

Government Gazette

OF THE STATE OF
NEW SOUTH WALES

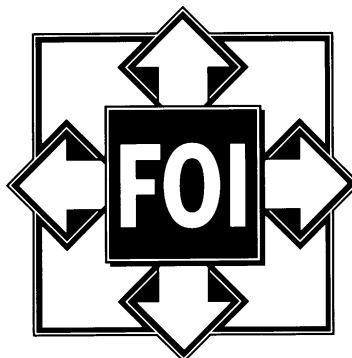
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Summary of Affairs

FREEDOM OF INFORMATION ACT 1989

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



**FREEDOM OF
INFORMATION**
YOUR RIGHT TO KNOW

Part 1

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

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

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

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

SECTION 1 – POLICY DOCUMENTS

- Policy Guidelines on Access to Archival Material
- Dispute Settling Procedures for Aboriginal Land Councils
- Guidelines for Submissions for Exemption from Payment of Rates
- DAA Grants Program – Guidelines
- Aboriginal Education Policy
- Aboriginal Affairs Policy
- Aboriginal Employment Policy
- Aboriginal Disabilities Policy
- Heritage Policy
- NSW Wetlands Management Policy
- Oceans Policy
- Aboriginal Languages Policy

Arrangements can be made with the FOI Coordinator to obtain copies of any of the documents listed above.

SECTION 2 – STATEMENT OF AFFAIRS

The Department's current Statement of Affairs is available upon request.

SECTION 3 – CONTACT ARRANGEMENTS

Requests under the FOI Act for access to documents in the possession of the Department (other than policy documents) should be accompanied by a \$30.00 application fee and directed in writing to:

FOI Coordinator
Department of Aboriginal Affairs
Level 13, Tower 'B'
Centennial Plaza
280 Elizabeth Street
SURRY HILLS NSW 2010

Enquiries may be directed to the FOI Coordinator by telephoning 9219 0700, between 8:30 a.m. and 4:30 p.m.

FREEDOM OF INFORMATION ACT 1989

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

SUMMARY OF AFFAIRS

of the

DEPARTMENT OF AGEING, DISABILITY AND HOME CARE

SECTION 1 – POLICY AND OTHER DOCUMENTS

Aboriginal and Torres Strait Islander Access and Equity Strategy
 Access & Equity Policy for Older People, People with a Disability and their carers from a Non-English speaking Background
 Application for access to documents under the Freedom of Information Act
 Attendant Care Program Guidelines
 Bilateral Commonwealth/State/Territories Disability Agreement 3
 CALD Joint Action Plan (2004)
 Child Protection Policy and Reporting Guidelines for DADHD & DADHC funded services.
 Children's Standards in Action: A resource for service providers working with children and young people with a disability.
 Commonwealth/State Disability Agreement Bilateral Case Management Project Guidelines, 2000
 Commonwealth/State and Territory Disability Agreement Minimum Data Set Privacy Statement (in 19 languages: English, Arabic, Croatian, Dutch, Filipino, French, Greek, Hindi, Hungarian, Italian, Korean, Macedonian, Maltese, Polish, Russian, Serbian, Spanish, Turkish, Vietnamese)
 DADHC's Ethnic Affairs Priority Statement Plan 2003-04
 Decision Rules Requests for Support November 2003
 Department of Ageing, Disability and Home Care Planning Processes 02/03
 Department of Ageing, Disability and Home Care Privacy Code of Practice
 Department of Ageing, Disability and Home Care Privacy Management Plan
 Disability Action Plan January 2000 – December 2002
 Draft Strategic Policy – Adult Training Learning and Support Program (ATLAS)
 Early Childhood Intervention Coordination Program Brochure
 ECICP Infoline Brochure
 ECICP Infoline Poster
 ECICP Procedures Manual
 Ensuring Good Nutrition
 Families with Young Children with Disabilities and High Support Needs
 Good Practice Guide – Moving from Institutional to Community Living
 HACC Collection of personal information consent information sheets available in Arabic, Armenian, Assyrian, Chinese, Croatian, Dutch, French, German, Greek, Hindi, Hungarian, Italian, Korean, Macedonian, Maltese, Polish, Serbian, Spanish, Tagalog, Turkish, Ukrainian, Vietnamese.
 Home and Community Care Amending Agreement 1998
 Home and Community Care Frequently Asked Questions on Eligibility
 Home and Community Care Minimum Data Set Documents for HACC Funded Services
 Home and Community Care National Guidelines Summary
 Home and Community Care National Program Guidelines
 Home and Community Care Service Type Descriptions
 Home and Community Care Service Type Guidelines
 Home and Community Care National Standards Instrument and Guidelines
 Home and Community Care State Plan 2002-2003
 Home and Community Care State Plan 2003-2004
 Licensed Residential Centres Licensing, Monitoring and Closure Policy Version 1.0, Vol One; Vol Two
 Living in the community: Putting Children First. A policy for supporting children and young people with a disability and their families in NSW
 Multilateral Commonwealth/State/Territories Disability Agreement 3
 National Framework for Comprehensive Assessment in the Home and Community Care Program
 NSW Commonwealth/State and Territory Disability Agreement Minimum Data Set Data Guide
 NSW Government Disability Policy Framework
 NSW Respite Data Collection Guide
 The Post School Options Program Guidelines April 1997

Report of the Active Linking Initiative (ALI) March 2004
Resource allocation in the HACC program: a framework for service providers
School Leaver Registration Package (2004)
Service Access System Decision Rules
Supporting Children and Young People: Additional Guidelines for Funded Assistance
Supporting Children and Young People with a Disability: Additional guidelines for funded assistance.
Supporting Children and Young People with a Disability and their Families: Out-of-home placements.
The Positive Approach to Challenging Behaviour
1998 Standards in Action – Practice Requirements and Guidelines for Services Funded Under the Disability Services Act

Purchasing and Funding

Acquittal Guide
Code of Conduct
DADHC Funding Agreement
Guide to DADHC Funding Agreement
Guidelines for Application of Competitive Selection Process
Procedures for Engaging Contractors and Consultants
Resource Allocation Methodology
Standard DADHC Contract

Office for Ageing

Elder Abuse

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

Elder Abuse & Carers

Abuse of Clients and their Carers: Training Kit

Elder Abuse & Dementia

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

Dementia

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

Carers

Carers and Work: fact sheet
NSW Government Carers Statement, October 1999

Seniors Card

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

Premier's Forum

Premiers Forum Report 2002 on Consumer Protection
Premiers Forum Report 2000 on Seniors & Information Technology

Positive Ageing

NSW Healthy Ageing Framework 1998-2003

Planning Ahead Kit: resources for managing financial, health and lifestyle decisions into the future May 2004

Seniors and Information Technology

Fact Sheets on Ageing

Policies – Operations

Accommodation Services – Client’s Personal Finances (November 2000)

Accommodation Services – Household Operating Account (October 2000)

Across Agency Co-ordination (October 1996)

Advocacy (October 1996)

Allocation of Planned Respite Care (October 2002)

Area Casual Residential Support Workers Management Plan (September 2001)

Behaviour Intervention (February 2003)

Case Co-ordination and Case Management (October 1996)

Child Protection Policy and Reporting Procedures for DADHC and DADHC-funded Services (February 2004)

Children’s Standards in Action (February 2004)

Client Checks (November 2002)

Client Holidays and Overnight Stays (August 2001)

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

Consumer Files (October 1996)

Consumer Wills (October 1996)

Decision Making and Choice (October 1996)

Delegations (January 2003)

Dignity of Risk and Duty of Care (October 1996)

Disability Services Policy Framework (August 2000)

Driver’s Licences for RSWs and House Managers Seeking Permanent Appointment (December 2002)

Ensuring Good Nutrition (May 2003)

Exit Criteria (October 1996)

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

Framework and Guidelines for the Development and Review of Client Policies (February 2004)

General Health and Safety for Consumers (October 1996)

Individual Planning (October 1996)

Intake Policy (December 2001)

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

Maintaining Family Relationships (October 1996)

Managing Client Health (May 2003)

Managing Client Risks (January 2003)

Managing Risks and Incidents in the Workplace (January 2003)

Medication (October 1996)

Medications in Residences Policy (March 2001)

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

Occupational Health and Safety Consultation – Policy and Guidelines (*July 2003*)

Orientation to DADHC Respite Services (August 2002)

Our Commitment to Residents (November 2000)

Palliative Care (October 1996)

Participation and Integration (October 1996)

Placement of Clients in Group Home Vacancies (January 2003)

Principles for the Management of Finances in DoCS’ Residences, Accommodation and Centre-based Respite Services (August 2000)

Prioritisation and Allocation (August 2002)

Privacy, Dignity and Confidentiality (October 1996)

Respite Care Services (October 1996)

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

Response to the Death of a Consumer (October 1996)

Sexuality and Human Relationships (October 1996)

Shift Changeover (November 2002)

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

Staff-Client Relationships (November 2001)
Supervision Policy – Accommodation (September 2002)
Supervision Policy – Day Programs (September 2002)
Supervision Policy – Respite (September 2002)
Support for People with Epilepsy (May 2003)
Supporting Children and Young People with a Disability and their Families: Out-of-home Placements (January 2004)
Update for Staff on Managing Finances in DoCS Accommodation and Respite Services (August 2000)
Valued Status (October 1996)
Vermont Assessments for Group Home Clients (March 2002)
Workplace Assessment Policy (July 2002)

Protocols

Devolution – A Guide to Completing Service Development Proposals
Memorandum of Understanding between DoCS and DADHC on Children and Young Persons with a Disability
Protocol between DADHC & OPC for Clients in Residences – Banker Arrangement
Protocol between DADHC & OPC for Clients in Residences – Estate Managed
Protocol for the Management of Community Visitor Reports to Services

Circulars

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

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

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

Service Descriptions

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

Research Reports

Literature Review: Prevention & Early Intervention 2003

Literature Review: Models of Treatment and Intervention for Children with Autism Spectrum Disorder 2003

Mobility Guideline 2003

Quality Service in Group Homes Report (CDDS July 2001)

Review of the Implementation of the Certificate III in Community Services (Disability Work) 2003

Survey of Home and Community Care Funded Organisations to Develop a Profile of Volunteer Support and Quantify the Costs Incurred by Volunteers 2002

Information Management

Information Security Policy 2002

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

Records Management Policy 2002

Strategic Human Resources

Carers Responsibilities Guidelines (Home Care)

Code of Conduct and Ethics

Code of Conduct and Ethics Short Version

Criminal Record Check Pre Employment Policy

Employee Assistance Program Circular

Equal Employment Opportunity Policy (Home Care)

Harassment Free Workplace Policy (Home Care)

HR Strategic Framework 2002-2005

Occupational Health and Safety Improvement Plan

Occupational Health and Safety Policy

Performance Planning and Review (Home Care)

Protected Disclosures Policy

Reasonable Adjustment Guidelines

Secondary Employment (Home Care)

Serious Incident Employee Assistance Support Procedure

Sponsored Child Care Guidelines

SECTION 2 – STATEMENT OF AFFAIRS

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

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

SECTION 3 – CONTACT ARRANGEMENTS

Copies of this document may be obtained free of charge from the Freedom of Information Officer. Many of the documents listed are available on the Department's website: <http://www.dadhc.nsw.gov.au/publicationsandpolicies>.

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

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

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

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

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

HOME CARE SERVICE OF NSW

SECTION 1 – POLICY DOCUMENTS

The Home Care Service of NSW (HCS) is a Statutory Corporation bound by the provisions of the NSW Home Care Service Act, 1988. HCS is a public agency under the FOI legislation. HCS has been integrated into the Department of Ageing, Disability and Home Care (DADHC). Various of its policies and procedures (see above) apply across DADHC. Others (see below) apply to HCS employees within DADHC.

Many of these documents are also available on DADHC's website:

www.dadhc.nsw.gov.au/publicationsandpolicy/other.

Aboriginal & Torres Strait Islander Service Policy Guidelines
Boarding House Reform Policy on Transporting/Accompanying Customers
Carers Philosophy Booklet
Child Protection Policy
Client Eligibility & Access for Service Provision Guidelines
Client Records Policy
Commitment to Service Charter
Communicating with People with Disabilities in Alternative Formats Policy
Corporate Archives Management Policy
Corporate Records Policy
Ethnic Affairs Priority Statement 2001-2002
Fee Agreement Debt Collections Policies & Procedures
Flexible Work Practices Policy
Garden Maintenance and Handy person Services Policy.
Guidelines for Home Care's Customer Feedback System
HACC Subsidised Services for Members of Religious Communities Policy
HACC Subsidised Services to Residents of Serviced Apartments Policy
Interpreters and Translators Policy
Joint Statement on Role Boundaries in Provision of Personal Care
Managing Grief and Loss Policy
Mistreatment of Vulnerable Adults in their Homes
Personal Care Manual
Personal Computing Policy
Personnel Policy Manual
Portability of Services Policy for Home Care Clients Funded by Government Programs
Practical Manual Handling for Home Based Care Trainers and Participants Manual
Price List Schedule for Services – Full Fee Customers
Privacy Management Plan
Recognition Tools for Workplace Assessors
Records Disposal Policy
Recruitment Policy
Referral & Assessment Procedures for the Provision of HACC Services
Reporting of Suspected Illegal Activities Policy
Risk Management and Manual Handling Trainers and Participants Manual & Assessment Tools
SafeCare Policy Manual
Service Policy Guidelines
Support Team Manual
Training and Development Service Policy and Procedures Manual
Using Interpreters and Translators Policy

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

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

GUARDIANSHIP TRIBUNAL

SECTION 1 – POLICY DOCUMENTS

Access to New Treatments through Clinical Trials
Accessibility Features of the New Guardianship Tribunal Website
Application for Approval of a Clinical Trial
Application for Consent to Medical or Dental Treatment
Application for Guardianship and/or Financial Management
Application for Recognition of Interstate Appointment
Application to be Joined as a Party to a Matter
Application to Review a Financial Management Order
Application to Review Enduring Guardianship Appointment
Application to Review Enduring Power of Attorney
Application to Revoke a Financial Management Order
Appointment of Enduring Guardian/Alternative Enduring Guardian
Appointment of Power of Attorney
Behaviour Management and Guardianship
Financial Management Hearings – Information for Parties
Financial Management Orders – What Happens After the Hearing?
Getting ready for your hearing (pamphlet for people who are subjects of applications)
Guardianship Hearings – Information for Parties
Guardianship Tribunal online: <http://www.gt.nsw.gov.au>
Guardianship Tribunal Reporter
Guardianship Orders – What Happens After the Hearing?
Hearings for Guardianship and Financial Management – Information for Parties
Hearings for Applications to Review or Revoke Financial Management Orders – Information for Parties
Hearings for Reviews of Guardianship Orders – Information for Parties
How to Cancel the Appointment of Your Enduring Guardian
Medical and Other Professional Assessment Reports
Online Applications on the New Guardianship Tribunal Website
'Person Responsible'
Planning Ahead... Enduring Guardianship
Planning Ahead... Enduring Power of Attorney
Preliminary Hearings – Information for Parties
Recognition of Interstate Appointment
Representation at Hearings
Request to Be Joined as a Party
Resignation of Appointment of Enduring Guardian/Alternative Enduring Guardian
Review of Enduring Powers of Attorney: Information for Parties
Revocation of Appointment of Enduring Guardian
Separate Representation
Special Medical Treatment – Androgen Reducing Medication

Special Medical Treatment – For People Under 16 Years
 Special Medical Treatment – Guidelines
 Special Medical Treatment – Hysterectomy or Endometrial Ablation
 Special Medical Treatment – Orchidectomy
 Special Medical Treatment – Termination of Pregnancy
 Special Medical Treatment – Tubal Ligation
 Special Medical Treatment – Vasectomy
 Substitute Consent
 Three Separate Organisations – (Pamphlet outlining the different roles of the Guardianship Tribunal/ Office of the Public Guardian / Office of the Protective Commissioner)
 Video Order Form
 We Welcome Your Feedback
 Website flyer (DL flyer information about the Guardianship Tribunal's updated website)
 What Does the Guardianship Tribunal Do? – Available in Arabic, Chinese, Croatian, German, Greek, Italian, Macedonian, Polish, Serbian, Spanish, Tagalog, Turkish, Vietnamese.
 The publications of the Guardianship Tribunal are available in large print or as ASCII text file on request. Some publications are available online at the Tribunal's website – <http://www.gt.nsw.gov.au>. The Guardianship Tribunal has a website as of February 2004. The new website has been designed for easy accessibility, with some pages available in 12 languages other than English, the majority of publications and all application forms available for download, separate sections on applications and hearings and orders, video clips of the hearing process, and online applications for guardianship and financial management.

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

NSW MINISTERIAL ADVISORY COMMITTEE ON AGEING (formerly NSW Committee on Ageing)

SECTION 1 – ISSUES PAPERS

A Double-Edged Sword: Report of consultation with older residents of Queanbeyan and district 2000
 A Two Way Street: Older People and Volunteering 1999
 Building Community Trust – Social Capital and Rural NSW: an older person's perspective 1999
 Caring for the Country: a spotlight on the needs of older people who live in rural and remote NSW 2000
 Central West 2001: Report of consultations with older residents of Parkes, Forbes and environs, 2001
 Counting on Experience: a review of good practice in the employment of mature workers. 2002
 Driving Miss Daisy in Country NSW 2000
 Gendered Ageism- Job Search Experiences of Older Women (Department for Women & NSW Committee on Ageing) 1997
 'Have Your Say' Consultation with older people of non-English speaking backgrounds, Blacktown. 2002
 Including Us Too! Tips for events managers working with older people. 2000
 Job Search Experiences of Older Workers 1996
 Keeping in touch: Older People Living Alone 1996
 Keeping the balance: older men and healthy ageing. 2001
 Local Government Services for Older People 1996
 Making a Difference – The views of people in the valley: Report of consultations in Bega and district 1998
 Never Too Late to Learn: A Report on Older People and Lifelong Learning 1997

Older People and Crime 1997
Older People and Housing : The views of older people in southern Sydney, July 2003
Over the Hill or Flying High? An Analysis of Age Discrimination Complaints in NSW 1998
Final Report of consultation with older people in Griffith and Narrandera in September 2002
Retirement: a Survey 1996
River and Coast: A report of consultation in Tweed Heads and Murwillumbah, 2001
Taking Charge: Making Decisions for Later Life 1999
The Eyes Have It: report of vision and older people seminar. 2002
Too Young to Go: mature age unemployment and early retirement in NSW. 2002
Volunteering and Older People 1996
When Families Break Down – Rights of Grandparents and Grandchildren 1997
When the chips are down: Report of a consultation with older residents of Cobar and district 1998
Who Pays: The Impact of User Pays and Economic Policy of Older People 1998

Other documents

Brochures about the NSW Ministerial Advisory Committee on Ageing (one in English and on multilingual)
Strategic Plan 2003/04 – 2005/06, July 2003
Consultation Protocols, Nov 2003 edition

SECTION 2 – STATEMENT OF AFFAIRS

The NSW Ministerial Advisory Committee on Ageing has set up its own website which has detailed information about the Committee's function and structure. The website also contains more information about its publications and other related information. www.maca.nsw.gov.au

SECTION 3 – CONTACT ARRANGEMENTS

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

DISABILITY COUNCIL OF NSW

SECTION 1 – ISSUES PAPERS

Accommodating People with a Disability – A study of the accommodation and support needs of people with a disability who live with their ageing parents or carers (Marie Delaney 1994)
Accommodation and Support Options for people with a Disability. A study of the accommodation and support needs of people who live with their ageing parents or carers. (Julie London for the Disability Council of NSW 1994)
Brochures – About the Disability Council (English, Arabic, Chinese, Vietnamese, Italian, Spanish and Greek versions)
Consultation and People with a Disability issues for Public Sector Managers in NSW (Ian Scales)
Emergency Evacuation Plan
Media Guidelines (1994)
More than Getting Through the Gate: The involvement of parents who have a disability in their children's school education in NSW
One of the Kids – Educating children with and without disabilities together in the same classes and schools. A guide for parents.
Position Statement: Access to Employment
Position Statement: Access to and Delivery of Health Services
Position Statement: Cost of Disability
Position Statement: Education
Position Statement: Flexible Options for Living in the Community
Position Statement: Access
Position Statement: Welfare Reform
Position Statement: Belonging in the Community

Position Statement: Housing for Everyone

Position Statement: Ageing

Setting It Straight – A survey of Consumers' views on the quality and availability of Orthoses in NSW (1995)

Taxis and People with a disability. Issues for Government and Industry.

Time for A Break – Results of the Respite Care phone-in (1990)

SECTION 2 – STATEMENT OF AFFAIRS

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

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

SECTION 3 – CONTACT ARRANGEMENTS

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

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

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

SECTION 1 – POLICY DOCUMENTS

Policy documents within NSW Agriculture include:

Annual Report

Corporate Plan

Strategic Plans

Program Statements

EEO Annual Report

Delegations of Authority

Minister's and Director-General's correspondence register.

Policy documents covering a range of topics; examples of the subject matter include OH & S, Records Management, Animal Welfare, operational policies and procedures etc.

SECTION 2 – STATEMENT OF AFFAIRS

For the purpose of Section 14 of the FOI Act NSW Agriculture has identified the Department's Annual Report as the Statement of Affairs. A copy of the Publications and Videos Catalogue is to be available with the Annual Report.

SECTION 3 – CONTACT ARRANGEMENTS

Copies of this document may be obtained from the Freedom of Information Officer, NSW Agriculture, Head Office, 161 Kite Street, Orange 2800. Telephone (02) 6391 3325.

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

All inquiries and applications under the Freedom of Information Act 1989 in relation to NSW Agriculture are to be directed to:

The Freedom of Information Officer

NSW Agriculture

Locked Bag 21

ORANGE NSW 2800

Telephone: (02) 6391 3325

Facsimile: (02) 9391 3414

Organisations under NSW Agriculture Agency

NSW Agriculture acts as the responsible FOI Agency for the following organisations whose Summaries of Affairs are listed:

Agriculture Animal Services Functional Area Sub-Committee under the State Disaster Plan

Agricultural committees under the Agricultural Tenancies Act 1990

Animal Research Review Panel (ARRP)

Board of Tick Control

Exhibited Animals Advisory Committee

Farrer Memorial Trust

Non-Indigenous Animals Advisory Committee

Noxious Weeds Advisory Committee

NSW Biological Control Authority

Pest Animal Council
Poultry Meat Industry Committee
Wine Industry Research and Development Advisory Council

Organisations not under NSW Agriculture Agency

In addition NSW Agriculture coordinates the Summary and Statement of Affairs activities for the following organisations. Their Summaries of Affairs are also listed.

Agricultural Industry Service Committees of NSW constituted under the Agricultural Industry Services Act 1998:
Murray Valley (NSW) Wine Grape Industry Development Committee
NSW Nursery Industry Services Committee
Riverina Citrus
Wine Grapes Marketing Board
Agricultural Scientific Collections Trust
C B Alexander Foundation
Banana Industry Committee
Marketing Boards:
Murray Valley Citrus Marketing Board
NSW Grains Board
Rice Marketing Board for the State of New South Wales
McGarvie Smith Institute

ORGANISATIONS UNDER NSW AGRICULTURE AGENCY

Agriculture Animal Services Functional Area Sub Committee under the State Disaster Plan

This Committee is set up under the State Disaster Plan to assist NSW Agriculture in fulfilling its obligations under the State Disaster Plan.

SECTION 1 – POLICY DOCUMENTS

Agricultural and Animal Services Supporting Plan to the State Disaster Plan
Animal Health Emergency Sub Plan to the State Disaster Plan
Bushfire Operating Plan
Flood Operating Plan
Committee Papers and Minutes of Meetings

SECTION 2 – STATEMENT OF AFFAIRS

Information can be obtained from NSW Agriculture's Freedom of Information Officer

SECTION 3 – CONTACT ARRANGEMENTS

Executive Officer
Agricultural and Animal Services Functional Area Sub-Committee
NSW Agriculture
Locked Bag 21
ORANGE NSW 2800
Telephone: (02) 6391 3683

Agricultural committees under the Agriculture Tenancies Act 1990

The function of these committees is to arbitrate principally when farm owners and lessees cannot agree on the improvements to be made or the amount of compensation to be paid for improvements, special system of farming, removal expenses, stored produce, fixtures or deterioration.

SECTION 1 – POLICY DOCUMENTS

The committees do not produce any policy documents.

SECTION 2 – STATEMENT OF AFFAIRS

Information on Agricultural Tenancies and Agricultural Holdings can be obtained from the Legal Branch of NSW Agriculture. Telephone (02) 6391 3552 or contact the Freedom of Information Officer.

SECTION 3 – CONTACT ARRANGEMENTS

NSW Agriculture
Locked Bag 21
ORANGE NSW 2800
Attention Legal Branch.

Animal Research Review Panel (ARRP)

The Panel is a statutory body, constituted under the Animal Research Act 1985 and provides advice to the Minister for Agriculture on the use of animals in scientific research, testing and teaching.

The Panel has responsibility for overseeing the effectiveness and efficiency of the legislation and to promote an understanding of the ethical and technical issues involved in the use of animals for scientific purposes. It provides a mechanism for representatives of the scientific and broader community to participate in monitoring the self-regulatory process that was established within institutions by the Act.

SECTION 1 – POLICY DOCUMENTS

Committee minutes, fact sheets, guidelines and policies, ministerial correspondence and Annual Report.

SECTION 2 – STATEMENT OF AFFAIRS

Information can be obtained from NSW Agriculture's Freedom of Information Officer.

SECTION 3 – CONTACT ARRANGEMENTS

Executive Officer
ARRP, Animal Welfare Inspectorial Office
NSW Agriculture,
PO Box A970
SYDNEY SOUTH NSW 1232.
Telephone: (02) 9264 9533
Facsimile: (02) 9264 9632.

Board of Tick Control

The Board of Tick Control is constituted under the Stock Diseases Act 1923. The Board consists of one full-time member and seven part-time members appointed by the Government. Of the part-time members, six are elected stockowners and one is a member of the Public Service Association. The full-time member is an officer of NSW Agriculture who is also the Chairman of the Board.

SECTION 1 – POLICY DOCUMENTS

The Board makes recommendations to the Minister of the day regarding the impact of departmental policies for cattle tick control and the stockowner areas they represent.

SECTION 2 – STATEMENT OF AFFAIRS

Information can be obtained from NSW Agriculture's Freedom of Information Officer.

SECTION 3 – CONTACT ARRANGEMENTS

Board of Tick Control
Wollongbar Agricultural Institute
WOLLONGBAR NSW 2477
Telephone: (02) 6626 1201.

Exhibited Animals Advisory Committee (EAAC)

The Committee is constituted under the Exhibited Animals Protection Act 1986 to provide advice to the Director-General, NSW Agriculture, regarding the effectiveness of the Exhibited Animals Licensing Scheme and other exhibited animals issues.

The objectives of the legislation are to ensure the welfare of exhibited animals is protected, and the public and exhibit staff are safe, and the exhibits have appropriate educational value.

SECTION 1 – POLICY DOCUMENTS

Committee minutes, published standards and policies, ministerial correspondence.

SECTION 2 – STATEMENT OF AFFAIRS

Information can be obtained from NSW Agriculture's Freedom of Information Officer.

SECTION 3 – CONTACT ARRANGEMENTS

Exhibited Animals Registrar
Animal Welfare Unit
NSW Agriculture,
Locked Bag 21
ORANGE NSW 2800.
Telephone: (02) 6391 3716
Facsimile: (02) 6391 3570.

Farrer Memorial Trust

The Farrer Memorial Trust was established in 1911 to perpetuate the memory of William James Farrer and to encourage and inspire agricultural scientists. Initially it awarded scholarships for "study or research in agricultural problems". Later it included the delivery of an annual oration and the presentation of the Farrer Memorial Medal to a distinguished agricultural scientist for services rendered in the fields of research, education or administration.

SECTION 1 – POLICY DOCUMENTS

Annual reports that include criteria for awarding scholarships administered under the Farrer Memorial Research Scholarship Fund Act 1930.

SECTION 2 – STATEMENT OF AFFAIRS

Information can be obtained from NSW Agriculture's Freedom of Information Officer.

SECTION 3 – CONTACT ARRANGEMENTS

The Secretary of the Trust is Phil Anquetil
Director Sydney Office,
NSW Agriculture
Level 17 "Parkview"
157 Liverpool Street
SYDNEY NSW 2000
Telephone: (02) 9372 0120
Facsimile: (02) 9372 0155.

Non-Indigenous Animals Advisory Committee

The Committee is constituted under the Non-Indigenous Animals Act 1987, to advise the Minister primarily on controlling the keeping and movement of exotic animals in NSW. The purpose of the legislation is to protect agriculture, the environment and the people of NSW from the release and spread of any further harmful non-indigenous species.

SECTION 1 – POLICY DOCUMENTS

Committee minutes and ministerial correspondence.

SECTION 2 – STATEMENT OF AFFAIRS

Information can be obtained from NSW Agriculture's Freedom of Information Officer.

SECTION 3 – CONTACT ARRANGEMENTS

Secretary
Non-Indigenous Animals Advisory Committee
NSW Agriculture
Locked Bag 21
ORANGE NSW 2800
Telephone: (02) 6391 3643
Facsimile: (02) 6391 3740.

Noxious Weeds Advisory Committee

The Committee is constituted under the Noxious Weeds Act 1993, to advise the Minister on matters relating to the control of Noxious Weeds in NSW, including the categorisation of certain weeds into noxious weed classifications.

SECTION 1 – POLICY DOCUMENTS

Committee minutes, ministerial correspondence.

SECTION 2 – STATEMENT OF AFFAIRS

Information can be obtained from NSW Agriculture's Freedom of Information Officer.

SECTION 3 – CONTACT ARRANGEMENTS

The Program Manager
Pastures and Rangelands
NSW Agriculture
Locked Bag 21
ORANGE NSW 2800
Telephone: (02) 6391 3638.

NSW Biological Control Authority

The Biological Control Act 1985 establishes a biological control Authority within NSW. The Authority is the Minister of the Crown of New South Wales who is for the time being a member of the Australian Agricultural Council. The Authority empowers biological control programs for agricultural pests in New South Wales.

SECTION 1 – POLICY DOCUMENTS

The Act and Government Gazette notifications under the Act.

SECTION 2 – STATEMENT OF AFFAIRS

Information can be obtained from NSW Agriculture's Freedom of Information Officer.

SECTION 3 – CONTACT ARRANGEMENTS

The Program Manager
Pastures and Rangelands
NSW Agriculture
Locked Bag 21
ORANGE NSW 2800
Telephone: (02) 6391 3638.

Pest Animal Council

This Council has been set up to advise the Minister on matters relating to the control of pest animals that have already established in the wild in NSW.

SECTION 1 – POLICY DOCUMENTS

Strategic plan, committee minutes, ministerial correspondence.

SECTION 2 – STATEMENT OF AFFAIRS

Information can be obtained from NSW Agriculture's Freedom of Information Officer.

SECTION 3 – CONTACT ARRANGEMENTS

Secretary
Pest Animal Council
NSW Agriculture
PO Box 865
DUBBO NSW 2830
Telephone: (02) 6881 1270.

Poultry Meat Industry Committee

Functions of the Committee include: setting guidelines for the drawing up of agreements between processors and growers, approving agreements, determining prices to be paid for designated poultry, settling by negotiation disputes between growers and processors and reporting to the Minister on matters of particular interest.

SECTION 1 – POLICY DOCUMENTS

The Act and committee meeting minutes.

SECTION 2 – STATEMENT OF AFFAIRS

Information can be obtained from NSW Agriculture's Freedom of Information Officer.

SECTION 3 – CONTACT ARRANGEMENTS

Mr B. Buffier
Chairman
Poultry Meat Industry Committee
Telephone: (02) 9440 8647
Mobile: 0401 995 102

Wine Industry Research and Development Advisory Council

The Council provides advice to the Minister on how the Department and Government can contribute to wine industry development opportunities and export opportunities. The Minister is advised of research and development, educational and industry training opportunities that can be delivered through the National Wine and Grape Industry Centre, Wagga Wagga.

The Council reports to the Minister on industry management of endemic and exotic pests and diseases that pose significant threats to the NSW wine industry.

SECTION 1 – POLICY DOCUMENTS.

Committee minutes and correspondence.

SECTION 2 – STATEMENT OF AFFAIRS

Information can be obtained from NSW Agriculture's Freedom of Information Officer.

SECTION 3 – CONTACT ARRANGEMENTS

Mr R. Hutton
Secretary
Wine Industry Research and Development Advisory Council
Wagga Wagga Agricultural institute
Private Mail Bag
WAGGA WAGGA NSW 2650
Telephone: (02) 6938 1999

ORGANISATIONS NOT UNDER NSW AGRICULTURE AGENCY

Agricultural Industry Services Committees

Agricultural Industry Services Committees are constituted under the Agricultural Industry Services Act 1998 in order to provide any of a range of services to an agricultural industry, subject to a poll of producers and approval in respect of National Competition Policy. They are established by Regulation for up to five years under Regulatory Review requirements and are renewable as long as they continue to meet establishment requirements. The following Services Committees currently exist:

Murray Valley (NSW) Wine Grape Industry Development Committee
NSW Nursery Industry Services Committee
Riverina Citrus
Wine Grapes Marketing Board

SECTION 1 – POLICY DOCUMENTS

Agricultural Industry Services (Riverina Citrus) Regulation 2002.
Agricultural Industry Services (Nursery Industry Services Committee) Regulation 2001
Agricultural Industry Services (Murray Valley (NSW) Wine Grape Industry Development Committee) Regulation 1999.
Agricultural Industry Services (Wines Grapes Marketing Board) Regulation 2003.
Each Committee publishes Annual Reports, and prepares audited accounts and minutes of meetings.

SECTION 2 – STATEMENT OF AFFAIRS

Information can be obtained from each committee's Executive Officer or Secretary.

SECTION 3 – CONTACT ARRANGEMENTS

Murray Valley (NSW) Wine Grape Industry Development Committee:

Ashley Turner
Thomsons Accountants and Advisers
PO Box 3232
MILDURA VIC 3502
Telephone: (03) 5021 2244

NSW Nursery Industry Services Committee:

c/- Nursery and Garden Industry NSW and Act
PO Box 3013
ROUSE HILL NSW 2155
Telephone: (02) 9679 1472.

Riverina Citrus:

Dominic Nardi
Executive Officer
PO Box 1432
GRIFFITH NSW 2680
Telephone: (02) 6962 4333.

Wine Grapes Marketing Board:

Brian Simpson
Executive Officer
PO Box 385
GRIFFITH NSW 2680
Telephone: (02) 6962 3944.

Agricultural Scientific Collections Trust

The Agricultural Scientific Collections Trust is established under the provisions of the Agricultural Scientific Collections Trust Act 1983. The Act provides statutory protection for the important scientific collections of NSW Agriculture and ensures their long-term maintenance and improvement. The collections are housed at the Orange Agricultural Institute.

The collections are used both in research work on the taxonomy and identification of insects, mites, fungi and other micro-organisms harmful to plants and in providing day-to-day advice on the identification, host range, geographic distribution etc. of these organisms. The Plant Pathology Branch Herbarium also houses the major part of the National Collection of Plant Pathogenic Organisms.

SECTION 1 – POLICY DOCUMENTS

Records relating to the collections, Annual Reports and the Act.

SECTION 2 – STATEMENT OF AFFAIRS

Information can be obtained from NSW Agriculture's Freedom of Information Officer.

SECTION 3 – CONTACT ARRANGEMENTS

The Director
Agricultural Scientific Collections Trust
Orange Agricultural Institute
Forest Road
ORANGE NSW 2800
Telephone: (02) 6391 3800,
Facsimile: (02) 6391 3899.

C B Alexander Foundation

The C B Alexander Foundation is constituted under the C B Alexander Foundation Incorporation Act 1969, in conjunction with an agreement between the Government and Trustees of the Will of the late Charles Boyd Alexander. The inaugural meeting of the Foundation was held in 1970 when the Presbyterian Church transferred the C B Alexander Agricultural College, Tocal, to the Foundation. Responsibility of the Foundation includes to hold in trust the college facilities and land (2034 hectares), assist the Minister with agricultural education within the State, maintain and operate the College at Tocal, and care for and manage the Tocal homestead and property (55 hectares). The properties date from the 1820s and are covered by a permanent conservation order.

The Foundation is also responsible for the Numeralla Broiler Farm, Clements Farm and Dunnings Hill properties. The bequests of Alexander and his nieces place upon the Foundation a major responsibility to protect, preserve and restore this property for future generations.

SECTION 1 – POLICY DOCUMENTS

The Act Annual Reports, Manual of Procedures and minutes of meetings.

SECTION 2 – STATEMENT OF AFFAIRS

Information can be obtained from NSW Agriculture's Freedom of Information Officer.

SECTION 3 – CONTACT ARRANGEMENTS

The Executive Officer
C B Alexander Agricultural College
Tocal, PATERSON NSW 2421
Telephone: (02) 4938 4222.

Banana Industry Committee

SECTION 1 – POLICY DOCUMENTS

The Act Annual Report and committee meeting minutes.

SECTION 2 – STATEMENT OF AFFAIRS

Information can be obtained from NSW Agriculture's Freedom of Information Officer.

SECTION 3 – CONTACT ARRANGEMENTS

Mr Ross Boyle
Executive Officer
Banana Industry Committee
PO Box 775
MURWILLUMBAH NSW 2484
Telephone: (02) 6672 6269 (business hours).

Marketing Boards

The Marketing of Primary Products Act 1983 provides for the establishment of Marketing Boards of which there is one under this Act:

The Rice Marketing Board for the State of New South Wales, established 9 November 1928.

The Murray Valley Citrus Marketing Act 1989, with complementary Victorian legislation, established:

The Murray Valley Citrus Marketing Board, for the Sunraysia and mid-Murray districts, on 1 July 1990.

The Grain Marketing Act 1991 provides for the establishment of the NSW Grains Board.

SECTION 1 – POLICY DOCUMENTS

Annual Reports

SECTION 2 – STATEMENT OF AFFAIRS

Information can be obtained from NSW Agriculture's Freedom of Information Officer.

SECTION 3 – CONTACT ARRANGEMENTS

The Rice Marketing Board
PO Box 151
LEETON NSW 2705
Telephone: (02) 6953 3200.

The Murray Valley Citrus Marketing Board
PO Box 1384
MILDURA VIC 3502
Telephone: (03) 5021 1890.

The NSW Grains Board
GPO Box 4806
SYDNEY NSW 2001.

McGarvie Smith Institute

The McGarvie Smith Institute was founded in 1918, following a bequest by the late John McGarvie Smith to the State of NSW. The bequest was conditional on the Government setting up an Institute for his work and methods of making a spore vaccine for Anthrax, and its continued manufacture and production of other vaccines that the Institute supported. McGarvie Smith provided a bequest of twenty thousand pounds (20,000) for this purpose.

The McGarvie Smith Incorporation Act 1928, identifies a Board of Trustees empowered to make grants to veterinary research and education.

SECTION 1 – POLICY DOCUMENTS

The Act and a set of Rules of Operation.

SECTION 2 – STATEMENT OF AFFAIRS

Information can be obtained from NSW Agriculture's Freedom of Information Officer.

SECTION 3 – CONTACT ARRANGEMENTS

The Secretary
McGarvie Smith Institute
c/- Court and Co.
Australia Square,
195 George Street
SYDNEY NSW 2000
Telephone: (02) 9989 8216.

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****AMBULANCE SERVICE OF NEW SOUTH WALES****SECTION 1 – POLICY DOCUMENTS**

The following policies and documents are held by the Ambulance Service of NSW:

Ambulance Officer Curriculum Guide 2001
Annual Reports 1996/97 to 2002/03
ANSTO Research Reactor Lucas Heights, Strategy for offsite iodine distribution, October 2003
Best again 2002-2007 The future direction for the Ambulance Service of NSW
Best again 2002-2007 – Report card on the first 12 months
Chemical, Biological, Radiological (CBR) Course Awareness 2003
Chemical, Biological, Radiological (CBR) Course Response 2003
Code of Conduct March 2001
Clinical News (newsletter for staff, first issued August 2002 and then on a regular basis from March 2003)
Delegations of Authority
Disability Action Plan 2000-2003
Draft Final Regional NSW Operational Review
Equity and Diversity Management Plan 2001-2004
Information Management and Technology Strategic Plan 2001-2004
Instructional Circulars to Staff
Interim Asset Strategic Plan 2001
NSW HEALTHPLAN 1997 – The NSW Health Services Functional Area Supporting Plan to the NSW State Disaster Plan (NSW DISPLAN)
Operational Review-Sydney Interim Report 2001
Operational Review-Sydney Interim Report 2001 summary brochure
Operational Review-Sydney Final Report 2002
Operational Review-Sydney Final Report 2002 summary brochure
Personnel Policy and Procedures Manuals
Policy on Honorary Ambulance Officers 2003
Protocols and Pharmacologies
Rugby World Cup 2003, Health Operational Master Plan, September 2003
Sirens 2000- 2003 (fortnightly newsletter for staff)
Standard Operating Policies and Procedures

SECTION 2 – STATEMENT OF AFFAIRS

The most recently published Statement of Affairs for the Ambulance Service of NSW is incorporated into the 2002/2003 Annual Report. The Annual Report provides information on the functions and structure of the Ambulance Service. Copies of the Annual Report are available free of charge and the most recent report is available on the Ambulance Service website.

SECTION 3 – CONTACT ARRANGEMENTS

To access these policy documents and for applications under the Freedom of Information Act 1989, please contact:

FOI Coordinator
Ambulance Service of NSW
Locked Bag 105
ROZELLE NSW 2039
Telephone: (02) 9320 7609
Facsimile: (02) 9320 7802.

Enquiries can be made between 9am and 5pm Monday to Friday. Applications under the Freedom of Information Act 1989 should be accompanied by a \$30 application fee.

FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)
SUMMARY OF AFFAIRS
of the
ATTORNEY GENERAL'S DEPARTMENT

SECTION 1 – DOCUMENTS

The Attorney General's Department has produced a wide range of policy and administrative documents in the following areas to which access is available to members of the public.

- Legal Services
- Freedom from Discrimination
- Equality of Opportunity
- Privacy
- Criminal Injuries Compensation
- Law Reform
- Crime Statistics and Justice Research
- Criminal Law Review
- Legal Policy Advice
- Community and Media Relations Service
- Case Law Reporting
- Court Policy and Case Management Records
- Community Justice
- Sheriff Services
- Standards of the Legal Profession
- Admission to the Legal Profession
- Legal Fees and Costs
- Aboriginal and Torres Strait Islander Justice Programs
- Occupational Health & Safety Programs
- Court Facilities
- Fine Enforcement

List of Documents produced by the Department

Aboriginal Justice Advisory Council

- The Impact of Crime Prevention on Aboriginal Communities, Associate Professor Chris Cunneen, Institute of Criminology, Law Faculty, University of Sydney
- Aboriginal People and Bail Courts in NSW,
- Report of the Aboriginal Victims of Crime Forum (In partnership with NSW Victims Services)
- A Fraction More Power, Review of the impact of the Children (Protection & Parental Responsibility) Act on Aboriginal people in Moree & Ballina, Policing Public Order, Offensive Language & Conduct, the Impact on Aboriginal People, September 1999,
- RCIADIC, Review of the NSW Government Implementation of Recommendations,
- Aboriginal People and Bail Courts in NSW
- Diverting Aboriginal Adults from the Justice System, outcomes of the workshop of 5 October
- Holistic Community Justice: A proposed response to Aboriginal family violence
- Diverting Aboriginal Adults from the Criminal Justice System, some background and issues for consideration
- Strengthening Community Justice: Some Issues in the recognition of Aboriginal Customary Law in New South Wales
- Circle Sentencing: Involving Aboriginal Communities in the Sentencing Process, Where To From Here: 10 years after the Royal Commission some suggested directions for Aboriginal Justice Planning,
- Zero Tolerance Policing: Its Background and Implications for Aboriginal People, August 1999,
- Things That Work; Aboriginal communities working to reduce crime and offending
- Community Justice Groups information booklet
- Fact Sheets:
 - Aboriginal people and prisons

- Community Justice Groups
- Circle Sentencing
- Speak Out Speak Strong
- Aboriginal Justice Advisory Council
- Royal Commission into Aboriginal Deaths in Custody
- Young Offenders Act
- Ngiya-AJAC Newsletter
- NSW Aboriginal Justice Plan Discussion Paper
- NSW Aboriginal Justice Plan Discussion Paper Summary

Administrative Decisions Tribunal

Annual Reports

- 1998-1999
- 1999-2000
- 2000-2001
- 2001-2002

Brochures

- Discrimination complaints at the ADT
- Mediation conducted by the ADT
- Prohibited Employment Declarations in the ADT
- Review of NSW Government Decisions by the ADT

Practice Notes

- PN1 General Division : Freedom of Information Review Applications
- PN2 Equal Opportunity Division : Case Management Procedures
- PN3 Retail Leases Division : Retail Tenancy Claims
- PN4 Application to Change Hearing Dates
- PN5 Appeals : Procedures for Appeals to the Appeal Panel of the Tribunal
- PN6 General Division : Referral of Complaint under the Veterinary Surgeons Act 1986 and
- PN7 All Divisions : Summons to Attend and Give Evidence; Summons to Attend and to Produce Documents or other things: Tribunal Practice
- PN8 Retail Leases Division
- PN9 General Division : Licence Suspensions under *Fair Trading Act 1987* : Procedures relating to Applications for Review
- PN10 All Divisions : Access to the Tribunal – Use of Telephone and Video Links
- PN11 External Appeals: Procedures for External Appeals to the Appeal Panel of the Tribunal
- PN12 Costs

Policies

- Fees and Fee Waiver Policy
- Provision of copies of sound recording and transcript

Training material

- Good decision writing and Good Conduct of Proceedings – package of videos and training material (Note: fees applies).

Anti-Discrimination Board

- How to implement EEO in any organisation
- Harassment in the Workplace: Guidelines for managers
- Grievance Procedure Guidelines
- Sample Policies & Procedures disk
- Anti-Discrimination and Equal Employment Opportunity Guidelines (EEO): For managers, team leaders and supervisors
- Discrimination, Harassment and Equal Employment Opportunity (EEO) for Non-supervisory staff: Your rights and responsibilities at work
- Guidelines – Carers' Responsibilities Discrimination
- Guidelines for Advertisers
- Guidelines for Community Workers
- Guidelines for Media (Vilification)
- Guidelines for Local Government Councillors
- Guidelines for Real Estate Agents
- Guidelines for Registered Clubs
- Guidelines for Financial Advisers

- Guidelines for Providers Of Goods And Services
- Guidelines for Small Business Owners and Managers
- Transgender Discrimination Guidelines
- Guidelines for Applying for an Exemption from the Anti-Discrimination Act
- Equal Time (quarterly newsletter)
- Discrimination Complaints Form
- General Factsheet : Discrimination & the Anti-Discrimination Board of NSW
- What you can do if you are treated unfairly (easy to read, very low literacy)
- Treated unfairly because you are Aboriginal?
- Age Discrimination
- Carers' Responsibilities
- Disability Discrimination: Your Rights
- Discrimination, EEO and Affirmative Action
- Harassment & Sexual Harassment: Your Rights
- Homosexual Discrimination
- Infectious Diseases
- Lesbian Discrimination & Harassment
- Marital Status Discrimination
- Pregnant Women & Discrimination
- Race Discrimination: Your Rights
- Sex Discrimination
- Strategies Factsheet: How to deal with discrimination
- Transgender Discrimination: Your Rights
- Vilification: Your Rights
- What you need to know about anti-discrimination law (low literacy)
- How does the ADB deal with complaints?
- How to make a complaint about discrimination to the ADB
- A Guide for Respondents
- Know Your Rights: A guide for Aboriginal and Torres Strait Islander People ÿ Discrimination and harassment
- Balancing The Act: A submission to the NSW Law Reform Commission's review of the Anti-Discrimination Act 1977
- Harassment Posters
- Know your Rights Posters
- On-Site Training Brochure
- Seminar Program Calender
- Community Services Brochure
- Services for Employers Brochure
- Anti-Discrimination Board Annual Report 1999-2000
- Guarantee of Service
- Pre-Employment Medicals
- Anti-Discrimination Law And Charities
- Submission to NSW Attorney General's Department, Part 1, 2 and 3 in response to the NSW Law Reform Commission Report 92, Review of the Anti-Discrimination Act 1977 (NSW).
- Guidelines for Hoteliers
- Guidelines for managers of local councils
- Anti-discrimination law and the small business owner
- Identifying and Eliminating Discrimination in NSW Industrial Instruments
- Discrimination and Harassment – the Rights and Responsibilities of Employees
- Sample Guidelines for Contact/Support Officers
- Grievance Investigation Guidelines
- Guidelines for Union Representatives
- Advance Australia Fairly Postcards
- C-Change Report – Report of the Inquiry into Hepatitis C Related Discrimination
- Lodging complaints

Internal policy documents

- Complaint Handling Manual
- Policy on Accepting Discrimination Complaints lodged outside the 6 month time limit – section 88(4) discretion to accept complaints
- Policy on declining complaints

- ADB Phone Policy
- Disability Discrimination Cases and Materials
- Policies on Section 90A Closures
- Identifying the Correct Respondent
- Carer's Discrimination Cases & Materials

Bureau of Crime Statistics and Research

Statistical Reports (1974 to present)

Lower Criminal Courts

NSW Court Statistics – 1974 to 1986 (*last in series*)

NSW Lower Criminal Courts and Children's Courts Statistics – 1987 to 1990 (*last in series*)

Higher Criminal Courts

NSW Higher Criminal Courts Statistics – 1988 to 1990 (*last in series*)

Criminal Courts (*Children's, Local and Higher Courts Statistics are contained in this report*)

NSW Criminal Courts Statistics – 1991 to present

Recorded Crime (*LGA = Local Government Area*)

- NSW Recorded Crime Statistics 1995 to present
- Supplementary Tables: Sydney Statistical Division: Offence type by LGA – 1995 to present
- Supplementary Tables: Country East Statistical Division: Offence type by LGA – 1995 to present
- Supplementary Tables: Country West Statistical Division: Offence type by LGA – 1995 to present

Key Trends

- Key Trends in Crime and Justice 1993 to 1999 (*last in series*)

Legislative Evaluation Series (1985 to present)

- Crimes (Sexual Assault) Amendment Act 1981: Monitoring and Evaluation. Interim Report No.1 – Characteristics of the Complainant, the Defendant and the Offence (R. Bonney, 1985)
- Crimes (Sexual Assault) Amendment Act 1981: Monitoring and Evaluation. Interim Report No. 2: Court Outcome, Acquittals, Convictions and Sentence (R. Bonney, 1985)
- Crimes (Sexual Assault) Amendment Act 1981: Monitoring and Evaluation. Interim Report No. 3: Court Procedures (R. Bonney, 1987)
- NSW Summary Offences Act 1988 (R. Bonney, 1989)
- Domestic Violence: Impact of Legal Reform in NSW (J. Stubbs and D. Powell, 1989)
- NSW Sentencing Act (E. Matka, 1989)
- 'Dry Zones' and Crime in Walgett: An Evaluation of the Local Government (Street Drinking) Amendment Act 1990 (L. Burns, 1992)
- Criminal Victim Compensation : A Profile of Claims, Claimants and Awards (P. Salmelainen, 1993)
- Fine Default: Enforcing Fine Payment (R. Jochelson, 1995)
- Sentence Indication Scheme Evaluation – Final Report (D. Weatherburn, E. Matka & B. Lind, 1995)
- An Evaluation of the NSW Apprehended Violence Order Scheme (L. Trimboli & R. Bonney, 1997)
- An Evaluation of the NSW Youth Justice Conferencing Scheme (L. Trimboli, 2000)
- New South Wales Drug Court Evaluation: A Process Evaluation (S. Taplin, 2002)
- New South Wales Drug Court Evaluation: Health, Well-being and Participant Satisfaction (K. Freeman, 2002)
- New South Wales Drug Court Evaluation: Cost-effectiveness (B. Lind, D. Weatherburn, S. Chen, NSW Bureau of Crime Statistics and Research & M. Shanahan, E. Lancsar, M. Haas, R. De Abreu Lourenco, Centre For Health Economics Research and Evaluation, 2002)

Research Reports (1984 to present)

- Intoxicated Persons 1981 (1984)
- Bail Reform in NSW (J. Stubbs, 1984)
- Drugs and Crime (I. Dobinson and P. Ward, 1985)
- Fine Default (J. Houghton, 1985)
- The Impact of Random Breath Testing in NSW (J. Cashmore, 1985)
- Homicide: The Social Reality (A. Wallace, 1986)
- Soliciting in Darlinghurst (G. Travis, 1986)
- Prostitution: A Descriptive Literature Review (G. Travis, 1986)
- Bail and Drug Charges (D. Weatherburn, M. Quinn and G. Rich, 1987)

- Child Sexual Assault: The Court Response (J. Cashmore and M. Horsky, 1987)
- Drugs and Crime – Phase II (I. Dobinson and P. Ward, 1987)
- Criminal Justice in North-West New South Wales (C. Cunneen and T. Robb, 1987)
- Robbery (1987)
- Police Reports of Serious Assault in New South Wales (T. Robb, 1988)
- Appeals Against Sentence Severity, Sentencing Judgments of the NSW Court of Criminal Appeal (D. Weatherburn, 1988)
- Homicide 2 (R. Bonney, 1988)
- Buying and Selling Heroin – A Study of Heroin Users/Dealers (I. Dobinson and P. Poletti, 1989)
- Child Sexual Assault: The Court Response II (A. Goodwin, 1989)
- Questioning the Magistrate’s Decision: Sentencing and Conviction Appeals from the Local Court (C. Rizzo, 1989)
- Case Studies in Corporate Crime (R. Longdale, 1990)
- Police Reports of Non-Aggravated Assault in New South Wales (R. Bonney & L. Kery, 1991)
- School Arson in New South Wales (L. Burns, 1991)
- Planning Optimum Court Capacity (B. Lind, D. Weatherburn & J. Packer, 1990)
- Disadvantage and Crime in New South Wales (C. Devery, 1991)
- Domestic Violence in NSW: A Regional Analysis (C. Devery, 1992)
- Complaints Against Police in New South Wales (J. Stubbs, 1992)
- Mapping Crime in Local Government Areas: Assault and Break & Enter in Waverley (C. Devery, 1992)
- Family, Acquaintance and Stranger Homicide in New South Wales (M.T. Nguyen Da Huong & P. Salmelainen, 1993)
- A Computer Simulation Model of the District Criminal Court of New South Wales (I. Crettenden, J. Packer & S. Macalpine, 1993)
- Policing Pubs: Evaluation of a Licensing Enforcement Strategy (L. Burns & C. Courmarelos, 1993)
- Patterns of Motor Vehicle Theft (C. Devery, R. Jochelson & M.T. Nguyen Da Huong, 1993)
- Crime on the Rail System (R. Jochelson, 1994)
- Juvenile Offending: Predicting Persistence and Determining the Cost-Effectiveness of Interventions (C. Coumarelos, 1994)
- Sentence Disparity and its Impact on the NSW District Criminal Court (D. Weatherburn, 1994)
- Assaults on School Premises (L. Trimboli & R. Bonney, 1994)
- The Correlates of Offending Frequency: A Study of Juvenile Theft Offenders in Detention (P. Salmelainen, 1995)
- Sentence Indication Scheme Evaluation Interim Report – The Impact of the NSW Sentence Indication Scheme on Plea Rates and Case Delay (D. Weatherburn, 1995)
- Drug Law Enforcement Policy and its Impact on the Heroin Market (D. Weatherburn & B. Lind, 1995)
- The Criminal Justice Response to Sexual Assault Victims (A. Edwards, 1996)
- The Impact of Alcohol Sales on Violent Crime, Property Destruction and Public Disorder (R. Stevenson, 1996)
- Public Housing and Crime (E. Matka, 1997)
- Social and Economic Stress, Child Neglect and Juvenile Delinquency (D. Weatherburn & B. Lind, 1997)
- Crime & Place: An Analysis of Assaults and Robberies in Inner Sydney (R. Jochelson, 1997)
- The Stolen Goods Market in New South Wales (R. Stevenson & L. Forsythe, 1998)
- Juveniles in Crime – Part 1: Participation Rates and Risk Factors (J. Baker, 1998)
- Drug Law Enforcement: Its Effect on Treatment Experience and Injection Practices (D. Weatherburn, B. Lind & L. Forsythe, 1999)
- Managing Trial Court Delay: An Analysis of Trial Case Processing in the NSW District Criminal Court (D. Weatherburn & J. Baker, 2000)
- Validation of NSW Police Crime Statistics: A Regional Analysis (M. Chilvers & P. Doak, 2000)
- Drug Crime Prevention and Mitigation: A Literature Review and Research Agenda (D. Weatherburn, L. Topp, R. Midford & S. Allsopp, 2000)
- Simulating the New South Wales Criminal Justice System: A Stock & Flow Approach (B. Lind, M. Chilvers & D. Weatherburn, L. 2001)

- An Evaluation of the Safe City Strategy in Central Sydney (C. Coumarelos 2001)
 - Factors Underlying Indigenous Arrest Rates (B. H. Hunter, Centre for Aboriginal Economic Policy Research, The Australian National University, Canberra, 2001)
- Crime and Justice Bulletins (1987 to present)
- Trends in Serious Crime in NSW (1987)
 - Bail in NSW (1987)
 - Heroin Use and Crime (1987)
 - Criminal Prosecution Process in NSW (1987)
 - Homicide (1988)
 - Court Delay and Prison Overcrowding (1989)
 - Arson in NSW (1990)
 - Suicide (1990)
 - Juvenile Justice and the Children's Court in New South Wales (1990)
 - Sentencing Assault Offenders in the Higher Courts in New South Wales (1990)
 - Uses and Abuses of Crime Statistics (E. Matka, November 1990)
 - Domestic Violence in NSW (E. Matka, March 1991)
 - Aspects of Malicious Damage (R. Bonney, March 1992)
 - Imprisonment Rates in NSW and Victoria: Explaining the Difference (L. Babb, March 1992)
 - Aspects of Demand for Criminal Court Time (D. Weatherburn & M.T. Nguyen Da Huong, April 1992)
 - Stealing in NSW (P. Salmelainen, May 1992)
 - Preventing Credit Card Fraud (R. Bonney, September 1992)
 - Understanding Committal Hearings (P. Salmelainen, December 1992)
 - Grappling with Court Delay (Don Weatherburn, January 1993)
 - Adult Sexual Assault in NSW (P. Salmelainen & C. Coumarelos, July 1993)
 - Trends in Homicide 1968 to 1992 (P. Gallagher, M.T. Nguyen Da Huong & R. Bonney, 1994)
 - Women as Victims and Offenders (L. Trimboli, 1995)
 - Why does NSW have a Higher Imprisonment Rate than Victoria (P. Gallagher, 1995)
 - Household Break-ins and the Market for Stolen Goods (R. Jochelson, 1995)
 - The Limits of Incapacitation as a Crime Control Strategy (J. Chan, 1995)
 - Women in Prison (A. Edwards, 1996)
 - Risk Management in Assembling Juries (B. Lind, 1996)
 - Crime Perception and Reality: Public Perception of the Risk of Criminal Victimization in Australia (D Weatherburn, E. Matka & B. Lind, 1996)
 - Methadone Maintenance Treatment as a Crime Control Measure (W. Hall, 1996)
 - Measuring Trial Court Performance : Indicators for Trial Case Processing (D. Weatherburn, 1996)
 - 'Home Invasions' and Robberies (P. Salmelainen, 1996)
 - Young People and Crime (K. Freeman, 1996)
 - Child Neglect: Its Causes and its Role in Delinquency (P. Salmelainen, 1996)
 - Aborigines and Public Order Legislation in New South Wales (R. Jochelson, 1997)
 - Anabolic Steroid Abuse and Violence (B. Maycock and A. Beel, 1997)
 - Hung Juries and Majority Verdicts (P. Salmelainen, R. Bonney and D. Weatherburn 1997)
 - Crime Trends in New South Wales: The Crime Victim Survey Picture (K. Freeman 1998)
 - Mental Health and the Criminal Justice System (K. Freeman 1998)
 - Measuring Crime Dispersion (M. Chilvers, 1998)
 - Are the Courts becoming more lenient? Recent trends in convictions & penalties in NSW Higher and Local Courts (J. Baker, 1998)
 - Cannabis and Crime: Treatment Programs for Adolescent Cannabis Use (L. Trimboli & C. Coumarelos, 1998)
 - Predicting Violence Against Women: The 1996 Women's Safety Survey (C. Coumarelos & J. Allen, 1998)
 - Crime Against International Tourists (J. Allen, 1999)
 - Public Perception of Neighbourhood Crime in New South Wales (M. Chilvers, 1999)
 - The Effect of Arrest on Indigenous Employment Prospects (B. Hunter and J. Borland, 1999)
 - Heroin harm minimisation: Do we really have to choose between law enforcement and treatment (D. Weatherburn & B. Lind, 1999)
 - Predicting Women's Responses to Violence: The 1996 Women's Safety Survey (C. Coumarelos & J. Allen, 1999)
 - Performance Indicators for Drug Law Enforcement (D. Weatherburn, 2000)
 - Drug Use Among Police Detainees (T. Makkai, J. Fitzgerald & P. Doak, 2000)

- New South Wales Drug Court Evaluation: Program and Participant Profiles (K. Freeman, R. Lawrence Karski and P. Doak, 2000)
 - Community Survey of Willingness to Receive Stolen Goods (J. Allen, 2000)
 - New South Wales Drug Court: Monitoring Report (S. Briscoe & C. Coumarelos, 2000)
 - New South Wales Drug Court Evaluation: Interim Report on Health and Well-Being of Participants (K. Freeman, 2001)
 - What Causes Crime? (D. Weatherburn, 2001)
 - The Scope for Reducing Indigenous Imprisonment Rates (J. Baker, 2001)
 - The Problem of Mobile Phone Theft (S. Briscoe, 2001)
 - Firearms and Violent Crime in New South Wales (J. Fitzgerald, S. Briscoe & D. Weatherburn 2001)
 - Does Prohibition Deter Cannabis Use? (D. Weatherburn & C. Jones, 2001)
 - The Australian Heroin Drought and Its Implications for Drug Policy (D. Weatherburn, C. Jones, K. Freeman & T. Makkai, 2001)
 - Preventing Corruption in Drug Law Enforcement (Justice James Wood AO, 2001)
 - Trends in sentencing in the New South Wales Criminal Courts: 1990 – 2000 (J. Fitzgerald, 2001)
 - Do targeted arrests reduce crime? (M. Chilvers and D. Weatherburn, 2001)
 - Reducing Cannabis Consumption (C. Jones and D. Weatherburn, 2001)
 - Law Enforcement's Role in a Harm Reduction Regime (J. P. Caulkins – Carnegie Mellon University, H. John Heinz III School of Public Policy and Management RAND, Drug Policy Research Centre, 2002)
 - Multiple drug use among police detainees (Jacqueline Fitzgerald and Marilyn Chilvers, 2002)
 - Hung juries and aborted trials: An analysis of their prevalence, predictors and effects (Joanne Baker, Adrian Allen and Don Weatherburn, 2002)
 - Crime increases in perspective: The regional dispersion of crime in NSW, 2001 (M. Chilvers, 2002)
 - Absconding on bail (Marilyn Chilvers, Jacqui Allen and Peter Doak, Number 68, May 2002)
 - Reducing Juvenile Crime: Conferencing versus Court (G. Luke and B. Lind, 2002)
 - Recent Trends in Recorded Crime and Police Activity in Cabramatta (M. Chilvers, V. Korabelnikoff & M. Ramsay, 2002)
 - What Lies Behind the Growth in Fraud (M. Chilvers, 2002)
 - Drug Use Monitoring in New South Wales: The First Two Years (K. Freeman & J. Fitzgerald, 2002)
 - The impact of abolishing short prison sentences (Bronwyn Lind and Simon Eyland, Number 73, August, 2002)
 - Unemployment duration, schooling and property crime (B. Chapman, D. Weatherburn, C.A. Kapuscinski, M. Chilvers and S. Roussel, Number 74, December 2002)
 - Driving under the influence of cannabis in a New South Wales rural area (Craig Jones, Karen Freeman and Don Weatherburn, Number 75, May, 2003)
 - The New South Wales Criminal Justice System Simulation Model: Further Developments (Jonathan Clark and Bronwyn Lind, Number 76, May 2003)
 - Sentencing high-range PCA drink drivers in NSW (David Saffron and Marilyn Chilvers, Number 77, August 2003)
 - Contact with the New South Wales court and prison systems : The influence of age, Indigenous status and gender (Don Weatherburn, Bronwyn Lind and Jiuzhao Hua, Number 78, August, 2003)
 - The impact of heroin dependence on long-term robbery trends (Marilyn Chilvers and Don Weatherburn, Number 79, October, 2003)
 - Public Perceptions of Crime Trends in New South Wales and Western Australia (Don Weatherburn, and David Indermaur, Number 80, March, 2004)
 - Sentencing drink-drivers: The use of dismissals and conditional discharges (Steve Moffatt, Don Weatherburn, and Jacqueline Fitzgerald, Number 81, February 2004)
- Alcohol Studies Bulletins (2001 to present)
- Temporal and Regional Aspects of Alcohol-Related Violence and Disorder (S. Briscoe and N. Donnelly, 2001)
 - Assaults on licensed premises in inner-urban areas (S. Briscoe and N. Donnelly, 2001)
 - Young Adults' Experience of Responsible Service Practice in New South Wales (N. Donnelly and S. Briscoe, 2002)
 - Liquor Licensing Enforcement Activity in New South Wales (Suzanne Briscoe and Neil Donnelly, Number 4, June, 2003)

Community Justice Centres

- Community Justice Centres: Are you fighting or arguing with someone? Here's how mediation can help you.
- Translations in 20 community languages – Community Justice Centres: Are you fighting or arguing with someone? Here's how mediation can help you.
- Community Justice Centres Annual Report 2001/2002
- Community Justice Centres Annual Report 2000/2001
- Community Justice Centres Annual Report 1999/2000
- Blewun with Sumwun? CJC Aboriginal and Torres Strait Islander Service
- Community Justice Centres: Business Plan 2000-2002
- Community Justice Centres Information Package – Brief Overview
- Got a Prickly Problem?
- State and Regional newsletters
- CJC 2002 Training calendar
- Client's Rights & Responsibilities

Community Relations Division

- Community Relations Division Commitment to Client Service
- *Charitable Trusts Act* 1993 – Guidelines for Practitioners
- Guidelines for applicants in Costs in Criminal Cases
- Guidelines on the Suitors' Fund in New South Wales
- Guidelines for Remission of Driving Disqualification
- Daylight Saving Fact Sheet
- Justice of the Peace Handbook
- Summary of Affairs under the *Freedom of Information Act* 1989
- Statement of Affairs under the *Freedom of Information Act* 1989
- Records Management Policy

Compensation Court of NSW

- Compensation Court Registry Mission Statement
- Compensation Court of NSW – Annual Review 1998, 1999, 2000 and 2001 and 2002
- Protocol for the use of Video Courtrooms in the Compensation Court, October 1999
- Protocol for the use of the Video Courtroom in the Compensation Court by other Courts and Tribunals, December 1999
- Summary of Leave Conditions and Entitlements for Compensation Court and Dust Diseases Tribunal Staff, May 2000
- Compensation Court Video Link Checklist, 26 May 2000
- Application for Determination Information Sheet
- Metropolitan Listing Process Information Sheet
- Country Circuits Listing Process Information Sheet
- Medical Panel Information brochure
- Feedback/Complaints Forms (customised forms for Sydney, Parramatta, Wollongong, Newcastle and Medical Section)
- Compensation Court Reports Volumes 1 to 24
- Court Calendar 2003

Dust Diseases Tribunal of New South Wales

- Dust Diseases Tribunal Registry Mission Statement
- Protocol for the use of the Video Courtroom in the Dust Diseases Tribunal, December 1999
- Summary of Leave Conditions and Entitlements for Compensation Court and Dust Diseases Tribunal
- Dust Diseases Tribunal Information Brochure
- Dust Diseases Tribunal Practitioner's Guide

Corporate Human Resources Division

- Code of Conduct
- EEO Annual Report 1999/2000
- EEO Strategic Management Plan 2000-2002
- Aboriginal and Torres Strait Islander Employment Strategy
- Aboriginal and Torres Strait Islander Employment Strategy summary sheet
- EEO Information sheet

- Occupational Health and Safety information sheet
- Guide to Workplace Safety information sheet
- Ethnic Affairs Policies and Programs information sheet
- Guide for Job Applicants
- Workplace Safety Improvement Plan 2000-2002

Crime Prevention Division

- Preventing Violence – A review of the literature on violence and violence prevention www.lawlink.nsw.gov.au/cpd.nsf/pages/violreport_index
- Safer Communities Development Fund: Guidelines for Grant Applicants www.lawlink.nsw.gov.au/cpd.nsf/pages/cpdgrantsindex
- Guide 1: How to Develop Local Crime Prevention Plans under the *Children (Protection and Parental Responsibility) Act 1997* www.lawlink.nsw.gov.au/cpd.nsf/pages/cpddevelopindex
- Guide 2: Applying for Safer Community Compacts under the *Children (Protection and Parental Responsibility) Act 1997* www.lawlink.nsw.gov.au/cpd.nsf/pages/cpdsafer3
- Guide 3: Applying for Operational Areas under the *Children (Protection and Parental Responsibility) Act 1997*. www.lawlink.nsw.gov.au/cpd.nsf/pages/cpdoperationindex
- Juvenile Crime in NSW: A Review of the Literature 1996 www.lawlink.nsw.gov.au/cpd.nsf/pages/cpdreviewindex
- Juvenile Crime Prevention Strategic Plan: Consultation Report 1996 www.lawlink.nsw.gov.au/cpd.nsf/pages/jjdcindex
- Crime Prevention Resource Manual www.lawlink.nsw.gov.au/cpd.nsf/pages/moduleindex
- NSW Crime Prevention Division: Building Partnerships to Strengthen Communities (information brochure)
- Crime Prevention Program Directory www.lawlink.nsw.gov.au/cpd.nsf/pages/directorynsw_index
- Safer Communities Development Fund: Summary of Projects as at June 1999 www.lawlink.nsw.gov.au/cpd.nsf/pages/cpdgrants12
- Working with the Gay, Lesbian and Transgender Communities in NSW. A report on consultations with these communities. www.lawlink.nsw.gov.au/cpd.nsf/pages/gltcommunities_intro
- The Impact of Crime Prevention on Aboriginal Communities. A report prepared by Chris Cunneen for the Crime Prevention Division. www.lawlink.nsw.gov.au/cpd.nsf/pages/alr_index
- Evaluation of the NSW Government Policy Statement and Guidelines for Closed Circuit Television (CCTV) in Public Places – Final Report. www.lawlink.nsw.gov.au/cpd.nsf/pages/cctvfp_index
- Evaluation of a Mentoring Program for Young Juvenile Crime Offenders – Challenges for Evaluation Design. www.lawlink.nsw.gov.au/cpd.nsf/pages/presentation10_menteval
- Executive Summary of Mentoring Program Evaluation – Mentoring for Young Offenders – November 2002. www.lawlink.nsw.gov.au/cpd.nsf/files/YOM.Exec%summary
- Legal Art – A showcase of Beat Graffiti Grants Scheme Projects www.lawlink.nsw.gov.au/cpd
- Crime prevention on Farms. A series of 11 Information sheets describing specific aspects of reducing opportunities for crime on farms. Compiled by the Institute of Rural Futures – University of New England – October 2002 www.lawlink.nsw.gov.au/cpd
- Skools Out – A report from the Skools Out Forum on Homophobic Bullying and Harassment in and around Schools – November 2002 www.lawlink.nsw.gov.au/cpd
- Aboriginal Community Patrols – a practical guide. May 2003 www.lawlink.nsw.gov.au/cpd
- NSW MERIT Program – Magistrates Early Referral Into Treatment – April 2002
- Evaluation of the Lismore Magistrates Early Referral into Treatment (MERIT) Pilot Program: Final Report – October 2003 www.lawlink.nsw.gov.au/cpd
- You Shouldn't Have to Hide to be Safe: A Report on Homophobic Hostilities and Violence Against Gay Men and Lesbians in NSW – December 2003 www.lawlink.nsw.gov.au/cpd
- Partners In Crime Prevention – Newsletter of the Crime Prevention Division
 - o April 2000 www.lawlink.nsw.gov.au/cpd.nsf/pages/cpdnews_april2000
 - o August 2000 www.lawlink.nsw.gov.au/cpd.nsf/pages/cpdnews_august2000
 - o November 2000 www.lawlink.nsw.gov.au/cpd.nsf/pages/cpdnews_nov2000
 - o March 2001 www.lawlink.nsw.gov.au/cpd.nsf/pages/cpdnews_mar2001
 - o July 2001 www.lawlink.nsw.gov.au/cpd.nsf/pages/cpdnews_jun2001
 - o April 2002 www.lawlink.nsw.gov.au/cpd.nsf/pages/cpdnews_apr2002
 - o August 2002 www.lawlink.nsw.gov.au/cpd.nsf/pages/cpdnews_aug2002
 - o December 2002 www.lawlink.nsw.gov.au/cpd.nsf/pages/cpdnews_dec2002
 - o March 2003 www.lawlink.nsw.gov.au/cpd.nsf/pages/cpdnews_mar2003
 - o July 2003 www.lawlink.nsw.gov.au/cpd.nsf/pages/cpdnews_jul2003
 - o October 2003 www.lawlink.nsw.gov.au/cpd.nsf/pages/cpdnews_oct2003

Criminal Law Review Division

- Recently Introduced Amendments to the *Crimes Act* and other reforms – Paper delivered to the College of Law (2002)
- The Bail Amendment (Repeat Offenders) Bill – Paper delivered to the Institute of Criminology (2002)
- People with an Intellectual Disability – Giving Evidence in Court – Committee on Intellectual Disability and the Criminal Justice System (June 2002)
- A Review of the Law on the Age of Criminal Responsibility of Children (January 2000)
- Discussion Paper: Apprehended Violence Order – A Review of the Law (August 1999)
- Homosexual Advance Defence: Final Report of the Working Party (September 1998)

District Court of NSW

- District Court of New South Wales Strategic Plan
- Criminal Business Committee Business Plan
- Civil Business Committee Business Plan
- Resources Committee Business Plan
- Professional Standards Committee Business Plan
- District Court of New South Wales – Annual Review 2003
- Guarantee of Service – Sydney Registry Services

Executive & Strategic Services

- Attorney General's Department Annual Report 2001-02 (available on CD mini-disc and on the Department's website www.lawlink.nsw.gov.au).
- Attorney General's Department Annual Report 2002-03 (available on CD mini-disc and on the Department's website www.lawlink.nsw.gov.au).
- Attorney General's Department Our Commitment to the Community, the Department's strategic plan.
- Disability Strategic Plan 2003-2005
- Publications Style Guide
- Web Authoring Technical Manual
- Style & Content Guide for Web Authors
- Strategic Plan for NSW Court Services 2003-2006

Industrial Relations Commission of New South Wales

Fact Sheet – Making an Unfair Dismissal Claim

Guarantee of Service

Annual Report of the President of the Industrial Relations Commission

Industrial Gazette

- List of Awards in Force
- Index of Registered Industrial Organisations

Procedures for a Support Wage System Special Wage Permit – March 1995

Application for Approval to keep Employment Records at a place other than where business is carried on – Notes for the Guidance of Applicants, July, 1999

CITIS User Manual

A Guide to Conciliation of Unfair Dismissal Claims

- What happens if conciliation fails?
- Guide to preparing for Arbitration of Unfair Dismissals
- Notes to Assist Parties preparing Statements for Unfair Dismissal Matters

Industrial Registry Procedure Manual.

Information for Applicants – Unfair Dismissal Procedure

Information for Respondents – Unfair Dismissal Procedure

Special Wage Permits

Part Time Work Agreements

A Guide to the registration responsibilities of Employers under the Clothing Trades (State) Award

Land and Environment Court of NSW

- The Land and Environment Court of NSW Annual Review 2002 (publication)
- The Land and Environment Court of NSW Annual Review 2003 (publication)
- A Practitioner's Guide – The Land and Environment Court of NSW (publication produced by the NSW Young Lawyers)
- Report of the Land and Environment Court Working Party – September 2001
- On-site hearings – Frequently Asked Questions

- ECourt – Frequently Asked Questions
- Information for Litigants: Summary of amendments to practice directions and Court rules – effective 2 February 2004
- ECourt : Information for Litigants
- ECallover protocol: Information for Litigants
- Telephone call over: Information for Litigants
- Obtaining transcripts of Court decisions: Information for Litigants
- ECourt User’s Manual
- Planning appeals: Information package for Litigants
- Appealing against Council orders: Information package for Litigants
- Land valuation appeals: Information package for Litigants
- Rating appeals: Information packages for Litigants
- Resumption appeals: Information packages for Litigants
- Modification appeals: Information packages for Litigants (4 packages)

LawAccess

Electronic Information:

- Need legal help? (translated)
- Need legal help? (English)
- When to refer to LawAccess NSW
- How to refer to LawAccess NSW in your published materials?
- How to use LawTalks?

Pamphlets:

- Need legal help? Poster (A3 size that advertises LawAccess NSW)
- Need legal help? wallet card
- Need legal help? fridge magnets
- “Guide to the Law on the Internet – NSW” – it’s a big document so I will attach in a subsequent email.

Law Courts Library

- Guide to Law Courts Library
- Law Courts Library Document Supply: Service Guide
- Law Courts Library Rules
- Law Courts Library Electronic Resources Guide
- Law Courts Library Guide to the Rare Book Collection
- Library Access for Non Court staff
- Law Courts Library Instant Index: Reference materials, Law Reports, Journals and Legislation: details of holdings and locations.

