

Government Gazette

OF THE STATE OF
NEW SOUTH WALES

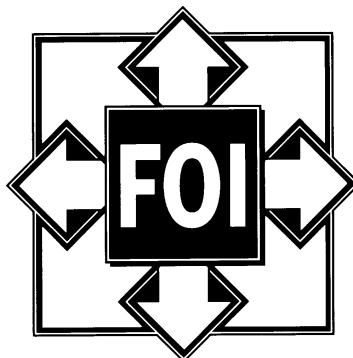
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Summary of Affairs

FREEDOM OF INFORMATION ACT 1989

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



**FREEDOM OF
INFORMATION**
YOUR RIGHT TO KNOW

Part 2

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

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

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

CONTENTS

Government Departments/Statutory Authorities

	<i>Page</i>		<i>Page</i>
Area Health Services –		State Electoral Office	363
Central Sydney	275	State Forests of New South Wales	364
Southern	330	State Library of New South Wales	366
South Eastern Sydney	334	Superannuation Administration Corporation	371
South Western Sydney.....	354	Sydney Catchment Authority	373
Department of –		Sydney Cricket and Sports Ground Trust	375
State and Regional Development	367	Sydney Harbour Foreshore Authority.....	376
Tourism, Sport and Recreation	381	Sydney Olympic Park Authority	377
Hunter Water Corporation	282	Sydney Opera House Trust	378
New South Wales –		Sydney Water Corporation	379
Fire Brigades	278	Transport Infrastructure Development Corporation ..	387
Police	289	Universities –	
Rural Assistance Authority.....	325	Newcastle	391
Rural Fire Service	326	New England	406
Sporting Injuries Committee.....	362	New South Wales	416
Treasury	388	Southern Cross	357
Office of –		Sydney.....	419
The Ombudsman	284	Technology Sydney	426
Parliamentary Counsel’s Office	288	Western Sydney.....	432
Premier’s Department	294	Wollongong	437
Public Trustee	311	Waterways Authority	442
Rail Corporation NSW	313	Wollongong Sportsground Trust	444
Roads and Traffic Authority.....	315	Zoological Parks Board of New South Wales	445
SAS Trustee Corporation	329		

FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)
SUMMARY OF AFFAIRS
of the
CENTRAL SYDNEY AREA HEALTH SERVICE
FOI Agency No. 2322

The Summary of Affairs of the Central Sydney Area Health Service (CSAHS) covers the following facilities:

- Central Sydney Area Health Service Administration Office;
- Central Sydney Supply Services;
- Royal Prince Alfred Hospital (including the Institute of Rheumatology & Orthopaedics)
- Concord Repatriation General Hospital;
- The Canterbury Hospital and Community Health Services;
- Division of Population Health (Community Health Services, Public Health Unit & Health Promotion);
- Balmain Hospital;
- United Dental Hospital;
- Rozelle Hospital;
- Department of Forensic Medicine Central Sydney Laboratory Services; and
- Tresillian Family Care Centres.

SECTION 1 – POLICY DOCUMENTS

The following policies and documents are produced by the Area, individual hospitals and Units and may be accessed for information:

Area Office

- CSAHS/NSW Health Performance Agreement
- Governing Body of Management Manual - Board of CSAHS
- CSAHS By-Laws
- Management Policies and Procedures:
 - Organisation and Administration
 - Staffing and Direction
 - Patients' Rights and Special Needs
 - Corruption Prevention
 - Recruitment & Employment of Staff & Other Persons – Vetting & Management of Allegations and Improper Conduct
- No Smoking
- Staff Development and Training
- Facilities and Equipment
- Quality Activities
- Equal Employment Opportunity Management Plan
- Annual Report
- Area Newsletter
- Clinical Services Directory
- CSAHS Health Plans:
 - Health Gain for Children & Youth of Central Sydney
 - Disability Plan
 - Women's Health Strategic Plan
 - Domestic Violence Protocols
 - RTP Service Delivery Plans
 - Hep C Plan
 - Strategic Directions HIV Health Promotion in CSAHS 1999/01
 - Strategic Plan for Sexual Health Services 1999/02
 - Tobacco Control Plan
 - Mental Health Strategic Plans 2000/03

