritage Council of NSW
- Development Applications for Uncompleted Buildings
- Development applications for Massage Clinics, Amusement Centres and Tattoo Parlours
- Development Application – Family Day Care Services
- Development Applications – Reports
- Development Applications – Dual Occupancy
- Development Applications – Possible Damage
- Development Within Central Business District
- Development Applications – Involving Brick Paving
- ‘Development Adjoining St John’s Cemetery
- Development Involving Drainage Lines Through Public Reserves
- Development on Local Reserves and Parks
- Development of a New Reserve – Consideration of Recurrent and Capital Costs
- Direct Banking of Employees Wages / Salaries
- Disclosure of Information
- Display of Goods – Public Footpath
- Display of Property Numbers
- Disposal of Records
- Disposal of Worn Out and Obsolete Library Books
- Distribution of Council Cuff Links Monogrammed Ties, Tie Bars, Presentation Pen and Pencil Sets, Scarves and souvenir Coasters
- Distribution of Council Publications
- Dog Act Penalty Notices

- Door Knocks & Street Appeals
- Dual Occupancy – Code – Second Dwellings
- Dual Occupancy Development application – Car Parking
- Dual Occupancy – Development
- Dual Occupancy – Provision of On-Site Detention
- Dual Occupancy of Residential Premises
- Ecologically Sustainable Developments
- Educational Assistance Policy
- Election of Lord Mayor
- Emergency Clean Up of Pollution
- Engineering Works Associated with Development Consents
- Equal Employment Opportunity General Policy statement
- Erby Place Car Park – Regulation of Use
- Erection of Stables
- Estuary Management Committee
- Excavation – residential Flat Development – Toongabbie Ward
- Extension of Council’s Central Enquiry Counter Office Hours
- Family Day Care Centres
- Filling / Excavating Constitutes a Development
- Filming applications – Use of Council’s Area
- Financial Contributions to the Community
- Fire Safety Inspections
- Fire Separation of attached Dual Occupancy Dwellings
- Fixing of Fees – Lord Mayor and Councillors
- Flag Pole – Refund of Development application Fee
- Floral Emblem of the City
- Food Premises Inspection Procedures and Implementation of Food Handling Education Program
- Food Stalls and Vehicles – Construction Standards
- Footings – Residential Buildings
- Footpath Paving – Granville and Merrylands Commercial areas
- Free Trees Program
- Freedom of Information applications
- Galaringi Botanic Parkland Trust – Formation
- Garbage Rooms – Requirements
- Garbage Service Levy – Exemption
- Granville Pioneer Hall – Entertainment Area Authorisation Fee Payable by Granville
- Pioneer Hall Association – Pensioners Recreation Centre
- Granville Swimming Pool – Heated
- Guidelines for Home & Centre Based Child Care (All Wards)
- Guidelines for Outdoor Eateries
- Guidelines – Provision of Footpaths, Kerb and Gutters and Road Shoulders Adjacent to New Developments of Subdivisions
- Guidelines for Public Forum at Council Meetings
- Guidelines – WSAAS Funded Community Access Mini-Bus
- HACC Context Plan
- Half Court Tennis Courts
- Hall Cleaning Bonds – Refund
- Hardship Provisions – Guidelines
- Hazardous Chemical Pollution
- Hiring of Council’s Display Screens
- Hiring of Plant
- Historic Buildings – Development Applications
- Homeless Youth Welfare Policy
- Honorariums to Park Committee Members
- Honorary Park Rangers – Induction and Education Programme
- House Numbering Policy
- House Numbering Schemes
- Impact Extraction on Excavations
- Improved Street Lighting
- Inclusion of Councillors’ Names in Correspondence Submitted to Them

- Incorporation of all funds Available for Expenditure on Public Works Into a Single Works Programme
- Infectious Diseases Policy
- Insertion of Advertising Leaflets with Council's Rate Notices
- Installation of Solar Hot Water System
- Insurance – Park Committee
- Internal Auditor's Reports – Advisory Procedures
- Investment Policy
- Issue of Council Souvenir Glasses
- Issuing Copies of Building Plans
- Job Support Programme
- Landscape Assistance to Schools
- Learn to Swim Classes – Admission Fee
- Legal Services – Advice
- Library Service to be Free
- Library – Special Section for Council's Activities
- Licencing of Hot Dog Stands
- Licencing of Used Clothing Collection Bins
- Liquor Administration Board – Entertainment area Authorisation
- Loan Borrowing Policy
- Local Environmental Plans to be Advertised
- Local Ethnic affairs Policy Statement
- Loss or Damage of Private Property Owned by Staff
- Luncheon / Refreshments for Visiting Dignitaries
- Mailing of and Use of Envelopes to Councillors
- Maintenance of Goal Posts
- Major/Sensitive Development Applications
- Management Committee – 2 Carlton Street, Granville
- Management and Hire Conditions for Council's Minibuses
- Melita Stadium – Subletting of Kiosk
- Minor Recreation Grants Program
- Mobile Food Vendors
- Moving of Houses
- National Food Premises Code and National Code for Food Vending Vehicles and Temporary Food Premises
- Official Colours of the City
- On-Site Car Parking Requirements
- On-Site Meetings.
- On-Site Stormwater Detention Policy
- Organisation Structure, General Manage and Senior Staff
- Outdoor Concerts
- Outstanding Contribution to Works Account
- Over and Under Expenditure – Construction Works
- Overtime Report
- Paging Device – After Hours Telephone Answering
- Park Committee – Establishment of New
- Park Committee – Identification Badges
- Parks and Reserves – Cleaning by Fine Defaulters
- Parking Code – Churches and Religious Meeting Places
- Parking of Councillors Vehicles
- Parramatta City Council Draft Community Archives Policies
- Parramatta City Council Strategic Plan – 'Parramatta 2000 and Beyond'
- Parramatta Energy Efficient Housing Policy
- Parramatta Promotional and Tourist Centre
- Parramatta Promotional and Tourist Centre – Operation
- Parramatta Signage Strategy and Works
- Parramatta Swimming Centre – Operation of Water Slide
- Parramatta Traffic Committee – Business Paper
- Parramatta Traffic Committee
- Paved Footpath Construction inn Respect of Development and Subdivision Applications

- Payment of Annual Grants to Park Committees
- Payment of Funeral Expenses – Deceased Employees
- Payment of Moneys Due – Estate of Deceased Employees
- Payment of Untaken Sick Leave
- Pedestrian Malls
- Pensioner Rebate
- Performance and Development Review
- Period of Library Loan – Special Books
- Places of Assembly
- Playgrounds in Council’s Areas
- Playing Fields
- Pont of Exit Interviews
- Policy for Development and Building on Flood Prone Land
- Policy for Provision of Fleet Vehicles
- Policy/Procedures Regarding Legal Proceedings
- Policies Providing Benefits to Employees
- Policy on Telstra and AGL Performing Permanent Restoration in Council’s Area
- Policy – Tenders
- Policy for Termination on Medical Grounds for Work Related Injuries
- Pools – Homeless Youth – Use of Swimming Centres
- Pools – Opening Hours
- Pools – Opening and Closing A Swimming Centre
- Portability of Long service Leave from Electricity Distributors
- Power Supply – Redevelopment
- Presentations to Council Members at Conclusion of their Term
- Procedures for Street Trees Affected by Road Construction Works
- Process of Requests/Question by Councillors
- Property Acquisition
- Property Development Activity – Guidelines, Procedures and Funding Policy
- Provision of Driveway
- Provision of Parking Space to Council’s Tenant – Horwood Place Car Parking Station
- Provision of Rate and Debt Recovery Services
- Public Liability Insurance Cover by Users of Council Properties
- Public Halls – Condition of Hire Policy
- Public Utility Services Crossing Reserves
- Purchase of Articles by Council for Other Organisations (Sales Tax Exemption) Recommendations
- Purchasing Australian Products
- Ranger – Issue of Notebooks
- Rating Categories – Policy on Determining Dominant Use of a Property
- Real Estate Agents – Engagement
- Rebate of tipping Charges – Garbage Strikes
- Records – Disposal of
- Records – Fees For The Production of Documents For Subpoenas
- Recurrent Grants Program 1998 – 2002
- Recognition of Services
- Records Management Association – Information Systems
- Redundancy Agreement
- Reflective House Numbering
- Refund of Garbage Charges
- Refund of Rentals for Town Halls and Community Centres
- Regulation of Traffic on Local Roads
- Reimbursement of Travel Costs Incurred by Lady Mayoress / Lord Mayor’s Consort
- Removal of Advertisements or Advertising Structures
- Renewal of Insurance Policies
- Reports – to Council
- Reports – Outstanding Listing
- Reports – Signing
- Residential Flat Buildings – Toongabbie Ward – Driveway Levels
- Residential Flat Code
- Restricted Premises Code
- Retail Uses – Conditions of Approval re Advertising signs

- Retention Basins – conditions of DA Consent
- Role and Structure of the Strategy Group
- Sales and Exhibitions at Parramatta town Hall
- Satellite Communication Dishes
- Schedule of Fees and Charges for Parramatta and Granville Swimming Pools 1998/99
- Section 94 Contribution Plans
- Section 94 Levy for Community Facilities
- Section 94 Contributions – Library Improvement Fund
- Signage Policy
- Signing Policy
- Signing of Maintenance Agreements / Contracts
- Skate Boards
- Solar Protection
- Special Leave – Citizens' Defence Forces
- Staff – Disclosure of Interest by Senior Staff
- Staff – Identification Badges for Members, Members' spouses and Senior Staff
- Staff – Pecuniary Interest – Employees
- Staff Retrenchments
- Staff Uniforms – Standardisation
- Stall Holders
- State Emergency Service – Payment of Expenditure
- Strata Plan – Aggregation for Rates
- Strategic Objectives of Council
- Subdivision Applications – Notification of Adjoining Owners
- Subdivisions – Bonding of Works
- Subdivisions – Bonding of Works
- Subdivisions – Delegation to Approve
- Sydney Olympics 2000 – Project Team
- Tender Board – Membership Operation
- Tender for the commercial Operation of Council's Multi-Storey Carpark in Wentworth Street, Parramatta
- Tenders to be made Public
- Time for Completion of Works
- Trail Bikes – Illegal Activities
- Travel Bookings for councillors and Staff Travelling on Council Business
- Tree Planting Matters – Photographs to be Submitted
- Tree Preservation – City Centre
- Tree Preservation Order – Definition of Tree
- Trees – Lopping Overhanging Branches
- Unauthorised Advertising – Bill Posters
- Unlicensed Trading of Motor Vehicles on Land Adjacent to Major road
- Upper Parramatta River Catchment Trust
- Use of Council's Seal and Signing of Documents
- Use of Council's Seal – Positive Covenants
- Use of Lord Mayor's and Councillors' Room
- Valuation Books – Information Form
- Variation to Contracts
- Variations to Plans
- Voluntary Council Pensioner Rate Rebate
- Volunteers Policy for the Heritage Resource Centre
- Westmead Traffic Problems – Joint Committee with Holroyd City Council
- Woodville Gold Course – Local Rules
- Woodville Golf Centre – Hours of Play
- Woodville Golf Course – Concession Rates
- Woodville Golf Course – Telephone Bookings
- Woodville Golf Course – General Bookings
- Woodville Golf Course – Use by Pensioners
- Work Experience Practical Training for University Students
- Written Representations

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACTS ARRANGEMENTS

Enquiries concerning the procedures for inspecting the documents referred to in Section 1 can be made by contacting the following:

Dennis O'Sullivan	Ph: 9806 5311
Manager Governance & Risk	Fax: 9806 5908
Parramatta City Council	
P O Box 32	
PARRAMATTA NSW 2124	
30 Darcy Street	
PARRAMATTA 2150	

Between the hours of 8.30am and 4.30pm – Monday to Friday.

FREEDOM OF INFORMATION ACT 1989**Section 14(1)(b) and (3)****SUMMARY OF AFFAIRS
of the
PENRITH CITY COUNCIL
(FOI Agency No 2196)****SECTION 1 – ORGANISATIONAL AND POLICY DOCUMENTS**

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

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

SECTION 2 – STATEMENT OF AFFAIRS

Council's most recent Statement of Affairs for the period 1 July 2002 to 30 June 2003 is available by contacting Council's Corporate Records Co-ordinator. Contact details are in Section 4.

SECTION 3 – PLANNING INSTRUMENTS

Development Control Plans
Advertising Signs
Baby Care Rooms
Blue Mountains Eastern Escarpment DCP Siting Design and Management
Cambridge Park DCP CP-003 Proposed Road Closure vicinity Richmond and Lewis Roads
Cambridge Park DCP CP-004 Road Pattern Cambridge Gardens
Cambridge Park DCP CP-007 Road Pattern vicinity Carlyle Crescent
Child Care
Contaminated Land
Controls for the Management and Minimisation of Waste
Crime Prevention Through Environmental Design
Cranebrook DCP C-001
Cranebrook DCP C-012 Cranebrook Release
Cranebrook DCP C-013 Road Pattern vicinity Nepean Street
Cranebrook DCP C-015 Road Pattern vicinity Boundary Road
Cranebrook DCP C-016 Road Pattern vicinity Terrace Drive
Cranebrook DCP C-018 Community Land / Group Neighbourhood Centre
Cranebrook DCP C-019 Rural Residential
Cranebrook DCP C-020 Road Pattern vicinity Sherringham Road
Cranebrook DCP C-021 Amendments to C-019 Rural Residential
Cranebrook DCP C-023 Amendments to C-012
Cranebrook DCP C027 Land Uses vicinity Sherringham Road and Ironbark Drive
Emu Plains DCP EP-012 Road Pattern vicinity Grey and Bedford Streets
Emu Plains DCP EP-017 Road Pattern vicinity Brougham Street
Emu Plains DCP EP-020 Commercial Area
Emu Plains DCP EP-012 Road Pattern vicinity Grey Street
Emu Plains DCP EP-012 Road pattern vicinity Troy and Emerald Streets
Engineering Works
Erskine Park Employment Area DCP
Erskine Park DCP EPA-002 Road Pattern Erskine Park
Erskine Park DCP EPA-005 Road Pattern vicinity Chatres Street
Erskine Park DCP EPA-006 Road Pattern vicinity Chatsworth Road
Erskine Park DCP EPA-008 Road Pattern vicinity Shepherd Street
Erskine Park DCP EPA-013 General DCP vicinity Shepherd Street
Erosion and Sediment Control
Exempt and Complying Development
Glenmore Park DCP Central Hamlets
Glenmore Park DCP Community Plan
Glenmore Park DCP Eastern Hamlets
Glenmore Park DCP Glenmore Parkway
Glenmore Park DCP Major Landuse
Glenmore Park DCP Management
Glenmore Park DCP Northern Hamlets
Glenmore Park DCP Open Space
Glenmore Park DCP Town Centre
Glenmore Park DCP Western Hamlets
Health Care Consulting Rooms
Heritage Management
Industrial Land DCP 1996
Kingswood DCP K-005 Road Pattern vicinity Stock Ave
Kingswood DCP K-006 Road Pattern vicinity Edward Ave

Kingswood DCP K-008 Design and Siting of Non residential Development Great Western Highway and Morley Ave
Landscape
Londonderry DCP LO-009 Road Pattern vicinity Hughes Street
Luddenham DCP LU-005 Equestrian Estate
Mt Vernon DCP (Adopted but not yet in force)
Mt Vernon DCP MV-002 Land vicinity Horsley Road, Mt Vernon Road and Kemps Creek
North Penrith Urban Investigation Area
North St Marys DCP SMN-006 Development Guidelines IDO 81
North St Marys DCP SMN-007 Subdivision vicinity Boronia Ave
North St Marys DCP SMN-009 Medium Density Development Site vicinity Adelaide Street
North St Marys DCP SMN-016 Oxley Park Drainage Scheme
Notification and Advertising
Orchard Hills DCP Development Control Code No. 2
Orchard Hills DCP OH-007 Subzone C
Orchard Hills DCP OH-008 Lot 5 Wentworth Road
Orchard Hills DCP Development Control Code No. 1
Outdoor Trading and Eating Areas
Penrith City Rural Development
Penrith DCP P-020 Open Space and Inter-Residential Walkways vicinity Lemongrove
Penrith DCP P-024 Walkways vicinity Derby and Lethbridge Streets
Penrith DCP P-035 Shopping Centre The Crescent
Penrith DCP P-042 proposed Walkway King Street
Penrith DCP 1998 Lakes Environs
Penrith DCP FSR Controls Penrith City Centre
Register of Significant trees and Gardens
Residential Construction Works
DCP 2000 Residential Land
Rural Sheds
South Penrith DCP SP-001 Road Pattern South Penrith
South Penrith DCP SP-019 Road Pattern vicinity Mosely Ave
South Penrith DCP SP-022 Villa Unit Site vicinity Hatchinson Crescent
South Penrith DCP SP-025 School, Shops and Community Land
South Penrith DCP SP-027 Open Space and Service Road vicinity Blaikie Ave and Mulgoa Road
South Penrith DCP SP-030 Road Pattern vicinity Glenbrook Road and Wilfred Place
South Penrith DCP SP-039 DP844394 Lot 1 Glenbrook Street, Mulgoa Road and Cameron Street
South Penrith DCP SP-033 Medium Density Housing vicinity McNaughton Street and Mulgoa Road
South Penrith DCP SP-038 Road Pattern vicinity Maxwell Street and Mosley Ave
South St Marys DCP SMS-001 Road Pattern vicinity Marsden Road
DCP 1994 St Marys Town Centre Improvements (adopted but not yet in force)
St Clair DCP SC-002 Road Pattern St Clair
St Clair DCP SC-010 Road Pattern vicinity Lukes Lane
St Clair DCP SC-011 North Eastern Corner Banks Drive & Mamre Road
St Clair DCP SC-015 Residential Land Banks Drive
St Clair DCP SC-019 Road Pattern vicinity Chatsworth Road
St Clair DCP SC-020 South West St Clair Community Centre
St Clair DCP SC-021 Road Pattern vicinity Melville Road
Subdivision in Residential Zones
Tree Preservation Order (Draft)
Werrington DCP WE-005 Road Pattern Werrington Downs
Werrington DCP WE-009 Road Pattern Werrington County
Werrington DCP WE-015 Roads and Landscaping vicinity Dunheved Road and Henry Lawson Ave
Werrington DCP WE-019 Road Pattern Armstein Crescent and Danny Street
Werrington DCP WE-021 Road Pattern Claremont Meadows
Werrington DCP WE-025 Road Pattern Claremont Meadows
Werrington Signals Mixed – Use Area (DRAFT)
Local Planning Instruments
Penrith Planning Scheme (as amended)
IDO 2 (as amended) Emu Plains
IDO 9 Kingswood Shopping Centre Great Western Highway Kingswood
IDO 11 (as amended) General Business Zone Great Western Highway St Marys

IDO 13 Industrial 4 (a) uses Cranebrook Road and McCarthys Lane Cranebrook
IDO 17 School Trahlee and Muscharry Roads Londonderry
IDO 21 (as amended) Business 3(a) uses Station and Phillip Streets St Marys
IDO 22 (as amended) Business 3(a) uses Queen Street St Marys
IDO 25 (as amended) Residential and Open Space Zones Mulgoa Road Penrith
IDO 26 (as amended) Cambridge Gardens
IDO 27 (as amended) Werrington County
IDO 28 (as amended) South Penrith and South St Marys
IDO 32 Business 3 (a) uses Great Western Highway St Marys
IDO 33 (as amended) Business 3(c) uses Hewitt and Jensen Streets St Marys
IDO 34 Business 3(c) uses Day Street St Marys
IDO 35 Business 3(c) uses plus TAB Smith Street Penrith
IDO 36 (as amended) Business 3(c) uses plus TAB Oxford Street Cambridge Park
IDO 39 (as amended) Aged Person Units Great Western Highway St Marys
IDO 47 (as amended) Dwelling Houses Cranebrook Road Cranebrook
IDO 56 (as amended) Open Space 6(a) uses Spinks Road Llandilo
IDO 57 (as amended) Business uses Great Western Highway Penrith
IDO 62 (as amended) Business 3(c) uses The Crescent Penrith
IDO 63 (as amended) Shops, Commercial Premises, Carparking Bringelly Road and Rodgers Street Kingswood
IDO 64 Business 3(c) uses plus TAB Victoria Street Werrington
IDO 68 Business 3(c) uses plus TAB Parklawn Place St Marys
IDO 69 (as amended) Business 3(b) uses King and Chapel Streets St Marys
IDO 71 Business uses Sainsbury Street St Marys
IDO 75 (as amended) St Clair
IDO 81 (as amended) North St Marys
IDO 82 Business 3(c) uses plus Laundrette Bringelly Road Kingswood
IDO 83 (as amended) Mt Pleasant
IDO 85 Squash Courts Smith Street Sydney
IDO 87 (as amended) Village Shopping Centre Charles Hackett Drive St Marys
IDO 91 Business 3(c) uses Caloola Ave Kingswood
IDO 93 (as amended) Rural Lands
IDO 98 Business 3(c) uses plus Hairdressing Salon Monfarville Street St Marys
LEP 43 (as amended) Nepean Centre and Panthers
LEP 52 (as amended) South West St Clair
LEP 85 (as amended) Erskine Park
LEP 96 (as amended) Claremont Meadows
LEP 150 (as amended) Commercial various
LEP 188 (as amended) Glenmore Park
LEP 201 (Rural Lands) (as amended)
LEP 226 (as amended) Blue Mountains Eastern Escarpment
LEP 255 Exempt and Complying Development (as amended)
LEP 258 Consent for Dwelling Houses and other Development
LEP 1991 (Environmental Heritage Conservation) (as amended)
LEP 1994 (Erskine Park Employment Area) (as amended)
LEP 1996 Industrial Land (as amended)
LEP 1996 – Classification of Public Land (as amended)
LEP 1997 (Penrith City Centre) (as amended)
LEP 1998 Urban Land (as amended)
LEP 1998 (Lakes Environs) (as amended)
LEP 2002 (Villages of Mulgoa and Wallacia)
Regional Environmental Plans
REP No 9 Extractive Industry
REP No 11 Penrith Lakes Scheme
REP No 13 Mulgoa Valley
REP No 20 Hawkesbury / Nepean River (No 2 1997)
REP No 25 Orchard Hills
REP No 30 St Marys
Section 94 Plans
Claremont Meadows Release Area
Erskine Park Residential Release Area

Footpath Construction in Established Residential Areas
Glenmore Park Release Area
Kingswood Neighbourhood Centre
Library Facilities
Mt Vernon Estate
North Cranebrook Release Area
Open Space in Existing Residential Areas
Penrith City Centre Amendment 1
St Marys Town Centre
Cultural Facilities
Erskine Park Employment Area

SECTION 4 – CONTACT ARRANGEMENTS

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

Jackie Shephard
Freedom of Information Officer
PO Box 60, Penrith 2751 or

DX 8017 Penrith or
Telephone: (02) 4732 7732
Facsimile: (02) 4732 7958

E-mail: pencit@penrithcity.nsw.gov.au
Council's Office Hours are: 8.30am to 4.00pm

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

Council is required pursuant to Section 14 of the Freedom of Information Act, 1989, to publish an up-to-date summary of its affairs which:

- (a) shall identify each of the agency's policy documents; and
- (b) shall identify the most recent Statement of Affairs published under this section; and
- (c) shall specify the designation of the officer or officers to whom inquiries concerning the procedures for inspection and purchasing the agency's policy documents and Statement of Affairs should be made; and
- (d) shall specify the address or addresses at which, and the times during which, the agency's policy documents and Statements of Affairs may be inspected and purchased.

POLICY DOCUMENTS

Copies of the Council's Policy Register may be inspected by contacting the Council's Manager, Business and Administration/Public Officer, telephone 9970 1111 or attending at the Council's Offices at Unit 11, 5 Vuko Place, Warriewood, NSW, during the following business hours:

Monday – Thursday 8.00 am – 6.00 pm

Friday 8.00 am – 5.00 pm

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

STATEMENT OF AFFAIRS

Persons wishing to inspect or obtain the Council's most recent Statement of Affairs published under the provisions of the Freedom of Information Act, 1989, should contact the Council's Manager, Business and Administration/Public Officer, telephone 9970 7222 or attend the Council's offices at the address and times referred to above. Persons wishing to purchase a copy of Council's current Statement of Affairs are required to pay a fee of \$10.00 per copy.

POLICIES/DOCUMENTS**1. STATUTORY**

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

Plans of Management for community land
Policy Register
Pricing Policy (see Management Plan)
Privacy Management Plan
Revenue Policy (see Management Plan)
Section 94 Contributions Plans
State of the Environment Report

2. POLICIES ADOPTED BY PITTWATER COUNCIL

Access Driveways And Other Streetscape Infrastructure
Adequacy Of Structural Design
Adhoc Rezoning For Multi Unit Housing In Pittwater
Advertising – Private – Directional Signs Located On Public Property – Interim Policy
Aerosol Art Sites In The Pittwater Area
Agenda Papers – Procedure For Public Release
Aggregation Of Values For Rating Purposes
Amusement Devices And/or Public Stands
Angle Parking On Public Roads
Arrest Of Persons – Powers Of Council Officers
Attacks On Councillors And Staff Members – Meeting
Beach Inspector – Life Guard Service
Beach And Rockpool Management
Brothels In Pittwater
Builder's Licensing Board Agency
Builders Restoration Fee
Building Height Controls In Flood Prone Areas
Building Waste Containers – Placement On Public Roads
Bush Fire Control – Warringah/ Pittwater Bushfire District
Cargo Wharf At Church Point – Operation Regulations
Car Parking Areas – Free
Cemetery – Mona Vale (Turimetta)
Children's Services
Church Point/bayview Catchment – Interim Policy – Water Management
Circuses
Civic Design Award
Clothing Recycling Bins On Council Controlled Land – Control And Regulation
Coastal Environment Centre – Conditions Of Hire And Charges
Community Centres
Concealed Driveways And/or Mirrors
Construction Of Seawalls And Erosion Control Measures
Construction Zones
Contributions – New Kerb And Guttering – New Footway – Non Rateable Properties
Corporate Guidelines For The Calling Of And Conduct Of Public Meetings, Public Consultations And Public Forums
Development Applications – Process
Development Applications
Development Applications – Determination
Development Applications – Policies At Date Of Determination
Development Application By Councillors – Council Staff
Development Applications Previously Approved By The Elected Council – Amendment Of
Development Applications – Youth Space
Development Applications – Sepp 5 Development
Die Back Of Trees – Awareness And Prevention Program
Disability Discrimination Action Plan
Disposal Of Council Owned Plant And Equipment
Dog Control
Dog Population
Economic Policy 2001
Emergency Water Supply – Fees
Fees And Charges – Guidelines For Determining – User Pays Principles
Film Permit Policy And Conditions

Financial Assistance – Community Organisations – Guidelines
Flood Risk Management Policy For Pittwater June 2001
Food Premises
Freedom Of Collection And Access For Local Government Libraries
Golf Courses – Mona Vale And Palm Beach – Approval Of Fees
Graffiti Policy (Shoroc)
Helicopter Landings On Council Owned And Controlled Property
Horses On Private Premises
In-sink Food Waste Disposers – Ban On Installation
Interallotment Drainage Policy – Subdivisions
Interest Earned On Contributions Levied And Security Deposits Held
Interim Geotechnical Risk Management Policy For Pittwater
Investment Policy
Kerbing And Guttering Charges – Debt Recovery – Pensioners
Kimbriki Waste Disposal Depot – Free Access
Lakeside Caravan Park
Landscape Management Policy
Landscape & Vegetation Management
Land – Disposal Of Surplus
Loan Borrowing Policy – Infrastructure Replacement And Creation
Mail Outs – Exclusion Of Enclosures
Media/ Communications Policy
Mediation Policy
Mobile Phone Tower Locational Policy
Multiple Access – Special Crossings
Multiple Occupancy Breaches
Naming Of Streets And Pathways
Noise Nuisance From Building Operations
Non Compliant Development Applications
Nuclear Policy – Pittwater
Numbering Of Properties
Open Air Concerts
Opening Of Public Buildings
Parking – Issue Of Annual Permits – Waiving Of Parking Fees
Parking Arrangements – Reciprocal – Pittwater And Warringah Councils
Pittwater Festival
Pittwater Foreshore And Ocean Front Access Policy
Plaques – New Civic Buildings
Policy For The Payment Of Expenses And Provision Of Facilities To The Mayor, Deputy Mayor And Councillors
Powerboat Racing Events
Privacy And Personal Information Protection Act 1998 – Privacy Management Plan
Private Trees Threatening Council's Stormwater Lines
Private Pipeline Approvals
Prohibited Activities On Council And Public Reserves
Public Collections/appeals
Public Property Vandalism – Reward For Successful Prosecution
Public Reserves And Other Land – Resumption For Public Utilities
Public Schools – Community Access – Use Of School Playing Fields
Question Time For Residents – Council Meetings
Rate Collection And Recovery
Rates On Leased Council Property/facilities
Rebates And Accruals Of Pensioners Reates, Domestic Waste Charges And Interest
Receipts – Issue Of
Recognition Of Community Service – Awards
Redundancy & Redeployment Policy
Registration Of Contractors For Construction Of Special Crossings
Relief From Rate Increases – Hardship In First Year Of New Valuations
Requirements For The Subdivision Of Land In Sensitive Areas – Barrenjoey Peninsula & Pittwater Areas
Reserve Booking Team – Charter – Reserves Booking Policy And Rock Pool Bookings

Road Reserves – Private Use Of
Sale Of Drainage Reserves
Scotland Island – Emergency Water Supply
Setbacks To Creekline Corridor – Warriewood Valley Stage 1
Significant Tree Removals
Signs – “Caution Children Playing In The Street”
Signs – Councils Facilities
Site Inspections With Council’s Staff – Development Application Matters
Speed Restriction – Signs On Public Reserves And Car Parks
Sponsorship Policy
Sports Grounds Facilities
Sports Ground – Allocation Of Use
Storage Of Craft – Dinghies/boats
Street Furniture And Bus Shelters – Provision In Partnership With The Private Sector
Street Levels
Street Lighting Committee
Subdivision Road Works – Security Deposits And Bonds
Submission Of Draft Reports/documents To Councillors
Surf Club Buildings – Maintenance
Surf Life Saving Movement
Temporary Storage On Council Reserves
Tennis Liaison Committee
Tourism Policy – Regional Tourism Plan (Shoroc)
Traffic Control Facilities – Traffic Management – Delegation Of Powers To Council From The Roads
And Traffic Authority
Traffic Generating Development – State Environmental Planning Policy No. 11 – Delegation Of Powers
To Council From The Roads And Traffic Authority
Transport Policy – Regional (Shoroc)
Urban Stormwater – Intergrated Policy
Vehicle Access To All Roadside Development
Vertical Utility Service Connections
Volunteer Bush Regeneration – Guidelines
Watercourse Preservation
Watermanagement For Subdivision & Development Applications In Bayview/ Church Point
Catchment
Winter Education Program
Working From Home Policy

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

Port Stephens Council's Policy Register is reproduced below. Policy documents are available to interested persons. Some are free of charge while others incur a fee, depending on the nature of the document. Council's Accessing Information policy was amended in May 1998 to ensure that all members of the public receive consistent access to information on request. The policy clarifies the documentation available to the general public without the need for a Freedom of Information application and how to apply for documentation that requires a Freedom of Information application.