Library Services Division

Attorney General’s Library

- Current awareness Service
- Guarantee of Service
- NSW Attorney General’s Library Guide

NSW Law Libraries

- Compensation Court Library Current Awareness Service & Library Guide
- Downing Centre Library Current Awareness Service & Library Guide

Industrial Relations Commission Library

- Current Awareness Service & Library Guide
- Land and Environment Court Library Current Awareness Service & Library Guide
- NSW Law Libraries Guarantee of Service

NSW Law Reform Commission

REPORTS

<i>No.</i>	<i>Report and Publication date</i>
103	Apprehended Violence Orders – October 2003
102	Sentencing: Corporate Offenders – June 2003
101	Questioning of Complainants by Unrepresented Accused in Sexual Assault Trials – June 2003
100	Contempt by Publication – June 2003
99	Complaints Against Lawyers: An Interim Report – April 2001
98	Surveillance: An Interim Report – February 2001
97	The Rule in Pigot's Case – January 2001
96	Sentencing: Aboriginal Offenders – October 2000
95	The Right to Silence – July 2000
94	Set-Off – February 2000
93	Review of Section 316 of the Crimes Act 1900 (NSW) – December 1999
92	Review of the Anti-Discrimination Act 1977 (NSW) – November 1999
91	Review of the Disability Services Act 1993 (NSW) – July 1999
90	Review of the Community Services (Complaints, Appeals and Monitoring) Act 1993 (NSW) – July 1999
89	Contribution Between Persons Liable for the Same Damage – March 1999
88	Neighbour and Neighbour Relations – November 1998
87	Review of s 409B of the Crimes Act 1900 – November 1998
86	Circulation of Legal Advice to Government – March 1998
85	Uniform Succession Laws: The Law of Wills – April 1998
84	The Right to Support From Adjoining Land – December 1997
83	Partial Defences to Murder: Provocation and Infanticide – October 1997
82	Partial Defences to Murder: Diminished Responsibility – May 1997
81	Review of the Adoption of Children Act 1965 (NSW) – March 1997
80	People with an Intellectual Disability and the Criminal Justice System – December 1996
79	Sentencing – December 1996
78	Provisional Damages – September 1996
77	Directed Verdicts of Acquittal – August 1996
76	Torrens Title: Compensation for Loss – June 1996
75	Defamation – September 1995
74	Blasphemy – November 1994
73	Unilateral Severance of a Joint Tenancy – July 1994
72	Barristers' Practising Certificates – February 1994
71	Right of Access to Neighbouring Land – April 1994
70	Scrutiny of the Legal Profession: Complaints Against Lawyers – February 1993
69	Review of the Adoption Information Act 1990 + Summary Report – July 1992
68	Community Law Reform Program Nineteenth Report: Wills for Persons Lacking Will-Making Capacity – February 1992
67	Alternative Dispute Resolution: Training and Accreditation of Mediators – September 1991
66	Criminal Procedure: Police Powers of Detention and Investigation after Arrest – December 1990
65	Community Law Reform Program Eighteenth Report: Contribution Among Wrongdoers — Interim Report on Solidary Liability – July 1990
64	Community Law Reform Program Seventeenth Report: Damages for Vendor's Inability to Convey Good Title — The Rule in <i>Bain v Fothergill</i> – July 1990
63	Community Law Reform Program Sixteenth Report: Jurisdiction of Local Courts Over Foreign Land – June 1988
62	Informed Decisions About Medical Procedures <i>Published jointly with the Law Reform Commission of Victoria: VLRC Report 24 and the Australian Law Reform Commission: ALRC Report 50</i> – June 1989
61	Names: Registration and Certification of Births and Deaths – December 1988
60	Artificial Conception Third Report: Surrogate Motherhood – December 1988
59	Community Law Reform Program Fifteenth Report: Dividing Fences – December 1988
58	Artificial Conception Second Report: In Vitro Fertilization + Outline – July 1988
57	Community Law Reform Program Fourteenth Report: Representations as to Credit – June 1988
56	Evidence – June 1988
55	Community Law Reform Program Thirteenth Report: Liability of Highway Authorities for Non-Repair – December 1987

- 54 Community Law Reform Program Twelfth Report: Disposal of Uncollected Goods – November 1988
- 53 Community Law Reform Program Eleventh Report: Restitution of Benefits Conferred Under Mistake of Law – July 1987
- 52 Community Law Reform Program Tenth Report: Liability for Injuries Caused by Dogs – June 1988
- 51 Second Report on the Sale of Goods – May 1987
- 50 Community Law Reform Program Ninth Report: Limitation of Actions for Personal Injury Claims – October 1986
- 49 Artificial Conception First Report: Human Artificial Insemination – July 1986
- 48 Criminal Procedure: The Jury in a Criminal Trial – March 1986
- 47 Community Law Reform Program Eighth Report: Wills — Execution and Revocation – March 1986
- 46 Community Law Reform Program Seventh Report: Attachment of Moneys Deposited with Building Societies and Credit Unions – December 1985
- 45 Criminal Procedure: Unsworn Statements of Accused Persons – October 1985
- 44 Fourth Report on the Legal Profession: Solicitors' Trust Accounts + Outline – December 1984
- 43 Report on Accident Compensation: A Transport Accidents Scheme for NSW (Volumes 1 and 2) + Outline – October 1984
- 42 Community Law Reform Program Sixth Report: Conscientious Objection to Jury Service – December 1984
- 41 Accident Compensation Interim Report: Workers' Compensation (Amendment) Bill 1982 and Cognate Bills – June 1983
- 40 Community Law Reform Program Fifth Report: Passing of Risk Between Vendor and Purchaser of Land – March 1984
- 39 Community Law Reform Program Fourth Report: Sound Recording of Proceedings of Courts and Commissions — The Media, Authors and Parties – March 1984
- 38 The Magistracy Interim Report: First Appointments as Magistrates Under the Local Courts Act 1982 – September 1983
- 37 Community Law Reform Program Third Report: Service of Civil Process on Sunday – August 1983
- 36 De Facto Relationships + Outline – June 1983
- 35 Community Law Reform Program Second Report: Interest on Certain Debts – February 1983
- 34 Community Law Reform Program First Report: Insurance Contracts — Non-Disclosure and Misrepresentation – February 1983
- 33 Third Report on the Legal Profession: Advertising and Specialisation + Outline – July 1982
- 32 Second Report on the Legal Profession: Complaints, Discipline and Professional Standards + Outline – April 1982
- 31 First Report on the Legal Profession: General Regulation and Structure + Outline – April 1982
- 30 Incorporation of Associations – January 1982
- 29 The Rule Against Hearsay + Outline – May 1978
- 28 The Testator's Family Maintenance and Guardianship of Infants Act 1916 – June 1977
- 27 Commercial Arbitration – September 1976
- 26 Perpetuities and Accumulations – June 1976
- 25 Frustrated Contracts + Summary – June 1976
- 24 Proceedings By and Against the Crown + Outline – December 1975
- 23 The Land and Valuation Court – June 1975
- 22 The Coroners Act 1960 – June 1975
- 21 Third Report on the Limitation of Actions: Special Protections – May 1975
- 20 Powers of Attorney and Unsoundness of Body or Mind – January 1975
- 19 Special Constables – July 1974
- 18 Powers of Attorney – June 1974
- 17 Evidence: Business Records – July 1973
- 16 Right of Appeal from Decisions of Administrative Tribunals and Officers + Summary – December 1972
- 15 First Report on the Sale of Goods – April 1972
- 14 Second Report on Supreme Court Procedure – October 1971
- 13 Law and Equity – October 1971
- 12 Second Report on the Limitation of Actions – June 1971
- 11 Defamation – February 1971
- 10 First Report on Statute Law Revision – December 1970

- 9 Covenants in Restraint of Trade – June 1970
- 8 Civil Liability for Animals – June 1970
- 7 First Report on Supreme Court Procedure – August 1969
- 6 Infancy in Relation to Contracts and Property – July 1969
- 5 Options in Leases – September 1968
- 4 Application of Imperial Acts – November 1967
- 3 First Report on the Limitation of Actions – October 1967
- 2 Proposed Amendments to the Legal Practitioners Act: 1898-1960 – December 1966
- 1 Application for Writs of Habeas Corpus and Procedure to be Adopted – September 1966

DISCUSSION PAPERS

- 45 Apprehended Violence Orders: Part 15A of the Crimes Act 1900 – November 2002
- 44 Review of the Property (Relationships) Act 1984 – April 2002
- 43 Contempt by publication + Summary – July 2000
- 42 Uniform Succession laws: administration of estates of deceased persons – September 1999
- 41 Right to Silence – May 1998
- 40 Set-off – March 1998
- 39 Review of Section 316 of the Crimes Act 1900 (NSW) – December 1997
- 38 Contribution Between Persons Liable for the Same Damage – September 1997
- 37 Directed Verdicts of Acquittal – June 1995
- 36 Barratry, Maintenance and Champerty – May 1994
- 35 People with an Intellectual Disability and the Criminal Justice System: Courts and Sentencing Issues – October 1994
- 34 Review of the Adoption of Children Act 1965 (NSW) – April 1994
- 33 Sentencing – April 1996
- 32 Defamation – August 1993
- 31 Provocation, Diminished Responsibility and Infanticide – August 1993
- 30 Review of the Anti-Discrimination Act – February 1993
- 29 People with an Intellectual Disability and the Criminal Justice System: Policing Issues – September 1993
- 28 Personal Property Securities *Published jointly with the Australian Law Reform Commission: ALRC DP 52* – August 1992
- 27 Right to Support by Adjoining Land – August 1992
- 26 Scrutiny of the Legal Profession: Complaints Against Lawyers – May 1992
- 25 Community Law Reform Program: Provisional Damages – January 1992
- 24 Blasphemy – February 1992
- 23 Community Law Reform Program: Unilateral Severance of a Joint Tenancy – September 1991
- 22 Community Law Reform Program: Neighbour and Neighbour Relations – April 1991
- 21 Alternative Dispute Resolution: Training and Accreditation of Mediators – October 1989
- 20 Community Law Reform Program: Wills for Persons Lacking Will-Making Capacity – August 1989
- 19 Torrens Title: Compensation for Loss *Published jointly with the Law Reform Commission of Victoria: VLRC DP 16* – June 1989
- 18 Artificial Conception Discussion Paper 3: Surrogate Motherhood – August 1988
- 17 Names: Certification and Registration of Births and Deaths – December 1987
- 16 Criminal Procedure: Police Powers of Arrest and Detention – August 1987
- 15 Artificial Conception Discussion Paper 2: In Vitro Fertilization – July 1987
- 14 Criminal Procedure: Procedure From Charge to Trial — Specific Problems and Proposals (Volumes 1 and 2) – February 1987
- 13 Criminal Procedure: Procedure From Charge to Trial — A General Proposal for Reform – December 1986
- 12 Criminal Procedure: The Jury in a Criminal Trial – September 1985
- 11 Artificial Conception Discussion Paper 1: Human Artificial Insemination – November 1984
- 10 Incorporation by Registration – February 1981
- 9 Unsworn Statements of Accused Persons – May 1980
- 8 Oaths and Affirmations – March 1980
- 7 Competence and Compellability – January 1980
- 6 The Legal Profession: Solicitors' Trust Accounts and the Solicitors' Fidelity Fund – 40 October 1981
- 5 The Legal Profession: Advertising and Specialisation – October 1981

- 4 The Legal Profession: Structure of the Profession (Part 1 and Part 2) + Outlines 4(1) and 4(2) – May 1981
- 3 The Legal Profession: Professional Indemnity Insurance + Outline – December 1979
- 2 The Legal Profession: Complaints, Discipline and Professional Standards (Part 1) + Outline – April 1979
- 1 The Legal Profession: General Regulation + Outline – April 1979

ISSUES PAPERS

- 23 Community Justice Centres – October 2003
- 22 Questioning of Complainants by Unrepresented Accused in Sexual Assault Trials – August 2002
- 21 Uniform Succession Laws: Recognition of Interstate and Foreign Grants of Probate and Letters of Administration – May 2002
- 20 Sentencing: Corporate Offenders – December 2001
- 19 Sentencing: Young Offenders – July 2001
- 18 Complaints Against Lawyers: Review of Part 10 – October 2000
- 17 Guaranteeing Someone Else's Debts + Summary – April 2000
- 16 Review of the Disability Services Act 1993 (NSW) – September 1998
- 15 Review of the Community Services (Complaints, Appeals and Monitoring) Act 1993 (NSW) – September 1998
- 14 Review of Section 409B of the Crimes Act 1900 (NSW) – November 1997
- 13 Circulation of Legal Advice to Government – June 1997
- 12 Surveillance – May 1997
- 11 Uniform Succession Laws: Family Provision *Published jointly with the Queensland Law Reform Commission: QLRC WP 47* – February 1996
- 10 Uniform Succession Laws: The Law of Wills *Published jointly with the Queensland Law Reform Commission: QLRC WP 46* – February 1996
- 9 Review of the Adoption of Children Act 1965 – May 1993
- 8 People with an Intellectual Disability and the Criminal Justice System – May 1992
- 7 Review of the Adoption Information Act 1990 – March 1992
- 6 Torrens Title: Compensation for Loss – December 1989
- 5 Sale of Goods – March 1988
- 4 Community Law Reform Program: Proceedings of Courts and Commissions — Television Filming, Sound Recording and Public Broadcasting, Sketches and Photographs – March 1984
- 3 Criminal Procedure: General Introduction and Proceedings in Courts of Petty Sessions + Outline – 1982
- 2 Accident Compensation + Outline – June 1982
- 1 De Facto Relationships + Summary – December 1981

RESEARCH REPORTS (occasional series)

- 10 The Right to Silence and Pre-trial Disclosure in NSW – July 2000
- 9 Review of the Disability Services Act 1993 (NSW) and the Community Services (Complaints, Appeals and Monitoring) Act 1993 (NSW): Consultations – May 1999
- 8 Discrimination Complaints Handling: A Study – June 1997
- 17 The Aboriginal Child Placement Principle *Funded with the assistance of The International Year of the Family* – March 1997
- 6 Intercountry Adoption and Parent Support Groups *Funded with the assistance of The International Year of the Family* – March 1997
- 5 People with an Intellectual Disability and the Criminal Justice System: Two Rural Courts – March 1996
- 4 People with an Intellectual Disability and the Criminal Justice System: Appearances Before Local Courts *Funded with the assistance of the Law Foundation of NSW* – February 1993
- 3 People with an Intellectual Disability and the Criminal Justice System: Consultations *Funded with the assistance of the Law Foundation of NSW* – February 1993
- 2 Artificial Conception: Surrogate Motherhood — Australian Public Opinion – May 1987
- 1 Criminal Procedure: The Jury in a Criminal Trial — Empirical Studies – June 1986

WORKING PAPERS (dormant series)

- 22 Accident Compensation Working Paper 1: A Transport Accidents Scheme for New South Wales + Outline – May 1983
- 21 Illegally and Improperly Obtained Evidence – 1979
- 20 The Course of the Trial – June 1978

- 19 Evidence of Disposition – April 1978
- 18 Administration Bonds – 1978
- 17 The Courts – 1976
- 16 The Rule Against Hearsay – May 1976
- 15 Enforcement of Money Judgments: Draft Proposal – 1975
- 14 Procedure: Common Law Pleadings — Scott Schedules – 1975
- 13 The Sale of Goods: Warranties, Remedies, Frustration and Other Matters – 1975
- 12 Testator’s Family Maintenance and Guardianship of Infants Act 1916 – October 1974
- 11 Commercial Arbitration (Volumes 1 and 2) – November 1973
- 10 Powers of Attorney – April 1973
- 9 Evidence: Business Records – 1972
- 8 Legislative Powers – 1972
- 7 The Mental Health Act 1958 – 1971
- 6 Special Constables – 1971
- 5 Liability for Animals – September 1969
- 4 Covenants in Restraint of Trade – 1969
- 3 Occupier’s Liability + Summary – 1969
- 2 Deferred Assessment of Damages for Personal Injuries: Interim Payments During the Period of Postponement of Assessment: Relevance of Remarriage or Prospects of Remarriage in an Action Under Lord Campbell’s Act – 1969
- 1 Defamation – 1968

OPTIONS PAPERS (dormant series)

- 1 Legal Profession Inquiry: Options Paper on Solicitors’ Costs and Conveyancing – January 1984

RESEARCH PAPERS (dormant series)

- 2 Accident Compensation: Case Study Booklet – August 1984
- 1 Accident Compensation: Traffic Accident Case Studies – June 1984

BACKGROUND PAPERS (dormant series)

- 5 The Legal Profession Background Paper V: Solicitor’s Trust Accounts and the Solicitors’ Fidelity Fund – December 1981
- 4 The Legal Profession Background Paper IV: Structure of the Profession – August 1981
- 3 The Legal Profession Background Paper III: Complaints, Discipline and Professional Standards – October 1980
- 2 The Legal Profession Background Paper II: Professional Indemnity Insurance – January 1980
- 1 The Legal Profession Background Paper I: Complaints, Discipline and Professional Standards – May 1979

CONSULTANTS PAPERS (dormant series)

- 5 Studies in Comparative Civil and Criminal Procedure Volume 2: J Bishop, Innovations in Civil and Criminal Procedure – 1978
- 4 Studies in Comparative Civil and Criminal Procedure Volume 1: N R Carson, Court Procedure in the United Kingdom, United States, South Africa and New Zealand – 1978
- 3 Accident Compensation: J Dewdney and I Irwin, The Aftermath — Caring for Accident Victims in New South Wales – September 1984
- 2 Accident Compensation: M Chesterman, Proposals to Modify the Common Law – November 1983
- 1 Accident Compensation: Colin Bass Human Resources, Lump Sum Accident Compensation (Volumes 1 and 2) – June 1983

Legal Management Service

- Guidelines for Reviewing Government Legal Services
- Guidelines for Outsourcing Government Legal Work
- 1995, 1998 and 2000 survey of Government Use of Legal Services
- Business Plan

Legal Practitioners Admission Board

- Legal Practitioners Admission Rules 1994 (made pursuant to the Legal Profession Act 1987)
- Appointment as a Public Notary (information and forms)
- Public Notaries Appointment Rules (made pursuant to the Public Notaries Act 1997)
- Course Handbook (revised edition issued in April and November each year)

- A Pathway to Legal Practice
- Admission for Legal Practitioners (information and forms)
- Admission for Overseas Practitioners (information and forms)
- Enrolment & Examination Statistics
- Admission statistics

Legal Professional Advisory Council

- The Reports of the Advisory Council
- Business Plan
- Guarantee of Service
- Policy and Procedure Manual

Legal Representation Office

- Office Brochure concerning Police Integrity Commission Witnesses
- Office Brochure concerning Independent Commission Against Corruption Witnesses

Legislation and Policy Division

- Guarantee of Service (in conjunction with the Criminal Law Review Division)
- Issues Paper: Court Fees
- Exposure Draft of Defamation Bill 1996
- Court Support Services Guidelines
- Discussion Paper on the Public Trustee Corporatisation Bill 1997
- 1995-96 Report of the NSW Government on the Implementation of Recommendations of the Royal Commission into Aboriginal Deaths in Custody
- Criminal Records Act Discussion Paper, March 1998
- Report of the NSW Government's Implementation of the Recommendations of the Royal Commission into Aboriginal Deaths in Custody, June 1998
- Keeping Your Secrets Secret: Protecting Confidential Communications
- National Competition Policy: Review of the Legal Profession Act 1987 – Volumes 1,2 and 3 (August 1998)
- National Competition Policy: Review of the Legal Profession Act 1987 – A Summary of the Issues Paper (August 1998)
- Attorney General's Guidelines on Making Access Directions under Part 6 of the State Records Act 1998.
- Report on the Review of the Financial Transaction Reports Act 1992, December 1998.
- Report on the Statutory Review of the Charitable Trusts Act 1993, April 1999.
- Report of the NSW Government's Implementation of the Recommendations of the Royal Commission into Aboriginal Deaths in Custody, July 1999.
- Gender Bias and the Law : Women Working in the Legal Profession, October 1999.
- Report of the Statutory Review of the Choice of Law (Limitation Periods) Act 1993, November 1999.
- Practice and Procedure Manual.
- Youth Justice Advisory Committee -" Review of Gatekeeping Role in Young Offenders Act 1997 (NSW)" by Nancy Hennessy (Report being co-published with other agencies).
- Discussion Paper on the National Competition Policy Review of the Council of Law Reporting Act.
- Community Justice Conferencing for Adult Offenders – Discussion Paper (May 2001)
- National Competition Policy Review of the Professional Standards Act 1994 – Issues Paper (May 2001)
- National Competition Policy Legislation Review – Trustee Corporations Consultation Paper (May 2001)
- Review of the Sheriff Act 1900 and the Sheriff's Role in the Security of Courts – Discussion Paper (July 2001)
- A Further Review of Complaints Against Lawyers, Issues Paper, November 2001
- Report on the Review of the *Uncollected Goods Act* 1995, November 2001
- Report on the Review of the *Forfeiture Act* 1995, December 2001
- Report of the Land and Environment Court Working Party (September 2001)
- Report of the Attorney General's Task Force on Defamation Law (April 2002)
- Review of the NSW Director of Public Prosecutions Policy and Guidelines for Charge Bargaining and Tendering of Agreed Facts (May 2002)
- Report on the Statutory Review of the *Public Defenders Act* 1995 (September 2002)

- Report on the Statutory Review of the *Married Persons (Equality of Status) Act 1996* (November 2002)
- *Legal Profession Act 1987 – A Further Review of Complaints Against Lawyers* (November 2002)
- Report on the Civil Liability (Personal Responsibility) Bill 2002
- Report on the Statutory Review of the Status of Children Act 1996
- Review of Young Offenders Act 1997 (October 2002)
- Defamation Law: Proposal for Reform in NSW – Report of Attorney General’s Taskforce in Defamation Law Reform (April 2002)
- Review of Status of Children Act 1996 (May 2002)

Local Courts

- Local Courts Practice and Procedure Manual
- Circulars of Instruction
- Local Court Bulletins
- Apprehended Violence Orders – Information for protected persons
- Apprehended Violence Orders – Information for defendants
- Local Courts pamphlet (guide to the jurisdiction and services available at the Local Court)
- Defendant’s Guide to the Local Court
- The Chamber Magistrate Service in NSW Local Courts – Discussion Paper
- The Report of the Fairfield Community Access Project
- Ethnic Diversity Resource Kit
- Review of Chamber Magistrate and Local Court Services of NSW – Users’ Views (Report of consultation process undertaken by Charles Sturt University, commissioned by Local Courts)
- Coroner’s Court brochure
- Report by the NSW State Coroner into Deaths in Custody & Police Operations 1995, 1996, 1997, 1998,
- Report by the NSW State Coroner into Deaths in Custody & Police operations, 1999, 2000 and 2001, 2002 and 2003.
- Local Court of NSW Strategic Plan 2002-2005.
- Report by the NSW State Coroner on Death
- Chief Magistrate’s Annual Review

Office of the Legal Services Commissioner

- Office brochure concerning complaints about the legal profession
- Office brochure concerning reviews (detailing what a review is and how to request a review)
- Office brochure on responding to complaints (detailing best practice for legal practitioners in relation to complaints handling)
- Complaint form
- Telephone mediation form
- Annual report
- Business Plan
- “Without Prejudice” newsletter (bi-monthly)
- Investigations guidelines
- Assessment guidelines
- Casual guidelines
- Administrative policies
- Confidentiality policy
- Speeches given by the Legal Services Commissioner
- OLSC Submission in Response to the Recommendations of Report entitled “A Further Review of Complaints Against Lawyers Report”
- OLSC Submissions in Response to the NSW Attorney General’s Department Issues Paper ‘A Further Review of Complaints Against Lawyers’ and the NSW Law Reform Commission’s Report 99 ‘Complaints Against Lawyers: An Interim Report’
- OLSC Submission to the NSW Law Reform Commission Review of Part 10 of the Legal Profession Act 1987, December 2000
- OLSC Submission to the National Competition Policy Review of the Legal Profession Act 1987
- Policy Paper: Advertising and the Disciplinary Process under the Legal Profession Act 1987

- Legal Practitioners' Disciplinary Register (available on the OLSC's website www.lawlink.nsw.gov.au/olsc)
- Fact Sheet – What Happens When You Complain to the OLSC
- Fact Sheet – Opposing Legal Representatives
- Fact Sheet- Costs Disputes
- Fact Sheet – Costs Disclosure
- Fact Sheet – Negligence
- Fact Sheet – Conflict of Interests
- Fact Sheet – Types of Costs
- Fact Sheet – Settlement
- Fact Sheet – Hiring a Legal Practitioner
- Fact Sheet – File Ownership and Handling
- Fact Sheet – Deceased Estates
- Fact Sheet – Liens
- Fact Sheet – Regulated Costs
- Fact Sheet – Regulated Costs – Workers Compensation
- Fact Sheet – Regulated Costs – Civil Liability Act (Personal Injury Claims)
- Fact Sheet – Regulated Costs – Victims Compensation
- Fact Sheet – Regulated Costs – Family Law Matters
- Fact Sheet – Regulated Costs – Motor Accident Compensation
- Fact Sheet – Costs Dispute Resolution.

Office of the NSW Sheriff

- Sheriff's Office Manual of Instructions
- Standing Orders developed for Security and Field divisions
- Circulars of Instructions
- Chief Judge and Chief Magistrate's joint statement on security arrangements for courts
- Commitment to Service
- Business Plan
- A Millennium of Tradition
- Can I Help You?
- Duties of Court Officers
- Historical Development and Present Day Functions of the Sheriff
- Jury Duty: A Rewarding Responsibility
- Treatment and Care of Persons in Custody
- Recovery of Unpaid Debts
- Sheriff's Officers – Duties and Responsibilities
- Policy and Practice Guidelines for Excusing Jurors
- Policy and Code of Practice : Closed Circuit Television (CCTV) Surveillance
- NSW Sheriff's Office : Prosecution Policy

Office of the Privacy Commissioner

Submissions to agencies on matters relating to:

- Identification of Sex Offenders in Publications
- Protecting Confidential Communications in Court Proceedings
- Protection People in Residential Care
- Review of the Psychologists Act 1986
- Genetic Testing for Life and Superannuation Insurance
- Health Information Management and Telemedicine
- Vetting of Teachers and Child Care Workers
- Privacy and Quality Use of Medicines
- NHMRC Statement on Human Experimentation
- Children (Care and Protection) Amendment (Disclosure of Information) Bill
- Privacy Protection in the Private Sector
- Draft Distance Selling Code of Practice
- Telecommunications Bill Inquiry
- Access to Medical Records
- Control of Public Collections by Local Government
- Public Interest Determination on Disclosure of Personal Details about Australians Overseas
- The Use of Video Cassette Recording in Charge Rooms
- The Workplace Video Surveillance Bill

- The Security Industry Regulation
- The Listening Devices Amendment (Warrants) Bill
- Federal Attorney General's proposal for privacy legislation for the private sector
- ICAC Investigation of fraud at the RTA
- Review of the Criminal Records Act
- Review of the Public Health Act
- NSW Bill of Rights Inquiry
- Review of Nursing Homes Act
- Privacy Amendment (Private Sector) Bill
- Draft Health Records Bill (Vic)
- Senate Inquiry into e-Privacy
- Forensic DNA legislation
- Police search and seizure powers
- Surveillance powers for law enforcement agencies
- Privacy NSW Annual Report 1999-2000
- Guide to the Workplace Video Surveillance Act

Documents relating to the Privacy and Personal Information Protection Act 1998

- Privacy and Personal Information Protection Act: A Plain English Guide
- A Guide to Making Privacy Management Plans
- A Guide to Making Privacy Codes of Practice
- A Guide to Internal Reviews
- A Guide to Public Registers
- A Guide to the Information Protection Principles

Background & Research Papers

- Invisible Eyes (Video Surveillance)
- Smart Cards; Big Brother's Little Helper

Documents detailing procedures for investigating complaints about alleged privacy breaches:

- Privacy NSW (an information brochure)
- Privacy NSW's Data Protection Principles
- Privacy NSW's Complaint Protocol
- Privacy NSW Telephone Enquiry Protocol
- Privacy NSW Advice Protocol
- Privacy NSW's Business Plan

Information Bulletins on Privacy Related Topics including:

- Destruction of Fingerprints or Photographs
- Obtaining a Copy of your own Criminal Record
- How to have your name removed from a Mailing List
- Myth of No Conviction as it relates to Juvenile Records
- Criminal Records Act and Spent Conviction Provisions
- Guidelines on Overt Video Surveillance in the Workplace
- Search of Bags by Store Employees

Guidelines on other Privacy Matters:

- Operation of Personal Data Systems
- Access to Research and Confidential Data
- Employment
- HIV Testing
- Surveys
- Drug Testing in the Workplace
- Telephone Information Management Systems

Special Reports to Parliament:

- Special Report to Parliament No. 1: Atkins / Queanbeyan City Council – September 2001
- Special Report to Parliament No. 2: Student A / Minister for Education – May 2002

Other publicly available documents:

- Privacy NSW Annual Report 1998-99
- Privacy Committee Annual Reports from 1975-1998
- Privacy NSW Annual Report 1999-2000

Professional Standards Council

Business management documents:

Statement of Strategic Intent

- Business Plan
- Privacy Management Plan
- Guarantee of Service

Annual Reports:

- Annual Report 2002
- Annual Report 2001
- Annual Report 2000
- Annual Report 1999
- Annual Report 1998
- Annual Report 1997

Promotional Materials include:

- Media Releases
- 'Professionals who care' client brochures
- Newsletters: 'Update' and 'Cover of Excellence™'
- 'Cover of Excellence™ Schemes: Information for Associations'

Cover of Excellence™ materials:

- Brochure
- Style Guide
- Licence
- Cover of Excellence™ Logo Questions and Answers
- Administrators' Guide for providing logo

Information packages for Scheme Administrators:

- Guidelines for Applicants: Applying for a Scheme
- Renewing a Scheme
- Fees Schedule
- Guide for Scheme Administrators

Papers and Reports:

- Consultative papers:
- Complaints and discipline systems: consumer confidence and professional responsiveness
- Whistle blowing in the Professions
- Continuing Professional Development: Widening the Perspective
- Model Code of Ethics Principles
- Review of the Impact of the Trade Practices Act

Reports:

- Complaints and discipline systems: consumer confidence and professional responsiveness
- Whistle blowing in the Professions

Information for clients and the community:

Professional Standards Schemes:

- Accountants; Investigative and Remedial Engineers;; Solicitors; Surveyors; Valuers
- Policy Statements:
- Disclosure of Limited Liability under the Professional Standards Act 1994 (NSW) and the Professional Standards Act 1997 (WA)
- Complaints and discipline systems
- Payment of Annual Fees
- Privacy

Other publicly available documents:

- Submissions to Issues Papers
- Speeches

Public Defender's Office

The Public Defenders hold documentation relevant to its representation of the legally aided accused. As such, that documentation is the subject of legal professional privilege and is not accessible under FOI.

Documentation held by the Public Defenders which is available to the public include:

- Papers Delivered and published by Public Defenders to professional audiences
- “Short Notes” – Short Notes comprise concise summaries of both reported and unreported criminal cases. These notes have been compiled since 1997 and have proved a valuable resource. They are circulated widely to the Legal Aid Commission; members of the private profession and to a number of other organisations and subscribers.
- selected submissions made regarding law reform
- Public Defenders Annual Report
- Business Plan
- The Public Defenders Information Package for Work Experience Students

Registry of Births Deaths and Marriages

- Certificate Access Policy
- Data Access Policy and Code of Practice
- Business Plan 2003 – 2005
- Access to Information under the *Adoption Information Act*
- Guidelines for Shortening Time as a prescribed authority
- Guidelines for processing Change of Sex applications
- Proof of Identification Policy
- Information Management & Technology Strategic Plan 2003 – 2005
- Births, Deaths and Marriages Registration Act 1995
- At a Glance (brochure)
- Wills Register (brochure)
- Getting Married (Brochure)
- Birth Certificate Application Form (brochure and form)
- Death Certificate Application Form (brochure and form)
- Marriage Certificate Application Form (brochure and form)
- Birth Registration Form (brochure and form)
- Family History brochure
- Change of Name 18 years and older, Application Form and information
- Change of Name, Under 18 years old, Application Form and information
- Application for Birth Card (brochure and form)
- Application for Single Status (brochure and form)

Reporting Services Branch

- Guarantee of Service
- Business Plan – 2000-2002

Supreme Court of NSW

- The Supreme Court of New South Wales Annual Review 2001 (publication) (web access – http://lawlink/sc/sc.nsfpages/ar_index)
- The Supreme Court of New South Wales Annual Review 2002 (publication) (web access – as above from July 2003)
- The Supreme Court of New South Wales Annual Review 2003 (publication) (web access – as above from late June 2004)
- NSW Law Almanac for 2004 (publication) (published in February 2004)
- NSW Law Almanac for 2003 (publication) (available July 2003)
- Mediation and Evaluation in the Supreme Court – (brochure) (web access – <http://lawlink/sc/sc.nsf/pages/mednevalguide>)
- The Supreme Court -its place in the State Court structure (brochure)
- The Supreme Court – its work and structure (brochure)
- The Supreme Court – its Judicial Officers (brochure)
- Sureties – procedures in the Supreme Court (brochure) (web access – <http://lawlink/sc/sc.nsf/pages/sureties>)
- Bail refund procedures (brochure) (web access – <http://lawlink/sc/sc.nsf/pages/bail>)
- The Court of Appeal (brochure)
- Probate services in the Supreme Court (web access – <http://lawlink/sc/sc.nsf/pages/probate>)
- Precedents 2000 for the Preparation of Private Adoption Applications 1996 (under review)
- Postponement of Court Fees – Principal Registrar’s Guidelines to Delegates (web access – http://lawlink/sc/sc.nsf/practice_postponementpolicy)
- Guidelines on judgments in electronic form (web access – http://lawlink/sc/sc.nsf/pages/jud_guide)

- Costs Assessors' Manual (published on behalf of the Costs Assessors' Rules Committee) web access – http://lawlink/sc/sc.nsf/pages/costs_manual)
- Costs Assessments – Reviews – Frequently Asked Questions (web access – http://lawlink/sc/sc.nsf/pages/costs_faq)
- Subpoena list procedure (Registrar's procedure note (web access – http://lawlink/practice_notes/nswsc_pc.nsf/WebNotes))
- Technology in the Courtroom – Protocol and Procedures for Video and Audio Link (web access – http://lawlink/sc/sc.nsf/pages/nonpreforms_index)
- Information for Litigants in the Possession List (available in relevant courtroom) (web access – <http://lawlink/sc/sc.nsf/pages/lip>)

Victims Services

- Aboriginal victims of crime interagency forum – report
- Access to Court Documents – information sheet
- Appeals information package – information sheet about appeals process
- Application for 2hrs counselling – application form
- Application for compensation for primary or secondary victim – application form
- Application for compensation by a family member of a homicide victim – application form
- Application for counselling by a family member of a homicide victim – application form
- Approved counselling scheme – pamphlet with information about the scheme and how to apply for counselling
- Are you a victim of crime? – poster promoting victim support line (A3 & A5)
- Authorised Report Writers A Guide for Applicants – Information sheet
- Best practice principles for counselling the families & friends of missing persons
- Bridging Form – application form
- Chairpersons Guide to Victims Support & Rehabilitation Act 1996 – Report
- Charter of Victims Rights – information sheet
- Charter of Victims Rights resource kit – resource kit
- Compensation for victims of violent crime – pamphlet providing information about applying for compensation
- Contact numbers – information sheet with contact numbers of service providers, VCT & VCB
- Contact the FFMPU – telephone numbers for the FFMPU
- Families & Friends of Missing Persons counselling service – pamphlet
- Families & Friends of Missing Persons Unit – summary of aims and objectives of FFMPU
- Families & Friend of Missing Persons – e-newsletter
- Guide to Schedule of Injuries – information outlining awards payable by injury type
- Information for FFMP – pamphlet
- Information about counselling – pamphlet
- Information for you – pamphlet assisting victims of crime
- Information for you for ATSI – pamphlet in colours of aboriginal flag
- "It's the Hope that Hurts" – Best practice in counselling relevant to FFMP
- Key Facts – summary of key facts 2002/2003
- Listen Up – information sheet in cartoon format for young people providing information about the charter of victims rights
- Missing persons: A map of legal issues for family & friends – reviews general legal issues facing FFMP
- Need to talk to someone about a Missing Person – pamphlet promoting FFMP 24 Hour support line
- Request for Further Hours of Approved Counselling – application form
- Search for a Missing Person – contact numbers for different agencies
- Section 65 Guidelines
- Sentencing information package – booklet explaining sentencing process
- Someone is Missing – booklet an emotional resource for the families and friends of missing persons
- Standards for Counselling & support services for Victims of Crime – booklet providing information for agencies that provide counselling & support for victims of crime
- Standards for Court Support for Victims of Crime – booklet providing information for agencies that provide court support for victims of crime
- Submissions concerning offenders in custody – information package about charter of victims rights, making submissions and accessing services
- Suggested Framework for ARW reports

- Support Needs for family & friends of long term missing persons – report
- Support & Compensation for victims of domestic violence – information sheet
- Support & Compensation for victims of sexual assault – information sheet
- Support for family members of homicide victims – pamphlet
- Telephone Interpreter Assistance – information sheet in 20 languages
- Victims Advisory Board – pamphlet
- Victims Advisory Board Report on Activities – report 2001/2002
- Victim Impact Statement – information package about making victim impact statements (booklet and audio tape)
- Victims of Crime Chronicle – quarterly newsletter
- Victims of Crime website – poster (A5 & A3)
- Victims Registers – pamphlet
- Victims Speak – report of the victims of crime phone-in May 2001
- Victims Support line bookmark – bookmark promoting the victims support line
- Victims Support line & Victims of Crime website – business card with contact information
- Victims support line in 4 languages – poster (A3)
- What Now?- booklet providing information about support & services available to victims of crime in NSW
- Your Day in Court – booklet, video & audio tape
- Your Rights as a Victim of Crime 24 languages – pamphlet
- Your Rights as a Victim of Crime – pamphlet providing information about the Charter of Victims Rights

Violence Against Women Specialist Unit

The Violence Against Women Specialist Unit, established as part of the NSW Strategy to Reduce Violence Against Women, is also a part of the Crime Prevention Division.

The Strategy is a state-wide program that aims to prevent violence against women by:

- conducting community education and training
- develop prevention programs to reduce violence against women
- develop strategic policy responses to issues of violence against women
- support strategies and programs to prevent violence against women

The Strategy is a partnership program funded by the NSW Attorney General's Department, the NSW Police Force, the Department of Community Services, NSW Health and the Department of Housing, in partnership with the Department for Women and the Department of Education & Training.

The budget is committed to staff and operating costs dedicated to support for the Council on Violence Against Women, seventeen Regional Violence Prevention Specialist positions and a community education program.

The Violence Against Women Specialist Unit consists of 7 FTE permanent staff and 1 temporary staff located with the Crime Prevention Division and 17 Regional Specialists located throughout NSW. The seventeen Regional Specialist positions are all employees of the VAW Specialist Unit, however they are deployed in a Police, Health or Community Services office in various locations across NSW.

Newsletters

- NSW Strategy to Reduce Violence Against Women Information Bulletin
- Volumes 1 – 7, 1997-2004 (available on website www.lawlink.nsw.gov.au)
- Bimonthly newsletters – Information about violence against women and the work of the regional violence prevention specialist in the Central Coast Contact Officer – Christine Smith

Reports and Papers

- NSW Council on Violence Against Women – Interim Position Paper on Perpetrator Programs for Violent Men in the Context of Domestic Violence
- Responses to the Interim Position Paper on Programs for Perpetrators of Domestic Violence,
- Position Paper on Programs for Perpetrators of Domestic Violence, NSW Council on Violence Against Women & Violence Against Women Specialist Unit, 1999
- Evaluation of the NSW Strategy to Reduce Violence Against Women A Summary Report January 2001
- “Kids and domestic violence; An early intervention project” Mary Willis, 2001 (co presented with Punita Boardman). Paper presented at Australian Institute of Criminology Conference. *The Character, Impact and Prevention of Crime in Regional Australia*. Published on AIC website
- “Working with local government to prevent violence against women” Mary Willis and Matina

- Mottee. Paper presented at *Painting the Picture Orange*, Conference of the NSW Local Government Community Services Association, Orange, October 2001
- An Integrated Response to Domestic Violence: Diversity, Difference & Dedication – Accessing your Community. Mary Willis 2000. Paper presented for 2000 Women’s Domestic Violence Court Assistance Program Conference.
 - Report: Community Co-ordinated Response to Domestic Abuse – pilot project. Funded by Area Assistance Scheme. Mary Willis in partnership with a Lismore Domestic Violence interagency committee in the Northern Rivers. June 2002.
 - “Status report on the implementation of the revised recommendations for the implementation from for Heroines of Fortitude – the experience of women in courts as victims of sexual assault”. Contact officer – April Pham
 - “Working Together: Highlights of the NSW Strategy to Reduce Violence Against Women 2000-2001”. Document about the work of the NSW Strategy to Reduce Violence Against Women 2000-2001. Contact Officer – Wendy Ryder
 - “*The North West Plains Aboriginal Women’s Gathering Report.*” (2003) A report on the outcomes of the North West Aboriginal Women’s Gathering held in Moree (2002). Authors: Cath Hastings, Rene Adams, Liz Mulder. Contact Officer – Cath Hastings
 - “*The Tamworth Domestic Violence Project. An Evaluation of a Different model of service provision to victims of domestic violence in a police setting.*” (2003) Funded by PADV. Author: Jane Wangmann. Contact Officer – Cath Hastings
 - “*We all have the right to feel safe all the time*” (2001). A final report by the Sexual Assault and Disability Project Committee. This committee comprised representatives from New England Health (Sexual Assault Service), DoCS (Disability), Advocacy North West, NSW Police (JIRT) and RVPS. This project saw a series of education forums (11) conducted with people with an intellectual disability regarding issues of sexual assault across the New England region. Contact Officer – Cath Hastings
 - “*Stories Over the Back Fence*” (2001) report. Report of the project that engaged older women across the New England region in issues of violence and other social, health and lifestyle issues concerns. Contact Officer – Cath Hastings
 - “Preventing Violence Against Women Conference. The Challenge for the Future (2000). A final report. Contact Officer – Cath Hastings
 - “Implementing the NSW Strategy to Reduce Violence Against Women in a Rural Context” (1999) *Conference Proceedings. Promoting Inclusion, Redressing Exclusion. The Social Work Challenge (1999)*. Cath Hastings and Karen MacLean. Contact Officer – Cath Hastings
 - “Addressing violence against women in a rural context” (2002). Paper presented at Expanding Horizons Conference, Sydney 2002. Cath Hastings & Karen MacLean. Contact Officer – Cath Hastings
 - “Violence Against Women: It’s Against All the Rules” Evaluation of the NSW Statewide campaign to Reduce Violence Against Women, Carol Hubert, 2002. . Also available online under Resources – reports and papers on the VAW Unit website www.lawlink.nsw.gov.au/cpd
 - NSW Strategy to Reduce Violence Against Women Achievements 2001-2003, Also available online under Resources – reports and papers on the VAW Unit website www.lawlink.nsw.gov.au/cpd
 - Violence Excluded a Study into Exclusion Orders South East Sydney – report, Final Report 2004, Robyn Edwards. A four page summary document is also available. Also available online under Resources – reports and papers on the VAW Unit website www.lawlink.nsw.gov.au/cpd
 - Surveying the Statistics- Sources and Statistics on Violence Against Women in the Wentworth Region, Anoop Johar, 2004

Papers presented at the *Practice and Prevention, contemporary issues in adult sexual assault in NSW* conference

Published on the VAW Unit website

<http://www.lawlink.nsw.gov.au/cpd.nsf/pages/conferencepapers>

Papers presented to *Seeking Solutions Australia's inaugural conference on domestic violence and sexual assault*. Published on the internet <http://www.austdvclearinghouse.unsw.edu.au/>

Paper title:

Officer Responsible

- | | |
|--|--|
| • “NSW Statewide campaign to reduce violence against women | Jacquie Cheetham |
| • Violence Against Women: It’s Against All the Rules” | |
| • “Culturally appropriate strategies for the prevention of violence against women: reflections on a visual arts project” | Anoop Johar and
Rugmini Venkatraman |
| • “Kinks and Bends – What’s the go with relationships” | Christine Smith |
| • “Spiked drinks” Initiatives in NSW | Jennifer Huxley and
Jillian Meyers Brittain |

NSW Strategy to Reduce Violence Against Women Regional Action Plans:

Far West Region – periods: January 1998-June 1999; July 1999-June 2000; July 2000-June 2001

Macquarie Region – periods: January 1998-June 1999; July 1999-June 2000; July 2000-June 2001

Mid Western Region – periods: January 1998-June 1999; July 1999-June 2000; July 2000-June 2001

Central Sydney Region – periods: January 1998 – June 1999; July 2000-June 2001

Wentworth Region – periods: January 1998-June 1999; July 1999-June 2000; July 2000-June 2001

Western Sydney Region – periods: January 1998-June 1999; July 1999-June 2000; July 2000-June 2001

South Eastern Sydney Region – periods: January 1998- June 1999; July 1999- June 2000; July 2000-June 2001

Mid North Coast Region – periods: January 1998-June 1999; July 1999-June 2000; July 2000-June 2001

South Western Sydney Region – periods: January 1998-June 1999; July 1999-June 2000; July 2000-June 2001

Northern Sydney Region – periods: January 1998 – June 1999; July 1999 – June 2000; July 2000-June 2001

Illawarra Region – periods January 1998 – June 1999; July 1999 – June 2000

Greater Murray Region – periods: January 1998 – June 1999; July 1999 – June 2000; July 2000-June 2001

Central Coast Region – periods: January 1998 – June 1999; July 1999 – June 2000; July 2000-June 2001

Southern Region – periods: January 1998 – June 1999; July 1999 – June 2000; July 2000-June 2001

New England Region – periods: January 1998 – June 1999; July 1999 – June 2000; July 2000-June 2001

Northern Rivers Region – periods: January 1998 – June 1999; July 1999 – June 2000; July 2000-June 2001

Hunter Region – periods: January 1998 – June 1999; July 1999 – June 2000; July 2000-June 2001

Violence Against Women: It’s Against All the Rules campaign.

Materials still available:

- Poster featuring Cricketer Michael Slater, message: “Sledging a woman? That’s abuse”
- Poster featuring Soccer player Mark Bosnich, message: “Mark a woman? Watch her every move? That’s Stalking!”
- Poster featuring AFL player Dale Lewis, message: “Striking a woman? That’s assault!”
- Poster featuring Surfer Mark Richards, message: “Unwanted drop-in’s on your ex? That’s stalking”
- Poster featuring NRL player Brad Fittler, message: “Force a woman into touch that’s sexual assault”
- Poster featuring NRL player Ashley Gordon, message: “A hit up on a woman? That’s assault”
- Poster featuring NRL player Brett Kimmorley, message: “A hit up on a woman? That’s assault”
- Poster featuring Surfer Michael Lowe, message: “Unwanted drop-in’s on your ex? That’s stalking”
- Poster featuring Surfer Tye Arnold, message: “Unwanted drop-in’s on your ex? That’s stalking”

- Poster featuring Basketballer Butch Hayes, message: “Body checking a woman? That’s sexual harassment!”
- Poster featuring Track and field sportsman Jamain Khan, message: “Lets keep our mob on track”
- Poster featuring Soccer player Gabriel (Chichi) Mendez, message in Spanish:
- Poster featuring AFL player Hazem, El Masri message in Arabic:
- Poster featuring V8 Driver Craig Lowndes, message: “Have you got the green light? Sex without consent is a crime!”
- Poster featuring V8 Driver Steven Richards, message: “Put the brakes on your mates – stop sexual harassment when you see it!
- Card: “The Rabbitohs say: Let’s Keep our team on track” – Wallet sized card with 2002 Rabbitohs games and information for men about preventing violence against women
- Card: “Castrol says: Let’s Keep our team on track” Wallet sized card with 2003 V8 Motorsports dates and venues with information about how and why men need to prevent violence against women
- Card: “00 Motor sports says: Let’s Keep our team on track” Wallet sized card with 2003 V8 Motorsports dates and venues with information about how and why men need to prevent violence against women
- Men’s cards: “Violence Against Women, It’s Against All the Rules”, Credit sized cards with information about violence against women, services for men and women. Reprinted in 2003 with support from Western Sydney Area Health. Contact officer – Rugmini Venkatraman

Pamphlets and other resources

<i>Publication</i>	<i>Purpose</i>	<i>Contact officer</i>
<i>No-one should have to live with fear, abuse or violence</i> Pamphlet	Pamphlet for older women in the Port Macquarie area about domestic violence, including contact numbers	Kirsten Busby
Homeless women’s mug	Coffee mug displaying the winning entry of the homeless women’s art competition, to raise awareness of violence experienced by homeless women.	Robyn Edwards
<i>Spiked drinks: Who’s watching your drink now?</i> Poster and pamphlet and sticker	A4 Poster aimed at patrons of pubs/ clubs warning people of the dangers of spiked drinks and what to do if you’re spiked	Tashe Long / Bronwyn Richards
<i>Spiked Drinks – Information for pubs and clubs</i> A4 Poster	Poster with information for pubs and clubs	Tashe Long / Bronwyn Richards
<i>Spiked Drinks – Information for teachers</i> A4 Poster	Poster with information for teachers	Tashe Long / Bronwyn Richards
<i>Spiked Drinks ... keep yourself in the clear</i> A4 Poster	Poster covering: What is spiking? What can you do?	Jennifer Huxley
<i>Spiked drinks</i> A4Poster	Poster for toilet doors about spiked drinks and ‘what you can do’	Matina Mottee
<i>Reclaim the train</i> cards	Information & contact numbers for women passengers who wish to make complaints or seek help. One side of the cards display a map of Sydney metropolitan rail network.	Rebecca Pinkstone
Pregnancy poster	Information for women and doctors regarding domestic violence in pregnancy, including contact numbers	Jennifer Huxley

<i>Kinks and Bends: what's the go in relationships</i> manual	Manual for workers to run workshops with young people covering issues of sexual assault and domestic violence	Christine Smith
<i>Stir it up</i> poster and postcards	Poster and postcards promoting the lesbian speaker series in the Illawarra	Carina Hickling
<i>Family Harmony</i> – an information kit for newly arrived migrants	A 31 page information booklet for newly arrived migrants on maintaining healthy relationships, children domestic violence, and other useful information	Rugmini Venkatraman (in partnership with Cumberland Women's Health Centre)
<i>Kids Really Count – Domestic violence hurts kids too!</i> Posters, stickers, cards	Posters, stickers, cards and pamphlets with the slogan <i>kids really count...domestic violence hurts kids too...do something to change it</i> to raise awareness of impact of domestic violence on children – Northern Rivers region	Mary Willis (in partnership with a regional interagency committee in the Northern Rivers)
<i>Harmony Brings Happiness in the Home.</i> Posters, CD, video, magnets, pens, brochures	Resources about family harmony, developed as part of the PACT project in Arabic, Filipino, Pacific Islander and Indian sub-continent communities	Anoop Johar (project done in partnership with Police in St Marys and Penrith areas)
<i>The Phoenix project – a resource for teachers</i> manual	Video and workbook for schools which focuses on healthy relationships for children and young people infants, primary and high school – Central Sydney region	Matina Mottee (in partnership with Canterbury Domestic violence committee)
<i>Are you living with hurt or fear from someone at home?</i> Spectacle cleaning cloths, key rings	Resources for older women in the Wentworth region in partnership with Penrith based Aged Abuse Awareness project	Anoop Johar
Northern Sydney butterfly card with referral information for women experiencing domestic violence	Folding card with domestic violence referral information for women	Jenny Huxley
<i>Be safe, get justice: women, violence and the law</i> brochure	Brochure with facts and contact points for women regarding violence and the law	Jenny Huxley & Matina Mottee
<i>What's the go with relationships?</i> Brochure	Developed for young people about violence in relationships and domestic violence in their family	Chris Smith
Bankstown sexual assault information card	Information about sexual assault and relevant services available to young women in Bankstown	Bernadette Fleeton in partnership with Bankstown Council, Sexual Assault and Youth Services
<i>Safe Families</i> Kit	Kit for workers to run workshops with recently arrived migrants covering issues of domestic violence.	Bernadette Fleeton in partnership with Fairfield Council, Fairfield Domestic Violence committee and FIRWN

<i>Working Well With Women</i> – manual	Information manual for workers covering issues of violence against women, early identification and appropriate referral paths for women and children experiencing it.	Bernadette Fleeton – Second edition
<i>Sewing Our Stories – quilts that tell stories about violence against women and children</i> – report / booklet	Report of quilts developed as part of the NSW Strategy to Reduce Violence Against Women. The quilts document the experiences of violence by different groups of women	Tashe Long / Bronwyn Richards
<i>Domestic Violence is Condemned by every Culture</i> – poster	Poster for agencies	Bernadette Fleeton (in partnership with and printed by Immigrant Women’s Speakout)
Safer Times: Making licensed premises safer for women.	Manual on how to implement a project to encourage licensed premises to improve safety for women – based on STRAWS project.	Jacquie Cheetham
<i>Women who have experienced domestic violence</i> – booklet	Resource Kit for workers who may be the first contact for women who have/are experiencing domestic violence	Anoop Johar
<i>Referral checklist for workers assisting women who have experienced domestic violence</i> – desk prompt	Flip chard desk prompt for workers	Anoop Johar
<i>Domestic Violence Information for General Practitioners in Mosman</i> – booklet	15 page book with information for GPs about domestic violence	Jenny Huxley (in partnership with and printed by Mosman Council)
<i>Walking Through the courts</i> – poster + brochure	Poster and brochure pictorially depicting the process for getting AVOs – in 4 languages	Matina Mottee (in partnership and printed by Immigrant Women’s Speakout)
<i>Steps to respect Business Resource – Workplace Responses to Violence Abuse and Neglect</i> – manual	Manual which provides for businesses with information to assist in responding to employees affected by violence. Also available online under reports and papers on the VAW Unit website www.lawlink.nsw.gov.au/cpd	Chris Smith (made in partnership with Central Coast Health – Domestic Violence Unit)
<i>Respect – Multicultural</i> poster	Poster with artwork in a dozen languages, and contact numbers	Christine Smith
<i>Respect – Multicultural</i> wallet sized Card	Poster with artwork in a dozen languages, and contact numbers	Christine Smith
<i>Playing by the rules means living by the rules</i> – poster	Poster with information on how and why men need to prevent violence against women for the back of toilet doors	Christine Smith
“AGD men say VAW is not OK” Poster	Poster developed for the Attorney General’s Department	Jacquie Cheetham
<i>On the level</i> CD	Rap CD and video regarding sexual violence, as part of a project with young people in Tamworth area.	Cath Hastings

“Unwrapped” (2003) Video	Video developed from a RAP Workshop, which engaged young people about the issue of sexual assault.	Cath Hastings
<i>Koori Love is...</i>	Pamphlet developed with Aboriginal communities in Mid Western Region including phone numbers of support services	Liz MacRaild
<i>Spiked drinks posters</i>	Posters developed in Southern Region, for pubs and clubs in Southern Region, regarding drink spiking	Tashe Long / Bronwyn Richards
Kids Really Count – Expect Respect Television Campaign	Poster and television advertisement with slogan “Expect Respect” is aimed at educating young people about elements of a healthy relationship and what to do if your relationship is not healthy; by increasing young people’s awareness about what a healthy relationship looks and feels like it will prevent them entering into, or staying in, risky relationships. Developed and screened in Northern Rivers region.	Mary Willis (in partnership with a regional interagency committee in the Northern Rivers)
“Hey Sister Girl” Pamphlet	Pamphlet developed with Aboriginal women in Western Sydney and Wentworth Regions. Includes information about domestic violence, and support services contact numbers. Reprinted June 2003	Rugmini Venkatraman Anoop Johar
Central Coast Directory	Directory of services to support women and children who have experienced domestic violence	Chris Smith
	DVIRT report	Chris Smith
	DWAVA flow chart	Chris Smith
<i>Do you want to stay at home?</i> – Pamphlet	Pamphlet for women exclusion orders – which can assist the victim to remain at home as part of an AVO, and excludes, or removes, the violent person.	Robyn Edwards
<i>Spiked Drinks Warning</i> poster and toilet door stickers	Poster and sticker for toilet doors regarding drink spiking.	Jillian Meyers Brittain
<i>Reducing Violence Against Lesbians</i> – brochure	50 page brochure providing information about domestic violence in lesbian relationships for all service providers. launched May 2001	Mary Willis in partnership with Northern Rivers Community Legal Centre, ACON Lesbian Health Project.
<i>Women and Violence</i> booklets in Punjabi	Booklets translated in Punjabi, for women about “what you can do if you experience domestic violence”	Anoop Johar in partnership with the Australian Sikh Association
Domestic Violence – A guide for Medical Practitioners	Information guide regarding domestic violence for general practitioners in Blue Mountains, Hawkesbury and Penrith Division of General Practice	Anoop Johar

SECTION 2 – STATEMENT OF AFFAIRS

The latest Attorney General's Department's Statement of Affairs was the June 2003 edition. It is available for inspection at the Community Relations Division of the Attorney General's Department on Level 9 Goodsell Building, 8-12 Chifley Square, Sydney, or can be downloaded from www.lawlink.nsw.gov.au/crd.nsf/pages/foi_statmt_index.

SECTION 3 – CONTACT ARRANGEMENTS

All inquiries under the *Freedom of Information Act* 1989 in relation to the Attorney General's Department should be made to:

Special Projects Officer (FOI/Privacy)
 Attorney General's Department
 Community Relations Division
 Level 9
 Goodsell Building
 8-12 Chifley Square
 SYDNEY NSW 2000
 Telephone: (02) 9228 8104

The Department is open between the hours of 9:00am to 5:00pm Monday to Friday (except public holidays).

Any other queries concerning any information contained in this Summary or in the Statement of Affairs or in relation to information available under the Act should also be directed to the Special Projects Officer (FOI/Privacy).

If you are planning to make an application under FOI, feel free to contact the Community Relations Division who will be able to give you information on making the application as well as additional information on the Department and its services. Information can also be obtained from the Department's website on www.lawlink.nsw.gov.au under Departmental Information.

The following fees and charges are applied by the Attorney General's Department in relation to the *Freedom of Information Act* 1989.

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

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

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

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

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of****THE AUDIT OFFICE OF NEW SOUTH WALES**

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

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

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

People Management and Development Policies

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

General

- Administrative Circulars

SECTION 2 – STATEMENT OF AFFAIRS

The New South Wales Auditor-General

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

The New South Wales Audit Office

- supports the Auditor-General's work in accordance with accounting standards and legal requirements
- audits agencies compliance with a selection of legal requirements, government policies and central agency directives
- assesses how well agencies comply with a selection of legal requirements, government policies or central agency directives
- investigates allegations of serious and substantial waste of public money
- conducts performance audits of agencies concerning the efficiency, effectiveness, economy (and in certain circumstances, compliance aspects) of a particular government activity
- employs approximately 230 staff

Functions

The Audit Office conducts:

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

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

Publications

The publications during any year are reported as an appendix to the Audit Office's Annual Report. The Audit Office's Annual Reports are available on the Audit Office's Internet site <http://www.audit.nsw.gov.au> for the 1997 financial year and all subsequent years.

Auditor-General's Reports – Performance Audits

<i>Agency Or Issue Examined</i>	<i>Title of Performance Audit Report or Publication</i>	<i>Date Tabled in Parliament or Published</i>
National Parks & Wildlife Service	Managing Natural and Cultural Heritage in Parks & Reserves	16 June 2004
Follow-up of Performance Audits	Controlling and Reducing Pollution From Industry (2001)	12 May 2004

Performance Audit Reports prior to 12 May 2004 are available through the Audit Office's Internet site: <http://www.audit.nsw.gov.au>.

Auditor-General's Reports – Financial Audits

- Volume Two 2004 Tabled 19 May 2004
- Volume One 2004 Tabled 25 February 2004

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

Financial Audit Reports prior to 25th February 2004 are available through the Audit Office's Internet site: <http://www.audit.nsw.gov.au>.

Auditor-General's Reports – Protected Disclosures

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

<i>Agency</i>	<i>Title</i>	<i>Date Tabled in Parliament or Published</i>
Department of Fair Trading Department of Land & Water Conservation Macquarie University University of NSW	Investigations under the Protected Disclosures Act 1994 – March 2003	6 March 2003

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

Special Reports to Parliament

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

Guides to Better Practice

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

Awareness

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

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

Professional Update

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

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

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

Access to Office Documents

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

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

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

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

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

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

Application Fees/Charges

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

SECTION 3 – CONTACT ARRANGEMENTS

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

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

Freedom of Information Coordinator
Level 11
234 Sussex Street
SYDNEY NSW 2000
Telephone: (02) 9285 0155
Fax: (02) 9285 0100

FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)
SUMMARY OF AFFAIRS
of the
OFFICE OF THE BOARD OF STUDIES
FOI Agency No. 2336
(Including Australian Music Examinations Board (NSW)
FOI Agency No. 1820)

SECTION 1 – POLICY DOCUMENTS

Office of the Board of Studies

Policy documents relating to the following:

Assessing and Reporting Using Stage Outcomes – Part 1: Assessment; Part 2: Reporting (1996)
Assessment, Certification and Examination Manual (2002)
School Certificate Credentialling for Students with Special Education Needs in Stage 5 (1996)
Assessing students with special education needs: guidelines for the provision of alternative assessment tasks and practical work for students with severe physical and sensory disabilities in Stage 5 and 6 (1995)
Guidelines for Accelerated Progression (2000)
Home Education in NSW – Information Package (2004)
Registered and Accredited Individual Non-government Schools (NSW) Manual (2004)
Registration Systems and Member Non-government Schools (NSW) Manual (2004)
Recognition of Prior Learning for the Higher School Certificate (2000)
Guide to the 2004 School Certificate: Rules and Procedures for Students (2004)
Studying for the NSW Higher School Certificate – An Information Booklet for Year 10 Students (2003)
Rules and Procedures for 2004: Higher School Certificate Candidates (2003)
Statement of Equity Principles (2000)
Syllabus Development Handbook (2003)
Syllabus Model Using Stage Outcomes (1996)
HSC Distinction Courses Information Booklet (2003)
School Developed Board Endorsed Courses Guidelines (2004)
University Developed Board Endorsed Courses Guidelines (2002)

Annual Report

Code of Conduct
Ethnic Affairs Priorities Statement
Recognition of Overseas Schools
Staff Handbook
Disability Action Plan
Privacy Management Plan
Board Bulletin – Official Notices
Corruption Prevention Policy

Aboriginal Education Consultative Group

NSW AECG Rules of Association
NSW AECG Complaints Guidelines

Australian Music Examinations Board (NSW)

Child Protection – Policy
2004 Teachers' Handbook
2004 Manual of Syllabuses

SECTION 2 – STATEMENT OF AFFAIRS

The most recent Statement of Affairs for the New South Wales Office of the Board of Studies is incorporated in the Annual Report for 2003/2004.

SECTION 3 – CONTACT ARRANGEMENTS

Requests under the FOI Act for access to documents in possession of the Board should be accompanied by a \$30.00 application fee in writing to:

The FOI Coordinator
Office of the Board of Studies
GPO Box 5300
SYDNEY NSW 2001
Telephone: (02) 9367 8380
Facsimile: (02) 9367 8484

An extensive range of policy, syllabus and syllabus support documents can be found on the Office of the Board of Studies World Wide Web site (<http://www.boardofstudies.nsw.edu.au>).

Arrangements can be made to obtain copies of documents or to inspect them between 9:00am and 4:00pm by contacting the FOI Co-ordinator.

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****BUILDING AND CONSTRUCTION INDUSTRY LONG SERVICE
PAYMENTS CORPORATION (CORPORATION)****FOI Agency No. 968****BUILDING AND CONSTRUCTION INDUSTRY LONG SERVICE
PAYMENTS COMMITTEE (COMMITTEE)****FOI Agency No. 1682****SECTION 1 – POLICY DOCUMENTS****Corporation**

The Corporation holds the following policy documents which may be accessed for inspection:

- Policy and procedures relating to the authority and administrative powers of the Corporation
- Policy and procedures relating to the financial provisions of the Building and Construction Industry Long Service Payments Fund
- Policy and procedures relating to registration of workers, recording of service credits, long service payments and long service levies
- Personnel procedures relating to work specification, training and operational matters
- Records stored on computer and /or paper relating to registered workers, employers and levy payers
- The Corporation's Business Plan activity reports
- The Corporation's 2002/2003 Annual Report
- Current brochures, pamphlets and newsletters

The Corporation's internet site LSPC.nsw.gov.au contains a lot of information about the Corporation and its operation.

Prior to making an FOI application to the Corporation, it is suggested the 13 14 41 Helpline be contacted as information may be available free as part of the Corporation's service to the building and construction industry.

Committee

The Committee holds the following policy documents which may be assessed for inspection:

- Minutes of the Committee's meetings specified in FOI applications
- The Committee's findings in relation to appeals
- A listing of the members who form the Committee (published in the Corporation's Annual Report)
- Any brochures which may be current

Prior to making an application to the Committee, it is suggested the 13 14 41 Helpline be contacted as information may be available free as part of the Corporation's service to the building and construction industry.

SECTION 2 – STATEMENT OF AFFAIRS

The Building and Construction Industry Long Service Payments Corporation's Annual Report (describing the operation, functions, and structure of the Corporation) will serve as the Corporation's and the Committee's latest Statement of Affairs. The Annual Report can be obtained from the Corporation's internet site (LSPC.nsw.gov.au) or by contacting the Corporation's FOI Co-ordinator.

SECTION 3 – CONTACT ARRANGEMENTS

Any inquiries concerning the procedures for inspecting and purchasing policy documents and Statements of Affairs should be made to:

FOI Co-ordinator
Building & Construction Industry
Long Service Payments Corporation
Locked Bag 3000
CENTRAL COAST MC NSW 2252
Telephone: 13 14 41
Facsimile: (02) 9287 5685

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

SECTION 1 – POLICY DOCUMENTS

The following documents are available:

The Cabinet Office Annual Report
Internal Procedures for dealing with FOI applications
Guarantee of Service

Inter-Governmental and Regulatory Reform Branch

- Implementing Competition Policy and Microeconomic Reform in NSW: an Overview by the NSW Government
- NSW Government Policy Statement on the Application of Competitive Neutrality
- NSW Government Policy Statement on Legislation Review
- NSW Government Policy Statement on the Application of National Competition Policy to Local Government
- From Red Tape to Results: Government Regulation, a Guide to Best Practice (March 1995)
- Green Paper: Regulatory Innovation – Regulation for Results
- Reports to the National Competition Council on the Application of National Competition Policy in NSW for the periods 1995-97, 1997, 1998, 1999, 2000 and January 2001- March 2003
- Follow-up to 2003 Annual Report to the National Competition Council on the Application of National Competition Policy in New South Wales. June 2003
- New South Wales submission to the Commonwealth Treasurer in response to the National Competition Council's 2003 assessment of governments' progress in implementing National competition Policy and related reforms.
- Consulting on Reform – a Consultation Framework for Review of Anti-Competitive Legislation (August 1997).
- Guidelines for the Review of Regulation of the Professions Under National Competition Policy (COAG Committee on Regulatory Reform – 1999)

Social Policy

- Fair Go, Fair Share, Fair Say – NSW Social Justice Directions Statement (October 1996)
- Guidelines for Assessing Social Impacts (December 1997)
- Participation and the NSW Policy Process (March 1998)
- Supporting People and Strengthening Communities – NSW Social Justice Directions Statement (February 2000)
- Social Justice Budget Statement 2001 – 2002, 2002-2003, 2003-2004.

Office of Children and Young People

- Office of Children and Young People Brochure
- NSW Youth Advisory Council Annual Report
- NSW Youth Policy Statement – 2002-06 Working Together – Working for Young People
- Better Futures: An Action Framework for Vulnerable Young People in NSW
- Better Futures Resource Kit
- Families First Information Package
- Families First Resource Kit
- Communities 4 Kids
- Aboriginal Child, Youth and Family Strategy Resource kit.
- Families First newsletter (quarterly)
- Families First in Practice Conference CD

Office of Drug and Alcohol Policy***Drugs***

- The Seven Point Plan 1999
- NSW Drug Summit Communiqué May 1999
- NSW Drug Summit Government Plan of Action July 1999
- Report of the Working Party on the Use of Cannabis for Medical Purposes August 2000
- NSW Drug Summit – Partnerships for Change: Report of Progress, July 2001
- Cabramatta: A Report on Progress, April 2002
- Report on Consultation on the Findings and Recommendations of the Working Party on the Use of Cannabis for Medical Purposes, July 2001
- A Brief Guide to Evaluation For the NSW Drug Summit Programs March 2001
- Heroin: An Assessment Current Situation: Trends and Political Risks for Australia and NSW November 2002

Alcohol

- NSW Summit on Alcohol Abuse Interim Report December 2003
- Communiqué from the Summit on Alcohol Abuse August 2003
- Talking About Grog: Recommendations August 2003
- Youth Alcohol Forum: Recommendations August 2003
- NSW Summit: Preliminary Background Paper
- Program Policy and Financial Audit
- NSW Alcohol Summit Community Information Sheet /Submission Guidelines, June 2003

Greenhouse & Sustainable Development

- New South Wales State Implementation Plans. July 1999
- Sustainable Solutions for the Future
- Kyoto Protocol Ratification Advisory Group Report

Other

- Report of the Committee of Inquiry into the Sale of the NSW Electricity Assets (August 1997)
- Report of Inquiry Into Operation of Valuation of Land Act (October 1999)
- NSW Salinity Summit 2000 Communiqué
- NSW Salinity Strategy

SECTION 2 – STATEMENT OF AFFAIRS

The Cabinet Office's most recent Statement of Affairs was published in the 2002-03 Annual Report – copies of the Statement can be obtained (free of charge) by contacting the Manager FOI and Privacy.

SECTION 3 – CONTACT ARRANGEMENTS

Requests to inspect and obtain documents of The Cabinet Office can be directed to:

Mr Simon Carroll
Manager, FOI and Privacy
Level 32
Governor Macquarie Tower
1 Farrer Place
SYDNEY NSW 2000
Telephone: (02) 9228 4441
Hours: 8.30 a.m. – 5.30 p.m.

Applications made pursuant to the Freedom of Information Act 1989 concerning the Cabinet Office should be in writing, be accompanied by the \$30 application fee and be directed to the Manager FOI and Privacy, at the above address. Applications to amend or notate documents of the Cabinet Office relating to a person's own personal affairs may also be made to the Manager FOI and Privacy.

FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)
SUMMARY OF AFFAIRS
of the
CENTENNIAL PARK AND MOORE PARK TRUST
FOI Agency No. 973

SECTION 1 – POLICY DOCUMENTS

The following documents held by the Centennial Park and Moore Park Trust are available for inspection:

- Centennial Park and Moore Park Trust Minutes for Public Inspection
- Regulations to the Centennial Park and Moore Park Trust Act
- Annual Report of the Centennial Park and Moore Park Trust
- Plan of Management
- Moore Park South Master Plan Vol 1 Site Management Plan
- Moore Park South Master Plan Vol 2 Development Plan
- Conservation Management Plan
- Transport Access and Parking Plan
- Centennial Parklands Eastern Suburbs Banksia Scrub Vegetation Management Plan
- Vegetation Management Plan for the York Road Bushland
- Equestrian Centre Newsletter
- Parklands Calendar
- Centennial Parklands Tree Masterplan Volumes 1 and 2
- Code of Conduct
- Privacy Policy
- Brochures, pamphlets and leaflets
- Parklands Magazine

SECTION 2 – STATEMENT OF AFFAIRS

A copy of the Centennial Parkland's Statement of Affairs is contained as part of its Annual Report and is available via our website at <http://www.cp.nsw.gov.au/aboutus/annual.htm> or by contacting the Director.

SECTION 3 – CONTACT ARRANGEMENTS

Access to documents held by Centennial Park and Moore Park Trust, 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:

- The Director
- Centennial Parklands
- Locked Bag 15
- PADDINGTON NSW 2021
- Office Hours: 8.30am to 5.00pm Monday to Friday

Prior to making an application it is suggested that the applicant contact the Park's administration on (02) 9339 6699 as some information is provided free to the community.

FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)
SUMMARY OF AFFAIRS
of the
CENTRAL COAST AREA HEALTH SERVICE
(Known as CENTRAL COAST HEALTH)
FOI Agency No. 2286

SECTION 1 – POLICY DOCUMENTS

The major policy documents held by Central Coast Health include:

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

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

Members of the public who wish to inspect the policy documents of Central Coast Health as outlined previously, or who wish to purchase a copy of the Statement of Affairs should contact:

The Freedom of Information Officer
Clinical Information Services Department
Central Coast Health
Holden Street
(PO Box 361)
GOSFORD NSW 2250
Telephone: (02) 43203351

FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)
SUMMARY OF AFFAIRS
of
THE CHILDREN'S HOSPITAL AT WESTMEAD
FOI Agency No. 1293

SECTION 1 – POLICY DOCUMENTS

Department of Health Circulars and Guidelines at

<http://internal.health.nsw.gov.au/fcsd/rmc/cib/circulars/>

http://www.health.nsw.gov.au/public-health/clinical_policy/guidelines/index.html

Area Health Service and Public Hospital Manuals

NSW Health Policy and Procedure Manuals at

<http://www.hprb.health.nsw.gov.au/audit/manuals/index.html> Hospital By-Laws

Organisational Chart

Hospital Strategic Plan

Hospital Policies and Manuals

ACHS EQulP Guidelines

Annual Report (published November of each year)

Please note: There is a 20c per page photocopying charge for copies of the above documents

SECTION 2 – STATEMENT OF AFFAIRS

The current Statement of Affairs describes the agency's structure and function, the kind of documents the agency holds, financial statements, and patient statistics. It is included in The Children's Hospital at Westmead Annual Report and is available at the same time as the Annual Report (November).

SECTION 3 – CONTACT ARRANGEMENTS

Written requests for inspection and/or purchase of policy documents and the Annual Report should be made to:

Mrs Aisha Kattar
Freedom of Information Officer
Medical Record Department
The Children's Hospital at Westmead
Locked Bag 4001
WESTMEAD NSW 2145
Telephone: (02) 9845 2356

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****NEW SOUTH WALES COAL COMPENSATION BOARD****FOI Agency No. 1606****SECTION 1 – POLICY DOCUMENTS**

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

ASSESSMENT:

- Procedural Manuals
- Assessment Reports
- Claim Files
- Interim Payments Reports

MODELLING:

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

ADMINISTRATIVE AND INFORMATION SERVICES:

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

CORPORATE SERVICES:

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

SECTION 2 – STATEMENT OF AFFAIRS

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

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

SECTION 3 – CONTACT ARRANGEMENTS

Enquiries should be directed to:

Georgia Holmes
FOI Officer
NSW Coal Compensation Board
Level 4
29-57 Christie Street
ST LEONARDS NSW 2065
PO Box 307
ST LEONARDS NSW 2065
Telephone: (02) 9901 8929
Toll Free: 1800 670 279
Fax: (02) 9901 8910
Email: admin@ccb.nsw.gov.au
Internet: <http://www.ccb.nsw.gov.au>
Hours: 8.30 a.m. to 4.30 p.m., Monday to Friday.

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

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS
of the
DEPARTMENT OF COMMERCE****SECTION 1 – POLICY DOCUMENTS****Commerce Corporate**

- Codes of Conduct
- Guarantees of Service
- Privacy Management Plans
- Corporate Standards for Occupational Health and Safety
- Email and Internet usage policies
- Confidential and Professional Disclosure Policies

Enquiries: The FOI Coordinator, Level 22, McKell Building, 2-24 Rawson Place, Sydney between the hours of 9 a.m. – 5 p.m., Monday to Friday. Telephone: (02) 9372 8720, Facsimile: (02) 9372 8733

OFFICE OF FAIR TRADING**Compliance and Standards Division**

Investigations

- Compliance Policy
- Public Naming of Unfair Traders – Procedures and Guidelines
- Penalty Notice Scheme Manual
- Warning Letter Manual
- Guidelines on Enforceable Undertakings
- Management of Exhibits
- Substantiation Notice Guideline
- Property Services Compensation Fund Procedures Manual
- Real Estate Valuers Investigation and Complaint Procedures Manual
- Guidelines for Suspension of licences
- Guidelines for the Approval of Odometer Alteration/ Replacement
- Guidelines for the Use of Statutory Notices and Powers
- Motors Dealers Act – Notice to Show Cause
- Special Provisions for the Suspension of Licences Guidelines

Enquiries: Acting Manager, Operational Priorities & Intelligence Branch, Level 3, 1 Fitzwilliam Street, Parramatta between the hours of 9 a.m. – 5 p.m., Monday to Friday. Telephone: 9895 0513.

Safety and Standards

- Hazard Evaluation Procedures – Product Safety
- Electrical Equipment Safety Requirements in NSW – Explanatory Notes
- New South Wales Products Safety Committee – Information for Members

Trade Measurement

- Trade Measurement Act – Certification Scheme Administration Guide
- Trade Measurement Policy for the conduct of retail and industrial inspection, verification, in service inspection (re-verification), certification, observation and rejection of trade measuring instruments
- Trade Measurement Enforcement Policy

Enquiries: Safety and Standards and Trade Measurement: Manager, Measurement & Technical Services Branch, c/- National Measurement Laboratory, Bradfield Road, Lindfield West between the hours of 9 a.m. – 5 p.m., Monday to Friday. Telephone: 8467 4449.

Legal Services Division

- Prosecution Policy and Guidelines
- Guideline regarding Intervention by Minister or Commissioner for Fair Trading in Legal

Proceedings

- Legal Assistance Guidelines
- Subpoena Procedures

Enquiries: Director, Legal Services Division, Level 3, 1 Fitzwilliam Street, Parramatta between the hours of 9 a.m. – 5 p.m., Monday to Friday. Telephone: 9895 0153.

Policy Division

- Language Services Guidelines
- Grants and Funding Programs Policy
- Credit Counselling Program Funding Guidelines
- Rental Bond Board Grants, Funding Guidelines
- Financial Counselling Trust Fund, Funding Guidelines
- Property Services Grants Program Funding Guidelines
- Home Building Grants Program Funding Guidelines
- Tenants Advice and Advocacy Program Guidelines
- Consumer Credit Code Guidelines – Objectives, Criteria and Process
- Ministerial Council on Consumer Affairs (MCCA) Uniformity Agreement – administration of laws regulating the provision of Consumer Credit
- Sponsorship Policy
- Policy on Ex-gratia Payments
- Home Building Advice and Advocacy Service Pilot (HoBAAS) Guidelines
- Property Stock and Business Agents Act 2002 – Guidelines for Continuing Professional Development
- Property Stock and Business Agents Act 2003 – Continuing Professional Development Requirements – Best Practice Guidelines for Marketing Training Programs and Recording Participant Outcomes
- NSW Consumer Protection Awards – Protocol Document

Enquiries: Office of the Assistant Commissioner, Policy & Strategy Division, Level 20, 227 Elizabeth Street, Sydney between the hours of 9 a.m. – 5 p.m., Monday to Friday. Telephone: 9338 8908.