- Child and Youth Health Report Card
- Drug Health Plan
- Palliative Care Plan
- General Geriatric & Rehabilitation Medicine (GGRM) Strategic Plan 2002 - 2006
- Delegations Manual
- Human Resources Manual
- Critical Incident Management Plan
- Aboriginal & Torres Strait Islander Employment Strategy
- Human Resources Strategic Plan
- Guidelines for Service Planning
- Waste Management Plan
- A 2001 Demographic Profile of the CSAHS
- CSAHS Staff Handbook
- Infection Control Manuals
- CSAHS HealthPlan (Disaster Plan)

Hospitals, Community Services and Units

- Hospital and Departmental Policy and Procedure Manuals
- Quality Management Plans
- Admission and Discharge Policy
- Patient Information Booklets/Brochures
- Hospital Newsletters:
 - Royal Prince Alfred Hospital
 - Concord Repatriation General Hospital
 - United Dental Hospital
 - Canterbury Hospital
- Occupational Health and Safety Manuals
- Management Structures
- Disaster Plans
- Staff Handbooks and Brochures
- Complaints Policy and Procedures

SECTION 2 – STATEMENT OF AFFAIRS

The current CSAHS Statement of Affairs is incorporated into the 2002/2003 Annual Report. The Annual Report provides information on the objectives, functions and structure of the Central Sydney Area Health Service. All inquiries can be made by contacting the appropriate FOI Officer listed in Section 3 of this document. A processing charge of \$0.27 (including GST) per page will be charged for photocopies of documents.

SECTION 3 – CONTACT ARRANGEMENTS

Inquiries in relation to the inspection or purchase of the CSAHS policy documents, Annual Report or the Summary of Affairs can be made with any of the officers listed below between the hours of 8.30 am and 5.00 pm or through the CSAHS Area Office on 9515 9600.

CSAHS (Area Office)
Mrs Gayle Berg
Area FOI Coordinator
Level 1, Building 11
Missenden Road
CAMPERDOWN NSW 2050
Telephone: (02) 9515 9632

Balmain Hospital
Ms Grace Kwaan
Manager, Medical Records
Balmain Hospital
Booth Street
BALMAIN NSW 2041
Telephone: (02) 9395 2111

Canterbury Hospital
Ms Eva Fares
Health Information Manager
The Canterbury Hospital
Canterbury Road
CAMPSIE NSW 2194
Telephone: (02)9787-0262

Concord Repatriation General Hospital
Ms Lise Ravn
Manager, Medical Record
Concord Repatriation General Hospital
Hospital Road
CONCORD NSW 2139
Telephone: (02) 9767 6350

Division of Population Health
Ms Samantha Adel
Health Information Manager
Queen Mary Building
Level 4
Grose Street
CAMPERDOWN NSW 2050
Telephone: (02) 9515 3270

Department of Forensic Medicine
Mr Kevin Best
Manager of Administrative Services
Institute of Forensic Medicine
50 Parramatta Road
GLEBE NSW 2037
Telephone: (02) 9660 5977

Royal Prince Alfred Hospital/Institute of Rheumatology and Orthopaedics
Ms Charlotte Roberts
Manager, Medical Records
Royal Prince Alfred Hospital
Missenden Road
CAMPERDOWN NSW 2050
Telephone: (02) 9515 8397

Rozelle Hospital
Mr Sam Leung
Medico-Legal Officer
Rozelle Hospital
PO Box 1
ROZELLE NSW 2039
Telephone: (02) 9556 9100

Tresillian
Mrs Jane Kookarkin
Health Information Manager
Tresillian Family Care Centres
McKenzie Street
BELMORE NSW 2192
Telephone: (02) 9787 0875

United Dental Hospital
Mr Graeme Angus
A/General Manager
United Dental Hospital
2 Chalmer Street
SURRY HILLS NSW 2010
Telephone: (02) 9293 3326

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****NSW FIRE BRIGADES****FOI Agency No. 55****SECTION 1 – POLICY DOCUMENTS**

The NSW Fire Brigades' purpose is to enhance community safety, quality of life and confidence by minimising the impact of hazards and emergency incidents on the people, environment and economy of NSW.