POLICY INDEX (As at 8 December 2003)

- 30 Year Plan
- Accessing Information
- Advertising Signs
- Aircraft Noise Exposure
- Alcohol in Parks and Reserves
- Alicetown Reserve Management Plan
- Areas Affected by Flooding and/or Inundation
- Attendance at Conferences & Seminars
- Beach Vehicle
- Best Value
- Budget Control & Authorisation
- Bus Shelters
- Bush Fire Services Policy & Code of Practice
- Business Development Funding
- Busking on Footways
- Casual Street Stalls
- Cemeteries
- Central Business Districts
- Child Protection
- Code of Conduct
- Code of Meeting Practice
- Communication Consultation Strategy
- Community & Recreation Clubs Loans
- Community and Cultural Markets
- Community Awards
- Community information and communication
- Community Services Policy
- Community Consultation
- Companion Animal Management Plan
- Competitive Neutrality
- Complaints/Requests Handling
- Contaminated Land Policy
- Contribution to works for Kerb and Gutter construction
- Control of Open Burning Policy
- Corporate Sponsorship
- Council Committee & Training Rooms
- Council Prosecutions
- Credit Control and Hardship
- Development within the Explosive Safe Zone
- Disability Access
- Disbursements of Profits
- Dog Exercise areas

Dog Noise Strategy
Drainage Construction
Electricity payment for Sporting Reserves
Electronic Mail
Employment of Apprentices/Trainees
Enforcement of Restricted Parking Areas Regulation at Newcastle Airport
Entertainment Licence Annual fee
Equal Employment Opportunity
Erosion & Sediment Control
Footway Dining Areas in Port Stephens
Footway and Cycleways
Foreshore Dinghy Storage
Freeman
Gathering Information
Hairdressing, Beauty and Skin penetration Premises – Guidelines for operation and construction.
Hunter Water standpipes
Identilites
Investment Policy
Karuah Local Area Plan
Karuah Urban Management Plan and Guidelines
LD 1 Development Guidelines– Raymond Terrace Heritage Precinct
LD10 Development Guidelines – George Street, Karuah Residential Subdivision
LD11 Development Guidelines – Wallalong Rural Residential Subdivision
LD12 Development Guidelines – Cross Street Seaham Rural Residential Subdivision
LD13 (DCP50) Development Guidelines-Fern Bay Residential Subdivision
LD14 Development Guidelines – Koala Bay Estate, Tanilba Bay
LD4 Development Guidelines – Nelson Bay Commercial Area
LD5 Development Guidelines – Heatherbrae Industrial Area
LD6 Development Guidelines – Taylors Beach Industrial Area
LD7 Development Guidelines – Richardson Road, Raymond Terrace Residential Subdivision
LD8 Development Guidelines – Medowie Rural Residential Subdivision
LD9 Development Guidelines – Medowie Central Residential Subdivision
Local Approvals Policy for the Conversion of Septic Tanks for Rainwater Storage
Local Area Plan to Reduce Greenhouse Gas Emissions in Port Stephens
Local Orders Policy Decommissioning of Septic Tanks
Media Liaison Policy
Multicultural Affairs
National Code for (A) Food Vending Vehicles and (B) Temporary Food Premises
National Food Premises Code
Nelson Bay CBD & Foreshore Parking Strategy
Nelson Bay Foreshore Masterplan
Newcastle Airport Strategic Policy
No Smoking in Council Owned or Managed Buildings
Notices of Motion
Parking Regulations at Newcastle Airport
Pecuniary Interest Policy & Procedures
Petition Policy Planning Matters to be reported to Council
Port Stephens Generic Sportsground Plan of Management
Port Stephens Urban Settlement Strategy
Port Stephens Local Environmental Plan 2000
Port Stephens Youth Council Code of Meeting practice
Privacy Management Plan
Private works
Procedures for Requests to Amendment LEP 2000
Protected Disclosures – Internal Reporting
PS1 Urban Housing and Dual Occupancy Guidelines
PS10 Building Standards and Notification Procedures for Development Applications
PS11 Controls for Site Waste Management and Minimisation
PS2 Parking and Traffic Guidelines
PS3 Subdivision Guidelines
PS4 Commercial & Industrial Development Guidelines

PS5 Home Employment Guidelines
PS6 Bed and Breakfast Establishments
PS7 Keeping of Dogs for Commercial Purposes
PS8 Guidelines for Exempt and Complying Development
PS9 Energy Smart Homes
Public Access to Records after 30 years
Purchasing policy and procedures
Raymond Terrace Local Area Plan
Reimbursement Policy for Councillors
Requests for Assistance – Legal Costs
Requests for Financial Assistance
Requisition of funds by Councillors
Restricted Funds
Road naming guidelines
Road Assessment & Maintenance
Road Safety Strategic Plan
Roadside Tributes & Memorials
Sale of Council owned property
Section 94 Plan – Karuah/Swan Bay
Section 94 Plan – Medowie
Section 94 Plan – Raymond Terrace
Section 94 Plan – Rural East
Section 94 Plan – Tilligerry Peninsula
Section 94 Plan – Tomaree Peninsula
Section 94 Plan– Fern Bay
Section 94 Plan– Western Area
Senior Citizens Clubs
Smoke free zone
Social Policy
Street Openings
Street Trading by Organisations
Subdivision Code – Engineering Practices
Supply of property information
Telecommunications
Telecommunication Facilities in Port Stephens
Temporary Structures on Footways
Tenancy Policy
Tourist directional signposting
Training & Development
Use of Organochlorides
Volunteers
Waste reduction and procurement

SECTION 2 – STATEMENT OF AFFAIRS

The Council's current Statement of Affairs was produced as part of Council's Annual Report and is dated 30 November 2003. Council's Annual Report 2002/2003 and Management Plan 2003-2006 are available free of charge.

SECTION 3 – CONTACT ARRANGEMENTS

Arrangements to obtain access to or copies of any of the Council's policy documents and Statement of Affairs or requests for access to other documents under Freedom of Information can be made by contacting:

Mr Tony Wickham
Governance Officer
Port Stephens Council
116 Adelaide Street (old Pacific Highway)
PO Box 42, RAYMOND TERRACE NSW 2324
DX21406 RAYMOND TERRACE
Tel: (02) 4980 0255 Fax: (02) 4983 1194
E-mail: council@portstephens.nsw.gov.au
Hours: 8.30am to 5.00pm, Monday to Friday

FREEDOM OF INFORMATION ACT, 1989**Section 14(1) (b) and (3)****SUMMARY OF AFFAIRS
of the
PRISTINE WATERS COUNCIL
FOI Agency No 2190****SECTION 1 • POLICY DOCUMENTS**

- Policy Register

Incorporating precedent, procedural, financial and staffing policies.

Major policies include:

- Payment of Expenses and Provision of Facilities to Councillors
 - Third Party Access to letters of Complaint and Objection to Council
 - Complaints • Dealing with by Staff
 - Public Complaints about Personnel
 - Exercise of Council's Powers and Procedural Fairness
 - Customer Service
 - Maintenance of Rural Local Roads and Schedule of Roads Maintained
 - List of Development Consent Conditions
 - Motor Vehicles – Use and Replacement
 - Provision of Information to and Interaction between Elected Members and staff
 - Internal Reporting Policy
- Delegations of Authority Register
 - Annual Reports
 - Minute Book of Meetings of Council and its Committees
 - Code of Conduct
 - Code of Meeting Practice
 - Annual Financial Statements of Accounts
 - Auditor's Reports
 - Returns of the Interests of Councillors, Designated Persons and Delegates
 - Register of Disclosures of Interest
 - Schedule of Fees and Charges
 - Management Plan (including Annual Estimates of Income and Expenditure)
 - Equal Employment Opportunity Management Plan
 - State of the Environment Reports
 - Council Section 355 Management Committee Guidelines
 - Organisation Structure
 - Emergency Management Plan
 - Privacy Management Plan and Procedures
 - Plans of Management for Community Lands
 - Building application/approval records
 - Building Certificate Records
 - Disputes Policy – ES 1
 - Community Consult Policy – ES2
 - Development application/approval records
 - Development Control Plan – Development Application Notification Policy
 - Development Control Plan – Subdivision Control policy
 - DCP 1 – Engineering Standards for Subdivisions & Development
 - DCP 2 – Public Notification of Development Applications
 - DCP 3 – Development Standards for Subdivisions
 - DCP 4 – Building Over or Near Sewer Lines
 - DCP 5 – Frost Control Fans
 - DCP 6 – Orara Downs/Kremnos and Omega Drive 1(h) Horticultural Land
 - DCP 7 – Draft Sedimentation and Erosion Development (Draft)
 - Nymboida Shire Local Environmental Plan, 1986
 - Nymboida Shire Development Control Plans, No's 1, 3, and 4

- Nymboida Shire Section 94 Contributions Plans
- Land Register
- Investments Register
- Ulmarra Shire Code of Practice for the Protection of Buildings from Subterranean Termites
- Ulmarra Shire Contribution Plans
- Ulmarra Shire Development Control Plan No. 5 – Horticultural Subdivisions
- Ulmarra Shire Development Control Plan No. 9 – Environmental Control of Rural Small-holding Development at Glenreagh
- Ulmarra Shire Development Control Plan No. 10 – Building Lines
- Ulmarra Shire Development Control Plan No. 11 – Development in Rural Areas, Dinjerra Road
- Ulmarra Shire Development Control Plan No. 12 – Bed & Breakfast Establishments
- Ulmarra Shire Development Control Plan No. 13 – Guide to Building over or Near Sewers
- Ulmarra Shire Development Control Plan No. 14 – Woolli Beach Development Control Plan
- Ulmarra Shire Development Control Plan No. 15 – Orara Downs/Kremnos 1 (h) Horticultural Land
- Ulmarra Shire Development Control Plan No.16 – Development Adjoining the Ulmarra Riverbank
- Ulmarra Shire Estuarine Water Quality Strategy
- Ulmarra Shire Food Premises Construction Code
- Ulmarra Shire Interim Height Policy
- Ulmarra Shire Lifestyle Planning Award Accreditation Scheme
- Ulmarra Shire Local Orders Policy
- Ulmarra Shire On-site Sewage Management Strategy
- Ulmarra Shire Plans of Management – Council Owned Land
- Ulmarra Shire Road Safety Strategic Plan 1997-2001
- Ulmarra Shire Roads: Maintenance of Non-maintainable Roads
- Ulmarra Shire Section 94 Contribution Plans
- Ulmarra Shire Septic Tank Waste Disposal Systems
- Ulmarra Shire Sugar Cane Farming
- Ulmarra Shire Termite Protection and Organochlorine Pesticides
- Ulmarra Shire Tree Preservation Order
- Ulmarra Shire Village Hazard Reduction
- Ulmarra Shire Advertising Signs and Structures
- Ulmarra Shire Local Environmental Plan 1992

SECTION 2 – STATEMENT OF AFFAIRS

Council has prepared a Statement of Affairs as at 30th June, 2003. Inspection or purchase of the Statement can be arranged through Council's Public Officer.

SECTION 3 – CONTACT ARRANGEMENTS

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

Public Officer – (Mr P J Rose)
Pristine Waters Council
PO Box 51, SOUTH GRAFTON NSW 2460
Telephone: (02) 66 41 7200
Fax: (02) 66 41 7371
Email: council@pristinewaters.nsw.gov.au
Office Hours: 8.45am to 4.30pm

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

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

A complete copy of the Policy Register and Index to Policies is available at the Council's Office at 253 Crawford Street, Queanbeyan.

SECTION 2 – STATEMENT OF AFFAIRS

The Queanbeyan City Council's most recent Statement of Affairs was published in its Annual Report 2003.

SECTION 3 – ACCESS ARRANGEMENTS

Details of the procedures for inspecting and purchasing the Council's policy documents are available from the Public Officer at 253 Crawford Street, Queanbeyan, telephone (02) 6298 0247.

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

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

FREEDOM OF INFORMATION ACT, 1989

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

SUMMARY OF AFFAIRS of the RANDWICK CITY COUNCIL

SECTION 1 – POLICY REGISTER DOCUMENTS

PART 1

1.0 COUNCIL MATTERS, MAYOR, COUNCILLORS AND STAFF.

1.01 COUNCIL MATTERS.

- 1.01.01 Procedure for Making New Policies.
- 1.01.01A Procedure for Review of Policies.
- 1.01.02 Council and Committee Meetings – Standing Orders and Arrangements. (Code of Meeting Practice)
- 1.01.03 Legal Matters – Solicitors.
- 1.01.04 Community Service Awards.
- 1.01.05 Nuclear Free Zone – City Of Randwick.
- 1.01.06 Botany Bay – Dredging.
- 1.01.07 Kingsford-Smith Airport & Second Sydney Airport Site.
- 1.01.08 Eastern Suburbs Railway – Extension.
- 1.01.11 Council in Recess – Procedure.
- 1.01.12 Delegation of Authority – Health, Building and Planning Committee.
- 1.01.13 Common Seal – Procedure for Affixing.
- 1.01.15A Delegation of Authority – Works Committee.
- 17.17.17 Delegation of Authority – Community Services Committee.
- 17.17.18 Delegation of Authority – Civic Affairs Committee (Recipients of community & civic awards only).
- 17.17.19 Delegation of Authority – Administration & Finance Committee.

1.02 MAYOR.

- 1.02.01A Delegation of Authority – Mayor.
- 1.02.02 Delegation of Authority – Mayor and General Manager Jointly.
- 1.02.03 Public Statements to the Press – Council Spokesman.
- 1.02.04 Sister Cities – Distribution of Funds to Mayor and Councillors during Visits.

1.03 COUNCILLORS.

- 1.03.01 Electoral Roll – Provision to Councillors.
- 1.03.04 Annual Estimates – Submission of Draft Estimates to Councillors.
- 1.03.05 Information Required by Council Member.
- 1.03.06 Newspaper Publications by Councillors.
- 1.03.10 Councillors' Expenses and Provision of Facilities.
- 1.03.11 Code of Conduct – Councillors

1.04 MAYOR, COUNCILLORS AND STAFF.

- 1.04.01 Code of Conduct Guidelines.
- 1.04.03 Code of Councillor Practice.
- 1.01.04 Internal Reporting System.
- 1.01.05 Provision of Information to and Interaction Between Councillors & Staff.

PART 2

2.0 GENERAL MANAGER'S OFFICE.

- 2.01.02 Response – Written Enquires/Request from Public.
- 2.01.04 Delegation of Authority – General Manager & Staff.
- 2.01.06 Council and Committee Meetings – Authority to vary dates and times.

PART 3**3.0 GOVERNANCE, MANAGEMENT & INFORMATION SERVICES****3.01 GENERAL ADMINISTRATION.**

- 3.01.01 Public Collections/Appeals.
- 3.01.02 Staff Social Club.
- 3.01.03 Records Disposal Schedule.
- 3.01.05 Proclamation As A City and Restructuring of Departments – Administrative Arrangements.
- 3.01.07 Local Ethnic Affairs Policy Statement.
- 3.01.08 Document and Correspondence Administration.
- 3.01.09 Local Government Act, 1993 – Administrative Arrangements.
- 3.01.10 Acknowledgement of Incoming Correspondence.
- 3.01.11 Guidelines for the Engagement and use of Consultants.
- 3.01.12 Open Access to Objection and Support Letters – Local Approval Applications and Development Applications.
- 3.01.13 Purchasing
- 3.01.14 Tendering

3.02 FINANCE.

- 3.02.01 Equipment Acquisition.
- 3.02.02 Donations and Expenditure under Section 504; Subsidies under Sections 298(2), 358 and 364.
- 3.02.03 Council Contracts with Companies.
- 3.02.04 Reserve – Employees Leave Entitlements.
- 3.02.05 Petty Cash Limit.
- 3.02.06 Rates – Pensioners Accruing Rates and Charges.
- 3.02.07 Investments – Surplus Cash
- 3.02.08 Bank Guarantees
- 3.02.09 Sponsorship Principles.
- 3.02.10 Funding Source – Non-Budgeted Expenditure

3.03 PROPERTY.

- 3.03.01 Randwick Town Hall – Hire.
- 3.03.02 Council Buildings – Solar Energy.
- 3.03.03 Use of Council Chamber and Meeting Rooms, etc.

3.04 PERSONNEL.

- 3.04.01 Provision of Vehicles for Senior Officers.
- 3.04.02 Private Use of Council Vehicles.
- 3.04.05 Flexible Working Hours Scheme.
- 3.04.24 Corporate Credit Cards – Non-issue of.
- 3.04.25 Letters of Commendation to staff after 15 Years' Service.
- 3.04.26 Attendance of Staff at Conferences & Seminars.
- 3.04.27 Staff Code of Conduct.

3.05 COMMUNITY SERVICES.

- 3.05.01 Accessible Environment for Disabled People.
- 3.05.03 Ethnic Policy and Migrant Services.
- 3.05.04 Group Use of Library and Community Services Bus.

PART 4**4.0 ASSET & INFRASTRUCTURE SERVICES****4.02 PLANT AND VEHICLES.**

- 4.02.01 Motor Vehicle Fleet – Replacement.

4.03 PERSONNEL

- 4.03.01 Safety Boots.
- 4.03.02 Protective Clothing, Headwear and Sunscreens.

4.04 PUBLIC RESERVES AND PLACES.

- 4.04.01 Encroachments – Public Places and Reserves.
- 4.04.02 Bonfires and Fireworks – Council Land.

- 4.04.03 Use for Circuses.
- 4.04.04 Control of Recreational Vehicles.
- 4.04.05 Bus Seats at Bus Stops
- 4.04.06 Clothing Bins and Other Non-Council Collection Services on Public Land Under Council's Control.
- 4.4.07 Smoking in the Public Place
- 4.05 PUBLIC BEACHES.
 - 4.05.01 Closure of Beaches.
 - 4.05.02 Vending on Beaches.
- 4.07 WORKS.
 - 4.07.01 Construction of Crossings and Re-instatements.
 - 4.07.02 Crossings and Entrances – Contributions.
 - 4.07.03 Kerbing and Guttering – Replacement of Stone Constructions.
 - 4.07.04 Street Lights – Shading.
 - 4.07.05 Tree Preservation Order and Protection of Trees.
 - 4.07.06 Tree Policy.
 - 4.07.07 Sewerage/Stormwater Drain Blockage Policy
 - 4.07.08 Tree Shrouding Policy
- 4.08 DEVELOPMENT APPROVALS.
 - 4.08.01 Private Stormwater Code.
 - 4.08.02 Development Application Conditions.

PART 5

5.0 ENVIRONMENTAL SERVICES

- 5.01 GENERAL MATTERS.
 - 5.01.04 Street Address Numbering and Re-Numbering
- 5.02 HEALTH MATTERS.
 - 5.02.01 Food Premises Code.
 - 5.02.03 Collection of Trade Waste from Community Service Organisations.
 - 5.02.04 Garbage Collection – Not in Approved Containers.
 - 5.02.06 Code for Keeping of Pigeons.
 - 5.02.07 Variations in Licensed Trading Hours.
- 5.03 BUILDING MATTERS.
 - 5.03.16 Code for Construction and Use of Food Vending Vehicles.
 - 5.03.17 Code for Construction and Use of Temporary Food Premises.
 - 5.03.22 Local Approvals Policy.

PART 6

6.0 PLANNING AND ENVIRONMENT

- 6.01.02 Development Consents – General Conditions of Approval.
- 6.01.03A Multi-unit Housing – Interim Arrangements – Assessment of Applications.
- 6.01.04 Amusement Centres.
- 6.01.10 Balcony Enclosures on Residential Flat Buildings.
- 6.01.11 Conservation in Struggletown.
- 6.01.12 Development Control Plan No. 20 – Restaurants on Public Road Footpaths, Airspace above Roads and Public Land.
- 6.01.15 Development Control Plan No. 6 – Frenchman's Road, Kemmis Street & Clovelly Road Shopping Centre.
- 6.01.17 Development Control Plan No. 8 – Military Road and Bunnerong Roads, Matraville (Oil Refinery Site).
- 6.01.20 Development Control Plan No. 11 – 3-21 Wolseley Road, Coogee.
- 6.01.21 Plan of Management No. 1 – Glebe Gully.
- 6.01.22 Subdivision Code
- 6.01.23 Heritage Development.
- 6.01.24 Development Consents – Time Limit.
- 6.01.25 Development Assessment Committee.

- 6.01.26 City Council Housing Policy.
- 6.01.27 Development Control Plan – Parking.
- 6.01.28 Development Control Plan – Randwick Junction Business Centre.
- 6.01.29 Contaminated Land.
- 6.01.30 Development Control Plan – Eastern Suburbs Memorial Park.
- 6.01.31 Development Control Plan – Maroubra Beach Commercial Precinct.
- 6.01.32 Development Control Plan – Multi Unit Housing.
- 6.01.33 Development Control Plan – Dwelling Houses & Attached Dual Occupancies.
- 6.01.34 Environmental
- 6.01.35 Development Control Plan – Exempt & Complying Development.
- 6.01.36 Development Control Plan – Backpacker Accommodation.
- 6.01.37 Rainwater Tanks.

PART 7

7.0 LIBRARY SERVICES.

- 7.01.02 Membership.
- 7.01.03 Opening Hours.
- 7.01.04 Loans.
- 7.01.05 Fees and Charges.
- 7.01.06 Literacy and the Library.
- 7.01.07 Reservations/Inter Library Loans.
- 7.01.08 Randwick Branch Library – Hire of Meeting Room.
- 7.01.09 Bowen Library – Hire of Vonnie Young Auditorium.
- 7.01.10 Facsimile Transmissions – Access To.
- 7.01.11 Microcomputers – Public Use.
- 7.01.12 Photocopiers – Public Use.
- 7.01.13 Typewriter – Public Use.
- 7.01.14 Photographs – Reproduction.
- 7.01.15 Library Internet Access

SECTION 2 – ADMINISTRATIVE REGISTERS AND DOCUMENTATION

- State of the Environment Report.
- Financial Statements.
- Management Plan (incl. Pricing Policy, Revenue Policy).
- Minutes of Committee Meetings and Business Papers.
- Minutes of Council Meetings and Business Papers.
- Policy Register.
- Local Government Records General Disposal Authority 4.
- Local Government Records General Disposal Authority 10.
- Complaints Management Policy.
- Annual Report.
- Auditors' Report.
- Rolls of Electors.
- Disclosures Register (Councillors & Staff).
- Investments Register.
- Social Plan.
- Privacy Management Plan

SECTION 3 – ASSET AND INFRASTRUCTURE SERVICES DOCUMENTS

- Coastal Walkway Brochure.
- Kingsford Commercial Centre Townscape Masterplan.
- Randwick Local Disaster Plan (DISPLAN).
- Private Stormwater Code.
- Civil Design and Development Code.
- Randwick Street Tree Master Plan 2002
- Landscape Furniture and Finishes Manual.
- Tree Preservation Order 1999.
- Noxious Weeds Guide.

- Landscape Code (draft – not yet adopted – will be a DCP).
- Coogee Beach and Foreshore Draft Plan of Management 1997.
- Gordon's Bay Plan of Management 1994.
- Malabar Beach and Foreshore Plan of Management 1995.
- Malabar Headland Draft Plan of Management 1990.
- Maroubra Beach Plan of Management Overview 1996.
- Clovelly Bay Draft Plan of Management 2001.
- Heffron Park Plan of Management & Masterplan.
- Pioneers Park Plan of Management 1992.
- South Coogee Coastal Reserves Plan of Management 1987.
- Latham Park Plan of Management 1985.
- Glebe Gully Plan of Management 1985.
- City Open Space and Recreation Plans of Management (COSRPOM) 1996. Incorporating Strategic Plan and 8 Generic Plans of Management, Regional Parks, District Parks, Neighbourhood Parks, Pocket Parks, Civic Parks, Beach and Coastal Reserves, Remnant Bushland and Road Side Reserves.
- La Perouse Historic Plan of Management.
- Gordon's Bay and Clovelly Bay Stormwater Management Plan 1996.
- Investigation of Water Pollution Treatment Works at Coogee, Maroubra and Malabar Beaches 1996.
- Randwick City Council Recreation Facility Management and Development Plan 1998:
- Heffron Park Swimming Centre
- Heffron Park Tennis Complex
- Clovelly Seabreeze Kiosk Heritage Significance Assessment 1998.
- Urban Design Study of Randwick & The Spot Shopping Centres 1994.
- Randwick City Council Bicycle Plan 1998.
- Maroubra Beach & Environs Master Plan 1998.
- Frenchman's Bay Draft Plan of Management 2002.
- Malabar Beach & Foreshore Landfill Remediation & Rehabilitation – Environmental Site Characterisation Final 2002.

SECTION 4 – PLANNING AND ENVIRONMENT DOCUMENTS

(a) Development Control Plans

- DCP No. 6 Land bounded by Kemmis St, Frenchman's Rd & Clovelly Rd, Randwick.
- DCP No. 8 Military Road & Bunnerong Road, Matraville.
- DCP No.11 3-21 Wolseley Road.
- DCP No.13 Bunnerong Power Station, Matraville.
- DCP No.15 Maroubra Junction Commercial Centre.
- DCP No.16 Kingsford Commercial Centre.
- DCP No.18 Randwick Bus Depot, Cnr King & Dangar Streets, Randwick.
- DCP No.19 Matraville Town Centre.
- DCP No.20 Restaurants on Public Road Footways, Airspace Above Roads & Public Land.
- DCP No.21 Amusement Centres.
- DCP No.22 The Spot & Surrounds.
- DCP Outdoor Advertising.
- DCP Backpacker Accommodation.
- DCP Dwelling Houses & Attached Dual Occupancies.
- DCP Eastern Suburbs Memorial Park.
- DCP Kensington Town Centre 2002.
- DCP Exempt and Complying Development.
- DCP Maroubra Beach Commercial Precinct.
- DCP Multi-Unit Housing.
- DCP Parking.
- DCP Randwick Junction.
- DCP Defence Site Bundock & Avoca Streets Randwick.
- DCP Public Notification of Development Proposals & Council Plans.
- Draft DCP West Kensington Heritage Conservation Area.
- Draft DCP North Randwick Heritage Conservation Area.
- Draft DCP Maroubra Town Junction Centre.
- Draft DCP Prince Henry Hospital Site.

(b) Local Environmental Plans

- Randwick LEP 1998 (and Amendments).

(c) Other Planning & Building Documents

- Building Certification Services Information Sheet.
- Building Certificate Register.
- Building Application/Approval Register.
- Construction Certificate Register.
- Complying Development Certificate Register.
- Local Approvals Register.
- Construction Certificate & Principal Certifying Authority Information Sheets.
- Randwick Development Application Guide.
- Principal Certifying Authority Agreement.
- Fire Safety & Essential Services Information Sheets.
- Housing Strategy.
- Integrated Development Information Sheet.
- Local Approvals Information Sheet.
- Maroubra Beach Urban Design Planning Strategy.
- Randwick City Council Section 94 Contributions Plan (1999).
- Randwick Housing Affordability & Access Study.
- Register of Development Applications.
- Register of Subdivision Certificates.
- Register of Strata Subdivision Applications.
- Sediment & Erosion Control Information Sheet.
- Bill Posters Information Sheet.
- Rezoning Land Information Sheet.
- Design Review Panel Information Sheet.
- Randwick LEP 1998 Information Sheet.
- Acid Sulfate Soils Information Sheet.
- Heritage Information Sheet.
- Sydney Airport Planning & Noise Impacts Information Sheet.

SECTION 5 – COMMUNITY & LIBRARY DOCUMENTS

- Children's Services Pamphlet
- Social Plan
- Guides to Library Services (Various Categories).
- Resource Lists (Various Categories).
- Ephemera (Various Categories).
- Multicultural Advisory Committee Brochure.
- Home Maintenance & Modification Service Brochure.
- Home & Community Care Services Brochure.

SECTION 6 – STATEMENT OF AFFAIRS

The most recent annual Statement of Affairs of the Randwick City Council was published effective 30th June, 2003, and is available at a cost of \$5.00. Copies of the Statement of Affairs are available for perusal at all Council Libraries listed at the bottom of this page and also at:-

Government Publications Librarian
The State Library of N.S.W
Macquarie Street
Sydney NSW 2000

Serial Processing Unit
National Library of Australia
Canberra ACT 2600

Premier's Department Library
Level 15
Governor Macquarie Tower
1 Farrer Place
Sydney NSW 2000

The Librarian
Parliament of NSW
Macquarie Street
Sydney NSW 2000

SECTION 7 – CONTACT ARRANGEMENTS

Many of the documents listed in this Statement of Affairs are readily available at the Council's Office and Libraries as detailed below. However, should the particular item being sought not be available through these avenues, members of the public are invited to contact the Freedom of Information Officer who will arrange for them to be supplied.

The Freedom of Information Officer is available during normal business hours of 8.30 a.m. to 5.00 p.m. and, to avoid any inconvenience, contact should first be made by telephone prior to a personal visit.

Administrative Centre (FOI Officer)
30 Frances Street
RANDWICK NSW 2031
Telephone: 9399.0999
Facsimile: 9319.1510

Randwick Branch Library
Royal Randwick Shopping Centre
Belmore Road (Cnr Short Street)
RANDWICK NSW 2031
Telephone: 9399.6966
Facsimile: 9399.7358

Bowen Library
669-673 Anzac Parade
MAROUBRA NSW 2035
Telephone: 9314.4888
Facsimile: 9314.4780

Matraville Branch Library
1203 Anzac Parade
MALABAR NSW 2036
Telephone: 9661 6192
Facsimile: 9661 6863

FREEDOM OF INFORMATION ACT 1989
Section 14(1)(b) and (3)
SUMMARY OF AFFAIRS
of the
RICHMOND RIVER COUNTY COUNCIL
Floodplain Management

SECTION 1 – POLICY DOCUMENTS:

- Code of Conduct
- Code of Meeting Practice
- Delegations of Authority
- Equal Employment Opportunity
- Expenses and Facilities
- General Policy Register
- Management Plan incorporating:
 - 3-Year Forward Plan
 - Revenue Policy
- Minutes of Council Meetings
- Occupational Health and Safety Policy
- Organisational Structure
- Policy Register

Other Documentation:

- Annual Report
- Annual Financial Reports
- Auditor's Report
- Business Papers

SECTION 2 – STATEMENT OF AFFAIRS

Council's Statement of Affairs can be inspected at Council's office during normal business hours – 8.30 a.m. to 5.00 p.m.