Home Building Service

Licensing, Insurance and Industry Standards

- Home Building Licensing Procedural Manual
- Home Building Insurance Policy and Procedures Manual
- Conditions of Approval – Approved Private Providers of Insurance

Enquiries: Director, Licensing, Insurance and Industry Standards, Level 4, 1 Fitzwilliam Street, Parramatta, between the hours of 9 a.m. – 5 p.m., Monday to Friday. Telephone: 9895 9998.

Mediation Services and Compliance

Home Building Service – Complaint Handling Guidelines

Enquiries: Director, Mediation Services and Compliance, Level 4, 1 Fitzwilliam Street, Parramatta between the hours of 9 a.m. – 5 p.m., Monday to Friday. Telephone: 9895 9850

Property & Licensing Division

Renting Services

- Renting and Strata Services Procedures Manual
 - Rental Bond Lodgement and Revenue Procedures
 - Rental Bond Refunds Procedures
 - Renting and Strata Services Information Procedures

Enquiries: Manager, Renting Services Branch, Level 4, 234 Sussex Street, Sydney between the hours of 9 a.m. – 5 p.m., Monday to Friday. Telephone: 9377 9023.

Business Registration

- Ministerial Directions for Business Names
- List of Objectionable Names, Phrases and Words
- Business Registration Operational Policies and Procedures

Enquiries: Manager, Business Registration, Level 22, 227 Elizabeth Street, Sydney between the hours of 8:30 a.m. – 5 p.m., Monday to Friday. Telephone: 9619 8797.

Business Licensing

- Business Licence Administration Service (BLAS) – Procedure Manual

Enquiries: Manager, Licensing, Level 21, 227 Elizabeth Street, Sydney between the hours of 8:30 a.m. – 5 p.m., Monday to Friday. Telephone: 9619 8755

Customer Services Division

- Customer Services Division Enquiries and Complaints Procedures Manual

Enquiries: Office of the Director, Customer Services Division, Level 5, 1 Fitzwilliam Street, Parramatta between the hours of 9 a.m. – 5 p.m., Monday to Friday. Telephone: 9895 0299.

REVS – Register of Encumbered Vehicles

- Telephone Vehicle Enquiry Procedure
- Stolen Vehicle Enquiry Procedures
- REVS Certificate Procedures
- Section 8(5) Retrospective Certificate Procedure
- Fine Default Enquiries
- Written Off Vehicle Enquiries
- REVS Guidelines for Handling Subpoenas
- Show Cause matters – procedures

Enquiries: Customer Services Manager, REVS, Level 5, 1 Fitzwilliam Street, Parramatta between the hours of 9 a.m. – 5 p.m., Monday to Friday. Telephone: 9895 2730.

Registry of Co-operatives & Associations

Co-operatives

- Formation Kits for Co-operatives
 - Registry of Co-operatives – Role and services
 - A Guide to Co-operatives
 - How to Form a Co-operative
 - Standard Rules for Co-operatives (Disk and hard copy)
 - Co-operatives Development Grants Program – Guidelines
 - Standard Form of Disclosure Documents
 - Comparative Table of business structures
 - Compliance checklist for Co-operatives
 - Checklist for Co-operatives
 - Approved forms

Associations

- Application forms
- Setting up an incorporated association
- Running an incorporated association
- Model rules for an incorporated association
- How to incorporate as an association checklist
- Schedule 1 – Matters to be provided for in rules of an incorporated association and in model rules

Enquiries: Registry of Co-operatives & Associations, 154 Russell Street, Bathurst between the hours of 8.30 a.m. – 5 p.m., Monday to Friday. Telephone: 6333 1400 Toll Free: 1800 502 042 Fax: 6333 1444.

OFFICE OF INDUSTRIAL RELATIONS

The OIR has the following policy documents available for inspection and/or purchase:

- Corporate Plan
- Charging and Pricing Guidelines
- Various personnel policies and procedures relating to work specification, training and operational matters, including:
 - Guidelines for Accepting Industrial Complaints
 - Grievance, complaint and protected disclosure handling policies
 - Workplace Targeting Policy & Procedures

Where copies of policy documents are required, a photocopy fee of 20 cents per sheet is payable. However, in all cases, documents are only charged for when the total value of an individual request is \$10.00 or more.

The Office also has a variety of current brochures, pamphlets, newsletters and booklets containing information on NSW industrial relations matters available to interested members of the public, some free of charge and others for a nominal fee. A full list of these publications is included in the Annual Report and is available on the OIR website www.industrialrelations.nsw.gov.au

OFFICE OF GOVERNMENT PROCUREMENT (Formerly part of the Department of Public Works and Services)

Construction

- Aboriginal Participation in Construction Implementation Guidelines January 2001 (free.) www.construction.nsw.gov.au/aboriginalparticipation/
- Alternate Dispute Resolution Guideline (free) www.construction.nsw.gov.au/cppm/cppm-4-6.html
- Bi-annual NSW Construction Activity Forecasts published on CACC website (no hard copy) updated April 2004 (free) www.construction.nsw.gov.au/strategic-info/index.html – ActivityForecasts
- Capital Project Procurement Manual (no hard copy) www.construction.nsw.gov.au/cppm
- Prequalification of Service Providers Guidelines – May 2003 (free) www.construction.nsw.gov.au/cppm/cppm-6-3.html
- Consultant Performance Reporting and Exchange of Reports between Government Agencies Guidelines – October 2000 (free). Contractor Performance Reporting and Exchange of Reports between Government Agencies Guidelines (Construction) – December 1999 (free) www.construction.nsw.gov.au/cppm/cppm-6-5.html
- Developing and Implementing a Training plan for Small Business (Construction) – October 1999 (free). Training Management Guidelines – December 2000 (free) www.construction.nsw.gov.au/training/
- Environmental Management Systems Guidelines (Construction) – November 1998 (free) www.construction.nsw.gov.au/environment/
- Environmental Performance Guide for Buildings (no hard copy – free access to online information) asset.gov.com.au/EnvironmentGuide
- Industrial Relations Management Systems Guidelines (Construction) December 1999 (free) www.construction.nsw.gov.au/indrel/
- OHS&R Guidelines for Auditing (Construction) – November 1998 (free). OHS&R Management Systems Guidelines (Construction) – November 1998 (free) www.construction.nsw.gov.au/ohs/
- Project Agreements – NSW Government Code of Practice for the Construction Industry Process (free) www.construction.nsw.gov.au/Publications/strategic-area.html
- Security of Payment Act 1999 NSW – as amended 2002 (free) www.construction.nsw.gov.au/sop/
- Online Training Resource Manual (no hard copy – free access to online information) <http://www.training.cpssc.nsw.gov.au/default.asp>

Procurement

The following publications can all be accessed on: www.dpws.nsw.gov.au/Government+Guidelines/Goods+and+Services+Procurement/Goods+and+Services+Procurement+Publications.htm

- NSW Government Policy Statement for NSW Government Procurement
- NSW Government Policy Preference Scheme –
- NSW Government Procurement – “at-a-glance”-
- Code of Practice for NSW Government Procurement Released 1999 (free)
- Code of Tendering for NSW Government Procurement October 1999
- Implementation Guidelines for the NSW Government Procurement Code of Practice and Code of Tendering – October 1999 (free)
- Code of Practice on Employment and Outwork Obligations for Textile, Clothing and Footwear Suppliers (*English*) – February 1998
- Code of Practice on Employment and Outwork Obligations for Textile, Clothing and Footwear Suppliers (*Vietnamese*) – February 1998 (free)
- Code of Practice on Employment and Outwork Obligations for Textile, Clothing and Footwear Suppliers (*Chinese*) – February 1998 (free)
- Implementation Guidelines on Employment and Outwork Obligations for Textile, Clothing and Footwear Suppliers – February 1998 (*English*) (free)
- Implementation Guidelines on Employment and Outwork Obligations for Textile, Clothing and Footwear Suppliers – February 1998 (*Vietnamese*) (free)
- Implementation Guidelines on Employment and Outwork Obligations for Textile, Clothing and Footwear Suppliers – February 1998 (*Chinese*) (free)

- Code of Practice on employment and Outwork Obligations for Textile, Clothing and Footwear Suppliers – 1998 – “*At-a-glance*” – (free)
- Code of Practice on employment and Outwork Obligations for Textile, Clothing and Footwear Suppliers – 1998 – Model tender documentation and contract clauses (free)
- Code of Practice on employment and Outwork Obligations for Textile, Clothing and Footwear – Proforma for Quarterly returns to State Contracts Control Board (SCCB) (free)

Procurement Guidelines

The following publications can all be accessed on: www.dpws.nsw.gov.au/Government+Guidelines/Goods+and+Services+Procurement/Goods+and+Services+Procurement+Publications.htm

- Disposals Procurement Guidelines (free)
- Economic Development Procurement Guidelines (free)
- Environmental Management Procurement Guidelines (free)
- Occupational Health Safety & Rehabilitation (OHS&R) Guidelines (free)
- 2001 Procurement Planning Guidelines (free)
- 2002 Procurement Planning Guidelines (free)
- 2003 Procurement Planning Guidelines (free)
- Reverse Auctions Guidelines (free)
- Risk Management Guidelines (free)
- Service Provider Performance Management Guidelines (free)
- Simple Procurement Guidelines (free)
- Review of 2002 Procurement Planning Program (free)

Electronic Procurement

The following publications can all be accessed on: www.construction.nsw.gov.au/e-procurement

- NSW Government Electronic Procurement Implementation Strategy – July 2001, CD ROM or Printed versions (free)
- Electronic Procurement Implementation strategy guidelines – March 2002, CD-ROM or printed version (free)
- Managing Delegations in e-procurement – October 2002, CD ROM or printed version (free)

Smarter Buying for Government

The following publications can all be accessed on: www.smarterbuying.nsw.gov.au

- *Smarter Buying for Government* – NSW Government Procurement Reform Strategy – March 2002, (free)
- Establishing savings targets – interim guidelines – May 2002 (free)
- Procurement Capability Tool – November 2002, summary brochure & electronic or printed version of full materials (free)
- Procurement Capability Tool – Interactive version – March 2003 (free)
- Gateway Risk Profile Assessment Tool (draft) – May 2004 (free)
- Gateway Strategic Review – May 2004 (free)
- Gateway Business Case Review – May 2004 (free)
- Gateway Procurement Strategy Review – May 2004 (free)
- Gateway Tender Evaluation Review – May 2004 (free)
- Gateway Pre-Commissioning Review – May 2004 (free)
- Gateway Post Implementation Review – May 2004 (free)
- A Guide to Procurement Cards and Expense Management Software – Section 1, deciding to implement procurement cards and expense management software – May 2003 (free), Section 2, Implementing procurement cards and expense management software: getting started – Sept 2003 (free)

Contact: Communications Assistant Telephone: 9372 8852

OFFICE OF GOVERNMENT BUSINESS (Formerly part of the Department of Public Works and Services)

State Projects & Regional Services

- Secondary School Facilities Standard \$495 (CD)
- Primary School Facilities Standard \$412.50 (CD)
- Primary and Secondary Schools Facilities Standard \$800 (CD) and \$75 (Summary).
- Special Education \$192.50 or \$45 Summary

- School Specification Standard (\$450) or each Section (\$55)
- Design Standard (\$310)
- Education Research Facilities Group Gazette (subscription \$15)
- Hot Topics Information Sheets – hardcopy \$ 50
- Brochures – \$5 per copy
- Ecologically Sustainable Development in Schools Manual – \$55
- Secondary Schools Accommodation Summary – \$55
- Primary Schools Accommodation Summary – \$55
- Landscape Design Standard \$150 (CD)
- Colour Scheme Primary Schools \$800 (CD)
- Colour Scheme Secondary Schools \$1200 (CD)
- Windows & Doors Drawing Set \$140 (14 drawings @ \$10 each)
- Guide to Setting & Guarding of machinery \$100
- Built to Teach: Designed to Learn (Secondary schools) \$100 (video)
- Space to Teach: Room to Learn (primary schools) \$75 (video)
- Space to Teach: Room to Learn (secondary schools) \$150 (video)
- Avoiding Bird Roosts in Schools, \$5 per copy
- Chemical Stores for Existing Schools, \$5 per copy
- Darkrooms in Existing Schools, \$5 per copy
- Ecologically Sustainable Development in Education facilities \$55
- Fume Cupboards, \$5 per copy
- Kiln Space in Existing Schools, \$5 per copy
- Safety Guidelines for the Installation and maintenance of Fixed Playground Equipment in Schools \$27.50
- Sunshade in Schools \$11
- Energy Management in NSW Schools \$35
- Improving Workshop Safety \$225

Schools Brochures

- Brisbane Water College
- Mudgee TAFE Stage 2
- Modular Design Range of Classrooms

Contact: Cecilia Wilson Telephone: 9372 8697 email: cecilia.wilson@commerce.nsw.gov.au

Government Architect's

- Concise Method of Measurement for Building Works \$25 (excluding GST)
- Building Price Indices \$100 per quarterly issue (excluding GST)

Contact: John McCrae Telephone: 9372 8363 email: john.mccrae@commerce.nsw.gov.au

OFFICE OF INFORMATION AND COMMUNICATIONS TECHNOLOGY (formerly Office of Information Technology, Department of Information Technology and Management)

- *connect.nsw* An Internet Strategy for NSW
- *connect.nsw* Implementation Framework
- *connectingBusiness Overview*
- Information Management and Technology Policy Framework Map
- Information Management and Technology Blueprint
- Acquisition of IM&T Guideline
- Skilling people for an Information Society – An information & Communications Technologies Action Plan for NSW
- AGLS Metadata Guideline
- Telecommunications Services Agreements (DITM 2001) User Assistance Guide
- Authentication – Digital Signatures Guideline
- Benefits Management Plan Guideline
- Benefits Realisation Register Guideline
- Business Case Development Guideline
- Call Centre Establishment Guideline
- Call Centre Operation Guideline
- Corporate Services Reform: Guides for Implementation
- Facilitators Guide to ICAC video [I wish] it wasn't me
- Change Management Guideline

- Chief Information Officer Guideline
- Contracting out Guideline
- Government Selected Application Systems (GSAS) Guideline
- Human Services Better Service Delivery Program – Fact Sheet
- IM&T Strategic Planning Guidelines
- Information Management Audit – Guideline
- Information Management Classification – Guideline
- Information Management Framework – Guideline
- Information Management – Copyright Guideline
- Information Management – Data Quality Guideline
- Information Management Inventory – Guideline
- Information Management – Liability Guideline
- Information Management – Privacy & Personal Information Guideline Protection
- Information Security Guidelines – Part 1 Information Security Risk Management
- Information Security Guidelines – Part 2 Examples of Threats & Vulnerabilities
- Information Security Guidelines – Part 3 Information Security Baseline Controls
- Information Security – Return on Investment for Information Security
- NSW Government Policy Guidelines for Mobile Communications
- NSW Telecommunications Strategy
- Providing Information and Services Using the Internet: A Guide for NSW Government Agencies Guideline
- Change Management Guideline
- Labelling Sensitive Information Guide
- NSW AGLS Metadata Guideline
- Project Management Guideline
- Quality Management Guideline
- Project Risk Management Guideline
- Use of the Internet for Electronic Messaging Guideline
- Web Usability and Accessibility Guide
- X.500 Directories (1) Directory Architecture Guideline
- X.500 Directories (2) Core Directory Information Tree & Schema Guideline

SECTION 2 – STATEMENT OF AFFAIRS

The Department of Commerce Annual Report serves the purpose of publishing the Department's Statement of Affairs. The report can be accessed on the Department of Commerce web site at www.commerce.nsw.gov.au

SECTION 3 – CONTACT ARRANGEMENTS

Requests to inspect or obtain a copy of the policies listed in this Summary should, in the first instance, be directed to the designated position for which contact details appear at the end of each segment above. All other inquiries concerning applications, procedures for inspecting and purchasing policy documents and Statements of Affairs should be made to:

Commerce Corporate:

The FOI Coordinator
Department of Commerce
Level 22, McKell Building
2-24 Rawson Place
SYDNEY NSW 2000
Telephone: (02) 9372 8720
Facsimile: (02) 9372 8733

Office of Fair Trading

The FOI Coordinator
Office of Fair Trading
PO Box 972
PARRAMATTA NSW 2124
Telephone: (02) 9895 0362

Office of Industrial Relations

FOI Coordinator
NSW Office of Industrial Relations
Executive Officer
Level 3, 1 Oxford Street
PO Box 847
DARLINGHURST NSW 2010
Telephone: (02) 9243 8735
Facsimile: (02) 9243 8739

BCILSP Corporation and BCILSP Committee

FOI Coordinator
Building & Construction Industry
Long Service Payments Corporation
Locked Bag 3000
CENTRAL COAST MC NSW 2252
Telephone: 13 14 41
Facsimile: (02) 9287 5685

Prior to making applications to the Corporation/Committee, it is suggested that the 13 14 41 Help line be contacted as information may be available free as part of the Corporation's service to the building & construction industry.

Freedom of Information Applications – Fees and Hours of Business:

All application made under the Freedom of Information (FOI) Act 1989 require a normal fee of \$30.00 and general inquiries may be made between the hours of 9am to 5pm Monday to Friday to any of the FOI Coordinators mentioned above.

FOI forms can be downloaded from the Office of Fair Trading website at www.fairtrading.nsw.gov.au or obtained from any Fair Trading Centre and addressed to the FOI Coordinators in the area of the Department of Commerce holding the documents.

FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)
SUMMARY OF AFFAIRS
of the
COMMUNITY RELATIONS COMMISSION
For a multicultural NSW
FOI Agency No. 379

SECTION 1 – POLICY DOCUMENTS

- Ageing People of a Non-English Speaking Background:
A Policy Perspective (charge of \$5.00 plus postage)
- Canterbury-Bankstown Community Harmony Round Table
- Code of Conduct for Commissioners, Officers and Employees of the Community Relations Commission
For a multicultural NSW *
- CommuniLink Acceptable Use Policy
- Community Development Grants Program 2004 – Guidelines and Application Form
- Community Development Grants Program Procedures Manual
- Community Harmony Reference Group Report
- Community Language Allowance Scheme Examination Policy and Procedures Guidelines
- Community Relations Report 2003
- Corporate Plan 2002-2006
- CRC Code of Conduct for Interpreters and Translators
- CRC Guide to services
- Crown Employees (Interpreters & Translators, EAC) (Transitional) Award
- EAPS Forward Plan 2003-2006
- EAPS – Guide to job applicants
- EEO Annual Report 1998-1999
- Electronic Mail Management Policy
- Ethnic Affairs Priorities Statement (EAPS) Standards Framework
- Fairfield Model Court Report
- Families & Cultural Diversity – Volume 1: Contemporary Issues
- Families & Cultural Diversity – Volume 2: The Statistics
- Families & Cultural Diversity – Volume 3: The Research Perspectives
- Government Green Paper: Building on our Cultural Diversity (May 1996)
- Government White Paper: Building on Our Cultural Diversity – Ethnic Affairs Action Plan 2000
- Green Paper, Cultural Harmony – The Next Decade 2002-2012
- Guide to Commissioners
- Guidelines – Exemptions from Payment for Language Services (March 2003 amended February 2004)
- Guidelines for the Operation of Regional Advisory Councils (June 2002)
- Guidelines for Youth Liaison teams
- Immigration and Planning in New South Wales (March 1997)
- Immigration: New South Wales Government Position Statement
- Inactive Records Procedures
- Information Management and Technology Policy Guidelines
- Information Management and Technology Strategic Plan 2003-2006
- Language Services Schedule of Fees
- Library and Resource Centre
- MediaLink Business Policy
- Ministerial Records Management Policy
- NSW comments on Integrated Humanitarian Settlement Strategy Discussion Paper
- NSW Council for Pacific Islanders – implementation plan
- NSW Position on *Supporting Settlement in Rural Regional & Remote Australia*
- Overseas Qualifications and Skills in the New South Wales Public Sector

* Supplement to the NSW Public Sector Code of Conduct

- Police and Ethnic Communities (November 1994) – reprinted 1995
- Policy Guidelines for Translators (April 2004)
- Privacy Management Plan
- Records Management Policy guidelines
- Religious Development in New South Wales (Planning for)
- Report of the Working Party on Migration to Sydney and Regional NSW
- Resource Handbook for Chief Executive Officers & Senior Managers on Ethnic Affairs in the New South Wales Public Sector – reprinted 1998
- Retrenched Workers' Rights Project (January 1993)
- Schedule of Fees (February 2004)
- Serial Sponsorship: Perspectives for Policy Options 1992 (price \$5.00 plus postage)
- Street Festivals Project Guidelines
- The Way Forward: A Consultation Document Leading to a Community Relations Commission 1999
- Training Policy
- Training Plan 2003-2004
- 2003 Multicultural Marketing Awards Guidelines
- Use of Interpreters in Domestic Violence and Sexual Assault Cases – A guide for Service Providers (June 2002) – 4th edition
- Viewpoints – A Collection of Speeches on Multicultural Issues (July 1996)
- Vital Records Procedures

SECTION 2 – STATEMENT OF AFFAIRS

The “Statement of Affairs” dated July 2004, prepared in respect of the Community Relations Commission For a multicultural NSW, will be available, after that date, free of charge from the Freedom of Information (FOI) Coordinator on telephone number 8255 6773.

The document, which will be published in the Commission’s 2003-2004 Annual Report, will also be available for inspection at the Commission’s head office at Level 8, 175-183 Castlereagh Street Sydney.

The previous Statement of Affairs, dated July 2003, is currently available.

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

SECTION 3 – CONTACT ARRANGEMENTS

Copies of the policy documents and the “Statement of Affairs” may be obtained from the FOI Coordinator. There is no cost for the documents other than where indicated.

A full list of Commission publications is also available from the FOI Coordinator who may be contacted on telephone number 8255 6773 between 9.30 a.m. and 4.30 p.m.

Any applications under the Freedom of Information Act should be directed to:

The FOI Coordinator
Community Relations Commission
For a multicultural NSW
PO Box A2618
Sydney South NSW 1235

Stepan Kerkyasharian AM
Chairperson

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****NEW SOUTH WALES DEPARTMENT OF COMMUNITY SERVICES****SECTION 1 – POLICY DOCUMENTS****Policy Documents available from the Department**

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

Available from:

Department of Community Services
4-6 Cavill Avenue
ASHFIELD NSW 2131
Postal Address:
Locked Bag 28
ASHFIELD NSW 1800

- Right to better service: Aboriginal Policy Directions – July 1999 – DCS306.089/News/1
- Introductory Resource Guide on Islam and Muslim Communities (1999) (1998) DCS.305.8/Isla/1
- Right to better service: Ethnic Affairs Policy Directions – July 1999 – DCS353.94400814/News/1
- Right to better service: Rural and Remote Communities Policy Directions – July 1999 – DCS307.72/News/1
- Code of Conduct and Ethics (to be updated in June 2004)
- Early Childhood Services Policy for NSW
- NSW Curriculum Framework for Children's Services

Available from:

Adoption and Permanent Care Services, Department of Community Services
Level 9, Signature Tower
2-10 Wentworth Street
PARRAMATTA NSW 2150
Postal Address:
PO Box 3485
PARRAMATTA NSW 2124
Telephone: (02) 8855 4900
Fax: (02) 8855 4999

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

Available from:

NSW Government Bookshop & Tele-Sales-Info Centre
Ground Level, 8-12 Chifley Square
(Cnr Phillip and Hunter Streets)
Sydney 2000
Postal Address:
GPO Box 5160
SYDNEY NSW 2001

Telephone: (02) 9238 0950 (TollFree: 1800 463 955 NSW country only)
Fax: (02) 9228 7227
Email: gisinfo@dpws.nsw.gov.au

- Best Practice Guidelines in Early Childhood Physical Environments – cost \$11.00
- Design and Planning Checklist for a New Child Care Centre in NSW – cost \$5.50
- Furniture & Play Equipment Checklist for a Child Care Centre in NSW – cost \$5.50
- The Licensing Process for Establishing a New Centre Based Child Care Service in NSW – cost \$10.00
- Centre Based & Mobile Child Care Services Regulation 1998 – cost \$11.00
- Family Day Care & Home Based Child Care Regulations 1996 – cost \$8.80

SECTION 2 – STATEMENT OF AFFAIRS

The most recent Statement of Affairs of the Department of Community Services is published in the Department's 2002/2003 Annual Report.

SECTION 3 – CONTACT ARRANGEMENTS

Enquiries should be directed to:

Freedom of Information Coordinator
Department of Community Services
4-6 Cavill Avenue
ASHFIELD NSW 2131
Postal Address:
Locked Bag 28
ASHFIELD NSW 1800
Telephone: (02) 9716 2222
Fax: (02) 9716 2677

Enquiries can be made between 8.30 a.m. and 5.00 p.m. by phone, fax, or in person.

FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)
SUMMARY OF AFFAIRS
of the
CONSUMER, TRADER AND TENANCY TRIBUNAL

SECTION 1 – POLICY DOCUMENTS AND PUBLICATIONS

Annual Reports

CTTT Annual Report 2002-2003
CTTT Annual Report 2001-2002
Fair Trading Tribunal Annual Report 2001-2002
Fair Trading Tribunal Annual Report 2000-2001
Fair Trading Tribunal Annual Report 1999-2000
Residential Tribunal Annual Report 2001-2002
Residential Tribunal Annual Report 2000-2001
Residential Tribunal Annual Report 1999-2000
1999 Annual Report of the Residential Tribunal and Strata and Community Schemes Boards and Adjudicators

Bulletins

CTTT Bulletins 1/2003, 2/2003, 3/2003, 1/2004, 2/2004
Residential Tribunal Bulletins 1/2000, 1/2001, 2/2001

Chairperson's Directions

2/2003 Expert Witness Code of Conduct
3/2003 Home Building Division Claims or Disputes over \$25,000
4/2003 Home Building Division Expert Appointment
1/2004 Request by Parties for Adjournment of Tribunal Proceedings
2/2004 Home Building Division Acceptance of Building Claims

General Publications

Application Forms
Brochure – Introducing the new Consumer, Trader and Tenancy Tribunal
Client Service Standards – Our Guarantee of Service
CTTT Schools Project
Fee Schedule
FOI Summary of Affairs December 2003
Hearing Lists
Home Building General Information
Home Building Question and Answers
Information Sheet – CTTT General Information
Information Sheet – General Hearing Information
Information Sheet – Conciliation
Information Sheet – Enforcement of Tribunal Orders
Listing Calendar for period June to August 2004
Privacy Management Plan
Registry Locations
Scott Schedule 1 – Claiming for defective workmanship or materials
Scott Schedule 2 – Claiming extra work
Tribunal Member Information
Video – Get It Sorted

SECTION 2 – STATEMENT OF AFFAIRS

The information required to be published in the Statement of Affairs under section 14 of the Freedom of Information Act 1989 is included in the CTTT's Annual Report. The most recent Annual Report for the CTTT is the 2002-2003 edition.

SECTION 3 – CONTACT ARRANGEMENTS

Many of the documents published by the Consumer, Trader and Tenancy Tribunal are available on its website at www.cttt.nsw.gov.au. To access documents and enquiries concerning Freedom of Information matters can be made from Monday to Friday between 8.30am and 4.30pm on telephone (02) 9641 6468 or in writing to the Registrar, Consumer, Trader and Tenancy Tribunal, GPO Box 4005, Sydney 2001. Arrangements can be made for documents to be viewed at any of the CTTT's registries. Addresses of the registries are:

Sydney Registry

Level 12
175 Castlereagh Street
SYDNEY NSW 2000

Hurstville Registry

Level 3
4-8 Woodville Street
HURSTVILLE NSW 2220

Liverpool Registry

Level 3
33 Moore Street
LIVERPOOL NSW 2170

Newcastle Registry

Level 1
175 Scott Street
NEWCASTLE NSW 2300

Parramatta Registry

Level 2
10 Valentine Avenue
PARRAMATTA NSW 2150

Penrith Registry

Level 1
308 High Street
PENRITH NSW 2750

Tamworth Registry

3-5 Kable Corner Complex
cnr Kable Avenue and Darling Street
TAMWORTH NSW 2340

Wollongong Registry

Level 3
43 Burelli Street
WOLLONGONG NSW 2520

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

SECTION 1 – POLICY DOCUMENTS

Section 15 (1) (c) of the FOI Act requires the Department to make each of its policy documents, as defined by section 6 of the FOI Act, available for inspection and purchase by members of the public. Section 15 (2) of the FOI Act allows the Department to delete from a policy document information that would, if included, cause the document to be an exempt document. Where no price is shown, the policy document is a free publication. Documents with an asterisk next to them are available on the internet. The Department's website address is www.dcs.nsw.gov.au. Documents with a hash next to them are available in the Department of Corrective Services Library.

Aboriginal Support & Planning Unit

- Aboriginal Offenders Strategic Plan 2003-2005 (\$16.00 per copy, CD ROM \$3.00) * #

Adult Education and Vocational Training Institute

- AEVTI Management and Procedural Guidelines
- AEVTI Procedures Manual 2002

Alcohol and Other Drugs/HIV & Health Promotional Unit

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

Chaplaincy Services

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

Child Protection Co-ordination and Support Unit

- Interim Guidelines and Procedures in Relation to Child Visits (Pilot) (Sections 7.2 and 7.3 are deleted)
- Strategic Framework Child Protection 2003-2005 #

Community Offender Services

- Community Funding Program – Expression of Interest Information and Submission Package (2002/03-2004/05)
- Victims of Violent Crimes Grants Program *

Corporate Legislation and Parliamentary Support

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

Corporate Media and Community Relations

- DOCS Media Policy (\$5.00 per copy)

Corporate Research, Evaluation and Statistics

- Research Program #

Corporate Strategy

- Annual Report * #
- Corporate Plan * #

Corrective Services Industries

- Corrective Services Industries Business Plan 2003/2004 (\$2.75 per copy)
- CSI Business Case
- CSI and Competitive Neutrality (\$11.00 per copy)
- CSI in Focus
- CSI and Other Businesses Brochure
- CSI Working Future Kit – featuring video of Correctional Industries in operation (available on loan)

Disability Services Unit

- Disability Action Plan 2000-2002

Finance & Asset Management

- Property Policies & Procedures
- Asset Management Manual
- Accounting Policy Manual – 1995
- Accounting Procedures Manual – 2002
- Accounts Payable Procedures
 - Cab Charge
 - Year End/Month End Procedures
 - Non-order invoices
 - Corporate Credit Card
- Chart of Accounts
- Procurement & Materials Management Manual
- Procurement Procedures
- Service Delivery and Asset Strategy
- Transport Policy and Procedures
- RCH Parking Procedure Manual
- Official & Semi-Official Telephone, Mobile Phone & Pager Procedure
- Fixed Asset Policy
- Accounts Receivable – Debt Recovery Policy
- Engagement of Consultants/Contracted Employees Policy & Procedures
- Risk Management Policy and Manual

Freedom of Information & Privacy Unit

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

Human Resources Management Branch

- Criminal Record Check – *Pre-employment guidelines for applicants with criminal records* (3.60 per copy)
- The Career Choice for Your Future: a career with the Department of Corrective Services
- Occupational Health and Safety Policy (\$1.20 per copy)
- Occupational Health and Safety Manual (\$25.00 per copy)
- Secondary Employment Policy – guidelines for departmental employees with second jobs (\$4.00 per copy)
- Uniform Dress Manual

Information Management Branch

- Internet/Intranet Content Policy (1999)
- Information Security Policy (2001)
- Internet and E-mail Policy (2001)
- Information Ownership and Classification Policy

Inmate Classification & Case Management Branch

- Inmate Case Management Policy
- Managing Young Adults in NSW Correctional Centres

- Aboriginal and Torres Strait Islander Handbook * #
- Inmate Handbook #

Learning and Staff Development Branch

- Aboriginal Employment & Career Strategy 2003-2006 *
- EEO Management Plan (\$2.50 per copy) *
- EEO Report 2002/2003 (\$2.50 per copy)

Legal Branch

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

Multiculturalism

- Ethnic Affairs Priorities Statement *

Offender Management Policy Unit

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

Operations Procedures Manual – full and partial deletions:

Full deletions

- 6.3 Escorts from Correctional Centre to Correctional Centre
- 6.6 Movement of Extreme and High Security Inmates
- 6.7 Costed Escorts
- 6.8 Police Escorts
- 7.7 Inmates Access to Private Medical Practitioners
- 7.16 Compassionate Leave

Partial deletions

- 6.4.1.2 Number of Escorting Officers
- 6.4.1.5 Firearms
- 6.4.2 While on Medical Escort
- 6.4.2.1 Degree of Supervision by Escorting Officers
- 6.4.2.2 Use of Toilets by Inmate Patients
- 6.4.3.1 Handcuffing of Inmate Patients
- 6.4.3.5 Protocol Conflict
- 6.8.1 Escorts to Private Medical Practitioner
- 6.8.2 Funeral Escorts
- 6.8.5 Air Escorts
- 6.8.6 Inmates Appearing before the Parole Board in Hospital Road, Sydney
- 6.10.5 Escort Security
- 6.10.10 Handcuffing of Inmates
- 6.10.11 Firearms on Escorts
- 6.10.12 Use of Toilets on Escorts
- 10.1.20 Cell Allocation
- 10.2.6 Inmate Identification Cards and Cell Cards
- 10.2.6.1 Inmate Imaging System
- 10.2.6.2 Replacements
- 10.2.8 Gaol Issue Clothing at Initial Reception
- 10.2.8.1 Initial Clothing Issue at Reception – Male Inmates
- 10.2.8.2 Additional Issue of Inmate Clothing – Male Inmates
- 10.2.8.3 Initial Clothing Issue at Reception – Female Inmates
- 10.2.8.4 Additional Issue of Inmate Clothing – Female Inmates
- 10.2.8.5 Reception – Hygiene Items
- 10.3.2.7 Medical Screening
- 12.23.4 Basic Security
- 12.23.5 Delegations
- 12.23.6 Storage and Maintenance
- 12.24.12 Armoury Key Control
- 13.7.2 The Governor/Most Senior Custodial Officer in Charge of the Correctional Centre

Periodic Detention Administration Branch

- Periodic Detention Policy and Procedures Manual (\$100 per copy)

Probation and Parole Service

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

Probity and Performance Management Division

- Code of Conduct and Ethics * #
- Protected Disclosures Policy #
- Management of Professional Conduct Policy #

Psychology Services

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

Records Unit

- Functional Records Disposal Schedule
- Notification of an Access Direction

Restorative Justice Unit

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

Security & Investigations Branch

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

Sex Offender Programmes

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

Throughcare and E-Case Management

- Throughcare Strategic Framework 2002-2005 #

Welfare Services

- Funeral assistance
- Travel assistance for Families Visiting Inmates

Women's Services Unit

- Bolwarra House Transitional Centre Management Plan
- Female Specific Classification Policy – Operational Framework and Procedures
- Management Plan, Grafton Women's Facility (June Baker Unit)
- Management Plan for Jacaranda Cottages of the Emu Plains Correctional Centre
- Management Plan for Stage Two of the Emu Plains Correctional Centre
- Parramatta Transitional Centre Management Plan
- The Mother's and Children's Programme Policy
- Women's Action Plan #
- Women's Action Plan 2
- Women's Facilities & Services Command Statement of Values
- Women's Facilities & Services Command Vision & Mission Statement
- Women's Facilities & Services Command Statement of Intent for Visiting Sections
- Women's Facilities & Services Command Workplace Anti-Violence Policy

SECTION 2 – STATEMENT OF AFFAIRS

The most recent Statement of Affairs of the Department of Corrective Services was published in the Department's 2002-2003 Annual Report. The Annual Report is available on the Department's website (www.dcs.nsw.gov.au), in the Department of Corrective Services Library (contact details provided in Section 3) and in some public libraries. The Statement of Affairs may also be obtained free of charge by contacting the Freedom of Information & Privacy Unit. The Statement of Affairs may be inspected at the Department's Freedom of Information & Privacy Unit. The address of the Freedom of Information & Privacy Unit is level 11, Roden Cutler House, 24 Campbell Street, Sydney. The Freedom of Information & Privacy Unit is generally open from 8.30 am to 4.30 pm Monday to Friday. Members of the public are advised to telephone the Freedom of Information & Privacy Unit to make an appointment prior to making a personal visit. To make an appointment contact the Manager of the Unit on telephone number (02) 9289 1067.

SECTION 3 – CONTACT ARRANGEMENTS

The documents listed in Section 1 can be inspected or obtained by contacting the officer-in-charge of the relevant listed section. The sections can be contacted through the Department's switchboard on telephone number (02) 9289 1333. The officer-in-charge of a given section will advise the procedures for inspecting and purchasing a document. If you wish to inspect a document, the officer-in-charge will advise you of the address at which you may inspect the document and the times at which you may inspect the document. The Head Office of the Department of Corrective Services is located at 24 Campbell Street, Sydney; however, not all sections of the Department are located at that address. Generally, all administrative sections of the Department operate between the hours of 8.30 am and 4.30 pm.

Documents with an asterisk next to them are available on the internet. The Department's website address is www.dcs.nsw.gov.au. Documents with a hash next to them are available in the Department of Corrective Services Library. The Department of Corrective Services Library is open to the public. Members of the public may view and photocopy documents, within the copyright guidelines, but cannot borrow items. Enquiries to the Library can be made on telephone number (02) 9804 5459 and by email at vinay.sharma@nsw.gov.au.

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****OFFICE OF THE DIRECTOR OF PUBLIC PROSECUTIONS****SECTION 1 – POLICY DOCUMENTS**

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

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

SECTION 2 – STATEMENT OF AFFAIRS

The most recent Statement of Affairs of the ODPP published under section 14(1)(a) of the Freedom of Information Act was published as at 30 June 2004.

SECTION 3 – CONTACT ARRANGEMENTS

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

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

Deputy Solicitor (Legal)
Office of the Director of
Public Prosecutions

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****ELECTION FUNDING AUTHORITY OF NEW SOUTH WALES****FOI Agency No. 361****SECTION 1 – POLICY DOCUMENTS**

Subject to the Freedom of Information Act 1989 the Election Funding Authority holds the following policy documents which may be accessed for inspection:

- Working papers, reports and documents relating to the conduct of the Authority
- Register of Parties
- Register of Candidates
- Register of Party Agents
- Register of Official Agents
- Declaration of political contributions received and electoral expenditure incurred lodged by parties, groups and candidates.
- Minute Book of meetings of the Authority
- Guidelines laid down by the Authority
- Handbook for guidance of candidates

Photocopies of extracts from claims for payment and declarations of political contributions received and electoral expenditure incurred may be obtained from the Authority at the cost of \$1 for the first page and \$0.25 for every additional page with a maximum fee of \$15.

The following documents are supplied free of charge:

- Guidelines laid down by the Authority
- Annual Report of the Authority
- Handbook for guidance of candidates

SECTION 2 – STATEMENT OF AFFAIRS

A copy of the Authority's most recent Statement of Affairs may be obtained by contacting the FOI Coordinator.

SECTION 3 – CONTACT ARRANGEMENTS

Access to documents held by the Election Funding Authority and subject to the FOI Act must be made by written application accompanied by a fee of \$20.

The application should be directed to:

The FOI Coordinator
Election Funding Authority
GPO Box 832
SYDNEY NSW 2001

All of the documents may be accessed at the Election Funding Authority of NSW, Level 20, 207 Kent Street, Sydney between 8.30 am and 5.00 pm, Monday to Friday.

Prior to making an application it is suggested that the applicant contact the Authority on telephone (02) 9200 5999 or facsimile (02) 9241 6011, as some information may be provided as part of a free community service.

FREEDOM OF INFORMATION ACT 1989

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

SUMMARY OF AFFAIRS

of

ENERGYAUSTRALIA

FOI AGENCY No. 1791

SECTION 1 – POLICY DOCUMENTS

EnergyAustralia's policy documents include a variety of publications, leaflets and booklets across a range of the organisation's activities.

Abbreviations have been used to describe the type of document. The abbreviations used are:

- B Booklet
- D Document
- ES Electrical Standards
- NS Network Standard
- NUS Network Universal Standard
- NRS Network Refurbishment Standard

All documents are free of charge unless stated otherwise. Pricing information, Network Standards, Customer Installation Advice's and Electrical Standards are published on EnergyAustralia's web site www.energy.com.au free of charge.

All of the policy documents in this Section are listed by category or function.

1. ELECTRICITY PRICING AND ACCOUNTS

- D Domestic Tariffs Price List
- D Business Tariffs Price List
- D Miscellaneous Charges Price List
- D Network Price List
- D Network Price and Service Report
- D Network Annual Pricing Report
- D Calculating Network Price Components

2. ELECTRICITY SUPPLY AND INSTALLATION

- B Standard Form Customer Connection Contract, June 2002 (*new release due July 2004*)
- B Standard Form Customer Supply Contract
- B Information Guide to the Electricity Supply
- D Annual Electricity System Development Review – 2003
- ES 1 Customer Supply Information and Local Service and Installation Rules
- ES 2 Electricity Supply Standards (*to be replaced by "Electricity Network Operation Standards in July 2004*)
- ES 3 Metering Installations
- ES 4 Service Provider Authorisation
- ES 5 Charges for Network Monopoly and Miscellaneous Services (*new release due July 2004*)
- ES 7 Application of Network Use of System Charges
- ES 8 Capital Contributions Guidelines
- ES 9 Agreement for the Supply to Developments
- ES 10 Requirements for the Supply to Developments
- NS104 Network Project Design Plans **\$10**
- NS109 Design Standards for Overhead Developments **\$10**
- NS110 Specification for Design Standards for URD (Sydney) **\$10**
- NS111 Specification for Design and Construction Standards for URD Subdivisions (Newcastle and Upper Hunter Region) **\$20**
- NS112 Design Standards for Commercial/Industrial Developments **\$10**
- NS113 Site Selection and Civil Design Standards for Chamber Type Substations **\$10**
- NS114 Electrical Design Standards for Chamber Type Substations **\$10**
- NS115 Electrical Construction Standards for Chamber Type Substations **\$10**

- NS116 Design Standards for Distribution Earthing **\$10**
 NS117 Design Standards for Kiosk Type Substations **\$10**
 NS118 Specification for Street Lighting Design Standards (Sydney) **\$10**
 NS119 Specification for Street Lighting Design Standards (Newcastle) **\$10**
 NS122 Specification for Pole Mounted Distribution Substation Construction **\$20**
 NS124 Specification for Overhead Service Connections (100 to 400 Amps) **\$10**
 NS125 Specification for LV Overhead Conductors **\$10**
 NS126 Specification for HV Overhead Conductors **\$10**
 NS127 Specification for Low Voltage Cable Joints & Terminations **\$10**
 NS128 Specification for Pole Installation & Removal **\$10**
 NS129 11kV Joints & Terminations – Paper Insulated Lead Covered Cables **\$10**
 NS130 Specification for Laying of Underground Cables up to 22kV **\$10**
 NS135 Specification for the Design and Construction of Overhead Sub-Transmission Lines **\$10**
 NS136 Assessment and Management of Low Voltage Parallels **\$10**
 NS137 Multi Function Standards **\$10**
 NS140 Construction Standards for Kiosk Type Substations (Sydney) **\$10**
 NS141 Specification for Site Selection for Kiosk Type Substations **\$10**
 NS142 Construction Standards for Kiosk Type Substations (Hunter) **\$10**
 NS143 Easements **\$10**
 NS148 Overhead Line Support, Street Light Column and Pillar Numbering **\$10**
 NS149 Drawing Content for Chamber Type Substations, Control Points, Cable Risers and Ductlines **\$10**
 NS156 Working Near or Around Underground Cables **\$10**
 NS158 Labelling of Mains and Apparatus **\$10**
 NS161 Specification for Testing of Cables after Installation **\$10**
 NS162 Specification for the Installation of Communication Cables and Ductlines and Substations **\$10**
 NS165 Construction Work in Substations **\$10**
 NS167 Positioning of Poles and Lighting Columns **\$10**
 NS171 Firestopping in Substations **\$10**
 NS172 Design Requirements for Cable Jointing Pits and Vaults **\$10**
 NS177 11kV Joints (including Transition Joints) and Terminations – Polymeric Insulated Cables **\$10**
 NS178 Metering and Indication Requirements for Sub-Transmission Systems and Zone Substations **\$10**
 NS179 Vegetation Safety Clearances **\$10**
 NUS100 Field Recording of Network Assets **\$10**
 NUS103 Fire Bans **\$10**
 NUS146 Safety Inspection Procedure for Working on Poles **\$10**
 NUS151 Work In Confined Spaces **\$10**
 NUS174 Environmental Procedures **\$10**
 NRS102 Working on Poles with Mobile Phone Transmitter Installations **\$10**
 NRS145 Pole Inspection & Treatment Procedures **\$10**
 NRS166 Line Inspection **\$10**
3. NETWORK PLANS
- D Customer Installation Safety Plan **\$10**
 - D Bush Fire Risk Management Plan **\$10**
 - D Network Management Plan **\$10**
 - D Public Electrical Safety Awareness Plan **\$10**
 - D Tree Safety Management Plan **\$10**
4. GENERAL
- B Freedom of Information – Summary of Affairs
 - B Annual Reports – Various years
 - D Quality Policy for relevant businesses
 - D Safety Policy
 - D Environmental Policy
 - D Privacy Policy

SECTION 2 – STATEMENT OF AFFAIRS

EnergyAustralia's Statement of Affairs will be published as part of the Annual Report which can be obtained from the FOI Coordinator or on EnergyAustralia's web site.

SECTION 3 – FOI CONTACT

Members of the public seeking access to EnergyAustralia's policy documents are invited to contact the FOI Coordinator who can make available copies of documents at the office listed below or selected business offices.

The FOI Coordinator is available during business hours of 8.30 am to 5pm.

A meeting can be arranged by prior appointment.

FOI Coordinator
EnergyAustralia Building
570 George Street
SYDNEY NSW 2000
Telephone: (02) 9269 2941
Facsimile: (02) 9269 2830

or post to:

FOI Coordinator
EnergyAustralia
GPO Box 4009
SYDNEY NSW 2001

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****DEPARTMENT OF ENERGY, UTILITIES AND SUSTAINABILITY
and associated agencies****SECTION 1 – POLICY DOCUMENTS**

Following are policy documents held by the Department which can be made available for inspection or purchase. Documents marked with an asterisk (*) are available from its website.

Corporate

- Annual Report 2000/2001*
- Annual Report 2001/2002*
- Annual Report 2002/2003*
- Privacy Management Plan

Energy Policy Documents

- NSW Statement of System Opportunities 2001*
- Coordination of Electricity Network Planning in NSW
- National Electricity Code (registered copy)
- Consultancy Terms of Reference, Transmission Regulation in the NEM, August 2003
- Electricity Retail Competition Information Sheets (various)*
- Way Forward on Underground Electricity – September 2002
- MEU Research Report on Undergrounding Electricity Cables – January 2002
- AGL Shareholding Limitations*
- Review of Regulatory Framework for Reticulated LPG Consultation Paper, April 2003
- Consultation Paper – Proposed Market Operations Rule on Prepayment Metering – February 2003
- MEU submission to the Victorian ESC on Interval Metering – March 2003
- Market Operations Rule (Arranged Connection Services) Rule No. 1 of 2001*
- Market Operations Rule (Network Use of System) Rule No. 2 of 2001*
- Market Operations Rule (NSW Rules for Electricity Metering) No. 3 of 2001*
- Market Operations Rule (NSW Transfer Rules for Retail Electricity Supply) No. 4 of 2001*
- Market Operations Rule (Retailer of Last Resort) No. 5 of 2001*
- Marketing Code of Conduct for Energy – June 2002*

Full Retail Competition

- Shopping Around for Electricity and Gas — Your Questions answered — December 2001*
- Full Retail Competition – Customers Exercising Choice - (updated monthly)
- Gas Retail Market Business Rules To Support Retail Competition in Gas – January 2002
- Gas Network Code for Full Retail Competition – Guidelines – December 2001*
- Minister Approves the Gas Market Company's Retail Market Scheme – October 2001*
- Buyers of Gas on the Wholesale Market - April 2001
- NSW Policy Framework to Support Full Retail Competition in Gas – December 2000*
- Shopping Around for the Best Deal on Gas*
- Consultation Paper on Proposed Amendments to NSW electricity and gas – September 2002*
- Metering Competition Consultation paper – May 2003*
- Issues Paper –Default Supply Contracts and Pricing in the Fully Competitive Gas Retail Market – December 2000*
- Gas Retailer (authorised supplier) Contacts*
- Demand Management Code for Electricity Distributors
- NSW Business to Business Arrangements
- Market Operation Rules (NSW Gas Retail Business Systems Interfaces) 2001*

Consumer Protection

- Consultation Paper on Proposed Amendments to NSW Electricity and Gas Regulations and Market Operation Rules – September 2002
- Marketing Code of Conduct – June 2002*
- Retailer of Last Resort Policy Paper – December 2001*
- Payment Difficulties*
- Gas Customers Can Now Take Their Complaints to the Ombudsman – October 2001
- Consultation Paper – Customer Protection in the Fully Competitive Gas Retail Market*

Concessions

Guidelines for Electricity Retailers on:

- Pensioner Energy Rebate Scheme – 1 July 2003
- Life Support Rebates Scheme – 1 January 2003
- Energy Account Payment Assistance Scheme – 1 July 2003

Guidelines for Community Welfare Organisations on:

- Energy Accounts Payment Assistance Scheme, January 2004

Greenhouse and Sustainable Development:

- Benchmarks Position Paper, Greenhouse – Related Licence Conditions for Electricity Retailers*
- Greenhouse Gas Emissions from Electricity Supplied in NSW: Emissions Workbook (October 2000)*
- Greenhouse Trading — An Operational Specification for the Phased Introduction of a Nation-Wide Greenhouse Emissions-Trading Framework for Australia*

Benchmark Rules and Sustainable Energy Research and Development Fund (SERDF) documentation:

- Greenhouse Gas Benchmarks Rule (Compliance) No. 1 of 2003*
- Greenhouse Gas Benchmark Rule (Generation) No. 2 of 2003*
- Greenhouse Gas Benchmark Rule (Demand Side Abatement) No. 3 of 2003*
- Greenhouse Gas Benchmark Rule (Large User Abatement Certificates) No. 4 of 2003*
- Greenhouse Gas Benchmark Rule (Carbon Sequestration) No. 5 of 2003*
- Sustainable Energy Research and Development Fund 2003 Public Call for Project Proposals*

Government Energy Management Policy:

- Energy Use in NSW Government Operations 1999/2000
- Government Energy Management Policy*
- Start-up Kit*
- Small Agency Model*
- NSW Energy Data Gathering and Reporting (EDGAR) System

Water

- Issues Paper on Review of the *Sydney Water Act 1994*, October 2000*
- Metropolitan Water Utilities – Access and further information (contact details only)*
- 1999 Operational Audit of the Sydney Water Corporation, July 2000
- Rainwater Tanks*
- Waterways Advisory Panel — Second Report to the NSW Government on the Northside Storage Tunnel, March 2000*

Electricity, Gas and Pipeline Networks

- Electricity Network Performance Report 2000-2001*
- Demand Management Code of Practice for NSW Electricity Retailers — August 2001
- Scheme for the Accreditation of Service Providers to undertake contestable works Level 1/Level 2/Level 3*
- Codes of Practice for:
 - Contestable Works
 - Service and Installation Rules
 - Installation Safety Management
 - Electricity Service Standards
- Annual Reporting Requirements for Gas Network Operators*
- Annual Reporting Requirements for Licensed Pipeline Operators*

- Electricity Network Performance Report 2001-2002
- ISSC Codes of Practice and Guidelines* (Industry Safety Steering Committee)
- Guide for Measurement of Interference caused by Cathodic Protection and Railway Drainage Systems*
- Electricity Network Performance Report Network Operator Report O
- Utlime
- NSW Electrolysis Committee Constitution
- Electrolysis Technical committee of NSW Terms of Reference

Water Policy & Reform

Policies:

Specific Natural Resource Policies

Asset policies:

- Country Towns Water Sewerage and Drainage Program – Technical & Financial Assistance Available to Councils, 1996

Operational policies

Resource Quality Maintenance:

- Policy for Discharge of Liquid Trade Waste to Sewers, 1995
- Concurrence Guideline for Liquid Trade Waste Discharges to the Sewerage Systems, January 2002

Social Impacts

- Drought Relief for Country Towns

Manuals:

Assets:

- Manual of Practice Flow Measurement within Existing Sewerage Systems
- Manual of Practice, Sewage Pumping Station Design
- Manual of Practice, Sewer Design
- Water Management – A Demand Management Manual for Water Utilities, 1998
- Handbook on Affordable Water Supply and Sewerage for Small Communities, 1999
- NSW Reference Rates Manual for Valuation of Water Supply, Sewerage and Stormwater Assets, 2003
- Water Supply Investigation Manual, Amended February 1990

Guidelines:

Administration:

- Water and Sewerage Infrastructure Delivery Options 1999 *Resource supply and allocation:*
- *Water Management Act 2000*, A Guide to Town Water Entitlements, August 2001

Assets:

- Syndicate Benchmarking for Water Supply and Sewerage, 1997
- NSW Financial Planning Model – User Manual & Financial Planning Guidelines 2000
- Planning for Community Involvement in Water and Sewerage Projects, 1995
- Strategic Business Plans for Water Supply and Sewerage Schemes: Guidelines for Preparation
- Environmental Guide to the Management of Local Government Water Supply, Sewerage and Drainage Services, 1997
- Asset Management Guidelines for Water Supply and Sewerage Schemes, 1992
- The Management of Giardia and Cryptosporidium in Town Water Supplies, Edition 2, 1999
- NSW Code of Practice - Plumbing and Drainage – Edition No 2 1999
- Plumbing & Drainage Circulars P&D01 to P&D19
- Water Supply and Sewerage Management Guidelines
- Biosolids Management for Country NSW (1997)
- Small Town Sewerage - Guidelines on Financial Assistance and implementation of Affordable Systems 1997 *Licensing:*
- Town Water Entitlements – The Reasonable Entitlement Model, Feb. 2002.

Safety and health:

- NSW Guidelines for Urban and Residential Use of Reclaimed Water, May 1993

Service pricing and conditions:

- Water Supply, Sewerage and Trade Waste Pricing Guidelines, 2002
- Developer Charges Guidelines for Water Supply, Sewerage and Stormwater, 2002
- Best-Practice Management Guidelines for Water Supply and Sewerage, 2004

Reports:*Resource quality and productivity:*

- Sewerage Inflow & Infiltration Management Study (1996)
- Report on the Bathurst full scale Demonstration Plant (for Biological Enhanced Phosphorus Removal) April, 1997
- Reuse of Alum Sludge from Water Treatment Plants June 2000
- Tertiary Filtration in Sewerage Treatment – An Overview June 2000

Service pricing and conditions:

- Reuse of Alum Sludge from Water Treatment Plants, DLWC, July 2001
- A study of Algal Growth Inhibition Using Artificial Shading, DLWC, November 1998
- NSW Water Supply and Sewerage Performance Comparisons, 1998/99
- NSW Water Supply and Sewerage Performance Comparisons, 1999/00
- NSW Water Supply and Sewerage Performance Comparisons, 2000/01
- NSW Water Supply and Sewerage Performance Comparisons, 2001/02

Fish River Water Supply Scheme

- Annual Reports, 1989/9, 1999/2000, 2001/2, 2002/3

Sustainable Energy (formerly SEDA)

- SEDA Annual Report 2002-2003 *
- SEDA Annual Reports 2001-2002, 2000-2001
- SEDA Corporate Plan 2003-2005*
- National Green Power Accreditation Document Version 3 (on behalf of the National Green Power Accreditation Steering Group)

ASSOCIATED AGENCIES

For the purposes of the *Freedom of Information Act 1989*, the **Energy Corporation of New South Wales** is also included by this Summary of Affairs. The Corporation does not have any nominated policy documents.

SECTION 2 – STATEMENT OF AFFAIRS

The latest Statement of Affairs for the Department of Energy, Utilities and Sustainability and associate bodies was published in June 2004. Copies of the latest Statement of Affairs may be obtained from the Department at no cost. The Statement of Affairs is also available on its website (www.deus.nsw.gov.au).

SECTION 3 – CONTACT ARRANGEMENTS

The Department is located at Level 17, 227 Elizabeth Street, Sydney NSW 2000. All policy documents held by the Department are available from this address or the Department's Internet site.

Business hours in which the Department is open to the public are from 8.30 am to 4.30 pm, Monday to Friday, and Fish River are 8.30 am to 4.30 pm, Monday to Friday.

Access to information about Department of Energy, Utilities and Sustainability

Enquiries may be made to the Legal Administrative Assistant by telephone, fax, mail, email or on the Department's internet site. Some records, for example Registers, may only be examined in person within its offices.

227 Elizabeth Street
SYDNEY NSW 2000.
GPO Box 3889
SYDNEY NSW 2001
Telephone: (02) 8281-7777
Energy Information Line 1300 136 888
Fax: (02) 8281-7799
Email: information@deus.nsw.gov.au
Internet www.deus.nsw.gov.au

Access to personal files by members of staff

Staff have access to their own file at any time, and do not need to use FOI procedures or pay fees to do so. Staff also have the right to object to any information on their file or its use, and where information is inaccurate to have it amended. Members of the public who were previously staff members are also permitted to see their personal files.

Staff members and ex-employees wishing to inspect their personal files should apply directly to the Senior Human Resources Advisor.

Access to material available under legislative requirements for inspection

Please direct all requests in the first instance to the Legal Administrative Assistant on (02) 8281-7407.

Access to other material under Freedom of Information Act 1989

Please direct all requests in the first instance to the Freedom of Information Manager, Department of Energy, Utilities and Sustainability, at the above address. Freedom of Information applications should be submitted in writing and include a \$30 application fee for both personal and non-personal information.

A processing charge of \$30 per hour after the first 20 hours also applies to requests for personal information while all other requests attract a processing charge of \$30 per hour.

A 50% reduction in fees and charges applies in some situations such as pensioners or non-profit organisations experiencing financial hardship (supporting documentation must be provided).

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****DEPARTMENT OF ENVIRONMENT AND CONSERVATION****SECTION 1 – POLICY DOCUMENTS**

DEC policy documents are listed below. Members of the public wishing to refer to the documents should contact the Librarian at the DEC's Sydney Office listed at the end of this Summary of Affairs.

This is not a comprehensive list of DEC publications. Only documents that explain how the DEC will carry out its functions; or which affect the public's rights, privileges or benefits; or impose obligations, penalties or detriments fall within the definition of 'policy documents'.

Corporate Policy Documents

Aboriginal Employment and Development Strategy 2002-2006 (under review)
Accounting Manual
Anti-Discrimination and Workforce Diversity Policy (under review)
Business Case for Managing Diversity
Compliance Audit Handbook (1997)
Corporate Directions 2002–2003
Crown Employees (EPA NSW) Award (1999) and Memorandum of Understanding (1996)
Crown Employees (NPWS) Conditions of Employment Award 2000
Crown Employees (Public Service Conditions of Employment) Award 2002
Crown Employees (Skilled Trades) award 2001
Crown Employees (Salaried Officers Award) 2002
Displaced Employees Policy and Procedure (Number 54 of 1997) (under review)
EPA Disability Action Plan 2002-2005
EPA Ethics Package 1998 – includes Code of Conduct, Handling Performance Complaints, Grievance Procedures, Fraud Control and Corruption Prevention Strategy, Making a Protected Disclosure, Guarantee of Service
EPA Prosecution Guidelines 2001
Equal Employment Opportunity Management Plan for 2002-2003 (2002) (under review)
Equal Employment Opportunity Report for 2002–2003 (2003)
Ethnic Affairs Policy Statement
Externally Funded Projects – Policy and Procedural Guidelines
Filling of Positions following Job Evaluation Policy (under review)
Financial Assistance for Study Policy 2001
Higher Commencing Salary Policy and Procedures (60 of 96) (under review)
Higher Duties Allowance Policy 2001
Hours of Work (PSA)
Hours of Work (AWU)
Flight Enterprise Agreement
Guarantee of Service (under review)
Information Security: Access to Computer Accounts / Data
Information Management and Technology Information Security Policy
Information Technology Security Management Framework
Information Management and Technology Acquisition Policy
Internal and External Investigations Guidelines
Internet Access, Internet Email Policy and Procedures
IT Equipment Donation Policy
IT Infrastructure Replacement Program (IIRP) – Replacement Principles
Leave Management and Attendance at Work Policy 2001
Leave Without Pay Policy 2000
Manual of Procedures
Minutes and Agendas of the Board of Resource NSW
Management of Personnel Files 2002

Master IT Acquisition and Asset Management Guide
Media Policy (under review)
Memorandum of Understanding between the NPW Advisory Council and the NSW NPWS
Memorandum of Understanding with Safefood NSW (Under review)
Memoranda of Understanding Policy (July 2002)
Military Activities Policy (July 2002)
Mobile Computing Products Standards
Mobile Phone Policy and Procedures (under review)
Motor Vehicle Best Practice Guide (under review)
MS Access Software Policy
National Parks and Wildlife Service Field Officers Hours of Work Enterprise Agreement 1997 (35 hour week)
National Parks and Wildlife Service Flight Officers Enterprise Agreement 1999
National Parks and Wildlife Service Skilled Trades Enterprise Agreement 2000 (35 hour week)
NPWS 2000-2003 Corporate Plan
NPWS Annual Report 2002- 2003
NPWS Code of Ethical and Professional Conduct
NPWS Customer Services and OH&S – Policy and Procedures Human Resources Practices (under review)
NPWS Disability Action Plan (2003)
NPWS Field Officer and Skilled Trades Award
NPWS Travel Allowance Policy 2002
NSW Environmental Law: Access to Information
NSW Waste Boards Annual Reports 2000-2001
“Our Commitment to Diversity” Statement
Overseas and Interstate Travel Policy (under review)
Participants Workbook – Training Course – Environmental Assessment and REF Preparation
Payment of increments to Casual Employees Policy and Procedures
Prevention and Resolution of Workplace Bullying and Harassment Policy (under review)
Privacy and Personal Information Protection Management Plan (July 2000)
Privacy and Personal Information Protection Act – Handling Public Submissions (2002)
Privacy and Personal Information Protection Act – Staff Guide (2001)
Professional and Ethical Conduct – Guidelines for Staff (March 2000)
Publication Design Standards
Rates and allowance book
Records Management Policy
Records Management Standards and Guidelines
Recruitment and Employment Policy 2001
Redeployment in the Service: Managing Displaced Employees Policy and Procedures (55 of 97)
Resource NSW Annual Report 2002-03
Resource NSW Corporate Plan
Resource NSW Code of Conduct for Board Members
Study Time Leave Policy 2001 (under review)
Summary of Standards of Best Practice for Job Evaluation (42 of 96)
Temporary Staffing Decisions and Management Policy and Procedures 2000
Work and Family Policy 2001
Workers’ Compensation and Rehabilitation Manual (under review)
Workforce Diversity Strategy 2002-2006 (under review)

Pesticide and Chemical Control Orders

Chemical Control Order in Relation to Aluminium Smelter Wastes Containing Fluoride and/or Cyanide (1986)
Chemical Control Order in Relation to Dioxin-Contaminated Waste Materials (1986)
Organotin Waste Materials Chemical Control Order (1989)
Pesticide Control Order Air-1
Pesticide Control (Termiticide) Order 2000
Pesticide Control (Bromadiolone) Order (No.2) 2000
Pesticide Control (Endosulfan) Order (No. 2) 2000
Pesticide Control (1080 Wild Dog Bait) Order 2002
Pesticide Control (1080 Feral Pig Bait) Order 2002
Pesticide Control (1080 Fox Bait) Order 2002

Pesticide Control (1080 Rabbit Bait) Order 2002
Pesticide Control (Pindone Concentrate) Order 2002
Pesticide Control (Mevinphos) Order 2003
Pesticide Control (1080 Fox Bait within Gosford City Council) Order 2004
Polychlorinated Biphenyl (PCB) Chemical Control Order (1997)
Scheduled Chemical Wastes Chemical Control Order (1994)
Scheduled Chemical Waste Chemical Control Order 2004

Environmental Guidelines

Bulk Dangerous Goods Transport: Application and Guidelines for the Approval of Dangerous Good Courses and Trainers (Sept 2003)
Car Wash Bays (fact sheets for car yard operators) (2002)
Clean Cars for NSW (2003)
Contaminated Sites: Draft Guidelines for Assessing Former Orchards and Market Gardens (2004)
Contaminated Sites: (Draft) guidelines for the Assessment of Former Gasworks Sites (2003)
Contaminated Sites: Draft Guidelines for the NSW Site Auditor Scheme (2002)
Contaminated Sites: Guidelines for Assessing Banana Plantation Sites (1998)
Contaminated Sites: Guidelines for Assessing Service Station Sites (1994)
Contaminated Sites: Guidelines for Consultants Reporting on Contaminated Sites (1998)
Contaminated Sites: Guidelines for the NSW Site Auditor Scheme (1998)
Contaminated Sites: Guidelines on Significant Risk of Harm from Contaminated Land and the Duty to Report (1999)
Contaminated Sites: Guidelines for the Vertical Mixing of Soil on Former Broad-Acre Agricultural Land (1995)
Contaminated Sites: Sampling Design Guidelines (1995)
Controls on HCFCs, CFCs and Halons – NSW Ozone Protection Regulation 1997
Course in Protection of the Environment: Authorised Officers (2001)
Draft Policy: Assessment and Management of Odour from Stationary Sources in NSW (2001)
Environmental Assessment and Cleaner Production Training for Local Government (2003)
Environmental Best Management Practice Guidelines for Concreting Contractors (2004)
Environmental Compliance Operating Principles (2002)
Environmental Education for Businesses on Wheels: Council Resource Kit (2001) which contains:
 Environmental Education for Businesses on Wheels: Council Resource Manual (2001) and a series of brochures:
 Environmental Education for Businesses on Wheels: Carpet Cleaners (2001)
 Environmental Education for Businesses on Wheels: Mobile Dog Washers (Bathtime and Fish Friendly Bathtime) (2001)
 Environmental Education for Businesses on Wheels: Mechanics on Wheels (Mobile Mechanics Guide to Environmental Best Practice (2001)
 Environmental Education for Businesses on Wheels: Smart Gardeners (2001)
 Environmental Education for Businesses on Wheels: Guide to New Standards in Carpet Cleaning (2001)
 Environmental Education for Businesses on Wheels: Pressure Cleaners (Cleaning Under Pressure) (2001)
Environmental Guidelines: Aerial Spraying Facilities (1999)
Environmental Guidelines: Assessment, Classification and Management of Liquid and Non-Liquid Wastes (1999)
Environmental Guidelines: Best Management Practices for Marinas and Boat Repair Facilities (June 1999)
(Draft) Environmental Guidelines – Composting and Related Organics Processing Facilities (2002)
Environmental Guidelines: Controlling Odour and Dust in the Manufacture of Glass Fibre Reinforced Polyester Resin Products (1989)
(Draft) Environmental Guidelines: Industrial Waste Landfilling (1998)
Environmental Guidelines: Regulation of Open Burning in NSW (June 2003)
NSW EPA and NSW Rural Fire Service
Environmental Guidelines for Selecting, Installing and Operating Domestic Solid Fuel Heaters (August 1999)
Environmental Guidelines: Solid Waste Landfills (1996)
Environmental Guidelines: Surface Water Management on the Covered Forecourt Areas of Service Stations (1992)
(Draft) Environmental Guidelines for the Utilisation of Treated Effluent by Irrigation (1995)
Environmental Information for Dry Cleaners (2002)

Environmental Trust Contaminated Land Management Program – Grant Application Guidelines (2001)
Environmental Trust Grant Guidelines 2003
Environmental Information for Auto Servicing & Mechanical Repairers (1998)
Environmental Information for Builders (1998)
Environmental Information for the Composites Industry (2001)
Environmental Information for the Foundry Industry (2001)
Environmental Information for Marinas, Boatsheds and Slipways (1998)
Environmental Information for Photographic Film and Paper Processors (1998)
Environmental Information for Printers (2000)
Environmental Information for Retail Food Businesses (1998)
Environmental Information for Service Stations (1998)
Environmental Information for Shopping Centre Management (2000)
Environmental Information for Small Factories (2000)
Environmental Information for Smash Repairers (1998)
Environmental Planning for Landscaping Works: Site Guide (2002)
Environment Matters 21: Managing Pesticides – Who Does What
Environment Matters 22: What Are Pesticides
Environment Matters 23: How Pesticides Work
Environment Matters 26: Handling Pesticide Wastes – a Household Guide
Environment Matters 28: Pesticides Act 1999 – Your Responsibilities
(plus summary leaflets in Arabic, Chinese, Italian, Khmer, Maltese and Vietnamese)
Environment Matters 29: How to Respond to Pesticide Misuse
Environment Matters 32: New Law for Keeping Records of the Pesticides You Use
(plus translated versions in Arabic, Chinese, Italian, Khmer, Maltese and Vietnamese)
Environment Matters 40: New Law for Training people who Use Pesticides in Their Work
Food Sense Guide: A Guide to Reducing Waste in the Hospitality Industry (1998)
Greensmart Course for the Building Industry 92003)
(Draft) Guidance for the Use of Herbicides Near Water (2000)
Guideline: Monitoring Devices (Radiation) (1993)
Guideline: Preparation of Radiation Safety Manuals (1994)
Guideline for the Use and Disposal of Biosolids Products (1997)
(Draft) Guidelines for the Assessment of Former Gasworks Sites (2003)
Guidelines on the Burning of Bio-material: Record keeping and Reporting Requirements for Electricity
Generating Facilities (2003)
Guidelines: Environmental Trust Emergency Pollution Clean-Up Program (1999)
Guidelines for Seeking Environmental Court Orders (2003)
Improving the Environmental Management of NSW Golf Courses (2003)
Information sheet: Occasional users of agricultural & forestry pesticides.
Industry Guidance Fact Sheet – Pesticides Record Keeping: Field Crops, Pastures and Tree Plantations
Industry Guidance Fact Sheet – Pesticides Record Keeping: Horticulture
Industry Guidance Fact Sheet – Pesticides Record Keeping: Landlords and Property Managers
Industry Guidance Fact Sheet – Pesticides Record Keeping: Livestock
Industry Guidance Fact Sheet – Pesticides Record Keeping: Pest Controllers
Industry Guidance Fact Sheet – Pesticides Record Keeping: Vertebrate Pest Baiting
Industry Guidance Fact Sheet – Pesticides Record Keeping: Green Keepers
Industry Guidance Fact Sheet – Pesticides Record Keeping: Public Authorities
Information for Registration Applicants – Ionising radiation apparatus used in radiotherapy or the planning
of radiotherapy (2004)
Industry Partnership Program – Overview (2001)
Industry Partnership Program – category 1: Guidelines for Individual Small to Medium Sized Businesses
(2001)
Industry Partnership Program – category 2: Guidelines for Industry Associations (2001)
Industry Partnership Program – category 3: Guidelines for Clusters of Businesses (2001)
Industry Partnership Program – category 4: Guidelines for Opportunistic/Innovative Cleaner Production
Initiatives (2001)
Issue of Authorisations – NSW Ozone Protection Regulation 1997
Is that Fill Legal? – Waste Dumping Fact Sheet for Community Enforcement Officers, Environmental
Health Officers and Rangers
– Waste Dumping Fact Sheet for Planners and Development Control Officers
– Waste Dumping Fact Sheet for Engineering and Works Officers
Kerbside Recycling Contracts: Managing the Risks (1994)

Landscape Industry Fact Sheets (2002)
Load Calculation Protocol – for use by holders of NSW Environment Protection Licences when calculating assessable pollutant loads (2003)
Local Government: POEO Short Course (1998)
Management of Winery Waste, Interim Code of Practice, Hunter Valley (1994)
Managing Lead Contamination in Home Maintenance, Renovation and Demolition Practices: A Guide for Councils
Managing Land Contamination – Planning Guidelines (Department of Urban Affairs and Planning/EPA) (1998)
(Draft) Managing Urban Stormwater: Council Handbook (1997)
(Draft) Managing Urban Stormwater: Source Control (1998)
Managing Urban Stormwater: Treatment Techniques (1997)
Maximising the Environmental Performance of Councils: A Course for Managers (2003)
Minimising Construction and Demolition Waste (1997)
Model EMP: Environmental Management Plan for Landscaping Works (2002)
Modified Vehicle Guidelines (1993)
NSW Pollution Laws and the Workplace (1999)
NSW Environmental Law: Waste Tracking Requirements Brochure – An Update (2001)
NSW Radiation Series No. 5: Recommendations for Radiation Safety Officers and Radiation Safety Committees (2003)
NSW Waste Planning and Management Fund Waste Grant Guidelines: 2000–2001
Nurseries: Environmental Information Sheets (1999) – includes:
Chemical/Fuel Storage and Handling Information Sheet
Environmental Responsibilities Information Sheet
Land Modifications Information Sheet
Local Native Vegetation and Weeds
Sediment and Erosion Control Information Sheet
Water Quality Management
Paint Clean: Environmental Information for Painters (2001)
Preventing Stormwater Pollution in Local Council Operations – A Training Kit for Council Trainers (2001)
Profits from Cleaner Production: A Self-Help tool for Small to Medium-Sized Businesses (2000)
Protocol for Investigating and Reporting Fish Kills (October 2000)
Radiation Guideline: The operation of part 3 of the mutual recognition legislation in relation to licensing and accreditation of consulting radiation experts under the Radiation Control Act incorporating Trans-Tasman mutual recognition agreement
Radiation Guideline No. 6: Registration Requirements & industry Best Practice for Ionising
Radiation Apparatus Used in Diagnostic Imaging (revised edition 2004)

- Part 1: Mammography
- Part 2: Fluoroscopy and Radiography
- Part 3: Dentistry (including Maxillofacial)
- Part 4: Veterinary Science
- Part 5: Computed Tomography and Bone Mineral Densitometry
- Part 6: Test Protocols for Parts 2–5

Radiation Information Series 12: Cleanup and Disposal of Radioactive Residues from Commercial Operations Involving Mineral Sands (1984) EPA (formerly Department of Health, Radiation Branch)
Recreation Vehicles Act 1983: Guidelines for Selection, Design and Operation of Recreation Vehicles Areas
Recommendations for Minimum Standards and Safety Requirements for fixed radiation gauges (sealed radioactive sources) (1995)
Registration of diagnostic imaging (X ray) apparatus (2004)
Regulatory Impact Statement for the Proposed Radiation Control Regulation 2003
Reports by Accredited Consulting Radiation Experts (1995)
Review of NSW Kerbside Recycling Service Arrangements (2001)
(Draft) Road Transport of Dangerous Goods: Bulk driver licences for dangerous goods (2002)
EM33 Road Transport of Dangerous Goods: Responsibilities of Consignors (2002)
EM34 Road Transport of Dangerous Goods: Responsibilities of Prime Contractors (2002)
EM35 Road Transport of Dangerous Goods: Responsibilities of Vehicle Owner (2002)
EM36 Road Transport of Dangerous Goods: Responsibilities of Drivers (2002)
EM37 Road Transport of Dangerous Goods: Shipping (Transport) Documents (2002)
EM38 Road Transport of Dangerous Goods: Warning signs for bulk goods vehicles (2002)
EM39 Road Transport of Dangerous Goods: Warning signs for packaged goods vehicles (2002)
Site Guide: Environmental Planning for Landscaping Works (2002)

Stormwater Management for Construction and Demolition Sites – an Instructor’s Learning Resource package for Industry Training and Vocational Education (2000)
Stormwater Management for Council Depots (1999)
Stormwater Management for Golf Courses (1999)
Stormwater Management for Parks and Gardens (1999)
Stormwater Management for Road Construction and Maintenance (1999)
Stormwater Management for Swimming Pools (1999)
Stormwater Trust: Guidelines for Presenting Reports and Publications for Trust-funded Projects (2002)
Stormwater Trust: Guidelines for Preparing a Financial Statement for Trust-funded Projects (2002)
Training Course Manuals for the Train-the-Trainer Program with TAFE Automotive Teachers
Working Towards a Cleaner Environment: Environmental Management for the Smash Repair Industry (produced with the NRMA) (1993)

Guidelines on Interim Environmental Objectives

Water Quality and River Flow Interim Environmental Objectives, Guidelines for River, Water and Groundwater Management Committees for:

- Barwon–Darling and Far Western Catchments (1999)
- Bega River Catchment (1999)
- Bellinger River and Coffs Harbour Catchment (1999)
- Border River Catchment (NSW) (1999)
- Brunswick River Catchment (1999)
- Camden Haven and Hastings River Catchments (1999)
- Castlereagh River Catchment (1999)
- Clyde River and Jervis Bay Catchments (1999)
- Cooks River Catchment (1999)
- Georges River Catchment (1999)
- Gosford and Northern Beaches Lagoons Catchments (1999)
- Gwydir River Catchment (1999)
- Hacking River Catchment (1999)
- Hunter River Catchment (1999)
- Illawarra Catchments (1999)
- Karuah River and Great Lakes Catchments (1999)
- Lachlan River Catchment (1999)
- Lake Macquarie and Tuggerah Lakes Catchments (1999)
- Macleay River Catchment (1999)
- Macquarie–Bogan River Catchment (1999)
- Manning River Catchment (1999)
- Moruya River Catchment (1999)
- Murray River Catchment (NSW) (1999)
- Murrumbidgee and Lake George Catchments (1999)
- Nambucca River Catchment (1999)
- Namoi River Catchment (1999)
- Richmond River Catchment (1999)
- Sydney Harbour and Parramatta River Catchment (1999)
- Towamba and Genoa River Catchments (1999)
- Tuross River Catchment (1999)
- Tweed River Catchment (1999)

Environmental Education

A New Approach to Environmental Education in NSW: A NSW Government Green Paper (1997)
A New Approach to Environmental Education in NSW: Consultation and the Next Steps (1998)
Environmental Education in NSW: Towards a Three-Year Plan (NSW Council on Environmental Education, 2001)
Learning for Sustainability: NSW Education Plan 2002–05

Licence Information

Copies of individual Environment Protection Licences issued under the *Protection of the Environment Operations Act 1997* (POEO Act) are available from the DEC.