The Brigades holds the following policy documents. Most are available free. For larger documents a charge may be made:

1. Aboriginal, Cultural and Threatened Species Sites Policy
2. Access for Fire Brigades Appliances
3. Accounting Manual
4. AIRS Policy
5. AIRS Reference and Instruction Manual
6. Annual Report
7. Annual Statistical Report
8. Australian Fire Competencies and Curriculum Learning and Assessment Package
9. Brigades In Orders 1964-2004 (Commissioner's fortnightly instructions to staff)
10. Bulk Storage of Rubber
11. Code of Conduct
12. Community Activity Reporting System Policy
13. Community Activity Reporting System Reference Manual
14. Community Safety Brochures
15. Competency Based Training/Assessment Information Pack
16. Contracts and Purchasing Policy
17. Corporate Plan
18. Delegations Manual
19. Disability Strategic Plan
20. Disclosure of Personal Information to Courts and Legal Representatives
21. Disclosure of Information to Banks and other Financial Institutions
22. Drug and Alcohol Protocol
23. Electronic Records and Document Management Procedures
24. EEO Annual Report
25. EEO and Diversity Statement and Plan
26. Environmental Policy
27. Environmental Policy – Complaints
28. Ethnic Affairs Policy Statement
29. Fire District Estimates
30. Grievance Resolution Policy and Procedures
31. Guarantee of Service
32. Guide to Estimating Fire Loss Damage
33. Guidelines for Fire Protection of Temporary Structures
34. Guidelines for Selection of Exercise Equipment
35. Harassment Prevention Policy
36. Hazardous Materials Response Unit Quality Manual
37. Health and Fitness for Firefighters
38. Human Resources Framework
39. Human Resource Services Guide
40. Information Management Framework
41. Information Management and Technology Strategic Plan
42. Information Management and Technology Policy Statements
 - Brigades Intranet

- The Internet
 - Data management
 - Software Licencing Responsibilities
 - Creation of Internet/Intranet Sites and Pages
 - Information Security Policy
43. Littering Policy
 44. Media Policy
 45. Memorandum of Arrangement between Airservices Australia and the NSW Fire Brigades
 46. Memorandum of Understanding between the Commonwealth, the NSW Fire Brigades and the Rural Fire Service of NSW for Commonwealth Contributions for Fire Services
 47. Memorandum of Understanding between the Navy and the NSW Fire Brigades for fires and hazardous material incidents involving Navy ships and establishments
 48. Memorandum of Understanding between the NSW Fire Brigades and the Environment Protection Authority
 49. Memorandum of Understanding between the NSW Fire Brigades and the Ambulance Service of NSW
 50. Memorandum of Understanding between the NSW Fire Brigades and CSIRO Built Environment.
 51. Memorandum of Understanding with EnergyAustralia.
 52. Memorandum of Understanding between NSW Fire Brigades and the Open Training and Education Network
 53. Memorandum of Understanding between NSW Fire Brigades, Oberon Shire Council, and CSR Limited
 54. Memorandum of Understanding between the NSW Fire Brigades and the Snowy Mountains Hydro Electric Authority
 55. Memorandum of Understanding between the NSW Fire Brigades and the NSW Rural Fire Service
 56. Memorandum of Understanding between the NSW Fire Brigades and the State Emergency Service
 57. Memorandum of Understanding between the NSW Fire Brigades and Shell Refining Australia
 58. Memorandum of Understanding between the NSW Fire Brigades and the Museum of Fire
 59. Memorandum of Understanding between the NSW Fire Brigades and the ACT Fire Brigade
 60. Memorandum of Understanding between the NSW Police and the NSW Fire Brigades on the Shared Use of an Aircraft
 61. Mutual Aid Agreements for local government areas between the NSW Fire Brigades and the NSW Rural Fire Service.
 62. Mutual Aid Agreement between the NSW Fire Brigades and State Emergency Service: Information Sharing
 63. Mutual Aid Agreement between the NSW Fire Brigades and RAAF Defence Orchard Hills
 64. Mutual Aid Agreement with the CFA (Victoria) for Albury/Wodonga
 65. NSW Fire Brigades Pay Rates and Awards
 66. Non-operational Filming Policy
 67. Occupational Health and Safety Policy
 68. Occupational Health and Safety Policy – Consultation Arrangements for Firefighters
 69. Office Accommodation Strategic Plan
 70. Operations Bulletins
 71. Operational Risk Management Policy
 72. Employee Service Policies
 - Administration Staff Induction Policy
 - Agency Temps Policy
 - Attendance at Court Policy
 - Band Members – Special Leave
 - Consultants
 - Contractors
 - Contractors Onsite Code of Conduct
 - Duty to Consult on the Design of Fire Stations and Other Buildings
 - Employee Housing Manual
 - Employee Travel Manual
 - Flexible Work Practices Handbook
 - Gifts and Personal Benefits
 - Guidelines for Policy Development
 - Handover of positions
 - Induction Policy and Manuals for Administrative and Support Staff, Permanent Firefighters, Retained Firefighters, Trades Employees and Work Experience Students