SECTION 3 – CONTACT ARRANGEMENTS:

Any enquiries concerning Council's activities should be directed to:

Mr Paul Muldoon
General Manager
Richmond River County Council
218-232 Molesworth Street
(PO Box 230)
LISMORE NSW 2480

Telephone: (02) 6621 8314
Fax: (02) 6622 1181
Email: floodplain@rrcc.nsw.gov.au

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

SECTION 1 – POLICY DOCUMENTS:

- Code of Conduct
- Code of Meeting Practice
- Consultative Committee
- Delegations of Authority
- Equal Employment Opportunity Management Plan
- Expenses and Facilities
- General Policy Register
- Management Plan
- Minutes of Council Meetings
- Occupational Health & Safety Policy
- Occupational Health and Safety Rehabilitation Policy
- Organisational Structure
- Privacy Management Plan
- Register of Investments
- Returns of the Interest of Councillors and Designated Persons
- Safety Management Plan
- Strategic Business Plan
- Water Pricing

OTHER DOCUMENTATION:

- Annual Financial Reports
- Annual Report
- Auditor's Report
- Business Papers

SECTION 1 – STATEMENT OF AFFAIRS:

Council's Statements of Affairs can be inspected at Council's office during normal office hours – 8.30 am to 4.00 pm.

SECTION 1 – CONTACT ARRANGEMENTS:

Any enquiries concerning Council's activities should be directed to:

Mr. Gerald Pieper
General Manager
Riverina Water County Council
91 Hammond Avenue
(PO Box 456)
WAGGA WAGGA NSW 2650
Telephone: (02) 6922 0608
Fax: (02) 6921 2241
Email: admin@rwcc.com.au

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

Subject to the Freedom of Information Act, 1989 Council holds Policy Documents and Codes for the following issues which may be accessed.

- Access to Council Records Policy
- Advertising signs codes
- Annual Report
- Building Application/ Approval Records
- Building Certificate Records
- Business Papers
- Code of Conduct
- Code of Meeting Practice
- Conflict of Interest Policy
- Dealing With Council Information Policy
- Delegations Policies
- Demolition Code
- Development Application/Construction Certificate Consent Records
- Development Control Plans
- Industrial Code (15)
- Urban Consolidation (16)
- Brighton Town Centre (18)
- Residential Flat Buildings (20)
- Dual Occupancy (21)
- Requirements for Access (28)
- Outdoor Advertising (29)
- Requirements for Child Care Centres (31)
- Villa & Townhouse Development (34)
- Residential Flat Building (35)
- Brothel Development (36)
- Dual Occupancy & Granny Flat Development (39)
- Housing for Elderly with Disability (40)
- Boarding Houses, Hostels & Group Homes (42)
- Bexley Infants School (44)
- Amusement Centres (46)
- Community Consultation in Development Decisions (50)
- Goods and Signs on Public Places (52)
- Construction site Waste Management & Minimisation (53)
- Single Unit Dwelling Code (56)
- Exempt & Complying Development (57)
- Arncliffe & Banksia Town Centres (58)
- Amendments to Residential Controls (Ventilation requirements to DCP 34, 35 & 39) (60)
- Amendments to Residential Controls (61)
- Crime Prevention Through Environmental Design (67)
- Development Control Plans – Site specific Nos 1 – 6, 8 – 14, 17, 19, 22, 24, 27, 30, 32, 33, 37, 38, 41, 43, 45, 47 – 49, 54 – 55, 59, 63, & 65
- Disaster Plans
- Fire
- Toxic
- Fence Code
- Financial Management Plan
- Fraud Awareness Policy
- Local Approvals Policies

- Local Approvals Policy No 1 – Demolition and Erection of Buildings
- Local Approvals Policy No 2 – Installation of Domestic Solid Fuel
- Local Approvals Policy No 3 – For the Placement of Building Waste Containers
- Local Environment Plan 2000
- Local Orders Policies
- Local Orders Policy No 1 – Administrative Provisions
- Local Orders Policy No 2 – Keeping of Animals
- Local Orders Policy No 3 – Food Hygiene
- Management Plan
- Minutes of Committee Meetings
- Minutes of Council Meetings
- Payment of Expenses and Provision of Facilities for Councillors Policy
- Plans of Management for Community Classified Land
- Beach Street Precinct Kogarah
- Small Parks and Playgrounds
- Slade Road Reserve
- Bexley Park
- Stan Moses Field and Scott Park
- Gardiner Park
- Arncliffe Park
- Plan of Management for Community Land
- Bardwell Valley
- Rockdale Wetlands and Recreation Management Strategy
- Cook Park
- Brighton Memorial Playing Fields
- The Strand
- Gilchrist Park
- Westbourne Street Reserve
- Amendments to Community Land Plan of Management
- Kyeemagh Boat Ramp Reserve
- Ray Oxford Reserve
- Lusty Street Neighbourhood Park
- Policy and Procedures Register (all other policies)
- Pool & Spa Code
- Privacy Management Plan
- Protected Disclosures Policy
- Purchasing Practices and Procedures
- Residential Sub Division Code
- Rockdale Planning Scheme Ordinance
- Schedule of Fees & Charges
- Section 94 Contribution Policies
- State of the Environment Report
- Statement of Waste Minimisation and Recycling
- Tree Preservation Orders

SECTION 2 – STATEMENT OF AFFAIRS

Persons wishing to inspect or obtain Council's "Statement of Affairs" should contact or attend Council's offices referred in Section 3.

SECTION 3 – CONTACT ARRANGEMENTS

Members of the public seeking access to Rockdale Council Policy Documents and Codes are invited to make initial contact with John Logue, Council's Director – Corporate Development who can arrange for copies of documents to be made available at the office below. Please note, some Policies and Codes are available for viewing online at Council's website www.rockdale.nsw.gov.au

Inquiries can be made during normal business hours 8.30 a.m. to 4.00 p.m. Contact by telephone should be made prior to a personal visit.

John Logue
Rockdale City Council
Administration Building
2 Bryant Street
ROCKDALE NSW 2216

Telephone: (02) 9562 1666
Facsimile: (02) 9562 1777
Email jlogue@rockdale.nsw.gov.au

or mail to:

John Logue
Rockdale City Council
PO Box 21
ROCKDALE NSW 2216

It should be noted that Application Forms for requests for access under the Freedom of Information Act (1989) to other documents held by Rockdale City Council are available from the Customer Service Centre or on Council's website www.rockdale.nsw.gov.au Please submit applications to the above address, accompanied by the applicable fee of \$30.00.

FREEDOM OF INFORMATION ACT 1989**Section 14(1)(b) and (3)****SUMMARY OF AFFAIRS
of the
ROUS WATER
Regional Water Supply Authority****SECTION 1 – POLICY DOCUMENTS:**

- Code of Conduct
- Code of Meeting Practice
- Competitive Neutrality Policy
- Classification of Council Land
- Delegations of Authority
- Employment Related Codes:
- Code of Staff Conduct
- Equal Employment Opportunity Management Plan
- Equal Employment Opportunity Policy
- Grievance Resolution Policy and Procedure
- Job Regrading/Reclassification
- Performance Management and Development
- Expenses and Facilities
- Management Plan incorporating:
- 3-Year Forward Plan
- Revenue Policy
- Pricing Policy
- Minutes of Council Meetings
- Occupational Health and Safety Policy
- Organisational Structure
- Policy Register
- Privacy Management Plan
- Regional Water Supply Strategy
- Regional Water Demand Strategy
- Rocky Creek Dam:
- Logging in Catchment
- Recreational Activities

Other documentation:

- Annual Report
- Annual Financial Reports
- Auditors' Report
- Business Papers
- Disclosures Register
- Land Register
- Private Use of Council Vehicles Policy
- Water Cycle Management Review

SECTION 2 – STATEMENT OF AFFAIRS

Rous Water's Statement of Affairs can be inspected at the administration office during normal business hours – 8.30 a.m. to 5.00 p.m.

SECTION 3 – CONTACT ARRANGEMENTS:

Any enquiries concerning Rous Water's activities should be directed to:

Mr Paul Muldoon
General Manager

SECTION 3 – CONTACT ARRANGEMENTS:

Any enquiries concerning Rous Water's activities should be directed to:

Mr Paul Muldoon
General Manager
Rous Water
218-232 Molesworth Street
(PO Box 230)
LISMORE NSW 2480
Telephone: (02) 6621 8055
Fax: (02) 6622 1181
email: water@rouswater.nsw.gov.au

FREEDOM OF INFORMATION ACT 1989**Section 14 (1)(b) and (3)****SUMMARY OF AFFAIRS****of****CITY OF RYDE****(F.O.I. Agency No. 2203)****SECTION 1 – POLICY DOCUMENTS****CIVIC SERVICES**

Access and Equity Policy
Annual Report 2002/2003
Business Papers/Minutes of Committee & Council Meetings
Code of Conduct
Code of Good Governance
Community Arts Policy
Community Buildings Strategy
Community Services Customer Complaints Policy
Competitive Neutrality Complaints Policy
Confidential Information Protocol for Councillors and Staff
Disability Discrimination Act Action Plan
Delegations Register
Disclosures Register for Councillors & Senior Staff
Guidelines for the Management of Ryde Library and Information Services resources on loan to Home
Library Service Institutional Members
Language Aide Policy
Management Plan 2003/2006
Media Policy
Multi-Purpose Use of Council Meeting Facilities Policy
Plain English Policy
Policy on Payment of Expenses & Provision of Facilities for Mayor & other Councillors
Protected Disclosures Information Booklet
Register of Pecuniary Interests
Ryde Community Grants Program – Guidelines & Application Form (CDSE)
Ryde/Hunters Hill Home Modification and Maintenance Service – Policy and Practice Manual
Ryde Library and Information Services Membership Conditions
Ryde Library and Information Services Toys at North Ryde Branch Library
Social Plan 2000
Sponsorship Policy
Vacation Care Program – Staff Information and Procedures Manual
Volunteers Policy

ENVIRONMENTAL PLANNING

A New Development Approvals System for Everyone
Bed & Breakfasts – Establishment Guidelines
Building Application/Approval Records – only upon request
Building Certificate Records
Contaminated Land: Planning Guidelines for Contaminated Land

ENVIRONMENTAL PLANNING (cont)

Development Application/Approval Records – only upon request
Development Control Plan Register
Development Control Plans
Development Criteria: Section 1 – Driveways
Section 3 – Title Encumbrances
Section 4 – Public Civil Works
Exempt and Complying Development in Ryde – Draft Policy

Food Stalls: Requirements for One Day Temporary Food Stalls
Footpath Activity Policy
Garbage & Recycling: Standard Requirements for the Construction of Garbage & Recycling Cart Storage Areas for Residential Buildings
Having Your Say – What happens to your comments on LDA's
Having Your Say – Having Your Say at the Committee
Integrated Development
Legionnaires' Disease: NSW Code of Practice for the Control of Legionnaires Disease
Local Environmental Plans Register
Local Environmental Plans
National Code for the Construction and Fitout of Food Premises
National Code for Food Vending Vehicles and Temporary Food Stalls
North Ryde Industrial Area
Pre-lodgement – Information Package
Residential Development Strategy 1996 – Improving Housing Choice & Housing Opportunities
Ryde Planning Scheme Ordinance
Development Contribution Plan
State of the Environment Report
Telecommunications Facilities – Draft Policy
Waste Containers: Conditions for Temporary Placement of Waste Container or Skip on Footpath

PUBLIC WORKS & SERVICES

Conditions of Use of Grounds & Amenities
Conditions for Road Closures/Street Parties
Guidelines for the Submission of a Tree Preservation Application
Information on Gutter and Footway Crossings for Vehicular Access to Normal Single Residences
Information Relating to Special Purpose Signs
Recycling & Waste Guide
Register of Plans of Management for Parks
Ryde Local Disaster Plan
Subdivisional Road Requirements
Temporary Access through Public Reserves & Parks
Tree Preservation Order & Tree Management Policy
Waste Services Booklet

CORPORATE SERVICES

Audited Financial Statements of Account for the year ended 30 June 2003
Conditions of Employment Policies
Employee Relations Policies
Equity & Diversity Policies
Induction Policies
Information Technology Policies
Investment Register
Land Register
Occupational Health & Safety Policies
Organisational Development Policies
Resourcing Policies
Remuneration & Benefits Policies

SECTION 2 – STATEMENT OF AFFAIRS

City of Ryde's most recent Statement of Affairs is dated June 2003.

SECTION 3 – CONTACT ARRANGEMENTS

Requests for access to and copies of policy documents should be directed to the Customer Service Centre at the Civic Centre, 1 Devlin Street, Ryde between the hours of 8.30am and 4.30pm weekdays (telephone: 9952 8222, fax: 9952 8070, e-mail: cityofryde@ryde.nsw.gov.au, web-site: www.ryde.nsw.gov.au). Requests for access to other documents under the Freedom of Information Act should be directed to: The Freedom of Information Officer, City of Ryde, First Floor, Ryde Civic Centre, 1 Devlin Street, Ryde 2112 between the hours of 8.30am and 4.30pm weekdays (telephone: 9952 8222, fax: 9952 8070 and e-mail: cityofryde@ryde.nsw.gov.au).

NOTE: Access to these documents is also provided subject to the provisions of the Privacy and Personal Information Protection Act, 1998.

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

SECTION 1 – DOCUMENTS

A POLICY & PROCEDURES MANUAL INDEX FOR 2003

- 01 Commercial Activities
- 02 Community Relations
 - 02.24 Sponsorships
 - 02.24.01 Approval Basis
- 03 Community Services
- 04 Corporate Management
 - 04.15 Procedures
 - 04.15.01 Signing Forms and Correspondence
 - 04.15.02 Delegations of Authority
 - 04.15.03 Communication Devices
 - 04.15.04 Acceptable Use of Internet and Email

COUNCIL

- Administration
 - Family Day Care joint Partnership
 - Hunter McLoughlin Memorial Citizenship Award
 - Making of Public Announcements
 - Payment of Councillors Fees
 - Delegations of Authority Register
- Complaints
 - Customer Service – Register of Complaints
 - Customer Service – Works Request
 - Competitive Neutrality Complaints
- Conduct
 - Declaration of Interest
 - Investigation of Complaints by ICAC, DLG, ACCC, Ombudsman
 - Incidental Use of Council Equipment
- Meetings
 - Business Paper Presentation
 - Closed Meetings
 - Questions Without Notice

COUNCIL MANAGED ASSETS/PROPERTIES

- Aerodrome
 - Landing Fees
 - Charges and Fees – Exemptions
 - Permanency of Scone Aerodrome
- Plant
 - Replacement Programme
 - Motor Vehicle Private Use
 - Use of Motor Vehicles
 - Utilisation of Corporate Cards
- Roads
 - Bridges – Weight Limits
 - Public Gates and Grids
 - Resumptions
 - Obstruction to Footpath & Roads
 - Dust Seal Criteria

- Sporting Grounds and Parks
 - Responsibility for Payment of Fees
 - Casual Use Charge
 - Jefferson Park St Andrews Street Reserve
 - Booking of Sporting Facilities Casual Use
 - Passive Recreation Parks Restrictions to Use
- Water Supply
 - Connection to Rural Properties
 - Taking of Private Water Supply Samples
 - Single Service Connection
- Housing
 - Housing
 - Installation of Equipment
 - Distribution of Responsibility
- 05 Council Properties
- 06 Customer Service
- 07 Development & Building Controls
- 08 Economic Development
- 09 Emergency Services
- 10 Energy Supply & Telecommunications
- 11 Environmental Management
- 12 Financial Management
 - 12.04 Banking
 - 12.04.02.01 Cash Books/Sheets – Visitor Information Centre
 - 12.17 Procedures
 - 12.17.01 Hire of Community Halls & Meeting Rooms
 - 12.22 Sponsorships
 - 12.22.01 Donations
- Cash Receipting
 - Access to Council Money/Keys
 - Cashiers Shortages/Overs
 - Receipt Book Register
- Creditors
 - Payment of Goods & Services
 - Warrant
- Debtors
 - Billing Complaints
 - Deferred Payments
 - Debt Recovery – Outstanding Rates, Water & Sundry Debtor Charges
 - Kerb & Gutter Accounts
 - Recognition of Income Grant
- Investments
 - Investments
- Petty Cash
 - Imprest Cash Handling
- Rates
 - Signing Section 603 Certificates
- 13 Governance
 - 13.06 Councillors
 - 13.06.01.01 Benefits – Payment of Expenses & Provision of Facilities
 - 13.06.02 Code of Conduct
 - 13.06.03 Code of Meeting Practice
- 14 Government Relations
- 15 Grants & Subsidies
- 16 Information Management
 - 16.12 Procedures
 - 16.12.01 Email Mailbox Storage
 - Records Management

- Freedom of Information
- Anonymous Letters
- Legal Documents
- Handling Correspondence
- Personnel Records
- Inwards Mail
- 17 Information Technology
 - Information Services Use as a Strategic Resource
- 18 Land Use & Planning
 - 18.05 Planning
 - 18.05.06.01 Management Plans – Scone Golf Course
 - 18.05.06.02 Management Plans – Jefferson Park
 - 18.05.06.03 Management Plans – Bill Rose Sports Complex
- 19 Laws & Enforcement
 - 19.12 Policy
 - 19.12.06 Fundraising in Kelly Street and Environs
 - 19.17 Standards
 - 17.19.01 Animal Control
- 20 Legal Services
 - Appointment of Solicitors
 - Joint Transactions
- 21 Parks & Reserves
- 22 Personnel
 - Leave
 - Australian Defence Force
 - Retirement
 - Civil Emergencies Leave
 - Loans/Financial Assistance
 - Corporate Uniforms – Office Staff
 - Internet Access
 - Pay
 - Clearance Final Pay
 - Expenses
 - Payment of Bonus
 - Payroll Payments
 - Removal Expenses
 - Rental Subsidy & Council Residences
 - Salary Review
 - Tax File Number Security
 - Use of Skills – Remuneration
 - Recruitment/Appointment
 - Description Guidelines
 - Pre Employment Medical
 - Appointment on Merit
 - Type of Employment Contract
 - Computers for Senior Staff
 - Staffing Request and Recommendation for Appointment
 - Appointment Resources
 - Alcohol and Other Drugs
 - Equal Employment Opportunity (EEO)
 - Training/Conferences
 - Training Courses – Reporting
 - Training & Development
 - Travel & Accommodation Expenses
- 22.07 Employment Conditions
 - 22.07.01 Allowances
 - 22.07.01.04 Interest free loan for Information Technology Equipment

- 22.07.01.05 Issue of Materials to Employee
- 22.07.01.06 Motor Vehicle Private Use
- 22.07.01.07 Sole Staff and Interrupted Meal Breaks
- 22.07.03 Code of Conduct
- 22.07.03.01 Secondary Employment
- 22.07.08 Hours of Work
- 22.07.08.01 Rostered Days Off (RDO) Roster
- 22.07.08.02 Rostered Days Off RDO
- 22.07.08.03 Time in Lieu
- 22.07.14 Competency
- 22.07.14 Competency Assessment
- 22.13 Leave
- 22.13.01 Annual and Long Service Leave
- 22.13.07 Leave without Pay
- 22.17 Occupational Health & Safety
- 22.17.06.01 Health Promotion – Alcohol & other Drugs
- 22.19 Performance Appraisal
- 22.19.01 Development and Performance Review
- 22.23 Recruitment
- 22.23.07.01 Process Chart – Casual Field Officer Technical Services

23 Plant Equipment & Stores

24 Public Health

PURCHASING

- Tender System Control
- Stock Discrepancies
- Sales Tax Exemption
- Requisition, Ordering, Receipt, Issue & Return of all Goods & Services
- Procedure: Requisition, Ordering, Receipt, Issue, Return and Payment of all Goods & Services
- Materials Acquisition and Control Obsolete Slow Moving or Scrap Material
- Competitive Tendering for Council Services
- Buy Local

25 Rates & Valuations

26 Recreation & Cultural Services

REGULATIONS

- Regulations
 - Abandoned Shopping Trolleys
- Animal Control
 - Circus & Captive Animals
 - Animals where Tethered
 - Establishment of Pound
 - Reimbursement Fees & Charges
 - Limit Number of Dogs
- Building Control
 - Erection of Fences, Screen Walls & Courtyard Walls
 - Fire Safety in Existing Buildings
 - Disposal Methods Asbestos Waste
 - Adjoining Owners Notification
 - Application to Erect Building
 - Alignments
 - Builders Hoardings
 - Building over Sewer Mains
 - Maintenance Fire Safety in Buildings
 - Occupation/Use of Moveable Dwellings
 - Resited Dwellings
 - Sanitary Services
 - Approvals
 - Advertising Signs – A Frame

Relocated Dwellings

Development

- Flood Control – Interim Policy
- Restrictions as to user Aberdeen Valley View Estate
- Erection of Hay Sheds
- Code for Development of Land in Industrial Area
- Code for the Erection of Residential Flat Buildings
- Code for the Provision of Off Street Parking
- Development Control Plan – Kelly St
- One Off Functions
- Refund Fees
- Attached Dwellings
- Fees for Dwelling Houses
- Land Filling of
- Cut & Fill Guidelines
- Site Inspections & Deputations to Environmental Services Committee
- Easement/Right of Way Access
- Code for Display of Advertising Structures
- Conduct of Bed & Breakfast Establishments
- Access Policy
- Development Control Satur IV Residential Subdivision

Health

- Food Recall
- Code for Construction & Operation Hair Dressing, Beauty & Skin Penetration Premises
- Alcohol Free Zone

Licences

- Street Entertainment Approvals
- Night Time Open Air Entertainment

Swimming Pools

- Private Pool Inspections

27 Risk Management

- 27.03 Policy
- 27.03.01 Gathering Information
- 27.07 Risk Assessment
- 27.07.02 Corruption Prevention
- 27.07.02.01 Corruption, Maladministration, Serious & Substantial Waste
- 27.07.02.02 Bribes, Gifts and Benefits
- 27.07.06 Public Liability
- 27.07.06.01 Paths roads Signs maintenance and Inspection

SAFETY

- Armed Hold Up
- Bomb Threat Procedure
- Incident Report
- Emergency Evacuation Office Premises
- OH&S
- Rehabilitation Policy
- Smoke Free Areas
- Smoking

28 Roads

29 Sewerage & Drainage

30 Traffic & Transport

31 Waste Management

32 Water Supply

SECTION 2 – STATEMENT OF AFFAIRS

A copy of Council's Statement of Affairs prepared in June 2003 is available for inspection.

SECTION 3 – CONTACT ARRANGEMENTS

Documents may be inspected at Council's Administration Office during the hours of 8.30am to 4.30pm each day, excluding Public Holidays.

The public may be able to access documents by mail, telephone or in person, subject to the requirements relating to personal information contained in the PPIPA, Council's Privacy Management Plan and the relevant Privacy Codes of Practice.

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

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

- by – Mail The General Manager
Scone Shire Council
PO Box 208
SCONE NSW 2337
- Facsimile (02) 6545 2671
- Email council@scone.nsw.gov.au

Council has a pre-printed application form to assist applicants in this process.

Before applications are considered, the appropriate fee must be paid.

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

SECTION 1 – POLICY DOCUMENTS

- 1.1 Annual Reports
- 1.2 Community Directory
- 1.3 Community/Social Plan 2002
- 1.4 Council Minutes.
- 1.5 Council's Policy Register.
- 1.6 Pecuniary Interest Returns of Councillors and Designated Officers
- 1.7 Guidelines and Policies Relating to the Subdivision of Land
- 1.8 Local Environment Plan (Available for purchase at \$60.00 per copy)
- 1.9 Management Plan for the Financial Year Ending 30th June, 2004
- 1.10 Organisation Chart
- 1.11 Privacy Management Plan for Local Government – Adopted 21/9/00
- 1.12 Roadside Management Guide 2002
- 1.13 Road Network Review
- 1.14 State of the Environment Report – September 2003

SECTION 2 – STATEMENT OF AFFAIRS

The Statement of Affairs of the Severn Council was publicly advertised during May, 2003 and is incorporated into Council's Management Plan for the financial year ending 30th June, 2004

SECTION 3 – CONTACT ARRANGEMENTS

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

The General Manager or The Public Officer
Severn Council
P.O. Box 447
GLEN INNES N.S.W. 2370

Phone (02) 6732 5555
Fax (02) 6732 3634

The above officers can be contacted between the hours of 9:00 am to 5:00 pm Monday to Friday

FREEDOM OF INFORMATION ACT, 1989**Section 14 (1B) and (3)****SUMMARY OF AFFAIRS
of
SHOALHAVEN CITY COUNCIL
FoI Agency No. 2208**

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

SECTION 1 – POLICY DOCUMENTS**A**

Aboriginal Land Claims

Abseiling And Rockclimbing

Acceptance Of Tenders

- Reports To Council

Accessible Living

- Checklist Of Development Requirements
- Design Guidelines

Advertising – Outdoor

- Guidelines Berry Town Centre – Footpath Cafe And Display Requirements (Amendments To – Development Control Plan No. 49)

Advertising Signs

- Policy
- Real Estate – Signs/structures In The City – Control And Approval

Advertising Signs

- Sporting Fields And Public Reserves

Advertising

- Annual Newspaper Supplements
- Local Newspapers

Aged Persons

- Accommodation – Establishment

Animal Control

- Dogs – Council Caravan Parks/public Beaches
- Dogs – Prohibition Specific Beaches And Areas
- Dogs – Prosecutions

Anzac Day Services

- Wreath Laying Ceremonies

B

Beaches

- Motor Vehicle Access

Boundary Fence And Courtyard Wall Code

- Single Dwellings

Building Code

- Minimum Building Requirements

Building Height And Amenity

- Residential Areas – Policy To Control

Building Line

- Penguin Head Road, Culburra

Buildings

- Fire Prone Areas

- Flinders Estate – Zincalume Roofs
- Floor Heights
- Garages On Vacant Allotments Of Land
- Setbacks – Tasman Park Estate
- Storm Water Drainage Control – ‘Slab On Ground’ Construction
- Use Of Reflective Building Materials – Coastal And Rural Areas
- Water Supply – Use Of Water Tanks

Burial Grounds

- Private

Bus Shelter Sheds

- Sites

Bush Fire

- Equipment
- Hazard Reduction Council Land
- Sheds
- Volunteers – Council

Business Papers

- Draft Estimates – Availability To Press

C

Camping Areas – Council

- Dog Control Council Caravan Parks And Beaches
- Dog Control – Caravan Parks And Camping Areas

Car Park

- Construction

Cemeteries, Crematorium And Memorial Garden

- Policy

Cemeteries

- Purchase Of Sites

Civic Functions

- Special Presentations

Code Of Conduct

- Councillors And Staff

Community Consultation

- For Subdivision, Development And Building Applications And The Formulation Of Development
- Guidelines And Policies

Community Consultative Body

- Recognition Of Community Committees
- Recognition Of Progress Associations

Complaints Management

- Protected Disclosures Act, 1995

Consultants

- Employment Of

Council Committees

- Deputations – Policy And Planning Committee
- Election Of Chairman

Council Decisions

- Advice Procedure

Council Meetings

- Addendum Reports
- Code Of Meeting Practice
- Pecuniary Interest Staff – Preparation Of Reports

Council Members

- Declaration Of Pecuniary Interest

- Mayoral Vehicle
- Payment Of Expenses And Provision Of Facilities
- Recognition Of Service
- Request For Information

Council Owned Premises

- Rental Review

Cross Connection And Backflow Prevention

Culburra Beach

- Development Control Plan No. 48 (Amendment No. 1)

Cyclists

- Provision For

D

Delegation Of Authority

- Urgent Matters – Mayor, Chairman Of Standing Committees And General Manager

Development And Building Applications

- Fees – Waiving Of – Community And Charitable
- Organisations

Development Applications

- Carparking Contribution – Corner Blocks
- Determination – Draft Development Control Plans And Draft Policies
- Dog Kennels – Calynea Street Nowra
- Dwellings On Flood Plains
- Erection Of Two-storey Buildings – Lake Conjola
- Funeral Parlours And Crematories
- Industrial Premises – Retailing Space
- Retail Activity Emerys Road
- Trial Waiving Of Fees – Section 102 Of The Ep & A Act

Development Control Plans

- Integral Energy
- Land Owners Advice

Development

- Built Environment
- Coastal Areas
- Energy – Efficient Use Of
- Floodways And Flood Liable Land (Rural)
- Floodways And Flood Liable Land (Urban)
- Guidelines For Dealing With Unauthorised Uses
- Hazardous Industries
- Highways And Arterial Roads
- Housing Residential Zones
- Land Retention – Canada Street, Cunjurong Point
- Main Centre Strategy
- Natural Hazards – Other Than Flooding Or Bushfire
- New Development Areas
- Non-urban Main Road Development
- Nowra Cbd Strategy And Future Car Parking Requirements
- Nuclear Industries And Activities
- Public Utilities – Electricity
- Public Utilities – Water And Sewerage
- Section 94 Contributions – Water And Sewerage Headwork Charges
- Tourism
- Tourist Accommodation Design – Permanent Occupation
- Urban Expansion Cambewarra Village
- Urban Expansion Culburra – Sewage Buffer Zone
- Villages

Donations

- Charitable Organisations

- Cultural
- Hire Fees – Council-owned Facilities
- Illawarra Academy Of Sport
- Sporting Persons
- Under Section 356 Of The Local Government Act, 1993

Drainage Easements

- Maintenance Of Watercourses

Driveway Access

- Private Properties

E

Effluent Removal

- Pump Out Services

Environmental Protection

- Construction Sites

F

Fair Trading – Consideration Of

- Involving The Dedication Of Land For Major Infrastructure Projects

Fences

- Erection – Private Swimming Pools And Spas

Festivals

- Council Support

Film And Video Production

Financial Information

- Request For By Council Members

Fire Hydrants

- Provision – Rural Areas

Flag Protocol

- Australian Aboriginal Flag

Flood Policy

- Flood Levels
- Interim – Caravan Parks On Flood Prone Land
- Interim – General Conditions For The Whole City And Specific Areas