A consolidated list of Environment Protection Licences is also available.

Contact:

Operations Service Centre
Department of Environment and Conservation
Level 17
59-61 Goulburn Street
SYDNEY NSW 2000
Telephone 133 372
Email poeohelp@epa.nsw.gov.au

Registers***Protection of the Environment Operations Act (POEO) Public Register***

The POEO Public Register is a register under the POEO Act of Environment Protection Licences and Notices, any exemptions from the provisions of the Act or regulations, details of convictions in prosecutions under the Act and the results of civil proceedings. For more information contact the POEO Service Centre on 133 372.

Members of the public can access the online Public Register at no charge via the EPA's website (www.epa.nsw.gov.au/prpoeo/index.htm).

Contact:

Operations Service Centre
Department of Environment and Conservation
SYDNEY
Telephone: 133 372
Email poeohelp@epa.nsw.gov.au

OR

Contact:

Pollution Line
Department of Environment and Conservation
SYDNEY
Telephone: 131 555 (NSW only) or (02) 9995 5555
Email info@epa.nsw.gov.au

Register of approvals, exemptions and determinations made under the Road and Rail Transport (Dangerous Goods) Act 1997

Members of the public can access the online Public Register at no charge via the EPA's website (www.epa.nsw.gov.au/prdg/index.htm).

Contact:

Dangerous Goods Unit
Department of Environment and Conservation
SYDNEY
Telephone: (02) 9995 5555
Email prdgoods@epa.nsw.gov.au

Register of Dangerous Goods Licences

Members of the public can access the online Public Register at no charge via the EPA's website (www.epa.nsw.gov.au/prdg/index.htm).

Contact:

Dangerous Goods Unit
Department of Environment and Conservation
SYDNEY
Telephone: (02) 9995 5555
Email prdgoods@epa.nsw.gov.au

Contaminated Land Record

Copies of declarations, orders and notices issued under the Contaminated Land Management Act 1997 are available at a cost of \$12 per copy. A full list or part list of the regulatory instruments issued under the Contaminated Land Management Act 1997 is available at a cost of \$12. Members of the public can access the online Public Register at no charge via the EPA's website (<http://www.epa.nsw.gov.au/clm/aboutregister.aspx>).

Contact:

Pollution Line
 Department of Environment and Conservation
 SYDNEY
 Telephone: 131 555 (NSW only) or (02) 9995 5555
 Email info@epa.nsw.gov.au

Registers of declared chemical wastes and chemical control orders under the Environmentally Hazardous Chemicals Act 1985

Members of the public will be able to access the Register at no charge during office hours.

Contact:

Dangerous Goods Unit
 Department of Environment and Conservation
 SYDNEY
 Telephone: (02) 9995 5555

Manuals

Approved Methods and Guidance for the Modelling and Assessment of Air Pollutants in New South Wales (2001)
 Approved Methods for the Sampling and Analysis of Air Pollutants in New South Wales (2001)
 Approved Methods for the Sampling and Analysis of Water Pollutants in New South Wales (2004)
 Contingency Planning and Operations Manual (For Use by Regional Algal Coordinating Committees) (2000)
 Do I Need a Licence?
 (Draft) Waste Stream Data Collection Methodologies (1997)
 Environment Protection Manual for Authorised Officers
 Guide to Licensing (Parts A and B)
 Monitoring and Reporting Coastal Recreational Water Quality Information Package and Field Manual (2004)

Memoranda of Understanding

Agreement between Agencies on matters relating to the implementation of the National Environment Protection Measure for the Movement of Controlled Waste between States and Territories (1998)
 Cross Border Protocol between the NSW Environment Protection Authority and the Victorian Environment Protection Agency
 Draft Memorandum of Understanding between Sydney Water Corporation and Environment Protection Authority (2002)
 Guidelines to the Memorandum of Understanding between the Environment Protection Authority and the NSW Fire Brigades (1998)
 Memorandum of Understanding between the Environment Protection Authority and the NSW Fire Brigades covering hazardous materials incident response (1999)
 Memorandum of Understanding covering the administration of the transport of dangerous goods under the Dangerous Goods Act 1975 and the Road and Rail Transport (Dangerous Goods) Act 1997 between the Environment Protection Authority, the Department of Transport and the WorkCover Authority (2001)
 Memorandum of Understanding between the University of Technology and the Environment Protection Authority on the Centre for Ecotoxicology
 Memorandum of Understanding between the Environment Protection Authority and Hunter Water Corporation
 Memorandum of Understanding between the Environment Protection Authority and Radiation Advisory Council (2002)
 Memorandum of Understanding between the Environment Protection Authority and the Roads and Traffic Authority for the Pacific Highway Upgrade
 Memorandum of Understanding between the Environment Protection Authority and Sydney Catchment Authority (2002)

Memorandum of Understanding between the National Parks and Wildlife Service and the Roads and Traffic Authority for the Pacific Highway Upgrade
Memorandum of Understanding between the National Parks and Wildlife Service Northern Directorate and DPWS Hunter-New England Region

Minutes

EPA Board Minutes

Minutes of meetings of the Board of the EPA are available at a cost of \$10.

Contact:

Executive Officer
Department of Environment and Conservation
Level 15
59-61 Goulburn Street
SYDNEY NSW 2000
Telephone: (02) 9995 6089

(Former) State Waste Advisory Council Minutes

Minutes of the meetings of the former State Waste Advisory Council are available from:

Contact:

Waste Management Section
Department of Environment and Conservation
Level 15
59-61 Goulburn Street
SYDNEY NSW 2000
Telephone: (02) 9995 5622

Radiation Advisory Council

Minutes of the meetings of the Radiation Advisory Council are available from the Radiation Control Section, Environmental Science Branch, by writing to:

The Secretary
Radiation Advisory Council
PO Box A290
SYDNEY SOUTH NSW 1232

Hazardous Chemicals Advisory Committee

Minutes of the meetings of the Hazardous Chemicals Advisory Committee are available by writing to:

Contact:

Chemicals Policy Section
Department of Environment and Conservation
Level 15
59-61 Goulburn Street
SYDNEY NSW 2000
Telephone: (02) 9995 5799

Pesticides Implementation Committee

Minutes of the meetings of the Pesticides Implementation Committee are available from:

Contact:

Chemicals Policy Section
Department of Environment and Conservation
Level 15
59-61 Goulburn Street
SYDNEY NSW 2000
Telephone: (02) 9995 5799

Load-based Licensing Technical Review Panel

Minutes of the meetings of the Load-based Licensing Technical Review Panel are available from:

Contact:

Load-based Licensing Technical Review Panel Liaison Officer
 Department of Environment and Conservation
 Level 15
 59-61 Goulburn Street
 SYDNEY NSW 2000
 Telephone: (02) 9995 6002

Policy Statements/Strategies

Action for Air: An Update (September 2002)
 Action for the Environment: The NSW Government's Environment Statement 2001 (2001)
 An Atlas of Classified Waters in New South Wales (1980)
 Auctioning Hunter River Salinity Trading Scheme Credits – Proposal (2003)
 A Competency Based System for Authorised Officers: A Joint Project of Local Government and the NSW Environment Protection Authority (1997)
 A Review of the Contaminated Land Management Act 1997 (2003)
 Construction and Demolition Waste Action Plan (1998)
 Consultation Paper: Extended Producer Responsibility Priority Statement
 Consultation Paper: Proposals to Amend the NSW Site Auditor Scheme under the Contaminated Land Management Act 1997 (EPA 2002)
 Corporate Environmental Reporting: Why and How (1997)
 Differential Smoky Vehicle Enforcement Policy (2000)
 Draft Noise Guide for Local Government (2002)
 Environmental Criteria for Road Traffic Noise (1999)
 Environmental Noise Control Manual (the manual is progressively being replaced; most of the material in it has been superseded)
 Extended Producer responsibility Priority Statement (2004)
 Green Offsets for Sustainable Development – Concept Paper (2002)
 Green Waste Action Plan (1997)
 Hunter River Salinity Trading Scheme – Working Together to Protect River Quality and Sustain Economic Development (2003)
 Hunter River Salinity Trading Scheme Auction – General Information for the 2004 action (2004)
 Hunter River Salinity Trading Scheme Auction – Process and Rules (2004)
 Information on whole body scanning (2003)
 Interdepartmental Lead Taskforce Lead Management Action Plan (1994)
 Issues paper: Review of the Contaminated Land Management Act 1997 (2003)
 Managing Neighbourhood Noise (video and booklet package) EPA 1999
 Managing Rural Noise (video and booklet package) EPA 2001
 NSW Government Lead Issues Paper (with Health Department) (1993)
 NSW Industrial Noise Policy (2000)
 Pollution Reduction Trading Scheme for South Creek: Pilot Proposal (2002)
 Proposed Marine Water Quality Objectives for NSW Coastal Waters (2002)
 Review of the Contaminated Land Management Act 1997 – An Issues Paper (2003)
 South Creek Bubble Licence: Reducing Nutrients in the Hawkesbury–Nepean (1996)
 Statement of Policy: The Role of the Environment Protection Authority in relation to Contaminated Sites (1994)
 Unhealthy Building Land Policy (2003)
 Used Packaging Materials Industry Waste Reduction Plan (2000)
 Waste Reduction & Purchasing Policy (1995)
 Waste Reduction & Purchasing Policy: A Guide for Agencies (1997)
 Waste Reduction & Purchasing Policy Facts – Doing a Waste Audit (2001)
 Waste Reduction & Purchasing Policy Facts – Office Paper (2001)
 Waste Reduction & Purchasing Policy Facts – Recycled Content Paper (2001)
 Waste Reduction & Purchasing Policy Facts – Toner Cartridges (2001)
 Waste Reduction and Purchasing Policy – Guidelines for Reporting Agency Progress (2003)
 Waste Reforms (1995)

Policy Documents Adopted by the DEC

The following documents are not published by but have been adopted as policy by the DEC:

Air

National Environment Protection Measure and Impact Statement, Variation to the Ambient Air Quality Protection Measure (PM_{2.5}) (2002)
Interim Review of ANZECC Strategy for Ozone Protection (ANZECC) (1992)
National Environment Protection (Air Toxics) Measure (2004)
National Environment Protection Measure for Ambient Air Quality (NEPC) (1998)
National Environment Protection Measure for Diesel Vehicle Emissions
National Environment Protection Measure (National Pollution Inventory) (NEPC) (1998)
Policy for Control of HCFC Emissions in Australia, Australian and New Zealand Environment and Conservation Council (ANZECC) (1994)
Revised Strategy for Ozone Protection in Australia Report No. 30 (ANZECC) (1994)
Strategy for Ozone Protection (Australian Environment Council) (1989)

Radiation Control

Australian Institute of Radiographers Guidelines for the Professional Development Year
Administration of Ionizing Radiation to Human Subjects in Medical Research (National Health and Medical Research Council (NHMRC) Radiation Health Series No. 12) (1984)
Australian Drinking Water Guideline (NHMRC – Agriculture and Resource Management Council of Australia and New Zealand) (1996)
Clean-up and Disposal of Radioactive Residues from Commercial Operations Involving Mineral Sands (NHMRC) (1993)
Code of Nursing Practice for Staff Exposed to Ionizing Radiation (NHMRC Radiation Health Series No. 8) (1984)
Code of Practice for the Safe Transport of Radioactive Material 2001 (ARPANSA Radiation Protection Series No. 2)
Code of Practice for the Safe Use of Ionizing Radiation in Veterinary Radiology: Parts 1 and 2 (NHMRC Radiation Health Series No. 3) (1982)
Code of Practice for the Safe Use of Radiation Gauges (NHMRC Radiation Health Series No. 4) (1982)
Code of Practice for Protection Against Ionizing Radiation Emitted from X-ray Analysis Equipment (NHMRC Radiation Health Series No. 9) (1984)
Code of Practice for the Safe Use of Ionizing Radiation in Veterinary Radiology: Part 3 – Radiotherapy (NHMRC Radiation Health Series No. 10) (1984)
Code of Practice for the Safe Use of Soil Density and Moisture Gauges Containing Radioactive Sources (NHMRC Radiation Health Series No. 11) (1984)
Code of Practice for the Disposal of Radioactive Wastes by the User (NHMRC Radiation Health Series No. 13) (1985)
Code of Practice for the Safe Handling of Corpses Containing Radioactive Materials (NHMRC Radiation Health Series No. 18) (1986)
Code of Practice for the Safe Use of Ionizing Radiation in Secondary Schools (NHMRC Radiation Health Series No. 19) (1986)
Code of Practice for Radiation Protection in Dentistry (NHMRC Radiation Health Series No. 20) (1987)
Code of Practice for the Control and Safe Handling of Radioactive Sources Used for Therapeutic Purposes (NHMRC Radiation Health Series No. 23) (1988)
Code of Practice for the Design and Safe Operation of Non-Medical Irradiation Facilities (NHMRC Radiation Health Series No. 24) (1988)
Code of Practice for the Safe Use of Sealed Radioactive Sources in Borehole Logging (NHMRC Radiation Health Series No. 28) (1989)
Code of Practice for the Safe Use of Industrial Radiography Equipment (NHMRC Radiation Health Series No. 31) (1989)
Code of Practice for Near-Surface Disposal of Radioactive Waste in Australia (NHMRC Radiation Health Series No. 35) (1992)
International Basic Safety Standards for Protection against Ionising Radiation and for the safety of Radiation Sources (Radiation Safety Series No. 115 IAEA) (1996)
ISO 2919 – Sealed Radioactive Sources – Classification
ISO 9978: 1992 Radiation Protection – Sealed Radioactive Sources – Leakage Test Methods

- Interim Guidelines on Limits of Exposure to 50/60 Hz Electric and Magnetic Fields (NHMRC Radiation Health Series No. 30) (1989)
- Intervention in Emergency Situations Involving Radiation Exposure (NHMRC Radiation Health Series No. 32) (1990)
- Occupational Standard for Exposure to Ultraviolet Radiation (NHMRC Radiation health Series No. 29) (1989)
- Radiation Control Compliance Audit Handbook (2003)
- Recommendations for Ionization Chamber Smoke Detectors for Commercial and Industrial Fire Protection Systems (NHMRC Radiation Health Series No. 25) (1988)
- Recommendations for Limiting Exposure to Ionizing Radiation (1995) (Guidance Note [NOHSC: 3022 (1995)]) and National Standard for Limiting Occupational Exposure to Ionizing Radiation [NOHSC: 1013 (1995)] (ARPANSA's Radiation Protection Series No. 1 (2002)
- Recommendations for Minimising Radiological Hazards to Patients (NHMRC Radiation Health Series No. 14) (1985)
- Recommendations – Discharge of Patients Undergoing Treatment with Radioactive Substances (ARPANSA's Radiation Protection Series No. 4) (2002)
- Recommended Limits on Radioactive Contamination on Surfaces in Laboratories (NHMRC Radiation Health Series No. 38) (1995)
- Research Protocols Using Ionising Radiation in Human Volunteers (NSW Hospital and Radiation Safety Officers Group (HURSOG)) (1998)
- Revised Statement of Cabinet X-ray Equipment for Examination of Letters, Packages, Baggage, Freight and Other Articles for Security, Quality Control and Other Purposes (NHMRC Radiation Health Series No. 21) (1987)
- Safety Guidelines for Magnetic Resonance Diagnostic Facilities (NHMRC Radiation Health Series No. 34) (1991)
- Standards Australia, Publication No. AS 2243.4, Safety in Laboratories, Part 4: Ionizing Radiation (1998)
- Statement on Enclosed X-ray Equipment for Special Applications (NHMRC Radiation Health Series No. 22) (1987)

Waste

- Brochure: Important Information for Waste Transporters and the Waste Industry (May 2004)
- Information Bulletin on the Movement of Controlled Wastes between States and Territories under the National Environment Protection Measure No. 1: Waste Producers (Controlled Waste NEPM Implementation Working Group) (1999)
- Information Bulletin on the Movement of Controlled Wastes between States and Territories under the National Environment Protection Measure No. 2: Waste Transporters (Controlled Waste NEPM Implementation Working Group) (1999)
- Information Bulletin on the Movement of Controlled Wastes between States and Territories under the National Environment Protection Measure No. 3: Waste Facilities (Controlled Waste NEPM Implementation Working Group) (1999)
- Land Protection Proposal: Regulating the use of industrially sourced waste materials as fertilisers
- National competition policy review: Waste Minimisation and Management Act 1995 and the Waste Provisions of the Protection of the Environment Operations Act 1997, Environment Protection Authority (2001)
- National Environment Protection Measure for the Movement of Controlled Wastes between States and Territories (National Environment Protection Council) (1998)
- National Environment Protection Measure for Used Packaging Materials (National Environment Protection Council) (1999)
- Overview of the National Waste Tracking System under the National Environment Protection Measure for the Movement of Controlled Wastes between States and Territories (Controlled Waste NEPM Implementation Working Group) (1999)
- Review: Waste Minimisation and Management Act 1995, Environment Protection Authority (2001)
- Waste Dumping Fact Sheet 1 for Community Enforcement Officers, Environmental Health Officers, Rangers (2000)
- Waste Dumping Fact Sheet 2 for Planners, Development Control Officers (2000)
- Waste Dumping Fact Sheet 3 for Engineering and Works Officers (2000)

Water

- Advice to Water Management Committees No. 1 – Managing to diversion limits in regulated rivers (NSW Government) (2001)
- Advice to Water Management Committees No. 2 – Supplementary water access (NSW Government) (2001)

- Advice to Water Management Committees No. 3 – Floodplain harvesting (NSW Government) (2001)
- Advice to Water Management Committees No. 4 – Regulated rivers (high security) access licences (NSW Government) (2001)
- Advice to Water Management Committees No. 5 – Managing to diversion limits in inland unregulated rivers (NSW Government) (2001)
- Advice to Water Management Committees No. 7 – Diversion limits for coastal unregulated rivers (NSW Government) (2001)
- Advice to Water Management Committees No. 8 – Groundwater quantity management (NSW Government) (2001)
- Advice to Water Management Committees No. 9 – Groundwater dependent ecosystems (NSW Government) (2001)
- Advice to Water Management Committees No. 10 – Freshwater flows to estuaries and coastal waters (NSW Government) (2001)
- Advice to Water Management Committees No. 11 – Integrating water quality and RFOs in water sharing plans (NSW Government) (2001)
- Advice to Water Management Committees No. 12 – Conservation of biodiversity and threatened species management (NSW Government) (2001)
- Advice to Water Management Committees No. 13 – Incorporating the results of the weir review into the water sharing plans (NSW Government) (2001)
- Advice to Water Management Committees No. 14 – Aboriginal issues and cultural heritage protection (NSW Government) (2001)
- Advice to Water Management Committees No. 15 – Water transfers (NSW Government) (2001)
- An Interim Approach for Water Monitoring in NSW (prepared for the State Water Monitoring Coordination Committee) (2003)
- Australian Guidelines for Recreational Use of Water (NH&MRC) (1990)
- Daily Extraction Management in Unregulated Rivers (2002)
- Draft National Water Quality Management Strategy: Guidelines for Sewerage Systems —Sludge (Biosolids) Management (ARMCANZ/ANZECC) (2001)
- Draft National Water Quality Management Strategy: Guidelines for Sewerage Systems – Sewerage System Overflows (ARMCANZ/ ANZECC) (2001)
- Environment and Health Protection Guidelines: On-site Sewage Management for Single Households (Department of Local Government) (1998)
- National Water Quality Management Strategy: Australian and New Zealand Guidelines for Fresh and Marine Water Quality (ARMCANZ/ANZECC) (2000)
- National Water Quality Management Strategy: Australian Drinking Water Guidelines —Summary (ARMCANZ/ANZECC) (1996)
- National Water Quality Management Strategy: Australian Drinking Water Guidelines (ARMCANZ/ ANZECC)
- National Water Quality Management Strategy: Effluent Management Guidelines for Aqueous Wool Scouring and Carbonising (ARMCANZ/ANZECC) (1999)
- National Water Quality Management Strategy: Effluent Management Guidelines for Dairy Processing Plants (ARMCANZ/ANZECC) (1999)
- National Water Quality Management Strategy: Effluent Management Guidelines for Dairy Sheds (ARMCANZ/ANZECC) (1999)
- National Water Quality Management Strategy: Effluent Management Guidelines for Intensive Piggeries (ARMCANZ/ANZECC) (1999)
- National Water Quality Management Strategy: Effluent Management Guidelines for Tanning and Related Industries (ARMCANZ/ANZECC) (1999)
- National Water Quality Management Strategy: Effluent Management Guidelines for Wineries and Distilleries (ARMCANZ/ANZECC) (1998)
- National Water Quality Management Strategy: Guidelines for Groundwater Protection in Australia (ARMCANZ/ANZECC) (1995)
- National Water Quality Management Strategy: Guidelines for Sewerage Systems —Acceptance of Trade Waste (Industrial Waste) (1994)
- National Water Quality Management Strategy: Guidelines for Sewerage Systems – Effluent Management (ARMCANZ/ANZECC) (1997)
- National Water Quality Management Strategy: Guidelines for Sewerage Systems – Reclaimed Water (ARMCANZ/ANZECC) (2000)
- National Water Quality Management Strategy: Guidelines for Urban Stormwater Management (ARMCANZ/ANZECC) (2000)

- National Water Quality Management Strategy: Guidelines for Water Quality Monitoring and Reporting (ARMCANZ/ANZECC) (2000)
- National Water Quality Management Strategy Guidelines: Implementation Guidelines (ARMCANZ/ANZECC) (1998)
- National Water Quality Management Strategy: Policies and Principles – A Reference Document (ARMCANZ/ANZECC) (1994)
- National Water Quality Management Strategy: Rural Land Uses and Water Quality – A Community Resource Document (ARMCANZ/ANZECC) (2000)
- National Water Quality Management Strategy: Water Quality Management – An Outline of the Policies (ARMCANZ/ANZECC) (1994)
- NSW Guidelines for Urban and Residential Use of Reclaimed Water (NSW Recycled Water Coordination Committee) (1993)

Other

- A Guide to Mangrove Transplanting (SPCC/Fisheries Division, NSW Dept of Agriculture)
- Australian and New Zealand Guidelines for the Assessment and Management of Contaminated Sites (ANZECC, NHMRC) (1992)
- Australian Water Quality Guidelines for Fresh and Marine Waters*, Australian and New Zealand Environment and Conservation Council, November 1992, which are only approved for the purposes of contaminated site assessment, investigation, remediation and site auditing under the Contaminated Land Management Act (or other relevant legislation) commenced before September 2001
- Australian Code for the Transport of Dangerous Goods by Road and Rail (National Road Transport Commission and Federal Office of Road Safety) (1998)
- Australian Environmental Guidelines for Copper Chrome Arsenate Timber Preservation Plants (1996) (TPAA, ANZECC)
- Code of Practice for the Reprocessing of Closed Head Steel Drums – Supplement to the Australian Dangerous Goods Code (Federal Office of Road Safety) (1992)
- Composite Sampling: National Environmental Health Forum Monographs, Soil Series No. 3 (now known as EnHealth) (1996)
- Composite Sampling (1996) (National Environmental Health Forum Monographs, Soil Series No. 3)
- Core Environmental Indicators for Reporting on the State of the Environment (ANZECC State of the Environment Reporting Task Force) (2000)
- Dangerous Goods Initial Emergency Response Guide (Standards Australia) 1998
- Environmental Health Risk Assessment: Guidelines for Assessing Human Health Risks from Environmental Hazards (EnHealth) (2002)
- Environmental Health Risk Assessment: Guidelines for assessing human health risks from environmental hazards (Department of Health and Ageing and EnHealth Council, Commonwealth of Australia) (2002)
- Environmental Guidelines: State of the Environment Reporting by Local Government (Dept of Local Government) (2000)
- Environmental Services Functional Area Supporting Plan [Enviroplan] (State Emergency Management Committee) (2001)
- Financial Liability for Contaminated Site Remediation – a position paper (ANZECC) (1994)
- Guidance Notes for the Transport of Class 6-2 (Infectious Substances) Dangerous Goods (Federal Office of Road Safety) (1997)
- Guidelines for the Assessment and Cleanup of Cattle Tick Dip Sites for Residential Purposes (NSW Agriculture & CMPS&F) (1996)
- Hazardous Materials Emergency Subplan [Hazmatplan] (State Emergency Management Committee) (2000)
- Hexachlorobenzene Waste Management Plan (ANZECC) 1996
- Landfilling: EIS Practice Guidelines (DUAP) (1996)
- Licence Application Form for Aircraft (Pesticide Applicator) Licence (2000)
- Licence Application Form for Dangerous Goods Bulk Driver Licence for holder of current New Zealand dangerous goods driver licence (2001)
- Licence Application Form for Pilot (Pesticide Rating) Licence (2000)
- Load Reduction Agreements – Guidance Material for Licensees (2001)
- Load Restraint Guide (National Road Transport Commission and Federal Office of Road Safety) (1994)
- Medical Examinations of Commercial Vehicle Drivers (National Road Transport Commission and Federal Office of Road Safety) (1997)
- National Environment Protection (Assessment of Site Contamination) Measure 1999 (National Environment Protection Council – now National Environmental Protection and Heritage Council) (1999)
- National Environment Protection (Assessment of Site Contamination) Measure (1999)

National Guidelines For Beef Cattle Feedlots in Australia (Agricultural Council of Australia and New Zealand) (1992)
National Protocol: Approval/Licensing of Trials of Technologies for the Treatment/Disposal of Schedule X Wastes (ANZECC) (1994)
National Protocol: Approval/Licensing of Commercial-Scale Facilities for the Treatment/Disposal of Schedule X Wastes (ANZECC) (1994)
National Strategy for the Management of Empty Unwanted Farm Chemical Containers (ANZECC) (1997)
NSW Natural Resources Information Management Strategy (NRIMS) (DLWC)
NSW Custodianship Guidelines for Natural Resources Information (DLWC)
NSW Metadata Policy (DLWC)
Organochlorine Pesticides Waste Management Plan (July 1999)
Polychlorinated Biphenyls Management Plan (ANZECC) (revised 1999)
Site-specific Emission Factor Guidance (2001)
Specification for Segregation Devices for the Transport of Dangerous Goods (Commonwealth Department of Transport and Regional Services) (2000)
Specifications for Intermediate Bulk Containers for the Transport of Dangerous Goods (Federal Office of Road Safety) (1997)
State Disaster Plan [Displan] (State Emergency Management Committee) (2000)
Technical Basis for Guidelines to Minimise Annoyance Due to Blasting Overpressure and Ground Vibration (ANZECC) (1990)
Technical Basis for the Regulation of Noise Labelling of New Grass-Cutting Machines (AEC 1988)

Cultural Heritage Policy Documents

Aboriginal Cultural Heritage Standards and Guidelines Kit (Guidelines under review)
Aboriginal Land Claims Policy (July 2002)
Aboriginal Place Declarations: Guidelines for their Assessment (2002)
Aboriginal Sites and EIA Procedures (1987)
Aboriginal Sites – Permits and Consents Policy (1987)
Aboriginal Sites Research policy (1987)
Composition of Selection Committees for Aboriginal Heritage Positions
Cultural Heritage Strategic Policy (2001)
Cultural Heritage Community Consultation Policy (2001)
Cultural Heritage Community Information Policy (2001)
Cultural Heritage Conservation Policy (2002)
Guidelines for Repatriation of Aboriginal Cultural Material (2002)
Guide to Approvals: Cultural Heritage Items on Land Reserved under the NPW Act (2004)
Guidelines for Heritage Act Delegations (2004)
Guidelines for the Receipt of Aboriginal Cultural Material (2003)
Guidelines for the Repatriation of Aboriginal Cultural Material
Heritage Assessment Maintenance Program (HAMP) Guidelines (2002)
Historic Resources Research Policy (1987)
Moveable Heritage Policy (2002)
Repatriation of Aboriginal Cultural Material Policy (2002)
Talking History: Oral History Guidelines (2002)

Parks and Wildlife Policy Documents

Access to Inholdings Policy (February 2003)
Adaptive Reuse Leases Policy (February 2003)
Adventure activities Policy (July 2002)
Advisory Committee Memorandum of Understanding
Amphibian Keepers Licence – Species List (November 2002)
Annual Passes – Guidelines for Agents (Under review)
Beekeeping Policy (July 2002)
Boundary Fencing Policy (March 2003) (under review)
Business Opportunities – Guidelines for Preliminary Assessment
Camping and Caravanning Policy (July 2002)
Commemorative Plaques Policy (July 2002)
Commercial Recreation Activities – Licensing in Sydney North Region (interim policy)
Commercial Recreation Policy (July 2002)
Community Biodiversity Survey Manual
Conservation Management Plan Policy

Construction Assessment and Approvals Procedure
Contingency Plan for the Rehabilitation and Rescue of Oiled Wildlife
Contract Management Manual
Contracting for Services Policy 2000
Critical Habitat Register
Custodian of Media Policy (under review)
Cycling Policy (June 2003)
Dangerous Goods Procedures (March 2003)
Developing a Representative System of Marine Protected Areas – an Overview – Marine Parks Authority (2001)
Discovery Policy and Guidelines (2002)
Disposal of Buildings and Property Policy (July 2002)
Environmental Education Policy (June 1989) (under review)
Environmental Integrity Policy (July 2002)
Environmental Management System booklet (October 2000)
Environmental Planning and Assessment Manual Vol I (1998) (under review)
Environmental Planning and Assessment Manual Vol II Appendices (1998) (under review)
Environmental Management System (2002)
Exotic Plants Policy (July 2002)
Filming & Photography Policy (July 2002) (under review)
Fire Management Manual 2003 (updated yearly)
Firearms Policy (July 2002) (under review)
Firewood Policy (July 2002) (under review)
Grazing by Livestock Policy (July 2002) (under review)
Guide to Building Conservation Works
Guidelines and Conditions for Marine Reptile Rescue, Rehabilitation and Release in NSW
Guidelines for animal care and use in research and education for NPWS staff, contractors and volunteers.
Guidelines for the Preparation of Conservation Management Plans (CMP) (2003)
Guide to the Threatened Species Conservation Amendment Act 2002 (January 2003)
Guidelines for completing a review of environmental factors covering exploration in state conservation areas (2003)
Guidelines for CRA Wilderness Assessments in NSW (draft)
Guidelines for Issuing Licences for Modified Natural Areas (February 2003)
Guidelines for Participating in External Committees
Handbook for Kangaroo Trappers (draft, expected to be finalised end June 2004)
Heritage Asset Management Program (HAMP) Guidelines
Infectious Diseases Manual
Interpretation of Service Areas (June 1989) (under review)
Keeping Birds as Pets
Keeping Frogs as Pets
Keeping Native Mammals as Pets
Keeping Reptiles as Pets
Kosciuszko National Park Ski Resorts – Winter Access Arrangements (printed each year)
Law Enforcement Policy (July 2002)
Leases for Permanent Residential Accommodation Policy (February 2003)
Management of Native Birds that Show Aggression to People
Managing Parks Prior to Adoption of Plan of Management Policy (July 2002)
Marine Mammals Management Manual
Marine Parks Authority Annual Report
Mining and Exploration Policy (July 2002)
Mitigation of Damage to Commercial Fruit Crops by Flying-Foxes
Mooring application and guidelines, Ku-ring-gai Chase National Park
Moveable Heritage Policy
Neighbour Relations Policy (July 2002)
Netting Commercial Fruit Crops to Exclude Flying-Foxes: Best Practice Guidelines to Protect Wildlife
Netting of Garden Fruit Trees: Best Practice Guidelines to Protect Wildlife
NPWS Building Code (under review)
NPWS Northern Directorate Guidelines for Infrastructure Development
NPWS Northern Directorate Criteria for Sealing Roads in National Parks
NPWS Policy on Cetacean Conservation and Management
NPWS Policy on the Rescue and Rehabilitation of Oiled Wildlife

NPWS Procedural Guidelines on the Rescue and Rehabilitation of Oiled Wildlife
NPWS Prosecution Policy (1997)
NSW Biodiversity Strategy (1999) (under review)
NSW Bitou Bush Strategy
NSW Bird Keepers Licence – Species List (November 2002)
NSW Reptile Keepers Licence – Species List (November 2002)
NSW Kangaroo Management Program 2002-2006
NSW Kangaroo Management Procedural Manual (June 2004 draft update)
NSW Kangaroo Management System User Manual (June 2004 draft)
Orienteering, Rogaining and Geocaching Policy (September 2002)
Oversnow Vehicles Policy (July 2002)
Park Furniture Manual
Park Names Policy (October 2002)
Perisher Range Resorts Environmental Management System Information Booklet
Perisher Range Resorts Environmental Management System Lodge Workbook 2003-2004
Pets Policy (August 2002)
Plains-wanderer Habitat Management Guide
Professional Fishing Access Policy (July 2002)
Project Proposals and Project Management Policy
Property and Leasing Manual (July, 2003)
Proponents' Guidelines for the Preparation of Reviews of Environmental Factors (2003)
Protected and Threatened Plants in the Cut-flower Industry Management Plan 2002-2005
Recreational Horse Riding Policy (September (2002) (under review)
Rehabilitation of Fauna Policy (July 2002)
Reporting of Non-Fire Events
Reserve Establishment Guidelines (November 2003)
Resolution of Workplace Grievances 2002 (under review)
Review of Revocation Procedures (June 2001 report to the Minister for the Environment)
Revocation of Land Policy (July 2002)
Risk Management Policy
Road Design Manual (under review)
Schedule 14, National Parks and Wildlife Act 1974: Guidelines for the assessment of reserved land
Signage Design Standards
Snake Venom Collection Policy (July 2002)
Soil Conservation and Rehabilitation Policy (July 2002)
Sponsorship Policy (July 2001)
Strategy for the Conservation of Bats in Derelict Mines
Supplementary Conservation Methods Policy (July 2002)
Taxiderma and Preserved Fauna Policy (July 2002)
Timber Industry Workers (66 of 96)
Threatened Species – A Landholders guide – Central West Region
Threatened Species Conservation Act 1995 Policy and Procedures
 Statement 1 Director-General's Requirements (March 1996)
 Statement 2 Concurrence and Consultation (March 1998)
 Statement 3 Delegations of power and functions (October 1999)
 Statement 4 Issuing of Scientific Licences for Threatened Flora and Fauna (November 1996)
 Statement 5 Guidelines for the Exhibition of Draft and Approved Recovery Plans (2000)
 Statement 6 Authorship of Recovery Plans and Ownership of Intellectual Property (August 1999)
 Statement 7 Provision and Format of Action Costs in Recovery Plans
 Statement 8 Statewide Prioritisation for Recovery Plan Preparation
 Statement 9 Policy for the Translocation of Threatened Fauna in NSW (July 2001)
Threatened Species Conservation Act 1995 Information Circulars
 Circular 1 Threatened Species Conservation Act (January 1996)
 Circular 2 Threatened Species Assessment under the EP&A Act: the 8 part test of significance (November 1996)
 Circular 3 Scientific Licences for Threatened Flora and Fauna (November 1996)
 Circular 4 Critical Habitat Identification and Declaration (December 1996)
 Circular 5 Species Impact Statements (June 1998)
 Circular 6 Hygiene Protocol for the Control of Disease in Frogs (August 2001)
Threatened Species Information Fact Sheets
 Alternation to natural flows as a key threatening process – an overview. July 2002

Bushrock removal – a key threatening process. October 1999
 Competition from Feral Honeybees as a Key Threatening Process – an overview. October 2002
 Clearing of native vegetation as a key threatening process – an overview.
 September 2001
 Endangered Ecological communities. December 1998
 Invasion of native plant communities by exotic grasses 2003
 Grazing and browsing by feral deer as key threatening process – an overview. October 2003
 Invasion of native plant communities by exotic perennial grasses as a key threatening process – an
 overview. August 2003
 Recovery planning for threatened species. December 1998
 Recovery planning –statewide priorities for plan preparation. May 2003
 Removal of Dead Wood as a key threatening process – an overview. December 2003
 Threat abatement planning. December 1998
 Threatened Species Conservation Amendment Act 2002 – an introduction. October 2002
 Translocation of Koalas. July 2002
 Threatened Species Management Species Information
 Threatened Plants in Western NSW Information Review A-G
 Threatened Plants in Western NSW Information Review H-Z
 Toilet Systems Guidelines (under review)
 Tour Operators Information Kit – A Resource Worth Protecting
 Towing Vehicles and Vessels Policy (July 2002)
 Trade of Fauna Policy (July 2002)
 Unpublished NPWS Reports and Papers (October 2001)
 Use of Raw Materials Policy (July 2002)
 Vehicle Access Policy (July 2002) (under review)
 Vertebrate Pest Control by 1080
 Visitor Safety Policy (July 2002)
 Voluntary Conservation Agreements Guidelines (2003) (under review)
 Volunteer Policy & Guidelines (July 2002)
 Walking Tracks Policy (July 2002) (under review)
 Waste Reduction and Purchasing Policy (under review)
 Wilderness Policy (July 2002)
 Wildlife Management Manual – Riverine Plains
 Wildlife under threat. December 1998
 Wild Dogs Policy (October 1997) (under review)

THREATENED SPECIES RECOVERY PLANS

(“DP” means Draft Plan)

Allocasurina portuensis
 Araluen Zieria (*Zieria adenophora*)
 Barking Owl (DP)
 Bush stone-curlew (DP)
 Bathurst Copper Butterfly (*Paralucia spinifera*)
 Black-throated Finch southern subspecies (*Poephila cincta cincta*) (DP)
Bertya sp. A Cobar-Coolabah
 Blue Mountains Water Skink (*Eulamprus leuraensis*)
 Brush tailed Rock Wallaby Warrunbungles (*Petrogale penicillata*) Endangered Population
 Central Australian Rock-skink (*Egernia margaretae*)
 Coxen’s Fig-Parrot (*Cyclopsitta diophthalma coxeni*)
 Crimson Spider Orchid (*Caladenia concolor*) (DP)
Daphnandra sp. C Illawarra (DP)
Darwinia biflora
Diploglottis campbelli (DP)
Davidsonia jerseyana (Davidon’s Plum) (DP)
Davidsonia johnsonii (DP)
 East Lynne Midge Orchid (*Genoplesium vernale*) *Elaeocarpus* sp Rocky Creek
 Eastern Suburbs banksia scrub
Eidothea hardeniana (Nightcap Oak) (DP)
Elaeocarpus sp. Rocky Creek
Elaeocarpus williamsianus (DP)
Emydura macquarii (Bellinger River)

Endangered Population of Little Penguins (*Eudyptula minor*) at Manly
Endiandra floydii (DP)
Endiandra muelleri subsp. *Bracteata* and *Endiandra hayesii* (DP)
Epacris hamiltonii
Ericauron carsonii
 Flame Spider-flower (*Grevillea kennedyana*)
 Giant Fern (*Angiopteris evecta*)
 Gould's Petrel (*Pterodroma leucoptera*) (DP)
 Granite Boronia (*Boronia granitica*)
Grevillea beadleana (DP)
Grevillea obtusiflora
Hakea pulvinifera
 Hastings River Mouse (*Pseudomys oralis*) (DP)
 Hawks Nest and Tea Gardens Endangered Koala (*Phascolarctos cinereus*) Population (DP)
 Illawarra Greenhood Orchid (*Pterostylis gibbosa*)
Irenepharsus tryherus (DP)
 Jervis Bay Leek Orchid (*Prasophyllum affine*) (DP)
 Koala (DP)
 Kultarr (*Antechinomys laniger*)
Leionema lachnaeoides
 Little Tern (*Sterna Alfibrons*)
 Long-footed Potoroo (*Potorous longipes*)
 Lord Howe Placostylus (*Placostylus bivaricosus*)
 Lord Howe Woodhen (*Gallirallus sylvestris*)
 Lost threatened flora of south-eastern NSW (*Caladenia rosella*, *Euphrasia collina* ssp *muelleri*, *Irenepharsus magicus*, *Pultenaea parrisiae* ssp *elusa*, *Gentiana baeuerlenii*, *Lepidium pseudopapillosum*, *Viola cleistogamoides*, *Senecio squarrosus*)
 Mitchell's Rainforest Snail (*Thersites mitchellae*)
 Mongarlowe Mallee (*Eucalyptus recurva*) (DP)
 Mountain Pygmy-possum (*Burramys parvus*)
 Painted Burrowing Frog (*Neobatrachus pictus*)
 Nowra Heath Myrtle (*Triplarina nowraensis*) (DP)
Persoonia mollis subspecies *maxima*
Phebalium lachnaeoides
 Plains –wanderer (*Pediononus torquatus*) (DP)
Pterostylis species 15 (Botany Bay)
Randia moorei (DP)
Rapanea sp. *A Richmond River* (DP)
 Red Goshawk (*Erythrorchis radiatus*)
 Sandy Inland and Forrest's Mouse (*Leggadina forresti* & *Pseudomys hermannsburgensis*)
 Silky Mouse (*Pseudomys apodemoides*)
 Square-stemmed Spike-rush (*Eleocharis tetraquetra*)
 Somersby Mintbush (*Prostanthera junonis*)
 Southern Corroboree Frog (*Pseudophryne corroboree*)
 Spotted Tree Frog (*Litoria spenceri*)
 Tallong Midge Orchid (*Genoplesium plumosum*)
 Terrey Hills Grevillea (*Grevillea caleyi*)
 Tarengo Leek Orchid (*Prasophyllum petilum*) (DP)
 Thick-billed Grasswren (*Amytornis textilis*)
 Threatened Alpine Plant Species: anemone Buttercup, Feldmark Grass, Raleigh Sedge, Shining Cudweed (*Ranunculus animoneus*, *Erythranthera pumila*, *Carex raleghii*, *Euchiton*)
Uromyrtus australis (DP)
Zieria granulata (DP)
 Threatened Flora of Rocky Outcrops: (DP)
Acacia constablie
Acacia georgensis
Genoplesium rhyoliticum
Leionema ralstonii
Westringia davidii
 Tumut Grevillea (*Grevillea wilkinsonii*)
 Western Pygmy Possum (*Cercartetus concinnus*)

Wollemi Pine (*Wollemia nobilis*)
 Yellow-bellied Glider (*Petaurus australis*)
 Yellow Spotted Bell Frog/Peppered Frog (*Litoria castanea/Litoria piperata*)
 Zieria Multispecies Plan (*Zieria parrisiae, Zieria buxijugum, Zieria formosa*)
Zieria lasiocaulis
Zieria prostata

THREAT ABATEMENT PLANS

(“DP” means Draft Plan)

Predation by the Red Fox (*Vulpes vulpes*)
 Predation by *Gambusia hobrooki*

RESERVE FIRE MANAGEMENT PLANS

(“DP” means Draft Plan)

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

PLANS OF MANAGEMENT

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

Abercrombie River National Park (DP)
 Agnes Banks Nature Reserve
 Andrew Johnston Big Scrub Nature Reserve
 Arakoon State Recreation Area
 Bald Rock National Park
 Ballina Nature Reserve
 Bargo State Recreation Area
 Barool National Park (DP)
 Barren Grounds Nature Reserve
 Bellinger River National Park
 Belowla Island Nature Reserve
 Benambra National Park (DP)
 Ben Boyd National Park
 Ben Halls Gap National Park
 Bermagoe Nature Reserve
 Berowra Valley Regional Park (DP)
 Billinudgel Nature Reserve
 Bimberi Nature Reserve
 Bindarri National Park (DP)
 Binnaway Nature Reserve (DP)
 Bird Island Nature Reserve (DP)
 Biriwal Bulga National Park (DP)
 Blue Gum Hills Regional Park (DP)
 Blue Mountains National Park
 Boatharbour Nature Reserve

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

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

Little Llangothlin Nature Reserve
Long Island Nature Reserve
Macquarie Marshes Nature Reserve
Macquarie Pass National Park
Mallanganee National Park (DP)
Mallee Cliffs National Park
Maria National Park (DP)
Maroota Historic Site
Marramarra National Park
Maryland National Park
Mebbin National Park (DP)
Middle Brother National Park (DP)
Midkin Nature Reserve (DP)
Mimosa Rocks National Park
Minjary National Park (DP)
Moon Island Nature Reserve (DP)
Montague Island Nature Reserve
Morton National Park
Mount Canobolas State Recreation Area
Mount Imlay National Park
Mount Jerusalem National Park (DP)
Mount Kaputar National Park
Mount Seaview Nature Reserve (DP)
Mount Warning National Park
Mount Warning National Park (DP)
Muckleewee Mountain Nature Reserve (DP)
Mundoonen Nature Reserve (DP)
Munghorn Gap Nature Reserve
Munmorah State Recreation Area
Munmorah State Recreation Area (DP)
Muogamarra Nature Reserve
Murramarang Aboriginal Area
Murramarang National Park
Mutawintji National Park
Mutawintji Historic Site
Myall Lakes National Park
Nadgee Nature Reserve (DP)
Nangar National Park (DP)
Narran Lake Nature Reserve
Nattai National Park
Nattai State Recreation Area
New England National Park
Newington Nature Reserve
Ngambaa Nature Reserve (DP)
Nightcap National Park
Nightcap National Park (DP)
Nocoleche Nature Reserve
Nombinnie Nature Reserve
Numinbah Nature Reserve
Numinbah Nature Reserve (DP)
Nymboida National Park (DP)
Oxley Wild Rivers National Park (DP)
Parr State Recreation Area (DP)
Pee Dee Nature Reserve (DP)
Pilliga Nature Reserve
Pitt Town Nature Reserve
Planchonella Nature Reserve (DP)
Popran National Park
Pulbah Island Nature Reserve (DP)
Queanbeyan Nature Reserve
Rawdon Creek Nature Reserve (DP)

Richmond Range National Park (DP)
Richmond River Nature Reserve (DP)
Robertson Nature Reserve
Round Hill Nature Reserve
Royal National Park
Scheyville National Park
Sea Acres Nature Reserve
Seven Mile Beach National Park
Severn River Nature Reserve (DP)
Skillion Nature Reserve (DP)
Snows Gully Nature Reserve (DP)
Spectacle Island Nature Reserve
Stony Batter Creek Nature Reserve (DP)
Stormpetrel Nature Reserve
Stotts Island Nature Reserve
Sturt National Park
Sydney Harbour National Park
Tabletop Nature Reserve (DP)
Tallawudjah Nature Reserve (DP)
Tapin Tops National Park (DP)
Tarawi Nature Reserve
Tarlo River National Park
The Basin Nature Reserve (DP)
The Castles Nature Reserve (DP)
The Rock Nature Reserve
Thirlmere Lakes National Park
Throsby Park Historic Site (DP)
Tinderry Nature Reserve
Tollgate Islands Nature Reserve
Tomaree National Park (DP)
Toooloom National Park
Toonumbar National Park (DP)
Torrington State Conservation Area
Towra Point Nature Reserve
Towarri National Park (DP)
Tuckean Nature Reserve
Tweed Heads Historic Site
Tyagarah Nature Reserve
Ukerabagh Nature Reserve
Ulandra Nature Reserve
Uralba Nature Reserve
Victoria Park Nature Reserve
Wallaga Lake National Park
Wallumatta Nature Reserve
Wamberal Lagoon Nature Reserve
Wambina Nature Reserve
Warrabah National Park (DP)
Warrumbungle National Park
Washpool National Park (DP)
Watsons Creek Nature Reserve (DP)
Weddin Mountains National Park
Weelah Nature Reserve (DP)
Weetalibah Nature Reserve (DP)
Werrikimbe National Park (DP)
Wiesners Swamp Nature Reserve
Willandra National Park
Willi Willi Caves Nature Reserve (DP)
Wilson Nature Reserve
Windsor Downs Nature Reserve
Wingen Maid Nature Reserve (DP)
Wingham Brush Nature Reserve (DP)

Wollemi National Park
 Wollie Creek Regional Park (DP)
 Wombeyan Karst Conservation Reserve
 Wyrabalong National Park
 Yanununbeyan National Park (DP)
 Yanununbeyan Nature Reserve (DP)
 Yanununbeyan State Conservation Area (DP)
 Yarravel Nature Reserve (DP)
 Yathong Nature Reserve
 Yatteyattah Nature Reserve
 Yengo National Park (DP)
 Yerranderie State Recreation Area
 Yessabah Nature Reserve (DP)
 Yina Nature Reserve (DP)
 Yoorigan National Park (DP)
 Yuranighs Aboriginal Grave Historic Site
 Yuraygir National Park (DP)

Sustainability Policy Publications

A Literature Review on the Composting of Composite Wood Products
 A Survey of Infrastructure for the Receiving and Processing of Wood Waste
 Alternative Waste Treatment Technologies – Assessment Methodology and Handbook & CD
 Alternative Waste Treatment Technologies – AWT is it for you? Information sheet
 Anti Dumping Guidelines
 Assessment of Attitudes and Behaviour of Multi-Unit Dwelling Residents in relation to Illegal dumping
 – Summary
 Best Practice Guideline to Managing On-site Vermiculture Technologies
 Better Practice Guide for Public Place Recycling (Draft October 2003)
 Better Practice Guide for Waste Management in Multi-Unit Dwellings
 Buyers Guide for Recycled Organic Products 2nd ed.
 Construction & Demolition review (newsletter)
 Determination and Comment on CCA Retentions in Waste Pallets made from Treated Pine
 Directories

- The Buy Recycled Guide
- Construction & Demolition Recycling Directory – Sydney Metro Area 2nd ed.
- Recycling Directory – Hunter Region 2003
- The Construction and Demolition Projects Directory
- The Reuse and Recycling Directory
- The Waste Transporters and Skips Directory
- The Waste Centres Directory

 Disposal-based C&I Waste Characterisation Survey full report (Web only)
 Disposal-based Commercial and Industrial Waste Audit Factsheet
 Easy Guides

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

 Environmental Trust Eco Schools Grants Program 2003 Guidelines – A Guide to Preparing Your
 Application
 Establishing a Wood Recycling Centre – Key Stakeholder Involvement
 Getting more from our recycling systems – Assessment of domestic waste and recycling systems Final
 Report (Mar 04) CD only
 Getting more from our recycling systems – Good practice performance measures for kerbside recycling
 systems (Mar 04)
 “Going for Zero” – a zero waste to landfill event
 Green Specification -A draft specification for supply of recycled material for roads, drainage and fill
 Guide to Developing a Process Control System for an Organics Processing Facility 2nd ed.
 Healthy Parks and Gardens Resource Manual for Local Government
 Herbicide Risk Management Tools for the Recycled Organics Industry
 Herbicide Risk Management Tools for the Recycled Organics Industry (Website only)

Household Chemical Clean Out brochures
How to use Recycled Organics Products 2nd edition
Integrated Environmental Program 2004 – 2005 Guidelines for Applications
Know Your Paper – A Guide to Purchasing Recycled Content Office Paper
Know your paper – a guide to purchase recycled content office paper (to be printed before 30 June 2004)
Know your printing paper – a guide to purchasing recycled content paper for corporate stationery & promotional materials (to be printed before 30 June 2004)
Laboratory Test Results and Site Inspection Report from the Composite Wood Composting Trial
Life Cycle Inventory and Life cycle assessment for windrow composting systems in Australia (Website only)
Local Government Action Plan contributing to waste reduction and resource recovery in NSW Consultation paper (Dec 03)
Local Government Buy Recycled Alliance Information flyer
Local Government Commercial Recycling Discussion Paper
Murphy – recycling education materials – CD & website only
NESB Pesticides Training Program 2003 –Guideline for Applicants
NSW Reprocessing Industries Survey 2001-02 and 2002-03 Combined summary report (to be printed before 30 June 2004)
Occupational Health and Safety and Commercial Composting
Office Products – A Guide to Sustainable Purchasing and Use
Organics Fact Sheets:

- Organics Recycling offers major environmental benefits
- Conserving Water using compost materials
- Reducing Soil Erosion with compost materials
- Sustainable landscape using compost materials
- Using Compost materials for sustainable viticulture

Overview – Getting more from our recycling systems – Assessment of domestic waste and recycling systems (Mar 04)
Overview – Getting more from our recycling systems – Good practice performance measures for kerbside recycling systems (Mar 04)
Producing and Consuming Efficiently to conserve our resources – Summary
Producing and Consuming Efficiently to conserve our resources (Feb 04)
Producing Quality Compost 2nd ed.
Recycle IT Information Sheet
Recycle IT! A Computer Collection Pilot Report (to be printed before after 30 June 2004)
Recycled Organics Products in Stormwater Treatment Applications
Research Report: An Assessment of Attitudes and Behaviour of Multi-Unit Dwelling Residents in Relation to Illegal Dumping (web only)
Resource News for Local Government
Resource NSW Programs brochure
Review of the Opportunities for Commercial and Demolition Wood-wastes as Renewable Energy Fuels
Risk Assessment of Garden Maintenance Chemicals in Recycled Organics Products
Sector and Material Profiles – Retail Sector, Local Government Sector
Shaping the Vision and Strategy for Sustainable Waste Management in NSW (Background Paper to Waste Avoidance and Resource Recovery Strategy 2003)
Soil Carbon Sequestration Utilising Recycled Organics – A review of the scientific literature
Specification for Supply of Recycled Materials for Pavements, Earthworks and Drainage
Study on Local Government Management Costs for Garden Organics (Dec 03) (web only)
Waste Avoidance and Resource Recovery Strategy 2003
Waste Reduction in Office Buildings – A Guide for Building Managers
Waste Reduction in Office Buildings – A Guide for Tenants
Waste Sawdust – Report on Materials Handling Issues
Wood Waste generation in the Extended Sydney Region by the Commercial and Industrial Sector
Working with Local Government– Newsletter (May 04)
Environmental Trust Annual Report 2002-03

Many of these documents are available from the DEC website: <http://www.resource.nsw.gov.au/index-RNSW.htm>

SECTION 3 – CONTACT ARRANGEMENTS

The DEC's policy documents, annual reports and Statement of Affairs may be inspected at the DEC's Library, which is located at:

Level 15
59-61 Goulburn Street
SYDNEY NSW 2000

Please contact the Library in advance to arrange inspection (telephone: (02) 9995 5302 or fax: (02) 9995 5910). Members of the public cannot borrow library materials but a reading section and photocopying facilities are available. Office hours are 9.30 am to 4.30 pm, Monday to Friday.

Publications may be purchased over the counter at the above address between the hours of 8.30 am to 5 pm Monday to Friday.

Many of the DEC's key documents and a current list of EPA publications are available on its website (www.epa.nsw.gov.au). The website also provides access to a range of EPA data including air quality and beach and harbour water quality monitoring.

The DEC's Pollution Line receives reports about pollution incidents, provides information about the DEC's activities, policies and pollution issues and assists members of the public seeking access to the DEC's policy documents. It may be reached on 131 555 (NSW only) or (02) 9995 5555 (TTY: (02) 9211 4723).

A recorded message on air pollution (regional pollution index), No Burn Notices and Don't Light Tonight advice is available on:

Sydney: 1300 130 520
Newcastle: 1800 817 838
Wollongong: 1800 819 112.

The Beachwatch and Harbourwatch Info Line (ph: 1800 036 677) provides a daily summary of water quality conditions and advises the public on whether there is any risk of bacterial contamination from swimming at ocean and harbour beaches in the Sydney region.

Department of Environment and Conservation (Former National Parks and Wildlife Service) General enquiries.

Telephone: 1300 361 967
Email: info@npws.nsw.gov.au
Website: www.environment.nsw.gov.au

Inspection/purchase of policy documents

Policy documents are available for inspection at the Library (Level 7, 43 Bridge Street, Hurstville) or various offices (refer to the contact list – former NPWS) depending on the nature of the document. The Library is open 9.30am to 4.30pm Monday to Friday, except Wednesday. Details of current prices of documents may be obtained by contacting the National Parks Centre (telephone 1300 36 1967 (throughout Australia) or by going to the website www.environment.nsw.gov.au.

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

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

ROYAL BOTANIC GARDENS AND DOMAIN TRUST

PUBLICATIONS

The following documents published by the institution are available for inspection or purchase. Those with neither a price nor an indication of free availability will be provided for the cost of photocopying (20¢ per sheet).

- **Botany, Ecology and Horticulture**

Flora of New South Wales Vols. 3-4 (1990-1993) edited by G. Harden. A comprehensive guide (the first revision since 1893) to the plants of New South Wales; \$155.00 (Vol 3), \$155.00 (Vol 4)

Supplement to Flora of New South Wales Volume 1 (2000); \$39.95

Riverside Plants of the Hawkesbury – Nepean (1995), by J. Howell, L. McDougall and D. Benson. A book

describing the riparian vegetation along the Hawkesbury-Nepean rivers; \$10.95

Rare Bushland Plants of Western Sydney (1999), by T. James, L. McDougall and D. Benson. A book documenting the communities and regionally significant species in western Sydney; \$13.15

Mountain Devil to Mangrove (1996), by D. Benson, J. Howell and L. McDougall. A guide to natural vegetation in the Hawkesbury-Nepean catchment; \$21.95

Plants of Pooncarie and the Willandra Lakes (1996), by M. Porteners and L. Ashby. A guide to the plant species native to Pooncarie and the Willandra Lakes region, \$8.75

HISPID 3 (1996), by Dr B. Conn. Herbarium Information Standards and Protocols for Interchange of Data, Version Three. Also available on Internet URL: <http://www.rbg Syd.nsw.gov.au/HISCOM>

Telopea, a journal of research in systematic botany. Produced twice yearly and available on annual subscription – \$66.00 for individuals, \$100.00 for institutions; back copies available at cost

Cunninghamia, a journal of plant ecology – in particular vegetation mapping and plant community dynamics. Each issue includes a detailed vegetation survey and large-scale coloured map. Produced annually and available on subscription – \$77.00 for individuals, \$110.00 for institutions; back copies available at cost

Collection, Preparation and Preservation of Plant Specimens; \$6.95

The National Herbarium of New South Wales (free brochure)

Plant Conservation Policy (free booklet).

Missing Jigsaw Pieces: The bush plants of the Cooks River Valley (1999) by D. Benson, D. Ondinea and V. Bear; \$13.15

Setting the Scene: the Native Vegetation of NSW (1999) by J. S. Benson, published by the Native Vegetation Advisory Council, \$8.95.

Sydney's Bushland: More than meets the eye by J. Howell and D. Benson (Royal Botanic Gardens Sydney, 2000) \$27.95.

The nature of pre-European native vegetation in south-eastern Australia: a critique of Ryan, DG, JR and Starr, BJ (1995) *The Australian Landscape – Observations of Explorers and Early Settlers* (1997) by J. S. Benson and P.A. Redpath, offprint from *Cunninghamia* 5(2): 285-329, \$5.50.

- **Information and interpretation**

Commitment to Service (free brochure)

Annual Report 2002-2003; \$10.00

Corporate Strategic Plan 2002-2005

EEO Action Plan 2000-2003

Sydney Gardens and Domain

Royal Botanic Gardens Sydney, Mount Annan, Mount Tomah, Friends (free brochures)

Sydney Gardens and Domain Map (free, only photocopies available)

Royal Botanic Gardens and Domain Map and Visitor Information, (free brochure)

Mount Annan Botanic Garden

Visitor Guide pamphlet (part of entry fee).

Visitor Guide book; \$5.00

Various self guiding brochures (free)

Mount Tomah Botanic Garden

Visitor Guide pamphlet (part of entry fee).

Visitor Guide book; \$8.95

In addition, horticultural and botanical publications and gift items are available from the Gardens Shops at each location.

- **Education**

Bush Foods of New South Wales (1996) by K. Stewart and B. Percival. Aboriginal use of plants, \$10.95.

- **Administration**

Manual of Accounting Procedures (available for inspection)

Instrument of Non-Financial Delegation (available for inspection)

Ethnic Affairs Policy Statement

Staff Induction Manual

Occupational Health and Safety Policy

Grievance Procedures Policy
Code of Conduct Policy
Drug and Alcohol Policy
Harassment Policy
Sick Leave Policy and Procedures
Volunteer Programs Policy Statement
Users' Guide to NSW Data (database manual available for inspection)
A Gift of a Lifetime (bequests brochure)

ACCESS ARRANGEMENTS

Requests under the **Freedom of Information Act** for access to file documents in the possession of the institution should be accompanied by a \$30.00 application fee and directed in writing to:

Mr Ralph Williams
FOI Coordinator
Royal Botanic Gardens
Mrs Macquaries Road
SYDNEY NSW 2000

General enquiries can be directed to the FOI Coordinator on telephone (02) 9231 8111 or facsimile (02) 9251 4403.

Arrangements can be made to obtain copies of any of the above-listed publications by contacting the FOI Coordinator or enquiring at the Visitor Centre at any of our three sites between the hours of 10.30 am and 4.00 pm.

FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)
SUMMARY OF AFFAIRS
of
ERARING ENERGY

SECTION 1 – POLICY DOCUMENTS

- Achievement Through People
- Asset Management
- Business Planning, Budgeting & Performance Reporting
- Code of Conduct
- Corporate Governance
- Diversity & Equity
- Energy Trading Risk Management
- Environment
- Financial Control
- Health and Safety
- Information Technology and Telecommunications
- Procurement
- Project Appraisal & Approval
- Public Relations
- Risk Management
- Security
- Treasury

SECTION 2 – STATEMENT OF AFFAIRS

Eraring Energy's Statement of Affairs outlines the structure, functions and operations of Eraring Energy and is available from the Freedom of Information Officer, Eraring Energy's Office in Sydney free of any charge.

SECTION 3 – CONTACT ARRANGEMENTS

Enquires regarding access to Eraring Energy's Statement of Affairs and Summary of Affairs should be directed to the Freedom of Information Officer, by contacting:

Eraring Energy
Level 16
227 Elizabeth Street
SYDNEY NSW 2000
Telephone: (02) 8268 4200
Facsimile: (02) 9261 2967
Hours: 9.00 a.m. – 5.00 p.m., Monday to Friday

or post to:

Eraring Energy
PO Box A2238
SYDNEY SOUTH NSW 1235

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

The Summary of Affairs of the Far West Area Health Service covers the Area Office, Broken Hill Health Service, Bourke Health Service, Brewarrina Health Service, Collarenebri Health Service, Goodooga Health Service, Lightning Ridge Health Service, Walgett Health Service, Menindee Health Service, Balranald Health Service, Wentworth Health Service, Dareton Primary Care & Community Health Centre, Tibooburra Health Service, Wilcannia Health Service, Ivanhoe Health Service, Enngonia, Pooncarie, Weilmoringle, Wanaaring and Carinda.

SECTION 1 – POLICY DOCUMENTS

The following policies and documents are produced by the NSW Health Department, the Area, individual Hospitals and Units and may be accessed for information:

Area Office

- By-laws
- Organisational Chart
- Annual Report
- Area Policy and Procedures Manual
- Area Health Plan: Strategic Directions 1998 – 2003 (August 1998)
- Far West Area Health Services Plan, March 1998
- Appropriate Conduct Guidelines
- Delegation of Authority Manual
- Emergency and Fire Procedures Manual
- Purchasing and Supply Manual
- Building and Equipment Manual
- Department Procedures Manual
- Human Resources Manual
- Equal Employment Opportunity Management Plan
- Leave Matters
- Priority Setting in the Broken Hill Health Services (1998)
- Review of Health Related Transport in the UWS FWAHS
- Collarenebri MPS Service Plan
- Brewarrina MPS Service Plan
- Lightning Ridge MPS Service Plan
- Bourke Redevelopment Service Plan
- Menindee Service Plan
- Balranald Service Plan
- Strategic Resource Plan for Far West Area Health Service
- Rural AIIP Project – Final Report and Recommendations
- Rural AIIP Project – Issue and Activity Codeset
- Health in the Far West: The health of the people of the Far West Area - 13 volume set (2000)
- Far west Area Health Service's 2001 Population Book
- A profile of Injury in a Remote Community (2003)
- Injury Hospitalisation Patterns, Far West Area Health Service, 2003
- Goodooga Review
- Facility Occupational Health and Safety Policies
- Guidelines and Procedures for Recruitment and Selection
- Complaints Policy and Procedures

Patient Care Policies

- Area Policy and Procedure Manual
- Area Infection Control Manual
- Child Protection Manual

- Renal Manual
- Health Promotion
- School Health
- Consumer Participation in the FWAHS
- NSW Department of Health Patient Matters Manual, volume 1-4

SECTION 2 – STATEMENT OF AFFAIRS

A Current Statement of Affairs is available from the Far West Area Health Service. This is printed in the Annual Report. Enquires can be made by contacting the officer listed in Section 3.

SECTION 3 – CONTACT OFFICER

Applications under the Freedom of Information Act 1989 for Access to documents in the possession of the Far West Area Health Service should be accompanied by a \$30.00 application fee and directed to:

Ms Michele Pitt
The Freedom of Information Co-ordinator
Far West Area Health Service
PO Box 457
BROKEN HILL NSW 2880
Telephone: (08) 8080 1475

Telephone enquires should be directed to the Freedom of Information Co-ordinator during normal office hours:
8:00 am - 4:00 pm Central Standard Time.

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****NSW FISHERIES****SECTION 1 – POLICY DOCUMENTS****Aquaculture Policy**

Aquaculture Administration Billing Account Policy
Aquaculture Administration Policy and Procedures Manual
Aquaculture Debt and Fee Waiver Policy
Aquaculture Lease Security Arrangements Information Kit
Aquaculture Permit Application Guidelines
Barramundi Aquaculture Policy
Guide to Obtaining a Class A and B Aquaculture Permit
Guide to Obtaining a Land-based Aquaculture Permit
Introduction and Translocation Policy 1994
Land Based Aquaculture Policy
Management of ENHV in NSW Policy
North Coast Sustainable Aquaculture Strategy
NSW Fisheries Aquaculture Lease Application and Allocation Process 2003
NSW Fisheries Eel Aquaculture Policy
Oyster Industry Management and Administration Policy and Guidelines
Pacific Oyster and QX Disease Control Program
2003–2007 Research and Development Strategic Plan for the NSW Oyster Industry

Commercial Fishing Policy

Directors Guidelines: Determination of Catch History for the Transfer of Class A Yabby and Carp Endorsement
Estuary General Fishery Management Strategy
Estuary Prawn Trawl Fishery Management Strategy
Interim Policy on Access to Drying Lakes for Commercial Fishers
NSW Fisheries Commercial Licensing Policy 2003
NSW Offshore Prawn Trawling Management Rules
Ocean Hauling Fishery Management Strategy
Ocean Hauling Transfer Policy
Ocean Trap and Line Transfer Policy
Ocean Trawl Transfer Policy

Conservation Policy

Caulerpa Control Plan
Fish Habitat Protection Plan No. 1
Fish Habitat Protection Plan No. 2 – Seagrasses
Fish Habitat Protection Plan No. 3 – Hawkesbury-Nepean River System
Interim Policy for Permits for Commercial Tourist Operations within New Marine Parks
Policy and Guidelines for Aquatic Habitat Management and Fish Conservation 1999
Policy and Guidelines for Fish Friendly Waterways Crossings 2003
Why Do Fish Need to Cross the Road? Fish Passage Requirements for Waterway Crossings 2003

Recreational Fishing Policy

Charter Boat Replacement Policy
Dollar for Dollar Stocking Program Guidelines
Small Grants Program Application Guidelines
Snowy Lakes Trout Strategy
Stocking and Harvesting of Fish in Farm Dams

Corporate Policy

Assault/Abuse/Threat Incident Report Form Guidelines
Corruption Prevention Strategy
EEO Management Plan
Indigenous Fisheries Strategy and Implementation Plan
NSW Fisheries Code of Conduct
Procedures for Handling Performance Complaints, Framework for Operation and Management
Recruitment and Selection Policy
Procurement, Tendering and Disposal Policy and Procedure Manual

Administration and Research Policy

Advisory Council Procedure Manual
Approval for Scientific Activities
Approval for Scientific Outputs
Diving Code of Practice and Operations Manual
Management Advisory Committee Procedures Manual
NSW Fisheries Administration and Policy Manual Pt 1 (Fisheries Services)
NSW Fisheries Administration and Policy Manual Pt 2 (Fisheries Services)
NSW Fisheries Freedom of Information Guidelines Manual
NSW Fisheries Operations Manual (Fisheries Services)
NSW Fisheries Privacy Management Plan
Process for Establishing Research Priorities
Records Management Plan (Policy and Procedures)
Strategic Research Plan for Fisheries, Aquaculture and Aquatic Conservation in NSW 2004-2009

SECTION 2 – STATEMENT OF AFFAIRS

The Statement of Affairs is contained in the annual report covering the period 1 July 2003 to 30 June 2004. Copies can be inspected or obtained by contacting:

Policy and Planning Division
NSW Fisheries
PO Box 21
CRONULLA NSW 230
Telephone: (02) 8437 4981
Website: www.fisheries.nsw.gov.au
Hours: 9.00am to 5.00pm weekdays.

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

Policy and Planning Division
NSW Fisheries
PO Box 21
CRONULLA NSW 2230
Telephone: (02) 8437 4981
Hours: 9.00am to 5.00pm weekdays.

SECTION 3 – CONTACT ARRANGEMENTS

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

FOI Co-ordinator
NSW Fisheries
PO Box 21
CRONULLA NSW 2230
Telephone: (02) 8437 4975
Email: foi@fisheries.nsw.gov.au
Hours: 9.00am to 5.00pm weekdays.

NSW Fisheries is responsible for the FOI obligations of:

Abalone Management Advisory Committee
Advisory Council on Commercial Fishing

Advisory Council on Recreational Fishing
Animal Care and Ethics Committee
Australian Fisheries Management Forum, Research Subcommittee
Estuary General Management Advisory Committee
Estuary Prawn Trawl Management Advisory Committee
Fisheries Management Strategy Working Group
Fisheries Research Advisory Board
Fisheries Scientific Committee
Indigenous, Professional and Amateur Working Group
Inland Fishery Management Advisory Committee
Joint Abalone Working Group
Lobster Management Advisory Committee
Marine and Estuarine Recreational Charter Management Advisory Committee
NSW Fisheries Catch and Effort Working Group
Ocean Fish Trawl Management Advisory Committee
Ocean Hauling Management Advisory Committee
Ocean Prawn Trawl Management Advisory Committee
Ocean Trap and Line Management Advisory Committee
Oyster Research Advisory Committee
Peak Oyster Advisory Group
Recreational Fishing Freshwater Management Planning Committee
Recreational Fishing Freshwater Trust Expenditure Committee
Recreational Fishing Saltwater Management Planning Committee
Recreational Fishing Saltwater Trust Expenditure Committee
Regional Industry Convenors
Seafood Industry Advisory Forum
Total Allowable Catch Setting and Review Committee

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

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

Councils and committees associated with the Marine Parks Authority include:

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

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

The NSW Food Authority was established on 5 April 2004 by merging SafeFood Production NSW (SafeFood) with the food regulatory staff and resources of NSW Health. Under the Food Legislation Amendment Act 2004, SafeFood's previous primary production food safety schemes were brought together with NSW Health's previous regulatory responsibilities for retail, food service and food manufacture under the Food Act 2003.

The NSW Food Authority is responsible for administration and enforcement of the Food Act 2003, which was amended in April 2004 to become Australia's first integrated "paddock to plate" food regulatory instrument. Under the Food Act, the NSW Food Authority is responsible for the enforcement of the national Food Standards Code (FSC). The NSW Food Authority is also responsible for implementation of Food Safety Schemes (set out in regulations under the Food Act) covering the dairy, meat and seafood industries and for the NSW Shellfish Program.

Various (policy) documents and administration files from the former agencies, which now form the NSW Food Authority, have been brought together into the new organisation.

General (Policy) Documents

Strategic Plan

Annual Report

Brochure "A profile of the NSW Food Authority"

Memorandum of Understanding between Department of Health and NSW Food Authority (commencement by 30 June 2004 anticipated)

Memorandum of Understanding between Department of Agriculture and NSW Food Authority (commencement by 30 June 2004 anticipated)

Toward a strong food regulation partnership – A directions paper for State and Local Government

Fact Sheets

Media Releases

Food S@fety Bytes (electronic newsletter)

Code of Conduct

Fraud and Corruption Control Prevention Policy

Information paper "A New Approach to Food Safety"

National Risk Validation Project – Final Report (2002)

Industry Specific Documents***Transport***

Code of Practice for Food Transport

Health Care

Circular 2003/33 – Control of Food borne Listeriosis in Health Care Institutions- Food Borne Illnesses

Dairy Industry

Dairy Test Manual

NSW Dairy Manual

Code of Practice for the Collection of Milk from Dairy Farms

Code of Practice for Dairy Buildings

General Circulars

Memorandum of Understanding between SafeFood and Australian Quarantine and Inspection Service (AQIS): *Dairy Export Inspections*

Meat Industry

Guide to Food Safety Programs for a Retail Meat Premises
The New South Wales Standard for construction and hygienic operation of retail meat premises
Memorandum of Understanding between SafeFood and Australian Quarantine and Inspection Service (AQIS): *Audit of Export Registered Poultry Meat Processing Premises – November 2000*
Memorandum of Understanding between SafeFood/NSW Health/Local Government and Shires Associations: *Food Safety Responsibilities for Retail Meat Premises – August 2000*
Memorandum of Understanding between SafeFood and National Parks and Wildlife Service (NPWS): *Rationalisation of Inspection Services for Kangaroo Field Chillers – September 2000*
General Circulars

Seafood Industry

Seafood Safety Manual
Environmental Sampling Procedures (Shellfish and Water).
NSW Shellfish Program Operations Manual
NSW Aquaculture Shellfish Harvest Area Water Bacteriology and Phytoplankton Survey Data
Metal Contamination of Major NSW Fish Species Available for Human Consumption
Code of Practice for Depuration of Oysters in NSW
Code of Practice for Fishers
Code of Practice for Seafood Premises
General Circulars

SECTION 2 – STATEMENT OF AFFAIRS

The annual report of the NSW Food Authority represents the Statement of Affairs. Printed copies will be made available by contacting the NSW Food Authority's Consumer and Industry Contact Centre.

SECTION 3 – CONTACT ARRANGEMENTS

General documents: May be made available to the public through the NSW Food Authority's Consumer and Industry Contact Centre.

FOI applications: May be made by writing to the FOI Officer at the Head Office address.

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

All Code of Practice documents are available free of charge from the NSW Food Authority's website (www.foodauthority.nsw.gov.au) or by contacting the Consumer and Industry Contact Centre of the NSW Food Authority.

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

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

The cost of these documents is as follows:

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

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

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

Seafood Safety Manual \$55.00 plus postage and handling.

NSW FOOD AUTHORITY OFFICES

Head Office

6 Avenue of the Americas
NEWINGTON NSW 2127
PO Box 6682
SILVERWATER NSW 1811
Hours: Monday to Friday 8.30 am to 5.00 pm.
Telephone: (02) 9741 4777
Facsimile: (02) 9741 4888
Email info@foodauthority.nsw.gov.au
Internet <http://www.foodauthority.nsw.gov.au>

NSW Shellfish Program

Facsimile (02) 9741 4896

Consumer and Industry Contact Centre

Hours: Monday to Friday 8.30 am to 5.30 pm Phone: 1300 552 406
Facsimile: (02) 9647 0026
Email: contact@foodauthority.nsw.gov.au

Regional Office

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

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

FSS Trustee Corporation (FTC) is the trustee of First State Super (FSS), the superannuation scheme open to all New South Wales public sector employees.

Policy documents in respect of FTC that are available for inspection are:

- FSS Trust Deed and Rules
- First State Super Scheme policy register
- FTC Delegated Functions
- FTC Board Code of Conduct
- FTC Executive Code of Conduct
- Disputes Register
- Complaints and Queries Register
- FTC Privacy Management Plan
- Ethnic Affairs Priority Statement

SECTION 2 – STATEMENT OF AFFAIRS

The most recent Statement of Affairs for FTC was published in the 2002-2003 Annual Report for First State Super and the FSS Trustee Corporation. The Statement is available on the website at www.firststatesuper.nsw.gov.au. A copy of the Statement of Affairs can also be obtained (free of charge) by contacting the Freedom of Information Co-ordinator.

SECTION 3 – CONTACT ARRANGEMENTS

Requests under the Freedom of Information Act 1989 for inspection of policy documents held by FTC and requests by members to access their member records should be made to:

The Freedom of Information Co-ordinator
FSS Trustee Corporation
PO Box 1229
WOLLONGONG DC NSW 2500
Telephone: (02) 4253 1662
Facsimile: (02) 4253 1469

Inspection of documents can be made at Old Spinghill Road, Coniston NSW.

Applications and inquiries can be made between 10.00 am and 4.00 pm Monday to Friday.

FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)
SUMMARY OF AFFAIRS
of the
DEPARTMENT OF GAMING AND RACING

SECTION 1 – POLICY DOCUMENTS

A wide range of policy and administrative documents are available for access to members of the public.