Food Premises

- General Standards For Construction And Alteration And Requirements In Connection With Installation Of Equipment And Appliances
- Mobile Stalls Vehicles And Temporary Premises

Foreshore Areas

- Residential Development – Development Control Plan No. 62

G

Garage Sales

H

Hacc Centres

- Future Direction (Community Welfare)

Halls

- Use And Hire Of Halls And Facilities For – Commercial Sale Of Goods

Heritage – Environmental

- Conservation Incentives

Heritage – Study

- Kangaroo Valley

Home Catering

- Commercial

I

Industrial Development

- Public Relation Courtesies

K

Kerb And Guttering

- Charges Applicable
- Cycleway Footpath – Charges Applicable

L

Lakes, Rivers And Other Waterways

- Water Quality

Land Acquisition

- Advice To Owners

Liquor Licence Policy

- Application Re Extension Of Hours

M

Management Committees

- Delegation Of Powers
- Playing Fields Subsidies

Markets

- Operation Of

N

Noxious Weed

- Control And Eradication
- Control In Lakes And Ponds Within Parks

O

Occupational Health And Safety

- Policy

Official Openings

- Invitations To Members Of Parliament

P

Paper

- Unbleached And Recycled

Planning Instruments And Policies

- Social And Community Considerations

Plant And Equipment

- Minor, Lost Items
- Worn Out Loose Tools And Appliances – Distribution

Plant Hire

- Truck Hire

Plant Replacement

- Plant Replacement Reserve

Pollution

- Contaminated Land – Prescribed Former Land – Use (Potentially Contaminate Land)

Prosecutions

- Advance Publicity

Public Address System

- Council Chambers

Public Amenities

- Construction Standard

Public Reserves

- Hire Of Pleasurecraft – Assignment Of Lease
- Hire Of Pleasurecraft
- Improvements By Adjacent Owners
- Waiving Of Fees (Fund Raising Purposes)

- Waiving Of Fees (No Profit Expected From Event)

Purchasing

- Locally

R

Ratepayer Financing

- Kerb, Gutter And Footpath Construction

Rates And Other Monies

- Delegation Of Authority To Write Off

Rates

- Overdue Interest Rate
- Pensioner Interest Charges
- Water Rates – Rural Properties

Recreation Facilities

- Playground Equipment – Construction And Replacement

Regional Services Corridor

- North Nowra – Bomaderry

Rehabilitation

- Policy And Procedures

Reserve Naming

- Procedure

Rezoning

- Bomaderry
- Procedures For Requests

Road And Street Naming

- Bomaderry Area
- Naming City Of Shoalhaven
- Crown Roads And Private Roads

Road Closures

- Temporary

Road Sealing

- Contributions

Roads

- Unmade In Town Or Village Areas
- Design Standards

Rural Water Supply

- Policy

S

Secondhand Dwellings

- Relocation Of

Section 64 Headworks Charges

- Deferment Policy

Section 94 Contributions

- Allocation Of Funds
- Contribution Rates – Passive Open Space
- Water And Sewerage Headwork Charges

Security Grills And Grates

- Arcades And Shopfronts – Nowra Cbd

Sepp No. 1 Applications

- Woollamia Road, Woollamia

Septic Tank Clean-out Charges

- Prepayment

Services

- Public Utility – Provision Within Footpaths
- Sewerage
- Connection Of Properties To Council’s System
 - Effluent Reuse On Sporting Fields
 - Extensions
 - Schemes – Energy Conservation
- Sewers
- Building Over
- Shoalhaven Tourism Board
- Guidelines
- Signs
- Illuminated Street Names – Identilites
 - Industrial Estates
 - Monolith – Guidelines
 - Reserves – Policy Direction
 - Standard Street And Suburb
 - Tourism – Highway And Fingerboard
- Smoking
- City Administrative Building And Ulladulla Branch Office
 - Holiday Haven Caravan Parks, Council Reception Areas And Amenities Buildings
- Sporting Facilities
- Sports Tourism – Upgrading
- Sports Fields
- Usage
- Staff
- Gratuities Upon Retirement
 - Leave – Special Military
 - Private Practice
- Staff Uniforms
- Council Employees
 - Customer Service Unit
- Standpipes
- Water Usage – Fees
- Streetscape
- Guidelines – Berry
- Subdivision Applications
- Consultation With Fco
 - Schedule Report To Development Committee
- Subdivisions
- Bugong Fire Trail Area
 - Concessional Allotments – Anef Zones
 - Concessional Allotments – Parish Bugong And Illaroo
 - Controls In Scenic Areas
 - Development And Conservation Principles – Termeil Draft Lep Lp 123
 - Electricity Supply
 - Public Reserve Contributions
 - Rural Development – Leebold Hill Road, Parish Of Cambewarra
 - Rural Development – Nebraska Estate (Dp 9699), St Georges Basin
 - Rural Land
 - Rural Zone – Small Lot – Heritage Estate Jervis Bay
 - Sewerage And Water Reticulation
 - Sewerage Works Contribution
 - Tasman Park Estate – Provision Of Services
 - Tasman Park

- Uncompleted Works And Services
- Urban Expansion Culburra – Environmental Supervision
- Water Supply – Payment For Water Services
- Workers Dwellings – Use Of Sepp No. 1

Swimming Pools

- Unsupervised

T

Temporary Movable Dwellings

- Stds/residential Areas/aged Or Disabled Persons

Termite Protection

- Policy

Tomerong Bypass

- Access To

Trade Waste

- Liquid – Discharge To Council’s Sewer

Tree Planting

- School Grounds

Tree Preservation

W

Waste Disposal Charges

- ‘No Charge’ Day

Water Accounts Recovery

- Installation Of Flow Restrictors

Water Charges

- Writing Off

Water Supply By Agreement

- Levels Of Services

Water Supply

- Pipes And Fittings – New Buildings

Weight And Length Restrictions

- Kangaroo Valley Road

Wharves And Jetties

SECTION 2 – STATEMENT OF AFFAIRS

The Freedom of Information Act 1989 requires the production of a Statement of Affairs by 30 June of each year. Copies are available free of charge from the Information Officer.

SECTION 3 – CONTACT ARRANGEMENTS

Access to Shoalhaven City Council’s policy documents can be arranged through the Information Officer during office hours. Contact by telephone should be made prior to making a personal visit.

For further information contact:

Information Officer
Telephone (02) 4429 3366
City Administrative Centre
Bridge Road
NOWRA NSW 2541

Correspondence should be addressed to:-

The General Manager
Shoalhaven City Council
Post Office Box 42
NOWRA NSW 2541

FREEDOM OF INFORMATION ACT 1989**Section 14(1)(b) and (3)****SUMMARY OF AFFAIRS
Of The
SINGLETON SHIRE COUNCIL****SECTION 1 – POLICY DOCUMENTS**

Advertising
Appointment of External Auditor
Award Consultative Committee
Bankers
Bush Fire
Child Protection
Code of Meeting Practice
Communication – Mobile Phones
Competitive Neutrality Complaints
Council Meetings
Debts Written Off
Development & Environmental Services
Disclosure of Interest
Economic Development
Emergency Management
Expenses Reimbursement
Finance – Budget Objectives
Fire Hazard Reduction
Flooding
Freedom of Information
Garbage Service
Halls
Industrial Allowance
Internal Reporting
Jerry's Plains Village Study
Land Sales
Library
Mayoral Allowance
Meeting Notification Policy
Occupational Health & Safety
Planning
Provision of Information to & Interaction between Councillors and Staff
Rating
Roads
Sales Tax
Sanitary Depot
Sick & Carers Leave
Singleton Sports Council
Social Infrastructure Funds
Statutory / Non Statutory Notifications
Subdivision (Sewer)
Swimming Pool (50M)
Townhouses and Flats
Water Supply Services
Works Activities Commercialisation
Animals
Australia Day
Award Restructuring
Buildings
Caravans

Code of Conduct
Commercialisation
Community Facilities
Corporate Structure
Councillors
Delegations of Authority
Disaster Plan
Dog Policy
Electricity Supply to Rural Subdivisions
Environmental Penalty Notices
Fences
Financial Management
Fire Zone
Footpaths
Fringe Benefits Tax
Glennies Creek (Lake St Clair)
Harassment Free Workplace
Insurance
Investment of Council Funds
Job Sharing
Legal Services
Long Service Leave
Meeting Dates
Notification Requirements
Parks
Plant
Public Officer
River – Extraction of Materials
Rural Lands Study
Saleyards
Sewers/Sewerage
Singleton Amateur Swimming Club
Smoke Free Policies
Staff Matters
Street Ticket Selling Approvals
Swim and Fitness Centre
Tenders
Town Planning
Works Policy (Union)

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

Name: Margaret Wyatt (Corporate Records Manager) or
Allen Black (Executive Officer)

Address: Singleton Shire Council
PO Box 314
SINGLETON NSW 2330

Telephone: 02 6578 7224 or 02 6578 7221
Facsimile: 02 6572 4197

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

SECTION 1 – POLICY DOCUMENTS:

Policy Manual incorporating:

Program Policies

Above-ground Water Tanks (Urban Areas)
Additional Meter Readings
Annual Performance Review
Boundary Fences
Carparking – Dwelling Houses
Cemeteries
Commercial Properties
Communicable Diseases – Employees
Community Facilities Management
Community Participation & Consultation
Complaints Handling
Control of Vegetation Encroaching on Council’s Structures in Waterways
Councillors – Payment of Expenses and Provision of Facilities
Council’s Role as a sponsor of Community Services
Council’s Role as a provider of Community Services
Counselling – Resolution of Day-to-Day Performance Issues
Courtesy Grading
Customer Service Training
Debt Policy
Deceased Estates (Rural)
Designated persons
Development Applications
Disciplinary Procedures
Dogs
Donations – Granting of Financial Assistance
Drug and Alcohol
Employee Assistance Program
Employment of Casual Staff
Employment of Temporary Staff
Engagement of Contractors
First Aid
Geographic Names
Grievance Procedures
Guidelines for the Use of Contractors
Internet Usage
Investments
Leave Without Pay
Legal Advice and Representation
Living on site whilst building a dwelling house
Loan Repayment Ratio Levels
Manual Handling
Media Policy
Minutes of Council and Committee meetings
Motor Vehicles – Private Use Light Vehicle Fleet
Occupational Health & Safety
Occupational Rehabilitation

Opening of Tenders
Orientation and Induction Program
Plant Hygiene
Plant Replacement
Protected Disclosures Act
Provision of Public Toilet Facilities
Range and level of Community Services & Facilities
Recruitment and Selection
Risk Management – Approvals to conduct activity on Council or Public lands
Rural Smallholding Development
Rural Water Supply Assessment
Salary System
Sewerage Billing and Charging Policy
Signing of Council and Committee Minutes
Signs
Skin Care and Clothing Policy
Software Code of Conduct
Special Leave for Military Service
Street Trading and Vending
Study Assistance
Tourism – Council's Role
Trade Practices Act
Trade Waste Service
Training Policy
Use of Penalty Notices for Offences under Noxious Weeds Act 1993
Variation of Covenant
Water Billing and Charging Policy
Water Conservation and Management
Youth Employment

Codes of Practice -

Meeting Procedures
Code of Conduct

Human Resource Manual -

Exit Interview
Probationary Guidelines for new employees
Communicable Diseases – Employees
Salary System
Training Plan
Recruitment and Selection
Harassment in the Workplace

Bonding of Works and Services
Access Roads for Rural Development including subdivision
Guidelines for Management Committees
Guidelines for Purchase and Sale of Motor Vehicles and Plant
Motor Vehicle Lease Agreement and Fleet Management Conditions
Protected Disclosures Act – Model Internal Reporting Policy
Trade Practices Act – Its Application and its effect on Council Activities
Complaints Handling
Guidelines for Advisory Committees
Delegations

Management Plan incorporating -

Summary Information – Organisation structure
Working Documents
Statement of Revenue Policy and Fees and Charges
Budget

Financial Statements and Auditor's Reports

Local Environmental Plans
 Bush Fire Services Management Plan
 Social Plan

Development Control Plans – Adopted

- A1 – Introduction to the Development Control Plan
- A2 – Schedule of Amendments
- A3 – Activities in Public Places
- B1 – Building Construction Standards
- B2 – Bed and Breakfast Accommodation
- C1 – Off-Street Carparking
- C2 – Construction Certificates
- C3 – Contaminated Land
- C4 – Complying Development
- C6 – Cobbin Estate – Stages 1 and 2
- D1 – Definitions
- D2 – Development Applications
- D3 – Dividing Fences Act 1991
- D4 – Dual Occupancy in Rural Residential Areas
- E1 – Energy Conservation
- E2 – Erosion and Sediment Control
- E3 – Exempt Development
- F1 – Food Premises – Construction and Fitout
- F2 – Food Handling and Hygiene/Temporary Food Premises
- F3 – Flood Liable Land
- H1 – High Country Estates – Stages 1 and 2
- H2 – Holiday Dwellings
- I1 – Integrated Approvals
- I2 – Industrial Development
- L1 – Local Government Act Approvals
- L2 – Landscaping
- N1 – Notification of Development Applications
- O1 – On-Farm Tourist Accommodation
- P1 – Planning Focus Meetings
- R1 – Residential Development
- R3 – Revegetation Works
- S1 – State Environmental Planning Policy No. 1 – Rural
- S2 – Sewage Management
- S3 – Street Vending
- S4 – State Environment Planning Policy No 1 – General
- S5 – Subdivisions
- T1 – Tree Lopping and Removal – Urban Areas
- T3 – Temporary Occupation of Land

Snowy River Disaster Plan
 Snowy Mountains Airport Aerodrome Emergency Plan
 Minutes of Council and Committee meetings
 State of the Environment Report
 Annual Report – Section 428

SECTION 2 – STATEMENT OF AFFAIRS

The Statement of Affairs was last published in June 2003

SECTION 3 – CONTACT ARRANGEMENTS

Enquiries to the Freedom of Information Officer, 2 Myack Street (PO Box 143), Berridale NSW 2628 or (02) 6450 5195. Business Hours are 8.00am to 4.30pm weekdays.

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

SECTION 1 – POLICY DOCUMENTS

Administration

Code Of Conduct
Financial Assistance – Travel Interstate Or Overseas
Privacy Management Plan
Review Of Night Works

Building

Administration
Certification
Damage Deposits
Encroachment Of Buildings Or Balconies On The Public Way
And/or Adjoining Properties
Notification
Structural Certification
Temporary Landscaping
Working Hours

Cleaning

Aerosol Art & Graffiti
Local Approvals Policy For Commercial Waste
New Domestic Waste Collection
Recycled Paper – Council Offices
Recycling Bins – Major Events
Recycling Containers
Recycling Service
Waste Containers

Committees

Joint Consultative Committee – Endorsement Of New Constitution

Community Facilities

Activity Clubs– After Hours Use
Child Care Centre – Late Collection Of Children
Joseph Sargent Centre, Erskineville – Future Directions For
Erskineville Children’s Program

Community Services

Access For People With Disabilities
Art In Sight
Community Consultation Program
Community Register
Housing Needs Study 2002
Language Aide Service
Local Ethnic Affairs
Multiculturalism, Reconciliation & Tolerance
Special Events – Control Of Expenditure & Special Events –
Financial/operational Plans

Councillors

Mayoral Columns

Council

Catering And Function Services – Supply And Delivery (Period 1 July 2003 To 30 June 2006)
Code Of Meeting Practice
Recess Periods – Authority Of Mayor

Development

Administration
Community Information
Contributions
Notification
Predevelopment Applications
Retailing Ancillary To Manufacturing
Temporary Landscaping
Working Hours

Donations

Community Grants
Community Grants – Requests Outside Program
Erskineville Town Hall
Free Use – Halls
Free Use – Neighbourhood Watch
Landscape Materials – School Donations
Provision Of Funds

Finance

Investments
Refund Of Fees

Fire

Fire Safety
Upgrade Boarding Houses
Upgrade Places Of Public Entertainment
Upgrade Residential Flat Buildings

Goods & Equipment

Ssroc – Joint Purchasing

Health

Companion Animals Management Plan
Dance Parties Guidelines
Food Premises Construction & Fitout
Local Food
Issing Of Dangerous Dog Orders
Local Food
Local Orders Policy
Nsw Coastal Policy
Nuclear Free-zone
Places Of Shared Accommodation
Stormwater Certification
Stormwater – Development Sites Over 50,000 Sq.m.
Stormwater Discharge From Private Property
Stormwater Drainage & Pollution
Stormwater Policy – The Muck Stops Here
Stormwater Pollution Control Code
Waste Reduction And Procurement
Waste Conservation Policy Statement

Insurances

Community Activities Options For Liability Cover

Leasing

Assignment Of Property Leases
Execution Of Documents
Management Practice
Renewal Of Leases Of Unnecessary Roads And Laneways
Stratum Lease Areas Above Or Below Roads And Laneways
Street Trading
Subsidised Accommodation (Housing Policy)
Subsidised Accomodation Grants – Community Grants

Legal

Child Protection
Conduct Money – Subpoenas
Recovery Of Minor Costs

Licencing

Decks And Platforms On The Public Way
Footway – Rental Rebate Guidelines
Footway Licencing For Restaurants
Footway Restaurant Licenses – Amendment – Regent/redfern Street, Redfern – Areas Policy

Manual Of Standard Procedure

E-mail
Reports To Be Submitted To Committees And Council – New Format

Mayor And Councillor

Conferences
Inspection And Photocopying Of Files & Documents
Mayoral Allowances
Payment Of Expenses And Provision Of Facilities

Parking

Resident Permits
Restriction On Concession At Victoria Park Zetland

Parks

Memorials Plaques
Victoria Park Plan Of Management

Personnel

Advertising Of Vacant Positions With Benefits
Aids
Alcohol/drugs In The Workplace
Appointment Based On Merit
Apprentices
Blood Donors
Clothing
Communication
Compassionate Leave
Counselling And Disciplinary Policy
Eligibility Lists
Employees Assistance Program
Equal Employment Opportunity
Excessive Sick/family Leave
Executive Health And Fitness Program
Gratuities
Job Evaluation
Managing Surplus Employees
Occupational Health And Safety
Occupational Health, Safety & Rehabilitation
Payment Of Accumulated Sick Leave Entitlements
Pecuniary Interest Returns

Personnel & Procedure Manual
Rehabilitation
Safety
Salaried And Waged Staff Award
salary Maintenance
Salary Sacrifice
Smoke Free Work Environment
Staff Development Program
Staff Education Assistance Scheme
Staff Recognition Program
Sun Protection
Teams – Establishment
Training – Armed Forces
Transfer Of Long Service Leave
Unpaid Work Experience Guidelines
Wages Staff Grievances – Award Restructuring
Workbased Childcare

Planning

Access Provisions
Art In Public Places
Development Consent In Darlinghurst Road, Kings Cross
Development Control Plans
Energy Efficiency
Green Square – Memorandum Of Understanding
Green Square Social Planning Framework
Heritage Items – Demolition
Heritage Conservation
Homelessness Strategy
Housing Policy
Interim Awning, Verandah And Balcony Policy
Landscape Code
Lane Widening
Lapse Of Consents
Local Approvals
Local Orders Policy & Development Control Plan For Orders
Parking – Dcp 11
Rainwater Tanks
Redfern Centre – Improvement Plan (Draft)
Section 94 Contributions Plan
Section 123 Lodgement Of Surety
Separation Of Zonings
Sex Industry Policy
Solar Hot Water Systems
Spruiking Activities In Kings Cross – Possible Controls
Sydney Cricket Ground & Showground
Sydney Regional Coastal Management Strategy
Urban Design – Tourist Accommodation Provisions

Plant & Assets

External Hire
Large Vehicles And Plant – Replacement
Purchase

Properties

Banning Of Racist Organisations
Protection Of Public Land
Proposed Sale Of Vacant Land
Council – Sale Of Property
Council – Valuation Panel
Hirings – Town Halls – Other Venues – Proposed New Fees & Charges

Proposed Property Management Strategy And Application For Rent Reduction In Respect Of Shopfront
Premises In Oxford Street, Darlinghurst
Subsidised Accomodation Review
Use By Political Parties/groups Or Politicians

Public Relations

Community Newsletter
Corporate Identity
Council Logo
Council Style Manual
Flag Poles – Flying Of Banners
Freedom Of Information
Limits On Service & Communication
Refugee Welcome Zone
Refugee Welcome Zone Banners
Sale Of Publications
Sydney Water Corporation Every Drop Counts Water Conservation Programme

Purchasing

Ethical Procurement Procedures

Rates

Applicable Date For Change Of Category Adjustments
Categorisation Of Land
Deferment For Eligible Pensioners
Guidelines For Change Of Category

Signs

Banner Poles – Hiring
Local Directional
Naming Of Roads
Redfern Area – Advertising
Telephone Cabinets – Advertising

Streets

Electricity – Installation Of Substations
Electricity – Undergrounding Of Mains
Footpath Gardens
Footpaths – Installation Bollards
Footpaths – Placing Of Advertising, Displays And Other Obstructions
Footpaths – Unauthorised Waste Containers
Furniture – Jc Decaux Bus Shelter Small Promotional Panels
Installation – Heritage Public Phone Cabinets
Kerbside Islands
Mill And Resheet Works Program – Night Works – Wilson Street, Newtown
Proposed Closure And Sale Or Lease Of Laneways And Sale Of
Council Land
Roads Subject To Road Widening Orders – Lease And Sale
Sydney Electricity – Opening Of Public Way On “Classified Roads”

Traffic

Safety Mirrors
Speed Limit On Local Roads
Traffic/parking Controls – Public Consulation
Wire Rope Safety Barriers
Wombat Crossings

Transport

Eastern Suburbs Railway Extension

Trees

Street Master Plan
Removal By Council
Tree Preservation Order
Urban Tree Management

Vehicles

Community Bus Scheme
Council Buses – Use By Community Organisations
Fines Payment
Fuel Cards
Leaseback Agreement – Council Staff
Leaseback Fleet
Road Safety Bonus Scheme

SECTION 2 – STATEMENT OF AFFAIRS

Council's Statement of Affairs has been printed and is available from Council's Administrative Offices and Libraries.

SECTION 3 – CONTACT ARRANGEMENTS

Access to these documents may be arranged by contacting:

Freedom of Information Co-Ordinator
South Sydney City Council
Locked Bag 5000
STRAWBERRY HILLS NSW 2012

Telephone: 9288 5145
Fax: 9288 5999

Documents can be inspected at the Council's One Stop Shop, South Sydney Civic Centre, Tower 2, 1 Lawson Square, Redfern, between the hours of 8.15am and 5.30pm Monday to Friday. It is suggested that contact by telephone be made in the first instance to the Freedom of Information Co-Ordinator to obtain information about the procedures and other matters relating to the request.

FREEDOM OF INFORMATION ACT, 1989
Section 14 (1)(b) and (3)
SUMMARY OF AFFAIRS
of
STRATHFIELD MUNICIPAL COUNCIL

SECTION 1 – POLICY DOCUMENTS

- A** Aboriginal Protocols for Public Meetings and Events
 - Access to Council Records
 - Access and Equity
 - Access Policy
 - Advertisements
 - Aged Services
 - Aged or Disabled Persons Housing
- B** Backyard Burning
 - Bushland in Urban Areas
- C** Community Land, Access for Non-Recreational Users of
 - Conduct, Code of Councillors
 - Attendance at Committee Meetings
 - Hosting of Delegations and VIP's
 - Invitations to Council Functions or Events
 - Letterhead
 - Organisation Protocols
 - Payment of Expenses and Provision of Facilities
 - Culturally Diverse Society, Charter of Principles for Customer Service and Complaints
- D** Drugs – Safe Injecting Rooms
- E** Employment, Major – Generating Industrial Development
 - Events Policy for Community Land
- H** Helicopters, Landing of
- L** Land Use, Public
 - Leases/Licences, Operational Land
- M** Meeting Practice, Code of
- O** Occupational Health & Safety
- P** Plans of Management
 - Airey Park
 - Community Facilities
 - Coxs Creek Environmental Area
 - Dual Purpose
 - Mason & Bressington Park
 - Mason Park Wetland
 - Strathfield Park
 - Privacy Management Plan
 - Protected Disclosures Act 1994
- R** Recreation in Strathfield – Open Space System and Policy for Council
- S** Sponsorship
- T** Travel, Intrastate Interstate and Overseas
- U** Undergrounding of Electricity
 - Urban Consolidation

- V Vandalism – Park Development
Video Safety Cameras, Code for the Use of Over

SECTION 2 – STATEMENT OF AFFAIRS

The Strathfield Municipal Council Statement of Affairs June 2003 is available free of charge from Council (refer to Section 3 for details).

SECTION 3 – CONTACT ARRANGEMENTS

Strathfield Municipal Council's policy documents can be inspected at Council's Offices, 65 Homebush Road Strathfield. Access can be arranged by contacting:

Mr Neale Redman
Manager Governance
P O Box 120
STRATHFIELD 2135
Tel: 9748 9976

FREEDOM OF INFORMATION ACT 1989
Section 14(1) (b) and (3)
SUMMARY OF AFFAIRS
of the
COUNCIL OF SUTHERLAND SHIRE
(FOI Agency No 2212)

SECTION 1 – POLICY DOCUMENTS

The council has available for inspection and purchasing (where relevant) the following current policy documents:

Children Services

Child Protection Policy & Procedures
Voluntary Code of Practice for Out of School Hours Service

Civil Works

Civil Works carried out in conjunction with Subdivision and Developments
Piping of Existing open Drains in Private Residential Properties where Subdivision is not involved
Reconstruction and Maintenance of Private Roads or Rights-of-way
Vehicular Footpath Crossings

Communication

Advertisements that request Public Comment During the Christmas Period
Invitations or Requests for Aboriginal involvement in Council arranged Events
Mayor's Message Guidelines
Media and Public Comment Policy
Newsletter (Our Shire) Editorial Policy

Community Grants

Annual Grants
Funding of Charities and Community Based Organisations
Heritage Grants – Local Public Guidelines
Miscellaneous Grant Applications under Section 356
Precinct Resident's Association Grants

Community Services

Aboriginal Reconciliation Statement
Access Policy
Crime Prevention Plan
Homelessness Policy
Menai Community Safety Plan
Partnership Protocol with the NSW Police in the Assessment of Development Applications
Volunteers Policy

Cultural Events

Community Arts
Exhibition Policy for the Hazelhurst Regional Gallery & Arts Centre
Filming Policy

Engineering

Dredging
Use of Roads for Community Events (Festivals/ Fairs or like activities)

Environmental

Biodiversity
Contaminated Land
Environment Fund – Policy for Operation and Investment
Integrated Transport Policy
Issuing 149 Certificates

Issuing of Section 149 Certificates-Advice on Properties within 4.8 km of Lucas Heights
Local Air Quality
Properties Within 4.8 km of Lucas Heights Atomic Reactor Site
Rainwater Tank

Finance & Purchasing

Advances by Council
Allocation of Priorities
Get It Green Purchasing
Interest Payable on Security Bonds
Investment for Cash Balances
Purchasing Policy & Procedures
Rate Recovery
Treatment of Incomplete Works
Voluntary Pensioner Rebate

Governance

Conduct

Codes of Conduct for:

- Community Representatives
- Councillors, staff and delegates of Council
- Precinct Residents' Associations

Council, Committee and Sub-Committee Meetings

- Allowing Residents Right to Speak at Committee Meetings
- Arranging Site Inspections or Meetings for Councillors
- Code of Meeting Practice
- Community Presentations to Committees of Council
- Provision of Child Care at Sub-Committees
- Recommendations that require resources or funds
- Special Committee and Council Meetings

Expenses & Facilities

Conference Attendance Reports
Interstate and Overseas Travel
Payment of Expenses and provision of facilities to Councillors
Payment of Expenses and provision of facilities to Councillors at Conferences
Travel and Conference by Councillors, General Manager and Directors

General

Conflicts of Interest Policy and Guidelines
Council Seal
Councillor Access to Information
Customer Response
Gifts, Benefits & Hospitality
Internal Ombudsman Guidelines
Internal Reporting System (Protective Disclosures Act)
Lodgment of Disclosure of Interest Returns
Non-Disclosure of Name of Complainants
Privacy Management Plan
Sponsorship

Reporting

- Local Government Association Annual Conference
- Lot & DP numbers in Reports to Council
- Tender Reports to Council

Information Technology

Information Security
Internet Usage
Microsoft Access Development Query Use
On-line Service Strategy

Legal Services

Consideration of Development Applications submitted by Council
Legal Actions Initiated against Council by Community Groups
Legal Assistance – Councillors & Staff

Libraries

Library Acquisition
Material for Public Display in Council's Libraries

Parks & Trees

E G Waterhouse National Camellia Gardens – Funeral Ceremonies and Memorial Services
Miranda Park Circuses
Public Fracas in Reserves or Parks
Replacement of Playground Equipment
Tree and Bushland Vegetation Preservation Order
Urban Tree
Volunteers Bushcare Policy

Personnel*Training & Study*

Study Assistance Program
Training Policy

Workplace

Alcohol and Other Drugs
Corporate Uniform
Counselling & Discipline
Equal Employment Opportunity Grievance
Equal Employment Opportunity – Management Plan for 2001/2005 and Grievance Procedure
Hepatitis A
Language Aide
Occupational Health, Safety and Rehabilitation Management System
Parental Leave
Use of Council Resources
Working From Home Policy and Procedures
Workplace Bullying

Planning and Assessment

Breach of Practice by Private Certifiers
Consideration of Development Applications submitted by Council
Dealing with incomplete or non-compliant applications
Development Application Decision Techniques & Mediation Policy
Enforcement of non-compliance with Orders 21 & 22 issues under S124 LGA 1993
Native Title Strategy – Wik Amendments
Private Certification of Development Applications – a Policy for Enforcement of Conditions of Consent
Rezoning Applications in Prohibited Areas

Property

A Frame Advertising Boards
Clothing Appeal Collection Bins
Kerb House Numbering
Leases to Community Groups
Naming of Public Facilities
Open Space Land Acquisition Policy
Outdoor Seating Areas in Cronulla Plaza and Peryman Place
Outdoor Seating Areas, excluding Cronulla Plaza and Peryman Place
Public Liability Insurance Cover for Hirers of Council's Community Halls, Parks and Reserves
Release and Relocation of Drainage Easements
Short Term Access over Fire Trails

Roadways

Construction and Maintenance of any carriageway in a road reserve
Prevent Rubbish Skips and Dumpsters on Roads
Use of Roads for Community Events

Sport & Recreation

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

Stormwater Management

On-Site Stormwater Detention – Policy and Technical Specification
Stormwater Management – Model Policies and Guidelines

Strategic Planning

Community Consultation
Competition Policy – The Next Steps in Reform
Precinct Residents' Associations Policy
Strategic Management Cycle

Telecommunications

Procedures for Mobile Phones
Telecommunication Code of Practice

Waste Services

Additional Garbage Capacity Policy
Bin Contamination Policy
Bin Service Requirements Policy

SECTION 2 – STATEMENT OF AFFAIRS

The Council of Sutherland Shire has produced a Statement of Affairs, as at 30 June 2003. The Statement is available to the public by contacting Council's Freedom of Information Officer.

SECTION 3 – CONTACT ARRANGEMENTS

Access to policy documents can be arranged through contacting Council's Freedom of Information Office during office hours. Initial contact should be made in writing or telephone. The details are:

Freedom of Information Officer
Sutherland Shire Council
Locked Bag 17
SUTHERLAND NSW 2232

Phone: (02) 97100190
E-mail: ssc@ssc.nsw.gov.au

Office Hours: Sutherland Shire Council's Administration Building is located at 4-20 Eton Street, Sutherland and is open between 8:30am and 4.30pm Monday to Friday.

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

The City of Sydney Council has the following policy documents available for inspection or purchase. Policies marked by an asterisk – are joint policies of Council and the Central Sydney Planning Committee. Central Sydney Planning Committee policies only are marked [CSPC].

Access & Equity Policy
Access Policy 1992
Access to Archival Records
Accessible City. An Integrated Transport Strategy for Central Sydney
Accounts Receivable (Debtors)
Action Plan for People with Disabilities
Advertising of Tobacco and Alcohol Products on Council Premises
Aggregation of land with a car/storage space
Alcohol Free Zones
Alfred Street Redevelopment
Annual Report
Application for Approvals and Construction Certificate Consents
Archaeological Zoning Plan
Auditor's Report
Awnings Policy & Guidelines
Banking of Collections
Banner Policy – Town Hall
Building Applications – Structural Certification Policy
Building Sites Noise Code –Busking Policy
Categorisation of Land into Residential or Business
Central Sydney Contributions Plan 1997
Central Sydney Development Control Plan 1996
Central Sydney Heritage Local Environmental Plan 2000
Central Sydney Local Environment Plan 1996
Central Sydney Paving Design Policy 1996
Central Sydney Planning Controls
Central Sydney Safety Strategy (Safe City Strategy)
Central Sydney Section 61 Contributions Plan
Central Sydney Tourist & Visitor Accommodation Policy
Child Care Facilities in the CBD
City Banners Policy
City of Sydney Commitment to Indigenous Australians
City of Sydney Demographic and Social Profile 1996
City of Sydney Leisure & Support Services: Current Business Activities
City of Sydney Leisure & Support Services 2000 and Beyond: Critical Issues & Challenges
Civic Office Expenses & Facilities Policy
Classification of Public Land
Cleansing Equipment – Noise Standard
Code for the Control and Regulation of Noise
Code for waste handling in buildings
Code of Competitive Tendering
Code of Conduct
Code of Meeting Practice
Code of Practice for City of Sydney's Street Safety Camera Program
Colonnade Policy
Commercial Monitor
Competitive Tender Statement

Conditions of Hire – Sydney Town Hall Venues
Construction Hours & Noise Control Code
Contracts Policy
Cook & Phillip Parks – Draft Plan of Management
Corporate Plan
Corporate Risk Management Policy
Curatorial Policy – Sydney Town Hall Collection
Delegations Register
Design of Construction Hoardings 1997
Development Application Consents
Development Applications – Advertising & Notification (Ultimo/Pyrmont)
Development Applications – Periods of Consent
Development Consents – Standard Conditions
Disability Access Policy
Dishonoured Cheques
DISPLAN – Sydney/South Sydney Local Disaster Plan
Draft Bike Plan
Draft Central Sydney Local Environmental Plan 2002
Emerging Practice in Local Government Leisure & Support Services
Encroachment over Public Ways
Entertainment Program
Entrance Canopies – Guidelines [CSPC]
Establishment of Fees & Charges
Exemption of Pensioners from Rates and Domestic Waste Management Charges
Generic Plan of Management for Parks & Playgrounds on Public Land
Goulburn Street Parking Station Pricing Policy
Guidelines for Alterations & Additions to Terraces
Guidelines for Temporary Structures (Hoardings, Scaffolding, Shoring & Façade Retention)
Handbill Distribution
Haymarket Redevelopment
Hoardings Policy
Home & Community Care (HACC) Program – National Service Standards
Hyde Park – Plan of Management & Masterplan
Inspections of Existing Buildings for compliance with development consent & the B.C.A
Inspections to issue Certificates of Occupation for New Buildings (under Existing Laws)
Internal Reporting Procedure – Protected Disclosures Act
Internet and E-mail Policy
Land Register
Laneways in Central Sydney – Management
Lang Park Redevelopment
Laser Advertising [CSPC]
Legionnaires' Disease
Living City
Living City Business Sponsorship Initiative
Local Approvals Policy for Commercial Waste Placed in a Public Place for Collection
Local Community Grants Program – Guidelines 2003
Look of the City. Strategy for a Co-Ordinated Scheme of Street Furniture
Macquarie Place – Plan of Management
Management of Warehouse/Courtyard Complexes in Central Sydney
Martin Place Redevelopment
Mediation of Appeals – Land & Environment Court
Mobile Food Vendors – Restriction from Unsuitable Roads
National Code for the Construction and Fit-Out of Food Premises [Produced by the Australian Institute of Environmental Health, this document has been formally adopted by Council]
Institute of Neighbourhood & Locality Boundaries
Noise Control Regulation 1995 – Adoption of Criteria
Observatory Hill – Draft Plan of Management 1997
Occupational Health and Safety
On-Street Parking Policy
Organisation Structure
Overdue Accounts Receivable

Outdoor Café Policy
Parking for People with Disabilities in Public Car Parks
Park Street Redevelopment
Paving Design Policy
Pedestrian Signage Policy 1993
Perception & Expectations of Leisure and Support Services in the City of Sydney
Pitt Street Mall Access Management Policy
Plain English Building Contract
Plans of Land Proposed to be Compulsorily Acquired by Council
Plant & Assets – Replacement
Policy for Management of Laneways
Policy for the Provision of Tourist & Visitor Accommodation in Central Sydney
Policy on Certification & Inspections Regarding Certificates of Occupation of New Buildings
Policy on Inspections of Existing Buildings in Relation to Compliance with Development Consent
Policy on Trading Hours for New & Existing Premises
Precinct Committees – Rules and Procedures
Prince Alfred Park – Plan of Management
Priority Design Program
Private Work on Public Land
Procedures for the Engagement of Consultants and Contractors
Program Funding Sources for Leisure and Support Services
Property Acquisition in Town Hall Precinct
Property Matters (sub-policy of Committees of Council Policy)
Public Art Policy
Recreation Facilities Policy & Aquatic Facilities Strategy
Rectification of Landscape – Uncompleted Development •
Redevelopment of Damaged Heritage Buildings [CSPC]
REP No. 26 City West
Residential Conversion Manual
Residential Monitor
Residential Strategy
Retail Strategy 2003-2006
Returns of Interests of Councillors, Designated Persons and Delegates
Sale of Electoral Information
Signs on Buildings with Colonnades
Sister City Policy
Small Hotel Rates
Social Plan (Draft)
Spanish Quarter (Liverpool Street) Redevelopment
Splays in Strata – Inclusion in Total Site Area
Sponsorships Provided by the City of Sydney – Guidelines
State of the Environment Report
Strategy for the Management & Communication of Major Construction Projects
Stratum Leases
Stratum under Martin Place – Martin Place Shopping Circle
Street Furniture Vending Policy
Street Nameplates – Provision on Builders Hoardings
Street Parades, Marches, Rallies and Other Public Assemblies within Parks, Squares & Other Council
Controlled Public Spaces
Street Tree Policy 1994
Street Tree Policy Ultimo/Pymont 1996
Street Tree Survey – Planting Program & Early Procurement Strategy
Street-lighting Strategy
Survey of Warehouses and Woolstores
Sydney Cove Waterfront strategy [joint strategy Dept. of Public Works and Services]
Sydney Harbour Bridge Draft Conservation Management Plan [CSPC]
Sydney Town Hall Venue Management Service Policy
Tactile Street Nameplates
Tenders – Exchange Rate Fluctuations
Terraces Policy
Total Environment Policy

Tree Preservation Order – Cash Bonds – Development Consents
 Ultimo and Pyrmont Demographic and Social Profile 1996
 Ultimo/Pyrmont Public Domain Technical Manual 1997
 Ultimo/Pyrmont Section 94 Development Contributions Plan 1994
 Urban Development Plan Ultimo/Pyrmont •
 Ventilation Code
 Visitor Accommodation Monitor
 Warehouse Sales in the Lower Town Hall
 Waste Collection – Operating Hours Policy 1994
 Waste Handling Code (Buildings)
 Waste Minimisation & Management Policy – Events in Public Places
 Waste Minimisation & Management Policy & Strategy Statement
 Wentworth Park – Car Parking
 Wentworth Park – Plan of Management
 Wynyard Park – Draft Plan of Management

In addition, the following policies of South Sydney City Council & Leichhardt Municipal Council are identified in respect of the areas that prior to 8 May 2003 were located within the local government area of these Councils:

South Sydney policy documents

Aerosol art & graffiti policy
 Development Control Plan – Contaminated Land
 Development Control Plan – Exempt & Complying Development 1999
 Development Control Plan for Orders
 Development Control Plan No. 11 – Transport Guidelines for Development 1996
 Development Control Plan No. 7 – Outdoor Advertising
 Draft South Sydney Local Environmental Plan 1998 – Amendment No. 9
 Equitable Access Design Policy
 Health Policy for Places of Shared Accommodation
 Interim Policy for awnings, verandahs & balconies on heritage items & buildings within heritage conservation & streetscape areas
 Rainwater Tank Policy
 Sex Industry Policy
 South Sydney (Heritage Conservation) Development Control Plan 1998 (with specific controls for Conservation Areas)
 South Sydney Development Control Plan 1997 – Urban Design
 South Sydney Development Control Plan No. 12 – notification of development applications
 South Sydney Local Environmental Plan 1998
 South Sydney Section 94 Contributions Plan

Leichhardt policy documents

Development Control Plan 39 – John Fletcher & Glebe Depot Site, 29-47 Forsyth Street, Glebe
 Development Control Plan No. 22 – 461-465 Glebe Point Road, Glebe
 Development Control Plan No. 23 – Orphan School Creek, Glebe
 Development Control Plan No. 32 – Design for Equity of Access
 Development Control Plan No. 33 – 357 Glebe Point Road, Glebe
 Development Control Plan No. 35 – Exempt & Complying Development
 Development Control Plan No. 36 – Advertising & Notification
 Development Control Plan No. 38 – Waste-Avoid, Reuse & Recycle
 Development Control Plan No. 42 – Contaminated Land Management
 Development Control Plan No. 48 – Managing Activities on Footpaths & Street Verges
 Development Control Plan No. 49 – 156-160 Bridge Road Glebe
 Interim Development Order 27 – 1 The Crescent, Annandale.
 Leichhardt Community Facilities & Services Contributions Plan
 Leichhardt Developer Contributions Plan Transport & Access
 Leichhardt Development Control Plan 2000
 Leichhardt Local Environmental Plan 2000
 Leichhardt Open Space & Recreation Section 94 Contributions Plan
 Tree Preservation Order – 19/01/01

SECTION 2 – STATEMENT OF AFFAIRS

The City of Sydney's current Statement of Affairs is available by contacting the Freedom of Information Officer (see contact details below).

SECTION 3 – CONTACT ARRANGEMENTS

Access to policy documents can be arranged through contacting the Freedom of Information Officer during office hours. Initial contact should be made in writing or by telephone. The contact details are:

Sharon Perera
Freedom of Information Officer
City of Sydney Council
GPO Box 1591
SYDNEY NSW 2001
Phone: (02) 9265 9787

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

SECTION 1 – POLICY DOCUMENTS

The following policy documents are available:

- General Policy Register
- Risk Management Policy
- Competition Policy
- Adjoining Owner Notification Policy
- Standards of Access
- Section 94 (EP&A Act) and S.64 (Local Government Act) Contributions Plans for Roadworks, Bush Fire Control & Suppression, Water Supply and Sewerage, Waste Management Facilities
- Local Approvals Policy
- Waste Management Strategy
- Strategy for the Management of On-Site Sewage Systems
- Companion Animal Management Plan
- Tallaganda Local Environmental Plan 1991
- Development Control Plans (associated with the Tallaganda Local Environment Plan 1991) for
 - Environmental Heritage Provisions
 - Advertising Signs and Structures Provisions
 - Rural 1(c) Small Holding Development
 - Rural 1(a) Development
 - Braidwood Village Zones
 - Exempt Development
 - Complying Development
 - On-Site Sewage Management
- Code of Conduct
- Road Hierarchy
- Advice to persons proposing to construct a Crown Reserve Road
- Local policies adopted by the Council concerning approvals and orders
- Scotch Broom Management Plan
- Blackberry Management Plan
- Tallaganda Shire (Landholder) Scotch Broom Management Plan
- Tallaganda Disaster Plan (Displan)
- Fuel Management Plan
- Bush Fire Brigades Training Plan
- Tallaganda District Fire Plan (41a)
- 2003/04 – 2005/06 Management Plan, incorporating:
 - The organisation structure, principal activities, goals and services
 - Achievements of goals by objectives and performance targets
 - Other programs and activities:
- Capital works projects
- Asset replacement and sales programs
- Activities of a business / commercial nature
- Human resource activities
- State of the Environment Report
 - Revenue policy
 - Estimates of income and expenditure
 - Schedule of fees, private works and plant hire charges
- Community and Social Plan 1999/2000 – 2003/2004
- Annual Report 2002/03 (pending completion)

- Annual Financial Report
- Auditor's Report
- Council's Land Register
- Register of Investments
- Pecuniary Interest Returns of Councillors and designated persons
- Returns as to candidates' campaign donations
- Annual reports of bodies exercising delegated Council functions
- Records of approvals granted and decisions made on appeals concerning approvals
- Records of building certificates
- Plans of land proposed to be compulsorily acquired by the Council
- Leases and licences for use of public land classified as community land
- Plans of management for community land

SECTION 2 – STATEMENT OF AFFAIRS

Council's Statement of Affairs is available to the public free of charge from the Council Chambers.

SECTION 3 – CONTACT ARRANGEMENTS

Applications and enquiries concerning freedom of information should be made to:

The Public Officer
Tallaganda Shire Council
Locked Bag 14 (144 Wallace St)
BRAIDWOOD NSW 2622

Ph: (02) 48422 225 Fax: (02) 48422 669
Email: debby.ferguson@tallaganda.nsw.gov.au

Council's office is open to the public between 9.30am and 4.30pm, Monday to Friday.

FREEDOM OF INFORMATION ACT 1989**Section 14(1)(b) and (3)****SUMMARY OF AFFAIRS
of the
TEMORA SHIRE COUNCIL
(FOI Agency No 2216)****SECTION 1 – POLICY DOCUMENTS**

Temora Shire Council maintains the following documents available for public inspection:-

- Annual Report;
- Annual Financial Statements including Auditor's Report;
- Management Plan including EEO Management Plan, Community Land Plan, and Social Plan
- Returns of the interests of Councillors, designated persons and delegates;
- Business Papers and Minutes for Council and Committee Meetings (excluding items deemed Confidential);
- Register of Delegations;
- Records of Building Certificates.

SECTION 2 – STATEMENT OF AFFAIRS

Policy Register containing the following policies:-

- Amusement Devices – Pin Ball Machines
- Building and Building Lines
- Industrial Buildings
- Operation of Effluent Recycling Scheme
- Firebreaks
- Issue of Burning Off Permits
- Keeping of Horses
- Noxious Plant Control
- Construction and Use of Swimming Pools
- Town Hall Lettings
- Operation of Street Stalls
- Local Environment Plan (Currently Being Updated)
- Use of Caravan Park and Recreation Areas
- Nixon Park
- Lake Centenary
- Tree Pruning (Currently Being Updated)
- Staff Training and Appraisal
- Saleyard Truck Washing Bay
- Hire of Heavy Plant
- Development and Building Notification Approvals
- Payment of Expenses and Provision of Facilities
- Dwelling – Removal Code – Aria Park and Springdale
- Code of Conduct
- Code of Meeting Practice
- State of the Environment
- Accreditation and Certification Protocol – Private Building Surveyors
- Use of Council Equipment by Employees Outside of Working Hours
- Local Approvals Policy
- Third Party Purchase
- Casual Use – Temora Saleyards
- Staff and Council Presentations
- Staff Uniforms
- Street Banners
- Plant Replacement
- Izumizaki Agricultural Bursary

- Recreation Centre Policy
- Tendering Policy
- Local Purchase Policy
- Employee Incentive Scheme
- Complaints Handling Procedure
- Policy for Discharge of Liquid Trade Waste into Council's Sewer
- Guidelines for Television and Film Production Shoots
- Managing Conflicts of Interest
- Provision of Information to and Interaction Between Councillors and Staff
- On-site Sewage Management Plan
- Debt Recovery Plan
- Code of Practice – Section 355 Committees
- Privacy and Personal Information Management Plan
- Amenity Tree Management Plan
- Model Privacy Management Plan
- Street Closure Policy
- Child Protection Policy
- Email and Internet Usage Policy
- Human Resources Policy (currently being updated)
- Housing
- Cemetery
- Sporting Fields
- Rating Policy
- Commercial Properties in Residential Areas
- Aged Care Facilities
- Vandalism
- Pre School
- Use & Hire of Mobile Stage
- Street Lighting
- Investment Policy
- Road & Footpath Inspections Policy
- First Aid Policy
- Risk Management Policy
- Policy for Grazing of Stock on Councils Roads

SECTION 3 – CONTACT ARRANGEMENTS

Requests under the Freedom of Information Act for access to documents held by Temora Shire Council must be made by written application. No immediate fee is payable.

Applications should be addressed to:-

The Public Officer
Temora Shire Council
PO Box 262
TEMORA NSW 2666

Enquiries may be directed to Mr Steve Firth by telephoning (02) 6977 1099 during the hours of 8.00 am and 4.30 pm, Monday to Friday

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS
of the
TENTERFIELD SHIRE COUNCIL
(FOI Agency No. 2217)****SECTION 1 – POLICY DOCUMENTS**

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

Annual Reports
Auditors Reports
Budget Review
Building Application/Approval Records
Building Certificate records
Business Papers
Code of Conduct for Local Government
Code of Meeting Practice
Consultative Committee Policy
Contribution Plan – Section 94
Contribution Plan – Car Parking Tenterfield CBD
Delegation of Authority Register
Development Application/Consent Records
Development Control Plan for Development on land within Zone 2(v)(Village or urban in Tenterfield)
Disclosures Register
Emergency Management Plans (including Bushfire Risk Management Plans and Disaster Plans)
Employee Handbook
Equal Employment Opportunity Management Plan
Local Approvals Policy
Management Plan & Revenue Policy (including Financial Forecast for period)
Minutes of Committee Meetings
Minutes of Council Meetings
Occupational Health and Safety Committee Policy
Parks and Reserves Management Plan
Plans of Management for Community Land
Plant Replacement Program
Privacy Management Plan
Saleyards Management Plan
Social Plan
State of the Environment Report
Subdivision Code
Tenterfield Local Environmental Plan
Tenterfield Memorial Baths Management Plan
Tenterfield Shire Road Network Management Plan
Training Plan and Policy
Water & Sewerage Headworks Contribution Policy
Workplace Assessment Committee Policy

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

GENERAL

- Accounting Policy
- Acting General Manager
- Charitable Appeals
- Community Donations/Contributions
- Competitive Neutrality Complaints

- Designated Persons
- Expenditure Authority for the Mayor and General Manager
- Fund Raising Stalls
- Insurance Claims
- Investment
- Internet, Email and Computer Usage
- Library – Borrowings
- Library – Family History Group
- Library – Internet Users
- Library – Library and Information Services
- Library – Collection Development Policy
- National Framework for Women in Local Government
- Payment of Expenses and Provision of Facilities to Councillors
- Policy Register Distribution
- Provision of Information to and interaction between Councillors and Staff
- Purchase of Goods Locally
- Rates and Charges Arrangements
- Rental of Council Residence – General Manager
- Rental of Council Residence – Other Staff
- Reserve Funds
- Resource Sharing
- Sponsorship – Centenary of Federation
- Submissions
- Transfer of Land in Payment of Rates
- Writing Off of Debts

WORKS AND SERVICES

- Access to Properties
- Delegation for Purchases – Minor Plant Items
- Demand Management -Tenterfield Water Supply
- Demand Management – Urbenville Water Supply
- Footpaths – Paving
- Gutter Crossings
- Kerb and Gutter – Contributions (Corner Lots)
- Kerb and Gutter – Replacement of Granite Gutter Blocks
- Maintenance of Accesses
- Maintenance of Nature Strips and Road Verges
- Motor Vehicles – Council Transfers
- Motor Vehicles – Delegation for Purchase of Light Vehicles
- Plant Operations, Servicing and Maintenance
- Property – Disposal of Obsolete/Surplus Property
- Public Gates and By-Passes
- Roadside Memorials/Commemorative Markers
- Signage – Bed & Breakfast (B & B) Establishments
- State Emergency Service – Agreement with Kyogle Council
- Temporary Closure of Town Streets
- Tenterfield CBD Works Procedures
- Water – Rural Connections
- Water – Service Connections

PLANNING AND DEVELOPMENT

- Approvals – Sandwich Board
- Building Control – Building Lines
- Council Property – Pianos
- Excessive Vegetation Control in Residential Areas
- Impounding – Abandoned Motor Vehicles
- Memorial Hall Fees
- Noxious Weeds
- On-site Sewage Management

- Sewerage – Septic Tank Connections
- Street Vending
- Subdivision – Road Naming
- Water Supplies & Sewerage Services – Contributions to Water and Sewer Main Extensions

HUMAN RESOURCES

- Camping Out
- Conference, Seminar & Training Expenses
- Corporate Uniform
- Child Protection
- Education Expenses
- Emergency Preparedness
- Employment Screening
- Grievance and Dispute Procedure
- Interview Expenses
- Leave – Emergency Services Duty
- Leave – Picnic Day
- Leave – Rostered-Days-Off
- Motor Vehicles Private Use
- Occupational Health and Safety – Electrical Inspection of Construction Tools
- Occupational Health and Safety – Lifting Using Chains and Slings
- Occupational Health and Safety – Traffic Control at Work Sites
- Outdoor Staff Clothing and Personal Protective Equipment (PPE)
- On-Site Facilities
- Occupational Health and Safety – Chainsaws
- Occupational Health and Safety – First Aid
- Occupational Health and Safety
- Personnel Files
- Protected Disclosures
- Recognition of Services
- Re-evaluation of a Position Grade
- Removal Expenses
- Salary System
- Staff Appointments
- Staff Benefits
- Telephone Allowances
- Workplace Smoking

SECTION 2 – STATEMENT OF AFFAIRS

Council's Statement of Affairs dated 30th June, 2003 has been prepared and is available from Council's office for perusal.

SECTION 3 – CONTACT ARRANGEMENTS

Members of the public wanting access to Council's documents are asked to make contact with the Public Officer, who is able to arrange for copies of documents to be made available. This Officer will also advise the appropriate place and times should the documents be required for inspection.

Requests for information in terms of the Freedom of Information Act (other than the policy documents listed above), are to be made in writing (an application form is available) accompanied by the appropriate fee. Applications are to be addressed to the Public Officer, Tenterfield Shire Council. The Public Officer is available during Council business hours of 9.00 a.m. to 4.30 p.m. Monday to Friday at the address below, and contact should be made prior to attending:

The Public Officer
 Tenterfield Shire Council
 PO Box 214
 Tenterfield NSW 2372
 Telephone: (02) 6736 1744
 Facsimile (02) 6736 2669
 E-mail: council@tenterfield.nsw.gov.au

FREEDOM OF INFORMATION ACT 1989**Section 14(1)(b) and (3)****SUMMARY OF AFFAIRS
of the
TUMUT SHIRE COUNCIL
FOI Agency Number 2219****SECTION 1 – POLICY DOCUMENTS**

Tumut Shire Council has the following documents available for inspection:

MANAGEMENT DOCUMENTS

1. Urban Stormwater Management Plan
2. Sporting Facilities in the Tumut Shire – Plans of Management
3. Tree Committee – Terms of Reference
4. Waste Recycling Committee – Terms of Reference
5. Management Plan 2001/2004
6. Social Action Plan for Tumut Shire Council
7. Strategic Plan for the Management of Public Land in the Tumut Shire
8. Generic Plan for Significant Sportsfields – Plan of Management
9. Generic Plan for Small Neighbourhood Parks & Playgrounds
10. On-site Sewage Management Plan
11. Works Unit Business Plan
12. Works Unit Capability Statement
13. Strategic Business Plan for Water & Sewerage Systems
14. Fees and Charges
15. Budget – 1 year
16. Budget – 10 years
17. Aerodrome operations, maintenance & emergency
18. Trade Practices Act
19. Tumut River Greenbelt Management Plan
20. Access Committee – Terms of Reference
21. Aboriginal Liaison Committee – Terms of Reference
22. Tumut Aerodrome Committee – Terms of Reference
23. Risk Management & Safety Committee – Terms of Reference
24. Wondalga Quarry Committee – Terms of Reference
25. Youth Matters Committee – Terms of Reference

STAFF & COUNCILLORS

26. Career Enhancement
27. Salary
28. Loss of Licence
29. Recruitment and Selection
30. Volunteer
31. Records Management
32. Internet and Email
33. Drug and Alcohol in the Workplace
34. Corruption Prevention Policy
35. Making of Rescission Motions
36. Appointment of Public Officer
37. Conferences, Seminars and Leave
38. Employee Awards
39. Leaseback Vehicles
40. Management of Remuneration Packages
41. Mayoral/General Manager meeting
42. Payments to Councillors
43. Reimbursement of Expenses – Staff
44. Sick Leave

45. Time Off in Lieu (Toil) – Staff
46. Use and Custody of the Common Seal
47. Council Delegate Reports
48. Child Protection
49. Workers Compensation
50. Rehabilitation
51. Noise Control
52. No Smoking in the Workplace
53. Manual Handling
54. Hearing Protection
55. Occupational Health & Safety
56. Occupational Health & Safety Committee Constitution
57. Chemical Safety
58. Employee Assistance Program
59. Eye Protection
60. HIV/AIDS in the Workplace
61. Training & Education Assistance for Employees
62. Service and Communications
63. Complaints
64. Protection from Ultraviolet Radiation
65. Consultative Committee Constitution
66. Family Leave (see Code of Conduct)
67. Information/Interaction between Councillors/staff -ICAC(see Code of Conduct)
68. Council Code of Conduct
69. Council Conflict of Interest (see Code of Conduct)
70. Council Protected Disclosures (see Code of Conduct)
71. Code of Meeting Practice
72. Staff Manual
73. Staff Training & Education
74. Award Restructuring
75. Disability Access Committee – Constitution & Policy
76. Grievance & Harrassment
77. Competency Based Assessment
78. Equal Employment Opportunity – Management Plan
79. Disciplinary
80. Immunisation
81. Competitive Neutrality – Complaints & Procedures
82. Casual Employment
83. Leave without Pay
84. Strategy for the formation of Self-managing teams
85. Family Friendly Employment
86. Special Leave
87. Uniform – Corporate
88. Risk Management & Safety
89. Union Picnic Day

PLANNING

90. Building Inspection
91. Local Approvals
92. Local Orders
93. Dwarf Walls
94. Illegal Building Work
95. Industrial Land
96. Private Water Service
97. Processing Development Applic. construction cert. & complying Development Cert.
98. Property Addressing
99. Recycled Buildings
100. Temporary accommodation in Caravans
101. Access to Tumut Town Common
102. Alcohol Free Zones

103. Building over Sewerage Mains
104. Cemeteries
105. Crown Roads
106. Disposal at Waste Recycling Centres
107. Dining Areas & Displays on Footpaths
108. Ecologically Sustainable Development
109. Fairway Drive Access
110. Footpath and Pedestrian ways
111. Kerb and Gutter
112. Leash free dog exercise area
113. Metal Clad Buildings
114. Private Development of Public Land
115. Prohibited camping on Crown Reserve
116. Roadside stall
117. Stock Grid
118. Stock or vehicle loading ramps
119. Street tree
120. Street naming
121. Town Planning – Dwellings in general business zones
122. Tree preservation
123. Urban Fencing
124. Use of structural engineers
125. Verandahs over footpaths
126. Water Supply Connection
127. Rainwater Tank
128. Adelong Commercial Area
129. Building Lines
130. Disposal of Liquid Trade Waste
131. Developer Contribution Plan – Water & Sewerage Supply
132. Environmental Auditing of Industrial Premises
133. Street Stalls
134. Development Control Plan No. 5 – Brothels
135. Development Control Plan No. 3 – Carparking
136. Street Parking Control
137. State of Environment Report
138. Septic Tank Code
139. Orchard Planning Near Rural Dwelling – Planning
140. Tumut Local Environmental Plan
141. Rural Local Environmental Study & Urban Strategy
142. Development Control Plan No. 1 – Talbingo
143. Residential Development Control 1(1 & 2 Storey Low Density Development)
144. Urban Subdivision Code
145. Rural Subdivision Code
146. Industrial Development Code
147. Access – Disability
148. Development Control Plan No. 2 – Rural Residential Development
149. Section 94 Contribution Plan
150. Contaminated Land
151. Car Parking Strategy – Tumut Town Centre
152. Extension of Sealed Road Network
153. Road Service Crossings
154. Development Control Plan No. 4 – Public Notification
155. Development Bonds & Maintenance Bonds
156. Submitting a Building Application
157. Applying for Demolition Approval
158. Applying for Approval for installing a Solid Fuel Heater
159. Applying for Approval to occupy Incomplete Building
160. Applying for Approval to Install a Septic Tank/Waste Treatment Device
161. Installation of Rain Water Tanks in Residential Areas
162. Submitting A Development Application
163. Home Occupation/Home Industry

164. Change of Use
165. Landscape Planning Guidelines
166. Applying for Rural Dwelling Approval
167. Applying for Subdivision Approval
168. Submitting an Application for a Place of Public Entertainment
169. Control of Urban Trees
170. Erosion Control Guidelines for Building Sites
171. Development Application Process
172. Television & Film Production Shoots
173. Industrial Strategy
174. Private Sewerage Service (Pumping System)
175. Directional Signs
176. Tree Preservation Order
177. Maintenance of Public Roads & Access
178. Display of Private Second Hand Vehicles for Sale
179. Riverglade Wetlands Management Plan
180. Directional Signs

FINANCE

181. Arrangements to settle accounts
182. Exemptions for Gate Charges at Waste Recycling Ctr
183. Cashiering
184. Debt Recovery
185. Gifts, Donations and Exemptions
186. Financial Management

COMMERCIAL OPERATIONS

187. Tendering
188. Plant Replacement
189. Economic Development
190. Caravan Park operations
191. Provision of Contract Services by Council
192. Granite quarry
193. Regional Tourist Signpost Strategy
194. Local Tourism Plan
195. Tourism Management Program 1994
196. Council Caravan Parks – 10 year strategy
197. Lease of Council Land

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

198. Fire Station
199. Flood Plain Management
200. Bushfire training
201. Bush Fire Danger Period
202. Fire Prevention in Pine Plantations
203. Overgrown allotments
204. Rural Fire Service Equipment
205. Rural Fire Service Organisation
206. Rural Fire Appliance
207. Activities during fire bans
208. Bush Fire Brigade Constitution
209. Tumut District Bushfire Management Plan
210. Tumut Bushfire Local Training Plan
211. Tumut Bushfire Standing Operating Procedures
212. Bushfire Risk Management Plan
213. Use of Council Plant at Bushfires
214. Electronic Equipment Usage
215. Food Safety
216. Sale of Tobacco Products
217. Sportsground and Facilities Users

218. Sport & Recreation Committee – Terms of Reference
219. Allocation of Sports grounds
220. Noxious Weeds Management
221. Access Policy
222. Community Service Placements
223. Montreal Theatre
224. Community & Welfare Services
225. Interaction with the Business Community

SECTION 2 – STATEMENT OF AFFAIRS

The Council's Statement of Affairs will be produced in the 2002/03 Annual Report.