- Annual Reports
 - Department of Gaming and Racing
 - Casino Community Benefit Fund Trustees
 - Liquor Administration Board
 - EEO
- Code of Conduct
- Corruption Prevention Policies and Procedures
- Corporate Plan
- EEO Management Plan
- Ethnic Affairs Priorities Statement
- Privacy Management Plan
- Disability Action Plan

Bulletins – Charities

- March 1998
- December 1999
- July 2001
- June 2002
- February 2004

Bulletins – Liquor and Gaming

- December 1999 – Legislation Bulletin
- March 2000 – General Industry Bulletin
- April 2000 – Legislation Bulletin (2)
- July 2000 – Legislation Bulletin
- July 2000 – General Industry Bulletin
- September 2000 – General Industry Bulletin
- December 2000 – General Industry Bulletin
- March 2001 – General Industry Bulletin
- July 2001 – General Industry Bulletin
- October 2001 – General Industry Bulletin
- December 2001 – General Industry Bulletin
- December 2001 – Legislation Bulletin
- March 2002 – Legislation Bulletin
- April 2002 – General Industry Bulletin
- July 2002 – General Industry Bulletin
- September 2002 – General Industry Bulletin
- December 2002 – General Industry Bulletin
- April 2003 – General Industry Bulletin
- July 2003 – General Industry Bulletin
- September 2003 – General Industry Bulletin
- December 2003 – General Industry Bulletin
- March 2004 – General Industry Bulletin

Bulletins – Racing

- December 1997 – Racing New South Wales
- December 1998 – Racing New South Wales
- April 2000 – Racing New South Wales

Information Sheets – Industry

- NSW Liquor Industry's Code of Practice – Responsible Promotion of Liquor Products
- Casino Community Benefit Fund
- Counselling, Treatment and Associated Services for Problem Gamblers and their Families
- Department of Gaming and Racing
- End of Year Functions and Alcohol Checklist
- G-line (NSW) Problem Gambling Help Line
- G-line (NSW) Awareness Campaign
- G-line (NSW) Awareness Campaign – Stage 2
- Government Duty on Commercial Gaming and Wagering
- Industry Statistics at a Glance
- Interstate Gaming Tax Comparisons
- Liquor Accords
- NSW Racing Industry
- The NSW Proof of Age Card – *Got the Proof ... Get the Card*
- The NSW Proof of Age Card – Applying for your Fourth Card
- Responsible Service of Alcohol Program
- Underage Drinking Prevention Program
- Young People and the NSW Liquor Laws

Information Sheets – General

- 3/04 Urgent Attention Top 200 Hotels
- 2/04 Easter Trading Hours 2004
- 1/04 Sale of Undesirable Liquor Products in NSW
- 10/03 CDSE Scheme – Gaming Machine Tax Year Ending 31 August 2004
- 9/03 Mandatory Responsible Service of Alcohol Training
- 8/03 Christmas/New Year Trading Hours – 2003-04
- 7/03 Self Exclusion Schemes in Hotels and Registered Clubs
- 6/03 Free or Reasonably Priced Drinking Water Compulsory in Licensed Venues
- 5/03 Venue Connectivity to Centralised Monitoring System (CMS)
- 4/03 Governor's Licences for Horse Racing Clubs
- 3/03 Responsible Gambling Affidavit for Clubs
- 2/03 Responsible Gambling Affidavit for Hotels
- 1/03 Easter Trading Hours 2003
- 14/02 Gaming Machines Further Amendment Act 2002
- 10/02 Amendment to Gaming Machines Act 2001
- 9/02 Minors and RSA in Licensed and BYO Restaurants
- 8/02 Sale of Liquor via the Internet, telephone, facsimile or mail order in NSW
- 7/02 'Hardship' Gaming Machines for Hotels
- 6/02 Social Impact Assessment
- 3/02 Sale and Supply of Liquor in Hospitals and Nursing Homes
- 2/02 Gambling Harm Minimisation requirements for race clubs and TAB Limited outlets
- 1/02 Alcoholic ice blocks and aerosol products declared 'undesirable liquor products'
- 7/01 PlaySmart Player Information Brochures
- 20/00 Alcoholic Ice Blocks – Changes to Regulations
- 20/00 Centralised Monitoring System – Changes to Regulations
- 19/00 Liquor and Registered Clubs Amendment (Penalty Notices) Regulations 2000
- 16/00 The Role of the Director of Liquor and Gaming
- 14/00 Guidelines for Exemption from Cashing of Cheques and Location of Cash Dispensing Facilities
- 11/00 The NSW Responsible Conduct of Gambling Course
- 8/00 Hotel Gaming Machine Duty Changes from 1 July 2000
- 7/00 Registered Clubs Gaming Machine Duty Changes from 1 July 2000
- 5/00 The Role of Special Inspectors and Key Officials of the Department of Gaming and Racing
- 4/00 Social Function Liquor Laws
- 3/00 Liquor Licensing of NSW Restaurants
- 1/00 Minors in Registered Clubs
- 6/99 Management of Registered Clubs
- 5/99 Gambling Legislation Amendment (Responsible Gambling) Act 1999
- 5/98 Financial Management for Race Clubs – A basic outline

- 3/98 Club Best Practices – ‘Use your Auditor to Check on Key Matters’
- 2/98 Commencement of Amendments – Liquor and Registered Clubs Legislated Amendment (Community Partnership) Act 1998
- 1/98 Registered Club Taxation Changes
- 15/97 Responsible Service on Licensed Cruise Vessels
- 7/97 Information Sheet on Liquor and Registered Clubs Legislation Amendment (Monitoring and Links) Act 1997
- 6/97 Guidelines for Completion of the ‘Progressive Gaming System Application’
- 5/97 Guidelines for Completion of the ‘Standalone Gaming Device Applications’
- 3/97 Lotteries – The Game Plan

Fact Sheets – Liquor and Gaming

- 1 NSW Liquor Licences
 - 1.1 Hotel Trading Hours
 - 1.2 Minors Functions Authority – Hotels
 - 1.3 Minors Functions Authority – Nightclubs
 - 1.4 10 Hints on How to Make Your Under 18s Functions A Success
- 2 Certificate of Registration
 - 2.1 Signs in Registered Clubs
 - 2.2 Section 22A Approval for Junior Members – Registered Clubs
 - 2.3 Functions Authority – Registered Clubs – Junior Membership
- 3 Applying for a New Liquor Licence
- 4 Transfer of Licence
 - 6.1 Advertising Applications
 - 6.2 Objections to Applications under the *Liquor Act 1982*
 - 6.3 Applications to the Liquor Administration Board
 - 6.4 Signs in Licensed Premises
- 8 Complaints – Quiet and Good Order of the Neighbourhood
- 9 Permanent Function Licences
- 10 Temporary Function Licences
- 11 Community Liquor Licences
- 15 Governor’s Licences
- 16 Special Event Licences
 - ▶ Dine or Drink Authority – Fees Payable – Schedule of fees payable for a dine-or-drink authority for a licensed restaurant

Casino Community Benefit Fund

- Casino Community Benefits Fund Trustees Annual Reports
- Casino Community Benefit Fund Newsletter – Edition 2 – December 2003
- Casino Community Benefit Fund Newsletter – Edition 1 – September 2002
- Policy Framework on Treatment Services for Problem Gamblers and their Families
- G-line (NSW) Problem Gambling Help Line – Information Sheet
- G-line (NSW) Unscrambling Problem Gambling Advertising Campaign
- Counselling, Treatment and Associated Services for Problem Gamblers and their Families – Information Sheet

Charitable Fundraising – Brochures

- Access to Information (and information request form)
- Auditor Independence
- Auditor Qualifications
- Authority Conditions
- Branches
- Charitable Fundraising General Information
- Disaster Appeals
- Financial Reporting
- Incorporation and Change of Name
- Investigating Charities – Complaints
- Registered Office
- Religious bodies
- Remuneration of members of the governing body
- Reporting entity

- Starting a Charity
- Sweet Charity
- Suggested Rules (model constitution)
- The Audit
- Traders

Community-based Minor Gaming/Lottery Activities – Brochures

These brochures provide information on the following types of community-based gaming or lottery activities:

- Art Unions
- Card Jackpot Games
- Club Bingo
- Charity Housie
- Charity Housie – Smoke-free
- Conduct of Interstate Lotteries
- Football Doubles
- Gaming Nights
- Gratuitous Lotteries
- GST implications in respect of community-based minor gaming activities
- Lucky Envelopes and Chocolate Wheels
- Investigating Community Gaming Activities – Complaints
- Mini-numbers
- Money Prizes – Prohibited Prizes
- No-draw Lotteries
- Progressive Lotteries
- Promotional Raffles in Registered Clubs
- Raffles
- Ready Reference Guide
- Ready Reference Guide for Political Parties
- Social Housie
- Sweeps and Calcuttas
- Tipping Competitions
- Trade Promotion Lotteries
- Two-up on Anzac Day

Priced Publications

• Australian ID Checking Guide	\$7.70
• Annual Subscription Services – Liquor and Gaming Bulletin and Annual Reports packages for 2004	\$25 to \$125.00
• Annual Reports Package 2002-2003 – Liquor Administration Board and Department of Gaming and Racing	\$25.30
• Best Practice Guidelines for Charitable Organisations – 4th Edition	\$35.00
• Index of Licensed Premises and Registered Clubs	\$43.45
• Index of Licensed Premises and Registered Clubs – Portable Document File (PDF) format on CD ROM	\$43.45
• Transfer List Service (to help keep the Index current)	\$381.15 pa
• Technical Standards for Gaming Machines and Subsidiary Equipment – Portable Document File (PDF) format	\$42.90
• Responsible Service of Alcohol Training Register	\$22.00
• Responsible Conduct of Gambling Training Register	\$22.00
• Social functions Register for Surf Clubs	\$9.90
• Hotel Gaming Device Meter Reading Book	\$12.50

SECTION 2 – STATEMENT OF AFFAIRS

The Department of Gaming and Racing's Annual Report serves as the Department's latest statement of affairs. The Annual Report (describing the operation, functions and structure of the organisation) can be obtained by contacting an officer of the Department's Industry and Corporate Development Branch – (ph) 02 9995 0333. The Report is also available for downloading from the Department's website: [www.dgr.nsw.gov.au/Publications/Corporate Publications](http://www.dgr.nsw.gov.au/Publications/Corporate%20Publications)

SECTION 3 – CONTACT DETAILS

Accessing Information on the Internet

The Department of Gaming and Racing's website— www.dgr.nsw.gov.au — offers access to information developed for industry stakeholders. Online database can be accessed at: <https://www.db.dgr.nsw.gov.au>

Inquiries concerning available subscription services and the procedures for inspecting and/or purchasing the Department's policy and administrative documents can be directed to:

info@dgr.nsw.gov.com.au

or contact

Department of Gaming and Racing
Industry and Corporate Development Branch
Level 7
323 Castlereagh Street
SYDNEY NSW 2000
GPO Box 7060
SYDNEY NSW 2001
Telephone: (02) 9995 0333
Facsimile: (02) 9995 0669

Freedom of Information applications

Applications under the *Freedom of Information Act 1989* should be directed to:

FOI Coordinator
Department of Gaming and Racing
GPO Box 7060
SYDNEY NSW 2001
Telephone: (02) 9995 0300
Facsimile: (02) 9995 0888

Where applicable, applications must be accompanied by a fee.

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

SECTION 1 – POLICY DOCUMENTS

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

Area Policy Documents

- Aboriginal Employment and Career Development Strategy
- Aboriginal Health Strategic Plan
- Annual Reports 1995/1996 – 2002/2003
- Area Health Plan
- Area Policy Manual – includes all policies directly determined by the Board and minuted or determined by the Chief Executive Officer and/or Executive in relation to matters of Area Administration. These policies may also appear in other policy documents as appropriate:
 - Aboriginal Health
 - Administration
 - Advertising
 - Aggression – Minimisation and Management
 - Board Minutes
 - Character References
 - Child Abuse – Management of Allegation
 - Complaint Management Conduct and Ethics
 - Complaints Commission
 - Confidentiality
 - Correspondence Management
 - Corruption Prevention – ICAC Reporting Arrangements
 - Critical Incident Management
 - Delegations and Approval
 - Donations to Charity Institutions
 - Drug and Alcohol Services
 - Emergency Specialists – Qualifications
 - Ethnic Media
 - Expenses – Allowances/Reimbursement
 - Facility Usage – Meeting Rooms Facsimile Machines – Board Directors
 - Flag protocols
 - Fraud/Theft Prevention
 - Freedom of Information
 - Freedom of Information – Communication
 - Fundraising
 - Identification Badges
 - Information Policy
 - Interpreters
 - Issues Management
 - Media Liaison
 - Media Releases
 - Medical Appointments – Locum/Temporary
 - Medical Records Confidentiality
 - Members of Parliament – Visits information
 - Mobile Telephones – In hospitals
 - Motor Vehicle – Fleet Management

- Motor Vehicle – Usage
- Ombudsman’s Requests
- Paperwork for Department of Health Policy Formation
- Patient Transfers
- Petty Cash
- Privacy
- Protected Disclosures Act
- Public Sector Housing
- Purchasing
- Quality Management
- Racial Hatred and Harassment Prevention
- Recommending Service Providers
- Records Management
- Recruitment
- Sales Persons Smoking
- Student Placements and Participation
- Surplus Stores/ Equipment
- Tendering
- Travel – Bookings
- Travel – Overseas
- Victims Charter of Rights
- Visually Impaired/Blind People – Hospital Care
- Water Conservation
- Witnessing Wills and Legal Documents
- Asset Strategic Plan (1997)
- By-laws of Greater Murray Area Health Service
- Code Of Conduct
- Complaints Policy and Management Guidelines
- Employee Services Manual (interim) – contains policy directives and information to Managers and staff concerning such matters as personnel procedures, etc.
- Internal Vacancy Circulars (Issued fortnightly)
- Oral Health Plan
- Orientation Manual
- Palliative Care Plan
- Privacy Manual
- Sexual Assault Strategic Plan

Site and Business Unit Specific Policy Documents

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

SECTION 3 – CONTACT ARRANGEMENTS

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

Barry Jacobs
 Freedom of Information Co-ordinator
 Greater Murray Area Health Service
 Locked Bag 10
 WAGGA WAGGA NSW 2650
 Telephone: (02) 6933 9107
 Facsimile: (02) 6933 9104

Hospitals and Multi Purpose Services

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

Community Health Networks

- Network 1 – Western Riverina
- Network 2 – Murrumbidgee
- Network 3 – Golden
- Network 4 – Wagga Wagga
- Network 5 – South West Slopes
- Network 6 – Southern Riverina
- Network 7 – Greater Albury
- Network 8 – Mid Murray
- Network 9 – Twin Rivers

Area Business Units

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

FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)
SUMMARY OF AFFAIRS
of the
GREYHOUND RACING AUTHORITY

SECTION 1 – POLICY DOCUMENTS

The following documents are considered to be “policy documents” as defined in the *Freedom of Information Act*, and are held by the Authority:

- Rules of the Greyhound Racing Authority 1999
- Greyhound Racing Authority (Appeals) Regulation 1999
- Local rules for greyhound racing as approved by the Authority
- Reports to, agendas for, and minutes of meetings of the Authority
- The Racing Distribution Agreement (between TAB Ltd and the three codes of racing)
- The Racing Inter Code Deed
- The Greyhound Racing Industry Intracode Memorandum of Understanding
- Occupational Health and Safety (eg evacuation procedures at race clubs)
- Freedom of Information Guidelines
- Privacy Management Plan
- Code of Conduct for Authority members and employees
- Greyhound Industry Harassment Policy
- Quality Customer Service Guidelines
- Fraud Control Plan
- Grading Policy
- Ethnic Affairs Priorities Statement
- Decisions of the Greyhound Racing Appeals Tribunal
- Communications Devices
- Disability Action Plan
- Government Energy Management Plan
- Internet
- Records Management Systems
- Waste Management

The Authority also maintains many internal policy documents outlining the rights and responsibilities of staff in relation to the methods and standards of conduct and operation expected of public servants.

SECTION 2 – STATEMENT OF AFFAIRS

The annual Statement of Affairs of the Greyhound Racing Authority will be published in the Annual Report 2004.

SECTION 3 – CONTACT ARRANGEMENTS

Enquiries concerning access to documents of the Greyhound Racing Authority, and amending documents about personal affairs, should be directed to the Chief Executive by telephoning (02) 9643-3100 or in writing to:

The Chief Executive
Greyhound Racing Authority
PO Box 138
LIDCOMBE NSW 2141

Facilities for examining and obtaining copies of documents are available at the Authority’s business premises located at:

19 Queen Street
AUBURN NSW 2144

The business hours are 8:45 a.m. to 4:45 p.m. Monday to Friday inclusive. The telephone switchboard is staffed at all times during office hours.

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****NEW SOUTH WALES DEPARTMENT OF HEALTH****SECTION 1 – DOCUMENTS HELD BY THE NEW SOUTH WALES DEPARTMENT OF HEALTH****CORPORATE COMMUNICATIONS**

The Better Health Centre is the distribution warehouse for NSW Department of Health publications. Most community, policy and corporate documents produced by the Department are available. Order forms for a wide range of publications including capital and asset management and drug and alcohol material are also available from the Better Health Centre or via the Department's website at www.health.nsw.gov.au/pubs/.

Publications held by the Better Health Centre include:

- Department of Health Annual Reports 1994/9597 to 2002/03
- Chief Health Officer's reports
- Health Services Act 1997
- Healthy People 2005 – Directions for Public Health
- Health Services Comparison Data Book
- Managing the Quality of Health Services
- NSW Immunisation Strategy 2006
- Personal Health Record (Blue Book)

Orders for these and other documents can be placed with Publication Enquiries Officers, Better Health Centre on telephone (02) 9816 0452 or bhc@doh.health.nsw.gov.au. Copies of some translated publications are available from the Multicultural Health Communication Service website (www.mhcs.health.nsw.gov.au).

Some reports and publications are sold through the Government Information Service, Goodsell Building, 8-12 Chifley Square, Sydney NSW 2000, telephone (02) 9743 7200, or toll free on 1800 463 955 and 130 George Street, Parramatta NSW 2150.

Audit Branch

The following manuals are available to the public at a cost of \$100.00:

Public Service Manuals

- Accounting
- Delegations
 - Combined
 - Public Health
- Leave/Salaries
- Supply Procedures

Copies of the above manuals can be obtained from the Audit Branch on (02) 9391 9000 or from the NSW Department of Health website (www.health.nsw.gov.au).

Health Services and Public Hospital Manuals

- Accounting
- Accounts and Audit Determination
- Building and Equipment
- Cleaning Services Standards
- Fees Procedures
- Health Records and Information Manual (for Community Health Facilities)
- Leave Matters
- Patient Matters
- Purchasing and Supply

Copies of the above manuals can be obtained from the Audit Branch on (02) 9391 9000. All manuals are also incorporated on the Department's internet website (www.health.nsw.gov.au).

HEALTH sYSTEM sUPPORT Division***Documents available for purchase***

Asset and Contract Services

• Asset Strategic Planning Benchmark Support (1997)	\$38.50
• Asset Strategic Planning Guidelines (1996)	\$38.50
• Biomedical Engineering Health Building Guidelines (1992)	\$110.00
• Central Sterile Supply Unit – Health Building Guidelines – (1992)	\$110.00
• Community Health Unit Health Building Guidelines – (1992)	\$110.00
• Cost Benchmarking Guidelines (1994)	\$38.50
• Day Oncology Unit Health Building Guidelines – Kit (1993)	\$110.00
• Design Considerations for Infection Control (1989)	\$38.50
• Drug and Alcohol Service Health Building Guidelines – Kit (1992)	\$110.00
• Emergency Unit Health Building Guidelines – Kit (1992)	\$110.00
• Engineering and Maintenance Unit Health Building Guidelines – Kit (1992)	\$110.00
• Engineering Services and Sustainable Development Guidelines – Kit (2003)	\$110.00
• Floor Coverings for Health Care Buildings (1988)	\$33.00
• Guideline for Furniture and Equipment Budgeting	\$27.50
• Health Facility Economic Appraisal Guidelines (1995)	\$66.00
• Improved Access for Health Care Facilities (1994)	\$49.50
• Inpatient Assessment and Rehabilitation Health Building Guidelines – Kit (1992)	\$110.00
• Intensive Care/Coronary Care Health Building Guidelines – Kit (1992)	\$110.00
• Linen Handling Unit Health Building Guidelines (1992)	\$110.00
• Managing Maintenance Guidelines (1994)	\$27.50
• Medical Imaging Unit Health Building Guidelines (1992)	\$110.00
• Medical Records Unit Health Building Guidelines (1993)	\$110.00
• Medical/Surgical Inpatient Unit Health Building Guidelines (1992)	\$110.00
• Mental Health Facility Planning Guideline	\$110.00
• Ambulatory care Unit Volume 2 (2003)	\$110.00
• Adult and Adolescent Mental Health Acute Inpatient Units Volume 1	\$110.00
• Mortuary/Post Mortem Unit Health Building Guidelines (1992)	\$110.00
• Obstetric Unit Health Building Guidelines (1992)	\$110.00
• Operating Suite/Day Procedures Health Building Guidelines (1992)	\$110.00
• Paediatric Inpatient Unit Health Building Guidelines (1992)	\$110.00
• Pathology Unit Health Building Guidelines (1993)	\$110.00
• Pharmacy Unit Health Building Guidelines – (1992)	\$110.00
• Post-Occupancy Evaluations (1994)	\$27.50
• Process of Facility Planning – Small Folder (1995)	\$1.10
• Process of Facility Planning (1993)	\$38.50
• Reference Code for Conventional Cook Chill (2003) Set of Four:	\$110.00
• Reference Code for Cook Freeze (2003)	
• Reference Code for Cook Serve (2003)	
• Reference Code for Extended Shelf Life Cook Chill (2003)	
• Rehabilitation/Day Hospital Unit Health Building Guidelines (1992)	\$110.00
• Rural Health Service Building Guidelines (2000) – CD-ROM	\$110.00
• Signposting for Health Care Facilities (1994)	\$38.50
• Standard Procedures for Handling of Accountable Items 5th Edition (2002)	\$4.40
• Standards for Hospital Planning Units Health Building Guidelines (1992)	\$110.00
• Stores Unit Health Building Guidelines (1992)	\$110.00
• Thermostatic Mixing Valves in Health Care Facilities Ed. 1 (1990)	\$55.00

Documents Available Free of Charge

Employee Relations

For awards/determinations and salary rates please refer to the NSW Department of Health website.

- A Framework for Managing the Disciplinary Process in NSW Health (C2001/112)
- A Framework for Recruitment and Selection (C2001/74)
- Aboriginal Employment Strategy (C98/23)
- Access to Reduced Hours for Staff (including Managers and Supervisors) Following Return from Maternity Leave (C99/66)

- Accessing Leave Entitlements and Flexible Work Arrangements to Observe Religious Duties (C2004/7)
- Attendance at State Super Retirement Preparation Seminars (C2002/113)
- Best Practice Guidelines for Including Health and Safety in the Engagement, Management and Evaluation of Contractors in Health Services (C2001/119)
- Bullying, Harassment and Discrimination: Joint Management and Employee Association Statement (C2001/109)
- Chaplains Subsidy (IB2004/05)
- Creation and Grading of Management Positions (C96/86)
- Creation and Grading of Positions for Clerical and Administrative Support Staff in Community Health Centres (C95/92)
- Creation and Grading of Positions in Area Health Services/Public Hospitals (C89/160)
- Delegation of Authority – Determination of Gradings – Hospital Secretaries (State) Award and Public Hospital (Medical Superintendents) Award (C95/48)
- Devolution of Industrial Relations Responsibilities to Area Health Services and Regional Offices (C90/45)
- EEO Program Minimum Standards for Area Health Services and the NSW Ambulance Service (C99/35)
- EEO within the Public Health Sector (C88/187)
- Effective Incident Response: A Framework for Prevention and Management in the Health Workplace (C2002/19)
- Emergency Volunteers Bush Fire Fighting Training Courses (C2002/25)
- Employer Contributions for First State Super and Complying Accumulation Superannuation Schemes (C2004/21)
- Employment Health Assessment Policy and Guidelines (C2000/89)
- Exemption from Jury Duty – Nurses (C2002/115)
- Fees Payable to Lecturers in Respect of In-Service Courses (C2003/11)
- Guidelines for the Provision of Work Experience Programs in the NSW Public Health System (C98/115)
- Health Service Boards, Chief Executive Officers and Other Employees of Health Services are not permitted to offer Over-Award Salaries, and/or Conditions of Employment (C2003/85)
- Health Services Staff with Possible Exposure to Severe Acute Respiratory Syndrome (SARS) (C2003/35)
- Increase in Paid Adoption Leave Entitlement for Staff in Public Hospitals, Health Services and the NSW Ambulance Service (C2004/11)
- Inter-Hospital Mini-Olympics (97/18)
- Job Vacancy Qualifications (C2002/38)
- Jury Act 1977 – Regulation (C95/95)
- List of Accredited Occupational Health and Safety (OHS) Profilers (IB2003/29)
- Management Development Strategy for NSW Health (C97/119)
- Managing Displaced Employees (C2000/78)
- Managing Employment, Promotion and Transfer where Employees are Closely Related or have a Close Personal Relationship (C2001/51)
- Managing for Performance: A Better Practice Approach for NSW Health (C2000/68)
- Managing Overpayment of Salaries and Wages for Health Service and Public Hospital Employees (C99/85)
- Managing Parental Leave for Employees in the NSW Health System (C98/93)
- Managing Sick Leave: Policy Guidelines and Eligibility (C2003/10)
- Managing Workplace Issues for Transgender People (C2000/8)
- Mature-Aged Workforce Policy (C98/113)
- Mobility of Superannuation (C99/93)
- National Aboriginal and Torres Islander Strait Week 2003 (IB2003/14)
- \New South Wales Nurses' Association Annual Conference and Professional Issues Conference (C2004/18)
- NSW Health Child Care Policy (C96/72)
- NSW Health Executive Leadership Program (H.E.L.P.) (C2001/28)
- NSW Health Policy and Procedures for Injury Management and Return to Work (C2003/75)
- NSW Health Training Program a Safer Place to Work: Preventing and Managing Violent Behaviour in the Health Workplace (C2003/50)
- NSW Health Learning and Development Leave Policy (C2000/61)
- New Superannuation Guarantee Requirements (IB2003/26)

- Official Travel (C2003/74)
- Orientation Policy for NSW Health (C2000/91)
- Participation at External Seminars (C97/116)
- Pay Slips and Employers Records (C2002/41)
- Payment of Leave During Periods of Relieving Higher Grade Duties (C96/59)
- Salaried Senior Medical Practitioners (SMPs) Private Practice Arrangements: Reimbursement from Private Patient Revenue of Medical Indemnity Insurance Payments made by Level 2 to 5 SMPs (C2003/73)
- Payments in Lieu of Employer Superannuation – Support for Certain Employees and Former Employees Aged 65 Years and Over (C99/106)
- Personal/Carer's Leave, Family and Community Service Leave (C97/11)
- Policy and Best Practice Guidelines for the Prevention of Manual Handling Incidents in NSW Public Health Services (C2001/111)
- Policy and Guidelines for the Development of Protected Disclosures Procedures in Health Services (C98/101)
- Policy and Guidelines for the Safe Handling of Glutaraldehyde in NSW Public Health Care Facilities (C97/61)
- Policy and Guidelines for the Safe Use of Hazardous Substances in NSW Public Health Care Facilities (C98/76)
- Policy for Flexible Work Practices (C96/4)
- Policy Framework and Best Practice Guidelines for the Development of Health Service Grievance Management Systems (C99/45)
- Policy Framework and Better Practice Guidelines for the Development of Employee Assistance Programs (EAPs) (C2000/42)
- Policy Framework and Guidelines for the Prevention and Management of Latex Allergy (C2000/99)
- Policy on Employment of People with Physical Disability in the Department of Health, Area Health Services and Public Hospitals (C89/79)
- Pre-Employment Screening of Security Staff (C2003/71)
- Principles and Minimum Standards for the Development of Health Service Codes of Conduct (C98/79)
- Professional Year Development Policy – Radiographers (C97/22)
- Protecting People and Property: NSW Health Policy and Guidelines for Security Risk Management in Health Facilities (C2003/92)
- Provision of First Aid Facilities and Personnel (C2004/22)
- Public Holidays for 2004 (IB2004/7)
- Public Hospital Medical Officers (State) Award – Transfer of Study Leave (IB2004/19)
- Public Hospital Nurses' (State) Award – On Call and Call Back (IB2004/17)
- Public Sector Employees Contesting Elections (C2002/116)
- Public Sector Staff Mobility (C96/71)
- Public Sector Vacancies – Exemptions from PEO Circular 96/27 (C96/31)
- Qualifications for Senior Financial Management and Accounting Positions (C2000/25)
- Reimbursement of Child Care Costs for Health Service Board Members (C97/113)
- Reimbursement of Licence Fees for Security Officers Required to Hold a Security Licence (C2001/117)
- Reserve Forces Day Saturday 5 July and Sunday 6 July (IB2003/13)
- Right of Private Practice – Allied Health Professionals (C2003/51)
- Salaried Senior Medical Practitioners' Determination – Training, Education and Study Leave (TESL) – New Funding Entitlement – 2003-2004 (C2003/54)
- Salaried Senior Medical Practitioners and Rights of Private Practice Disbursement of Funds from No 2 Account (C2003/63)
- Salaried Senior Medical Practitioners (SMPs) Private Practice Arrangements: Fees that can be charged where medical gap cover insurance is held (C2003/72)
- Salary Sacrifice for Superannuation (C99/26)
- Spokeswomen's Programme Within the NSW Public Health System (C98/16)
- TESL Travel for Salaried Senior Medical Practitioners (C2003/29)
- The Anti-Discrimination (Carer's Responsibilities) Act 2000 (IB2002/13)
- The Occupational Health, Safety and Rehabilitation Numerical Profile (C2001/5)
- Trade Union Activities – Public Health Sector (C92/67)
- WorkCover NSW Reporting Requirements: Occupational Exposure to Blood Borne Pathogens (C2004/26)

- Workforce Learning and Development Strategy for NSW Health (C97/120)
- Workplace Health and Safety: A Better Practice Guide (C2001/22)
- Zero Tolerance Response to Violence in the NSW Health Workplace (C2003/48)

Finance and Business Management

- Capital Asset Charges – Issued October 2001 (Contact officer: Ken Barker on 9391 9000)
- Operations Guidelines, Non-Government Organisations Grant Program (Contact Officer: Wil Maehler on 9391 9449)

Nursing and Midwifery Office (N&MO)

Publications are available on the Department's website unless other wise indicated.

- Innovative Nursing Practice Seminar – Foreword (1997)
- Innovative Nursing Practice Seminar – List of Presenters (1997)
- Midwifery Taskforce Report – Recommendations (1996)
- NSW Framework for Maternity Services Report (May 2000)
- Nurse Practitioner Project – Stage Two – Volumes One and Two – Executive Summary and Recommendations (1993)
- Nurse Recruitment and Retention Taskforce – Background (1996)
- Nurse Recruitment and Retention Taskforce – Recommendations (1996)
- Review of the Role, Function, Education and Training of Assistants in Nursing in NSW – Stage Two – Executive Summary (1996)
- Rural and Remote Nursing Summit Report (1998)
- Statewide Nursing Skills Audit and Needs Analysis – Executive Summary (1995)
- Our Commitment – NSW Nursing Workforce (Nov 2000)
- NSW Nursing Workforce Research Project Report (Sept 2000)
- Alcohol and Other Drugs Policy for Nursing Practice in NSW
- Midwifery Taskforce Report – Background (1995) (Available on order from N&MO)
- NSW Mothers and Babies Report: 1996, 1997, 1998, 1999
- NSW Midwives Data Collection Report – 1995
- Chief Nursing Officer Update – Autumn/Winter 2003
- Issues Paper for the Review of the Nurses Act
- Ministerial Standing Committee on the Nursing Workforce (Sept 2001)
- NSW Recruitment and Retention of Nurses Progress Report (Oct 2002)
- A Project Report to the Nurses Registration Board of NSW on the Development of “Guidelines for Registered and Enrolled Nurses Regarding the Boundaries of Professional Practice” (1999)
- Management of Nursing Resources Reference Manual – A Business Planning Model (1998)
- Nurse Practitioner Services in NSW (framework document) (1998) (Available on order from N&MO)
- Nurse Recruitment and Retention Taskforce – Final Report (1996) (Available on order from N&MO)
- Nurse Practitioner Project Stage 3 (1995) (Available on order from N&MO)
- Post Registration Nurse Education
- Homebirth Policy
- Nursing Scholarships
- Profile of the Registered Nurse and Enrolled Nurse Workforce 1998, 1999 and

Legal and Legislative Services

- Discussion Paper – Assisted Reproductive Technologies, October 1997
- Discussion Paper – Organ and Tissue Donation and Use and Post Mortem Examination, October 1999
- Memorandum of Understanding Between NSW Health and the NSW Police Service Regarding Police Service Access to Guthrie Spot Records Held by the Newborn Screening Program
- Report – Blood Donation and the Supply of Blood and Blood Products, April 2002
- Review of the Nursing Homes Act 1988 – Issues Paper, June 2000
- Review of the Podiatrists Act 1989 – Issues Paper, April 2000
- Review of the Private Hospitals and Day Procedure Centres Act 1988 – Issues Paper, December 2000
- Review of the Private Hospitals and Day Procedure Centres Act 1988 – Interim Report, May 2002
- Review of the Public Health Act 1991 – Issues Paper, September 1999

- Regulatory Impact Statements
 - A Regulatory Impact Statement is an assessment of the cost and benefits of the proposed Regulation and copies of the following are available from the Legal and Legislative Services Branch, subject to availability
 - Regulatory Impact Statement for the Dental Technicians Registration Regulation 2003
 - Regulatory Impact Statement for the Medical Practice Regulations 2003
 - Regulatory Impact Statement for the Nurses Regulation 2003
- Workforce Development and Leadership Branch
- Area of Need Program a Framework for Eligibility of Area of Need Status
 - Profile of the Medical Workforce, (2000)
 - Profile of the Workforce in NSW (2001)
 - Profile of the Physiotherapist Labourforce in NSW (2001)
 - Profile of the Dentist Labourforce (2001)
 - Profile of the Podiatrist Labourforce in NSW, (2000)
 - Profile of the Pharmacist Labourforce in NSW (2001)
 - Profile of the Psychologists Labourforce in NSW (2001)
 - Circular 96/72 – NSW Health Child Policy and Manual (1996) – (currently under review)

POPULATION HEALTH DIVISION

Documents available free of charge

Aboriginal Health

- Ensuring Progress in Aboriginal Health in NSW – A Policy for the NSW Health System (1999)
- Ensuring Progress in Aboriginal Health in NSW – A Policy for the NSW Health System (1999) – A Policy Outline
- Ensuring Progress in Aboriginal Health in NSW – A Reader Friendly Information Kit (2002)
- Ensuring Progress in Aboriginal Health in NSW – A Reader Friendly Summary Pamphlet (2002)
- NSW Aboriginal Family Health Strategy (1995)
- NSW Aboriginal Health Revised Partnership Agreement (2001)
- NSW Aboriginal Health Strategic Plan (1999)
- NSW Health Aboriginal Health Impact Statement and Guidelines (2003)
- NSW Health Aboriginal Health Impact Statement Survival Guide (2003)
- NSW Otitis Media Strategic Plan for Aboriginal Children – A Summary
- NSW Otitis Media Strategic Plan for Aboriginal Children – (2000)
- Strategies to Strengthen Aboriginal Health Partnerships (2001)
- NSW Health – Communicating Positively – A guide to appropriate Aboriginal terminology (2004)
- Principles for Recording Aboriginal and Torres Strait Islander Origin Information of Patient and Clients – Circular 2000/38
- Preferred Terminology to be Used When Referring to Aboriginal and Torres Strait Islander Peoples – Circular 2003/55

Centre for Drugs & Alcohol

Publications are available on the Department's website unless other wise indicated.

- Drug Update
- Had Enough? Alcohol Related Violence and Crime – What You and Your Community Can Do About It
- Heroin Overdose and Prevention Management Strategy
- Methadone/Buprenorphine Treatment Agreement
- NSW Adult Alcohol Action Plan 1998-2002
- NSW Detoxification Clinical Practice Guidelines
- NSW Health – Alcohol and Other Drugs Policy for Nursing Practice in NSW
- NSW Methadone Clinic Accreditation Standards
- NSW Methadone Maintenance Treatment Clinical Practice Guidelines
- NSW Minimum Data Set for Alcohol and Other Drug Treatment Services Data Dictionary and Collection Guidelines 2002/2003
- NSW Minimum Data Set for Alcohol and Other Drug Treatment Services Data Dictionary and Collection Guidelines 2003/2004
- NSW Youth Alcohol Action Plan 2001-2005
- Spotlight on the NSW Drug Treatment Services Plan
- The NSW Drug Treatment Services Plan 2000-2005

- Training Needs Review
- Use of Buprenorphine in the Treatment of Opioid Dependences

Factsheets

- Alcohol
- Hallucinogens
- Benzodiazepines
- Heroin
- Cocaine
- Marijuana
- Ecstasy
- Speed

Alcohol

- Getting Smashed – A3 Poster
- Getting Smashed – Postcard
- Party, Have fun No Regrets – Brochure

Naltrexone Resource

- Naltrexone – A Guide for Users
- Naltrexone – A Guide for Carers

Health Protection Branch

Communicable Diseases Branch

Factsheets

- Anthrax
- Chickenpox
- Creutzfeldt-Jakob Disease
- Cryptosporidiosis
- Cryptosporidiosis – A Guide for Persons with HIV, AIDS and Immuno-Suppressed Systems
- Giardiasis
- Hepatitis A
- Hepatitis B
- Hepatitis C
- HIV and AIDS (Acquired Immune Deficiency Syndrome)
- Influenza
- Legionnaires Disease
- Listeriosis
- Measles
- Meningococcal Disease
- MRSA
- Murray Valley Encephalitis
- Parvovirus B19 and Fifth Disease
- Pertussis (Whooping Cough)
- Pneumococcal Disease
- Psittacosis
- Rabies and Bat Lyssa Virus Infection
- Ross River Fever
- Rubella
- Salmonellosis
- Some Infectious Diseases of Children
- Tuberculosis (available in multiple community languages)

Infectious Diseases Protocols/Circulars

- Notifiable Diseases Manual (2002)
- Notifiable Diseases Under the Public Health Act 1991 (2001/9)
- Supply of Rifampicin Prophylaxis to Prevent Meningococcal Disease (9/91)
- Notifiable Disease Data Security and Confidentiality (2000/72)
- The Provision of Rabies Immunoglobulin (RIG) and Rabies Vaccine for Post Exposure Treatment (PET) for Rabies and Australian Bat Lyssa Virus (2001/92)
- Definition of HIV Infection and AIDS-Defining Illness

Tuberculosis Circulars

- BCG Vaccination (2001/70)
- Charging for Inpatient and Outpatient Services for Medicare Ineligible Persons with Suspected or Confirmed Tuberculosis (99/06)
- Chemotherapy (94/94)
- Contact Tracing (2001/70)
- Guidelines for the Management of People with Tuberculosis who Knowingly Place Others at Risk of Infection (94/98)
- Health Care Worker TB Screening and Protection (2001/71)
- Health Undertakings Follow-Up (94/98)
- Infection Control (94/87)
- Management of Multi Drug Resistant Tuberculosis in NSW (99/75)
- Management of Persons with Tuberculosis (99/05)
- Mantoux Test (94/90)
- Preventative Therapy (94/93)
- Refugee Screening and Follow-Up (94/97)
- Role of the Area TB Coordinator (92/55)
- Screening Target Groups (94/96)
- The Role of Chest Clinics in NSW (2001/72)
- Tuberculosis and HIV (94/99)
- Tuberculosis in Children and Adolescents (94/89)

AIDS/Infectious Diseases Branch

Hepatitis

- NSW Hepatitis C Strategy
- NSW Hepatitis C Care and Treatment Plan

HIV/AIDS/ STIs

- Female Condom (Information Bulletin)
- Guidelines for Counselling Associated with HIV Antibody Testing
- Guidelines for the Development of Sexual Health Services in NSW
- Mental Health, HIV and AIDS: A Policy Statement
- NSW Health Human Resources Policy on HIV/AIDS
- NSW HIV/AIDS Health Promotion Plan
- NSW HIV/AIDS Statement of Strategic Directions 2000-2003
- Policy and Procedures for the Needle and Syringe Program
- Guidelines for the Development of Sexual Health Services in NSW
- Mental Health, HIV and AIDS: A Policy Statement
- NSW Health Human Resources Policy on HIV/AIDS
- NSW HIV/AIDS Health Promotion Plan
- NSW HIV/AIDS Statement of Strategic Directions 2000-2003
- Policy and Procedures for the Needle and Syringe Program
- Management of people with HIV who risk infecting others
- Contact Tracing Guidelines for the Sexually Transmissible Diseases and Blood Borne Viruses
- Management of Health Care Workers potentially exposed to HIV, hepatitis B and hepatitis C
- HIV Confidentiality: A Guide to Legal Requirements
- HIV Antibody Testing by laboratories in NSW
- Health Care Workers infected with HIV, Hepatitis B and Hepatitis C
- Management of non-occupational exposure to blood borne and sexually transmissible diseases

Infection Control

- Cleaning Service, Standards, Guidelines and Policy for NSW Health Facilities (August 1996) (Audit)
- Guidelines for the Safe Use of Glutaraldehyde in Health Care Establishments (Employee Relations)
- Report on the Findings of the NSW Nosocomial Infection Taskforce
- Use of Human Blood Products in Laboratories
- Management of Reportable Infection Control Incidents (Circular 2001/55)
- Infection Control Policy (Circular 2002/45)
- Infection Control Audit Tool (Information Bulletin 2000/6)
- Infection Control Program Quality Monitoring (Circular 2002/104)
- Infection Control Program Quality Monitoring Indicators Users' Manual (January 2003)

- Infection Control Program Monitoring Software (August 2003)
- Infection Control Program Monitoring Software Users Guide (August 2003)
- Sterilization And Disinfection Core Competencies (March 2003)
- Management of Health Care Workers Potentially Exposed to HIV, Hepatitis B, and Hepatitis C (Circular 2003/39)
- Health Care Workers Infected with HIV, Hepatitis B or Hepatitis C (Circular 98/88)
- Fingerstick Blood Sampling Devices (Circular 1998/10)
- Colour Coding of Cleaning Equipment (Circular 96/55)
- Packaging and Transport of Biological Substances Specimens, Viruses and Vaccines and Items associated with infectious diseases (Circular 93/19)

Immunisation

- NSW Immunisation Strategy 2003-2006
- Occupational Screening and Vaccination Against Infectious Diseases (Circular 2003/91)
- Hepatitis B Vaccination Policy (Circular 2001/101) (Available from the NSW Department of Health website)

Environmental Health Branch

- Public Health (Funeral Industries) Regulation
- Waste Management Guidelines for Health Care Facilities (August 1998)
- Aerated Wastewater Treatment System Accreditation Guidelines (Contact officer: Neil Shaw 9816 0264)
- Approved Specifications for Warm Water Systems (Contact officer: Neil Shaw 9816 0264)
- Blood Cholesterol and Glucose Measurement Code of Best Practice (Contact officer: Neil Shaw 9816 0264)
- Code of Practice for the Control of Legionnaires Disease (Govt Sales)
- Domestic Greywater Treatment Systems Accreditation Guidelines (Contact officer: Neil Shaw 9816 0264)
- Drinking Water and Public Health brochure (Contact Officer Paul Byleveld and available from the NSW Health Website)
- Food Preparation – Using Sydney Water (Contact Officer Paul Byleveld and available from the NSW Health Website)
- Greywater Reuse in Sewered Single Domestic Premises (Contact officer: Neil Shaw 9816 0264)
- Guidelines on Blood Cholesterol and Glucose Measurement (Contact officer: Neil Shaw 9816 0264)
- Guidelines for Exhumations (Contact officer: Neil Shaw 9816 0264)
- Health Air Research Program (Harp) Newsletters 1, 2, 3 (Contact Officer: Vicky Sheppard 9816 0256)
- Investigation of Cases of Elevated Blood Lead levels – Guidelines for Environmental Health Officers (Contact officer: Neil Shaw 9816 0264)
- Memorandum of Understanding Between NSW Health and Hunter Water Corporation (Contact officer: Paul Byleveld 9816 0292 and available from the NSW Department of Health Website)
- Memorandum of Understanding Between NSW Health and Sydney Water Corporation (Contact officer: Paul Byleveld 9816 0292 and available from the NSW Department of Health Website)
- Memorandum of Understanding Between Sydney Catchment Authority and NSW Health (Contact officer: Paul Byleveld 9816 0292 and available from the NSW Department of Health Website)
- NSW Health Drinking Water Monitoring Program (Contact Officer: Paul Byleveld and available from the NSW Health Website)
- NSW Health Response Protocol for the Management of Coliform Bacteria in Drinking Water (Contact Officer: Paul Byleveld 9816 0292 and available from the NSW Health Website).
- Precautions for Schools – during boil water alert (Contact Officer: Paul Byleveld and available on NSW Health Website)
- Protocol for Minimising the Risk of Cryptosporidium in Public Swimming Pools and Spa Pools (Contact officer: Neil Shaw 9816 0264)
- Public Swimming Pool and Spa Pool Guidelines (Contact officer: Neil Shaw 9816 0264)
- Public Swimming Pool New Disinfection Process Criteria (Contact officer: Neil Shaw 9816 0264)
- Rainwater Tanks brochure (Contact Officer: Paul Byleveld and available from the NSW Health Website).
- NSW Health Response Protocol – Following failure in water treatment or detection of Giardia or Cryptosporidium in drinking water (Contact Officer: Paul Byleveld and available on the NSW Health Website)

- Septic Tank and Collection Well Accreditation Guidelines (Contact officer: Neil Shaw 9816 0264)
- Skin Penetration Code of Best Practice (Contact officer: Neil Shaw 9816)
- Skin Penetration Guidelines (Contact officer: Neil Shaw on 9816 0264)
- Swimming Pools – During Boil Water Alerts (Contact Officer: Paul Byleveld and available from the NSW Health Website).
- Using Water Header Tanks – Following boil water alerts (Contact Officer: Paul Byleveld or available from the NSW Health Website).
- Waste Management Guidelines for Health Care Facilities (Contact officer: Neil Shaw 9816 0264)
- Waterless Composting Toilet Accreditation Guidelines (Contact officer: Neil Shaw 9816 0264)

Clinical Policy Unit

Publications available on Department's website unless otherwise indicated

- Policy framework and guidelines for the prevention and management of latex allergy (C2000/99) (under review)
- Anaphylaxis (IB2004/2)
- Anaphylaxis and severe allergic reactions (Fact sheet) (Dec 2003)
- Peanut allergy (CHO Alert) (December 2003)
- Acute management of young children and infants with gastroenteritis – clinical practice guidelines (C2002/26)
- Paracetamol Use (C2003/26)
- Paracetamol Use (CHO Alert) (Nov 2002)
- Regulation of complementary health practitioners – discussion paper (September 2002)
- Guideline for the management of fresh blood components (Mar 2003)
- Management of fresh blood components (C2002/92)
- National Blood Authority: accountability for blood and blood products in NSW (C2003/83)
- NSW Haemophilia Advisory Group guidelines on Factor VIII usage January 1997 (C97/34)
- Treatment and supply of Factor VIII to patients with Haemophilia and von Willebrands disorder (C2000/23)
- Use and retention of human tissue including organ donation, post-mortem examination and coronial matters (Circular 2004/1)
- Coroners' cases and amendments to Coroners Act 1980 (C2004/23)
- NSW Health Human Tissue Inquiry Line fact sheet (Feb 2003)
- Do you have questions about human tissue or organs kept from a past autopsy on a family member? *(Also available by contacting the Human Tissue Inquiry Line on 1800 225 822)*

Publications that are available only by contacting the Human Tissue Inquiry Line on 1800 225 822

- NSW Health Human Tissue Inquiry Line fact sheets (Feb 2003)
- Making an inquiry
 - The consent options for retained tissue
 - The consent process for retained tissue
 - Instructions for the safe handling of human tissue
 - NSW Health Human Tissue Inquiry Line: information for health professionals
- NSW Health Human Tissue Inquiry Line: inquiry management overview (Feb 2003)
- NSW Health Human Tissue Inquiry Line Campaign: information for media (Feb 2003)

Pharmaceutical Services Branch

- ADHD – Report on Trends in NSW (P. Salmelainen)
- Attention Deficit Hyperactivity Disorder in Adults – Criteria for the Diagnosis and Management – TG190/3
- Attention Deficit Hyperactivity Disorder in Children and Adolescents – Criteria for Diagnosis and Management – TG181/5
- Barbiturates – Prescribing guidelines – TG206
- Cancer Related Pain – Prescribing of Opioids – TG198/2
- Chronic Pain – Patient Management Guidelines – TG202/4
- Community-Based Health Services and Residential Facilities – Guidelines for the Handling of Medication – Circular 97/10.
- Day Procedure Centres – Guide to the Poisons and Therapeutic Goods Legislation – TG115
- Dentists – Guide to Poisons and Therapeutic Goods Legislation – TG12/20
- Dispensing of HIV Specialist Drugs – Community Pharmacy Pilot – Evaluation Report

- Drugs of addiction (Schedule 8) – TG13/18
- Flunitrazepam – Prescribing Guidelines – TG204
- General Sellers of Poisons – Guide to Poisons and Therapeutic Goods Legislation – TG9A/2
- Medical Practitioners – Guide to Poisons and Therapeutic Goods Legislation – TG12/20
- Methadone Supply Under the New South Wales Methadone Program – Notes for Community Pharmacists – TG201/1
- Nursing Homes – Guide to Handling of Medications in New South Wales
- Pharmacists – Guide to Poisons and Therapeutic Goods Legislation – TG79/25
- Poisons Licence Holders – Guide to Poisons and Therapeutic Goods Legislation – TG9/10
- Prescribed Restricted Substance (Schedule 4 Appendix D) – TG14/11
- Prescription Recording – Approved Systems – TG50/2
- Prescriptions – Criteria for the Issuing of Non-Handwritten Prescriptions – TG184/4
- Private Hospital – Guide to the Poisons and Therapeutic Goods Legislation – TG115
- Public Hospitals Policy on Handling of Medication in New South Wales – Circular 2001/64
- S100 Information Bulletin – 2004/14
- Schedule 3 Substances – Guide to Poisons and Therapeutic Goods Legislation – TG151/7
- Schedule 7 Substances – Requirements for Authority to Obtain, Use and Supply – TG207
- Use of Buprenorphine in the Treatment of Opioid Dependencies
- Veterinary Surgeons – Guide to Poisons and Therapeutic goods Legislation – TG74/10
- Wholesalers – Guide to Supply of Substances in Schedule 2, 3 or 4 of the Poisons List – TG191/6

Most of the above documents are available under Publications on the Pharmaceutical Services Branch website at: www.health.nsw.gov.au/public-health/psb/

Oral Health Branch

Publications are available on the Department's website

- Code of Practice for Fluoridation of Public Water Supplies, Under the Fluoridation of Public Water Supplies Act 1957
- Dental Caries Indicator Development
- Dental Practitioner Handbook
- Fee for Service Form
- Fee for Service Q and A
- Fluoridation of Public Water Supplies Regulation 2002, Under the Fluoridation of Public Water Supplies Act 1957
- Infection Control Guidelines for Oral Health Care Settings
- Measuring the Performance of Service for Oral Health in NSW (Available from the NSW Department of Health Website)
- Patient Brochure
- Save Our Kids Smiles (SOKS) Volume 1: Report
- Save Our Kids Smiles (SOKS) Volume 2: Technical Reports
- Schedule of Services and Fees
- Specialist Paediatric Oral Health Care for Regional and Rural Areas in NSW
- NSW Health State wide Specialist Referral Clinical Guidelines for Public Oral Health Services – Referral form
- Guidelines (as above) also available as Information Bulletin 2003/15

Centre for Health Promotion

Tobacco and Health Branch

Fact Sheets and Brochures

- Benefits of quitting
- Car and Home: Smoke Free Zone
- Cardiovascular disease
- Cutting down or stopping completely
- Getting ready to quit
- Health effects of smoking
- Just quit
- Light cigarettes
- New Quitline Brochure
- Nicotine and other poisons

- Nicotine withdrawal
- Products to help you quit smoking
- Remaining a non smoker
- Smoking turns your CASH into ASH
- Supporting someone to quit
- Smoking and pregnancy
- Smoking Don't be a Sucker
- SmokeFree Fashion
- So you've returned to smoking
- You Can Quit pocket guide –wallet folding brochure

Booklets, Kits and Guides

- Guide for the Management of Nicotine Dependent Inpatients – Book and Flowchart
- Quit Kit
- Quit Because You Can – Booklet
- Referral to NSW Quitline Forms / Pads

Action Plan

- Tobacco Action Plan 2001-2004 – Report
- Tobacco Action Plan Summary

Legislation

- NSW Public Health Act 1991 and Public Health (Tobacco) Regulation 1999 – Warning Forms

Retailers/Legislation

- Changes to Tobacco Advertising: A Checklist for Retailers in NSW – A4 booklet
- Fact Sheet for Tobacco Retailers on How to Display the Compulsory Warning Signs
- Guidelines on the display of a business name by tobacco retailers – brochure
- Retailers Tobacco Kit complete
- Selling Tobacco in NSW: Tips for Retail Employees – Brochure

Smoke-free Environment Act 2000

- Progression of the NSW Health Smoke free Workplace Policy – Draft Circular
- 'Share the Air' Campaign Kit – Posters and Fact Sheets
- Smoke-free NSW Policies and Procedures Manual
- Smoke-free Environment Act 2000 – Core Kit
- Smoke-free Environment Regulation 2000
- Smoke free Workplace Policy – Implementation Manual
- Smoke-free Environment Act Fact Sheets
- Smoke-free Environment Act 2000/Regulation 2000 – Warning Forms
- Smoke Free Fashion – Brochure
- Smoke free Rock Eisteddfod – Brochure

Contact the Better Health Centre on (02) 9879 0443 to order these publications.

Nutrition and Physical Activity Branch

- Active Australia\IYOP – Public Education Campaign – Promote Physical Activity Among Older People – UNSW Evaluation Report
- Canteen Menu Planning Guide
- Childhood Obesity Summit NSW Government Response 2003
- Easy Snack and Lunch Ideas
- Eat Well NSW – Strategic Directions for Public Health Nutrition 2003-7 (e-version)
- Exercise – You Only Have to Take it Regularly, Not Seriously – Brochure
- Food Security Options Paper: A Planning Framework and Menu of Options for Policy and Practice Interventions
- Government Action Plan 2003-2007
- Healthy Ageing and Physical Activity – A Special Communication from the Chief Health Officer
- Healthy Eating Guide – A3 Book
- Healthy Eating Guide – Nutrition Educators – A5 Book
- Healthy Eating Guide – Pamphlet
- Heartmoves
- NSW Childhood Obesity Summit Communiqué (electronic version available)
- NSW Fruit and Vegetable Toolkit

- NSW Fruit and Vegetable Toolkit: Dissemination strategy and evaluation report – December 2002 (e-version)
- Prevention of Obesity in Children and Young People: NSW
- Report on Breastfeeding in NSW – 2004
- Report on the Consumption of Vegetables and Fruit in NSW – 2003
- Report on the Weight Status of NSW – 2003
- Report on Simply Active, Everyday – A Plan to Promote Physical Activity in NSW 1998 – 2002
- Simply Active, Everyday – A Plan to Promote Physical Activity in NSW – Progress Report (1999)

Strategic Research and Development Branch

- ASSAD Alcohol Statistical Bulletin
- ASSAD Tobacco Statistical Bulletin
- Concord: A Great Place to be Active – Report and Flyer
- Moove it, Groove It
- ProActive Mums: Promoting Physical Activity Through Child Care – Report and Flyer
- The Active Practice Project – A Controlled Trial of Physical Activity Promotion in General Practice – Report
- Walk It: Active Local Parks – Report and Flyer

Injury Prevention Policy

- Fall Injury Prevention: Your Home Safety Checklist (electronic version available)
- Management Policy To Reduce Fall Injury Among Older People (electronic version available)
- Management Policy To Reduce Fall Injury Among Older People (electronic version available)
- Make A Move Fall Injury Prevention Fact Sheets (electronic versions available)
- Fall Risk Indicators For NSW (electronic version available)
- Preventing Injuries From Falls In Older People (electronic version available)
- Aboriginal Safety Promotion Strategy (electronic version available)
- Hot Water Burns Like Fire: The NSW Scalds Prevention Campaign Report (electronic version available)
- NSW scalds prevention – flyers

Strategies and Settings Branch

- Building Capacity to Improve Health: A Strategic Framework (electronic version available)
- Framework for Health Promotion 2001 – 2005 (electronic version available)
- Health Promotion with Schools: A Policy for the Health System (electronic version available)
- Healthy People 2005: New Directions for Public Health in NSW (electronic version available)
- Indicators to help with Capacity Building in Health Promotion (electronic version available)
- NSW Aboriginal Health Promotion Program: Direction Paper (electronic version available)
- NSW Chronic Disease Prevention Strategy: Discussion Paper (electronic version available)
- Principles for Better Aboriginal Health Promotion – The Sydney Consensus Statement (NSW Health 2002) – Report (Hard copy only)
- Report on the National Consultation Workshop for the Establishment of the Collaborative Centre for Aboriginal Health Promotion (2002) – Report (Hard copy only)
- Skin Cancer Prevention Strategic Plan for New South Wales 2001 – 2005
- Sun Protection: A Guide to Develop Better Practice in Skin Cancer Prevention in NSW
- Four Steps Towards Equity: A Tool For Health Promotion Practice – A4 Booklet
- Health and Equity Profiles project report – A4 booklet (electronic version available)
- NSW Health Impact Assessment Project Report – A4 booklet (electronic version available)
- A Guide to Implementing Best Practice in Sun Protection in Primary Schools – A4 Booklet
- A Guide to Implementing Best Practice in Sun Protection in Secondary Schools – A4 Booklet
- A Guide to Implementing Best Practice in Sun Protection in Children's Services – A4 Booklet
- A Guide to Implementing Best Practice in Sun Protection in Local Government – A4 Booklet
- A Guide to Implementing Best Practice in Sun Protection in Outdoor Sport and Recreation – A4 Booklet
- A Guide to Implementing Best Practice in sun Protection in the Workplace – A4 Booklet

The Four Steps tool can be requested from the Better Health Centre, the Profiles and HIA Reports from Hannah Baird (02) 9424 5810 and the Sun Protection guides from the Cancer Council NSW.

Centre for Epidemiology and Research

Publications are available on the Department's website unless other wise indicated.

- The health of the people of NSW: Report of the Chief Health Officer 2002
- Program for Enhanced Population Health Info structure
- Strategy for Population Health Surveillance in NSW: Discussion Paper
- NSW Public Health Bulletin (issued monthly)
- NSW Public Health Bulletin Supplement: Health and Equity in NSW
- NSW Public Health Bulletin Supplement: NSW Adult Health Survey 2002
- NSW Public Health Bulletin Supplement: NSW Mothers and Babies 2002
- NSW Public Health Bulletin Supplement: An Evaluation of Videoconferencing Bug Breakfast
- W Public Health Bulletin Supplement: Report on the development of the NSW Child Health Survey 200
- NSW Public Health Bulletin Supplement: Burden of Disease NSW Feasibility Report
- NSW Public Health Bulletin Supplement: NSW Mothers and Babies 2001
- NSW Public Health Bulletin Supplement: NSW Child Health Survey 2001
- NSW Public Health Bulletin Supplement: Program for Enhanced Population Health Infostructure: A report of responses to the November 2002 discussion paper
- NSW Public Health Bulletin Supplement: NSW Mothers and Babies 2000
- NSW Public Health Bulletin Supplement: The NSW Health Survey Program: Overview and methods, 1996–2000: www.health.nsw.gov.au/public-health/phb/bulletinsupplements.html
- NSW Public Health Bulletin Supplement: NSW Mothers and Babies 1999
- NSW Public Health Bulletin Supplement: NSW Older People's Health Survey 1999
- NSW Public Health Bulletin Supplement: NSW Public Health Bulletin Discussion Paper
- NSW Public Health Bulletin Supplement: NSW Mothers and Babies

STRATEGIC DEVELOPMENT DIVISION

Documents available for purchase

Primary Health and Community Partnerships

- Personal Health Record (free at birth only) \$5.50

Documents available free of charge

Centre for Mental Health

Publications are available on the Department's website and the Better Health Centre unless other wise indicated.

- Caring for Mental Health: A Framework for Mental Health Care in NSW
- Caring for Mental Health in a Multicultural Society: A Strategy for the Mental Health Care of People from Culturally and Linguistically Diverse Backgrounds
- Caring for Older Peoples Mental Health: A Strategy for the Delivery of Mental Health Care for Older People in New South Wales
- NSW Aboriginal Mental Health Policy: A Strategy for the Delivery of Mental Health Services for Aboriginal People in New South Wales
- Memorandum of Understanding Between NSW Police and NSW Health (Joint agreement for working with people with a mental illness) (*Available from the Better Health Centre*)
- Police Ambulance MOU (Memorandum of Understanding) Flow Charts 2002 (*Available from the NSW Health website*)
- Working Group for Mental Health Care in Emergency Departments: Final Report and Recommendations
- NSW Doctors' Mental Health Program: Doctors' Mental Health Policy (*Available from the Better Health Centre*)
- NSW Doctors' Mental Health Program: Strategies for Area Health Services (*Available from the Better Health Centre*)
- Guidelines for the Promotion of Sexual Safety in NSW Mental Health Services (Second edition)
- Best Practice Model for the Use of Psychotropic Medication in Residential Aged Care Facilities and Guidelines on the Management of Challenging Behaviour in Residential Aged Care Facilities in NSW
- The Management of People With a Co-Existing Mental Health and Substance Use Disorder: Service Delivery Guidelines and Discussion Paper
- Family Help Kit
- Multicultural Family Help Kit

- Mental Health Promotion in NSW: Conceptual Framework for Developing Initiatives
- Getting in Early: A Framework for Early Intervention and Prevention in Mental Health for Young People in New South Wales
- NSW Strategy: Making Mental Health Better for Children and Adolescents
- School Link: Helping Adolescents With Depression and Related Disorders
- Prevention Initiatives for Child and Adolescent Mental Health: NSW Resource Document
- NSW Rural and Regional Youth Suicide Prevention Project: Evaluation Framework
- Parenting Program for Mental Health: The NSW Triple P Training Procedure Manual
- Suicide: We Can All Make a Difference (Suicide Prevention Pamphlet)
- Local Management of Media Reporting on Suicide Deaths
- Preventing and Managing Reported Increases in Suicide in Local Communities
- Care and Support pack for Families and Friends Bereaved by Suicide
- Suicide in New South Wales: We Need to Know More: The NSW Suicide Data Report
- Circular 98/31 – Policy Guidelines for the Management of Patients With Possible Suicidal Behaviour for NSW Health Staff and Staff in Private Hospital Facilities (*Available from the NSW Health website*)
- NSW Mental Health Outcomes and Assessment Training Manual (MH-OAT): Facilitator's Manual (*Available from the NSW Health website MH-OAT site*)
- Your Guide to MH-OAT: Clinician's Reference Guide to NSW Mental Health Outcomes and Assessment Training (*Available from the NSW Health website MH-OAT site*)
- Suicide: We Can All Make a Difference: NSW Suicide Prevention Strategy
- Framework for Rehabilitation for Mental Health
- Framework for Housing and Accommodation Support for People with Mental Health Problems and Disorders
- NSW Parenting Partnerships – A framework for mental health service involvement in promotion, prevention and early intervention through parenting initiatives- Resource and Literature Review and Strategies for 2002-2004
- Bereavement Care – General Bereavement Support Information for Staff (*Available from the Better Health Centre*)
- Suicide Prevention for Older People – Training Manual
- Improving Mental Health and Wellbeing in NSW – a set of seven publications:
 - Improving mental health and wellbeing in NSW
 - Integrated Perinatal and Infant Care (IPC)
 - NSW Parenting Program for Mental Health
 - NSW School-Link initiative
 - Children of parents with mental illness
 - NSW Early Psychosis program
 - Suicide Prevention in NSW
- Mental Health Act Guide Book (*Available from the NSW Health website and the Centre for Mental Health (no hard copies, available on CD)*)
- Acute Stress, trauma and bereavement – Information for General Practitioners
- Joint Guarantee of Service for People With Mental Health Problems and Disorders – NSW Department of Housing, NSW Aboriginal Housing Office, NSW Health, Aboriginal Health and Medical Research Council of NSW, NSW Department of Community Services
- Consensus Guidelines for Assessment and Management of Depression in the Elderly
- Increasing Awareness of Mental Health Among Secondary School Students – An Evaluation of the Mental Illness – Australia (NSW) Program
- NSW Mental Health Sentinel Events Review Committee – Tracking Tragedy – First Report of the Committee December 2003 (*Available from the NSW Health website*)
- Mental Health Clinical Care and Prevention Model – a population health model (*Available from the NSW Health website*)
- NSW Government Response to the Select Committee Inquiry into Mental Health Services in NSW (*Available from the NSW Health website*)
- Supporting Children After Suicide. Information for Parents and other caregivers.
- School-Link Training Program Evaluation Report. Summary of Results and Recommendations.
- School-Link Training Program Evaluation Report. Full Report.
- Disaster Mental Health Response Handbook (*Available from NSW Institute of Psychiatry website at www.nswiop.nsw.edu.au*)
- Hospital in the Home: Pilots in NSW – Discussion Paper

Primary Health and Community Partnerships

- A Framework for the Development of Local Health Related Transport Guidelines (1999)
- A Guide to Rehabilitation and Support Services for Children and Young People (1997) (Photocopy Only)
- Aboriginal Men's Health Implementation Plan (2003)
- Aboriginal Perinatal Report (2003)
- Achievements under the NSW Action Plan on Dementia 1996-2001 (2002) (Available at www.health.nsw.gov.au/policy/hsp/publications/dementia/achievements.pdf)
- Better Access to Health Services for Aboriginal Women in Custody
- Care for Carers – NSW Framework for Supporting Carers (December 1999)
- Care of Patients with Dementia in General Practice – Guidelines- available at http://www.health.nsw.gov.au/pubs/pdf/care_dementia_guide.pdf
- Caring for Health: Caring for Children: A Discussion Paper (Photocopy Only)
- Caring for Health: Caring for Young People: A Discussion Paper (Photocopy Only)
- Caring for Health: Caring for Young People: Plain English Version (Photocopy Only)
- Community Health Framework: Discussion Paper (1997) (Photocopy Only)
- Counselling and Care for the Family and Friends of Missing Persons- Information Bulletin 2003/25 (November 2003)
- Draft Policy Framework on Treatment Services for Problem Gamblers and Their Families in NSW (2001)
- Economic Evaluation of the NSW Hospital in the Home Pilot Project (June 2001) (Photocopy Only)
- Ethnic Health Planning Guidelines (Photocopy Only)
- Evaluation of the NSW Alternative Birthing Services Program – Second Phase
- Evaluation of the NSW National Women's Health Program – Second Phase 1993/94 – 1996/97
- Future Directions for Dementia Care and Support in NSW 2001-2006 – A Joint Strategy of the NSW Health Department and the NSW Department of Ageing, Disability and Home Care (Available at www.health.nsw.gov.au/policy/hsp/publications/dementia/future_directions.pdf)
- Gender Equity in Health (2000)
- General Practice Dementia Projects Summary Report available at http://www.health.nsw.gov.au/pubs/g/pdf/care_dementia_guide/pdf
- General Practice Policy (2000)
- Guidelines for Family Care Centres in NSW (2000)
- Health Services for a Culturally Diverse Society: An Implementation Plan 1995 – 2000
- Hospital in the Home in NSW (June 2001) (Photocopy Only)
- Initial Presentations to NSW Sexual Assault Services, 1994/95 and 1997/98
- Interagency Guidelines for Responding to Adult Victims of Sexual Assault (1995)
- Moving Forward in Men's Health (1999)
- Non Emergency Health Related Transport Discussion Paper (December 2001)
- Non-Government Organisation Grant Program Operational Guidelines
- NSW Action Plan on Dementia Implementation Strategy (1996)
- NSW Government Carers Statement (October 1999)
- NSW Health Child Protection Policy and Procedures Manual (1997)
- NSW Health Fact Sheet: New Care and Protection Laws for Children and Young People (2000)
- NSW Health Frontline Procedures for the Protection of Children and Young People (2000)
- NSW Health Policy on the Program of Appliances for Disabled People (2000/103)
- NSW Health Sexual Assault Services Policy and Procedures Manual (Adult)
- NSW Healthy Ageing Framework 1998-2003
- NSW Isolated Patients Travel and Accommodation Assistance Scheme (IPTAAS) Policy and Procedures Manual (June 2000)
- NSW Palliative Care Framework (2001)
- Personal Health Record (Free at Birth)
- Policy Guidelines for Bilingual Counsellor Programs (Photocopy Only)
- Policy on the Routine Circumcision of Normal Male Infants – Circular 2003/77 (October 2003)
- Post Natal Depression Services Review NSW (1994) (Photocopy Only)
- Strategic Directions for Refugee Health Care in NSW (October 1999)
- Strategic Directions in Men's Health (June 1999)
- Strategic Framework to Advance the Health of Women (2000)
- Strengthening Community Health: A Framework for the Future (November 1998)
- Strengthening Health Care in the Community – NSW Government Action Plan Bulletin No 7 (2002)

- Sudden Infant Death Syndrome (SIDS) and Safe Sleeping for Infants – Information Bulletin 03/17 (July 2003)
- The Start of Good Health: Improving the Health of Children in NSW (1999) – NSW Child Health Policy Document – Summary
- Victims of Crime Policy (1995) (Photocopy Only)
- What and Where are Sexual Assault Services? (2000)
- Women’s Health Outcomes Framework (2002)
- Young People’s Health: Our Future – Policy, Summary and Seven Fact Sheets
- Foetal Intravascular Report (2002) NSW Maternal and Perinatal Committee
- Minimisation of Neonatal Early Onset of Group B Streptococcal (EOGBS) Infection (C2002/28)
- Protocols for Administration of Tocolytic Agents (IV Salbutamol or Oral Nifedipine) for Threatened Preterm Labour (C2002/49)
- Framework for Prevention, Early Recognition and Management of Postpartum Haemorrhage (PPH) (C2002/99)
- Magnesium Sulphate (MgSO₄) Infusion Protocol for Eclamptic Seizure Prophylaxis (C2002/27)
- Framework for Health Services to develop Policy and Procedures Relating to Clinical Care and Resuscitation of the Newly Born Infant (C2002/3)
- RH D Immunoglobulin (Anti D) (C2003/4)
- NSW Department of Health Guidelines to selecting Consumer and Community Representatives (2003)
- Working with Consumers in NSW Health, Guidelines for Secretariat (2002)

Statewide Services Development Branch

- 1997 Radiotherapy Management Information System
- 1998 Radiotherapy Management Information System
- 1999 Radiotherapy Management Information System
- 2000 Radiotherapy Management Information System
- 2001 Radiotherapy Management Information System
- 2002 Radiotherapy Management Information System
- 2003 Radiotherapy Management Information System
- The Report of the Rural Health Implementation Coordination Group. The NSW Rural Health Report 2002
- NSW Government Response to the Report of RHICG, NSW Rural Health Plan (2002)
- NSW Rural Health Plan & RHICG Report
- Specialised Testing for Genetic Disorders (2000)
- A Cancer Care Model for NSW (February 1999)
- Emergency Departments: A Policy Statement (1994)
- Emergency Department Access Block Working Party Report (1999)
- Emergency Departments Strategic Directions (May 1997)
- Ethical Code Governing the Provision of Genetics Services (June 1998)
- Intensive Care Strategic Directions (1999)
- Guide to the Role Delineation of Health Services
- NSW Guidelines for the Development of New Cardiac Catheterisation Laboratories (March 96)
- NSW Health Department Guidelines for the Hospitalisation of Children (1998)
- NSW Intensive Care Services – A Basis for Review (May 1998)
- NSW Metropolitan Critical Care Plan (November 1996)
- Same Day Surgery Policy for NSW: “What a Difference a Day can Make..(1999)”
- Snake and Spider Bite Management Protocol (1998) (Black and White copies only).
- State Trauma Plan (1991)
- Strategic Plan for Radiotherapy Services in NSW 1995-2000 (February 1995)
- NSW Rural Critical Care Plan (1998)
- Emergency Department Service Plan (2001)
- Intensive Care Service Plan (2001)
- Selected Specialty and Statewide Service Plans (2002)
 1. Heart & Lung Transplantation (2002)
 2. Pancreas Transplantation (2002)
 3. Liver Transplantation (2002)
 4. Severe Burns Service (2003)
- Genetics Services in NSW 1996 – 2000 (2002)
- Early Notification of Severe Trauma (2002)
- Flow Info – A software package used for projecting acute inpatient activity.

- APPI – A software package used for projecting acute patient activity.
- Rural Health Financial Benefits Booklet.

Inter-Government and Funding Strategies

- Episode Funding Guidelines 2001/2002 (Contact Officer: Deniza Mazevska on (02) 9391 9590
- Episode Funding Guidelines 2002/2003 (Contact Officer: Deniza Mazevska on (02) 9391 9590 or from the NSW Department of Health website)
- NSW Funding Guidelines 2003-2004 (Contact Officer: David Su on (02) 9391 9705)
- ED Funding Guidelines 2002/2003 (Contact Officer: Andrew Gibbs on (02) 9391 9591 or from the NSW Department of Health website)
- ICU Funding Guidelines 2002/2003 (Contact Officer: Andrew Gibbs on (02) 9391 9591 or from the NSW Department of Health website)
- NSW AN-SNAP Clinical Training Handbook (Contact Officer: Eui Soo Choi on (02) 9391 9897 or from the NSW Department of Health website)
- NSW SNAP Data Collection Data Dictionary, Version 2.01 (July 2002) (Contact Officer: Eui Soo Choi on (02) 9391 9897)
- Resource Distribution Formula Technical Paper 1998/99 Revision (Contact Officer: Hirani Jayasinha on (02) 9391 9817 or from the NSW Department of Health website)
- Cost of Care Standards 2001/2002 (Contact Officer: David Su on (02) 9391 9705 or from the NSW Department of Health website)
- Cost of Care Standards 2002/2003 (Contact Officer: David Su on (02) 9391 9705 or from the NSW Department of Health website)
- Cost of Care Standards 2003/2004 (Contact Officer: David Su (02) 9391 9705 or from the NSW Department of Health website)
- NSW Product and Program Data Collection Manual 2001/2002 (Contact Officer: Vi neet Makhija on (02) 9391 9805)
- NSW Product and Program Data Collections Manual 2002/03 (Contact Officer: Vi neet Makhija (02) 9391 9805).

Greater Metropolitan Transitional Taskforce

Publications are available on the Department's website

- Acute Inpatient Episode Funding Guidelines 2001-2002 (August 2001)
- An Effective Discharge Policy (July 2001)
- Chronic and Complex Care Performance Measures – Methodology Applied (October 2001) (Available from the NSW Health Website and the Better Health Centre)
- Emergency Department Services Plan (July 2001) (Available from the NSW Health Website and the Better Health Centre)
- GAP Bulletin 1 – GAP for Health (May 2000)
- GAP Bulletin 2 – Acute Care (July 2000)
- GAP Bulletin 3 – Chronic and Complex Care (September 2000) GAP Bulletin 4 – Consumer and Community Participation in NSW Health (December 2000) (Available from the NSW Health Website and the Better Health Centre)
- GAP Bulletin 5 – Emergency Departments and Intensive Care Services (July 2001) (Available from the NSW Health Website and the Better Health Centre)
- GAP Bulletin 6 – Information Management Within the NSW Health Care System (November 2001) (Available from the NSW Health Website and the Better Health Centre)
- HEALTHshare: A Discussion Paper for NSW (May 2001) (Available from the NSW Health Website and the Better Health Centre)
- Improving Health Care for People with Chronic Illness – A Blueprint for Change 2001-2003 (September 2001) (Available from the NSW Health Website and the Better Health Centre)
- Intensive Care Service Plan – Adult Services (July 2001) (Available from the NSW Health Website and the Better Health Centre)
- Key Metropolitan Hospitals – Ministerial Response (May 2001) (Available from the NSW Health Website and the Better Health Centre)
- Mental Health for Emergency Departments: A Reference Guide
- NSW Funding Guidelines for Emergency Department Services 2001/2002 (August 2001)
- NSW Funding Guidelines for Intensive Care Services 2001/2002 (August 2001)
- NSW Health Strategy for the Electronic Health Record NSW EHR*Net Report of the Health Information Management Implementation Coordination Group (February 2002) (Available from the NSW Health Website and the Better Health Centre)

- NSW Ministerial Advisory Committee on Health Services in Smaller Towns: A Framework for Change (February 2000) (
- NSW Ministerial Advisory Committee on Privacy and Health Information: Panacea or Placebo? Linked Electronic Health Records and Improvements in Health Outcomes (December 2000) Partners in Health – Government's Response (October 2001) (Available from the NSW Health Website and the Better Health Centre)
- Partners in Health – Sharing Information and Making Decisions Together – Summary (October 2001) (Available from the NSW Health Website and the Better Health Centre)
- Partners in Health – Sharing Information and Making Decisions Together – Report (October 2001) (Available from the NSW Health Website and the Better Health Centre)
- Report of the Greater Metropolitan Services Implementation Group (May 2001) (Available from the NSW Health Website and the Better Health Centre)
- Report of the NSW Health Council (March 2000) (Available from the NSW Health Website and the Better Health Centre)
- Resource Distribution Formula Technical Paper 1998/99 Revision (January 1999)
- Teaching and Research Implementation Working Group Report (October 2001)
- Working as a Team – GAP for Health Summary (May 2001) (Available from the NSW Health Website and the Better Health Centre)
- Metropolitan hospitals report service enhancements and new roles for metropolitan hospitals (August 2002). (Available from the NSW Health Website and the Better Health Centre)
- More Money Better Services – Metropolitan Hospitals Report Summary (August 2002) (Available from the NSW Health Website and the Better Health Centre)
- Brain Injury Rehabilitation Services Initiatives (February 2003) (Available from the NSW Health Website and the Better Health Centre)
- Cardiac Services Brochure (December 2002) (Available from the NSW Health Website and the Better Health Centre)
- NSW Severe Burn Service (December 2002) (Available from the NSW Health Website and the Better Health Centre)
- Statewide Spinal Cord Injuries Service (February 2003) (Available from the NSW Health Website and the Better Health Centre)
- Trauma Services (December 2002) (Available from the NSW Health Website and the Better Health Centre)
- Stroke Services (September 2002) (Available from the NSW Health Website and the Better Health Centre)
- Gynaecological Oncology Services (February 2003) (Available from the NSW Health Website and the Better Health Centre)
- NSW Institute of Trauma & Injury Management NSW Trauma Minimum Data Set 2002 Annual Report (Available from ITIM)

HEALTH SYSTEM PERFORMANCE DIVISION

Documents available for purchase

Health System Performance Branch

An administration fee is charged for clerical and computer based services. For current charges contact John Agland, the Information Analysis and Dissemination Manager on (02) 9391 9108.

- Initial Presentations to NSW Sexual Assault Services, 1994/95 – 1997/98 (December 1999) \$20.00
- NSW Health Services Comparison Data Book (Annual Series) \$70.00

Private Health Care

- A List of Nursing Homes, Private Hospitals and Day Procedure Centres \$16.50

Documents available free of charge

Information Management & Technology Directorate

Publications are available on the Department's website unless other wise indicated.