SECTION 3 – CONTACT ARRANGEMENTS

Members of the public requiring access to Council's documents are asked to make contact with the Public officer, who is able to arrange for copies of documents to be made available. The Public Officer will also advise the appropriate place and times should the documents be required for inspection.

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

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

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

Telephone: (02) 69 470 555
Facsimile: (02) 69 473 999
Email : rmmillan@tumul.nsw.gov.au

FREEDOM OF INFORMATION ACT 1989
Section 14(1)(b) and (3)
SUMMARY OF AFFAIRS
of
UPPER MACQUARIE COUNTY COUNCIL

SECTION 1 – POLICY DOCUMENTS

In accordance with Section 14(1)(b) and (3) of the Freedom of Information Act, 1989, Upper Macquarie County Council holds the following documents available:

- Annual Report 2002/2003
Including
Performance of Principal Activities
State of Environment Report
Condition of Works Program
Equal Employment Opportunity Plan
- Management Plan 2003/04-2005/06
Including
Statement of Principal Activities & Services Provided
Capital Works Program
Asset Replacement & Sales Program
Human Resource Activities
Activities of Business/Commercial Nature
Revenue Policy
Detailed Estimates of Income & Expenditure
Summary of Estimates
Three Year Financial Plan
- Register of Disclosures
- Minutes of Council & Committee Meetings, (but restricted in the case of any meeting or part of a meeting that is closed to the public)
- Business Papers of Council & Committee Meetings (not including Business Papers for matters considered when a meeting is closed to public)

SECTION 2 – STATEMENT OF AFFAIRS

The Upper Macquarie Council Statement of Affairs as at 31 December 2003 is available for inspection at Council's Office, 7 Lee Street, Kelso NSW 2795, during normal Office hours.

SECTION 3 – CONTACT ARRANGEMENTS

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

The General Manager
Upper Macquarie County Council
PO Box 703
BATHURST NSW 2795

The Public Officer for Upper Macquarie County Council is:

Mr Brian Dwyer
General Manager
Upper Macquarie County Council
PO Box 703
BATHURST NSW 2795

FREEDOM OF INFORMATION ACT 1989**Section 14(1)(b) and (3)****SUMMARY OF AFFAIRS
of the
URALLA SHIRE COUNCIL
(F.O.I. Agency No. 2222)****SECTION 1 – POLICY DOCUMENTS**

The Council has the policy documents listed hereunder. Except where otherwise indicated:

- The documents are concerned with policies of the Council (i.e. FOI Agency No. 2222).
- Individual documents are available for viewing free of charge. Council will provide photocopies of documents upon payment of a fee.

Policy Documents

Abandoned Vehicles
Aged Care Facilities – Quarantining of Funds
Aggregation of Parcels of Land for Rating Purposes
Amendments to Existing Policies
Amusement Devices
Backyard Burning
Bonds Management
Bushfires – Annexure A to Bushfires. Out of Area Assistance Plan
Cash Advance Policy
Cemeteries
Chemical Usage
Citizenship Awards
Code of Conduct
Code of Meeting Practice
Committees of Council
Community Plan
Complaints – Handling of
Council Assets – Disposal of
Council Meetings – Matters for Closed session
Council Meeting Room – Use of
Debt – Recovery
Delegations of Authority
Delegations of Authority Register
Development Approval Processes
Development Control Plan No 1
(Rural Subdivision)
Development Control Plan No 2
(Rural Building Development)
Development Control Plan No 3
(Rear Service Lane & Off Street Car Park)
Development Control Plan No 4
(Outdoor Advertising)
Development Control Plan No 5
(Business Development)
Development Control Plan No 6
(Exempt & Complying Development)
Developments – (Small) Disposal of Stormwater
Disaster Plan
Displays on Footpaths
Dogs – Keeping within a Village or Urban Area
Donations – Section 356
Election of Mayor, Deputy Mayor and Delegates to Committees following General Election

EEO Management Plan
 Equal Employment Opportunity
 Gates and Ramps
 Genetically Engineered Crop Trials in Country NSW
 Goods and Services Tax (GST)
 Grazing on Roads other than Travelling Stock Routes (TSRs)
 Investments
 Landscaping Bonds
 Local Environmental Plan 1988
 Local Approvals Policies
 Local Policies – Amendment and Revocation
 Main Street Study
 Management Plan
 McMaugh Gardens – Selection Panel
 Minutes of Council Meetings
 Motor Vehicles (Sedans & Station Wagons) – Purchase and Sale
 Payment of Fees and Expenses and the Provision of Facilities for Councillors
 Pensioner Concessions
 Plan of Management for Community Land
 Private Work and Plant Hire Charges
 Privacy Management Plan
 Provision of Information to and Interaction between Councillors and Staff
 Revenue Policy
 Road – Crossings for Water Pipes
 Road Reserves – Splayed Corners
 Roadside Management
 Roads – Maintained by Council
 Rural Fires
 Section 94 Contributions Plan
 Invergowrie
 Uralla
 Bundarra
 Rural Zones 1(A) and 1(B)
 Rural Zone 1(C)
 Sponsorship
 State of Environment Report
 Street Stall – Allocation
 Street Stall Operating Policy
 Street Vendors
 Subdividers – Land Valuations and Rates
 Subdivision – Urban Standards
 Thermal Insulation for Class 1, 2 and 3 Buildings
 Transfer of Land for unpaid Rates and Charges
 Travel – Interstate and Overseas
 Trees
 Uralla Markets
 Uralla Heritage Study
 Uralla Swimming Pool Booking
 Utilities and Major Plant Equipment – Purchase and Sale
 Vehicles
 Work in “Lieu” and “in kind”

Local Approvals Policy

The purpose of this policy is to supplement the provisions of the Local Government Act and Local Government (Approvals) Regulation by specifying the circumstances in which a person is not required to obtain a particular approval from Council. It also specifies the criteria used by Council when determining applications.

SECTION 2 – STATEMENT OF AFFAIRS

The Council’s Statement of Affairs can be obtained from the Public Officer, Mr Craig Barrass.

SECTION 3 – CONTACT ARRANGEMENTS

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

Mr Craig Barrass Telephone (02) 6778 4606
The Public Officer Fax (02) 6778 5073
Uralla Shire Council Email council@uralla.nsw.gov.au
32 Salisbury Street
URALLA NSW 2358

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****URANA COUNCIL****(F.O.I. Agency No. 2223)****SECTION 1 – POLICY DOCUMENTS**

Council maintains the following Policy Documents:

- Policy Manual
- Payment of Councillors and Mayoral Fees, Expenses and Facilities
- Protected Disclosures & Internal Reporting System
- Code of Conduct
- Local Approvals Policy 1996
- Building Control
- Bush Fire Service Policy & Standard Operating Procedures
- Urana Local Environment Plan 1990
- Development Control Plans
- Code of Meeting Practice
- Housing for Staff Members
- Equal Opportunity Management Plan
- Occupational Health & Safety Policy
- Rehabilitation Policy Statement
- Private Use of Council Vehicles by Staff
- Selection and Appointment of Staff Members
- Agreement Nine Day Working Fortnight
- Smoking in the Workplace
- Delegations of Authority
- Hire of Plant for Council works
- Access to crossings to private properties
- Floodplain Management Policy
- Light Vehicle, Truck & Light Plant Replacement
- Attendance at Annual Conferences
- Noxious Weeds Control
- Hire of Plant for Council Works
- Use of Council Roads by Agricultural Aircraft
- Road Openings
- Policy for Infringements under SEINS
- Tree Plantations
- Hiring of Community Halls
- Council Road Reserves
- Management Plan –
- Management Plan 2003/2004 to 2005/2006
- Training Policy (See Management Plan)
- Pricing Policy (See Management Plan)
- Bush Fire & Emergency Manuals
- Corporate Plan
- Disaster Plan
- Emergency Management Plan
- Section 94 Contributions Plan
- Minutes of Committee Meetings
- Minutes of Council Meetings
- Revenue Policy (See Management Plan)
- State of the Environment Report (See Annual Report)
- Annual Report
- Auditors Report

Business Papers
Disclosures Register
Investment Register

SECTION 2 – STATEMENT OF AFFAIRS

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

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

SECTION 3 – CONTACT ARRANGEMENTS

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

Mr. John Hunt
General Manager,
Urana Shire Council,
Box 55,
URANA. 2645.

Telephone: 0269 208 205

Applications and inquiries can be made between 8.30 a.m. and 5 p.m., Monday to Friday at 30-32 William Street Urana.

FREEDOM OF INFORMATION ACT 1989

SECTION 14(1)(b)

SUMMARY OF AFFAIRS

WAGGA WAGGA CITY COUNCIL

SECTION 1 – POLICY DOCUMENTS

Wagga Wagga City Council is constituted under the Local Government Act 1993 and has the following policy documents available at the Council's office for inspection:-

- Access to Private Property
- Auditors Report
- Building Application – Approval Records
- Building Certificate Records
- Development Application/Construction Certificate – Consent Records
- Code of Conduct
- Code of Meeting Practice
- Delegations of Authority Register
- Development Control Plans
 - Development Control Plan No. 1 – Amusement Machines & Amusement Centres
 - Development Control Plan No. 2 – Road Traffic & Arterial Road Network Strategy
 - Development Control Plan No. 3 – Flood Mitigation Strategy
 - Development Control Plan No. 4 – Drainage Strategy
 - Development Control Plan No. 5 – Sewer Strategy
 - Development Control Plan, 1986
 - Draft Rural Development Control Plan
- Development Control Plan Amendments
 - Development Control Plan, 1986 – Amendments Numbered 1 – 60 inclusive
- Disclosures Register
- Engineering Guidelines for Subdivisions
- Environmental Management System Manuals
 - Narrung Street Waste Water Treatment Plant
 - Koorringal Waste Water Treatment Plant
 - Forest Hill Waste Water Treatment Plant
 - Wagga Wagga City Council Pumping Stations
- Equal Employment Opportunity Management Plan
- Flood Operations Manual
- Garbage Rates and Services
- Internal Reporting Policy (for Protected Disclosures)
- Local Environmental Planning Instruments
 - Wagga Wagga Local Environmental Plan, 1985
 - Wagga Wagga Local Environmental Plan – Reclassification of Public Land
 - Wagga Wagga Rural Local Environmental Plan, 1991
- Local Environmental Planning Instruments Amendments
 - Wagga Wagga Local Environmental Plan – Reclassification of Public Land
 - Wagga Wagga Local Environmental Plan, 1985 – Amendments numbered 2 to 5 and 7 to 39 inclusive
 - Wagga Wagga LEP, 1985 & IDO No's 9 & 11 – (Amendment number 6)
 - Wagga Wagga Local Environmental Plan, 1991 – Amendments numbered 1 to 9 inclusive
- Management Plan
- Minutes of Committee Meetings
- Minutes of Council Meetings
- Occupational Health and Safety Practices Manual
- Operating Manuals
 - Narrung Street Waste Water Treatment Plant
 - Koorringal Waste Water Treatment Plant
 - Forest Hill Waste Water Treatment Plant
 - Uranquinty & Tarcutta Treatment Plant

- Payment of Expenses and Provision of Facilities to the Mayor and Councillors
- Plans of Management for Community Land
 - Pomingalarna Park
 - Willans Hill
 - Duke of Kent Oval
 - Norman Duck Oval
 - Ashmont Oval
 - Rawlings Park – Bushland Reserve
 - Belling Park
 - French’s Field
 - Humula Recreation Reserve, Playground and Village
 - Parkland, Corner of Koorungal Road and Kulgoa Street
 - Hopwood Park
 - Wiradjuri Reserve
 - Sherwood Avenue Park
 - Surveyor Townsend Park
 - Brunskill Avenue Park
 - Fife Street Open Space
 - Glen Murray Reserve
 - Small Street Reserve
- Privacy Management Plan
- Privacy Code of Practice for Local Government
- Section 94 Contributions Plan
- Social Plan 1998
- State of the Environment Report
- Trade Waste Guidelines
- Tourism Wagga Wagga – Strategic Plan
- Tree Preservation Order

All internal policies of the Council are included in the policy register.

SECTION 2 – STATEMENT OF AFFAIRS

Council produced its first Statement of Affairs in June 1994 and has produced other Statements of Affairs as at June in each year following. These documents can be viewed at Council’s office. The Statement of Affairs is included each year in Council’s Annual Report.

SECTION 3 – CONTACT ARRANGEMENTS

Any enquiries under the Freedom of Information Act concerning Council’s activities should be directed to:

Miss Karen Higgins
Freedom of Information/Privacy Officer
Wagga Wagga City Council
PO Box 20
WAGGA WAGGA NSW 2650

Telephone (02) 69269205
Fax (02) 69269199
Email higgins.karen@wagga.nsw.gov.au

Documents can be accessed and may be inspected at the Wagga Wagga Civic Centre during ordinary office hours. The Wagga Wagga Civic Centre is located on the corner of Baylis and Morrow Streets, Wagga Wagga and the normal hours of operation are 9.00am to 5.00pm Monday to Friday.

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

SECTION 1 – POLICY DOCUMENTS

The Walcha Council has developed policy documents in relation to:

- Code of Conduct.
- Code of Meeting Practice.
- Corporate Plan.
- Delegations of Authority Register.
- Disaster Plan(s).
- EEO Management Plan
- Debt Recovery Policy
- Staff Training Code & Policy
- Occupational Health & Safety Policy.
- Occupational Health & Safety Manual Handling Policy.
- Occupational Health & Safety Noise Policy.
- Occupational Health & Safety Injury Management Policy.
- Occupational Health & Safety Staff Consultation Policy.
- Aids and Local Government Policy.
- Smoke Free Working Environment Policy.
- Rehabilitation Policy and Procedures.
- Walcha Draft Development Control Plan.
- Interim Development Order No. – Shire of Walcha.
- Draft Walcha Local Environmental Plan.
- Section 94 Contribution Plan – Rural Roads.
- Expenses and Facilities Policy.
- Financial Management Plan.
- Local Approvals Policy.
- Management Plan.
- Minutes of Committee Meetings.
- Minutes of Council Meetings.
- Plan of Management – Community Land.
- Policy Register.
- Fees and Charges Policy.
- Recycling Policy.
- State of the Environment Report.
- Subdivision Code.
- Tree Preservation Orders.
- Adjoining Owners Notification Policy.
- Building Line Policy.
- Bush Fire and Emergency Manuals.
- Investments Policy.
- Private Use of Council Vehicles Policy.
- Privacy Plan of Management.

The following records or documents are available to the public:

- Annual Reports.
- Auditors' Reports.
- Business Papers.
- Disclosures Register.
- Building Application/Approval Records.
- Development Application/Consent Records.

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

Requests for access to documents under the Freedom of Information Act should be made in accordance with that Act. FOI requests and requests for access to, and amendment of other records should be made to:

The Public Officer
Walcha Council
Council Chambers
2W Hamilton Street
WALCHA NSW 2354

Certain of Council's documents may only be inspected under the supervision of Council Staff.

ROB CALLAGHAN,
General Manager.

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

The Walgett Shire Council is a Local Government organisation bound by the provisions of the Local Government Act, as amended 1993, and other related legislation.

The following policy documents, manuals and various plans are available for public inspection.

- Council's Code of Conduct
- Code of Meeting Practice
- Corporate Plan (See Management Plan)
- Delegations of Authority Register
- Disaster Plan(s):
 - Aerodrome Emergency Plan
 - Local Flood Plan – Surplus to the Displan
 - Disaster Plan (Displan)
 - Emergency Plan
 - Walgett Water Supply Emergency Plan
 - Fire Fighting Manual
- EEO Management Plan
- Emergency Service Policy
- Employment Related Policies
- Energy Efficient Housing – DEP
- Expenses and Facilities Policy
- Fence Policy/Code – within Local Approvals Policy
- Financial Management Plan
- Interim Development Orders (see Local Environment Planning Instruments)
- Internal Reporting Policy (For the purpose of the Protected Disclosures Act)
- Local Approvals Policy
- Local Environmental Planning Instruments – IDO #1
- Local Orders Policy
- Management Plan
- Minutes of Committee Meetings
- Minutes of Council Meetings
- Policy Register
- Pricing Policy (see Management Plan)
- Surveillance Cameras Policy
- Procedure Manuals: Operations Procedures Manual
 - Aerodrome Manual
 - Sewerage Procedures Manual
 - Water supply Procedures Manual
- Recycling Policy
- Revenue Policy (see Management Plan)
- State of the Environment Report
- Subdivision Code
- Tendering Policy
- Adjoining Owners Notification – within Local Approvals Policy
- Carparking Policy
- Food Premises Code
- Satellite Dishes Policy – see Local Approvals Policy
- Swimming Pool Fencing Policy – see document “How the Swimming Pool Act 1992 Affects You”
- Building Certificate Records
- Construction Certificates
- Development Application/Consent Records

Camps in the Opal Fields of Lightning Ridge – Guidelines
Pesticide and Environment Liaison Committee Guidelines

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

The Public Officer
Walgett Shire Council
77 Fox Street
(P O Box 31)
WALGETT NSW 2832

Telephone: (02) 6828 1399
Facsimile: (02) 6828 1608
Office Hours: Monday to Friday 9.00am to 4.30pm
Telephone Hours: Monday to Friday 8.15am to 5.00pm
Email: admin@walgettshire.com

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

SECTION 1 – POLICY DOCUMENTS

The following documents are available for inspection free of charge.

- Code of Conduct
- Code of Meeting Practice
- Management Plan
- Estimates
- Policy concerning payment of expenses incurred by, and provisions of facilities to Councilors
- Delegation manual
- Business papers and minutes of open Council and Committee meetings
- Council policies relating to:
 - Advertising structures
 - Building line
 - Floor level of building
 - River bank building
 - Moveable dwellings
 - Council publications
 - Communication channels
 - Conferences – attendance
 - Conferences – reimbursement
 - Dog control
 - Abandonment of extra charges
 - Fencing
 - Development of flood prone land
 - Commercial home catering
 - Food vending vehicles
 - Hawking and pending
 - Temporary food premises
 - Keeping of horses
 - Light vehicles
 - Utilisation of Council plant – charitable plans
 - Vehicular footpath crossings
 - Surrender of development consent
 - Community awareness development policy
 - Road access policy
 - Local approvals and orders
 - Ramps
 - Trade waste discharge
 - Use of motor vehicles
 - Uniform
 - Local preference buying
 - Swimming pools
 - Water connection
 - Sewerage connection
- Council's land register
- Annual financial reporting
- Auditor's report
- Annual report
- Register of investments
- Returns of interests of Councilors, designated persons and delegates
- Community/Social Plan

SECTION 2 – STATEMENT OF AFFAIRS

A Statement of Affairs as at 31st December, 2002 has been prepared in accordance with Section 14 (1) and (2) of the Freedom of Information Act and is available for inspection during office hours at Council's office situated at 115 Dubbo Street, Warren.

SECTION 3 – CONTACT ARRANGEMENTS

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

Mr Darren Arthur
Public Officer
Warren Shire Council
PO Box 6
WARREN NSW 2824
Phone: (02) 6847 4606
Fax: (02) 6847 4584
Office Hours 8.30 am – 4.30 pm (Monday to Friday)

FREEDOM OF INFORMATION ACT 1989

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

SUMMARY OF AFFAIRS of the WARRINGAH SHIRE COUNCIL

INTRODUCTION

The Freedom of Information Act 1989, Section 14, requires government agencies to publish information concerning their operations.

Warringah Council has published this Summary of Affairs for the six month period ending 31 December 2003.

This Summary of Affairs is available for inspection free of charge, or purchase at cost of \$5.00—.

— Includes GST.

Council's delegations, policies, procedures and other documents are under review and have been the subject of progressive changes throughout 2003. Many of the documents listed below are available on Warringah's website: www.warringah.nsw.gov.au

SECTION 1 – OFFICIAL POLICY REGISTER DOCUMENTS

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

1. 2000 2002 to 2005 warringah PLAN – includes the revenue policy
2. 20020/20031 Fees and Charges
3. Investment Register
4. Delegations Register
5. State of the Environment Report 19992001/20020
6. Minutes of Council/Committees
 - Council Meeting
 - Local Approvals Committee
 - Services Committee
 - Governance Committee
 - Strategy Committee
7. Plans of Management
 - Aboriginal Heritage Assessment – JJ Melbourne Hills Memorial Reserve and adjoining community land Allenby Park, November 2000
 - Berry Reserve & Adjoining foreshores, June 2000
 - Brookvale Park, September 2002
 - Coastal Lands Plan of Management, September 2002
 - Dee Why Valley & South Creek Open Space Corridor, November 1996
 - Dee Why Lagoon Wildlife Refuge Plan of Management, August 2002
 - District Park, April 2002
 - Griffith Park, October 1999
 - Jamieson Park, April 2000
 - JJ Melbourne Hills Plan of Management, July 2001
 - John Fisher Park & Surrounds, November 2001
 - Manly Warringah War Memorial Park, July 1998
 - Red Hill & Golden Grove Parks, July 2000
 - Walter Gors Reserve, November 2000
8. Section 94 Contribution Plans (1997)
 - Embellishment of Open Space – Warringah LGA
 - Acquisition of Open Space – Medium Density Areas
 - Embellishment of Open Space – Medium Density Areas
 - Open Space – Specific Facilities – New release areas, Frenchs Forest
 - Warringah Mall Public Library – Warringah LGA
 - Child Care Centres – Warringah LGA
 - Community Centres – Warringah LGA
 - Roads & Traffic Management – Frenchs Forest
 - Roads and Traffic in Warringah – Warringah LGA

- Carparking – Dee Why – Dee Why Commercial Centre
 - Carparking – Brookvale – Brookvale Commercial Centre
 - Perentie & Dawes Roads Belrose Section 94 Plan
9. Warringah Local Environmental Plan 2000
 10. Warringah Draft Section 94 Development Contributions Plan 2001
 11. Warringah Tree Preservation Order
 12. EEO Policy
 13. Warringah Pittwater Manly Disaster Plan
 14. Warringah Pittwater Bush Fire Service Standard Operating Procedures
 15. Cultural & Heritage Strategy, September 2002
 16. Northern Sydney Aboriginal Social Plan
 17. Recreation Strategy
 18. Environmental Strategy
 19. Reconciliation Strategy
 20. Library Strategic Plan
 21. Policy Register (detailed list below)

Policies

- Aged Services
- Allocation of Funds from the Sale of Council Real Properties
- Appeals to the Land and Environment Court
- Approval of Circus Performances
- Art and Object – Collection Policy
- Art in Public Spaces
- Asset Management Policy
- Bad Debts
- Beach Services
- Builders' Security Deposits
- Bush Fire Brigade Telephone Account Reimbursement (—)
- Caravans
- Civic Receptions
- Clothing Recycling Bins Control & Regulation
- Code for the Conduct of Meetings
- Code of Conduct and Manual
- Commercial Preparation of Food
- Common Vehicular Access to Multiple Properties
- Communications Systems
- Community Centres
- Community Consultation Policy
- Community Facilities Management Policy
- Community Notice Boards Policy
- Companion Animal Numbers in Residential Areas (Res 2a)
- Construction Sea Walls and Erosion Control Measures
- Construction Zones
- Contributions for new Kerbing and Guttering Construction
- Corporate Image and Identity
- Council Consideration of Reserve & Sporting Field Lease Applications
- Council Files
- Council Tennis Courts
- Council's Building Contracts – Liquidated & Ascertained Damages
- Cultural Development Grants
- Cultural Policy
- Dealing with Parties Involved in Legal Proceedings with Council
- Debt Recovery Pensioners' Kerb & Guttering Charges
- Decisions/Delegations during Christmas/New Year recess
- Development Applications – Policy for the Handling of Unclear, Non Conforming or Insufficient Applications
- Development Applications Relating to Trading Hours under the Liquor Act 1982
- Development Guidelines for Collaroy/Narrabeen Beach
- Discretionary Grants to Individuals and Community Organisations
- Disposal of Minor Surplus Road Reserve
- Dog Complaints

- Dog Control – Free Run Areas
- Dog Population
- Effluent Sullage Removal
- Enforcement of Court Action
- Film Permits Council Land
- Financial assistance to Community Organisations- Community Development
- Financial Contributions towards Legal Costs incurred by Other Councils
- Flood Narrabeen Lagoon
- Footpath Levels
- Freedom of Collection and Access for Local Government Libraries
- General Manager’s Policy for Handling Competitive Neutrality Complaints
- Golf Course under the Control of Council
- Graffiti Policy
- Grants Program
- Helicopter Landings on Council Owned and Controlled Property
- Illegal Dumping of Materials
- Illegal Land Uses
- Illegal Works & Environmental Offences Policy
- Independent Public Hearing Panel
- Information Management Policy
- Interim Building and Development Guidelines for Collaroy-Narrabeen-Fisherman’s Beach
- Interim Policy and Guidelines for use of land affected by 1:100 Year Flood Manly Lagoon
- Interim Policy for Development and Use of land likely to be affected by a 1:100 Year
- Interim Policy on the Management of the Commercial Use of Beaches, Reserves and Buildings/ Facilities in Warringah
- Investment Policy
- Keeping of non-companion animals on residential premise
- Kerb and guttering- special crossings, paving of footways
- Kimbriki Recycling & Waste Disposal Centre – Free Access – Community Organisation
- Kimbriki Recycling & Waste Disposal Centre – Principles for Fees & Recyclable Waste
- Lagoon Breakout – Beach closure
- Land Acquisition Open Space along Collaroy/Narrabeen Beachfront
- Landscape Management Policy
- Lease of Council Playing Fields
- Leasing of Council Residential Properties
- Library Services
- Lighting Brookvale Oval
- Maintenance of Council Buildings
- Maintenance of Surf Club Buildings
- Management of Hair-Dressing and Skin Penetration Premises
- Media Policy
- Mediation Policy
- Memorials & Plaques
- Minor Encroachments/ Constructions & Road Reserve Lease Policy
- Naming of Parks and Reserves
- Narrabeen Lagoon Entrance Management
- Numbering of Properties
- Occupation of Dwellings for Home Stay Students
- On-Site Sewage Management Systems for Non-Sewered Areas
- Outdoor eating area policy
- Out-of-Area Assistance for Bush Fire Emergencies
- Outstanding Community Service Awards
- Payment of Expenses incurred by, and provision of facilities to, the Mayor, Deputy Mayor and Councillors
- Payment of Gratuities
- Physical Access Policy
- Placement of Building Waste Containers on Public Roads
- Plans of Management Public Open Space, Policy of
- Powers of Council Officers to Arrest Persons
- Printing/Photocopying Policy
- Progress of Council Building Projects

- Prohibited activities on Council and Public Reserves
- Property Acquisition (Negotiation on Purchase Price)
- Proposing New Policies, Amending Existing Policy and Rescinding Obsolete Policies
- Prosecution Non Payment of Tipping Fees, Fees Kimbriki Waste & Recycling Centre
- Prosecutions and Legal Action
- Public Buildings – Openings and Plaques
- Purchasing, Contracting & Engagement of Consultants or Professional Services under Delegated Authority
- Quality Customer Service
- Rates and Charges Recovery Action
- Real Estate Valuations
- Rebate of Pensioners' Rates and Charges Policy
- Registration of Contractors Construction of Vehicle Crossings
- Regulation of Car Parking Areas on Reserves
- Relief from Rates Hardship Resulting From Land Valuation Changes
- Removal of Private Trees Threatening Council Stormwater Lines
- Risk Management Policy – Interim
- Road Drainage – Natural Watercourses
- Signs at Community Centres
- Sports Ground Facilities
- Stormwater Drainage Policy
- Street Name & Community Facilities Name Signs
- Street Tree Planting
- Surf Life Saving Movement
- Tree Preservation Order
- Unlawful Landfilling & Earthworks
- Use of Council Chambers and Meeting Rooms
- Use of Credit Card and Cabcharge facilities
- Vandalism Council Buildings
- Vehicle Access to all Roadside Development
- Warringah Aquatic Centre
- Warringah Council Policy for the Provision and Use of a Mayoral Vehicle
- Warringah Design Guidelines – Public Space
- Warringah Nuclear Free Zone Warringah Urban Design Awards
- Water Drainage – Natural Watercourses
- Water Storage for Domestic and Rural Fire Fighting Purposes
- Zoning and Acquisition of Land adjoining the Civic Centre

SECTION 2 – STATEMENT OF AFFAIRS

Pursuant to Section 14(1A) of the Freedom of Information Act 1989, the Statement of Affairs describes the structure, functions and operations of the Council; the various documents held; and arrangements for communication. The Statement of Affairs for the period ending 31 December 2003 is available for inspection free of charge or purchase (20 30 cents per page of text or \$10.00 for the full copy—) from the Customer Service Counter or by contacting Council's Protocol & Policy Coordinator (Policy and Projects) on (02) 9942 2310.

— Includes GST

SECTION 3 – CONTACT ARRANGEMENTS FOR INSPECTION AND PURCHASE OF COUNCIL'S POLICY DOCUMENTS AND STATEMENT OF AFFAIRS

Persons wishing to inspect or obtain copies of Council's policy documents or most recent "Statement of Affairs", should enquire at the Customer Service Counter or contact Council's Protocol & Policy Coordinator (Policy & Projects) 9942 2310, during office hours (8.30am – 5pm Mon – Fri) at: Civic Centre

725 Pittwater Road
Dee Why 2099

Telephone: (02) 9942 2111

Email: michelle.berridge@warringah.nsw.gov.au

Please contact the Protocol & Policy Coordinator (Policy & Projects) by telephone prior to a personal visit to inspect or purchase documents to ensure that your request receives prompt attention.

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

Waverley Council is a Local Government Council. Council's mission is to play a significant role in making the community's vision of Waverley a reality by providing strong community leadership in policy, planning and the provision of services. Council has a policy of open government and participation by residents in decision making and policy development.

Waverley Council's Documents

The listed policy documents are held for public inspection free of charge at Waverley Council's Offices. If the document is also available for purchase, a price has been listed.

Council also maintains records relating to many subjects including properties, legal documents, personnel and minutes of Council meetings. These records are usually available for inspection for free except in cases where refusal of access is determined according to the Freedom of Information Act 1989, the Privacy and Information Personal Protection Act 1998 or in other cases which are sub judice or relating to property valuations/transactions or other matters specified as confidential by Council.

*List of Policies*A

Access and Equity Policy – Aboriginal and Torres Strait Islanders	
Access Policy Statement	
Access – People with a Disability DCP No. 26 – June 1999	\$30
Advertising Signs and Structures DCP No.8 – July 1991 (last amended June 1994)	\$30
Advertising and Notification of Development Applications – DCP No. 29 – February 2002	\$30
Affordable Housing Strategy – August 1996	
Aged Housing – Plan of Management	\$30
Annual Financial Reports	
Annual Report 2002/2003	
Audit of Accounts	

B

Bicycle and Car Parking – DCP No.14 – November 1994 (last updated June 2003)	\$30
Birrell Street (197), Waverley, – DCP 21	\$30
Blood Borne Communicable Diseases Policy	
Boarding Houses/Backpackers/Bed & Breakfast – DCP No.12 – May 1997/ (Last amended November 2001)	\$30
Bondi Beach Urban Design Control Plan, September 1998	\$30
Bondi Junction Commercial Centre Traffic and Transport Study – April 1994	\$10
Bondi Junction Design Framework and Technical Manual	
Bondi Junction Exempt and Complying Development DCP – January 2001	\$30
Bondi Junction Local Environmental Plan 1991 (with map)	\$35
Bondi Junction Mall Market Policy	
Bondi Junction Urban Design Control Plan (last amended February 2002)	\$30
Bondi Park – Carnivals for Charitable Organisations	
Bondi Park and Pavilion Plan of Management	\$10
Bondi/Waverley School of Arts Plan of Management	
Bronte Residential Character Study (Draft 2002)	
Bronte Park Plan of Management	\$15
Bronte Road (27-33) and 80 Ebley Street Bondi Junction DCP No. 16 – April 1996	\$30
Building Applications Register	
Building Waste Containers	

	Business Papers (Produced Monthly for all Council and Committee Meetings)	\$850 per annum
<u>C</u>	Character Study Bronte Beach, Dover Heights and Queens Park (Draft November 2000)	
	Charing Cross Conservation Area DCP No.6 – October 1990 (last amended 1998)	\$30
	Child Care Centres DCP No.5 – December 1991 (last amended September, 2002)	\$30
	Child Care Centres, Operational Policies for Children's Services Policy	
	Clothing and Collection Bins	
	Coastal Reserves Plan of Management	\$10
	Code of Conduct (updated 2003)	
	Code of Councillor Practice (updated 2003)	
	Code of Meeting Practice (last amended September, 2000)	\$10
	Collection Management Policy (Waverley Library Service).	
	Community Crime Prevention DCP No.9 – April 1992 (last amended July, 1998)	\$30
	Community Markets Policy	
	Community Safety Plan	
	Community Services for Older People – Planning and Provision Of	
	Community Services Leasing Policy	
	Community Services Policy	
	Conflict of Interest Policy	
	Consultation Policy and Guidelines	
	Contaminated Land DCP No. 28 – February, 2000	\$30
	Correspondence Policy Statement	
	Corruption Prevention Strategies	
	Council Meetings – Address by Public	
	Council Meetings – Notice of Business	
	Council Meetings – Order of Business	
	Council Meetings – Records Disposal Schedule	
	Council Meetings – Taping and use of Cameras	
	Councillors – Declaration of Interests	
	Councillors and Staff – Travelling and Sustenance Allowance	
	Council Property Register	
	Crime Reduction Through Design DCP No 9 – June 1998	\$30
<u>D</u>	Defence Forces – Reserve Training	
	Delegation of Authority – Register	
	Delegation of Authority – Committees	
	Development Consent Register	
	Discrimination and Harassment Policy	
	Disability Action Plan and Access Policy	
	Dover Heights Bowling Club DCP No. 23 – June 1998	
	Dover Heights & Queens Park Residential Character (Draft 2001)	
	Drain Blockage Policy	
	Dual Occupancy Policy DCP No. 20- March, 1998	\$30
	Dwelling House Development DCP No. 2 – May, 1999 (last updated May 2003)	\$30 (Draft)
<u>E</u>	Energy Smart Homes Policy, DCP No. 13 – April, 1999	\$30
	Equal Employment Opportunity Management Plan and Grievance Procedures	
	Equal Employment Opportunity Management Plan and Policy	
	Exempt and Complying Development DCP No. 27, September, 1999	\$30
<u>F</u>	Footpath Gardens	
	Footpath Seating for Restaurants DCP No. 15 – August 1997 (last amended July, 1999)	\$30
<u>G</u>	Garbage Receptacles – Approved	
	Genetically Engineered/Modified Foods	
	Grievance Procedures	
<u>H</u>	Heritage Conservation DCP No.18 – July 1997	\$30
	Heritage Study	\$125 for complete set
	Higher Duties Policy	

	Hot Water Systems – Safety	
	Housing – Criteria for Selection of Tenants for Council Properties	
	Housing Policy – September, 1990	\$10
	Housing for Older People Policy	
<u>I</u>		
	Injured Workers Reporting Procedures	
	In Line Skating – Bondi Beach Promenade	
	Integrated Stormwater Management Plan	
	Internal Reporting Policy – Protected Disclosures	
	Internet and Electronic Mail Guidelines	
	Investment Policy	
<u>L</u>		
	Landscaping of Traffic Management Devices – Guidelines 2001	
	Leasing of Community Facilities Policy	
	Leaseback of Council Vehicles	
	Leave Without Pay Guidelines	
	Library Policy and Objectives 1986, as amended 1989	
	Local Orders Policy	\$30
	Local Waste Management Plan – May, 1999.	
<u>M</u>		
	Management Plan 2002-2005	
	Meeting the Religious and Ceremonial Obligations of Staff	
	Mobile Phone Towers Policy (Draft) – May 1997	
	Model Telecommunications DCP	\$30
	Motor Vehicle Users Manual	
	Multi Cultural Policy	
	Multi Unit Housing DCP No. 1 – April 1998	\$35
<u>N</u>		
	No Smoking Policy	
	Numbering of Buildings	
<u>O</u>		
	Occupational Health and Safety Constitution and Safety Policy	
	Occupational Health and Safety Handbook	
	Ocean Street (36-38) Bondi – DCP No. 25	\$30
	Offshore Sandmining	
	Ozone Protection Policy	
<u>P</u>		
	Participative Work Design Guidelines	
	Pay Policy	
	Payment of Expenses and Provision of Facilities to Councillors	
	Pensioner Rates - Payment by Instalments	
	- Penalty for Late Payment	
	Personnel and Staff Position File Procedures	
	Pesticides Policy	
	Power Boats – Control of	
	Privacy Management Plan (2002)	
	Precinct Policy	
	Privacy Management Plan	
	Procurement of Goods and Services Policy	
	Protected Disclosures Policy	
	Protective Clothing and Equipment Code of Practice	
	Public Art Policy	
<u>R</u>		
	Rates – Deferment of – Pensioners (see Pensioner Rates)	
	Recreation Needs Survey 1992	
	Recruitment Procedures Manual	
	Reference under Seal	
	Register of Investments	
	Rehabilitation Procedures Policy	
	Renewable Timbers Policy	
	Report – Traffic Capacity Bronte Road & Ebley Street – March 1997	

Residential Development Guidelines for 6-38 Blenheim Street and 167-171 Bronte Road, Waverley, – DCP No.7 – November 1990	\$30
Residential Guidelines for 25-29 Hollywood Avenue, Bondi Junction DCP No.10 – March 1993	\$30
Residential Guidelines for 6 Paul Street, Bondi Junction DCP No.11 – December 1992	
Residential Strategy – August 1996	\$10
Responsible Dog Ownership Policy (Draft)	
Retirement Age	
Retirement/Resignation – Date of Termination	
Returns of Interests of Councillors, Designated Persons and Delegates	
Returns as to Candidates' Campaign Donations	
Risk and Emergency Management Manual	
Roscoe Street (west) Onslow Street and Wills Avenue, Bondi Beach. DCP No. 24 – November, 1998 (last amended October, 1999)	\$30
Roscoe Street (91), Bondi Beach, DCP No. 17 – September, 1997	\$30
<u>S</u>	
Sale – Small Parcels of Land	
Section 94 Contribution Plan – October 2003	\$30
Sewerage/Stormwater Drain Blockage Policy	
Shopping Trolleys – Abandoned	
Sick Leave Absenteeism Management Policy	
Significant Tree Register	
Site Waste Minimisation Strategy and Management DCP No. 19 – December 1997 (last amended March, 1999)	\$30
Skills and Performance Assessment Procedures	
Small Parks Plan of Management (Draft)	
Social Plan Volume 1, 2000 & Volume 2	
Solar Hot Water Systems	
Sponsorship Policy	
SSROC Greenhouse Strategy for Southern Sydney	\$15
Staff – Appointment	
Staff – Christmas Leave	
State of Environment Report 2001/2002	
Statement of Affairs	
Street Trading Policy	
Stormwater Policy	
Stormwater Management Plans (Waverley area) Draft	
Sun Protection Guidelines	
<u>T</u>	
Temporary and Casual Employment Guidelines	
Thomas Hogan Reserve Plan of Management (Draft)	
Tourism Policy and Visitor Management Strategy (Draft 2002)	
Training Plan 2001/2002	
Transportation Policy (2002)	
Tree Management Plan – Planting Policy	
Tree Preservation Order	
<u>V</u>	
Visitor and Tourism Strategy (November 2002)	
<u>W</u>	
Waste Reduction Strategy	
Waverley Affordable Housing Study – July 1996	
Waverley Affordable Housing Program – April 1999	
Waverley Aged Housing Plan of Management	
Waverley Child Care Plan of Management	
Waverley Community Living Project Policy and Procedures Manual	
Waverley Council Style Guide	\$20
Waverley and Woollahra Joint LEP Bondi Junction Commercial Centre 1991	\$30
Waverley and Woollahra Bondi Junction Commercial Centre Urban Design DCP	
Waverley and Woollahra Bondi Junction Commercial Centre DCP (Draft)	\$30
Waverley and Woollahra Local Disaster Plan	
Waverley Local Environmental Plan 1996 with amendments	\$30

Waverley Local Environmental Plan 1996 – LEP Zoning map	\$35
Waverley Local Environmental Plan 1996 – LEP Heritage map	\$25
Waverley in the Mid 90's `Profile and Forward Plan of Community Needs – 1994 (individual chapters available)	
Waverley Park Plan of Management	\$10
<u>Y</u> Youth Services Policy	

SECTION 2 – STATEMENT OF AFFAIRS

The 2002 Statement of Affairs for Waverley Council is available from Waverley Council Chambers. Telephone (02) 9369 8129.

SECTION 3 – CONTACT ARRANGEMENTS

Request for information and access to documents can be directed to:

Bronwyn Kelly
Director Corporate and Technical Services
Waverley Council
P O Box 9
BONDI JUNCTION 2022
Telephone 9369 8115

Formal requests under the Freedom of Information Act 1989 and Privacy and Personal Information Protection Act, 1998 must be made in writing and be accompanied by payment of a \$30.00 application fee.

Waverley Council's Offices are located on the Corner of Bondi Road and Paul Street, Bondi Junction, 2022. These offices are open to the public from 8.30a.m. to 5.00p.m. Monday to Friday. Waverley Library is at 32-48 Denison Street, Bondi Junction and is open Monday to Friday from 10.00a.m. to 9.00p.m., Saturdays from 9.30a.m. to 3.00p.m and on Sundays from 1.00p.m. to 5.00p.m.

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

SECTION 1 – THE COUNCIL’S POLICY DOCUMENTS

The following policy documents are available at the Council’s Office for inspection;

- Code of Conduct
- Code of Meeting Practice
- Contribution Plans
- Corporate Plans
- Delegations of Authority Register
- Development Control Plans
- Disaster Plans
- EEO Management Plan
- Emergency Management Plan
- Emergency Services Policy
- Environmental Planning Instruments
- Expenses and Facilities Policy
- Fence Policy/Code
- Financial Management Plan
- Interim Development Orders
- Internal reporting Policy
- Local Approvals Policy
- Local Environmental Planning Instruments
- Local Orders Policy
- Management Plan
- Minutes of Committee Meetings
- Minutes of Council Meetings
- Policy Register
- Pricing Policy
- Revenue Policy
- Section 94 Contributions Plans
- State of the Environment Report
- Tree Preservation Order
- Advertising Code
- Bush Fire and Emergency Manuals
- Fees and Charges Policy
- Occupational Health and Safety Code
- Private Use of Council Vehicles Policy
- Annual Report
- Auditors Report
- Business Papers
- Disclosures Register
- Investment Register
- Building Certificate Records
- Building Application/Approval Records
- Development Application/Consent Records
- Local Environmental Plan 1987
- Section 94 contributions Plan 1992
- Development Control Plan No 1
- Flat Code and Car Parking Code
- Draft Bed and Breakfast Accommodation 1997
- Footway Restaurants and Footpath Obstructions
- Draft Rural Lands Development Control Plan 1986
- Montefiores Development Control Plan No 2

- Wellington Development Control Plan No 1/1992 “Narroogal Park Estate”
- Draft Geurie Development Control Plan No 2/1992
- Cadonia Development Control Plan 1998
- Payment of Expenses and Provision of Facilities to Mayor and Councillors
- Competitive Neutrality Complaints Handling Procedure
- Code of Practice – Councillors Access to Information and their Interaction with Staff
- Model Privacy Management Plan

SECTION – THE COUNCIL’S STATEMENT OF AFFAIRS

The most recent Statement of Affairs of the Council is that of 2002/03 which was prepared as at 30 June 2003. Copies of this document are included as an attachment to the Wellington Council 2002/2003 Annual Report, on Council’s website www.wellington.nsw.gov.au or from Council’s Administration Centre, Nanima Crescent, Wellington NSW.

SECTION – COUNCIL’S CONTACT ARRANGEMENTS

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

Mrs Lynne Payne Public Officer Wellington Council Nanima Crescent PO Box 62 WELLINGTON NSW 2820	Mr Stephen Wall Director, Corporate Services
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Telephone (02) 6845 2099
Fax (02) 6845 3354
E-mail; mail@wellington.nsw.gov.au
Internet; www.wellington.nsw.gov.au
Council’s Office Hours are 9.00 am to 5.00 pm

FREEDOM OF INFORMATION ACT 1989**Section 14 (a) (b) and (3)****SUMMARY OF AFFAIRS
of the
WILLOUGHBY CITY COUNCIL
FOI Agency No 2234****SECTION 1 – POLICY DOCUMENTS**Administrative

- Advertising
 - Amplification – election campaigning
 - Council’s ovals
 - Litter Bins
 - Public Telephone Boxes
- Anonymous Material
- Complaints Handling Procedures
- Contracts
- Corporate Image
- Council Flyers
- Council Agendas
- Council Seal
- Documents – Amending/Reviewing
- Exhibition of Items
- Files – Access To
- Freedom of Information Act – File access/tape recordings of Council meetings, etc
- Freedom of Information – Ombudsman Guidelines
- House/Property Numbering
- Interviews & Calls – Documenting of same
- Key to the City
- Management, Audit & Reporting Procedures in Relation to Out-sourced Projects
- Mobile Phones
- Personal Computers
- Petitions
- Plaques – history detail/corporate image
- Representations to Governments
- Surveillance Camera Tapes – Access
- Tenders

Building/Development/Planning

- Construction Certificate Accredited Certifier
- Building Certificates
 - Refund of Fees No 1
 - Refund of Fees No 2
- Building Setback Controls – Gibbes St/Eastern Valley Way – Light Industrial Area
- Buildings – Judgement of Height
- Contributions Plan – Carparking
- Council-owned land – Owner’s Consent Building/Development Applications
- Development Applications
 - Assessment when Council is applicant
 - Assessment by Community Services
 - Conditions of Consent – Artarmon Industrial Area
 - Public Display
- Dividing Fences Act – Council Responsibilities
- Extended Trading Hours – Car dependent activities
- Fees – DAs – Heritage Controls
- Floor Space Bonus – Designation of Community Facilities
- Informal Planning Meetings

- Linen Plans – Release of
- Mediation in Approval Process (by an external Mediator)
- Neighbour Notification
 - Section 149A (Bldg Certs)
 - Policy for Building Works & Development Applications
 - Development Applications – on-site requirements
 - Copies to Councillors – DAs
 - Proposed Conservation Areas
- Rezoning – Exhibition of Documents
- Setbacks – Pacific Highway
- Site Excavation Work & Rock Removal
- Skateboard Ramps
- Stormwater Pollution Control
- Telecommunications Towers

Community

- Access Policy Statement
- Access and Equity Policy
- Child Care Facilities – Guidelines for Development
- Commission/Charities – Chatswood Town Centre
- Community Copying Service
- Community Grants & Subsidy Scheme – Cash Grants
- Council Crest – Use of by Community Organisations
- Display of Publicity Banners
- Endorsement of Local Community Organisations
- Floor Space Bonus – Designation of Community Facilities (go to Building)
- Internet Access
- Long Day Care Centres
- Meeting Venues – (for use by Progress Associations)
- Out of Schools Hours Policy & Procedures
- On-going Concessional Hire of Council Facilities
- One-off Concessional Hire of Council Facilities
- Racists/Offensive Messages & Material in the Library
- Recycling Receptacles in Public Places
- S356 Donations to Charity Groups
- Sponsorship
- Sports Assistance Scheme
- Tennis Courts – Lighting of
- Waste Free Events

Council and Councillors

- Local Govt Assoc. Annual Conference Attendance
- Conferences – Reporting (For payment of expenses, etc. please refer to policy for payment of expenses/provision of facilities to Councillors)
- Code of Conduct
- Committees
 - Committee Meeting/Function Times
 - Council Committees
 - Recommendations of Committees involving expenditure
 - Non-S377 Committees – General Administration
 - S377 – Advertising of Vacancies
 - S377 Committees – General Administration
- Council Meetings
 - Addressing Meetings
 - Code of Meeting Practice
 - Delivery of Business Paper/Additional Items
 - Format of Meetings/General
 - Staff Matters – staff input
 - Tape Recordings
- Councillors
 - Access to Information & Interaction with Staff
 - Car Parking

- Code of Conduct
- Conflicts of Interest
- Gifts & Benefits
- Legal Assistance
- Payment of Expenses & Provision of Facilities
- Protected Disclosures Act 1994
- Contacting Council's Legal Advisers
- Inspection Committee (Procedures)
- Ward Inspections – Delegation of Authority & Procedures

Finance/Purchasing

- Cashier's Shortages
- Expenditure on Plant/Equipment
- Filming Fees
- Investments
- Petty Cash – Expenditure of
- Purchasing
- Rates – Brochures with notices
- Recycling Crates – Loss of
- Refunds – School Holiday Activity Centres
- S 356 Donations to Charitable & Community Groups
- Veterinary Costs – Seized Dogs

Human Resources

- Children's Services Division – General hygiene & communicable diseases
- Code of Conduct
- Conferences – Attendance by employees
- Council Vehicles – Private use of
- Gratuities
- Higher Grade Pay
- Interest-Free Loans
- Local Govt Assoc. Annual Conference – Staff attendance
- Public Service Medal Nomination
- References for staff
- Rehabilitation Policy/Procedure
- Safety
 - Policy
 - Personal Protective Clothing & Equipment
- Service Awards
- Smoking in the Workplace
- Staff Matters – Senior staff input when Council deals with staff matters
- Staff – Pre-employment Medical Examination
- See also Human Resources Policies and Procedures Manual

Open Space

- Artarmon Industrial Area – Footpath paving/street tree planting
- Bushcare Program
- Horses – Grazing of on open land
- Mowing of nature strips
- Noxious Weed Bamboo
- Park Furniture (memorial plaques)
- Sporting Fields/Ovals
 - Line Marking
 - Sunday use for Competitions
 - Provision of Lighting
- Street Trees
 - Lopping
 - Tree Planting generally

Property

- Bicycle Parking Spaces – Administration building
- Bookings – Conditions of Hire – Civic Centre/Bailey Hall

- Footway Merchandise Display Policy
- Footway Restaurant Policy
- Property Maintenance – Leased Premises
- Civic Centre – Removal of Scenery by Musical Societies
- Trumper Pavilion – Chatswood Oval – Use of Kitchen
- Tennis Courts – Northbridge (hire of)
- Tennis Courts – Lease of
- Sale or Lease of Council Land

Roads/Footpaths/Drains

- Damage to private sewer mains from roots growing in nature strips and public parks
- Drainage Contribution Plan
- Inter-allotment drainage
- Kerb ramps – wheelchairs
- Kerb crossings – construction/materials
- On-site stormwater detention
- Rainwater Tanks
- Street Signs – House Numbering

Traffic/Transport/Parking

- Bicycle Racks – Provision of
- Bus Shelters
- Carparking Facilities – Foreshore areas zoned Residential 2(a) from Forsyth Park to Clive Park

ENVIRONMENTAL PLANNING INSTRUMENTS

- Willoughby LEP 1995 (as amended)
- Regional Environmental Plan No 5, Chatswood City Centre, (as amended)

PARKS PLANS OF MANAGEMENT

- Bicentennial Reserve and Flat Rock Gully
- Forsyth Park (includes Northbridge Baths)
- Willoughby, Bales, OH Reid Memorial, Naremburn and Greville Street Parks
- Castlecove Park and Castlecove Golf Course
- Griffin Reserves Castlecrag
- West Ward Parks
- Sportsfields
- Chatswood CBD Parks
- Generic Bushland
- East Ward Parks
- Foreshore Cottages Castlecrag
- Naremburn Ward Parks
- Northbridge Ward Parks
- Middle Harbour Ward Parks
- Cortile Reserve, Castlecrag

SECTION 94 CONTRIBUTION PLANS

- Open Space, Recreation and Community Facilities
- Child Care
- Drainage
- Car Parking
- Road and Traffic/Transport Management
- St Leonards Roadworks
- Chatswood City Centre – Open Space & Recreation Facilities

DEVELOPMENT CONTROL PLANS

- Transport Requirements for Development
- 4 Chatswood Fringe Area
- 5 Professional Consulting Rooms in Residential Areas
- 8 West Artarmon – Naremburn – St Leonards
- 11 Gore Hill Interchange
- 13 Amusement Centres in the Mandarin Centre
- 14 Access and Mobility

- 15 Multi Unit Residential Developments for 2(b), 2(c) and 2(d) zones
- 16 Dwelling Houses, Dual Occupancy and Boarding Houses in Residential Zones
- 17 St Leonards Station site
- 19 Heritage and Conservation
- 20 Advertisements and Advertising Structures
- 21 Regulations of Brothels
- 22 Residential Development in Business Zones 3(a), 3(b), 3(c), 3(d), 3(e), 3(e2)
- 23 Willoughby Local Housing Program
- 24 207 Pacific Highway
- 25 Exempt and Complying Development
- 31 63 Archer Street
- 32 Railway Street Site

MANAGEMENT PLAN AND BUDGET 2003 – 2008

Council has created a Management Plan and Budget that details Council's vision, goals and strategic planning for the period 2003 – 2008

SECTION 2 – STATEMENT OF AFFAIRS

In accordance with the Freedom of Information Act, a Statement of Affairs was prepared during June 2003..

SECTION 3 – CONTACT ARRANGEMENTS

Requests for access to documents held by Council should be directed to :

The Public Officer
Willoughby City Council
P O Box 57
CHATSWOOD 2057

Enquiries can be made via :

Phone 02 9777 1000
Fax 02 9411 8309 or
Email email@willoughby.nsw.gov.au

Information on Council services and activities and Council Minutes and Agendas can be obtained via Council's Internet Site: www.willoughby.nsw.gov.au

Council's office hours are 8:30 am to 5:00 pm, Monday to Friday (except Public Holidays).

FREEDOM OF INFORMATION ACT 1989**Section 14(1)(b) and (3)****SUMMARY OF AFFAIRS****of****WINGECARRIBEE SHIRE COUNCIL****FOI Agency No. 2236****SECTION 1 – POLICY DOCUMENTS**

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

Documents may be inspected during office hours Monday to Friday, 8.30am to 4.30pm at the Civic Centre, Elizabeth Street, Moss Vale, NSW.

SECTION 2 – STATEMENT OF AFFAIRS

A Statement of Affairs as at 30 June 2002 has been prepared in accordance with Section 14(1) and (2) of the Freedom of Information Act and is available for inspection during office hours at the Civic Centre, Elizabeth Street, Moss Vale.

SECTION 3 – ACCESS TO DOCUMENTS HELD BY COUNCIL

Council has procedures in place for accessing information, which require completion of a 'File Access Request' form, to record requests and to facilitate ease of access, in accordance with Section 12 of the Local Government Act. Any reasonable request for access to documents held by Council is considered and wherever possible access will be arranged free of charge. However, photocopying charges will apply.

There may however, be reasons why information is not provided and Council's reasons for refusal may include the following:

- The time and resources which may be involved in providing access
- The rights to privacy of others who may be affected by the disclosure of the information
- Legal information
- Other information that is determined by Council not to be in the 'Public Interest' to be released.

FOI Applications

If information is not available under Section 12 of the Local Government Act then a person may make a formal application under the Freedom of Information Act for access to documents held by Council. Formal applications must be made in writing accompanied by a fee of \$30.00 and addressed to:

The Freedom of Information Officer
Wingecarribee Shire Council
PO Box 141
MOSS VALE NSW 2577

Applications for a review of a determination regarding an (FOI) application must also be made in writing to the General Manager and accompanied by a fee of \$40.

Inquiries

Inquiries may be directed to the Freedom of Information Officer by telephoning (02) 48680 888 during business hours Monday to Friday, 8.30am to 4.30pm.

Fees and Charges

1. Application fees cover costs of receiving applications including registration and initial discussions with applicants. Any applications requiring more than 1/2 hour file research will involve processing charges of \$30.00 per hour (subject to note 4). All photocopying will be charged at the rate applicable in Council's fees schedule.

2. An advance deposit may also be required in accordance with Sections 21 and 22 of the Freedom of information Act 1989, if Council's costs are likely to exceed the application fee.
3. A 50% reduction in fees applies for eligible pensioners and non-profit organisations under financial hardship. (Refer FOI Procedure Manual for criteria).
4. First 20 hours free of processing charge for person accessing documents relating to their personal affairs.

Fees and charges outlined above are pursuant to the Freedom of Information (Fees and Charges) Order 1989.