- Application Systems Architecture Release 1
- Discussion Paper – Ethical Management of Health Information (Available from the NSW Department of Health)
- Health Privacy Management Plan
- Information Models

- Enterprise Information Model
- Information Policy (August 2001) (Available from the Better Health Centre)
- Information Privacy Code of Practice, 2nd Edition (December 1998)
- Information Security Policy for Personal Health Information
- Information Security Standards for Personal Health Information Midwives Data Collection Manual
- NSW Health Information Management Strategy 1999-2003
- NSW Health Information Policy, 2nd Edition
- NSW Health Product Compliance
- Operating Theatre Model
- System Integration Strategy (
- Waiting Times Collection Instruction
- NSW Health Information Privacy Code of Practice (Contact: Patsy Gallagher on (02) 9391 9164)
- NSW Information Management Strategy 1999/00 (Contact: Patsy Gallagher on (02) 9391 9164)
- Enterprise Information Model Version 2 (Contact: Graham Pegler on (02) 9391 9741)
- NSW Health Information Management Guidelines (Contact: David Baty on (02) 9391 9828)
- Supply and Demand in Emergency Departments (1997)
- The Waiting List Reduction Program: Treating an Extra 40,000 Patients
- Waiting for In-Patient Treatment – A NSW Perspective – Discussion Paper
- Waiting List Policy for NSW
- Waiting List Reduction Program Results – 31 May 1995 to December 1995
- Waiting Times – February 1996 to June 1996
- Waiting Time and Booked Patient Management Technical Guidelines (September 2003)
- Information Management and Technology Education, Training and Development Strategy – A Strategy for NSW Healthcare Workers (Available from the Better Health Centre and the NSW Department of Health Website)
- NSW Health Strategy for the Electronic Health Record – Report of the Health Information Implementation Coordination Management Group
- NSW Health Strategy for the Electronic Health Record – Report of the Health Information Implementation Coordination Management Group – Summary Report (Available from the Better Health Centre and the NSW Department of Health Website)
- Circular Number: 2003/47 NSW Health electronic Information Security Policy

Health System Performance Branch

- 1999/00 to 2000/01 Performance Agreement Model
- 2001 to 2002/03 Performance Agreement Model
- Access Block Strategy (1999)
- Better Practice Guidelines for Admission and Discharge of Patients for Elective Procedures (1998)
- Better Practice Guidelines for Frontline Complaints Handling (1998)
- Better Practice Guidelines for Managing Appointments in Podiatry Services (1999)
- Better Practice Guidelines for Managing Speech Pathology Non Admitted Episodes of Care (1999)
- Better Practice Guidelines for Patient Management (1998)
- Better Practice Guidelines to Improve the Level of Aboriginal and Torres Strait Islander Identification in the NSW Public Health System (1999)
- Booked Patient and Waiting Time Management Operating Guidelines (1998)
- Caring for Health: Benchmarking Activities in the NSW Health System (1996)
- Caring for Health: Benchmarking Activities in the NSW Public Health System (1998)
- Emergency and Elective Performance in NSW Hospitals – July 1996 to September 1998
- Guidelines for the Management of Booked Patient Delays (February 2002)
- Guidelines for the Management of Extended Wait Patients (November 1999)
- Health Improvement Planning Guidelines (1997)
- Healthy Future in NSW: The Strategic Framework (Copy available from NSW Health Library)
- NSW Department of Health Corporate Plan 2001-2003
- NSW Isolated Patients' Travel and Accommodation Scheme (IPTAAS) – Pamphlet
- NSW Isolated Patients' Travel and Accommodation Scheme (IPTAAS) Application for Assistance
- NSW Isolated Patients' Travel and Accommodation Scheme (IPTAAS) Guidelines for Medical Practitioner Specialists
- NSW Isolated Patients' Travel and Accommodation Scheme Policy and Procedures Manual (June 2000)
- Reporting, Evaluation and Accountability Framework for Health Service Performance Agreement

Structural Reform Branch

- Complaints Handling Procedures and the Quality Agenda in the NSW Health System: Background Paper March 2004 ISBN 0 7347 3651 7 – Free publication

Private Health Care Branch

The Nursing Homes Act 1998 and the Private Hospitals and Day Procedure Centres Act 1998 are currently being reviewed. Policy documents relating to the Acts will be updated to reflect any legislative amendments that may occur. The Private Health Care Branch is responsible for the management of the database of licensed private health care facilities in NSW.

Quality and Safety Branch

- A Framework for Managing the Quality of Health Services in NSW
- Easy Guide to Clinical Practice Improvement
- Executive Summary: A Framework for Managing the Quality of Health Services in NSW
- Guideline on the Management of a Complaint or Concern About a Clinician
- Model Policy on the Management of a Complaint or Concern About a Clinician
- NSW Quality of Health Care Indicators Set – Definitions Phase 1
- NSW Quality of Health Care Indicators Set – Tables Phase 1
- Phase One Indicators of Appropriateness for NSW Area Health Services
- Prevention of Pressure Ulcers (January 2003)
- Acute Care Setting
- Community Care Setting
- Rehabilitation and Residential Setting Transport of a Patient
- Consumer Brochure
- Qualified Privilege for Quality Improvement Committees and Programs in Health
- Quality Framework – Annotated Bibliography
- Quality in Health Care: What Can You Expect?
- Safety Advocate Issue 1 – Sterilisation and Disinfection
- Safety Advocate Issue 2 – Medication Safety
- Safety Advocate Issue 3 – Fall Injury Prevention in Acute Care
- Safety Advocate Issue 4 – Bed Rail Safety
- The Clinician's Toolkit for Improving Patient Care
- Application for Qualified Privilege
- Information Package for Qualified Privilege

HEALTH PROFESSIONALS REGISTRATION BOARDS***Documents available for purchase***

Copies of extracts of registers of:

• Chiropractor's Registration Board	\$20.00
• Dental Technicians Registration Board	\$10.00
• Osteopaths Registration Board	\$20.00
• Optometrists Dispensers Licensing Board	\$20.00
• Physiotherapists Registration Board	\$10.00
• Podiatrists Registration Board	\$10.00
• Portfolios in Professional Practice for Registered Nurses	\$15.20
• Portfolios in Professional Practice for Enrolled Nurses	\$11.80
• Psychologists Registration Board	\$20.00
• Dental Board of NSW	\$20.00

Nurses Registration Board

- Professional Conduct: A Casebook of Disciplinary Decisions Relating to Professional Conduct Matters \$15.00

Documents Available Free of Charge**Board of Optometrical Registration**

- Requirement for Registration as an Optometrist in NSW
- Information Booklet for Candidates (relating to examination for registration)

Chiropractors Registration Board

- Requirements for Registration as a Chiropractor in NSW
- Information Booklet for Candidates (relating to examination for registration) for Chiropractors
- Codes of Professional Conduct for Chiropractors
- Chiropractors Act 2001
- Chiropractors Regulation 2002

Dental Board

- Advertising Regulation 15
- Conditional Registration S20
- Dental Board and Research Account
- Dental Incorporation
- Descriptions Authorised by the Board S1 2(1)(e) and S55
- Failure to Pay Roll Fee S113(11)(6)
- Further Qualifications to Practice
- General Anaesthesia and Simple Sedation Regulation 22
- Infection Control Regulation 21
- Information Bulletin – Dental Board of NSW
- Licence to Practice S 18
- Making Complaints in Relation to Dentists Section 31(1)(2)(3)
- Patients Records and Radiographs Regulation 23
- Qualifications Authorised by the Board
- Registration Requirements
- Registration Under Mutual Recognition Act
- Requirements for Recognition as a Specialist

Dental Technicians Registration Board

- Requirements for Dental Technicians who Trained Outside NSW
- Requirements for Dental Technicians who Trained at Randwick TAFE
- Newsletter of the Dental Technicians Registration Board
- Annual Report
- Policy and Procedures Statement Dental Technicians
- Legislation
- Dental Technicians
- Schedules of Fees
- Information about (including application for) applying for registration
- Information about (including application for) applying for restoration
- Information about the process for lodging Complaints
- Newsletter

Nurses Registration Board

- Board Works
- 98/2: Guidelines for the Conduct of Enrolled Nurse Courses by Approved Health Institutions in Association with the New South Wales Technical and Further Education Commission
- 2001/1 – Midwifery Education
- 2001/2 – Interstate Clinical Placements for Students Undertaking an Approved Program leading to Registration as a Nurse in New South Wales
- Code of Conduct for members of the Board and committees of the Board
- Complementary Therapies in Nursing Practice
- Guidelines for Development of Programs Leading to Registration
- National Competency Standards for the Registered Nurse
- Guidelines for Preparation of Reports in regard to Approved
- Pre-registration Nursing Programs
- Institutions conducting Programs leading to Registration as a Nurse in New South Wales
- Interstate Clinical Placements for Students Undertaking an Approved Program leading to Registration as a Nurse in New South Wales
- Guidelines for Institutions Wishing to Submit Courses for Approval in Regard to Authorisation of Nurse Practitioners
- Guidelines and Requirements for Midwifery Education Programs Institutions conducting Programs leading to Authorisation to Practise Midwifery

- Guidelines for the Conduct of Enrolled Nurse Courses by Approved Health Institutions in Association with the New South Wales Technical and Further Education Commission
- Standards for the Recognition of Institutions and Facilities Wishing to Participate in the Enrolled Nurse Course
- National Competency Standards for the Enrolled Nurse (currently not available) Institutions conducting Programs leading to Enrolment as a Nurse in New South Wales
- Enrolled Nurse Education: Guidelines for the Development of Educational Component in the Administration of Medications
- History of the Nurses Registration Board (out of print; available on-line only)
- Impaired nurses
- Statistical information about impairments
- Administration of medications in residential facilities
- Background information
- Nurse Practitioners in New South Wales: Information Brochure
- Nurse Practitioner Authorisation including information for applicants
- Nurse Practitioner Application Guide
- Application Form
- Verification of Advanced Practice proforma
- Guidelines for Preparation of Case Studies
- Nurse Practitioner Education Programs
- Guidelines for Educational Institutions Wishing to Submit Courses for
- Approval in Regard to Authorisation of Nurse Practitioners
- Code of Professional Conduct for Nurses in Australia
- Complaints about professional conduct
- Guidelines Regarding the Boundaries of Professional Practice
- Information about inquiries
- Professional Conduct: A Casebook of Disciplinary Decisions Relating to Professional Conduct Matters (available for purchase \$15.00 per copy)
- Expectations of Beginning Registered Nurses in the Workforce, 1997 Improving Patient Outcomes Project (out of print; available on-line only)
- Project to Develop Guidelines for Registered Nurses and Enrolled Nurses Regarding the Boundaries of Professional Practice, 1999 (available on-line only)
- Structure of the Register
- Structure of the Roll
- Scholarships for Nurses
- Statistical information about the Register and Roll of Nurses
- Information regarding temporary Registration

Osteopaths Registration Board

- Requirements for Registration as an Osteopath in NSW
- Codes of Professional Conduct for Osteopaths

Optical Dispensers Licensing Board

- Record of Training in Optical Dispensing (log book)
- Information for Overseas Trained Applicants
- Summary of the Optical Dispensers Act 1963
- Licence Application Form
- Approval to Practise Application Form

Optometrists Registration Board

- Requirement for Registration as an Optometrist in NSW
- Information Booklet for Candidates (relating to examination for registration)
- Annual Report
- Code of Professional Conduct
- Legislation
- Schedule of Fees
- Information about (including application for) applying for registration
- Information about (including application for) applying for restoration
- Information about the process for lodging Complaints

Pharmacy Board of New South Wales

- Code of Practice for the Supply, of Beta 2 Agonist Inhalers
- Dispensing Schedule 2, Schedule 3 and Unscheduled products
- Doctor Shopping and Excessive Prescribing
- Guidelines for the Operation of Service Companies by Pharmacists
- Guidelines for Mail Order Dispensing
- Guidelines for Pharmacies in Medical Centres
- Dose Administration Aids
- Responsibility to Scrutinise and Intervene
- Alternative and complementary medicines in Pharmacy
- Guidelines for Pharmacists' Professional responsibilities in their Dealings with Private Hospitals and Nursing Homes
- Impaired Health Professionals
- Non-Pharmacist Managers of Pharmacies
- Non-Prescription Supply of Schedule 3 Products
- Operations of Pharmacies Without NHS, Approved Numbers
- Pharmacy ~Board Review Information Sheet
- Policy on Price Promotion of Professional Services and Therapeutic Goods
- Registration Information Sheet – Interstate and New Zealand Graduates
- Registration Information Sheet, – Overseas Registration Information Sheet – University of Sydney Graduates
- Remote Prescription Collection Service Guidelines
- Schedule 3 – A Pharmacy Board View
- Service Companies
- Substitution
- Use of Superlatives in Pharmacy Names and Descriptions
- Owner's Name to be displayed and name of pharmacist in charge to be displayed
- Veterinary Prescriptions for injectable steroids
- Drug Register Entries
- Criteria for Counselling: The Role of Counselling in error minimisation
- Express Dispensing/Fast Prescription Service
- Dispensing Procedures – Look-alikes and sound-alikes
- Extemporaneous Dispensing Errors
- Professional Liability of Partners
- Managing Complaints and medication errors
- Pharmacist Workloads and related stress
- Maintaining the cold chain
- Computer generated prescriptions

Physiotherapists Registration Board

- Registration application forms
- Policy Statement No 1 – Physiotherapists and Sexual Misconduct
- Policy Statement No 2 – Physiotherapy Students
- Policy Statement no 3---Medicines to be Supplied, Administered or Used by Physiotherapists
- Code of Conduct for Board Members (April 1998)
- Information on the Ian Collier Memorial Scholarship
- Guidelines of Examiners and Supervisors of Overseas Trained Physiotherapists
- Newsletter of the Physiotherapists Registration Board
- Annual Report
- Guidelines for the application and removal of plaster/casts (2001)
- Patient statement of rights brochure (2001)
- Frontline Complaints Handling
- Getting to know the Physiotherapists Act 2001

Podiatrists Registration Board

- Requirements for Registration as a Podiatrist in NSW
- Code of Professional Conduct
- Podiatrist Act, Regulations and Amendments

Psychologists Registration Board

- Code of Ethical Conduct (1997)
- Complaints Handling Procedures
- Registration Information Kit (July 2003)
- Psychologists and Sexual Behaviour in Professional Relationships
- Information Bulletin for Registrants
- Education and Research Grants and Scholarships
- Guidelines
- Application form

SECTION 2 – STATEMENT OF AFFAIRS

The most recent Statement of Affairs for the NSW Department of Health is incorporated in its Annual Report for 2002/03.

World Wide Web

NSWHealthWeb is the Internet site maintained by the Department. The site includes a wide range of information on health matters, the health workforce, hospitals and other health services, publications and projects. The address for this web site is www.health.nsw.gov.au

A list of NSW Department of Health circulars and information bulletins can also be accessed through the Department's website at <http://www.health.nsw.gov.au/fcsd/rmc/cib/>.

SECTION 3 – CONTACT ARRANGEMENTS

For any further enquiries, contact:

FOI Coordinator
NSW Department of Health
Locked Mail Bag 961
NORTH SYDNEY NSW 2059
Telephone: (02) 9391 9000

OTHER AGENCIES IN THE HEALTH PORTFOLIO**Area and Statewide Health Services**

Under the Freedom of Information Act 1989 No. 5, the 17 Area Health Services in New South Wales, the Ambulance Service of NSW, the New Children's Hospital and the Corrections Health Service are separate entities to the NSW Department of Health. These Services have the responsibility of processing FOI applications relevant to their own agency.

For a list of policy documents held by these agencies, contact the Health Services as listed on pages 38 and 39 of this edition of the Summary of Affairs.

Members of the public can contact the NSW Department of Health if they experience any difficulties with the processing of FOI applications by Area and Statewide Services.

Health Care Complaints Commission

The Health Care Complaints Commission was established on 1 July 1994 to manage the assessment, investigation and prosecution of complaints against registered health practitioners, other health practitioners and health services.

The Commission is an independent statutory body and is responsible for responding to requests for information concerning documents held by the Commission, including the Summary of Affairs and Statements of Affairs. Requests for information should be directed to the FOI Coordinator, Health Care Complaints Commission, telephone: (02) 9219 7444.

Complaints are dealt with by individual Area Health Services within statewide guidelines.

For more information please refer to the publication "Better Practice Guidelines for Frontline Complaints Handling." available from the Better Health Centre on (02) 9816 0452 or bhc@doh.health.nsw.gov.au.

Mental Health Review Tribunal

The Tribunal holds a number of documents including: sound recordings of hearings; computer databases containing information on patients who have appeared before the Tribunal, forensic patient matters, admissions to psychiatric hospitals and other relevant information and patient files. Access to any of these documents is outlined in the Mental Health Act 1990 and inquiries should be directed to the Tribunal. Annual Reports are available from the Tribunal or the Government Information Service, telephone (02) 9743 7200 or free call on 1800 463 955.

Registrar
Mental Health Review Tribunal
The "Priory"
Salter Street
GLADESVILLE NSW 2111
Telephone: (02) 9816 5955
Hours: 9.00 am to 5.00 pm, Monday to Friday

Healthquest

Healthquest is a health service reporting to the Minister for Health. It provides occupational health services to both government and private sector employees. Healthquest provides education and assessment in the areas of health risk management, injury prevention, workplace health and consultation.

Requests for information held by HealthQuest should be directed to:

The FOI Officer:
Level 13
59 Goulburn Street
SYDNEY NSW 2000
PO Box K609
HAYMARKET NSW 1240
Telephone: (02) 9289 7700
Facsimile: (02) 9289 7799
Email: enquiries@healthquest.gov.au

ACCESSING MEDICAL RECORDS

Most medical records of patients are held at the hospital or health centre where treatment was provided. The NSW Department of Health has a policy, which generally allows patients the right to access their medical records held by public health facilities. Access to these can be obtained in accordance with procedures laid down in Circular 99/18 – Information Privacy Code of Practice and Circular 02/22 – Charge for Health Records and Medical Reports.

People seeking access to medical records should contact the relevant hospital (Medical Records section) or Community Health Centre directly. Should any difficulties be encountered in obtaining medical records, contact the Area Health Service in the first instance. For further information relating to access of medical records contact the NSW Department of Health FOI Coordinator on (02) 9391 9000.

FREEDOM OF INFORMATION

A range of publications on various aspects of Freedom of Information are available including brochures, booklets, and Summary of Affairs from the NSW Premiers Department website at www.premiers.nsw.gov.au.

To access unpublished documents held by the Department, it is necessary to apply in writing under the FOI Act to:

FOI Officer
NSW Department of Health
Locked Mail Bag 961
NORTH SYDNEY NSW 2059
Telephone: (02) 9391 9000
Hours: 9.00 am to 5.00 pm, Monday to Friday

CONTACT LIST**Departmental****Audit Branch**

Information Officer
 NSW Department of Health
 Locked Mail Bag 961
 NORTH SYDNEY NSW 2059
 Telephone: (02) 9391 9000
 Hours: 8:30 am to 5.30 pm, Monday to Friday

Office of the Director-General

NSW Department of Health
 Locked Mail Bag 961
 NORTH SYDNEY NSW 2059
 Telephone: (02) 9391 9642
 Hours: 8:30 am to 5.30 pm, Monday to Friday

Health Professionals Registration Boards

Health Professional Registration Boards brochures, information and/or access to documents may be made between the listed times from the Registrars/Secretaries of the Boards at 28-36 Foveaux Street, Surry Hills:

Health Professionals Registration Boards

Mr J Tzannes
 Telephone: (02) 9219 0201
 8.30am to 4.30pm
 Monday to Friday

Chiropractors Registration Board

Mr G Crossley
 Telephone: (02) 9219 0277
 8.30am to 4.30pm
 Monday to Friday

Dental Technicians Registration Board

Mr M Jaques
 Telephone: (02) 9219 0233
 8.30am to 4.30pm
 Monday to Friday

Optical Dispensers Licensing Board

Ms M Shanahan
 Telephone: (02) 9219 0204
 8.30am to 4.30pm
 Monday to Friday

Pharmacy Board of NSW

Mr P Freeman
 Telephone: (02) 9281 7736
 9.00am to 4.30pm

Podiatrists Registration Board

Mr G Crossley
 Telephone: (02) 9219 0277
 8.30am to 4.30pm
 Monday to Friday

Optometrists Registration Board

Mr M Jaques
 Telephone: (02) 9219 0233
 8.30am to 4.30pm
 Monday to Friday

Dental Board

Ms B Cameron
 Telephone: (02) 9281 0835
 9.00am to 4.30pm
 Monday to Friday

Nurses Registration Board

Mr R Dwyer
 Telephone: (02) 9219 0226
 8.30am to 4.30pm
 Monday to Friday

Osteopaths Registration Board

Ms J Caldwell
 Telephone: (02) 9219 0233
 8.30am to 4.30pm
 Monday to Friday

Physiotherapists Registration Board

Ms S Hardman
 Telephone: (02) 9219 0255
 8.30am to 4.30pm

Psychiatrists Registration Board

Ms M Shanahan
 Telephone: (02) 9219 0204
 8.30am to 4.30pm
 Monday to Friday

Health System Support Division

Asset & Contract Services
 NSW Department of Health
 Locked Mail Bag 961
 NORTH SYDNEY NSW 2059
 Telephone: (02) 9391 9435
 Hours: 9:00 am to 5.00 pm, Monday to Friday

Corporate Communications
Publications Coordinator
NSW Department of Health
Locked Mail Bag 961
NORTH SYDNEY NSW 2059
Telephone: (02) 9391 9455
Hours: 8:30 am to 5.30 pm, Monday to Friday

Corporate Personnel Services
NSW Department of Health
Locked Mail Bag 961
NORTH SYDNEY NSW 2059
Telephone: (02) 9391 9504
Hours: 8:30 am to 5.30 pm, Monday to Friday

DOH Shared Services
NSW Department of Health
Locked Mail Bag 961
NORTH SYDNEY NSW 2059
Telephone: (02) 9391 9422
Hours: 8:30 am to 5.30 pm, Monday to Friday

Employee Relations
NSW Department of Health
Locked Mail Bag 961
NORTH SYDNEY NSW 2059
Telephone: (02) 9391 9352
Hours: 9:00 am to 5.00 pm, Monday to Friday

Executive Support Unit
NSW Department of Health
Locked Mail Bag 961
NORTH SYDNEY NSW 2059
Telephone: (02) 9391 9642
Hours: 8:30 am to 5.30 pm, Monday to Friday

Finance and Business Management
NSW Department of Health
Locked Mail Bag 961y
NORTH SYDNEY NSW 2059
Telephone: (02) 9391 9177
Hours: 9:00 am to 5.00 pm, Monday to Friday

Media Unit
NSW Department of Health
Locked Mail Bag 961
NORTH SYDNEY NSW 2059
Telephone (02) 9391 9121
Hours: 8:30 am to 5.30 pm, Monday to Friday

Legal and Legislative Services
NSW Department of Health
Locked Mail Bag 961
NORTH SYDNEY NSW 2059
Telephone: (02) 9391 9605
Hours: 8:30 am to 5.30 pm, Monday to Friday

Nursing and Midwifery Office
NSW Department of Health
Locked Mail Bag 961
NORTH SYDNEY NSW 2059
Telephone: (02) 9391 9529
Hours: 8:30 am to 5.00 pm, Monday to Friday

Workforce Development and Leadership
NSW Department of Health
Locked Bag 961
NORTH SYDNEY NSW 2059
Telephone: (02) 9391 9649
Hours: 8:30 am to 5.30 pm, Monday to Friday

Strategic Development Division

Centre for Mental Health
NSW Department of Health
Locked Mail Bag 961
NORTH SYDNEY NSW 2059
Telephone: (02) 9391 9307
Hours: 9:00 am to 5.00 pm, Monday to Friday

Inter-Government and Funding Strategies
NSW Department of Health
Locked Mail Bag 961
NORTH SYDNEY NSW 2059
Telephone: (02) 9391 9559
Hours: 9:00 am to 5.00 pm, Monday to Friday

Greater Metropolitan Transitional Taskforce
PO Box 6314
NORTH RYDE NSW 2113
Telephone: (02) 9887 5518
Hours: 9:00 am to 5.00 pm, Monday to Friday

Primary Health and Community Partnerships
NSW Department of Health
Locked Mail Bag 961
NORTH SYDNEY NSW 2059
Telephone: (02) 9391 9184
Hours: 8:30 am to 5.30 pm, Monday to Friday

Statewide Services Development
NSW Department of Health
Locked Mail Bag 961
NORTH SYDNEY NSW 2059
Telephone: (02) 9391 9491
Hours: 8:30 am to 5.30 pm, Monday to Friday

Population Health Division

Aboriginal Health Branch
NSW Department of Health
Locked Mail Bag 961
NORTH SYDNEY NSW 2059
Telephone: (02) 9391 9502
Hours: 9:00 am to 5.00 pm, Monday to Friday

AIDS and Infectious Diseases Unit
NSW Department of Health
Locked Mail Bag 961
NORTH SYDNEY NSW 2059
Telephone: (02) 9391 9234
Hours: 8:30 am to 5.30 pm, Monday to Friday

Clinical Policy Unit
NSW Department of Health
Locked Mail Bag 961
NORTH SYDNEY NSW 2059
Telephone: (02) 9391 9188
Hours: 9:00 am to 5.00 pm, Monday to Friday

Human Tissue Inquiry Line
NSW Department of Health
Locked Mail Bag 961
NORTH SYDNEY NSW 2059
Telephone: 1800 225 822
Hours: 9:00 am to 5.00 pm, Monday to Friday

Better Health Centre
Gladesville Hospital site
Punt Road
Locked Bag 5003
GLADESVILLE NSW 2111
Telephone: (02) 9816 0452
Facsimile: (02) 9879 0994
Email: bhc@doh.health.nsw.gov.au

Centre for Epidemiology and Research
NSW Department of Health
Locked Mail Bag 961
NORTH SYDNEY NSW 2059
Telephone: (02) 9391 9224
Hours: 8:30 am to 5.30 pm, Monday to Friday

Centre for Health Protection
NSW Department of Health
Locked Mail Bag 961
NORTH SYDNEY NSW 2059
Telephone: (02) 9391 9934
Hours: 9:00 am to 5.00 pm, Monday to Friday

Communicable Diseases Branch
NSW Department of Health
Locked Mail Bag 961
NORTH SYDNEY NSW 2059
Telephone: (02) 9391 9248
Hours: 9:00 am to 5.00 pm, Monday to Friday

Centre for Drugs & Alcohol
NSW Department of Health
Locked Mail Bag 961
NORTH SYDNEY NSW 2059
Telephone: (02) 9391 9259
Hours: 8:30 am to 5.30 pm, Monday to Friday

Environmental Health Unit
NSW Department of Health
Locked Mail Bag 961
NORTH SYDNEY NSW 2059
Telephone: (02) 9816 0373
Hours: 9:00 am to 5.00 pm, Monday to Friday

Oral Health Branch
NSW Department of Health
Locked Mail Bag 961
NORTH SYDNEY NSW 2059
Telephone: (02) 9816 0347
Hours: 8:30 am to 5.00 pm, Monday to Friday

Centre for Health Promotion

Strategies and Setting Branch
NSW Department of Health
Locked Mail Bag 961
NORTH SYDNEY NSW 2059
Telephone: (02) 9391 9123

Hours: 8:30 am to 5.30 pm, Monday to Friday

Nutrition and Physical Activity Branch

NSW Department of Health

Locked Mail Bag 961

NORTH SYDNEY NSW 2059

Telephone: (02) 9391 9661

Hours: 8:30 am to 5.30 pm, Monday to Friday

Pharmaceutical Services Branch

NSW Department of Health

Locked Mail Bag 961

NORTH SYDNEY NSW 2059

Telephone: (02) 9879 3214

Hours: 8:30 am to 5.30 pm, Monday to Friday

Tobacco and Health Branch

NSW Department of Health

Locked Mail Bag 961

NORTH SYDNEY NSW 2059

Telephone: (02) 9391 9111

Hours: 8:30 am to 5.30 pm, Monday to Friday

Health System Performance

Information Management and Support Branch

NSW Department of Health

Locked Mail Bag 961

NORTH SYDNEY NSW 2059

Telephone: (02) 9391 9318

Hours: 9:00 am to 5.00 pm, Monday to Friday

Enterprise Information Technology Branch

28 Foveaux Street

SURRY HILLS NSW 2010

Telephone: (02) 8219 8175

Hours: 9:00 am to 5.00 pm, Monday to Friday

Health System Performance Branch

NSW Department of Health

Locked Bag 961

NORTH SYDNEY NSW 2059

Telephone: (02) 9391 9446

Hours: 9:00 am to 5.00 pm, Monday to Friday

Private Health Care Branch

NSW Department of Health

Locked Mail Bag 961

NORTH SYDNEY NSW 2059

Telephone: (02) 9816 0425

Hours: 8:30 am to 5.30 pm, Monday to Friday

Quality and Safety Branch

NSW Department of Health

Locked Mail Bag 961

NORTH SYDNEY NSW 2059

Telephone: (02) 9391 9188

Hours: 8:30 am to 5.30 pm, Monday to Friday

Area Health Services

Chief Executive Officer

Central Coast Area Health Service

PO Box 361

GOSFORD NSW 2250

Telephone: (02) 4320 2111

Facsimile: (02) 4325 0566

Chief Executive Officer

Central Sydney Area Health Service

L2, Building 11, 67-73 Missenden Road

CAMPERDOWN NSW 2050

Telephone: (02) 9515 9600

Facsimile: (02) 9515 9611

Chief Executive Officer
Far West Area Health Service
PO Box 457
BROKEN HILL NSW 2880
Telephone: (08) 8080 1469
Facsimile: (08) 8080 1682

Chief Executive Officer
Hunter Area Health Service
Locked Bag No. 1
NEW LAMBTON NSW 2305
Telephone: (02) 4921 4960
Facsimile: (02) 4921 4969

Chief Executive Officer
Macquarie Area Health Service
PO Box 4061
DUBBO NSW 2830
Telephone: (02) 6841 2221
Facsimile: (02) 6841 2225

Chief Executive Officer
Mid Western Sydney Area Health Service
PO Box 143
BATHURST NSW 2795
Telephone: (02) 6339 5502
Facsimile: (02) 6339 5521

Chief Executive Officer
Northern Rivers Area Health Service
Locked Mail Bag 11
LISMORE NSW 2480
Telephone: (02) 6620 2100
Facsimile: (02) 6620 2166

Chief Executive Officer
South Eastern Sydney Area Health Service
PO Box 430
KOGARAH NSW 2217
Telephone: (02) 9947 9898
Facsimile: (02) 9947 9891

Chief Executive Officer
South Western Sydney Area Health Service
Locked Bag 7017
LIVERPOOL BC NSW 1871
Telephone: (02) 9828 5700
Facsimile: (02) 9828 5704

Chief Executive Officer
Western Sydney Area Health Service
Level 3, Dental School
Westmead Hospital
Cnr Darcy and Hawkesbury Roads
WESTMEAD NSW 2145
Telephone: (02) 9845 7000
Facsimile: (02) 9689 2041

Chief Executive Officer
Greater Murray Area Health Service
Locked Mail Bag 10
WAGGA WAGGA NSW 2650
Telephone: (02) 6933 9185
Facsimile: (02) 6933 9188

Chief Executive Officer
Illawarra Area Health Service
Private Mail Bag No. 3
PORT KEMBLA NSW 2505
Telephone: (02) 4275 5111
Facsimile: (02) 4276 1447

Chief Executive Officer
Mid North Coast Area Health Service
PO Box 126
PORT MACQUARIE NSW 2444
Telephone: (02) 6588 2949
Facsimile: (02) 6588 2880

Chief Executive Officer
New England Area Health Service
PO Box 83
TAMWORTH NSW 2340
Telephone: (02) 6768 3222
Facsimile: (02) 6766 6638

Chief Executive Officer
Northern Sydney Area Health Service
Level 4, Main Building
RNS Hospital, Pacific Highway
ST LEONARDS NSW 2065
Telephone: (02) 9926 8418
Facsimile: (02) 9926 6025

Chief Executive Officer
Southern Area Health Service
PO Box 1845
QUEANBEYAN NSW 2620
Telephone: (02) 6299 6199
Facsimile: (02) 6299 6363

Chief Executive Officer
Wentworth Area Health Service
PO Box 63
PENRITH NSW 2751
Telephone: (02) 4734 2120
Facsimile: (02) 4734 2441

Statewide Health Services

Chief Executive Officer
Ambulance Service of NSW
State Headquarters
PO Box 105
ROZELLE NSW 2039
Telephone: (02) 9320 7601
Facsimile: (02) 9320 7802

Chief Executive Officer
Corrections Health Service
PO Box 150
MATRAVILLE NSW 2036
Telephone: (02) 9289 2977
Facsimile: (02) 9311 3005

Chief Executive Officer
The Children's Hospital at Westmead
Locked Bag 4001
WESTMEAD NSW 2145
Telephone: (02) 9845 3327
Facsimile: (02) 9845 0510

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

SECTION 1 – POLICY DOCUMENTS AND PUBLICATIONS

CORPORATE

Annual Report 2002-2003
Corporate Directions 2002-2004
Disability Action Plan 2000-2002
Ethnic Affairs Priorities Statement – 2001/2002 EAPS Plan (extended to 2003)
2001/2002 Healthy Ageing Framework (HAF) Action Plan
Housing Today
60 Years of Public Housing
NSW Department of Housing Corporate Plan 2000-2003 (on website)
NSW Department of Housing Corporate Plan 1999-2000 (on website)

DISCUSSION PAPERS (available on www.housing.nsw.gov.au)

Discussion Paper 1 – Trends and changes in the social housing sector in European countries
Discussion Paper 2 – Healthy Housing Communities
National Housing Conference 1999
National Housing Conference 2001
National Housing Conference 2003
Discussion Papers
Professional Policy and Practice Partnership

REPORTS AND PAPERS (available on www.housing.nsw.gov.au)

Changes to Family Payments from 1 July 2000
Commonwealth State Housing Agreement – Bilateral Agreement between Commonwealth and New South Wales
NSW Department of Housing Reconciliation Information Kit
Rip-Off to Right-on: Re-orienting project managers, service providers and builders undertaking work affecting ATSI communities
Siting & Housing: Design guidelines for siting in urban areas
2002/2003 NSW Budget Commentary on the Housing Assistance Program (260K)
The New South Wales Housing Advisory Group – Terms of Reference
Directions for Housing Assistance Beyond 2000 – Background Paper for Discussion
Rehabilitation: new ways for older housing
New South Wales Housing Indicators Report – Data to December 1999
Social Housing Register Policy Development Directions Paper – September 2001
Strategic Directions for Housing Assistance (196K)
A Bountiful Harvest – Community Gardens and Neighbourhood Renewal in Waterloo (4.5mb)

MISCELLANEOUS

Fire Kit – Protect Your Mob

Fire safety information targeting Indigenous tenants (November 2003)
Folder, Fridge Card, 3x A4 posters, 1 x A3 poster, Fridge magnet

Community Development and Resourcing Grants

Fact Sheet (September 2003)

Antisocial Behaviour

Information sheet for stakeholders (May 2004)

HOUSING SECTOR SERVICE DEVELOPMENT

PRODUCT STRATEGY AND DEVELOPMENT

Joint Guarantee of Service for People with Mental Health Problems and Disorders – Living in Aboriginal, Community and Public Housing (2003). Jointly publishes with Department of Health. Available on Department of Housing website and NSW Health website.

Disability Action Plan 2000-2002 – update

Joint Guarantee of Service for People with Mental Health Problems and Disorders

Newsletter October 2003

Bennelong Housing Company

Brochure – You're Invited to Join us in Partnership (PDF – 1.13mb)

Bennelong Housing Company – What You Need to Know to Register Interest in Providing Support Services (PDF – 199kb)

Bennelong Housing Company – Application for non-government organisations to Register Interest in “Preferred Partner” Status (PDF – 168kb)

Bennelong Housing Company – Application for non-government organisations to Register Interest in “Preferred Partner” Status (Word Document – Copies of this document are also available by emailing Supportedhousing@housing.nsw.gov.au)

Bennelong Housing Company – Application for government services to Register Interest in “Preferred Partner” Status (PDF – 174kb)

Bennelong Housing Company – Application for government services to Register Interest in “Preferred Partner” Status (Word Document – Copies of this document are also available by emailing Supportedhousing@housing.nsw.gov.au)

Partnership Against Homelessness

Partnership Against Homelessness – Fact Sheet

Inner City Homelessness Action Plan – Fact Sheet

Inner City Homelessness Action Plan – Launch Document

DOH Temporary Accommodation Line – Information Sheet

Protocol for Homeless People in Public Places – Fact Sheet

HOUSING APPEALS COMMITTEE

Housing Appeals Committee Brochure – update and reprint (May 2004)

REDEVELOPMENTS (www.housing.nsw.gov.au)

Minto Renewal Project

Info Kit

Stage 2 Relocations (March 2004)

Fact Sheets

Project Launch May 2002 (87Kb PDF)

Questions and Answers October 2002 (107Kb PDF)

Minto Renewal Fact Sheet – Relocation: what to expect (March 2004)

Minto Renewal fact Sheet – Stage 2 Relocations (March 2004)

Newsletters

December 2002 Newsletter

June 2003 Newsletter (294Kb PDF)

Minto Renewal Newsletter – Stage 2 Relocations (March 2004)

Plans

Masterplan Study Area – Existing Precincts

Masterplan Options

Consultations

Presentation – May 2003 (4Mb PDF)

Invitation – August 2003 (23Kb PDF)

Presentation – August 2003 (8.3 Mb PDF)

Minto Renewal – Invitation to Comment on Masterplan (July 2003)

Elizabeth Street Redfern

Fact Sheets
Questions and Answers

Plans

Masterplan Image (1.16Mb)
Masterplan 3D Image (1.16Mb)

Kenny and Halliday Streets – West Bathurst

Fact Sheets
Fact Sheets (122Kb PDF)
Questions and Answers (37Kb PDF)

Privately Financed Projects

Address by Minister (2001) Word file, PDF version
Privately Financed Projects Fact Sheet – PDF version

HOME PURCHASE ASSISTANCE BRANCH

Policy Documents

HomeFund Policies Manual
Mortgage Assistance Scheme Guidelines

Publications

The A-Z of Home Purchase
Home Buyer's Budget Planner
Home Buyer's Checklist
Financing your Home Purchase
A Guide to the Costs of Home Purchase
Buying Land & Building a Home
Mortgage Assistance Scheme
Home Purchase Assistance for Public Housing Tenants
Cost: Free

If you have any questions about the publications please contact the Home Purchase Assistance Branch directly on toll free 1800 806 653 Monday to Friday 8.30am to 5.00pm.

CLIENT SERVICE STRATEGY (available on www.housing.nsw.gov.au)

Policy

Abandoned Dwellings and Uncollected Goods
Abandoned vehicles and vehicles causing a nuisance
Aboriginal People and Housing Assistance
Absence from Dwelling
Acquiring New Public Housing
Additional/Unauthorised Occupants
Appeals and Review of Decisions
Child Protection Guidelines
Client Feedback
Client Service Visits
Commitment to Service and Code of Conduct
Consumer Trader and Tenancy Tribunal
Domestic Violence
Eligibility for Public Housing
Emergency Response
Emergency Temporary Accommodation
Fixed Term Tenancies
Freedom of Information
Good Neighbour Policy
Headleasing
Housing Assistance for Elderly Clients

Housing Former Tenants
Improvements to Homes
Income Confirmation Scheme
Information Sharing and Co-ordination with Other Agencies
Interpreter Services
Joint Tenancies
Languages services
Lead Paint
Locational Needs
Market Rent
Minors and Housing Assistance
Modifications
Mutual Exchange
Nomination of Public Housing Applicants to Community Housing Providers
Non Rent Charges
Offering a Property to a Client
Pay TV, Satellite Dishes & Antennas
Payment of Rent
Pets
Priority Housing
Privacy and Confidentiality
Public Equity Partnership
Public Housing Entitlements
Relocating Tenants
Rental Arrears
Renewable Tenancies
Rental Subsidies Fraud
Rental Subsidies
Rentstart
Sale of Homes to Tenants and Disposal of Public Housing
Sign-Up Procedure
Special Assistance Subsidy – Disability
Special Assistance Subsidy – Special
Succession of Tenancy
Summary of Housing Assistance Options for Applicants
Tenant Participation and Consultation
Transfers
Under-occupancy
Use of Premises
Vacated Accounts
Vacating a Property
Wait-turn Housing

Future Directions in Social Housing

Fact Sheet 1 – Rental Bonds
Fact Sheet 2 – Renewable Tenancies
Fact Sheet 3 – Helping People into Home Ownership
Fact Sheet 4 – Helping People Rent Privately
Fact Sheet 5 – Helping the Homeless
Fact Sheet 6 – Building Safer and Stronger Communities
Fact Sheet 7 – Helping Older People and People with Disabilities

Centre for Affordable Housing

Centre for Affordable Housing Fact Sheet
Self Build Grant Program Fact Sheet
Self Build Grant Program Guidelines
Self Build Grant Program Resources
Self Build Grant Application Form Stage 1
Self Build Grant Application Form Stage 2

Community Regeneration Documents

Transforming Estates into Communities: Partnership and Participation (Fact Sheet)
Tenant Employment Initiatives: Community Contracts
Building Partnerships – Transforming Estates into Communities
Community Gardens
Tenant Employment
Community Renewal in Airds
Community Renewal in Bellambi
Community Renewal in Bidwill
Community Renewal in Booragul
Community Renewal in Cranebrook
Community Renewal in East Nowra
Community Renewal in Goonellabah
Community Renewal in Inverell
Community Renewal in Macquarie Fields
Community Renewal in Miller
Community Renewal in Minto
Community Renewal in Riverwood
Community Renewal in Waterloo
Community Renewal in West Dubbo
Community Renewal in Windale
Handyperson's Program Information Sheet
Handy Person's Program A4 flier (September 2003)
Handyperson's Program Conditions of Tender
Handyperson's Program Guide to Completing Tender Forms
Handyperson's Program Tender Forms
Handyperson's Program Contractors Code of Conduct
Community Greening- Breathing Life Back into Neighbourhoods – Fact Sheet jointly updated by the Royal Botanical Gardens Sydney and the Department of Housing
Entry Card for the gardening competition for Green Thumb Public Housing Tenants
Green Thumb Gardening Competition 2004 (May)
Invitation, Post-Card, A2 Poster
WorkiT A4 flier (September 2003)
WorkiT Taree
Part 1
New – Paper 1 – Conditions of tender
New – Paper 2 – Guide to Core Funding Tender Form
New – Paper 3 – Frequently Asked Questions
Core Funding Tender Form
WorkiT Program Guidelines
New – WorkiT Information Sheet
Part 2
Form of Tender and Tender Schedules
General Conditions of Contract
Contractor's Code of Conduct
New – Taree Extent of Works
Taree Lawns and Grounds Specifications
Taree Cleaning Specifications

Tenant Participation Documents

Minutes of Public Housing Customer Council Meetings
Meeting 1 held 18 & 19 June 2001
Meeting 2 held 26 September 2001
Meeting 3 held 13 & 14 November 2001
Meeting 4 held 13 February 2002
Meeting 5 held 13 & 14 May 2002
Meeting 6 held 12 & 13 August 2002
Meeting 7 held 11 & 12 November 2002
Meeting 8 held 17 & 18 February 2003
Meeting 9 held 19 & 20 May 2003

Meeting 10 held 18 & 19 August 2003
 Meeting 11 held 17 & 18 November 2003
 Agenda for most recent Public Housing Customer Council meeting
 Terms of Reference for the Public Housing Customer Council
 PHCC Evaluation – Executive Summary, Discussion and Recommendations
 Expression of Interest Information Package for vacant positions on the PHCC
 Application form for vacant positions on the PHCC
 Papers, Program and Photos from the 2003 NSW Social Housing Tenant Conference

Community Development and Resourcing Grants 2003/2004

Fact Sheet
 Funding Guidelines, August 2003
 2003/04 Application Form

Community Regeneration Documents

UNSW research report (jointly published by the Department of Housing and UNSW); *A Bountiful Harvest, Community Gardens and Neighbourhood Renewal in Waterloo* (Authors; Linda Bartolomei, Linda Corkery, Bruce Judd and Susan Thompson) available on the Department of Housing's Web site

Housing Systems – Other Fact Sheets

Aboriginal Employment Opportunities
 Aboriginal Housing
 Aboriginal People (How to get information to)
 Allocation Zones – Metropolitan Sydney
 Allocation Zones – Non-metropolitan Sydney
 Antisocial Behaviour Information Sheet
 Applying for or being referred to Community Housing
 Applying for Public Housing (9 languages – Arabic, Chinese, English, Farsi, Russian, Serbian, Spanish, Turkish and Vietnamese)
 Applying for public housing when you are a former tenant (6 languages – Arabic, Chinese, English, Russian, Spanish and Vietnamese)
 Being a Good Neighbour in Your New Home (7 languages – Arabic, Chinese, English, Russian, Spanish, Turkish and Vietnamese)
 Changes to Rentstart
 Client Feedback
 Code of Conduct and Ethics
 Community Housing Insurance Scheme
 Direct Debit Scheme
 Domestic Violence
 Emergency Temporary Accommodation
 Income reconfirmation scheme
 How to get Information to Aboriginal People
 Housing for Indigenous People
 Locational Needs
 Long Term Leasing Program for Builders, Developers and Investors
 Mutual Exchange
 Pay TV
 Priority Housing (10 languages – Arabic, Chinese, Croatian, English, Farsi, Korean, Serbian, Spanish, Turkish and Vietnamese)
 Privacy and Personal Information Notification – January 2001 (7 languages – Arabic, Chinese, English, Russian, Spanish, Turkish and Vietnamese)
 Problems with Harassment (6 languages – Arabic, Chinese, English, Russian, Spanish and Vietnamese)
 Problems with Noise (6 languages – Arabic, Chinese, English, Russian, Spanish and Vietnamese)
 Problems with Pets (6 languages – Arabic, Chinese, English, Russian, Spanish and Vietnamese)
 Problems with Nuisance and Annoyance (6 languages – Arabic, Chinese, English, Russian, Spanish and Vietnamese)
 Renewable Tenancies
 Rent Deduction
 Rental Subsidy Policy
 Rentstart (7 languages – Arabic, Chinese, English, Khmer, Russian, Spanish and Vietnamese)
 Rentstart Fact Sheet for Landlords and Real Estate Agents

Reviewing Decisions
Rights and Responsibilities of Department of Housing Tenants (7 languages – Arabic, Chinese, English, Russian, Spanish, Turkish and Vietnamese)
Smoke Alarms
Special Assistance Subsidy
Swimming Pools
Tenant's Guide to Housing Call Centre (6 languages – English, Arabic, Chinese, Russian, Spanish and Vietnamese)
Transfers
Two offer Policy

Newsletters

Community Housing Bulletin – Aug, Nov, Dec 2000, Feb, April 2001
The South Eastern Tenant Times
Your Home: A Newsletter for Public Housing Tenants: Issues 4,5,9,10,11,12, 13, 14, 15,16, 17,18,19,20, 21, 22, 23, 24, 25 and 26 (6 languages – English, Arabic, Chinese, Russian, Spanish and Vietnamese)
Public Housing Customer Council News: Issues 1, 2, 3, 4, 5 and 6
Northern Links Issues 8, 9 and 10

STRATEGIC POLICY AND PLANNING

Strategic Policy and Planning within the Department of Housing produced the following reports which are available on the Internet.

Rent & Sales Reports

No. 45 – Rent for Sep-98 Quarter, Sales for Jun-98 Quarter
No. 46 – Rent for Dec-98 Quarter, Sales for Sep-98 Quarter
No. 47 – Rent for Mar-99 Quarter, Sales for Dec-98 Quarter
No. 48 – Rent for Jun-99 Quarter, Sales for Mar-99 Quarter
No. 49 – Rent for Sep-99 Quarter, Sales for Jun-99 Quarter
No. 50 – Rent for Dec-99 Quarter, Sales for Sep-99 Quarter
No. 51 – Rent for Mar-00 Quarter, Sales for Dec-99 Quarter
No. 52 – Rent for Jun-00 Quarter, Sales for Mar-00 Quarter
No. 53 – Rent for Sep-00 Quarter, Sales for Jun-00 Quarter
No. 54 – Rent for Dec-00 Quarter, Sales for Sep-00 Quarter
No. 55 – Rent for Mar-01 Quarter, Sales for Dec-00 Quarter
No. 56 – Rent for Jun-01 Quarter, Sales for Mar-01 Quarter
No. 57 – Rent for Sep-01 Quarter, Sales for Jun-01 Quarter
No. 58 – Rent for Dec-01 Quarter, Sales for Sep-01 Quarter
No. 59 – Rent for Mar-02 Quarter, Sales for Dec-01 Quarter
No. 60 – Rent for Jun-02 Quarter, Sales for Mar-02 Quarter
No. 61 – Rent for Sep-02 Quarter, Sales for June-02 Quarter
No. 62 – Rent for Dec-02 Quarter, Sales for Sep-02 Quarter
No. 63 – Rent for Mar-03 Quarter, Sales for Dec-02 Quarter
No. 64 – Rent for Jun-03 Quarter, Sales for Mar-03 Quarter
No. 65 – Rent for Sep-03 Quarter, Sales for June-03 Quarter
No. 66 – Rent for Dec-03 Quarter, Sales for Sep-03 Quarter
No. 67 – Rent for Mar-03 Quarter, Sales for Dec-03 Quarter

Reports and Papers

2003/2004 NSW Budget Commentary on the Housing Assistance Program
Help with Housing – The Bilateral Commonwealth State Housing Agreement 1999-2003

OFFICE OF COMMUNITY HOUSING

Publications on the Department of Housing website:

Community Housing Bulletins

- August 2000
- November 2000
- December 2000
- February 2001
- April 2001

Crisis Accommodation Program

- Delivery Plan 2003-2004
- General Information (All Applicants)
- Guidelines for Submitting and Expression of Interest
- Priority 1 Form
- Priority 2 Form
- Priority 3 Form
- Priority 4 Form

Community Housing Assistance Program

- Guidelines for Submitting an Expression of Interest
- Form A
- Form B
- Form C

Discussion Papers

- New registration system for NSW non-government housing providers

Proposed Registration System

- Fact Sheet for Housing Co-operatives
- Fact Sheet for Housing Associations
- Fact Sheet for Churches

Publications/Manuals available for community providers from the Office of Community Housing at 223-229 Liverpool Road, Ashfield. Telephone: 8753 8000

- Applying for and being referred to Community Housing
- Analysis of Performance Community Housing Leasing Programs 2001/2002
- Community is it for me?
- Community Housing Leasing Program Guidelines
- Community Housing Resourcing Strategy 2000-2003
- Community Housing Special Bulletin
- CAPII (Crisis Accommodation Program Innovation Initiative) manual updated 2000
- Evaluation of the Community Housing External Appeals Pilot
- Home and Housed
- My Place Initiative Guidelines
- NSW Community Housing Disability Policy
- NSW Community Housing Rent Policy
- Registration Framework – Performance Based Registration System for NSW non-government housing providers
- Supported Accommodation Initiative for People Living with HIV/AIDS manual (updated 2000)
- Tenancy Guarantees Manual

Fact Sheets:

- Community Housing Insurance Scheme
- Community Housing Leasing Program Nos 1-12
- Crisis Accommodation Program Management of Leasing Subsidies Nos 1-2
- Planned Maintenance Program No. 1
- Housing Policy and Programs

Accreditation:

National Community Housing Standards (May 2003 edition)

- Accreditation Kit – documents and tools include:
- Baseline requirements form
- External evaluation timetable
- File audit guide
- Process tracking guide
- Self Evaluation Report
- Supporting document list
- Tenant and agency questionnaires

Accreditation News:

Protocols for exchange of information between Standards and Accreditation Unit and OCH
RESITECH (RESIDENTIAL TECHNOLOGIES AUSTRALIA)

PUBLICATION

		<i>COST</i>
Minor Works – General Conditions of Contract	April 2000	FREE
Corporate Resitech Brochure	FREE	
Newsletter “Resitech at Work”	FREE	

The following Fact Sheets are available free of charge:

Aboriginal Housing
Asset Management
Community Housing
Design and Construction
Disabled and Special Needs
Heritage
Neighbourhood Renewal
Professional Services
Property Audit and Maintenance
Property Services
Retirement Housing
Upgrading and Renovations
Project Solutions
Project Management Brochure
RESITECH Annual Report 2001/2002
RESITECH Annual Report 2002/2003

To order a publication please forward your request to:

Publication Officer
Resitech
Locked Bag 4001
ASHFIELD BC NSW 1800
Telephone: (02) 8753 8100
Fax: (02) 8753 8011
Resitech’s website address is www.resitech.nsw.gov.au

SECTION 2 – STATEMENT OF AFFAIRS

The Statement of Affairs published under section 14 of the Freedom of Information Act is included in the Department’s Annual Report. The most recent Annual Report for the Department is the 2002/2003 edition.

SECTION 3 – CONTACT ARRANGEMENTS

Copies of this document and the 2002/2003 Annual Report may be obtained free of charge from the FOI Coordinator & Senior Paralegal Officer, Legal Service Branch. Many of the documents published by the Department of Housing are available on its website at www.housing.nsw.gov.au Enquiries concerning the inspection of policy documents and Freedom of Information matters can be made from Monday to Friday between 8.30am and 4.30pm to:

FOI Coordinator & Senior Paralegal Officer
Legal Services Branch, Department of Housing
Locked Bag 4001
ASHFIELD BC NSW 1800
Telephone: (02) 8753 8226
Fax: (02) 8753 8406

FREEDOM OF INFORMATION ACT 1989

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

SUMMARY OF AFFAIRS

of the

HUNTER AREA HEALTH SERVICE

FOI Agency No. 2292

The Summary of Affairs of the Hunter Area Health Service covers the Area Administration Office, Belmont District Hospital, Cessnock District Hospital, Community Health Services, Denman District Hospital, Dental Health Services, Dungog District Hospital, Hunter Area Pathology Service, Hunter Area Rehabilitation Service, Hunter Centre for Health Advancement, Hunter Equipment Service/PADP, Hunter Genetics Unit, Hunter Health Imaging Service, Hunter Mental Health Service, James Fletcher Hospital, John Hunter Hospital, Kaleidoscope, Kurri Kurri Hospital, Lakeview, The Maitland Hospital, Merriwa District Hospital, Migrant Health Service, Morisset Hospital, Muswellbrook Hospital including Aged Care Facility, Nelson Bay Polyclinic, Possum Place, Public Health Unit, Royal Newcastle Hospital, Scott Memorial Hospital, Singleton District Hospital, Toronto Polyclinic, Wallsend Aged Care Facility and Wilson Memorial Hospital.

SECTION 1 – POLICY DOCUMENTS

The following policies and documents are produced by the Area and may be accessed for information:

Area Office

- By-Laws of the Hunter Area Health Service
- Personnel Policy and Procedures Manual
- Delegations of Authority
- Emergency Handbooks – Hunter Health Plan
- Annual Reports
- Corporate Plan – 2000-2004
- Business Plan
- Area Health Service Plan
- Aboriginal Health Plan
- Multicultural Health Plan
- Hunter Aboriginal Health Partnership Agreement
- Hunter Health News
- Fastnews
- Area Health Service Board – Code of Ethical Behaviour
- Service Directory
- Orientation Booklet
- Infection Control Manual
- Policies
 - 92/01 Reporting of Corrupt Conduct under S11 Independent Commission Against Corruption Act 1988
 - 92/02 Code of Conduct and Ethics
 - 92/04 Procedures for Report of Theft and Incidents within Hunter Area Health Service
 - 92/07 Approval of Leave to attend conferences/seminars
 - 93/02 Transfer of employee annual leave and ADO entitlements between units of the Hunter Area Health Service
 - 93/04 Staff employed at more than one site
 - 94/01 Appointment of Staff to External Boards and Organisations
 - 94/02 Appointment of Clinical Department Heads/Unit Directors
 - 94/04 Opening of Mail
 - 95/01 Assessment of Intoxicated Persons at HAHS Facilities
 - 95/02 College of General Practitioner Trainees – Temporary Privileges
 - 95/05 Community Nursing Discharge
 - 95/06 Escort of Patients Between Hospitals
 - 95/07 Patient Rights and Responsibilities
 - 96/01 Intravenous Peripheral Cannula & IV Therapy Management Policy for Adults
 - 96/02 Vaginal Examination Policy

- 96/03 Staff Health Documentation and Record Keeping
- 96/04 Dantrolene & Malignant Hyperpyrexia
- 96/06 Opportunistic Immunisation of Children
- 96/07 Patients Discharged on Anticoagulant Therapy
- 96/08 Discharge Medications
- 96/09 Patients' Own Drugs
- 96/10 Prescribing for Inpatients
- 96/11 Multi-dose Containers
- 96/14 Urinary Catheterisation
- 96/15 Community Nursing Referral
- 96/16 Exchange Program RN – Emergency
- 96/18 Immunisation of Health Care Workers and Health Care Students
- 97/02 HOSPAS – Patient Anonymity
- 97/03 Introduction of Medical Record Forms
- 97/04 Central Line
- 97/05 Nurse Initiated Advanced Life Support
- 97/06 Community Nurses and Medication Compliance Aids
- 98/01 Serological Testing for HIV, HBV and HCV Health Care Workers involved in “exposure prone procedures”
- 98/02 Mobile Telephones and Pagers
- 98/03 Service Agreements
- 98/04 Administration of medication by enrolled nurses
- 98/05 Residential Aged Care Placement
- 98/06 Aboriginal and Torres Strait Islander Deaths
- 98/08 Leave without pay
- 98/09 Fundraising – Purchase of Equipment
- 98/10 Intellectual Property
- 98/12 Occupation of Hunter Area Health Service Properties by NGOs
- 98/13 Approval Process for Aboriginal Health Services
- 98/14 “No CPR” Guidelines
- 98/15 Advertising
- 98/16 Outpatient Pharmaceutical Charges
- 99/01 Environmental Policy
- 99/02 Disposal of Surplus Equipment
- 99/03 Complementary medicine use in hospitals
- 99/04 Guidelines for discharge of residents from Aged Care Facilities
- 99/05 Bed Allocation
- 99/07 Work Restrictions for Infected Health Care Workers
- 99/08 Latex Allergy
- 99/09 OH&S accident, incident and near miss reporting, recording and investigation
- 99/10 Manual handling
- 99/11 OH&S Footwear
- 99/12 Fraud Control
- 99/14 Child Health Nursing/Early Childhood Service
- 99/17 Senior Medical/Dental Appointments
- 99/18 Tuberculosis Screening
- 99/19 Email and Internet Access
- 99/20 Process for Resolution of Complex Individual Patient Resource Allocation Issues
- 99/21 Staff implications arising from the restructuring of services
- 99/22 Relieving in higher grade positions
- 99/23 Reporting Allegations of Child Abuse
- 00/01 Staff identification
- 00/02 Cough Policy for Staff
- 00/03 Resolution of complaints regarding the clinical competence and/or performance of doctors
- 00/04 Point of Care Testing
- 00/05 Guidelines for the Establishment and Maintenance of General Clinical Coding Audits
- 00/06 Correction/Redirection of Duplicate Medical Record Numbers within the HOSPAS System
- 00/07 “Live Load” Testing of Emergency Generators in Health Facilities
- 00/08 Management of Bowel Care in the Community Setting

- 00/09 Online Publishing on the Hunter Health Intranet and Internet Sites
- 00/10 Records Management
- 00/11 Danger Tags
- 00/12 Out of Service Tag
- 00/13 Flexible Work Practice
- 01/01 Safe Work Practices
- 01/02 Reporting of Safety Related Issues by Staff
- 01/03 ROI – Section 248 (Children and Young Persons Care & Protection Act 1998 NSW)
- 01/04 Notification of Coronial Matters
- 01/05 Introduction of New Interventional Procedures Involving Patients in the Hunter Area Health Service
- 01/07 Complaints Management
- 01/08 Hazardous Substance Management
- 01/09 Safety Rules
- 01/10 Smoke Free Workplace
- 01/11 Children and Young People at Risk of Harm or Abuse and/or Neglect
- 01/12 Over-Award Payments and/or Employment Conditions
- 01/13 Motor Vehicles
- 01/14 Confined Space
- 01/16 Hearing Conservation in the Workplace
- 01/17 Pressure Wounds: Risk Management and Documentation
- 01/18 Management After Birth of Non-viable Foetus (less than 400 grams, less than 20 weeks gestation)
- 01/19 Creutzfeldt-Jakob Disease (CJD)
- 01/20 Violence, Abuse and/or Neglect: Domestic Violence, Family Violence, the Adult Client and/or their Carer, Victims of Crime
- 01/21 Bullying, harassment and discrimination
- 01/22 Reduction of excessive annual leave balances
- 01/23 Cost sharing of imported blood products and related recombinant products
- 01/24 Injury management
- 01/25 Reference checking
- 01/26 Exposure management for blood and body substances for healthcare workers and the community
- 01/27 Administration and management of Non-Government Organisation (NGO) Grant Program
- 02/01 Personal protective equipment
- 02/02 Sun safety
- 02/03 Product management process
- 02/04 Workplace change, design/redesign, refurbishment and service planning.
- 02/05 Management of clinical adverse events
- 02/06 Conduct of patient safety meetings
- 02/07 Risk reduction for wrong site clinical interventions (including wrong site surgery)
- 02/08 Use of red syringes to reduce the risk for inadvertent administration of neuromuscular blocking agents.
- 02/09 Retained body parts – funeral expenses
- 02/10 Protocol for liaison with pharmaceutical company representatives
- 02/11 Clinical management of patients with possible suicidal behaviour or who are at risk of suicide
- 02/12 Policy development framework
- 02/13 Assistants in nursing
- 02/14 Advanced clinical roles for enrolled nurses
- 02/15 Surgical site infection surveillance (SSI)
- 02/16 Infection control of multi-resistant organisms
- 02/17 Management of infection control incidents
- 02/18 Prevention of Chickenpox in hospitalised patients and staff
- 02/19 Motor Vehicle Safety
- 02/20 Changes in Occupancy of Space within Hunter Area Health Service Facilities
- 02/21 Alcohol and Other Drugs Policy for Nursing Practice
- 02/22 Asbestos Management
- 02/23 Process for Dealing with Safety Alerts from the Therapeutic Goods Administration (TGA)

- 02/24 Compliance Maintenance
- 02/25 Preventative Maintenance
- 02/26 Emergency telephone orders for the administration of medications where the medical officer is unable to be present
- 02/27 Dispute resolution concerning disagreements in the ordering and interpretation of clinical tests
- 02/28 Medical responsibility for the care of patients awaiting transfer to another healthcare facility and/or who require specialist clinical advice.
- 02/29 Transfer of information from maternal services to child and family health nursing services
- 02/30 Transfer of care from maternal services to child and family health nursing services
- 02/31 Disposal of the placenta
- 03/01 Suspected adverse drug reaction reporting and documentation
- 03/02 Nurse Initiated Medicines
- 03/03 Obstetric Transfers
- 03/04 Employment of Postgraduate Medical Officers Year 1 and Years 2 (PGY1 and PGY2)
- 03/05 Intravenous Cannulae in Post Operative Paediatric Patients
- 04/01 Policy implementation
- 04/02 Antibiotic Guidelines
- 04/03 Radiation Safety
- 04/04 Interference to medical equipment from the use of cellular mobile telephones and other radio transmitters
- 04/05 Management of women with post partum haemorrhage
- Personnel Policies and Procedures Manual
 - Sexual Harassment Policy
 - Grievance/Disciplinary Procedures
 - Equal Employment Opportunity Policies
 - Performance Management Policy

Hospitals, Community Services and Units

- Nursing Services Policy/procedure Manuals
- RMOs/Medical Officers' Handbook
- Orientation Handbook
- Infection Control Manuals
- Quality Management Plans
- Hospital and Departmental Policy and Procedures Manuals
- Patient Information Books
- Patient Brochures
- Hospital Newsletters
- Methods of Conveying Regulations, Protocols, Policy Matters to Selected Groups
 - Administrative memoranda
 - Medical Administrative memoranda
 - Nursing Administrative memoranda
 - Intranet

SECTION 2 – STATEMENT OF AFFAIRS

The Statement of Affairs of the Hunter Area Health Service, providing a general description of the Service, records kept and documentation available from each of the individual Hospitals/Units was last published in November 2003. However, the majority of requirements are also covered in the Area's Annual Report.

SECTION 3 – CONTACT ARRANGEMENTS

All enquiries about gaining access to these documents, or FOI matters generally, should be directed to the following between the hours of 9.00 am and 5.30 pm:

Mrs Lisa Vandyke
 FOI Coordinator
 Hunter Area Health Service
 Locked Mail Bag 1
 NEW LAMBTON NSW 2305
 Telephone: (02) 4921 4904
 Facsimile: (02) 4921 4939
 Email: lisa.vandyke@hunter.health.nsw.gov.au

FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)
SUMMARY OF AFFAIRS
of the
JUDICIAL COMMISSION OF NEW SOUTH WALES
FOI Agency No. 1640

SECTION 1 – POLICY DOCUMENTS

Accounting Manual
Annual Report
Code of Conduct
Continuing Judicial Education Policy
Energy Management Plan
Equal Employment Opportunity Management Plan
Fraud Prevention and Control Plan
Grievance Handling Procedures
Harassment Policy
Performance Management Policy
Strategic Plan
Protected Disclosures Internal Reporting Policy
Use of Employer Communication Devices
Records Management Policy
Email Policy
Corporate Credit Card Policy
Disability Strategic Plan
Waste Reduction and Purchasing Policy

Categories of Documents Held by the Commission

Official documents of the Commission are stored in files held on the Commission's premises.

These files fall into the following principal categories:

- Administration
All aspects of the Commission's internal administration, including budget and finance matters, correspondence and accommodation. Education, research and computer related files are also held within the administration group.
- Staff matters
Including files relating to recruitment, staff training, staff members' personal files and salaries.
- Contracts and tendering
The Judicial Information Research System has given rise to a number of documents, many of which still contain commercially sensitive material.
- Commission matters
Minutes, agenda and business papers relating to meetings convened by and held at the Commission.
- Complaints
Files and documents relating to complaints against judicial officers.

The Commission's files are generally not available for inspection and documents in relation to complaints are subject to secrecy provisions and are thereby classed as exempt documents.

Publications

The publications of the Commission are detailed in its Annual Report. The following list of publications are available for inspection and purchase from the Commission:

Annual Report 1994-95
Annual Report 1995-96
Annual Report 1996-97
Annual Report 1997-98

Annual Report 1998-99
 Annual Report 1999-2000
 Annual Report 2000-01
 Annual Report 2001-02
 Annual Report 2002-03

Research Monographs

- 1 The Use of Custodial Sentences and Alternatives to Custody by NSW Magistrates, 1990
- 2 Community Service Orders: Views of Organisers in NSW, 1991
- 3 Community Service Orders and Periodic Detention as Sentencing Options: A Survey of Judicial Officers in New South Wales, 1991
- 4 Sentencing Juvenile Offenders and the Sentencing Act 1989 (NSW): The impact of legislative and administrative changes in the Children's Court 1982-1990, 1991
- 5 A Critical Review of Periodic Detention in New South Wales, 1992
- 6 Sentencing Drug Offenders. Analysis of Sentences Imposed in the Higher Courts of NSW: 25 September 1989 to 31 December 1991, 1992
- 7 "Special Circumstances" under the Sentencing Act 1989 (NSW), 1993
- 8 Alcohol as a Sentencing Factor: A Survey of Attitudes of Judicial Officers, 1994
- 9 Sentence Indication Hearings Pilot Scheme, 1994
- 10 Sentenced Homicides in NSW 1990-1993, 1995
- 11 The Evidence of Children, 1995
- 12 Judicial Views about Pre-Sentence Reports, 1995
- 13 The Sentencing Act 1989 and its Effect on the Size of the Prison Population, 1996
- 14 Magistrates' Attitudes to Drink-Driving, Drug-Driving, and Speeding, 1997
- 15 Child Sexual Assault, 1997 \$22.00
- 16 Sentencing Disparity and the Gender of Juvenile Offenders 1997
- 17 Sentencing Disparity and the Ethnicity of Juvenile Offenders 1998
- 18 Periodic Detention Revisited, 1998
- 19 Sentencing Drug Offenders: Analysis of sentences imposed in the higher courts of New South Wales, 1 January 1993-31 December 1997, 1999
- 20 Apprehended Violence Orders: A survey of magistrates, 1999
- 21 Sentencing dangerous drivers in New South Wales: Impact of the Jurisic guidelines on sentencing practice, 2002
- 22 Circle Sentencing in New South Wales: A Review and Evaluation, 2003
- 23 Sentenced Homicides in New South Wales 1994-2001
- 24 MERIT - Magistrates Early Referral Into Treatment Program - A survey of magistrates

Education Monographs

Fragile Bastion, 1997
 A Matter of Judgment, 2003

Sentencing Trends & Issues Papers

- 1 The Children's Court, March 1991
- 2 The Impact of Truth in Sentencing: Part 1 - The Higher Courts, March 1992
- 3 The Impact of Truth in Sentencing: Part 2 - The Local Courts, June 1992
- 4 Sentencing in the Court of Criminal Appeal, February 1993
- 5 Common Offences in the Local Court, March 1994
- 6 Common Offences in the Higher Courts, July 1994
- 7 Sentencing Homicide: The Effect of Legislative Changes on the Penalty for Murder, June 1994
- 8 From Murder to Manslaughter: Partial Defences in New South Wales - 1900 to 1993, December 1994 \$11.00
- 9 Common Offences in the Children's Court, May 1995
- 10 Sentencing Drink Driver Offenders, June 1995
- 11 "Sentenced to the Rising of the Court", January 1996
- 12 The Use of Recognizances, May 1996
- 13 Sentencing Deception Offenders Part 1 - Local Court, June 1996
- 14 Sentencing Deception Offenders Part 2 - Higher Courts, October 1996
- 15 Driving Causing Death: Section 52A of the Crimes Act 1900, May 1997
- 16 An Overview of Sentence and Conviction Appeals in the NSW Court of Criminal Appeal
- 17 Kidnapping, July 1998
- 18 Common Offences in the Higher Courts 1990-1997, August 1998

- 19 Sentencing Offenders in the Local Courts, February 2000
- 20 Sentencing Female Offenders in NSW, May 2000
- 21 Protective Custody and Hardship in Prison, February 2001
- 22 Conviction and Sentence Appeals in the New South Wales Court of Criminal Appeal 1996–2000, February 2002
- 23 Sentencing Mentally Disordered Offenders: The Causal Link, September 2002
- 24 Bail: An Examination of Contemporary Issues, November 2002
- 25 Sentencing Methodology: Two-tiered or Instinctive Synthesis? December 2002
- 26 Sentencing Trends for Armed Robbery and Robbery in Company: The Impact of the Guideline in R v Henry, February 2003
- 27 Sentencing Drink-Driving Offenders in the NSW Local Court, March 2003
- 28 Common Offences in the Local Court, September 2003
- 29 Suspended Sentences in New South Wales, November 2003
- 30 Common Offences and the Use of Imprisonment in the District and Supreme Courts in 2002
- 31 Sentencing Offenders for Child Sexual Assault in the District Court 2000-2002

Bulletins and Journals

Judicial Officers Bulletin

The Judicial Review

The Commission has published jointly with the Lawbook Company a Sentencing Manual which is generally available as a resource for all legal practitioners and the public.

The Commission produces bench books for each jurisdiction which are confidential and only available to the particular court. An exception is the Criminal Trial Courts Benchbook which is available on the Commission's website (www.judcom.nsw.gov.au)

The following publications are available without charge from the Commission's FOI Co-ordinator:

- Statement of Affairs
- Summary of Affairs
- Judicial Commission Information Brochure
- Complaints Against Judicial Officers Brochure
- Judicial Information Research System Brochure
- The Judicial Review Brochure
- Presentation Pointers Brochure

Access to Documents for the Purpose of Alteration

The Commission holds no personal records of any member of the public. No arrangements exist for the public to change any documents held by the Commission. Staff (including former staff) do not need to use Freedom of Information to access their personal files.

SECTION 2 – STATEMENT OF AFFAIRS

The Commission's latest Statement of Affairs is available without charge from the FOI Co-ordinator.

SECTION 3 – CONTACT ARRANGEMENTS

Enquiries concerning Freedom of Information and access to documents for inspection and purchase from the Judicial Commission can be made between 8.30 a.m. and 5.00 p.m. Monday to Friday and should, in the first instance, be directed to:

Mr Mario Devjak
Freedom of Information Co-ordinator
Judicial Commission of New South Wales
5th Floor, Thakral House
301 George Street
SYDNEY NSW 2000.
Telephone: (02) 9299 4421
Facsimile: (02) 9290 3194
E-mail: judcom@judcom.nsw.gov.au
Home page: www.judcom.nsw.gov.au

Requests for access to documents should be in writing and accompanied by a \$30.00 application fee plus GST of \$3.00. The application should also provide sufficient information to enable the correct document(s) to be identified.

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

Landcom is a State-Owned Corporation established under the State Owned Corporations Act 1989 and the Landcom Corporation Act 2001. It is one of the largest urban developers in New South Wales and is a major participant in the property development industry.

SECTION 1 – POLICY DOCUMENTS

Landcom holds the following documents which are available for public viewing:

- Code of Conduct
- Privacy Policy
- Annual Report 2002-2003
- Triple Bottom Line Report 2003
- Water Sensitive Urban Design Policy
- Energy Smart Communities Policy
- Managing Urban Stormwater: Soils and Construction
- Contractors/Consultants Conditions of Engagement Policy
- Priority Numbering System
- Homesite Ballot System
- Stakeholder Consultation Workbook

SECTION 2 – STATEMENT OF AFFAIRS

Landcom's Statement of Affairs dated December 2003, outlining the structure, functions and operations of Landcom, is available from the Freedom of Information Officer free of charge.

SECTION 3 – CONTACT ARRANGEMENTS

Policy documents and Statement of Affairs can be inspected and/or purchased at the Landcom office at:

Level 2, Riverbank Corporate Centre
330 Church Street
PARRAMATTA NSW 2150

Landcom Reception is open during business hours, Monday to Friday from 8.00 a.m. to 6.00 p.m.

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

The FOI Coordinator
Landcom
PO Box 237
PARRAMATTA NSW 2124

Enquires regarding Landcom documents are to be directed to the FOI Coordinator on Ph: (02) 9841 8600 or by facsimile on (02) 9841 8688.

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

SECTION 1 – POLICY DOCUMENTS

Corporate

Acceptable Use of Information Technology and Telecommunications Policy
Access Control Policy
Accounting Manual
Anti Virus Policy
Code of Conduct
Complete Guide to Staff (Induction Manual)
Conflict of Interest Policy
Corrupt Conduct, Maladministration and Serious and Substantial Waste, and Protected Disclosures Policy
Equal Employment Opportunity Policy
Filling of Short Term Vacancies Policy
Internal Reporting (Protected Disclosures) Policy
Gifts and Benefits Policy
Grievance Resolution
Harassment Free Workplace Policy
Information Security Policy
Interim Privacy Management Plan
Job Evaluation Policy
Learning and Development Policy
Management of Consultants and Contractors Policy
Managing E-Mail Resources Policy
Mail Server Policy
Media Policy
Occupational Health and Safety Policy
Outside Employment Policy
Policy for Protection against Malicious Software
Policy and Guidelines for the use of Departmental mobile telephones
Queens Square Security Policy
Records Management Policy
Travel Policy
WebGov Policy
Workforce Management Plan
Working From Home Policy

Land and Property Information

Land Valuation

- Procedures Manual for Contractors
- Valuer-General's Instructions
- Chief Valuer's Instructions
- Technical Instructions

Surveying

- Surveyor General's Directions for Survey Practice
- Redefining the Queensland-New South Wales Border: Guidelines for Surveyors
- Guidelines for the Determination of the State border between New South Wales and Victoria along the Murray River
- Intellectual Property - Copyright and Licensing
- Technical Specifications and Standards for the Digitisation of the Cadastre

- Rural Addressing: A Model for Systematic Addressing for Rural Properties in New South Wales

Land Titling

- Registrar General's Directions
- Electronic Settlement, Electronic Lodgment and Automatic Registration of Real Property Dealings in NSW – Public Consultation Document, May 2004
- Suppression of Personal Information in LPI Public registers

Geographical Names Board of NSW

Dual Naming Policy
Road Naming in NSW Policy
Guidelines for the Naming of Roads
Guidelines for Determining Suburbs and Localities in NSW
Area Inclusion in Description Policy
Board Issuing Concurrence to Government Departments for Names Assigned under Other Acts Policy
Cultural Designation Guidelines for the Reintroduction of Cities, Towns and Villages
Generic Reserve Naming Policy
Guidelines for the Determination of Place Names
Primary Source Policy

Crown Lands

Coastal Crown Lands Policy 1990 – under review
Crown Lands Caravan Park Policy 1990 – under review
Crown Lands Recreation Vehicle Areas Policy 1990
Crown Lands Foreshore Tenures Policy (Non-commercial Occupations) 1991 – under review
Tourist Facilities and Services on Crown Reserves 1997
Food and Beverage Outlets on Crown Reserves 1997
Registered and Licensed Surf Clubs on Crown Land 2003
Reserve Trust Handbook – under review
Plans of Management Guidelines
Land Assessment Guidelines – under review
Land Assessment Waiver Guidelines – under review
PRMF Guidelines and Program – under review
Guidelines for Making Development Applications on Crown Land 2001
Guidelines for Development on Adjacent Crown Land in Bushfire Prone Areas (APZs) 2003

Soil Services

Staff Borrowing of Equipment Policy
Non-smoking in the Workplace

Some policy documents are available, free of charge, from the Department of Lands website www.lands.nsw.gov.au which has links to our administrative units. Geographical Names Board policies and guidelines may be accessed at their website www.gnb.nsw.gov.au.

SECTION 2 – STATEMENT OF AFFAIRS

A Statement of Affairs was published in the Department's 2003/2003 Annual Report. An updated Statement of Affairs will be published in the 2003/2004 Department of Lands Annual Report.

The Department's policy documents and Statement of Affairs may be inspected or obtained from the address indicated in Section 3 below.