POLICY DOCUMENTS

(Available for viewing free of charge)

Adjoining owners notification (see Notification of Adjoining Owners Policy)

Advertising Code

Annual Report

Arts and Culture Policy

Auditors Report

Budget (see also Management Plan)

Building application/approval records

Building Line Policy

Business Papers

Code of Conduct

Code of Meeting Practice

Contributions Plans (see also Section 94 Contributions)

Delegations of Authority Register

Development application/consent records

Development Control Plans

Disaster Plan

Disclosures Register (see also Pecuniary Interest Returns)

EEO Management Plan

Expenses and Facilities Policy (concerning the payment of expenses incurred by, and in the provision of facilities to, Councillors)

Internal Reporting Policy (for the purposes of the Protected Disclosures Act)

Investment Register

Library Annual Report

Local Environmental Plans

Land Register

Local Approvals Policy

Management Plan

Minutes of Committee Meetings

Minutes of Council Meetings

Motor Vehicle Policy (see Private Use of Council Vehicles Policy)

Notification of Adjoining Owners Policy

Occupational Health and Safety Code

Organisational Employment related Policies

Pecuniary Interest Returns (see also Disclosures Register)

Plans of management for community land

Policy Register

Pricing Policy (see also Management Plan)

Private Use of Council Vehicles Policy

Rehabilitation Policy

Revenue Policy (see also Management Plan)

Section 94 Contributions Plans (see Contributions plans)

Smoke Free Work Environment Policy

State of the Environment Report

Statement of Affairs – FOI

Summary of Affairs – FOI

Subdivision Code

Tendering Policy

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

SECTION 1 – POLICY DOCUMENTS

The following is a list of policy documents held by Wollondilly Shire Council:

Mayor and Councillors

- Councillors Fees, Expenses and Facilities
- Declaration of Pecuniary and Conflict of Interests
- Inappropriate Communication with Council, Councillors and Staff
- Internal Reporting
- Interstate and Overseas Travel
- Media Liaison
- Council Representation at Local Government Conferences
- Development of Management Plans Guidelines
- Flying of Flags
- Election Signs in Public Places
- Council and Delegated Determination of Development Applications

Council Management

- Access to Council Records
- Christmas/New Year Closure
- Dealing with Complainants
- Filming Rights
- Motor Vehicles
- Naming of Streets and Roads and/or Council Facilities
- Issuing Section 149 Certificates
- Street Stalls
- Guidelines for Tendering
- Verbal Advice
- Staff – Attendance at Meetings of Council and Committees
- Staff – Retirement/Resignation Gratuities
- Staff – Traffic Regulations
- Staff – Smoking
- Staff – Employment of Apprentices
- On-Charging of Fees and Costs
- Staff – Claim for Court Expenses
- Staff – Loss of Personal Property

Financial Management

- Investment Policy
- Purchasing Policy
- Provisions for Employee Leave
- Retainer Agreement for Legal Services
- Rating Categories
- Rating Exemptions
- Archival Material
- Rating – Amalgamation of Rural Properties
- Rating – Community Titles
- Accounts – Enquiries
- Accounting and Asset Management
- Staff – Long Service Leave Application
- Debt Recovery

Corporate Planning

Section 94 Contribution Plan

Information Systems

Records Management
Internet and Email Access
Disposal of IT Equipment

Customer Service and Community Relations

Public Relations
Local Ethnic Affairs

Human Resources

Drug and Alcohol
Equal Employment Opportunity
Harassment
Occupational Health and Safety
Pay Administration System
Skin Care/Clothing
Workplace Smoking
Internet and Email Access
Employment and Retention of Quality Staff

Development

Aerated Waste Water Treatment System
Construction, Installation and Use of Swimming Pools
Notification of Development Applications to Councillors
Development Control Plans
Erection of Igloos and Hothouses associated with Intensive Horticulture
Guidelines for the erection of Fencing on Allotments in the vicinity of Easements and Watercourses
Gas Scare Gun operation for the protection of Horticulture Crops from Bird damage, within Wollondilly Shire
House Numbering
Landscape Guidelines
Picton Interim Local Flood
Requirements for Works affecting Watercourses
Resited Dwelling Procedure
Thirlmere Shopping Centre Public Car Parking Code
Tree Preservation Order
Fences – Boundary Fence Contributions
Nature Strips
Council and delegated Determination of Development Applications

Roads and Traffic Facilities

Contributions – Kerb, Gutter and Footpaths
Restorations
Road Closures
Fences and Road Reservations
Resited Dwelling Procedure
Thirlmere Shopping Centre Public Parking Code
Tree Preservation Order
Fences – Boundary Fence Contributions Policy

Drainage Management

Property Entrances

Engineering Services

Hoardings
Street Lighting
Street Signs – Commercial, Directional and Business Directional

Flood Mitigation

Picton Interim Local Flood

Waste Management

Exemption from Payment of Garbage Rates

Environment

Keeping of Animals in Wollondilly Shire Orders Policy
Noxious Weed Control
Phosphorous Action

Children's Services

Wollondilly Family Day Care – Acceptance of Family Day Carers
Wollondilly Family Day Care – Behaviour Management
Wollondilly Family Day Care – Carer Contact
Wollondilly Family Day Care – Children's Activities
Wollondilly Family Day Care – Complaints Handling Mechanism
Wollondilly Family Day Care – Confidentiality Guidelines
Wollondilly Family Day Care – Emergency
Wollondilly Family Day Care – Excursions
Wollondilly Family Day Care – Hygiene
Wollondilly Family Day Care – Household Pets in Family Day Care Homes
Wollondilly Family Day Care – Inclusion Guidelines
Wollondilly Family Day Care – Medication
Wollondilly Family Day Care – Notification of Abuse
Wollondilly Family Day Care – Nutrition
Wollondilly Family Day Care – Sun Care
Wollondilly Family Day Care – Supervision
Wollondilly Family Day Care – Tobacco Smoking in Family Day Care Homes
Wollondilly Family Day Care – Water Activities Policy

Community Development

Council's Role in Community Services
Community Bus
Clothing Bin Collections
Door Knock Appeals
Community Members' Support for Council – Recognition

Public and Recreational Facilities

Project Management – Works by Volunteers and Committees on Council Properties
Upgrading a Council Hall
Strategic Management of Council's Assets

SECTION 2 – STATEMENT OF AFFAIRS

A Statement of Affairs is available from the Council office, 62-64 Menangle Street, Picton NSW, 2571.

SECTION 3 – CONTACT ARRANGEMENTS

Written requests for inspection of policy documents should be directed to:

The General Manager
Wollondilly Shire Council
PO Box 21
PICKTON NSW 2571

Inspection of the documents can be undertaken at the Administration Building, 62-64 Menangle Street, Picton from 8.00am to 4.00pm, Monday to Friday.

Requests for access to information/documents under the Freedom of Information Act 1989 should be directed to the Public Officer on 4677 1100.

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

SECTION 1 – POLICY DOCUMENTS

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

A LOCAL ENVIRONMENTAL PLANS

Illawarra Planning Scheme Ordinance
Wollongong Local Environmental Plan No 38 (as amended)
City of Wollongong Local Environmental Plan 1990 (as amended)

B DEVELOPMENT CONTROL PLANS (as amended)

DCP 1 Railway Street, Corrimal
DCP 3 Market Square Park
DCP 6 Commercial and Industrial Standards
DCP 7 Kirrang Avenue, Wollongong
DCP 9 Residential Standards Part 1 and Part 2
DCP 11 Baywood Avenue, Dapto
DCP 12 Surfside Drive, Port Kembla
DCP 15 Coledale
DCP 17 William James Drive, Cordeaux Heights
DCP 18 Surfside Drive, Port Kembla
DCP 19 Point Street, Bulli
DCP 20 Cordeaux Heights Estate
DCP 21 Fords Road, Thirroul
DCP 22 Otford Village
DCP 23 Small Rural Holdings, West Dapto
DCP 24 Porters Farm, Mount Keira
DCP 26 "The Byrn", Mount Keira
DCP 28 Cox's Avenue/Daniel Street, Corrimal
DCP 29 Mount Kembla Village
DCP 31 Cordeaux Road and William James Drive, Mount Kembla
DCP 32 Pioneer Beach Estate, Woonona
DCP 33 Princes Highway, Bulli Pass
DCP 34 Helensburgh Commercial Centre
DCP 35 Old Drive-in Site, Fairy Meadow
DCP 36 Hopman Crescent/Nolan Street, Berkeley
DCP 37 Paynes Road, West Dapto
DCP 38 Gloucester Boulevard/Gallipoli Street, Port Kembla
DCP 39 Horsley, West Dapto
DCP 40 Kembla Grange Equestrian Estate
DCP 41 Springhill Road, Coniston
DCP 42 Heritage Development
DCP 43 For the Keeping of Pigeons
DCP 44 Cormack Avenue, Dapto
DCP 45 Reddalls Road, West Dapto
DCP 46 Fair Trading
DCP 47 Yallah Tourism Zone
DCP 48 Notification of Development and Building Applications
DCP 50 O'Briens Road Figtree

C CODES, POLICIES AND GUIDELINES

Shop Top Housing Policy
Dual Occupancy and Granny Flat Policy

Tree Preservation Order
Informal Planning Conference Policy
Guidelines for the Management of Stormwater from Developments in the City of Wollongong
Requirements for On-site Detention Storage
Manual of Requirements for the Subdivision of Private Lands
Guidelines for the Provision of Child Care Facilities
Local Ethnic Affairs Policy Statement
Policy for the Development of Land which is or is likely to be subjected to Subsidence or Slip
Policy for the Demolition of Buildings
Policy for the Erection of Fences
Waterproofing of Wet Area Code
Development of Sloping Sites Code
Code to reduce the Susceptibility of a Building to Termite Attack without the use of Chemicals
Code for Outdoor Advertising Signs
Code for Assessment of Potential Noise associated with Development
Control of Food Premises Code
Code for Construction and use of Food Vending Vehicles
Section 94 Contribution Plans
Policy for the Construction of Retaining Walls
Urban Consolidation Policy
Policy for Public Access to Information
Records Procedures
Staff Policy
Purchasing Policy
EEO Policy
Internal Reporting Policy
Code of Safety
Local Approvals Policy
Accounting Policies
Risk Management Policy
Code of Ethics for Contractors
Alcohol Free Zones Policy
Major Events Policy
Policy for Wollongong CBD Parking
Policy for Car Parking at North Beach
Siting of Telecommunications Facilities
Policy for Brothels, Escort Agencies, Therapeutic Massage Clinics, Sex Shops
Keeping of Animals or Birds
Disposal of Impounded Items
Illawarra Emergency Bush Fire Plan
Waste Collection and Disposal from Premises
Kerbside House Numbering
Bed and Breakfast Accommodation
Use of Fill at Construction Sites
Policy on Exempt Development
Policy on Complying Development
Notification Policy for Development Proposals

D GENERAL PUBLICATIONS

Code of Conduct
Code of Meeting Practice
Annual Report
Annual Financial Reports
Auditor's Report
Management Plan
Policy for Payment of Expenses incurred by and the provision of facilities to Councillors
Council's Land Register
Register of Investments
Returns of the Interests of Councillors and designated persons
Business Papers for Council and committee Meetings

Minutes of Council and Committee Meetings
Register of Delegations
Records of Approvals granted and decisions made on Appeals concerning Approvals
Records of Building Certificates
Plans of Land proposed to be compulsorily acquired by the Council
Leases and Licences for use of Public Land classified as Community Land
Plans of Management for Community Land
Register of Council Policies

SECTION 2 – STATEMENT OF AFFAIRS

Council's Statement of Affairs dated 30 June 2003 is available free of charge from the Public Officer.

SECTION 3 – CONTACT ARRANGEMENTS

Enquiries in relation to access to documents held by Council may be made to:

The Public Officer – Ms Lyn Marley
Wollongong City Council Administration Building
41 Burelli Street
WOLLONGONG NSW 2500

Telephone 4227 7092

between 9.00 am and 5.00 pm weekdays

FREEDOM OF INFORMATION ACT, 1989**Section 14(1)(b) and (3)****SUMMARY OF AFFAIRS
of
WOOLLAHRA COUNCIL
(FOI Agency No. 2239)****SECTION 1 – POLICY DOCUMENTS**

The Council has the following Policy documents available for public inspection and/or sale.

a. Local Environmental Plans

- Woollahra LEP 1995 as amended.
- Woollahra LEP No 27 – relevant to Strickland House, Vacluse

b. Development Control Plans

- Residential Development Control Plan 1999 (in force 20/9/99)
- Woollahra Residential Development Control Plan 1998 (limited application)
- Residential Development Control Plan (readopted 1995 limited application)
- Development Control Plan for Off-Street Car Parking Provisions and Servicing Facilities (readopted 1995).
- Bishops court Development Control Plan (readopted 1995).
- The Edgecliff Commercial Centre Development Control Plan (readopted 1995).
- Double Bay Centre Development Control Plan (approved 9/9/02).
- Development Control Plan for School and College Development (readopted 1995).
- Development Control Plan for No 9 Cooper Park Road, Bellevue Hill (readopted 1995).
- Development Control Plan for Access to and Within Buildings (readopted 1995).
- Hawthornden Development Control Plan (4/12/96)
- Development Control Plan for 188 Oxford Street Paddington [Royal Hospital for Women DCP] (24/1/97 as amended)
- Babworth House Development Control Plan (approved August 1999)
- Paddington Development Control Plan (7/7/99)
- Rose Bay Centre Development Control Plan (approved 26/7/99)
- Woollahra Development Control Plan for 86 Holdsworth St, Woollahra (approved 1997)
- Development Control Plan for 118 Wallis St, Woollahra.
- Development Control Plan for part of 13 Albert Street, Edgecliff
- Woollahra Development Control Plan – Exempt & Complying Development
- Development Control Plan for Advertising and Notification of Development Applications and Applications to Modify Development Consents
- Watsons Bay Development Control Plan
- Woollahra Heritage Conservation Area Development Control Plan
- Residential Development Control Plan 2003
- Kilmory Development Control Plan

c. Codes

- Landscape Code (11/7/88).
- Code for the Control of Fencing (25/6/84; amended 9/7/84/ re-affirmed 23/9/85).
- Code for Tennis Courts (27/3/89).
- Code for Siting of Swimming Pools (27/9/82).
- Code for Spa Pools, Hot Tubs and Similar Structures (13/6/89).
- Private Stormwater Code (1/2/90).
- Code for Television Antenna and Radio Transmitters/Aerials (13/3/89).
- Code for Satellite Communication Dishes and Similar Structures (13/3/89)
- Code for the Installation of Solar Hot Water Heating (9/5/88)
- Code for Building Sites (14/3/91)
- Code for the Control and Regulation of Noise on Building Sites (13/6/89).
- Food Premises Code (9/6/88).

- Facilities and Servicing Code – Shopping Centres and Groups of Shops (12/3/84).
- Footpath Restaurant Code (12/3/79; amended 26/5/86; 21/1/90).
- Code for Advertising Signs (1987).
- A Code relating to the Provision of Off-Street Car Parking Space and Servicing Facilities (12/7/78) (Applies to the Bondi Junction Commercial Centre only).
- Underground Cabling Code 1997
- Mobile Phone Towers & Public Health Code (1997)

d. Policies, Strategies, Guidelines

- Policy for the Application of State Environmental Planning Policy No 1 – Development Standards (20/1/86).
- Policy for the Control of Changes to Facades and Alterations to Buildings in Bondi Junction, Paddington, Watsons Bay and West Woollahra (13/2/84) (for Paddington, superseded by Paddington DCP).
- Medical and Para-Medical Consulting Rooms (22/5/78).
- Development Control Guidelines for the Provision of Foreshore Open Space and Access (26/8/91).
- Urban Run-Off Management Strategy (27/5/91).
- Urban Tree Management Policy (Nov.97), which contains Tree Preservation Order (25/8/75; amended 16/1/96).
- Double Bay Strategic Plan (26/6/95)
- Policy for Alterations & Additions to Semi Detached & Terrace Houses in Areas Outside Designated Conservation Zones (13/5/85)
- Amusement Centre Policy (1980)
- Heritage Report Information Requirements for development within conservation areas
- Heritage Report Information Requirements for development within conservation items
- Heritage Report Information Requirements for demolition of buildings within the Woollahra Municipality
- Unauthorised Uses, Buildings or Works (approved 12 July 1999)
- Playground Policy (11/3/2002)
- Playground Strategy (11/3/2002)
- Community Partnership Program (26/8/2002)

e. General Publications

- Code of Meeting Practice
- Payment of Expenses and Provision of Facilities to the Mayor, Deputy Mayor and Councillors
- Register of Disclosures by Councillors and Designated Persons
- Code of Conduct
- Register of Council Policies
- Annual Report
- Annual Financial Report and Estimates
- Auditors Report
- Management Plan
- State of Environment Report
- Statement of Affairs
- Register of Investments
- Register of Delegations
- Register of Building Certificates
- Minutes of Council and Committee Meetings
- Business Papers for Council and Committee Meetings
- Councillor Access to Information & Their Interaction with Staff
- Soil & Water Management 1998
- Significant Trees Register – July 1991
- Tree Preservation Order
- Special Requirements for Structural Details for Earthquake Design (Nov 1995)
- Guidelines for Selection and Engagement of Consultants.
- Protected Disclosures
- Workplace Change
- DA Register
- Development Consent Register
- Woollahra Social Plan 2002-2005

f. Section 94 Contribution Plans

- Woollahra Section 94 Contribution Plan (2002)
- Royal Hospital for Women Section 94 Contribution Plan (9/2/98)

g. Plans of Management

In accordance with the Local Government Amendment (Community Land Management) Act 1998, the Council is currently revising all Plans of Management. Until this process is finalised, the Plans of Management already adopted (below) will apply:

- Rushcutters Bay Park (1998)
- Yarranabee Park (1998)
- Redleaf (1997)
- Woollahra Park (2001)
- Cooper Park (2001)
- Trumper Park (1996)
- Robertson Park (1996)
- Christison Park (1996)
- District Park (1996)
- Natural Area (Foreshore) (1996)
- Local Parks (1995)
- Regional Parks (1996)
- General Community Use (1996)
- McKell Park (1995)
- Drainage Reserves (1997)
- Harbourview Park (2001)
- Sir David Martin Reserve (1997)
- Lyne Park (2003)

SECTION 2 – STATEMENT OF AFFAIRS

Council has published a Statement of Affairs as at June 2003.

SECTION 3 – CONTACT DETAILS

Copies of these documents are available from the Customer Service Centre, Woollahra Council:

536 New South Head Road, or PO Box 61
Double Bay Double Bay NSW 1360

Email: records@woollahra.nsw.gov.au
Telephone: (02) 9391-7000
Fax: (02) 9391-7044

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

SUMMARY OF AFFAIRS
of
WYONG SHIRE COUNCIL

The following is a list of the policy documents held by the Council of the Shire of Wyong. These documents may be inspected at Council's Civic Centre, Hely Street, Wyong, between the hours of 8.30 am and 4.30 pm from Monday to Friday, (excepting public holidays), by arrangement with the nominated officer, or by enquiring at the Customer Services Counter. It is strongly suggested that an appointment be made beforehand. Enquiries can also be made at the Tuggerah Information Centre situated in the Westfield Shopping Centre, or at the branch offices located in The Entrance Road, The Entrance, and at the Lakehaven Shopping Centre. Telephone enquiries should be directed to the Public Officer on 02 4350 5306.

SECTION 1 and 3 – POLICY DOCUMENTS AND CONTACT ARRANGEMENTS

<u>POLICY DOCUMENT</u>	<u>CONTACT OFFICER</u>
Code of Conduct	Manager, Governance and Community Services
Equal Employment Opportunities Management Plan	Personnel and Industrial Relations Officer
Policy – Councillor Expenses	Manager, Governance and Community Services
Local policies concerning approvals and orders	Senior Administration Officer, Development Services
Code of Meeting Practice	Manager, Governance and Community Services
Plans of management for community land	Administrative Supervisor, Strategic Planning
Environmental planning instruments and development control plans	Manager, Development Services
Register of delegations	Manager, Governance and Community Services
Manual of Standard Procedures	Manager, Governance and Community Services
Procedure for Protected Disclosures – Internal Reporting Policy	Director, Corporate and Community Services
Procedure for Engagement and Management of Consultants and Professional Service Contractors	Director, Corporate and Community Services
Procedure for Opening and Calling Tenders	Manager, Governance and Community Services
Personnel Policy, Procedures and Practices Manual	Manager, Staff Services
Development Contributions Plan	Contributions Officer
Policy Manual	Manager, Governance and Community Services
Procedure for Use of Council Seal	Manager, Governance and Community Services
Provision of Information Between Councillors and Staff	Manager, Governance and Community Services
Purchasing Manual	Supply Manager
Business papers and minutes of council and committee meetings open to the public	Manager, Governance and Community Services
Regional environmental plans	Director, Health and Development
Management Plan 2003/2004	Finance Manager
Local environmental plans	Director, Health and Development
Environmental impact studies	Manager, Development Services
Development applications	Customer Service Officer
Register of development consents	Customer Service Officer
Building approval list	Customer Service Officer
Register of building certificates	Senior Administration Officer, Development Services

<u>POLICY DOCUMENT</u>	<u>CONTACT OFFICER</u>
Privacy Management Plan and codes of practice	Public Officer
Records of approvals granted and the result of appeals against approvals/refusals of applications	Senior Administration Officer, Development Services
Annual financial reports of Council	Finance Manager
Annual reports of organisations undertaking functions delegated by Council	Public Officer
Returns of donations made to candidates for election to council	Director, Corporate and Community Services
Notices of property transfer	Manager, Governance and Community Services
Valuation records	Finance Manager
Auditor's reports	Finance Manager
Register of investments	Finance Manager
Local government inspectors' reports	Director Corporate and Community Services
Disclosures of interests by councillors and designated staff	Manager, Governance and Community Services
Annual reports of council	Manager, Governance and Community Services
Council's land register	Property Manager
Plans of land to be compulsorily acquired by Council	Property Manager
Leases and licences for use of community land	Property Manager
Stormwater Management Plan	Environmental Manager
State of the Environment Reports	Environmental Manager
Flood studies	Design Engineer (Flooding)

Copies of the documents listed above may be obtained by contacting the Public Officer by telephone on 02 4350 5306, by fax on 02 4351 2098 or by e-mail at "wsc@wyong.nsw.gov.au". The charge involved is based on copy charges of 11 cents per A4 page, 21 cents per A3 page and \$2.40 for binding (GST included).

Apart from access to the above-listed public documentation, there are other procedures that might allow public access to records that are not classified as public documents. Section 12(6) of the Local Government Act requires that access to other documents be permitted, unless they are exempt by provisions contained in Section 12(7), or unless there are overriding public interest issues involved. In addition, the Freedom of Information Act, 1989, applies to local authorities, and this means that access is to be granted to other documentation concerning the affairs of individuals, organisations, companies and the council itself, unless those documents are determined by Schedule 1 to that act to be exempt from public access.

Notwithstanding legislative public access provisions, access to certain material might be denied by virtue of the requirements of the Privacy and Personal Information Protection Act, 1998, or the Health Records and Information Privacy Act, 2002.

SECTION 2 – STATEMENT OF AFFAIRS

A statement of affairs of the Wyong Council for the twelve months to June 30, 2003, has been published outlining the structure of council, the decision-making process and how the public may partake in that process, and elaborating on the central policy documentation that may be accessed. A copy of the document may be obtained free of charge by writing to the General Manager, Wyong Council, PO Box 20, Wyong, 2259, by telephoning the Public Officer on 02 4350 5306, or by e-mail to "wsc@wyong.nsw.gov.au".

FREEDOM OF INFORMATION ACT 1989**Section 14 (1)(b) and (3)****SUMMARY OF AFFAIRS
of the
COUNCIL OF YALLAROI
(F.O.I Agency No. 2241)****SECTION 1 – POLICY DOCUMENTS**

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

- Annual reports of the Yallaroi Shire Council
- Code of Conduct
- Annual Financial Reports
- Returns of the Interest of Councillors and Designated Persons
- Minutes of Council and Committee Meetings (excluding matters considered when a Meeting is closed to the public, other than the recommendations of that Meeting)
- Register of Business Papers & Minutes
- Register of Local Policies
- Delegations of Authority
- Conditions of Residency for Naroo Hostel
- Local Environment Plan
- Code of Meeting Practice
- Local Approvals Policy
- Management Plan
- Financial Management Plan
- EEO Management Plan
- Emergency Management Plan
- Internal Reporting Policy
- Plans of Management for:- Community Land, Cranky Rock Recreational Reserve and other Community Land.
- Adjoining Owners Notification
- Expenses – Facilities Policy (Councillors)
- Operations Plan (Bushfire)
- Bushfire Risk Management Plan
- Revenue Policy (see Management Plan)
- State of the Environment Report
- Investment Policy
- Occupational Health and Safety Code
- Private Use of Council Vehicle Policy
- Smoke Free Work Environment Policy
- Disclosure Register
- Land Register
- Investment Register
- Building Certificate Records
- Building Application/Approval Records
- Development Application/Consent Records
- Warialda Stormwater Management Plan
- On-site Sewerage Management Strategy
- Social/Community Plan
- Privacy Management Plan

SECTION 2 – STATEMENT OF AFFAIRS

The most recently published Statement of Affairs for the Yallaroi Council (as required under the Freedom of Information Act) is dated June, 2003. It is available from the Freedom of Information Officer of the Yallaroi Shire Council.

SECTION 3 – CONTACTS ARRANGEMENTS

Enquiries concerning the procedures for inspecting and/or purchasing the policy documents should be made between the hours of 9.00am and 4.30pm, Monday to Friday and directed to:

The Public Officer
Yallaroi Shire Council
Hope Street
WARIALDA NSW 2402

Telephone: (02) 6729 1016
Facsimile: (02) 6729 1400

FREEDOM OF INFORMATION ACT 1998**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS
of the
YARROWLUMLA COUNCIL
(FOI Agency No. 2242)****SECTION 1 – POLICY DOCUMENTS**

The following documents are available for inspection and/or purchase at Council's office or viewed on Council's website:

Executive

Annual Reports to 30 June 2003
Annual Financial Statements to 30 June 2003
Auditor's Reports to 30 June 2003
Management Plan and Budget 2003-2004
Schedule of Fees and Charges for 2003-2004
Code of Conduct 2000
Return of Interest of Councillors and Designated Employees
Code of Meeting Practice 2000
Payment of Councillors Expenses 2000
2002-2003 Statement of Affairs
Disclosures Register
Queanbeyan-Yarrowlumla Disaster Plan (DISPLAN) and Sub-plans
Management Plan – Community Lands
Community Social Plan 2000-2004
Rossi Bushland Reserve Management Plan
Queanbeyan and Yarrowlumla Crime Prevention Strategy 2000-2001
Yarrowlumla Organisational Strategy 2002-2022

Corporate and Environmental Services Division

Business Papers for Council and Committees
Minutes for Council and Committee Meetings
Register of General Policies
Occupational Health and Safety Policy
EEO Management Plan
Transfer Notices
Land/Property Register
Investment Register
Classification of Public Land Register
Yarrowlumla Local Environment Plan 2002 (YLEP 2002)
Development Control Plan Rural & Rural Residential Zones;
Development Control Plan 2(v) Village Zone
Development Control Plan 7(e) Environmental Protection Zone
Notification of Building/Development Applications
Section 94 Contribution Plan No. 1 – Bungendore Village
Section 94 Contribution Plan No. 2 – Provision of Access Roads
Section 94 Contribution Plan No. 3 – Provision of Community Facilities
State of the Environment Report (SoE) to 30 June 2002
Local Approvals Policy
Local Orders Policy
Noxious Plants Policy
Southern Lake George Extractive Industries Management Strategy
Building Certificate Records
Building Application/Approval records
Development Application/Consent records and Construction Certificates
Flood Prone Land Policy

Management Plan for Geary's Gap/Wamboin Greenways System
Swimming Pool Code
Food Surveillance Program
Building Line Policy
Temporary Occupancy Code
On-site Sewerage Management Plan
Roadside Vegetation Management Plan

Operations and Works Division

Code of conduct and Method of Selection of Tenders for Plant
Road Standards – Rural 1A zone
Road Standards – Rural 1D zone
Removal of roadside Vegetation
Specifications and Construction of Access Road and Private Entrances
Section 64 Plan – Bungendore Water Supply
Section 64 Plan – Bungendore Sewerage
Code of practice – Naming of Roads
Stormwater Management Plan – Bungendore
Draft Documents
Car Parking – Bungendore

SECTION 2 – STATEMENT OF AFFAIRS

The last Statement of Affairs published was dated 30 June 2003

SECTION 3 – CONTACT ARRANGEMENTS

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

The Freedom of Information Officer
Yarrowlumla Shire Council
PO Box 112
QUEANBEYAN 2620

Telephone enquires should be directed to Council's Freedom of Information Officer, Warwick Bray on (02) 62984111.

Office hours are 8.30am to 5.00pm Monday – Friday at 11 Farrer Place Queanbeyan 2620

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

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

- The Council's Code of Conduct
- The Council's Code of Meeting Practice

- 2002/2003 Annual Report
- 2002/2003 Community Report
- Annual Financial Reports
- Auditor's Report
- 2003/2004 Management Plan
- 2002/2003 Community Plan
- The Council's policy concerning the payment of expenses incurred by, and the provision of facilities to Councillors
- The Council's land register
- Register of investments
- Returns of interests of Councillors, designated persons and delegates
- Minutes of Council and committee meetings (but not including minutes of a meeting of any part of a meeting that is closed to the public other than the recommendations of that meeting)
- Any codes referred to in the Local Government Act 1993,
- Annual reports of bodies exercising delegated Council functions
- Local policies adopted by the Council concerning approvals and orders
- E.E.O. Management Plan
- Disaster Plan
- Personnel Policy Register
- Council's Policy Register
- Pricing Policy
- Internal Reporting Policy
- Council's Code Register
- Plans of Management for Community Land -
 - (a) General Community Use Areas
 - (b) Parks
 - (c) Sports grounds
 - (d) Natural Areas
- State of the Environment Report
- Subdivision Code
- Tree Preservation Order
- Tendering Policy
- Section 94 Contribution Plan
- Recycling Policy
- Delegation of Authority Register
- Disabled Access Policy
- Private Use of Council Vehicles Policy
- Records of approvals granted and decisions made on appeals concerning approvals
- Records of building certificates
- Environmental planning instruments, development control plans and plans made under Section 94AB of the Environmental Planning and Assessment Act 1979 applying to land within the Council's area
- The statement of affairs, the summary of affairs and the register of policy documents required under the Freedom of Information Act 1989
- All files and other documents of a non-confidential nature

SECTION 2 – STATEMENT OF AFFAIRS:

Available on Request.

SECTION 3 – FREEDOM OF INFORMATION PROCEDURES AND CONTRACT PROCEDURES.

Access to documents held by Yass Council and subject to the Freedom of Information Act must be made by written application accompanied by a fee of \$30.00

The application should be directed to:

The FOI Co-Ordinator
Yass Council
P.O. Box 6
YASS NSW 2582

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

SECTION 1 – POLICY DOCUMENTS

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

- The Council's code of conduct
- The Council's code of meeting practice
- Annual report
- Annual financial reports
- Auditor's report
- Management plan
- EEO management plan
- The Council's policy concerning the payment of expenses incurred by, and the provision of facilities to, Councillors
- The Council's land register
- Register of investments
- Returns of interests of Councillors, designated persons and delegates
- Returns as to candidates' campaign donations
- Business papers for Council and committee meetings (but not including business papers for matters considered when a meeting is closed to the public)
- Minutes of Council and committee meetings (but not including minutes of a meeting of any part of a meeting that is closed to the public other than the recommendations of that meeting)
- Any codes referred to in the Local Government Act 1993
- Register of delegates
- Annual reports of bodies exercising delegated Council functions
- Local policies adopted by the Council concerning approvals and orders
- Records of approvals granted and decisions made on appeals concerning approvals
- Records of building certificates
- Plans of land proposed to be compulsorily acquired by the Council
- Leases and licences for use of public land classified as community land
- Leases and licences for use of public land classified as community land plans of management for community land
- Environmental planning instruments, development control plans and plans made under Section 94AB of the Environmental Planning and Assessment Act 1979 applying to land within the Council's area
- The statement of affairs, the summary of affairs and the register of policy documents required under the Freedom of Information Act 1989
- All files and other documents of a non-confidential nature

SECTION 2 – STATEMENT OF AFFAIRS

Not applicable.

SECTION 3 – FREEDOM OF INFORMATION PROCEDURES AND CONTACT PROCEDURES

Public access to documents held by Young Council will be subject to the Freedom of Information Act 1989 or Section 12 of the Local Government Act 1993 and confidentiality restrictions imposed by Council. The latter restrictions will only be applied where the request for information is deemed to compromise issues of privacy, commercial or legal considerations.

Access to documents held by Young Council and subject to the Freedom of Information Act must be made by written application accompanied by a fee of \$30.00.

The application should be directed to:

The FOI Co-Ordinator
Young Council
Locked Bag 5
YOUNG NSW 2594

Prior to making an application it is suggested that the applicant contact Council's FOI Officer on 02 63821688 as some information may be provided as part of a free community service.

ISSN 0155-6320

Authorised to be printed
R. J. MILLIGAN, Government Printer.