SECTION 3 – CONTACT ARRANGEMENTS

Requests for documents the FOI Act or the Privacy and Personal Information Act in the possession of Lands should be applied for in writing supplying the information required under the appropriate Act or by completing a Department of Lands Request for Access form. The completed written application should be directed to:

The FOI Coordinator
Bruce Robertson
Office of the Director General
1 Prince Albert Road
Queens Square
SYDNEY NSW 2000
Telephone: (02) 9236 7773
Facsimile: (02) 9236 7632
Hours: 8.30 a.m. – 4.30 p.m., Monday to Friday

An application fee of \$30.00 is applicable. Processing fees may also be applicable.

Note: Land title records, survey records and the Register of Land Values maintained by the Department are in the main PUBLIC RECORDS open to public scrutiny free of charge or for a fee prescribed by Regulations under the various acts administered by the Registrar General, Surveyor General and Valuer General.

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****LEGAL AID COMMISSION OF NEW SOUTH WALES****FOI Agency No. 48****SECTION 1 – POLICY DOCUMENTS**

- Access Issues for Employees and Visitors with a Physical Disability
- ALAO Office Instructions
- Annual Reports
- Business Plans
- Client Service Strategy
- Commitment to Service
- Code of Conduct
- Confidentiality within the Commission
- Corporate Plan
- Disability Plan
- EEO Annual Reports
- Ethnic Affairs Policy Statement and Charter of Principles for a Culturally Diverse Society
- Fraud Control Plan
- Gender Neutral Language
- Legal Aid Policies (1987 to date)
- Legal Aid Prosecution Policy and Procedure
- Means Test Guidelines
- No Smoking in the Workplace
- Policies in Brief
- Policy Manual
- Records Management Manual
- Strategic Office Accommodation Management Plan
- Strategic Plan

SECTION 2 – STATEMENT OF AFFAIRS:

The most recent Legal Aid Commission Statement of Affairs was published in June 2003.

SECTION 3 – CONTACT ARRANGEMENTS:

Requests under the FOI Act for information or access to documents or further information about the Commission's policy documents should be directed to:

The FOI Officer
Legal Aid Commission
323 Castlereagh Street
SYDNEY NSW 2000
PO Box K847
HAYMARKET NSW 1238
DX 5 Sydney
Telephone: (02) 9219 5034
Facsimile: (02) 9219 5038
Internet: www.legalaid.nsw.gov.au

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****DEPARTMENT OF LOCAL GOVERNMENT****and the following associated agencies:****Local Government Boundaries Commission****Local Government Grants Commission****Local Government Pecuniary Interest Tribunal****Local Government Remuneration Tribunal****SECTION 1 – POLICY DOCUMENTS****Minutes of Meetings**

Agendas and Minutes are held in relation to meetings of various commissions and committees administered by the Department. These include:

- New South Wales Local Government Boundaries Commission
- New South Wales Local Government Grants Commission

Circulars

Circulars are regularly issued to councils providing information or advice on a wide range of issues. Most of the policy determinations made in relation to local government issues are contained in circulars distributed to councils. Circulars and other key publications are available on the Department of Local Government Internet Homepage, located at <http://www.dlg.nsw.gov.au>. Circulars falling within the category of FOI policy documents issued since December 2003 are listed as follows.

- 03-34 Swimming Pool Laws
- 03-35 Food Safety
- 03-36 Council Claims for Payment of Pensioner Concession Subsidies – February 2004
- 03-37 Updated Pensioner Concession Forms
- 03-38 Council Data Collection System for Seizures of Cats and Dogs for 2003/2004
- 03-39 Update of Practice Note 15 – Water Safety
- 04-01 Misuse of Council Resources
- 04-02 Election of Mayors by the Councillors
- 04-03 Social Justice Initiatives Survey 2004
- 04-04 Appropriate Controls on the Use of Council Issued Credit Cards
- 04-05 Rating and Revenue Raising Manual – Update
- 04-06 Council Decision Making Prior to Ordinary Elections
- 04-07 Availability of the Building Code of Australia in Local Council Libraries
- 04-08 Council Debt Recovery Practices
- 04-09 Food Safety
- 04-10 Draft Disability Standards for Access to Premises and Changes to the Building Code of Australia (BCA)
- 04-11 Adjustments to Notional Income in 2004/05 for Newly Rateable Crown Land
- 04-12 Report on Research into Domestic Swimming Pools
- 04-13 Domestic Swimming Pools
- 04-14 NSW Companion Animals Register – Reminder to Councils Concerning Privacy and Confidentiality
- 04-15 2004 Local Government Elections – Survey of Candidates and Councillors
- 04-16 Pecuniary Interest Returns
- 04-17 Borrowing Allocations for 2004/05 – Amounts Sought
- 04-18 Information About Rating for 2004/05 – Maximum Interest Rate and Section 603 Certificates
- 04-19 Variation of General Income for 2004/2005
- 04-20 Council Claims for Payment of Pensioner Concession Subsidies
- 04-21 Boarding House Tariff Rate for Residential Rating – 2004/05
- 04-22 Applications for Ministerial Approval for Special Variation to General Income

04-23	Commencement of the Local Government Amendment (Council and Employee Security) Act 2004
04-24	Determinations of the Local Government Remuneration Tribunal
04-25	Approvals for Installation and Operation of Systems of Sewage Management (Including Greywater Diversion Devices)
04-26	Dog Attacks

Practice Notes

Practice Note 1	Public Land Management (revised May 2000)
Practice Note 2	Approval of Caravan Parks & Manufactured Home Estates
Practice Note 3a	Building Notification (revised) August 1996
Practice Note 4	Mine Rating
Practice Note 5	Recruitment of the General Manager & Senior Staff
Practice Note 6	Code of Conduct
Practice Note 7	Freedom of Information
Practice Note 8a	Code of Practice and Code of Tendering in the Construction Industry July 1996
Practice Note 9	Complaint Management in Councils
Practice Note 12	Resource Sharing for Local Government Environment Guidelines – State of the Environment Reporting by Local Government
Practice Note 14	Local Approvals Policies (LAPs)
Practice Note 15	Water Safety (an update of Practice Notes 10 & 11)

Publications

The publications listed have been prepared by the Department of Local Government and are available on the Internet at www.dlg.nsw.gov.au. Hard copies of our most recent publications may be obtained from CMS Solutions by calling (02) 9743 8777. Unless otherwise stated, publications are free.

- Memorandum of Understanding between the NSW Ombudsman and the Department of Local Government - 21 April 2004.
- Council Rating and Revenue Raising Manual
- Report of an Investigation in terms of Section 430 of the Local Government Act 1993 into Walgett Shire Council
- So, You Are Thinking of Becoming a Local Government Councillor – 7 January 2004
- Pensioner Concession Application Form – 19 December 2003
- Applying for A Pensioner Concession Application Form – 19 December 2003
- Report of an Investigation in terms of Section 430 of the Local Government Act 1993 into Rylstone Shire Council – 11 December 2003
- Brochure – Social and Community Planning – Working Together to Benefit our Whole Community: Community Guide – 16 September 2003.
- Brochure – Social and Community Planning – A Whole of Community Approach: Council Guide – 16 September 2003
- Home Pool Safety Checklist -1 August 2003
- Department of Local Government Corporate Plan 2002-2005
- Department of Local Government Annual Report 1996/97, 1997/98, 1998/99, 1999/2000, 2000/01, 2001/02, 2002/03.
- Evaluating Cross-Agency Programs: A Framework for Managing the Process – May 2003.
- Proclamation – Boundary Alteration – Sydney City, South Sydney and Leichhardt Councils – February 2003
- Social and Community Planning Reporting Guidelines – December 2002
- Social and Community Planning Reporting Manual – December 2002
- FOI Summary of Affairs – June 2002
- Report of an Investigation in terms of Section 430 of the Local Government Act 1993 into Warringah Council – October, 2002
- Getting Australia Active – Towards Better Practice for the Promotion of Physical Activity
- National Competition Policy – Review of the Local Government Act - October, 2002
- Multicultural Forum Notes 2001 – from the Local Government Multicultural Forum hosted by Holroyd Council on 8 November 2001 – August, 2002
- Thinking about blowing the whistle – How to make a protected disclosure - June, 2002
- Report of an Investigation under section 430 of the Local Government Act 1993 Re: Tweed Shire Council and Seaside City – June, 2002
- Analysis of Council Data Collection System for Seizures of Cats and Dogs 2000/2001

- Analysis of Council Data Collection System for Seizures of Cats and Dogs 1999/2000
- Local Government Pecuniary Interest Tribunal Procedure - 2002
- Chapter Summary of the Local Government Act 1993 – Updated Information Paper No. 3 – December 2001
- Report of an Investigation under section 430 of the Local Government Act 1993 Re: Tweed Shire Council and Kings Forest Estate
- Dangerous Dog Survey 2001 – Report on Findings
- Report on Crime Prevention Planning and Initiatives Survey
- Review of the Children (Protection and Parental Responsibility) Act 1997
- NSW Water Safety Framework 2001-2003
- 2001/2002 Ethnic Affairs Priorities Statement (EAPS)
- Final Report – Evaluation of the NSW Government Policy Statement and Guidelines for Closed Circuit Television (CCTV) in Public Places, November 2001
- Language Aide Kit – Ethnic Workers in Local Government Network, October 2001
- FOI Summary of Affairs – December 2003
- Report on Physical Activity Survey, July 2001
- Multicultural Forum Notes – held on Monday 6 November 2000 at Rockdale City Council, July 2001
- Strategic Tasks for Councils – 2001-2002, July 2001
- Report- Inquiry into the Structure of Local Government in Eight Council Areas in the Inner City and Eastern Suburbs of Sydney, July 2001
- Local Government and You: Information and Issues for Aboriginal People in NSW, July 2001
- Brochure – Your Local Government and You, July 2001
- Creating Active Communities – Physical Activity Guidelines for Local Councils, January 2001
- Candidates and Councillors 1999-2000 – Report on the Survey of Local Government Elected Members and Candidates for Elections held between September 1999 and August 2000, January 2001
- Candidates and Councillors 1995 – The 1995 Survey of Local Government Elected Members and Candidates, January 2001
- Final Report April 2001, January 2001
- Dividing Fences Law, December 2000
- 2000/2001 Ethnic Affairs Priorities Statement (EAPS), December 2000
- Disability Action Plan 2001-2003, December 2000
- Report of an Investigation under Section 430 of the Local Government Act 1993 Re: Ku-ring-gai Council, November 2000
- The Unintended Impact of National Competition Policy on Non Government Organisations – Preliminary Report December 1997, November 2000
- Minister’s Second Reading Speech – Local Government Amendment Bill 2000, November 2000
- Privacy Management Plan, October 2000
- Local Government Filming Protocol, September 2000
- Swimming Pool Laws, August 2000
- Simply Active Everyday Progress Report 1999, August 2000
- NCP Review of the Local Government Act 1993 – Issues Paper, July 2000
- Report on Findings from the Evaluation of the Aboriginal Mentoring Program, May 2000
- Fact Sheet: Employment Screening, Child-Related Employment, February 2000
- Windouran Shire Council Public Inquiry Report, February 2000
- Management Planning for Local Government – Guidelines, January 2000
- Anti Discrimination Guidelines for Managers of Local Councils, January 2000
- Anti Discrimination Guidelines for Local Government Councillors, January 2000
- Environmental Guidelines – State of Environment reporting by Local Government, December 1999
- Bega Valley Shire Council Public Inquiry Report, August 1999
- Your council, August 1999
- How to have your say in council, August 1999
- Local Government Amendment (Amalgamations and Boundary Changes) Bill 1999 – Second Reading Speech, June 1999
- Lake Macquarie City Council Investigation Report, June 1999
- Annexures to the Lake Macquarie City Council Investigation Report, June 1999
- Bega Valley Shire Council – Investigation Report, May 1999
- Youth Consultation Checklist, May 1999
- Council Staff and Councillors’ Views about Youth Consultation, May 1999
- Companion Animals Regulation 1999 and Regulatory Impact Statement, April 1999

- Circular to Veterinary Surgeons, March 1998
- Department of Local Government Guarantee of Service, December 2001
- Ministerial Guidelines on Alcohol Free Zones, November 1998
- Multiculturalism & Local Governance – A National Perspective, November 1998
- Simply Active Everyday: A plan to promote physical activity in NSW 1998-2002, October 1998
- Crime Prevention Resource Manual for Local Councils, October 1998
- Inquiry into Sydney City Council Election Procedure – Report (home page only) October 1998
- Minister’s Second Reading Speech on the Local Government Amendment (Ombudsman’s Recommendations) Bill 1998, September 1998
- Are Vehicles Trespassing On Your Land Or Blocking Your Driveway, August 1998 (home page only)
- Asset Accounting Manual Update No 4 (home page only)
- Comparative Information on NSW Local Government Councils - 1995/96, 1996/97, 1997/98, 1998/99, 1999/00, 2000/01 (home page only)
- Council Staff and Councillor’s Views About Youth Consultation, May 1999 (home page only)
- Competitive Tendering Guidelines, January 1997
- Disability Action Plan 2001-2003
- Dog and Cat Owners, Things You Need to Know About the Companion Animals Act (Brochure)
- Free Parking Area Agreements, August 1998 (home page only)
- Guarantee of Service
- Guidelines and Code of Practice for Dance Parties, April 1998 (under cover of circular)
- Guidelines for Dance Parties: Provision of Water at Dance Parties 1999 (under cover of circular)
- Guidelines for the Compulsory Acquisition of Land by Councils January 1997
- Pecuniary Interest Breaches - Guidelines, Local Government Act 1993, September 1997
- Guidelines on the Management of Competitive Neutrality Complaints, October 1997
- How Local Councils Consult With Young People, October 1997 (home page only)
- How Young People Would Like to be Consulted, December 1998 (home page only)
- Local Government Act brochures: (also available translated into community languages) - Why do you pay rates?
- Local Government Code of Accounting Practice & Financial Reporting (home page only to update 10)
- Local Government Filming Protocol, September 2000
- Major and Special Events Planning – A Guide for Promoters and Council, October 1997 (home page only)
- Management Planning for NSW Local Government, Guidelines – January 2000
- Ministerial Guidelines on Alcohol-Free-Zones, November 1998 (home page only)
- Multiculturalism & Local Governance - A National Perspective, November 1998
- NSW Local Government Directory (home page only)
- Perspectives (Local Government Newsletter) Issues 1 - 20
- Pricing and Costing for Council Businesses – A Guide to Competitive Neutrality, July 1997
- Privacy, You and Your Local Council, March 2001 (home page only)
- Proposals To Encourage Regional Co-operation Between Local Government Authorities in NSW, January 1997 (home page only)
- Review of the Local Government Act 1993 – Report on the Act Review, June 1999 (home page only)
- Swimming Pool Laws brochure, August 2000
- The Unintended Impact of National Competition Policy on Non Government Organisations Preliminary Report, December 1997 (home page only)
- Under Careful Consideration: Key Issues for Local Government. Guidelines to Reduce Conflicts of Interest in Councils, March 1997 (home page only)
- Youth Consultation Checklist, May 1999 (home page only)
- NSW Local Government Comparative Information 1994/95 – 2001/02

Pecuniary Interest Tribunal Publications

- 2003 Annual Report, September 2003
- 2002 Annual Report, October 2002
- Local Government Pecuniary Interest Tribunal Procedure - 2002
- 2001 Annual Report, March 2001
- 2000 Annual Report, January 2000
- 1999 Annual Report, January 1999
- 1998 Annual Report, January 1998

- 1997 Annual Report, January 1997
- 1996 Annual Report, January 1996
- 1995 Annual Report, January 1995

NSW Local Government Remuneration Tribunal Publications

- Report and Determination of the Local Government Remuneration Tribunal, May 2004
- Report and Determination of the Local Government Remuneration Tribunal, May 2003
- Report and Determination of the Local Government Remuneration Tribunal, May 2002
- 2001 Report and Determinations, April 2001
- 2000 Report and Determinations, May 2000
- 1999 Report and Determinations, May 1999
- 1998 Report and Determinations, April 1998

NSW Local Government Grants Commission

- NSW Local Government Grants Commission – Annual Report 2002/2003, December 2003.
- NSW Local Government Grants Commission – Annual Report 2001/2002, November 2002
- NSW Local Government Grants Commission – Annual Report 2000/2001, October 2001
- NSW Local Government Grants Commission – Annual Report 1999/2000, January 2001
- NSW Local Government Grants Commission – Annual Report 1998/1999, January 2000
- NSW Local Government Grants Commission – Annual Report 1997/1998, January 1999
- NSW Local Government Grants Commission – Annual Report 1996/1997, January 1998

NSW Local Government Boundaries Commission

- Steps in the Inquiry Process
- Factors considered in relation to merger proposals
- Guidelines for Preparing Amalgamation Proposals, August 1999
- Social/Community Planning Guidelines, May 1998
- Social/Community Planning Manual, May 1998
- Guidelines for Assessing Social Impact, December 1997
- The Concept of Community Interest: A discussion papers which explores the concept of community of interest as it applies to local government 1989

Septic Safe Publications (also available on CD-Rom):

- Evaluation of the Septic Safe Program 1998 to June 2002
- Septic Safe Information Management Handbook
- Onsite Sewerage Risk Assessment System
- Easy Septic Guide
- On-site Sewage Management for Single Households
- On-site Sewage Management for Single Households Technical Sheets
- Department of Health Greywater Re-Use Technical Sheet
- Septic Safe Brochure
- Environmental and Health Protection Guidelines: On-Site Sewage Management for Single Households REVIEW
- Hawkesbury Lower Nepean On-Site Sanitation Study
- Model Conditions for Approval to Operate a System of Sewage Management
- Conference Papers
 - New South Wales on-site sewage management reforms
 - Protecting our communities and the environment
 - Soil information for on-site effluent management
 - The on-site sewage risk assessment system
 - Sewage Pollution Risk Assessment for Environmental Health
 - On-Site '99 Conference Papers

Companion Animals Publications

There are various brochures and papers available on the Companion Animals homepage accessible via the Department of Local Government homepage.

Internal Circulars

The Department issues two types of internal circulars. The Director General issues special circulars to staff dealing with matters of major importance. The Manager, Business Services issues circulars covering a wide range of non-policy issues.

Procedure Manuals

The Department's procedure manuals are concerned with internal management functions.

SECTION 2 – STATEMENT OF AFFAIRS

The Department's most recent Statement of Affairs is now available. Copies can be obtained free of charge from the FOI Co-ordinator, Department of Local Government, Locked Bag 3015 Nowra NSW 2541 and from the Department's homepage at www.dlg.nsw.gov.au.

SECTION 3 – ACCESS TO DEPARTMENTAL DOCUMENTS**Informal Access**

The Department's general philosophy towards its affairs is openness. Any reasonable request for access to the documents held by the Department will be favourably considered and wherever possible access will be arranged informally and free of charge. However, there are inhibiting factors and these need to be understood and acknowledged. They include:

- the time and resources which may be involved in providing access;
- the political sensitivity of the material;
- the rights to privacy of others who may be affected by the disclosure of the information.

Personal information about members of the public

Members of the public seeking to amend Departmental documents about their personal affairs should contact the FOI Co-ordinator. In most cases, a written application will be required in terms of the FOI Act. Proof of the amendments being requested will also be required – what such proof will be may vary from case to case.

Formal FOI Applications

Should an informal request for access to documents be refused, or if for some other reason a person wishes to make a formal application under the Freedom of Information Act, such an application should be addressed to the FOI Co-ordinator. Formal applications should be accompanied by a fee of \$30.

Enquiries and Applications

Enquiries, requests and formal FOI applications should be directed to the FOI Co-ordinator at the address below between the hours of 9.30 am and 5.00 pm.

Department of Local Government
Level 2
5 O'Keefe Avenue
NOWRA NSW 2541
Telephone: (02) 4428 4217

It is strongly suggested that members of the public telephone the FOI Co-ordinator before attending or lodging FOI 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 the****NSW LOTTERIES CORPORATION****FOI Agency No. 53****SECTION 1 – POLICY DOCUMENTS**

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

- Lotto Rules
- Lotto Strike Rules
- OZ Lotto Rules
- Powerball Rules
- 6 From 38 Pools Rules
- Lucky Lotteries Rules
- Instant Scratchies Rules
- Advertising Code of Practice
- Annual Reports
- Australian Lotteries Industry Code of Practice
- “How to Play” pamphlets for all games
- “It’s now even easier to claim your prizes” brochure
- “Join the Players Club” brochure
- NSW Lotteries Code of Conduct
- Brochures relating to the NSW Lotteries’ Policy for Appointing Agencies

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

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

- NSW Lotteries Corporatisation Act, 1996
- Public Lotteries Act, 1996
- State Owned Corporations Act, 1989

SECTION 2 – STATEMENT OF AFFAIRS

The most recent Statement of Affairs has been published in the 2002/03 Annual Report and copies of the Statement may be obtained (free of charge) by contacting the FOI Coordinator.

SECTION 3 – CONTACT ARRANGEMENTS

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

The FOI Coordinator
NSW Lotteries Corporation
2 Figtree Drive
HOMEBUSH BAY NSW 2127

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

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

The Summary of Affairs of the Macquarie Area Health Service covers the Area Administration, Drug & Alcohol Services, Mental Health Services, Population Health Services, Dubbo Community Health Centre, South Dubbo Dental Health Clinic, Baradine Multi Purpose Health Service, Cobar Health Service, Coolah Health Service, Coonabarabran Health Service, Coonamble Health Service, Dubbo Base Hospital, Dunedoo Health Service, Gilgandra Health Service, Gulargambone Health Service, Gulgong Health Service, Mudgee Health Service, Narromine Health Service, Nyngan Health Service, Trangie Multi Purpose Health Service, Warren Multi Purpose Health Service and Wellington Health Service.

SECTION 1 – POLICY DOCUMENTS

The following policies and documents are produced by the Area, individual health services and units and may be accessed for information:

Area Administration

- Governing body:
 - The Board of Macquarie Area Health Service
- Management Policies and Procedures:
 - Leadership and Management Manual:
 - Organisational Structure
 - By-Laws
 - Delegations Manual
 - Code of Conduct
 - Fraud Control Strategy
 - Protected Disclosures
 - Reportable Incidents Policy
 - Internal Audit Unit Charter
 - Corporate Services Policy Manual:
 - Complaints Policy
 - Reportable Incidents
 - Management and Maintenance of Assets
 - Equal Employment Opportunity
 - Freedom of Information
 - Grievance Management
 - Conduct and Disciplinary Policy & Guidelines
 - Industrial Relations
 - Leave
 - Occupational Health and Safety
 - Manual Handling Policy
 - Confined Spaces Policy & Procedures
 - Risk Management Policy
 - Claims Reporting Policy and Procedures
 - Noise Conservation Policy
 - Patient Manual Handling Policy
 - Occupational Health and Safety Training Policy
 - Orientation
 - Managing for Performance
 - Grading Procedures
 - Recruitment
 - Occupational Rehabilitation Policy
 - Salary Deductions Options
 - Superannuation
 - Travel and Subsistence

- Motor Vehicle Policy
- Uniform Policy
- Waste Management
- Salary Packaging
- Employee Assistance
- Annual Reports
- CEO Newsletters
- Clinical Services Directory
- Macquarie Area Health Service/NSW Health Performance Agreement
- Macquarie Area Health Service Strategic Directions for Health Improvement
- Area Demographic Profile
- Protocol for Appointment of Senior Medical and Dental Staff
- Clinical Services Plan 2002-2005
- Macquarie Area Health Service Circulars

Health Services, Community Services and Units

- Hospital and Departmental Policy and Procedure Manual
- Business Plans
- Admission and Discharge Policy
- Patient Information Booklets/Brochures
- Infection Control Manuals
- Occupational Health and Safety Manuals
- Management Structures
- Disaster Plans
- Staff Handbooks and Brochures
- Complaints Policy and Procedures
- Community Health Resource Manual
- Clinical Supervision Policy
- Community Health Data (FISCH) Manual
- Area Mental Health Policy and Procedure Manual

SECTION 2 – STATEMENT OF AFFAIRS

The current Statement of Affairs of Macquarie Area Health Service is incorporated into the 2002/03 Annual Report. The Annual Report provides information on the objectives, functions, structure and performance of the Macquarie Area Health Service. Copies are available on request from Manager Public Affairs, telephone (02) 6841 2327.

SECTION 3 – CONTACT ARRANGEMENTS

Inquiries in relation to the inspection or purchase of the Area's policy documents and Statement of Affairs can be made with the officer listed below between the hours of 8.30 am and 5.00 pm.

Area Office
Maree Carolan
Area Health Information Manager
23 Hawthorn Street
EAST DUBBO NSW 2830
Telephone: (02) 6841 2222

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS
of the
MACQUARIE UNIVERSITY****SECTION 1 – POLICY DOCUMENTS****Policies within the Macquarie University Act**

- By-laws relating to
 - Interpretation
 - The University Council
 - Election of Members of Council
 - The Use of the Common Seal
 - The Election of and Powers of Chancellor and Deputy Chancellor
 - The Powers of the Vice-Chancellor and other University Officers,
 - Disciplinary Provisions
 - Management and Administration
 - Matriculation
 - Courses and Degrees
 - Convocation
 - Fees
 - Arms of the University
 - Academic Costume
 - Student Misconduct and Discipline
 - Affiliation of Residential Colleges
 - University Residential Accommodation
- Regulations and Rules relating to
 - Academic Costume
 - Academic Senate – its composition, conduct of meetings
 - Convocation – composition of Standing Committee, conduct of meetings
 - Fees – including Student Activities Fee, Continuing Education Fees, Tuition Fees for Specified Postgraduate Courses, Higher Education Contribution Scheme, Overseas Students Fees, Late Fee, Housing Occupation Fee, etc.
 - University Housing, – composition of Board, conditions of licence.
 - Interdisciplinary Centres
 - Schools – election of Head of School, composition of Schools, conduct of School meetings
 - Bachelor Degree – requirements of courses, non-compliance, discontinuance of studies etc.
 - Rules Governing the Enrolment of Students
 - Rules Governing the Admission of Students who are not candidates for an Award
 - Graduate Diploma Rules
 - Diploma in Community Management Rules
 - Rules Governing Students' Conduct in Examinations
 - Rules for Higher Doctoral Degrees
 - Rules for Doctoral Degrees
 - Rules for the Degree of Master by Research
 - Rules for the Degree of Master by Coursework
 - Rules for Postgraduate Diplomas
 - Rules for Postgraduate Certificates
 - Rules on Charges for Examinations, Academic Records, Replacement Testamurs

Other Policy Documents

- Policies Relating to the Conduct of Council Meetings
 - Policy on Council Meeting procedures – Confidential Items
 - Policy on Addresses to Council by Members of the University Community

Policies Relating to Social Legislation

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

Policies Relating to Courses and Awards

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

Policies Relating to Students

- Policy on Enrolments
- Policy on Changes to Enrolment Program
- Policy on Confidentiality of Scholarship Rankings
- Policy on Continuing Education Courses
- Policy on Discrimination and Harassment
- Policy Guidelines on Electronic Harassment
- Grievance Policy for Students
- Policy on Theses Moratoria
- Policy on Thesis Submission
- Policy on Non-Traditional Thesis Submission
- Policy on Student Discipline
- Policy on Appeals against Student Discipline
- Policies on Assessment of Students' Work
- Policy on Appointment of Examiners for Research Theses
- Code of Supervisory Practice (Research Degree Candidates)
- Policy on Examinations
- Policy on Disposal of Examination Transcripts
- Policy on Plagiarism
- Policy on Assessment Procedures
- Policy on Student Publications
- Policy on Racial Discrimination to Students
- Policy on Student Loan Funds
- Policy on Student Welfare Service
- Policy on Concurrent Enrolment
- Policy on Availability of Student Examination Scripts, Marks and Grades
- Policy Concerning Students with Disabilities
- Policy on Residential Schools
- Policy on Confidentiality of Information on Student Files

Policies relating to Workplace Relations and Services (Personnel)

- The Macquarie University Enterprise Agreement 2000-2003 covers a whole range of policies related to staffing the University including –
- Advertising for Academic Staff
- Academic Salaries
- Salaries (General Staff)
- Establishment of and Appointment to Chairs
- Conditions of Academic Appointments
- Appointment of Academic Directors or Assistant Directors
- Appointment of Heads of Schools
- Academic Appointments on Probation
- Procedures for Academic Promotion
- Appointment of Emeritus Professor

- Academic Tenure
 - Grants-in-Aid to attend Australian and Overseas Conferences
 - Exchange/Secondment to other Institutions
 - Removal and Travel Expenses
 - Long Service Leave
 - Maternity/Paternity/Adoption Leave
 - Recreation Leave (Academic Staff)
 - Recreational Leave (General Staff)
 - Repatriation
 - Outside Studies Program Leave
 - Outside Employment
 - Selection Procedures for Academic Staff
 - Allowances for Travel and Entertainment
 - Appointment of General Staff (Temporary and Part-Time)
 - Grant-in-Aid – Staff Development
 - Study Leave – Staff Development
 - Overtime (General Staff)
 - Job Rotation
 - Salary Allowances for Jury Service
 - Code of Good Conduct
 - Procedures for Dealing with Misconduct in Research
- Policies relating to Financial Administration
- Financial Management Handbook
 - Policy on General Investment
 - Policy on Borrowings
 - Policy on Acceptance of Donations and Grants
 - Policy on Grants
 - Policy on Investment
 - Policy on Accounting Procedures
 - Policy on Printing Charges – Sale in Bookshop
 - Policy on Financial Planning
 - In determining whether to make a payment, Accounts Payable adheres to established policies and to statutory requirements as set out in the Public Finance and Audit Act 1983 No. 152.
 - Policy on Contribution to Infrastructure charges
 - Asset Management Policy and Procedures
- Policies relating to Control on Campus
- Policy on Hiring of University Space to Outside Organisations
 - Policy on Refurbishment Works Division and Office Accommodation
 - Furniture and Furnishing Handbooks
 - Policy on Maintenance of Buildings and Premises
 - Policy on Use of Land and Facilities
 - Policy on Naming of Buildings
 - Policy on Manning of Buildings and Grounds
 - Policy on Plaques and Posters on Campus
 - Policy on Installation of Telephones, Duplex Lines and Telex
 - Policy on Traffic and Parking
 - Policy on Travel Service for University
- Policies relating to the conduct of research
- Macquarie University Research Manual
 - Academic Manual – Research Section
 - Macquarie University Intellectual Property Policy
 - Macquarie University Commercialisation Policy
 - Macquarie University Invention Disclosure Procedure
 - Macquarie University Staff Consultancy Policy
 - Macquarie University Establishment and Management of Divisional and University Research Centres
 - Joint NHMRC/AVCC Statement and Guidelines on Research Practice (conduct)
 - Macquarie University Publications Categories for the Internal Allocation of Research Quantum
 - Macquarie University Code of Supervisory Practice applicable to Research Degree Candidates

- Vancouver Protocol (ethics of authorship)
- Policies relating to animal ethics
- Australian Code of Practice for the Care and Use of Animals for Scientific Purposes NHMRC 6th edition 1997
 - NSW Animal Research Act 1985 No. 123
 - NSW Animal Research Amendment Act 1997 No. 25
 - NSW Animal Research Regulations 1995
 - NSW Poisons and Therapeutic Goods Regulations 2002
- Policies relating to human ethics
- National Statement on the Ethical Conduct of Research involving Humans, NHMRC 1999
 - Commonwealth Privacy Act 1988
 - NSW Privacy and Personal Information Act 1998 No.133
 - Health Records and Information Privacy Act 2002 No.71
 - NSW Child Protection Act 2000
- Policies relating to ethics (Biosafety)
- Gene Technology Act 2000
 - Gene Technology Regulations 2001 (Office of the Gene Technology Regulator)
 - Policies relating to computing services
 - Policy on Security and Rules Governing The Use Of The Computing and Communications Facilities at Macquarie University
 - IT Guidelines for Campus
 - Policy on Copyright
 - Policy on Accessibility Guidelines
 - Policy on Epublishing
 - Policy on Modem use
 - Rules for Staff / Student Accounts
 - Rules for Remote Access for Students (OzEcampus)
 - Rules for Staff Every-one / Student Alerts, Current Alerts
 - Policy on Operational hours & Maintenance
- Other Policies
- Policy on Macquarie University Records
 - Policy on Museums and Collections
 - Policy on University Centres
 - Policy on Committee Membership
 - Policy on Honorary Awards
 - Policy on Discipline for Sexual Harassment
 - Policy on Publishing Assistance
 - Policy on Statistics
 - Policy on Works of Art – Official Portraiture
 - Policy on Writing Style
 - Policy on Selection of Residents for Housing
 - Policy on Teaching Programs Publications
 - Policy on Intellectual Property
 - Policy on Availability of Various Forms of the Convocation Roll

SECTION 2 – STATEMENT OF AFFAIRS

The University's latest Statement of Affairs is incorporated within its 2003 *Annual Report*. The Statement of Affairs is published in three places and it can be found at pages 25 to 32 of the hardcopy Macquarie University Annual Report 2003. The respective URLs for the Statement of Affairs are

- <http://www.reg.mq.edu.au/Sections/Publications/Homepage/StatementofAffairs.pdf>; and
- <http://www.reg.mq.edu.au/Sections/Publications/Homepage/2StatementofAffairs.pdf>

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

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

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

If a website visitor searched on the term – Freedom of Information – then the highest score (of four stars) would be for the URL http://www.cal.mq.edu.au/p2/pt2f_081.htm which is part of the University Calendar. At this URL there is a hyperlink for the Freedom of Information Officer that can be clicked to locate the full contact details of Mr Lachlan Morgan – Manager Records and Archives Services and Macquarie University Freedom of Information Officer. Macquarie University has now renewed and published its Freedom of Information Policy.

The Macquarie University Policy Statement – Information Access Freedom of Information can be found at the URL of – <http://www.reg.mq.edu.au/Sections/Publications/Homepage/FOI.pdf>

SECTION 3 – CONTACT ARRANGEMENTS

Specific Policies

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

Student Related Policies

Assistant Registrar

Undergraduate Studies
Office of the Registrar & Vice-Principal
MACQUARIE UNIVERSITY NSW 2109
Telephone: (02) 9850 7327

Manager Postgraduate Studies (coursework)

Office of the Registrar & Vice-Principal
MACQUARIE UNIVERSITY NSW 2109
Telephone: (02) 9850 7342

Manager, Higher Degree Research Unit (research)

Vice-Chancellor's Office
MACQUARIE UNIVERSITY NSW 2109
Telephone: (02) 9850-7769

Workplace Relations and Services Related Policies

Director, Workplace Relations and Services

Workplace Relations and Services
MACQUARIE UNIVERSITY NSW 2109
Telephone: (02) 9850 9749

Policies relating to Financial Matters

Director, Financial Services and Bursar

Level 1
Building E11A
MACQUARIE UNIVERSITY NSW 2109
Telephone: (02) 9850 7201

Policies relating to Equal Employment Opportunity

Manager, Equal Employment Opportunity

Building E11A
MACQUARIE UNIVERSITY NSW 2109
Telephone: (02) 9850 7471

Policies relating to Occupational Health & Safety

Manager, Occupational Health and Safety

Workplace Relations and Services
MACQUARIE UNIVERSITY NSW 2109
Telephone: (02) 9850 9723

Policies relating to animal ethics
Policies relating to ethics (human)
Policies relating to ethics (Biosafety)

The Research Ethics Officer

Research Office
Building E11A
MACQUARIE UNIVERSITY NSW 2109
Telephone: (02) 9850 7854

Policies relating to the conduct of research

The Manager

Research Office
Building E11A
MACQUARIE UNIVERSITY NSW 2109
Telephone: (02) 9850 8611

General Inquiries

Non-specific inquiries should be directed to the

The Freedom of Information Officer

Building E11A
MACQUARIE UNIVERSITY NSW 2109
Telephone: (02) 9850 7362

The University Calendar

The University Calendar is published in three volumes –

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

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

The Calendar of Governance, Legislation and Rules includes the Macquarie University Act, By-laws, Regulations and Rules. This publication may be purchased from the Cashier, Level 1, Lincoln Building, and Macquarie University. The cost is \$7 or if posted, \$3 including postage and packing (within Australia) (outside Australia the cost is \$25). A web edition of the 2004 University Calendar is located at the URL: <http://www.cal.mq.edu.au/> along with archive editions for the years – 1997, 1998, 1999, 2000, 2001, 2002, and 2003.

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****MINE SUBSIDENCE BOARD****FOI Agency No. 303****SECTION 1 – POLICY DOCUMENTS**

The Board has the following policy documents, which may be accessed for information:

Accounting Manual
Agendas and Minutes of Board Meetings
Annual Reports
Code of Conduct
Complaint Handling Procedures
Corporate Plan
Delegations Manual
Ethnic Affairs Policy Statement
EEO Policy
Guarantee of Service
Internal Reporting Procedures for Protected Disclosures Act
IT (Computer) Strategic and Contingency Plans
Manual of Fraud Prevention Control
Buying Property and Building in a Mine Subsidence District
Claiming for Mine Subsidence Damage
Appeal Rights and Review Procedures for Claims
Staff and Personnel Handbook
Policy and Procedures Manual
Use of Consulting Engineers
Release of Consultants Reports
Publication of Research Reports and Papers
Benefit of Doubt
Appearances Before the Board
Elimination of Danger
Payments, Purchase of Properties
Payments, Cash Compensation
Repairs, General
Repairs, Tenders
Pre-mining Inspections
Investment
Payment of Accounts
Purchasing
Tendering for Works up to \$20,000

SECTION 2 – STATEMENT OF AFFAIRS

The Board's Statement of Affairs has been published in its 2002/03 Annual Report.

SECTION 3 – CONTACT ARRANGEMENTS

Access to documents held by the Mine Subsidence Board and subject to the FOI Act must be made by written application accompanied by a fee of \$30. An hourly fee of \$30 applies. In regard to personal affairs, the first 20 hours of processing are free. The application should be directed to:

Freedom of Information Co-ordinator
Mine Subsidence Board
PO Box 488G
NEWCASTLE NSW 2300
Telephone: (02) 4908 4300
Email: mail@minesub.nsw.gov.au
Web Site: www.minesub.nsw.gov.au

Prior to making an application, it is suggested that the applicant contact the Freedom of Information Co-ordinator, as some information may be provided as part of a free community service.

FREEDOM OF INFORMATION ACT 1989
Sections 14 (1) (b) and (3)
SUMMARY OF AFFAIRS
of the
DEPARTMENT OF MINERAL RESOURCES
and associated bodies

SECTION 1 – POLICY DOCUMENTS

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

RESOURCE PLANNING AND DEVELOPMENT DIVISION

Royalty Program

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

Titles/Resource Development Programs

Authorities not granted if applicant has failed to meet their obligations under the Mining Act in respect of previous title (1974)
 Code of conduct for landholders, opal miners and prospectors in the Narran-Warrambool Reserve, Lightning Ridge
 Management plan for new opal fields – Opal mining in the Narran – Warrambool Reserve, Lightning Ridge
 Open cutting in the Lightning Ridge area (1990)
 * Mine closure guidelines
 Data Dictionary
 Procedures for Departmental Processing of Land Use Referrals
 Exploration Licence Applications – Minimum Amount That May Be Refunded
 Policy On Grant And Renewal Of Exploration Licences For Five Year Terms
 Single Securities On Exploration Licences
 Policy On Retention Of Fees On Refused Or Withdrawn Applications
 Policy On Mining Lease Grant Fee
 Policy For Grant Of Assessment Lease Applications
 Criteria For Cancellation Or Non Renewal Of Mining Leases
 Processes for Highwall Mining Proposals
 Guidelines for Emplacement Area Applications
 Mine Closures – Guidelines
 The Approval of Gas Drainage Drillholes
 Coal Mining Under Flood-Prone Land
 Guidelines for Preparing Conceptual Project Development Plans
 “Bulk Sampling” and “Trial Mining” in Exploration Licences and Assessment Leases
 Bulk Sampling on an Opal Prospecting Licence
 The Colliery Holding in Coal Mining Operation in NSW
 Part 5 of the Environmental Planning and Assessment Act 1979 and the Renewal of Mining Leases
 Policy Guidelines for Issuing Exploration Licences to Explore for Coal
 Acceptable Forms Of Security

Amount Of Security Required On Exploration Licences
 Applications To Mine Or Prospect For Peat
 Coal Lease Issuance In New South Wales
 Claims for Opal Puddling
 Criteria For Approving Assessment Lease Applications
 Exemption From Mining Lease Grant Fee
 Expenditure Requirements On Exploration Licences
 Extension of Permits to use power operated machinery on Claims
 Five Year Terms For Exploration Licences
 Guidelines For Grant Of A Petroleum Production Lease For Coal Bed Methane
 Labour/Expenditure Requirements On Mining Leases
 Offshore Exploration Licence Applications
 Petroleum Exploration Licence Applications
 Policy For Exemptions To Full Lease Fees – Interim Procedures For Security Deposits And Lease Cancellation
 Refund Of Excess Fees – Exploration Licence Applications
 Retention Of Fees Lodged With Applications For And Renewal Of Authorities And Mineral Claims
 Reward Claims
 Review Of Non Coal Mining Leases – NSW Policy
 Security Review Policy
 Security Reviews On Mining Leases
 Security Deposit Assessment for Mineral Claims in Lightning Ridge
 Safety Awareness (Lightning Ridge)
 Special Circumstances Renewal Of Exploration Licences
 Two hectare “Prospecting” Claims
 Three month Opal Prospecting Licences

GEOLOGICAL SURVEY OF NEW SOUTH WALES

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

MINE SAFETY

Applicants' guide to obtaining approval from Chief Inspector of Coal Mines
 Coal Mining Qualifications Board – Rules for the conduct of examinations
 Guide to Reviewing a Risk – Assessment of Mine Equipment and Operations (Cost: \$33.00)
 Guidelines for mining coal under or near railways
 Guidelines for mining under foreshores of tidal lakes
 Minerals Industry Safety Handbook (Cost: \$30.00)
 Mine Safety Guidelines (various) (Costs: \$27.50 to \$33.00)
 Preparation of Mining Operation Plans
 Risk Management Handbook for the Mining Industry (Cost: \$66.00)
 Safety Management Plan – Workbook. (Cost: \$30.00)
 Schedule of Onshore Petroleum Exploration and Production Safety Requirements. Cost: \$5.50
 The Enforcement of Health and Safety Standards in Mines

Also available are guidelines on other mining activities covering safety and work practices.

ENVIRONMENT

The Environmental and Rehabilitation Role of the Department of Mineral Resources
 Management of Exploration and Mining in NSW
 Exploration and Resource Assessment
 Approval of Mining
 Mining Operations
 Compliance and Enforcement
 Criteria for Cancellation or Non-Renewal of Mining Leases
 Guideline for Applications for Subsidence Management Approvals
 New Subsidence Management Plan Approval Process: Transitional Provisions

GUIDELINES FOR INDUSTRY

Borehole Sealing Requirements on Land: Coal Exploration
 Borehole Sealing Requirements on the Beds of Water Bodies: Coal Exploration

Guidelines to the Mining, Rehabilitation and Environmental Management Process (MREMP) (includes MOP and AEMR guidelines)
Preparation of Part 5 Assessments
Environmental Management System: Best Practice Reference
Sample Contents of a Review of Environmental Factors (REF)
Notification of Exploration Activities (Surface Disturbance Notice)
Format and Guideline for the Preparation of a Mining Operation Plan: Small Mine Version
Format and Guideline for the Preparation of a Annual Environmental Management Report: Small Mine Version
Exploration Licence: Rehabilitation and Relinquishment Report
Reporting Requirements for Mine Closure and Lease Relinquishment
Penalty Notices for Environmental Offences
Exploration in State Conservation Areas
Applications for Subsidence Management Approvals
Strategic Framework for Mine Closure
Guidelines for the Planning, Maintenance and Construction of Tracks (pdf)
EIS Guideline for Coal Mines and Associated Infrastructure

Corporate Management and Development Unit

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

INFORMATION AND CORPORATE SERVICES DIVISION

Human Resources Program

Bullying and harassment policy
Ethnic Affairs Priority Statement
Community language allowance scheme
Consultative arrangements
Disability plan
Drug and alcohol policy
EEO and discrimination policy
General Delegations (under review)
Grievance policy and procedures (under review)
Trauma Management Policy
Employee Assistance Program
Guidelines for safe field operations (under review)
Flexible working hours agreement
Higher duties opportunities policy and guidelines
HR Privacy Management
Mediation policy
OH&S Policy statement
Rehabilitation
Sick leave
Limit on accumulation of recreation leave
Study time
Financial Study Assistance Policy (under review)
Superannuation policy
Job evaluation policy

Financial and Facilities Program

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

Information Technology Services Program

- Security policy

Information and Customer Services Program

- Guide for Authors
- Guarantee of Service (completed)

Corporate Information Management Program

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

SECTION 2 – STATEMENT OF AFFAIRS

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

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

SECTION 3 – ACCESS ARRANGEMENTS, PROCEDURES AND CONTACT POINTS

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

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

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

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

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

Access to published material (free or for purchase)

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

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

Access to material available for inspection under legislative requirements

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

Access to other material under Freedom of Information provisions

Please direct all requests to:

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

Freedom of Information applications should be submitted in writing.

Cost of applications

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

All applications \$30.00 (No GST is payable)
Processing charge \$30.00 per hour

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

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

Cost of policy documents

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

Prices do not include postage and handling.

OTHER BODIES COVERED BY THIS SUMMARY

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

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

- Board of Examiners
- Coal Mining Qualifications Board

NOTE

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

Sydney offices**HEAD OFFICE**

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

LIDCOMBE

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

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

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

State Hospital Grounds
Cnr Joseph Street and Weeroona Road
LIDCOMBE NSW 2141
PO Box 76
LIDCOMBE NSW 2141

LONDONDERRY

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

Regional offices**ARMIDALE**

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

BROKEN HILL

32 Sulphide Street
BROKEN HILL 2880
PO Box 696
BROKEN HILL 2880
Telephone: (08) 8088 9300
Fax: (08) 8087 8005

COBAR

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

GATESHEAD

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

LIGHTNING RIDGE

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

LITHGOW

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

ORANGE

State Government Office Block
Level 2
185 Anson Street
ORANGE NSW 2800
PO Box 53
ORANGE NSW 2800
Telephone: (02) 6392 6333
Fax: (02) 6392 6363

SINGLETON

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

WOLLONGONG

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

FREEDOM OF INFORMATION ACT 1989

Sections 14 (1) (b) and (3)

SUMMARY OF AFFAIRS

of the

MOTOR ACCIDENTS AUTHORITY

FOI Agency No. 2275

SECTION 1 – POLICY DOCUMENTS

The MAA has the following policy documents:

- 10 Step Guide to Recruitment (March 2002)
- A Chiropractors guide to the NSW Motor Accidents Scheme (April 2003) *
- A Physiotherapist's guide to the NSW Motor Accidents Scheme (March 2003) *
- A providers to Decisions Guide on Reasonable and Necessary Treatment, Rehabilitation and Attendant Care (June 2002) *
- Additional Licence Conditions or Suspension of NSW CTP Insurers
- Applications for NSW CTP Licences
- Assets Disposal (March 2003)
- Care and support services: Communication procedures for the NSW Motor Accidents Scheme (February 2004)*
- CARS Assessors' Code of Conduct (May 2003)
- CARS Assessors' Remuneration Schedule (March 2003)
- CARS Assessors' Selection Criteria (April 2003)
- CARS Assessors' Terms of Engagement (May 2003)
- Case management in the Motor Accidents Scheme (2003) *
- Claims Assessment Guidelines (December 1999) *
- Claims Handling Guidelines (as amended in August 2002) *
- Claims Register Access
- Code of Conduct (April 2002)
- Corporate Governance Statement (December 2002) *
- Electronic Messaging and Internet Access Policy (June 2000)
- Equal Employment Opportunity Management Plan 2003-06 (June 2003)
- Ethnic Affairs Priorities Statement and Implementation Plan 2003-2006 (May 2003)
- Exit Interview Programme (August 2001)
- Flexible Working Hours Agreement (June 2002)
- FOI Statement of Affairs (December 2003)
- Grievance Management Policy and Procedures (March 2002)
- Guidelines for levels of attendant care for people who have a spinal cord injury and can claim under the Motor Accidents Scheme * (March 2002)
- Guidelines for organising neuropsychological assessments and reports for NSW CTP claims (August 2000) *
- Harassment Free Workplace (March 2002)
- Induction Policy (June 2001)
- Information Management & Technology Strategic Plan
- Injury Management Project Funding 2002-2003 *
- MAA Corporate Plan 2003-2006
- MAA Disability Plan 2003-06 (June 2003)
- MAA DRIVES24 User Guidelines (January 2004)
- MAA Internal Communication (May 2003)
- MAA Job Evaluation Policy (August 2001)
- MAA Medical Guidelines – Guidelines on the assessment of the degree of permanent impairment of an injured person (March 2000) *
- MAA Road Safety Strategy 1999-2000 *
- MAAS Procedures Manual – covering internal procedures in the areas of registry, preliminary assessments, medical appointments, additional correspondence, CARS exemptions and assessments, MAS reports, MAS reviews
- Market Practice Guidelines

- MAS Assessors “Guidelines for review panellist of the Medical Assessment Service” (June 2001)
- MAS Assessors code of conduct (July 2003)
- MAS Assessors remuneration schedules (August 2003)
- MAS Assessors’ report and certificate formats (July 2003)
- MAS Assessors selection criteria treatment and impairment
- MAS Assessors terms of engagement (July 2003)
- MAS Assessors’ “Information for conducting a medical assessment under S 61 of the Motor Accidents Compensation Act 1999” (July 2003)
- Matching client needs and support worker skills in the NSW Motor Accidents Scheme (August 2003) *
- Medical Assessment Guidelines (August 2001) *
- Mergers and Takeovers involving NSW CTP Insurers
- Mobile Phone Policy (December 2000)
- Premium Determination Guidelines
- Privacy Management Plan (April 2000)
- Protected Disclosures Policy & Guidelines (February 2002)
- Rehabilitation Communication Procedures for the NSW CTP Scheme (April 2003) *
- Resolving Medical Disputes – What to do if you and your CTP insurer have a disagreement about your treatment, rehabilitation and/or attendant care services (January 2001) *
- ROADS – Review of Achievements and Development Scheme (September 2000)
- Schedule of Premium Relativities
- Section 45 Interim Dispute Resolution Procedure
- Treatment, Rehabilitation and Attendant Care Guidelines for Conditionally Licensed CTP Insurers (May 2004)*
- Treatment, Rehabilitation and Attendant Care Guidelines for Currently Licensed CTP Insurers (May 2002)
- Use of Taxis (March 2002)
- Waste Reduction and Purchasing Plan 2003-2006 (July 2003)
- Working from Home Policy and Procedures (August 2002)

Arrangements can be made to obtain copies of any of these documents or to inspect them at the MAA’s premises between 9:30 am and 3:30 pm on working days by contacting the FOI Coordinator.

* The Motor Accidents Authority maintains a website. Documents marked with an asterisk are available from the MAA’s website at www.maa.nsw.gov.au.

The website includes a wide range of information for the public on Green Slips, road safety issues, guides for people injured in a motor vehicle accident and for those who have lost a relative. The website also provides access to the MAA’s Annual Report.

Part of the website is also dedicated to industry professionals who work with the Motor Accidents Scheme. Industry professional information includes many of the statistical papers, rehabilitation guidelines and reports, insurer guidelines and information to solicitors listed, including links to the Motor Accidents Compensation Act 1999.

SECTION 2 – STATEMENT OF AFFAIRS

The MAA’s Statement of Affairs is published in the Annual Report each year. Copies of the Statement of Affairs can be obtained by contacting the FOI Coordinator.

SECTION 3 – CONTACT ARRANGEMENTS

Requests under the FOI Act for access to documents in the possession of the MAA should be accompanied by a \$30.00 application fee and directed in writing to:

FOI Coordinator
 Motor Accidents Authority
 Level 22, 580 George Street
 SYDNEY NSW 2000

Prior to making a formal request, applicants are encouraged to discuss their request with the FOI Coordinator by telephoning 1300 137 131.

David Bowen
 General Manager

FREEDOM OF INFORMATION ACT 1989
Sections 14 (1) (b) and (3)
SUMMARY OF AFFAIRS
of the
MOTOR VEHICLE REPAIR INDUSTRY AUTHORITY

SECTION 1 – POLICY DOCUMENTS

- Code of Conduct
- Ethnic Affairs Policy Statement
- Fraud control strategy and policy
- OH&S Policy Statement
- Privacy Management Plan
- Prosecution Policy
- Protected Disclosures Policy
- Records Management Policy
- Rehabilitation Policy and Procedures
- Show Cause and Disciplinary Policy
- Suspension of Licences Policy and Procedures
- Waste Reduction and Purchasing Plan

SECTION 2 – STATEMENT OF AFFAIRS

The Statement of Affairs for the Motor Vehicle Repair Industry Authority (dated December 2002) is available to the public in accordance with the arrangements set out below.

SECTION 3 – CONTACT ARRANGEMENTS

The documents listed above are available for inspection at the office of the Motor Vehicle Repair Industry Authority. Requests for access to the Authority's documentation under the Freedom of Information Act must be made in writing, with a \$30 application fee, to:

The Legal Officer
Motor Vehicle Repair Industry Authority
239 Great North Road
FIVE DOCK NSW 2046
Telephone: 02 9712 2200.
Hours: 8.30am – 5.00pm, Monday to Friday.

FREEDOM OF INFORMATION ACT 1989
Sections 14 (1) (b) and (3)
SUMMARY OF AFFAIRS
of the
MUSEUM OF APPLIED ARTS AND SCIENCES
(Incorporating the Powerhouse Museum and Sydney Observatory)
FOI Agency No. 384

SECTION 1 – POLICY DOCUMENTS

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

- Museum of Applied Arts and Sciences Act 1945
- Museum of Applied Arts and Sciences Regulation 2002
- Strategic Plan 2002-2005
- Administration policies and procedures
- Chart of Accounts
- Code of conduct
- Collection development and research policy
- Collection management policies and procedures
- Disability action plan
- Exhibitions policies and plans
- Guarantee of service
- Information technology strategic plan
- Human Resources policies and procedures
- Outreach policy
- Privacy Management Plan
- Public programs policies and procedures
- Publishing policies and procedures
- Regional services strategic plan
- Sponsorship policy
- Waste reduction and purchasing plan

SECTION 3 – CONTACT ARRANGEMENTS

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

- Executive Officer
- Freedom of Information Coordinator
- Museum of Applied Arts and Sciences
- PO Box K346
- HAYMARKET NSW 1238
- Telephone: (02) 9217 0576
- Facsimile: (02) 9217 0459

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

The Summary of Affairs of the Northern Rivers Area Health Service covers the Area Office, Division of Population Health and Planning, Community Health Services, Ballina Hospital, Bonalbo Hospital, Byron Bay Hospital, Casino Hospital, Campbell Hospital, Grafton Hospital, Kyogle Hospital, Lismore Base Hospital, Maclean Hospital, Mullumbimby Hospital, Murwillumbah Hospital, Nimbin Hospital, Tweed Heads Hospital and Urbenville Rural Hospital and Health Service Project (RHHSP).

SECTION 1 – POLICY DOCUMENTS

The following policies and documents are produced by the Area, individual Hospitals and Services and may be accessed for information.

AREA OFFICE

- By-Laws
- Quotations and Tender Policy
- Complaint Management Policy
- Effecting a Health Service Change
- Manual Handling Policy and Procedure
- Writing Policies and Procedures
- Use of Mobile Telephones in Health Care Facilities
- Asset Management Policy
- Motor Vehicle Policy
- Media Policy
- Pre-employment Criminal Records Screening
- Records Management and Reception Services
- Revenue Policy
- Quality Policy Statement
- A Planning Framework for NRAHS
- Critical Incident Policy
- Food and Nutrition Policy for Health Care Catering
- Leave Without Pay for Senior Medical Practitioners Policy
- Senior Medical Appointments in Mental Health Policy
- Selection Techniques Training Policy
- School Health Nursing Policy
- Orientation of New Staff
- Management of Abuse of Disabled and Older People
- Records Management Policy
- Risk Management Policy
- Management of Mail Policy
- Grievance Management Policy and Guidelines
- Needle and Syringe Program Policy
- Policy on the Introduction (By Healthcare Professionals) of Complementary Therapies and Complementary Medicines
- Cash Handling Policy
- Reporting of Critical Incidents
- Revenue Recovery for Clinical Nurse Consultants
- Postnatal Depression/Perinatal Mood Disorders Area Policy
- Management of Clinical Adverse Events and Near Misses Policy
- Restraint Policy
- NRAHS Personal Information Privacy Policy

Other Reference Material

- Annual Report
- Area Health Plan
- Progressing Quality in the NRAHS
- Mental Health Strategic Plan
- Sexual Health and Blood-borne Viruses Strategic Plan
- Aboriginal Health Strategic Plan
- Healthbites Newsletter
- Fraud Prevention and Control Plan

Manuals

- Manual of Delegations
- General Reference Manual

HOSPITALS and COMMUNITY HEALTH SERVICES**Community Health Services*****Ballina Primary Health***

- NRAHS Recruitment Manual including Staff Selection Policies
- NRAHS General Reference Manual
- Delegations and Purchasing Manual
- Team Planning Manuals containing
 - Area Health Plan
 - Performance Agreements
 - Strategic Directions
 - Demographic Profiles
- Occupational Health and Safety Manual
- Policy and Procedures Manual containing
 - Complaints Policy
 - Fraud Prevention Policy
- NRAHS Orientation Manual
- Local Orientation Manuals
- NSW Disaster Planning Manual
- Hospital/Shire and DOCS Welfare Disaster Plans
- NRAHS Infection Control Manual
- Child Protection Policy Manual
- NRAHS Manual Handling Policy Manual
- Safety and Security Manual – Ballina Site
- Safety and Security Policy – Byron Hospital/CHC
- Victims of Crime Policy (NSW Health Department)
- Visiting Medical Officers Liaison Policy
- Standard Procedures for the use of Health Care Interpreters
- Motor Vehicle Policy
- Writing Policies and Procedures
- Use of Facilities by Visiting Clinicians Providing Services to Privately Referred Outpatients Policy
- Administration and Reception Policy and Procedure Manual – Ballina Site
- Risk Management and Claims Manual – Ballina Site
- Leave Matters Manual – Ballina Site
- HACC Policy and Practice Manual
- Critical Incident Policy Manual – Ballina Site
- Complaints Manual – Ballina Site
- Aboriginal Health Information Guidelines
- Manual on Payroll – Local
- Awards
- Emergency Procedures Manual
- Safe Operating Procedures
- NRAHS Media Policy and Procedures Manual
- Diabetes Service Manual
- Wound Management Policy
- Department of Veterans Affairs Information for Providers
- Physiotherapy Policy and Procedure Manual

- Paediatric Occupational Therapy Policy Manual
- Speech Pathology Policy Manual
- Service Delivery Plans for Paediatric Therapy Services
- Dementia Care Policy Manual
- Podiatry Policy Manual
- Guidelines to the Mental Health Act
- Community Health Services Brochure
- Drug and Alcohol Service Brochure
- Child and Family Services Brochure
- Community Nursing – Ballina Brochure
- Dementia Care Service – Ballina Brochure
- Day Therapy Unit – Ballina Brochure
- Early Childhood Services Brochure
- Parenting Education Brochure
- Immunisation Brochure
- Post Tooth Extraction Brochure
- Orthodonture Brochure
- SOKS Brochure
- Wound Management Brochure
- Community Options Project Newsletter
- Child Resilience and Parental Mental Health Policy
- Post-Operative
- Worker’s Safety and Security Policy
- Domestic Violence Information
- Child Safety Manual
- Development 0 – 5 years Policy and Procedures
- Doppler Policy
- Diabetes Service – Draft Policy
- Diabetes Ambulatory Stablistation – Draft Policy
- Infection Control Manual
- OH & S and R Manual
- Palliative Care Services Manual
- Safe Operating Procedures
- School Screening (Before School Screening Manual – under review)
- Immunisation Accreditors Manual
- Audiometry Manual
- Contract Tracing Manual
- Infectious Diseases Manual
- Aboriginal Health Service Plan
- Allied Health Resource Manual
- DTV Policy and Procedure Manual
- Physiotherapy Brochure
- Material Safety Data Manual
- Early Response Policy
- Formula Resource Kit
- Eye Care Manual
- PADP Policy and Guidelines
- Continence Manual
- Discharge Planners Resource Kit
- Manual Handling Policies and Procedures
- Health Decoders and Information
- Colostomy Leaflets
- Women’s Health – The Middle Years Manual
- DVA – Information for Providers
- HACC – Policy and Procedures Manual
- Eastern Cluster – Team Structure Proposal (Organisational Chart)
- School Health Nursing Policy
- Counselling Mental Health Psychology – Social Work Intake
- Papanicolau (PAP) Test Policy
- Policy and Procedures for Use and Transportation of Beds for Clients of Ballina Primary Care
- Needle Exchange Service

- Guidelines for Work Experience Programmes
- Freedom of Information Requests
- Conflict of Interest – Non Government Organisation Management Committees
- Guidelines for Follow Up of Broken Appointments
- Code of Conduct
- Prescribed Services for Commonwealth Funded Hostel and Nursing Home Residents
- Modification to the Stores Department Operating Procedures
- Circular 98/36 Policy for Management of Ad Hoc Requests for Funding from Organisations External to NSW Health
- Complaints Management Policy
- Complaints Monitoring
- Managing Complaints – Guidelines for Area Health Organisation Providing Mental Health Services
- Green Card – Commonwealth Health
- OH & S (First Aid) Regulation 1989 – Circular 98/38
- Mullum Community Health Elective Surgery Transport Scheme
- Tram Meeting Policy
- Principles for Creation, Management, Storage and Disposal of Health Care Records – Circular 98/59
- Policy and Guidelines for the Development of Protected Disclosures Procedures in Health Services – Circular 98/101
- Staff Recruitment and Selection Policy
- NRAHS Rights and Responsibilities – Draft
- Department of Health Safety and Security – Minimum Standards for Health Care Facilities – June 1995
- Advertising Request Form
- Critical Incident Policy Circular 98/1
- NRAHS Media Policy
- Department of Health Victims of Crime Policy December 1995
- Standard Procedures for the use of Health Care Interpreters
- Staff Responsibilities Regarding Notification of Child Abuse Circular 97/133
- Registered of Training in Child Protection – Policy Circular 98/8
- Subpoena of Health Records in Sexual Assault Matters
- Interviewing and Preparation of Court Reports – Social Workers and the Law
- Health Promotion Policy

Bonalbo Primary Health Care

- NRAHS General Reference Manual
- Security and Safety Policy
- Manual Handling Policy and Procedures
- Occupational Health and Safety Manual
- Orientation Manual
- General Nursing Procedures
- Health Promotion Manual
- ECIPP ECN Injury Prevention Program
- Far North Coast Multicultural Resource Manual
- Health Records and Information
- NSW Health Plan (Disaster)
- CHASP Manual
- Rights and Responsibilities Pamphlet
- Before School and School Health Policy
- Silver Chain Wound Care Manual
- Diabetes Manual
- Local Bonalbo Community Health Newsletter
- 2000 Draft Interagency Guidelines for Child Protection
- NSW Frontline Procedures for the Protection of Young Children
- Detoxification clinical practice guidelines
- Mens Health and Substance Use Disorder Service Delivery Guidelines
- NSW General Practice Policy
- NSW Strategic Plan Aboriginal Health

Byron Bay Primary Health

- NRAHS Recruitment Manual including Staff Selection Policies
- NRAHS General Reference Manual
- Delegations and Purchasing Manual
- Team Planning Manuals containing
 - Area Health Plan
 - Performance Agreements
 - Strategic Directions
 - Demographic Profiles
- Occupational Health and Safety Manual
- Policy and Procedures Manual containing
 - Complaints Policy
 - Fraud Prevention Policy
- NRAHS Orientation Manual
- Local Orientation Manuals
- NSW Disaster Planning Manual
- Hospital/Shire and DOCS Welfare Disaster Plans
- NRAHS Infection Control Manual
- Child Protection Policy Manual
- NRAHS Manual Handling Policy Manual
- Safety and Security Manual
- Safety and Security Policy – Byron Hospital/CHC
- Victims of Crime Policy (NSW Health Department)
- Visiting Medical Officers Liaison Policy
- Standard Procedures for the use of Health Care Interpreters
- Motor Vehicle Policy
- Writing Policies and Procedures
- Use of Facilities by Visiting Clinicians Providing Services to Privately Referred Outpatients Policy
- Administration and Reception Policy and Procedure Manual
- Risk Management and Claims Manual
- Leave Matters Manual
- HACC Policy and Practice Manual
- Critical Incident Policy Manual
- Complaints Manual
- Aboriginal Health Information Guidelines
- Manual on Payroll – Local
- Awards
- Emergency Procedures Manual
- Safe Operating Procedures
- NRAHS Media Policy and Procedures Manual
- Diabetes Service Manual
- Wound Management Policy
- Department of Veterans Affairs Information for Providers
- Physiotherapy Policy and Procedure Manual
- Speech Pathology Policy Manual
- Service Delivery Plans
- Dementia Care Policy Manual
- Guidelines to the Mental Health Act
- Community Health Services Brochure
- Drug and Alcohol Service Brochure
- Child and Family Services Brochure
- Community Nursing
- Dementia Care Service
- Early Childhood Services Brochure
- Parenting Education Brochure
- Immunisation Brochure
- Wound Management Brochure
- Community Options Project Newsletter
- Health Promotion Policy

Casino Primary Health

- NRAHS General Reference Manual
- Domestic Violence Policy and Protocol Manual
- Primary and Extended Care Policy and Procedures Manual
- PHC Policy and Procedure Manuals
- Occupational Health and Safety Manual
- Manual Handling Manual
- Discipline Policy and Procedures
- Disaster Plans – NSW Health Plan, Local Plan
- CHASP Manuals
- CHASP Development Agreement – Casino Primary Health Care
- Quality Plan for Casino PHC
- NSW Health Safety and Security Manual
- Far North Coast Multicultural Resource Manual
- Orientation Manual
- Delegations Manual
- Core Orientation Manual
- Health Records and Information – Manual for Community Facilities
- Right and Responsibilities Pamphlet
- Staff and Services Pamphlet
- Immunisation Accreditation Manual
- Infection Control Manual
- School Screening/Before School Screening Manual
- Wound Care Manual
- Diabetes Manual
- Stomal Therapy Manual
- Palliative Care – Practical Guide for Health Care Professionals
- Palliative Care Nursing Learning Package
- Heart Health Resource Manual
- DVA Discharge Planners Resource Kit
- HACC Personal Care Manual
- Cancer Council
- Breast Cancer Co-ordinators Manual

Coraki Primary Health

- NRAHS General Reference Manual
- Cord Blood Collection Policy
- Fraud Prevention and Control Plan
- Rehabilitation Unit Policy and Procedure Manual
- Emergency and Special Procedures Manual
- Critical Incident Manual
- Intravenous Therapy
- Operational Policy and Procedure Manual
- Security and Safety Policy and Procedure Manual
- Backcare and Manual Handling Policy and Procedure
- Occupational Health and Safety Policy and Procedure Manual
- Safe Operating Procedure Manual
- Information Privacy – Code of Practice
- Warmup Exercises
- Cleaning Service Standard Guidelines
- Environmental Policy
- General Reference Manual
- Infection Control Manual
- Management of Obstetric Emergencies
- Protocols and Standing Orders for Medication Administration
- Policy and Guidelines for Parental Administration of Medications
- Human Resource Management Manual
- Discharge Planning Kit
- NRAHS Delegations Manual
- Standardised Procedures: Cash Handling, Receipting and Banking

- Working Safely with Chemicals
- Information Policy
- Dangerous Goods Register
- Hazardous Chemicals Register
- Methadone Administration Procedure Manual
- Management of Burns
- Multicultural Resource Manual
- Radiology Procedures

Grafton Primary Health

- EEO Standards
- Occupational Health and Safety Guide
- Patient Matters Manual
- Healthplan
- Information Policy
- Code of Practice
- Performance Agreement
- Guidelines for Handling Medications
- Information Bulletins
- Records and Information
- Safety and Security Manual
- Health Care Complaints Commission Manual
- Inebriates Act
- NRAHS Policy and Procedures Manual
- NRAHS PECS Policy and Procedures Manual
- Community Health Policy and Procedures Manual
- CHASP Standards
- Emergency Information Handbook
- Counter Disaster Plan
- Domestic Violence Policy & Procedures
- NRAHS Conduct and Discipline Manual
- Child and Family Policy & Procedures
- Mental Health Policy and Procedures
- Audiometry and School Screening Policy and Procedures
- Infection Control Policy and Procedures
- Occupational Health and Safety Policy
- Manual Handling Policy
- Aboriginal Health Policy and Procedures
- Livingskills Policy and Procedures
- Far North Coast Multicultural Resource Manual
- Womens Health Policy and Procedures
- Cervical Area Pap Smear Policy
- Family Planning Association Clinical Guidelines
- Detoxification from Alcohol and Other Drugs Manual
- Child Protection Policy and Procedures
- Adult Sexual Assault Manual
- Mandatory Notification Child SA Manual
- Sexual Assault of Persons with Development Disability Manual
- Sexual Assault Information and Education Manual
- "Nothing But the Truth" Court Preparation Manual
- Sexual Assault Policy and Procedures
- HIV Workers Manual
- HIV/AIDS Workplace Manual
- Needle and Syringe Exchange (NESP) Policy and Procedures
- NUAA Complaints Package Manual
- Understanding Substance Abuse Manual
- NSEP Workers Training Manual
- Speech Pathology Policy and Procedures
- Clarence Valley Aged Care Assessment
- ACAT Acts and Guidelines

- Aged Care Assessment and Approval Guidelines
- Certification of Aged Care Residential Facilities
- The Residential Care Manual
- Clarence Valley ACAT Policy and Procedures
- Clarence Valley QI Manual
- Aged Care Bill 1997
- DVA Discharge Planners Resource Kit
- ACAT National Register Manual
- Early Childhood Policy and Procedures
- Community Nursing Policy and Procedures
- Wound Care Manual
- Immunisation Manual
- Infection Control Manual
- Infectious Diseases
- QI Manual
- Palliative Care Policy and Procedures and Resource Manual
- Chest Clinic Policy and Procedures
- Diabetes Policy and Procedures
- Podiatry Policy and Procedures
- Standards and Guidelines for Residential Aged Care Services
- Mental Health Act Guide Book
- Aged Care Act
- Community Consultative Committee Guide Book
- Guidelines for Health Workers Contact with Perpetrators of Domestic Violence Manual
- Aboriginal Health HECS Fees Draft Policy
- Aboriginal Health 60/40 Specialist Roles Draft Policy
- Aboriginal Health Cars Draft Policy
- Aboriginal Elders Officiating at NRAHS Functions Draft Policy
- DVA Information for Providers Manual
- Psychiatric Medications for Teenagers Manual
- Dental Department Policies and Procedures
- SOKS – Newsletters and Information folder
- Baby’s Smile pamphlet
- Modern Conservative Dentistry pamphlet
- Your Children’s Teeth pamphlet
- Sealing Out Decay pamphlet
- Avoiding Bad Breath pamphlet
- Care of Dentures pamphlet
- Various Dietary pamphlets
- “Draft” NRAHS NSP Policies and Procedures
- Area Reference Manual
- Updated Emergency Information Handbook
- DOH Information Privacy Code of Practice
- The Country Web – Rural Women’s Network Newsletter
- Veterans Affairs Information for Providers Manual
- The Australian Immunisation Handbook 7th Edition 2000
- Menadue and Sinclair Reports
- Resource Allocation in the HACC Program”A Framework for Service Providers” Health and Aged Care Bereavement Manual
- NSW Aboriginal Health Strategic Plan
- “Parenting the Teenage Years” magazine
- Draft Report NSW Consumer and Community Participation
- Information Manual for Preceptors (Nursing)
- Updated DVA Information for Providers Manual
- “In Control” Dental Magazine
- Dental QI Activities Folder
- Dental Material Safety Data Manual
- Dental Radiation Dosage Reports Folder
- National Hepatitis C Resource Manual

Kyogle Primary Health

- Cardiac Rehabilitation Program Manual
- Community and Primary Health Care Services Module 1999
- Complaints Policy and Procedure Manual
- Delegation Manual
- Disaster Emergency Procedure Manual
- Far North Coast Multicultural Resource Manual
- General Reference Manual of Health Records and Information
- Health and Community Services Core Modules 1998
- Heart Health Manual
- Health Promotion Manual
- Human Resources Management Manual
- Kyogle Community Health Brochure and Right of Consumer
- Kyogle Memorial Hospital EQuiP Manual
- Kyogle Memorial Hospital General Reference Manual
- Manual Handling Policy and Procedures
- NSW Health Plan Handling Policy and Procedures
- NSW Health Plan
- NRAHS General Reference Manual
- Occupational Health and Safety Manual Policy and Procedure Manual
- Policy and Procedure Manual
- Policy and Procedures for Physiotherapy Department
- Policy and Procedures for Speech Department
- Quality Assurance Program Manual
- Safe Work Practices Manual
- Safety Manual
- Safety and Security Manual
- Staff Handbook
- Staff Orientation Manual

Mullumbimby Primary Health

- NRAHS Recruitment Manual including staff Selection Policies
- NRAHS General Reference Manual
- Delegations and Purchasing Manual
- Team Planning Manuals containing
 - Area Health Plan
 - Performance Agreements
 - Strategic Directions
 - Demographic Profiles
- Occupational Health and Safety Manual
- Policy and Procedures Manual containing
 - Complaints Policy
 - Fraud Prevention Policy
- NRAHS Orientation Manual
- Local Orientation Manuals
- NSW Disaster Planning Manual
- Hospital/Shire and DOCS Welfare Disaster Plans
- NRAHS Infection Control Manual
- Child Protection Policy Manual
- NRAHS Manual Handling Policy Manual
- Safety and Security Manual
- Safety and Security Policy – Byron Hospital/CHC
- Victims of Crime Policy (NSW Health Department)
- Visiting Medical Officers Liaison Policy
- Standard Procedures for the use of Health Care Interpreters
- Motor Vehicle Policy
- Writing Policies and Procedures
- Use of Facilities by Visiting Clinicians Providing Services to Privately Referred Outpatients Policy
- Administration and Reception Policy and Procedure Manual
- Risk Management and Claims Manual

- Leave Matters Manual
- HACC Policy and Practice Manual
- Critical Incident Policy Manual
- Complaints Manual
- Aboriginal Health Information Guidelines
- Manual on Payroll – Local
- Awards
- Emergency Procedures Manual
- Safe Operating Procedures
- NRAHS Media Policy and Procedures Manual
- Diabetes Service Manual
- Wound Management Policy
- Department of Veterans Affairs Information for Providers
- Physiotherapy Policy and Procedure Manual
- Paediatric Occupational Therapy Policy Manual
- Speech Pathology Policy Manual
- Service Delivery Plans
- Dementia Care Policy Manual
- Podiatry Policy Manual
- Guidelines to the Mental Health Act
- Community Health Services Brochure
- Drug and Alcohol Service Brochure
- Child and Family Services Brochure
- Community Nursing
- Dementia Care Service
- Day Therapy Unit
- Early Childhood Services Brochure
- Parenting Education Brochure
- Immunisation Brochure
- Post Tooth Extraction Brochure
- Orthodonture Brochure
- SOKS Brochure
- Wound Management Brochure
- Community Options Project Newsletter
- Health Promotion Policy

Murwillumbah Primary Health

- By-Laws
- Management Policies and Procedures
 - Organisation and Administration
 - Staffing and Direction
 - Patient's Rights and Special Needs
- Policies and Procedures
 - Corruption Prevention
 - Complaints
 - FOI
 - Protected Disclosures
 - Sexual Harassment
 - Grievance/Disciplinary
 - Staff Development and Training
 - Facilities and Equipment
 - Quality Activities
 - Equal Employment Opportunity Policy
- Annual Report
- Area Newsletters
- Clinical Services Directory
- Corporate Plan
- NRAHS/NSW Health Performance Agreement

- NRAHS Health Plans
 - Disability Plan
 - Women’s Health Strategic Plan
 - Domestic Violence Protocols
 - Clinical Performance Indicators
- Delegations Manual
- Human Resources Manual
- Guidelines for Service Planning
- Management Structure
- Area Profile
- Community Health Policy Manuals
- Department and Policy and Procedure Manuals
- Quality Management Plans
 - CHASP Development Agreement Plan
- Patient Brochures
- Newsletters – Interactions
- Infection Control Manuals
- Occupational Health and Safety Manuals
- Guidelines and Procedures for Recruitment and Selection
- Management Structures
- Disaster Plans
- Complaints Policy and Procedures

Primary & Extended Care Services (PECS) Western Cluster

- Accreditation Review Reports
- Allocated Days Off Policy
- Australian Health and Community Services Standards Core Module
- Australian Health & Community Services Standards Primary Health Care Module
- Cardiac Rehabilitation Program Manual
- Cash Handling, receipting and banking
- Clients Rights and Responsibilities Policy
- Community Health Western Business Plan
- Community Health Western Strategic Plan
- Complaints Policy and Procedure Manual
- Critical Incident Procedures
- Dangerous Goods Register
- Delegation Policy/Schedule
- Disaster Policy
- Discipline Policy and Procedure
- Domestic Violence Policy and Procedures
- East of West Quality Improvement Plan
- Environmental Policy
- Fraud Prevention and Control
- General Reference Manual
- Hazardous Chemicals Register
- Health and Community Services Core Module
- Health brochures
- Health Improvement Plan
- Health Improvement Literature
- Health Promotion Plans
- Human Resource Management Documentation
- Immunisation Accreditation Manual
- Interagency Guidelines for Child Protection
- Manual Handling Policies and Procedures
- Mobile and Satellite Phones Policy
- Monthly Reporting Cycle Policy
- NSW Health Policies
- Occupational Health, Safety and Rehabilitation Policies and Procedures
- Official Visitors Policy
- Orientation of New Staff Policy

- Performance Appraisal Policy
- Quality Improvement Policy
- Rights and Responsibilities Pamphlets
- School Screening Information
- Site Orientation Manuals
- Time Off in Lieu Policy
- West of West Quality Improvement Plan

Tweed Heads Primary Health

- By-Laws
- Management Policies and Procedures
 - Organisation and Administration
 - Staffing and Direction
 - Patient's Rights and Special Needs
- Policies and Procedures
 - Corruption Prevention
 - Complaints
 - FOI
 - Protected Disclosures
 - Sexual Harassment
 - Grievance/Disciplinary
 - Staff Development and Training
 - Facilities and Equipment
 - Quality Activities
 - Equal Employment Opportunity Policy
- Annual Report
- Area Newsletters
- Clinical Services Directory
- Corporate Plan
- NRAHS/NSW Health Performance Agreement
- NRAHS Health Plans
 - Disability Plan
 - Women's Health Strategic Plan
 - Domestic Violence Protocols
 - Clinical Performance Indicators
- Delegations Manual
- Human Resources Manual
- Guidelines for Service Planning
- Management Structure
- Area Profile
- Community Health Policy Manuals
- Department and Policy and Procedure Manuals
- Quality Management Plans
 - CHASP Development Agreement Plan
- Patient Brochures
- Newsletters
 - Interactions
- Infection Control Manuals
- Occupational Health and Safety Manuals
- Guidelines and Procedures for Recruitment and Selection
- Management Structures
- Disaster Plans
- Complaints Policy and Procedures
- A Policy and Notifying – Child Abuse and Neglect
- A Policy for Protecting Children and Young People
- Community Health Framework – Discussion Report
- Critical Incident Manual: Policy and Guidelines
- Directory of Mental Health Services
- Evaluation Rewards and Sanctions Framework for Health Service Performance Agreements
- Evaluation of the National Mental Health Strategy

- Mental Health – Women and Safety
- Mental Health Promotions in NSW -Conceptual Framework for Developing Initiatives – November 1997
- NSW – Queensland Border
- Performance Agreement 1997 – 1999
- Performance Management Framework
- Primary Care Psychiatry – The Last Frontier
- Primary Health Planning 10 February
- Psychiatric Bulletin
- Resource Guide
- Standing Operating Procedures
- The Australian Immunisation Handbook
- Working Group for Mental Health Care and Emergency Departments
- Working Group for Mental Health and Primary Care
- Advisory Committee on Homelessness
- Area Health Plan
- Caring form Mental Health – Framework
- Case Management Centre
- Criminal Justice System
- Department of Health Annual Report
- Domestic Violence
- Health Records and Information – Policies and Guidelines
- Infection Control Policy – Circular 95/13, 1998
- Mental Health Act Guide Book
- Mental Health Strategic Plan 1998 – 2003
- PJD Facilitator Training
- Practice Essentials – Medical Journal of Australia
- Procedure Manual – Community Health Facilities Policies
- Promotion and Prevention National Action Plan 1998 – 2003
- Second National Mental Health Plan
- Standards for Community and Health Services – Infrastructure Module 1998
- Standing Operating Procedures for MHS
- Strategic Directions for Health 1998 – 2003
- Strategic Directions in Men’s Health
- Summary of National Mental Health Strategy Projects
- Tweed Council Disability Information Directory
- Understanding Loss of Control
- Australian Taxation Reform Information
- Measuring and Classifying PECS in Northern Rivers
- Policy Manual Draft – January
- Safety Rules OH & S
- Workplace Bullying and Employers Guide
- Aboriginal Mental Health Awareness
- Bugalwena Service – Community Resource Manual 1997 – 1998
- Bugalwena Service – Inaugural Annual Service Report 97 – 98
- Mavourah Dubay
- NSW Aboriginal Policy in NSW
- Social Justice for the First Australians
- CHASP External File Audit (March 1998)
- CHASP Generic Standards and Indicators
- CHASP Self Assessment and Service Development Primary Health Care Workback (April 1998)
- CHASP Site Inspection Report
- CHASP Staff Profile and Management Structures (as at 1/4/98)
- CHASP Standards Manual
- Dual Diagnosis Circular
- File Audits – Policy and Procedures Manual DOCS
- Manual Handling Circulars
- National Standards for MHS
- NRAHS Performance Agreements
- CHASP Self Assessment and Service Development
- TVHS Emergency Information Handbook

- A Story of Ian Green Handout
- Acla Psychiatric Scandinavica Handout
- Aproxax in the Management of Panic Disorder Handout
- Clopixol to start with handout
- Depression in later life handout
- Depression in the Elderly handout
- Drug and Aging – Reprint
- Maintenance Treatment of Chronic Schizophrenia handout
- New Perspectives in Treatment of Depression handout
- Prime MD Primary Care Evaluation of Mental Illness handout
- Psychiatry Volume 12 and 13 Issues 4 and 1
- Supplementum
- International Psycho geriatrics 1991 – 1995
 - Treatment of Depression
 - Suicide and Aging
 - Delirium
 - Diagnostic Procedures
 - International Psycho geriatrics Volumes 4, 5,6 and 7
 - Alzheimer’s Disease Clinical Course
 - Research Awards in Psycho geriatrics
- Library Files
 - A-Z Health Service Directory Mental Health 1997
 - File Procedures information
 - Grief and Bereavement After Suicide
 - Infection Control
 - Management of Agreement
- Policy Community Health
- Tweed District Hospital Quality Assurance Manual
- Victims of Crime
- Casemix Procedures
- CHASP Volume 1 and 2
- General Management Policy and Procedures Manual
- Mental Health Policy and Procedures Manual 1 and 2
- NSW Health Guidelines
- NSW Health Circulars
- PECS 1998 and 1999
- Disability Service Act Policy and Procedures Manual
- Procedures for Medical Records Information
- Safety and Security
- Team Leaders Information Manual Human Resource Management
 - Policy and Procedures Manual
 - Recruitment Procedures and Selection
- Brochures
 - AA
 - ARAFMI Helpline
 - Bugalwena Team
 - Carers Support Group
 - CHC – Client Rights and Responsibilities
 - Complaints
 - Conciliation of Health
 - Dealing with a complaint against you
 - Eating Disorder
 - Help with Gambling Problems
 - How to make a Statutory Declaration
 - How to handle complaints made by your Patients
 - Information for the New Comer
 - Men Can Talk
 - Mental Health in Rural and Remote Post
 - Parents in Pain
 - Schizophrenia Awareness Week
 - Schizophrenia – Sane Aust

- TAAP – Northern NSW Aboriginal Tenants Advice Service
- The Hidden Disorder OCD
- The Complaints Process
- TRVF Grounds Maintenance Team
- What is Schizophrenia
- What is Depression – Mental Illness the facts
- What is Stigma
- What is Anxiety
- Care and Support pack for families and friends bereaved by suicide
- Evaluation of suicide risk among adolescents
- Guide to the management of patients with possible suicidal behaviour in -
 - general chc
 - general hospital wards
 - emergency department
 - Mental Health inpatient facility
 - youth suicide strategy
- Medical Journal of Australia 20 July 1998
- NSW Health Nov 1997
 - Preventing and managing reported increases in suicide in local community
 - Local management of media reporting on suicide deaths
- Regional Youth at Risk Prevention Project
- Rose Education Pty Ltd Resource Guide 1997
- Suicide – We can all make a difference 1997
- Suicide Prevention Australia Yards Project Clinician Questionnaire
- Suicide Help – a quick look handbook
- Understanding and preventing teen suicide
- Youth at Risk of Deliberate Self Harm
- Youth Suicide Prevention – Commonwealth Department Health and Family Services
- Understanding and Involvement
 - a projects beginning
 - a project unfolds
 - a project concludes

Sexual Health and Needle and Syringe Exchange

- NSW HIV/AIDS Statement of Strategic Directions 2002-2003
- NSW HIV/AIDS Health Promotion Plan 2001-2003
- NSW Health Review of HIV/AIDS Care and Treatment Services in NSW (2000)
- National Hepatitis C Strategy 1999 – 2000 to 2003 – 2004
- HIV/AIDS, Hepatitis C and Sexually Transmitted Infections in Australian Surveillance Report 2000
- HIV/Viral Hepatitis – a Guide for Primary Care ASHM
- National Hepatitis C – Resource Manual
- Commonwealth Department of Health and Aged Care (2000) Changes and Challenges: National HIV/AIDS Strategy 1999-2000 to 2003-2004 Canberra HDAC
- All ASHM Printed Resources
- Commonwealth Department of Health and Aged Care (2000) National Hepatitis C Strategy 1999-2000 to 2003-2004 Canberra HDAC
- Commonwealth Department of Health and Family Services (1997) National Indigenous Australians' Sexual Health Strategy 1996-97 to 1998-99: A Report of the ANCARD Working Party on Indigenous Australians Sexual Health, Canberra AGPS
- ANCAHRD The National Indigenous Australian' Sexual Health Strategy 2001/02 to 2003/04 (DRAFT)
- Australian National Council on AIDS and Hepatitis C and Related Diseases (2000) Needle and Syringe Programs: A review of Evidence, Canberra: ANCAHRD
- National Centre in HIV Epidemiology and Clinical Research (2000) National HIV Surveillance Report
- NSW Health Department (2000) NSW Hepatitis C Strategy 2000-2003, Sydney, NSW Health
- NSW Health Department (1999) Core Competency Standards for Aboriginal and Torres Strait Islander HIV/Sexual Health Workers in NSW Sydney: NSW Health Department
- Anti-Discrimination Board of NSW (2001) Change – Report of the Enquiry Into Hepatitis C Related Discrimination

- NRAHS HIV/BBC Strategic Plan
- NRAHS Sexual Health Promotion Plan

HOSPITALS

Ballina District Hospital

- Breast Feeding Management Manual
- Clinical Pathways Manual
- Diabetes Manual
- Disaster Plan Manual
- Discharge Planning Information Kit
- Emergency Procedures Manual
- Environmental Policy and Procedures
- First Aid Register
- Human Resource Manual
- Immunisation Manual
- Infection Control Manual
- Manual Handling Policy and Procedures
- Material Safety Data Sheets
- NSW Health Plan
- NRAHS General Reference Manual
- Occupational Health and Safety Manual
- Pain Management Manual
- Patient Information Booklet
- Performance and Quality Indicators
- Policy and Clinical Practice Manual
- Policy and Guidelines for Parental Administration of Medications
- Protocols and Standing Orders for Medication Administration
- Safe Operating Procedures
- Stomal Therapy Manual
- TQM Manual
- Work Site Inspection Manual
- Workplace Injury Employees Kit

Bonalbo Hospital

CLEAN UTILITY ROOM

- Area Drug Committee Draft Terms of Reference
- Guardianship Tribunal Report 98–99
- NRB Boardworks
- Health Care Maintenance Annual
- Public Health Bulletins
- In Touch With the Law
- Quality Magazine
- Hospital and Healthcare
- Aged Care News
- Australian Health and Aged Care
- Nursing Branch Update
- Directions
- Health Council Update
- Government Equipment News
- Crisis Care Protocol for Adult Victims of recent Sexual Assault
- Strategic Framework for the advance of the health of women 2000
- Government Equip News
- NSW Policy for Protecting Children and Young people March 1997
- NSW Health Child Sexual Assault Procedure Manual March 1997
- NSW Health Procedure Manual for Health Workers– Abuse and Neglect of Children March 1997
- Consumer Complaint Management Policy Draft 2 2/9/99
- Critical Incident Policy Draft August 1997
- Policy Manual for Mental Health Workers Review March 2000
- Policy and Procedure of Management of Migraine March 1999
- Palliative Care guidelines

- Management of substance Abuse in the Workplace Draft
- Information Bulletins NSW Health
- Circulars NSW Health Department
- Patient Matters Manual
- Leave Matters Manual
- Promoting Heart Health- Heart Foundation
- Better Practice Guidelines for Patient Management
- Best Practice – Evidence Based Practice Information Sheets
- NRAHS Managing Our Human Resources -Policy and Practice Manual
- Human Resource Manual Lismore 1995
- Interagency Guidelines for Child Protection Intervention
- Recognising and Notifying Child Abuse and Neglect
- Policy for Protecting Children and Young People from Abuse
- Review of the Children (Care and Protection Act 1987) Law and Policy Discussion Papers
- NSW Health Department Guidelines for the Hospitalisation of Children July 1998
- Environmental Guidelines Assessment and Management of Non – Liquid wastes
- NSW Aboriginal Health Guidelines
- Information Privacy Code of Practice 2nd Edition 1998
- Memorandum of Understanding – NSW Police and Health Workers
- NSW HIV and AIDS Health Promotion Strategy
- Nursing Care Standards for People with HIV/AIDS
- Sexual Health and Blood Borne Viruses Strategic Plan 1998/2001
- Guardianship in NSW
- NSW Emergency Care Protocol Revised May 2000
- Rehabilitation and Extended Care Plan 1999
- NSW State Trauma System Rural 1997
- Improving Diabetes Care and Outcomes – Guide and Care 1 & 2
- Emergency Department Policy Statement
- Improving Asthma Care and Outcomes NSW Health
- Emergency department Manual for Assessment and Treatment of Asthma
- Evidence Base Review 6 step Asthma Management Plan
- Heart Health Pack Lismore Base Hospital
- Migraine Handbook -Brain Foundation
- NRAHS Aboriginal and Torres Strait Islander Employment Strategy
- Better Guidelines for frontline Complaint Handling NSW Health
- Women's Hospitals Australian Policies 1998
- Mental Health Services Report
- Caring for Older Peoples Mental Health
- Operational Guidelines for Health Related Transport improving Aboriginal and Torres Strait Islander Origin Information in NSW and Identification
- North Coast Plan for Implementing Families First
- NRAHS Health Plan – Strategic Directions
- Understanding Childhood Immunization
- The Australian Immunization Handbook 7th Edition
- Immunization – Further documentation
- Immunization Manual
- NRAHS General Reference Manual
- Protocols and Standing orders for Medication Administration
- Child Sexual Assault Information
- Policy and Guidelines for Parental Administration of Medications
- Pathology Memos
- Poisons Act
- Drug Manual
- Guidelines for the Handling of Medication in Community Based Health Services
- Poisons List 1987
- NSW Health Methadone Maintenance
- Guidelines for the handling of Medication in NSW Public Hospitals
- National Guidelines to Achieve Continuum of Quality use of Medications between Hospital and Community
- The EQUIP Guide
- Richmond Pathology Service Directory 1996-1997

- Maternity Guidelines for Registered Nurses
- NSW Detoxification Clinical Practice guidelines
- Body Substance – Exposure Management
- Diabetes Manual
- Health Department Information
- NSW Newborn Screening Information
- Protection Disclosures Act
- Palliative Care – A Practical Guide for Health Care Professionals
- Environmental Policy Manuals
- Stomal Therapy Manual
- Discharge Planners Resource Kit
- NSW Health Plan
- NRAHS Health plan
- Health Share – Solutions toward Best Practice in OHS
- Instruction Manual
- NRAHS Board Meetings
- Acute Pain Management and Guidelines
- NSW Nurses Association Award
- CEO Information
- Nursing Service Policy Manual
- Newsletters
- Internal Memos
- Southern Cross University – Palliative Care and Dementia
- Practice Guidelines Palliative Care NSW Rural Nurses
- NRAHS Asset Strategic plan
- Better Practice Resources for Hospital Care of People with Dementia
- Infection Control Resource Kit
- Infection Control Policy
- Cleaning Service Policy and Guidelines
- Infection Control in Health Care Facilities Settings
- Infection Control Manual

STAFF ROOM

- Safety and Security Manual
- Waste Management Manual
- Alcohol and Drug Abuse Resource Folder
- Handling Cytotoxic Drugs in Health Care Establishments
- Guidelines for Handling Drugs and Related Waste in Health Care Establishments Health and Safety Act 1983
- OH & S Education and Training Directory Unit
- Managing Chemical Hazards in the Workplace
- How to get Workplace Health and Safety Information
- Guidelines for Workplace Rehabilitation Program
- Health and Safety for cleaners
- Skin Cancer and Outdoor Workers Guide
- Working safely with Chemicals
- Floors, Passageways and Stairs
- Backwatch Catalogue
- Lifting and Moving people
- Code of Practice – For safe use of Pesticides in Non – Agricultural Workplaces Working from Home
- Code of Practice for the safe use and Storage of Chemicals in Agriculture
- Applying the new OHS Regulations and Managing Workplace Safety
- Reading Labels and Material Safety data Sheets
- OH & S Committees in the Workplace Regulations 1984
- Due Diligence at work
- Folder – Inspections, Meeting etc
- Manual Handling Competencies for Nurses
- Manual Handling Competencies for Cleaners
- Manual Handling Guide for Nurses
- Implementing Safety and Quality Enhancement in Health Care

- Risk Management File
- SWP's Manual
- Manual Handling Manual
- Policy Manual
- NSW Health OH & S
- CIAP
- OH & S Policy and Procedure Manual
- OH & S and Rehabilitation Guide
- Fire Safety Identification
- Fire Safety Equipment Register
- Fire Safety Training Manual
- Preventing Slips Trips and Falls
- Safe Use of Solvent
- Providing First Aid at Work
- Lead Safe
- Manual Handling Legislative Requirements

LIBRARY

- Managing IV Therapy
- Law for Nurses
- Manual of Clinical Problems in Internal Medicine
- Concepts of Oncology Nursing
- The Aids Manual⁶ Guidelines for Cancer Nursing Practice
- Nursing and the Law
- Aust. Code of Practice for Transplantation of Cardioveric Organs and Tissues
- Coding and DRGS – Clinical Staff 2nd Edition
- Medical Care of the Cancer Patient
- Care of the high Risk Neonate
- Clinical guidelines for the use of Antineoplastic Agents
- On Death and Dying
- Drug Treatment for the Elderly Patient
- CSL Antivenom Handbook
- Guide to Parental Administration of drugs
- Medical science and Human Goals
- Clinical haematology
- Venomous Creatures of Australia
- MIMS Disease Index
- Geriatric Medicine
- Control of Communicable Diseases Manual
- Practical medication Mathematics
- Illustrated handbook in local Anaesthetics
- Exercises for the Arthritic Patient
- High Risk Newborn Infants
- Management Guidelines Snakebite and Spiderbite
- Suicide Intervention Handbook
- Reptiles of Australia
- A First Notebook of Head Injury
- Respiratory Intensive Care Nursing
- Ear Nose and Throat Surgery
- A guide to Blood Transfusion
- Drug Guide for Nurses
- The Merck Manual
- Tabers Cyclopaedic Medical Dictionary
- Grants Atlas of Anatomy
- Manual of Radiographic Interpretation
- Medical Surgical Nursing Luckman and Sorenson
- Intensive Coronary Care
- ECG Exercises
- Trauma Nursing Care Course
- The Lippincott Manual of Nursing Practice
- Textbook of Medical and Surgical Nursing

- Asthma Kit
- Asthma – Patient Instruction Kit Leaflet
- Improving Asthma Care and Outcomes
- The Paediatric Asthma Management Plan
- The Use of High Dose Beclomethasone Dipropionate in the Treatment of Asthma
- Report on the cost of Asthma in Australia
- Asthma Management Improvement Council
- HELP HepC Care Workers Guide to Hep C
- Hep C Review Edition 18
- Hep C Management Guide for General Practitioners
- Hep C Information
- Better Health Outcomes Magazines
- Benchmarking Activities
- National Health Priorities and Outcomes Magazines
- Healthcare Supplies Magazines
- Therapeutic Goods Magazines
- AHA Healthcare Brief Magazines
- NSW Public Health Bulletin Magazines
- Australian Training Magazines
- Quality Bulletin Magazines
- Equip News Magazines

NURSES DESK

- Mental Health Information Site
- NRAHS Domestic Violence Protocol/Policy 1998
- Incident / Accident Register
- Guidelines for Medicated Management of Alcohol and Other Drug Withdrawal Syndromes
- Alcohol and Withdrawal Syndrome Information
- St Vincents Rehabilitation and Aged Care Services Information and What to do
- Guide to the Management of Patients with possible Suicidal Behaviour
- NSW Suicide Prevention Strategy 1999
- Circular 98/3 Policy Guidelines for the Management of patients with possible Suicidal Behaviour for NSW Health Staff and Staff in Private hospitals
- Guidelines for Parents and Carers Boarding in Hospital
- Heart Health Pack 1998
- Directory of Australian Cardiac Rehabilitation Programs 1999
- Better Practice Guidelines for Frontline Complaints Handling 1998
- NSW Health Victims of Crime Kits
- Victim of Crime Protocol July 1996

OBSERVATION ROOM

- Chemical Register
- Disaster manuals
- Management Protocols for Various Problems (Binder)
- NSW Management Guidelines for people with Burn Injury 1996
- NSW Health Transfer guidelines for people with Burn Injury 1996
- Management of Obstetric emergencies
- The management of Acute Neurotrauma in Remote and Rural Locations 1992
- Emergency Care Protocol Reviewed May 2000
- Pulse Oximeter Manual 1998
- Defibrillator Manual

MEDICAL RECORDS

- Medical Records Information, Extracts from Clinical Procedures
- Department of Veterans Affairs
- Patients Fees/Admissions/Memos/Circulars
- Health Funds/Memos/Information
- Instruction Manuals
- Instruction for the NSW Inpatient and Statistic Collection
- ICD 9cm Codes Update
- Accounts and Order Determination 1998
- NSW Health Bench Marking Activities 1998

- NSW Health Bulk Billing Handbook 1996
- NSW Health Accounting Manual Amended 1999
- Fees Procedures Volume 1 and 2 – 1999–20000
- Hospas ATS Manual
- Hospas Disease Index
- Hospas Patient Master Index User Manual 1997
- Hospas User CS Update ATS 2000
- ICAC Department Health – Cash Handling
- Medipath Pathology Laboratory Management System Text Based Ward Enquiry
- Hospas User Notes for version 21.o 1999
- Medicare Benefits Schedule Book
- Supplement to Medicare Schedule Benefits 1996

EO/DON OFFICE

- NSW Health Strategic Planning Guidelines for Budget Allocating
- Achievement of Benchmark costs and cross Boundary Purchasing
- NSW Health Management of Nursing Resources Reference Manuals, a Business Planning Model 1998
- Introduction to Emergency Management Course Hazard Analysis
- Health Emergency Operations Centre (EOC) 1999
- Emergency Management Arrangements
- Commonwealth Counter Disaster Concepts
- Y2K Legal Risk Review 1999
- NSW Health Plan
- The Government's Action Plan for Health 2000
- Assets Management
- List of Contracts
- Contract Evaluation Forms
- Daniels corporation – Safety valve Ecology Service
- Service and Agreement b/w Northern Rivers Pathology Service and Bonalbo Hospital
- Inter- Hospital Transports By Ambulance Partnership Agreement
- NRAHS – Asset Strategic Plan 1999
- NSW Health Strategic Directions for Health
- Guidelines for Completing the DOHRS
- Human Resources Management Report. Nursing Staff Details.
- Mimate Operating Procedures
- Data Power User Manual
- Bud Wiser the cost Centre Roster
- Risk Management and Internal Control
- Audit Checklists
- Cash handling Register of Signatures
- Cash handling Receipting and Banking Procedure
- Internal Audit Cash handling
- Internal Audit Charter
- Customer Satisfaction Evaluation
- Fraud Prevention
- NRAHS Risk Management Implementation
- Draft Risk Management Policy
- Risk Management and Internal Control – Self Assessment Review
- Internal Audit Review
- GST for Hospitals and Health Services Sector
- Fire Reports Plans
- Role Delineation

Byron Bay District Hospital

- Information Privacy Code of Practice
- Notification Suspected Child Abuse
- Performance Agreement with NSW Health and Agreement with Director of Hospital Services
- NSW Inpatients Statistics Collection Manual
- Fees Procedure Manuals
- Memorandum of Understanding between NSW Police and NSW Health

- NSW Health Aging Framework 1998-2003
- Women's Health Strategic Plan 1998-2001
- Mental Health Strategic Plan 1998-2003
- NSW Public Hospitals Comparison Data Book 1996/97
- Better Practice Guidelines for Patient Management – NSW Health
- HOSPAS Manuals
- Burns Management and Transfer Guidelines
- Safe Use of Hazardous Substances
- Child Protection Policy and Procedure
- Safety and Security Manual
- NSW State Trauma System – Rural
- Management Guidelines Snake and Spider Bite
- Food and Nutrition Directions for NSW
- Purchasing and Supply Manual
- Cleaning Services Standards Guidelines and Policies
- Accounts and Audit Standards
- Patient Matters Manual
- ACHS Accreditation Guidelines
- Australian Standards
- NRAHS By-Laws
- Manual of Delegations
- Waste Management Guidelines
- Complaints Management Policy
- Orientation Manual
- Body Substance Exposure Protocol
- Tender Policy (draft)
- Healthbites Newsletter
- Focus on Nursing Newsletter
- Hazardous Substances Register
- Minutes of Meetings – local and Area
- Asset Register
- Patient Information Manual
- Service Plan
- Occupational Health and Safety Manual
- Safety Manual
- Nursing Policy and Procedure Manual
- Emergency Department Policy and Procedure Manual
- Birthing Unit Policy and Procedure Manual
- Administration Policy and Procedure Manual
- Medical Records Policy and Procedure Manual
- Radiology Policy and Procedure Manual
- Pharmacy Policy and Procedure Manual
- Maintenance Policy and Procedure Manual
- Environmental Policy and Procedure Manual
- Catering Policy and Procedure Manual
- NRAHS General Reference Manual
- Byron Bay General Reference Manual
- Counter Disaster Manual
- Waste Management Policy and Procedure
- Occupational Health and Safety Policy
- Occupational Health and Safety Training Policy
- Staff Induction Policy
- Manual Handling Policy
- Manual Handling Guide
- Human Resources Management Manual
- Policy & Procedure Manual – Maintenance Department
- Policy and Procedure Manual – Nursing
- Infectious Diseases Manual
- Patient Matters Manual
- Disaster Plan
- Infection Control Manual

- Policy and Procedure Manual Administration
- Environmental Procedure Manual
- Policy and Procedure Manual – Medical Records
- Policy and Procedure Manual – General
 - Motor Vehicle Policy
 - Payroll Procedures
 - Emergency Power
 - Educational Leave
 - Receival of Goods
 - Care of Persons with Same Surname
 - Consumption of Alcohol
 - Registration/Enrolment Certification
 - Long Distance (STD) Telephone Calls
 - Emergency Telephone
 - Interpreter Service
 - Performance Appraisal
 - Smoking in the Workplace
 - Fire Safety Training
 - Occupational Health and Safety Training
 - Fire Training
 - Hazardous Substances and Dangerous Goods
 - Staff Induction Policy – Occupational Health & Safety
 - Security Policy
 - Assets Register
 - Maintenance – Requisition for Work
 - Dealing with Aggressive Persons – Advice
 - Personal Files
 - Access to Medical Records
 - Accident/Incident Reporting
 - Media Policy Statement 1998
- Policy and Procedure Manual – Emergency Manual\
- General Reference Manual
- ACHS Byron Shire Hospitals Accreditation
- Press Ganey – ED/I/PT Survey Reports

Casino & District Memorial Hospital

- COSOPS
- Nursing Procedure Manual
- Area Health Plan
- Operational Policy Manual
- Nursing Policy Manual
- Departmental Policy and Procedure Manuals
- Drug Manual
- Safety Manual
- Safe Work Procedures Manual
- Emergency Procedures Manual
- Manual Handling Manual
- Infection Control Manual
- Victims of Crime/Sexual Assault Manual
- Child Protection Manual
- Staff Orientation Manual
- Orientation Manuals
- Patient Information booklets and handouts
- Quality Activity Plans
- Performance Agreement between Casino and District Memorial Hospital and Northern Rivers Area Health Service
- Pain Management Protocol
- Chemical Register
- DOH issued Manuals
- Patients Matters Manual
- Fees Procedures Manual

- Leave Matters Manual
- Cleaning Services Standards Manual
- Occupational Health and Safety and Rehabilitation Manual
- State Disaster Plan NSW Health Plan
- Safety and Security Manual
- Purchasing and Supply Manual
- Accounting Manual
- Accounts and Audits Manual
- Building and Equipment Manual
- Staff Newsletter
- Occupational Health and Safety Update

Coraki Hospital

- Department of Health Circulars
- Patient Matters Manuals
- Fee Procedures Manuals
- Leave Matters
- Safety Security and Emergencies
- Accounting Manual
- Booked Patient and Waiting Time Management – Operating Guidelines
- Occupational Health and Safety and Rehabilitation Guide
- Guidelines for DOHRS Human Resources Management and Nursing
- Management of Nursing Resources Reference Manual
- Accounts and Audit Determination for Area Health Service
- NSW Health Plan
- Department of Health Environmental Policy
- Critical Incident Manual Policy and Guidelines
- Infectious Disease Manual
- Memorandum of Understanding between NSW Police and NSW Health
- NSW Health Better Practice Guidelines for Admission and Discharge of Patients for Elective Procedures
- NSW Health Better Practice Guidelines for Patient Management
- NSW Health Policy for Protecting Children and Young People from Physical Abuse, Sexual Abuse, Emotional Abuse and Neglect
- NSW Health Department Implementation of the Economic Statement for Health
- NSW Health Department, NSW Area Strategic Planning Guidelines for Budget Allocation
- Achievement of Benchmark Costs and Cross Boundary Purchasing
- NSW Department of Health Information Policy
- NSW Department of Health NSW State Trauma System: Rural 1997
- NSW Department of Health: Guidelines for the Handling of Medication in Community Based Health Services and Residential Facilities in NSW
- NSW Health Bulk Billing Handbook
- NSW Health Smoke Free Workplace Implementation Manual
- NSW Health HOSPAS User Document
- NSW Health NSW Inpatient Statistics Collection
- NSW Health Caring for Health Equity Efficiency and Quality
- NSW Health: Waiting List Reduction
- NSW Health – Strategic Directions for Health 1998 – 2003
- NSW Health: Hepatitis C. What you need to know
- NRAHS General Reference Manual
- Cord Blood Collection Policy
- Fraud Prevention and Control Plan
- Protecting People and Property NSW Health Policy & Guidelines for Security Risk Management in Health Facilities
- Intravenous Therapy
- Operational Policy and Procedure Manual
- Security and Safety Policy and Procedure Manual
- Backcare and Manual Handling Policy and Procedure
- Occupational Health and Safety Policy and Procedure Manual
- Safe Work Practices Manual
- Information Privacy – Code of Practice

- Warmup Exercises
- Cleaning Service Standard Guidelines
- Environmental Policy
- Infection Control Manual
- Management of Obstetric Emergencies
- Protocols and Standing Orders for Medication Administration
- Policy and Guidelines for Parental Administration of Medications
- Human Resource Management Manual
- Discharge Planning Kit
- NRAHS Delegations Manual
- Standardised Procedures: Cash Handling, Receipting and Banking
- Information Policy
- Dangerous Goods Register
- Hazardous Chemicals Register
- Methadone Administration Procedure Manual
- Management of Burns
- Multicultural Resource Manual
- Radiology Procedures
- Freedom of Information Procedure Manual
- NSW Health Booked Patient & Waiting Time Management

Grafton Base Hospital

- Accounting Manual (NSW Health)
- Accounts and Audit Determination (NSW Health)
- Accommodation Centre – Information for Visitors
- Accommodation – Other Hospitals
- Acute Pain Management
- ACHS – The EQUiP Guide
- Adoption Information Act
- AEM Disaster Medicine
- Aggression Policy
- Alcohol/Substance Abuse (Staff)
- Alcohol Consumption by Patients
- Amfac Chemdata Hospital Pharmacy Software Version 1.1
- Asbestos Report – Grafton Base Hospital
- Asthma Management Manual
- Australian Emergency Manual
- Australian Injectable Drugs Handbook
- Australian Immunisation Handbook
- Australian Pharmaceutical Formulary
- Baby Massage Brochure
- Better Waste Management Manual
- Blind and Vision Impaired People
- Borders Information
- Bereavement Packages
- Building Code of Australia
- Bulk Billing Handbook
- Cancer Services Directory
- Capital Project Procurement
- Cardiac Rehabilitation Physiotherapy Programme Handout
- Carer's Guide to Financial Support, Respite Co-ordination and information
- Cardiac Information Folder
 - Infusion Protocols
 - Cardiac Rehabilitation Information
 - Relevant Literature
- CBORD for Beginners Manual
- Centrelink Information
- Charles Sturt University Documents 1 and 2
- Child Protection Policy and Procedure Manual
- Checking your baby's health before birth
- Chest Physiotherapy

- Cleaning Service Standards – Guidelines and Policy for NSW Health Facilities
- Clinical Guidelines in Emergency Medicine for Medical Practitioners
- Code of Conduct
- Community Care Packages
- Conduct and Discipline Procedures Manual
- Complaints Policy
- Consent Policy
- Contact Tracing Manual – HIV and STD Related
- Coroners Court Pamphlets
- COSOPS/Physiotherapy Department Safety and Security Rules
- Cytotoxic Drug Administration – Staff Log Book
- Department of Health Policy Manuals
- Destitute Funeral information
- Day Surgery Policy Manual
- Debriefing Policy
- Deceased Patients – Clothing after Post Mortem
- Deceased Patients – Removal from Hospital
- Delegations Manual (NRAHS and GBH)
- Detoxification Policy
- Dietetics Policy and Procedure Manual (GBH)
- Disability Services and Guardianship Act
- Disaster Plan
- Disaster Medicine Manual
- Discharge Planning Information
- Discharge Planner’s Resource Kit (Veterans’ Affairs)
- Disciplinary Process
- D.O.A. (Reception – Organ Donation)
- DOHRS Manual
- Domestic Violence Policy and Protocols
- Drug Interactions Analysis and Management
- Drug Facts and Comparisons
- Drugs and Breastfeeding – Royal Women’s Hospital Melbourne
- Drug Protocols
- Early Childhood Information Service
- Education Package – Basic Midwifery
- Elderly Abuse
- Emergency Childcare – Guardianship
- Emergency Information Handbook
- Emergency Nursing Guidelines
- Emergency Care Protocols
- Employee Assistance Programme
- Envenomation Guidelines
- Environmental Policy
- Equipment Manual
- Epidural Anaesthesia Patient Information Brochure
- Equity and Ethical Behaviour in Workplace
- Escorting Officers
- Exercise After Wrist Fracture Brochure
- Farm Health and Safety for Farm Workers
- Fees Procedures
- Fighting Osteoporosis
- Fire Training Policy
- Fraud Prevention and Control
- General Disposal Authorities (State Records and NRAHS)
- Good Bowel Habit Handout
- Grafton Base Hospital – About Your Menu
- Grafton Base Hospital Procedure Manual
- Grafton Base Hospital Maintenance Department Policy and Procedures
- Grievances – Policy and Procedure
- Guardianship Tribunal
- Guide to Parental Administration of Drugs

- Handbook on Injectable Drugs – I.A. Trissel
- Hazardous Substances Register
- Health Bites Newsletter (NRAHS)
- Health and Community Services – Discharge Planning Made Easy
- Healthcare Interpreter Panels
- Health Related Community Transport
- Hepatitis A Immunisation
- Hepatitis C – Look Back Programme
- HIV/AIDS and Confidentiality
- Homeless Persons
- Hospital and Departmental Policy and Procedure Manuals
- Hospital Newsletter – “Synapse”
- Hospital Cleaning Operators Manual
- Hospital Leave Manual/Leave Matters Manual (NSW Health)
- Housekeeping Department Manual
- Incident/Accident and Hazard Register
- Infection Control Manual
- Interagency Guidelines for Child Protection
- Institute of Hospital Catering NSW Newsletter
- Infection Control Association of NSW Manual
- Infection Control Training and Information Resources Kit
- Infectious Diseases Manual
- Immunisation Manual
- Information Brochure for Fathers
- Information for Providers (Veterans’ Affairs)
- Intravenous Cannulation Accreditation (GBH)
- Intravenous Therapy
- Information Private Code of Practice (2nd edition)
- Information for Employees
- Identification of Deceased Persons
- IPTAAS
- Kangaroo Pump Policy
- Library Policy and Procedure Manual
- Library Resources
- Leave Matters Manual
- Manual of Indicators for Drug Use in Australia Hospitals
- Manual Handling Policy
- Management Guidelines for Burns Patients
- Management of Neurotrauma in Rural and Remote Locations
- Material Safety Data Sheets
- Martindale – The Extra Pharmacopoeia
- Memorandum of Understanding Between NSW Police and NSW Health
- Media Policy
- Medications (Nurse Initiated)
- Methadone Dispensing
- Midwives Data Collection Instruction Manual
- MIMS Annual
- Minutes of the Drug and Therapeutics Committee
- Missing Persons Protocol
- Miscarriage Information Booklet
- Mission Statement (NRAHS)
- Mortuary – Bodies
- Motor Vehicle Policy
- Multilingual Guidelines / Information
- Muslim Health and Care
- Needlestick Injury Protocol
- Neonatal Death
- Non-Hazardous Substances Register
- NRAHS Asset Strategic Plan
- NRAHS Clinical Policies/Clinical Standards/Practice Guidelines
- NRAHS Human Resource Manual

- NRAHS General Reference Manual
- NRAHS Site Safety Instruction Handbook
- NSW Health Plan
- NSW Health Department Technical Services (reference code for a Conventional Cooked Chill Food System)
- NSW Cancer Council Patient Booklets
- NSW Poisons Schedules Guide
- Nursing Home Type Patient Placement Arrangements
- Nutrition Manual (WA Dept. Health 1997)
- Occupational Health and Safety Manual (GBH)
- Occupational Health, Safety and Rehabilitation Guide (NSW Dept. Health)
- Occupational Health and Safety at Work
- Oncology Nursing Forum Journal
- Oncology Unit Policy and Procedure Manual
- Organ Donation
- Orientation for Registered Nurses
- Orientation for Enrolled Nurses
- Orientation for Work Experience/Volunteers/Students
- Orientation for New Staff – NRAHS and Site
- Osteoarthritis
- Outpatient Department Policy
- Pain Management (GBH)
- Paediatric Pharmacopoeia – Royal Women’s Hospital Melbourne
- Paediatric Guidelines
- Palliative Care Policy
- Patient Information Handbook
- Patient Brochures
- Patient Matters Manual (NSW Health)
- Patient Medical Escorts
- Patient Teaching Library
- Pelvic Floor Brochure
- Pharmacy Department Policy and Procedure Manual (GBH)
- Pharmaceutical Benefits Schedule
- Physical Evidence – Preservation of Evidence
- Physiotherapy Clinical Policy and Procedures
- Plaster Cast – Care of
- Play Therapy Manual
- Post Cholecystectomy Diet Sheet
- Post Natal Physiotherapy booklet
- Post Mastectomy Exercise and Education Handout
- Post Mastectomy Exercises for Recovery Brochure
- Practice Standards & Definitions – SHPA
- Preparation for Parenthood Class Handout – Physiotherapy
- Preceptors Information Folder
- Prescribing Medicines in Pregnancy – ADEC
- Principles of Ventilation
- Prison Officers (see Escorts)
- Product Manual
- Procedure for Reporting Injuries (NRAHS)
- Pulmonary Rehabilitation – Breathing Retraining and Positioning for Postural Drainage
- Purchasing and Supply Manual (NSW Health)
- Principles of Care for Clinical Management of Diabetes Mellitus
- Proven and Unproven Remedies
- Public Hospital Fees Manual (NSW Health)
- Purchasing and Supply Manual (NSW Health)
- Queensland Cancer Fund Patient Booklets
- Quality Assurance Manual
- Recommending Persons or Firms to Patients or Relatives
- Reference to Aged Care Assessment Team
- Rehabilitation Policy
- Restraint – Patient

- Safe Food Australia (Australia & New Zealand Food Standards Code)
- Safety and Security Manual
- Security of Children in Hospital
- Selection Techniques – a manual of Policy and Procedure (NRAHS)
- Sexual Assault Standards and Procedures (Adult)
- Sexual Assault Standards and Procedures (Child)
- Single Use Items
- Snakebite Detection Kits
- Speech Pathology Policy and Procedure Manual
- Standards Australia (various)
- Standard for the Uniform Scheduling of Drugs and Poisons
- Staff Handbook, brochures and Orientation Manual
- Strategic Directions for Health 1998-2003
- Stomal Therapy Manual
- Stores and Equipment Manual
- Student Training and Rights of Patients
- Structured Drug Codes – S.H.P.A.
- Surviving Rape (Sydney Rape Crisis Centre)
- Suicide Policy
- Sudden Infant Death
- The EquiP Manual
- Therapeutic Guidelines: Antibiotic
 - Analgesic
 - Neurology
 - Respiratory
 - Cardiovascular
 - Endocrinology
 - Psychotropic
 - Dermatology
- TGA Requirements
- TKR Physiotherapy Exercise Diary (Post acute orthopaedic care program NRAHS)
- Transport Vehicle – Patient Transport
- Trial Equipment
- Unidentified Persons Admitted to Hospital
- Visiting Medical Officer Policy and Procedure Manual
- Victims of Crime
- Volunteers
- Waste Management Plan NRAHS (November 1999)
- Waste Management Guidelines for Health Care Facilities – August 1998
- Wills (making of)
- WorkCover Information
- Waste Management

Kyogle Memorial Hospital

- Nurses Quality Manual
- Patient Matters Manual
- Nursing Service Orientation Manual
- Nursing Policy and Procedure Manual
- Maintenance Quality Manual
- Health Service Plans
- Kyogle General Reference Manual
- Infection Control Manual
- Safety Manual
- Pharmacy Quality Manual
- Policy and Procedure Manual
- Role Delineation
- EQuIP Workbook
- Environmental Policy
- Emergency/Disaster Manual
- Delegations Manual
- Human Resource Manual

- Site Administration Manual
- Support Services Quality Manual
- Admission and Discharge Policy
- Occupational Health and Safety Manual
- NSW Department of Health Circulars
- NSW Department of Health Information Bulletins
- Guidelines and Procedures for Recruitment and Selection
- Complaints Policy and Procedures
- NRAHS General Reference Manual
- Booked Patient and Waiting Time Management Operating Guidelines
- Child Protection
- Radiation Safety Manual
- Accident and Incident Manual
- COSOP Manual
- Grievance Management System and Procedures
- Child and Adolescent Mental Health Inpatient Service Plan
- NRAHS Drug and Alcohol Plan
- Quotations and Tender Policy
- NSW Health, Information Privacy – Code of Privacy
- Patient Information Books
- Patient Brochures
- Staff Handbooks and Brochures
- Management Structures

Newsletters:

- Coding Matters
- Case Management Centre
- Focus on Nursing
- NSW Health Nursing Branch
- Rural Health Support Unit
- NRAHS HealthBites
- AA Reviver
- Supply Link
- Better Health Outcomes

Lismore Base Hospital

- NSW Health Plan
- NSW Health – Better Practice Guidelines
- NSW Health – The Clinician’s Toolkit
- NSW Health – Easy Guide to Clinical Practice Improvement. A Guide for Healthcare Professionals
- NSW Health – Cleaning Service Standards, Guidelines and Policy for Health Facilities
- NSW Health Infection Control Training and Information Kit
- Patient Matters Manual (part 1 and 2)
- Delegations Manual – DOH
- NRAHS General Reference Manual
- NRAHS Infection Control Manual
- NRAHS Body Substance Exposure Management Package (Occupational Exposures)
- NRAHS Orientation Package
- NRAHS Immunisation Manual
- LBH Business Plan 2001-2004
- LBH General Reference Manual – Corporate
- LBH General Reference Manual – Clinical
- LBH OH & S & R Manual
- LBH Nursing Policy Manual
- LBH Clinical Practice Manual
- LBH Patient Information Guide
- LBH Wardperson Procedure Manual
- Accounting Manual
- ACHS Equip Manual Version 3
- ACHS Clinical Indicators Revised Edition 2002
- Acute Pain Management

- Anaesthetic Orientation Manual
- Anaesthetist's Reference Manager
- Australian Standards 4187
- Best Practice Manual
- Breast Cancer Network Group
- Body Substance Exposure Manual
- Building and Equipment Manual
- Burns Protocol and Information Manual
- Cardiac Rehab Program
- Cash Handling, Receipting and Banking
- Cancer Care Treatment Procotols
- Caring for Your Baby in a Pavlick Harness
- Chemotherapy Learning Package
- Child Protection
- Clinical Council
- Code of Good Manufacturing Practice for Therapeutic Goods
- Coding and DSRG's – HIMMA
- Community Services and Resources for Cancer Care
- Crisis Service Manual
- Dialysis Machine Operators Manuals – DW 480
 - COBE C3
 - GAMBRO AK100
 - GAMBRO AK90
 - GAMBRO AK95
 - GAMBRO AK200
- Dietetics and Nutrition Services Manual
- Dinamap Operators Manual
- Discharge Planning Kit
- Discharge Planning Information
- Domestic Services Infection Control Manual
- Early Bird Advocacy
- Early Birds "Sunnydays" Collection
- Emergency Department Procedures Manual
- Emergency Procedures Manual
- Environmental Policy
- EquiP – Getting Started
- External Disaster Response
- Fees Procedures Volumes 1 and 2
- Guidelines for the Handling of Medications in NSW Public Hospitals
- Hazardous Substances Register
- Help Desk Manual
- Home Oxygen Procedure
- HOSPAS ATS Manual
- HOSPAS Central Services Manual
- HOSPAS Disease Index and Cancer Registration Manual
- HOSPAS PMI Manual
- HOSREP Manual
- Human Resources Management Manual
- Infectious Diseases Manual
- Information for GPs (Cancer Care)
- Information Technology
- Inpatients Statistics Collection Manual for Public Hospitals
- Inservice Record Manual
- Instructions of the NSW Waiting Times Collection
- Intensive Care Clinical Practice Manual
- Internal Audit Manual – 1 and 2
- Intravenous Therapy Manual
- Investigations Manual
- IT & T Procedure Manuals
- Leave Matters Manual
- Look Food Feed Better Program

- Manual Handling Policy Manual
- Material Safety Data Sheet Manual
- Maternity Emergency Guidelines for Registered Nurses
- Medical Records Department Manual
- Medical Records Orientation Manual
- Medicare Benefits
- MEDIRAD Manual
- Midwife Resource Manual
- Minutes of Meetings
- NSW Infant and Child Restraint Manual
- Occupational Health and Safety Manual
- Occupational Therapy Policy and Procedure Manual
- Operation Suites Policy and Procedure Manual
- Orientation Manual
- Orientation to Paediatric Ward
- Orientation to Physio Department
- Optiflex CPM User Manual Chattanooga Group, Inc 200 USA
- Paediatric Clinical Practice Manual
- Pain Management Manual
- Pathology Manual
- Patient Services Department Admissions Referral Manual
- PD Procedure Manual
- Peri-operative Manual Safe Work Practice Manual
- Personnel Policy and Procedures Manual
- Pharmacy Policy and Procedures
- Physio LBH Outpatients Manual
- Physio LBH Medical Manual
- Physio LBH Surgical Manual
- Physio LBH Paediatric Manual
- Physio LBH Clinical Manual, Women's Care Unit
- Physio LBH Clinical Manual, Special Care Nursery
- Physio LBH Orthopaedic Manual
- Physio LBH Stroke Manual
- Physio LBH Burns Management
- Physio Policy and Procedure Manual (include Appendix A)
- Physio Policy and Procedure Manual (include Appendix B)
- Physio Department QI Manual
- Physio LBH – Administration Manual
- Policy – Child and Family
- Policy – Families First
- Policy – Child Protection
- Policy – Opportunistic Immunisation
- Policy and Guidelines for the Parental Administration of Medication
- Policy and Procedure Manual – Radiology
- Port-a-Cath Package
- Preparation for Endoscopy
- Privatisation (Cancer Care)
- PROACT Manual – Polyoptimum
- Procedures and Job Description Domestic Services
- Protocols – Anaesthetic Department
- Protocols – Standing Orders for Medication Administration
- Protocols and Procedures for Medication Administration
- Purchasing and Supply Manual
- Quality Improvement Manual
- Quality Management Program
- Radiation Safety Manual
- Recovery Orientation Manual
- Recovery Policy and Procedure Manual
- Recruitment Manual (Physio)
- Renal Unit Policy and Procedures Manual
- Resident Medical Staff Policy and Procedure Manual

- Safe handling of Medical Gases
- Sands Queensland Resource Manual
- SCVIR Standards Manual
- Security Manual
- SHAIDS Health Promotion Policy
- SHAIDS Policy and Procedure Manual
- Special Care Nursery Policy and Procedures Manual
- SSD Reference Manual
- SSD Staff Orientation Manual
- Staff Selection/Clinical Standards (Cancer Care)
- Standard Operating Procedures Manual
- Steriliser Manual
- Stoma Therapy Manual
- Surgeon's Preference
- Surgical Audit Procedure Manual
- Total Hip Replacement
- Total Knee Replacement
- Unit Specific Policies Women's Care Unit
- Waiting List Reference and Audit Manual
- Zimmer Patient Care Products Catalogue produced and distributed by Zimmer Inc 97-5000-559 USA

Maclean Hospital

- Information Privacy Code of Practice
- NRAHS Domestic Violence Policy and Protocol 1998
- Safety and Security Minimum Standards 1998
- Framework for Managing the Quality of Health Service in NSW
- Better Practice Guidelines for Frontline Complaints Handling 1998
- NSW Action Plan on Dementia 1996
- Principles of care and consensus Guidelines for Management of Diabetes Mellitus in children 1998
- Better Practice Guidelines for Patient Management
- Maclean Occupational Health and Safety Manual 1999
- Maclean Manual Handling Manual 1999
- Occupational Health and Safety Manual of relevant documents
- Notification Suspected Child Abuse
- Infectious Diseases Manual
- Performance Agreement with NSW Health
- NSW Waiting Times Collection Manuals
- NSW Inpatient statistics Collection Manual
- Fees Procedure Manuals
- Booked Patient and Waiting Time Management Operating Guidelines
- Information Policy
- HOSPAS Manuals
- IBIS newsletter
- Burns Management and Management Guidelines and Transfer Guidelines
- Safe Use of Hazardous Substances
- Smoke Free Workplace Policy
- Child Protection Policy and Procedure
- Safety and Security Manual
- NSW State Trauma System NSW Rural
- Management Guidelines Snake and Spider Bite
- Meals on Wheels Code of Practice Implementation Guide
- Food and Nutrition Directions for NSW
- Purchasing and Supply Manual
- Cleaning Services Standards Guidelines and Policies
- Accounts and Audit Standards
- Patient Matters Manual
- EQuIP Manual
- Australian Standards
- Miscarriage Information for Parents and Families – SANDS
- When a Baby Dies Information – SANDS

- ACORN standards
- Food Services Guidelines for Health care – Institute of Hospital Catering
- Nutrition Manual WA Health Dept
- Quality Improvement Manual
- NRAHS Bylaws
- Manual of Delegations
- Waste Management
- Complaints Management Policy
- Orientation Package
- Body Substance Exposure Protocol
- Tender Policy (draft)
- Occupational Health & Safety Policy
- Interpreter Services Protocol and Procedures
- Infection Control Manual
- Motor Vehicle Policy
- Manual Handling
- Critical Incident Policy
- Domestic Violence Policy
- Intravenous Therapy Policy
- Thrombolytic Protocol
- Immunisation Manual
- Code of Conduct
- Revenue Policy
- Pharmacy Policy and Procedures
- NRAHS Service Agreement
- Asset Management – TS 14
- Emergency Care Protocol
- Drink Check Document
- Health Bites – Newsletter
- Safe Operating Procedures Manuals – Departmental (also includes safety rules)
- Radiology Policy and Procedures Manual
- Incident and Accident Reporting
- Orientation Package Hospital and Departmental
- Occupational Health & Safety Manual and Policies
- Chemical and Material Safety Data Sheets Register
- Emergency Procedures Handbook
- Committee Structure
- Maclean Hospital Policies (and Departmental Service Policies)
- Manual Handling Resource Kit
- Nursing Division Policy and Procedures
- Maternity Service Policy and Procedures
- Maclean Hospital Policies and Procedures Staff Matters
- Admissions Medical Records Manual
- Waste Management
- Guidelines for Establishing Breastfeeding
- Minutes of Meetings – Hospital and Departmental
- Environmental Services Policies and Procedures
- Incident and Accident Reports
- Telephonist Manual
- Patient Valuables Process
- Operating Theatre Manual
- Anaesthetic and Recovery Policies and Procedures
- Domestic Violence Protocol
- Emergency Procedures Catering Service Equipment
- Asset Details
- Sexual Assault Protocols
- Policies and Procedures Emergency Department
- Housekeeping Service Manuals
- Dietary Service Manual
- Uniform Policies
- Quality Manual

- Meals on Wheels Policies and Procedures
- Maclean Hospital Newsletter (Machos)
- Patients Rights and Responsibilities
- Patient information booklet
- Maclean Hospital Patient Satisfaction Survey
- Day Surgery Unit Patient Instruction Booklet
- Service Agreements and Contracts – Maintenance Services
- Staff Information
- Day Surgical Unit – Post Operative Instructions
- Social Work Service Information for Clients
- CPR program
- HealthShare
- Occupational Health, Safety and Rehabilitation Guide
- Hazard Register
- Coding Matters Newsletter
- From the CEO's Desk – Medical Staff Newsletter
- Focus on Nursing
- Rural Health Support Unit Newsletter
- Australia Standards

Mullumbimby & District War Memorial Hospital

- Information Privacy Code of Practice
- Notification Suspected Child Abuse
- Performance Agreement with NSW Health and Agreement with Director of Hospital Services
- NSW Inpatients Statistics Collection Manual
- Fees Procedure Manuals
- Memorandum of Understanding between NSW Police and NSW Health
- NSW Health Aging Framework 1998-2003
- Women's Health Strategic Plan 1998-2001
- Mental Health Strategic Plan 1998-2003
- NSW Public Hospitals Comparison Data Book 1998/99
- Better Practice Guidelines for Patient Management – NSW Health
- HOSPAS Manuals
- Burns Management and Transfer Guidelines
- Safe Use of Hazardous Substances
- Child Protection Policy and Procedure
- Safety and Security Manual
- NSW State Trauma System – Rural
- Management Guidelines Snake and Spider Bite
- Food and Nutrition Directions for NSW
- Purchasing and Supply Manual
- Cleaning Services Standards Guidelines and Policies
- Accounts and Audit Standards
- Patient Matters Manual
- ACHS Accreditation Guidelines
- Australian Standards
- NRAHS By-Laws
- Manual of Delegations
- Waste Management Guidelines
- Complaints Management Policy
- Orientation Manual
- Body Substance Exposure Protocol
- Tender Policy (draft)
- Healthbites Newsletter
- Focus on Nursing Newsletter
- Hazardous Substances Register
- Minutes of Meetings – local and Area
- Asset Register
- Patient Information Manual
- Service Plan
- Occupational Health and Safety Manual

- Safety Manual
- Nursing Policy and Procedure Manual
- Emergency Department Policy and Procedure Manual
- Birthing Unit Policy and Procedure Manual
- Administration Policy and Procedure Manual
- Medical Records Policy and Procedure Manual
- Radiology Policy and Procedure Manual
- Pharmacy Policy and Procedure Manual
- Maintenance Policy and Procedure Manual
- Environmental Policy and Procedure Manual
- Catering Policy and Procedure Manual
- NRAHS General Reference Manual
- Mullumbimby & District War Memorial Hospital General Reference Manual
- Infection Control Manual
- Counter Disaster Manual – Updated 2003
- Waste Management Policy and Procedure
- Occupational Health and Safety Policy
- Occupational Health and Safety Training Policy
- Staff Induction Policy
- Manual Handling Policy
- Manual Handling Guide
- Human Resources Management Manual
- Policy & Procedure Manual – Maintenance Department
- Policy and Procedure Manual – Nursing
- Infectious Diseases Manual
- Patient Matters Manual
- Disaster Plan
- Infection Control Manual
- Policy and Procedure Manual – Suzanne Jamieson Birth Unit
- Policy and Procedure Manual Administration
- Environmental Procedure Manual
- Policy and Procedure Manual – Medical Records
- Policy and Procedure Manual – General
 - Motor Vehicle Policy
 - Payroll Procedures
 - Emergency Power
 - Educational Leave
 - Receiving of Goods
 - Care of Persons with Same Surname
 - Consumption of Alcohol
 - Registration/Enrolment Certification
 - Long Distance (STD) Telephone Calls
 - Emergency Telephone
 - Interpreter Service
 - Performance Appraisal
 - Smoking in the Workplace
 - Fire Safety Training
 - Occupational Health and Safety Training
 - Fire Training
 - Hazardous Substances and Dangerous Goods
 - Staff Induction Policy – Occupational Health & Safety
 - Security Policy
 - Assets Register
 - Maintenance – Requisition for Work
 - Dealing with Aggressive Persons – Advice
 - Personal Files
 - Access to Medical Records
 - Accident/Incident Reporting
 - Media Policy Statement 1998
- Policy and Procedure Manual – Emergency Manual
- General Reference Manual

- Protecting People and Property (Health Policy and Guidelines for security risk management in health facilities)

Murwillumbah District Hospital

- Murwillumbah District Hospital General Manual (3 Volumes)
- Patient's Rights and Responsibilities Brochures
- Accounts and Audit Determination
- NSW Health Plan
- Area Health Plan
- Purchasing and Supply Manual
- Area General Reference Manual
- Hotel Services Information Brochure
- Pre-Admission Clinic Brochure
- Drug and Alcohol Manual
- Complaints Policy and Procedure
- Quality Management Plan
- Admission and Discharge Policy
- Selection Techniques Manual
- Leave Matters Manual
- Infection Control Manual
- Occupational Health and Safety Manual
- Disaster Manual
- Airport Emergency Plan
- Emergency Preparedness Manual
- Manual Handling Policy
- Manual Handling Resource Manual
- Nursing Manual
- Breast Feeding Manuals
- Nursery Manual
- Obstetric Manual for Labour
- Better Practice Guidelines for Patient Management
- Patient Matters Manual
- Accounting Manual
- The EQUiP Guide
- Wound Management
- Palliative Care Manual
- Epidural Protocol
- Medical Ward Policy and Procedure Manual
- Diabetes Education
- Medical Imaging Policy and Procedure Manual
- Emergency Department Policy and Procedure Manual
- Emergency Nursing Guidelines
- Sexual Assault Manual
- Safety and Security Manual
- IV Therapy Protocol
- Assessment and Rehabilitation Policy and Procedure Manual
- Inpatient Statistics Collection Manual
- Medical Records Policy and Procedure
- Information Privacy Code of Practice
- Code of Conduct
- Delegations Manual
- Orientation Manual
- Medical Officers Hand Book
- Motor Vehicle Policy
- Best Practice Guidelines
- Infectious Diseases Manual
- Acute Pain Management Policy (NRAHS)
- Immunisation Manual (NRAHS)
- Guidelines for Handling of Medications in NSW Public Hospitals (Circular 95/37)
- NRAHS Waste Management Guidelines
- Drug Administration Policy and Procedure Manual

- Pain Management Practice Guidelines
- Tweed Valley Division of General Practice Newsletter
- UDRH Newsletter
- CISI Newsletter

Nimbin Hospital

- Acute Pain Management – Clinical Standards Practice Guidelines Education Package
- Acute Pain Management – Scientific Evidence
- ACHS Standards Review
- Alcohol and other drugs service resource folder (NRAHS)
- Better Practice Guidelines for Patient Management NSW Health 1998
- Better Practice Resources for the Hospital Care of People with Dementia Behaviour
- Blood and Blood Products – Storage, observations
- Brain Injury – North Coast Program
- Bodies – Removal of Policy
- Case Plans Policy
- Child Abuse – Notification of Suspected Abuse Policy
- Child Sexual Assault Policy/Plus Services Provided by Lismore Base Hospital
- Child Safety handbook
- Chemical Hazard Register
- CIAP Manual (Clinical Information Access Program)
- Code of Conduct
- Complaints Policy
- Consent Policy
- Critical Incidents Policy
- C.V.A. – Safe Swallowing and Prevention of Aspiration Following C.V.A. Policy
- Death – Instructions Specific to Nimbin Hospital/Diabetics/Insulin – Literature
- Delegations Manual
- Diagnostic Procedures
- Grievance Management Policy
- Glucometer – Use of Soft Touch
- Hazard Register
- Hepatitis C Patient Fact Sheets
- Hospital Situation Reports for Disaster Management
- Hot Packs – Use of and Storage of
- Incident/accident register
- Infection Control Cleaning Manual
- Inhalers – Patient Education
- Interagency Guidelines for Child Protection Intervention
- Joanna Briggs Evidence Based Nursing and Midwifery Practice
- Leg Bags
- Manual Handling Hazard Register
- Manual 3 Health Aspects of Chemical Biological and Radiological Hazards
- New Born Screening Program
- Nimbin Hospital Manual Handling Policy and Procedure Manual
- NRAHS Domestic Violence Manual
- NRAHS General Reference Manual
- NRAHS General Policies and Procedures
- NRAHS – Acute Pain Management
- NRAHS Clinical Services Plan
- Draft NRAHS Drug and Alcohol Plan
- Draft Drug and Alcohol Assessment Tool
- National Child Protection Newsletter
- Nimbin Hospital Situation Reports for Disaster Management
- NSW Health Recognising and Notifying Child Abuse and Neglect
- NSW Detoxification Clinical Practice Guidelines (Better Health 1999)
- NSW Detoxification clinical practice guidelines
- NSW Health Frontline Procedures for the Protection of Children and Young People
- NSW Medical Recruitment for Clinical Year 2002 – Resident Medical Officers
- Numerical Profile Action Plan Working Manual
- Prosthesis: Don't in Care of Total Hip Replacement

- Patient Matters Manual
- P.E.P. Breathing – Information
- P.E.P. Technique – (Positive Expiratory Pressure)
- Policy on Critical Incident Reporting
- Post Confinement – Mother and Baby
 - Statistics and Medical Records
 - Nursing Care Plan
 - Post Natal Charts to be used
- Post Natal Care (mother and baby)
- Purchasing and Supply Manual
- Promoting health health Manual
- Psychiatric Patients – Transporting of – Health Department Circular Amendment to Mental Health Act 1900
- Updated Clinical Policies Manual (1999)
- Records Management Policy
- Records Policy Index
- Richmond Clinic – Referral to
- Rehabilitation Co-ordinator Manual
- Sexual Assault – Child Policy
- Smoking in the Workplace Policy
- Sudden Infant Death Syndrome and Associated Risks Factors Health Department Circular 91/44
- Treating an AMI in the 1990's
- Universal Precautions
- Valuables – Deceased Patients
- Vitamin K Administration to New Borns
- Workforce Matters
- Wound Management Guidelines
- Guidelines for the Use of Patient Physical Restraints
- EN Medication Policy
- Use of Health Care Interpreters
- Admission Policy
- Admission – Request for
- Admission and Discharge Procedure of Patients
- Ambulance Service – NSW
- Boarders – Charging of
- Escorts – Use of
- Election Form on Admission – Patient
- Electrical Appliances – Patients Personal
- Faulty Equipment – Danger Tags
- Guidelines to be Observed by Nursing Staff
- Helicopter Transport – Procedure for Requesting
- Hepatitis B Immunoglobulin – Storage/Carriage of
- Linen Consumption
- Linen Ordering
- Medications
- NRAHS Critical Incident Reporting
- Nursing Administration Cover
- Nursing Home/Hostel Letters – Samples
- Nurse Manager – Matters to be notified to
- Nursing Staff Required to Leave Hospital to Assist with Emergencies
- Occupational Health and Safety
- SARS updates NSW Health
- SARS Flow Chart for Suspect Cases NRAHS
- Smoking Policy
- Staff Accommodation During Flood Times
- Volunteers Policy
- Work Experience Students Policy
- Drug and Alcohol Manual
- Network Disaster Plan (Ambulance)
- Nursing Service Policy and Procedure Manual
- Pain Management Manual

- Sexual Assault Manual
- Diet Manual: Nursing and Medical
- Discharge Planning Manual
- Emergency and Special Procedures Manual
- Emergency Department Policy and Procedure Manual
- Maintenance and Hotel Services Policy and Procedure Manual
- Occupational Health and Safety Manual

Tweed Heads District Hospital

- Patient Information Guide at Tweed Heads District Hospital
- Bi-monthly Executive Officer's Newsletter
- Infection Control Newsletter
- Redevelopment Newsletter
- OH& S Newsletter
- NSW Health Disaster
- Tweed Heads Emergency Preparedness
- Area Manual Handling
- NSW Health Safety & Security Manager
- Area Waste Management Manual
- The Tweed Hospital General Reference Manual
- NRAHS Infection Control Manual
- Incident/Accident Register
- Hazard Register
- NSW Health Patient Matters Manual
- Drug Manual
- Tweed Heads District Hospital Committee's Manual
- Pain Management Manual
- National Guidelines for Organ and Tissue Donation Manual
- Palliative Care Manual
- Parenting Education Resource Folder
- Neonatal Manual
- Breast Feeding Resource Guidelines
- Birthing Suite Policies and Procedures
- Maternity Emergency Guidelines for RNS
- Medical Administration Manual
- Tweed Heads Clinical Practice Manual
- ED Clinical Practice Guidelines
- ED Registrar Training Logbook
- ED Adult Policies and Procedures Manual
- ED Orientation Manual
- ED Registrar Training Programme
- Flight Physicians Handbook
- ED Paediatric Policies and Guidelines
- Triage Guidelines for Mental Health
- Guidelines for Handling Medications in NSW Public Hospital
- Alcohol and Other Drug Services
- Tweed Heads District Hospital Discharge Planning Resources Folder
- Area Reference Manual
- RMO's Handbook

Urbenville Rural Hospital & Health Service Project

- Accounting Manual
- Accounts and Audit Manual
- Better Practice Guidelines
- Booked Patient and Waiting List Management
- Building Equipment Manual
- Cleaning Services Standards Guidelines and Policy for NSW Health Facilities
- Manuals – Electronic Information Systems – DOHRS, HOSPAS User Manuals.
- Fees Procedures Manual
- Health Share Manual
- ICD-10 AM User Manuals

- Infectious Diseases Manual
- Leave Matters Manual
- NSW Government Circulars
- NSW Health Plan
- Patient Matters Manual
- Purchasing and Supply Manual
- Risk Management and Claims Manual -GIO
- Safety and Security Manual
- Injury Management Act 1998
- Medical Practice Act 1992
- Occupational Health and Safety Act 1983
- Freedom of Information Act – 1989
- Health Services Act 1997
- Public Hospitals Act – 1929
- Public Health Act – 1990
- Public Health Act & Regulations
- Food Act & Regulations
- Workers Compensation Act
- Documentation and Accountability Manual 1998
- Guide to Development of Resident Care Policies Quality Improvement Program – 1994
- Guide to Occupational Health and Safety in Aged Care Facilities – 1996
- Residential Classification Scale Training Workbook – 1998
- Residential Care Manual – 1998
- Standards and Guidelines for Residential Aged Care Services – 1998
- Aged Care Act 1997
- Aged Care Principles – 1997
- General Reference Manual
- Area Health Service By-laws
- Health Plans
- Delegations Manual
- Environmental Policy (draft)
- Human Resources Manual (draft)
- Proposal for a service change policy
- Manual Handling Policy
- Writing Policies and Procedures
- Use of mobile Telephones Policy
- Asset Management Policy
- Motor Vehicle Policy
- Media Policy
- Pre-employment Criminal Records Screening Policy
- Records Management and Reception Services Policy
- Revenue Policy
- Quality Policy Statement
- Planning Framework for NRAHS
- Use of Facilities by Visiting Clinicians Policy
- Critical Incident Policy
- Acute Pain Management Policy – 1998
- Complaints Management Policy – 1997
- User Manuals – Electronic Information Systems: Datapower, Sunsystems, Mimate
- First Line Emergency Protocol – 1998
- Infection Control Manual
- Manual Handling: Programs, Policies and Procedures
- Pathology Handbook
- Policy and Guidelines for Parental Administration of Medications
- Protocol and Standing Orders for Medication Administration
- Services to Privately Referred Outpatients
- Stomal Therapy
- Waste Reduction and Purchasing Plan
- A Guide for Sighted People – Royal Blind Society
- Diabetes Manual
- Insulin Injection Guide – Beckton Dickson

- Infection Control – Training and Information Resources Kit. Ellis & Associates for NSW Health 1996
- Infection Control Association NSW – Standards for Practice
- Cleaning Procedures
- Documentation Policy (draft)
- Emergency – Clinical Procedures
- Fire and Evacuation Procedures
- Injury Management
- Management of Medications (draft)
- Nursing Clinical Procedures
- Community Nursing Clinical Procedures
- Occupational Health and Safety Policy
- Office Manual
- Orientation Policy
- Immunisation Protocol – Northern Rivers Area Health Service
- Australian Immunisation Handbook
- School Screening Protocols
- Controlling Tuberculosis in NSW – NSW Department of Health
- Rehabilitation Policy
- Safe Operating Procedures and Material Safety Data Sheets for All Areas.

Directorate of Population Health and Planning

- Notifiable Diseases Manual
- General Reference Manual
- Purchasing and Supply Manual
- Motor Vehicle Policy
- Delegations Manual
- Accounting Manual for AHS
- Step by Step Guide to CU Project Baseline and Follow Up Interviews
- Cash Handling Procedure
- Consent Forms
- Home Visits Protocol
- Procedure for Initial Screening
- Step by Step Guide to CU Project Recruitment and Initial Screening
- Procedure for Recruitment
- Procedure for Handling Results
- Notifiable Diseases Manual (Communicable Diseases Surveillance and Control Unit) NSW Department of Health February 2000
- Public Health Delegations Manual
- NSW Healthplan
- List of Appointed Medical Referees
- NSW Guidelines for Urban and Residential Use of Reclaimed Water
- Water Conservation by Reuse
- Accreditation of Sewerage Management Facilities List
- Australian Water Quality Guidelines for Fresh and Marine Waters
- Health Risk Assessment and Management of Contaminated Sites
- Protocol for Minimising the Risk of Cryptosporidium Contamination in Public Swimming Pools and Spas
- Public Swimming Pools and Spa Pool Guidelines
- Skin Penetration Guidelines
- NSW Code of Practice for the Control of Legionnaires Disease
- AS 3666 – 1989 Air Handling and Water Systems of Buildings
- Public Health Act 1991
- Public Health Regulation 1991
- Local Government Act 1993
- Environment and Health Protection Guidelines. On-site Sewerage Management for Single Households
- Australian Drinking Water Guidelines 1996
- Health Impact Assessment of Proposed Developments
- NSW Hazmatplan
- Self-Determination Background Paper – Aboriginal Health Promotion Project

- Tooty Fruity Vegie Progress Report
- Population Health Newsletter

SECTION 2 – STATEMENT OF AFFAIRS

The Northern Rivers Area Health Service (NRAHS) covers North Eastern New South Wales, extending from Tweed Heads in the North, to Tabulam and Urbenville in the West and to Nymbodia in the South. It covers an area of 24,555 square kilometers and includes approximately 255,647 residents. It encompasses a diverse mix of rural, remote, urban and semi-urban areas, with differing health needs and differing health delivery systems.

The region is split into 10 local government area (LGAs); Ballina, Byron, Copmanhurst, Grafton, Kyogle, Lismore, Maclean, Pristine Waters (previously Nymbodia and Ulmarra), Richmond Valley (previously Casino and Richmond River) and Tweed. The majority of the population lives in the coastal LGAs of Tweed, Ballina and Byron, although Lismore has the greatest inland population and the second highest population in the Northern Rivers. In general, the coastal LGAs have more mobile populations whilst the inland LGAs are more stable, with lower proportions of the total population.

Northern Rivers Area Health Service (NRAHS) was created on 16 March 1996 under the provision of the Public Hospitals Act (1929) and incorporates the former health districts of Tweed Valley, Richmond and Clarence. Health Services had their beginning in Grafton in the early 1860's with the founding of Grafton Hospital. Today, NRAHS includes 20 community health centres together with 10 hospitals and 4 Rural Hospital Health Services. The NRAHS became an Area Health Service under the Health Services Act 1997 on July 1, 1998 bringing it in line with the metropolitan health services

Health services and support services are organised into 6 divisions depicted in the organisational chart which appears in the NRAHS Annual Report. Budgets and activity are aligned within the following programs:

- Population Health Services
- Primary and Community Based Services
- Aboriginal Health
- Outpatient Services
- Emergency Services
- Overnight Acute Inpatient Services
- Same Day Inpatient Services
- Mental Health Services
- Rehabilitation and Extended Care Services
- Teaching and Research

Program activities are managed across hospital, community health, non-government organisations and public health settings.

All information pertaining the matters in relation to the Statement of Affairs can be accessed in the NRAHS Annual Report. The Annual Report is issued free of charge on application to the Chief Executive Officer.

SECTION 3 – CONTACT ARRANGEMENTS

Area Office

Inquiries in relation to the inspection or purchase of the Area's policy documents and Statement of Affairs can be made with any of the officers listed below between the hours of 8.30am and 5.00pm.

Director of Nursing and Quality
Northern Rivers Area Health Service
Locked Mail Bag 11
LISMORE NSW 2460
Telephone: (02) 6620 2100

Ballina District Hospital

Ms Meryl Brown
Executive Officer/Director of Nursing
PO Box 523
BALLINA NSW 2478
Telephone: (02) 6686 2111

Bonalbo Hospital

Ms Cheryl Ducat
Executive Officer/Director of Nursing
Urbenville Road
BONALBO NSW 2469
Telephone: (02) 6665 1203

Byron District Hospital

Ms Jane Ackerman
Executive Officer/Director of Nursing
PO Box 118
BYRON BAY NSW 2481
Telephone: (02) 6685 6200

The Campbell Hospital, Coraki

Mr Peter Jeffree
Executive Officer/Director of Nursing
PO Box 93
CORAKI NSW 2471
Telephone: (02) 6683 2019

Casino & District Memorial Hospital

Mr Peter Jeffree
Executive Officer/Director of Nursing
PO Box 268
CASINO NSW 2470
Telephone: (02) 6662 2111

Grafton Base Hospital

Mr John Wickham
Executive Officer
PO Box 269
GRAFTON NSW 2460
Telephone: (02) 6640 2222

Kyogle Memorial Hospital

Mrs Sue Ellis
Executive Officer/Director of Nursing
PO Box 125
KYOGLA NSW 2475
Telephone: (02) 6632 1522

Lismore Base Hospital

Mr Dan Madden
Executive Officer
PO Box 419
LISMORE NSW 2480
Telephone: (02) 6621 8000

Maclean District Hospital

Mr Paul Schofield
Executive Officer/Director of Nursing
PO Box 93
MACLEAN NSW 2463
Telephone: (02) 6640 0111

Mullumbimby & District War Memorial Hospital

Ms Jane Ackerman
Executive Officer/Director of Nursing
PO Box 240
MULLUMBIMBY NSW 2482
Telephone: (02) 6684 2266

Murwillumbah District Hospital

Mr Ian Murray
Executive Officer
PO Box 821
MURWILLUMBAH NSW 2484
Telephone: (02) 6672 1822

Nimbin District Hospital

Mr Ray Phelps
Executive Officer/Director of Nursing
Cullen Street
NIMBIN NSW 2480
Telephone: (02) 6689 1400

The Tweed Hospital

Ms Trish Hogan
Executive Officer
PO Box 904
TWEED HEADS NSW 2485
Telephone: (07) 5536 1133

Urbenville Rural Hospital and Health Services Project

Mr Mark Laird
Executive Officer/Director of Nursing
45 Beaury Street
URBENVILLE NSW 2475
Telephone: (02) 6634 1319

Division of Population Health and Planning

Mr Vahid Saberi
Acting Director
31 Uralba Street
LISMORE NSW 2480
Telephone: (02) 6620 7500

Ms Maureen Lane
Eastern Community Health Manager
Primary and Extended Care Services
Northern Rivers Area Health Service
Ballina Community Health
BALLINA NSW 2478
Telephone: (02) 6686 8977

Mr Paul Starr
Northern Community Health Manager
Primary and Extended Care Services
Northern Rivers Area Health Service
Tweed Heads Community Health
TWEED HEADS NSW 2486
Telephone: (07) 5536 0540

Mr Peter Scolari
Southern Community Health Manager
Primary and Extended Care Services
Northern Rivers Area Health Service
Grafton Primary Health
GRAFTON NSW 2460
Telephone: (02) 6640 2402

Ms Lisa Besaley
Western Community Health Manager
Primary and Extended Care Services
Northern Rivers Area Health Service
29 Molesworth Street
LISMORE NSW 2480
Telephone: (02) 6620 2843

Community Health Centres

Alstonville Community Health
Suite 4/106 Main Street
ALSTONVILLE NSW 2477
Telephone: (02) 6628 0849

Ballina Community Health
Fox Street,
BALLINA NSW 2478
Telephone: (02) 6686 8977

Bangalow Community Health
Granuaille Road
BANGALOW NSW 2479
Telephone: (02) 6687 1302

Bonalbo Community Health
Urbenville Road
BONALBO NSW 2469
Telephone: (02) 6665 1203

Byron Bay Community Health
Shirley Street
BYRON BAY NSW 2481
Telephone: (02) 6685 6254

Casino Community Health
North Street
CASINO NSW 2470
Telephone: (02) 6662 4444

Coraki Community Health
Surrey Street
CORAKI NSW 2471
Telephone: (02) 6683 2019

Evans Head Community Health
Shop 6/7 Johnny's Arcade
EVANS HEAD NSW 2472
Telephone: (02) 6682 4899

Child and Family Health
37 Oliver Avenue
GOONELLABAH NSW 2480
Telephone: (02) 6625 0111

Grafton Community Health
Arthur Street
GRAFTON NSW 2460
Telephone: (02) 6640 2402

Kingscliff Community Health Centre
Turnock Street
Kingscliff NSW 2487
Telephone: (02) 6674 9500

Kyogle Community Health
Summerland Way
KYOGLÉ NSW 2474
Telephone: (02) 6632 2598

Adult Health
31 Uralba Street
LISMORE NSW 2480
Telephone: (02) 6620 2967

Maclean Community Health
Union Street
MACLEAN NSW 2463
Telephone: (02) 6640 0123

Mullumbimby Community Health
Azalea Street
MULLUMBIMBY NSW 2482
Telephone: (02) 6684 1677

Murwillumbah Community Health
Ewing Street
MURWILLUMBAH NSW 2484
Telephone: (02) 6672 0277

Nimbin Community Health
Cullen Street
NIMBIN NSW 2480
Telephone: (02) 6689 1288

Tweed Heads Community Health
Florence Street
TWEED HEADS NSW 2485
Telephone: (07) 5536 0540

Sexual Health Services
Clinic 145
145 Wharf Street
TWEED HEADS NSW 2485
Telephone: (07) 5506 6850

Urbenville Community Health
45 Beary Street
URBENVILLE NSW 2475
Telephone: (02) 6634 1319

Chris Crawford
Chief Executive Officer
Northern Rivers Area Health Service