- Insurance for personal effects and private property
- Job Evaluation Policy
- Jury Duty Policy
- Mobile Phone Policy
- Official Travel – Incoming Visitors to Australia
- Official Travel – Overseas
- Official Travel – Within Australia
- Position Creation Process
- Professional Development Training Policy
- Secondary Employment Policy A&C Staff
- Separation Policy
- Study Time Policy
- Telephone Monitoring and Checking
- Telephone Subsidy Policy
- Variations to Staffing of Retained Brigades
- Work Plan Policy
- 73. Policy on dual occupancy, battle axe, private residential estates
- 74. Pre-incident planning guidelines
- 75. Privacy Management Plan
- 76. Procedures for AFA Third Party Services Provision
- 77. Records Management Policy and Procedures Manual
- 78. Records Disaster Management Plan
- 79. Records Disposal Schedule
- 80. Records Strategic Plan
- 81. Recordkeeping Policy
- 82. Regional Human Resources and Administration Manual
- 83. Regional Service Delivery Plans
- 84. Rehabilitation Policy
- 85. Rescue Training Policy
- 86. Retained Firefighters Personnel Procedures Manual
- 87. Risk Management Policy
- 88. Safety Bulletins
- 89. Security Policy
- 90. Security Alert Policy
- 91. Service Delivery Strategy
- 92. Service Level Agreement between the NSW Fire Brigades and NSW Rural Fire Service for Communication of Emergency Calls and Related Information
- 93. Asset Strategy
- 94. Sponsorship Policy
- 95. Standard Operational Guidelines
- 96. Standing Orders
- 97. Station Training Program
- 98. Statistical research papers:
 - Fires in the home
 - Children causing fires
 - Incendiary and Suspicious Fires 1987-1993
 - Socio-economic characteristics of communities and fires
 - Deaths from residential property fires in NSW July 1991-June 1996
 - NSWFB Incidents and responses: a ten year review
- 99. Waste and purchasing policy
- 100. Water supply for battleaxe blocks/subdivision policy

NSW Fire Brigades web site www.fire.nsw.gov.au

SECTION 2 – STATEMENT OF AFFAIRS

The 2002/2003 Annual Report describes the NSW Fire Brigades' functions, structure and objectives and includes information on performance indicators, and types of documents held.

SECTION 3 – CONTACT ARRANGEMENTS

Requests under the FOI Act for access to documents in the possession of the Brigades should be accompanied by a \$30 application fee and directed to:

FOI Officer
NSW Fire Brigades
Level 10
227 Elizabeth Street
SYDNEY NSW 2000
Telephone: (02) 9265 2930

Applications and enquiries may be made between 9.00 am and 5.00 pm Monday to Friday.

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

SECTION 1 – POLICY DOCUMENTS, MANUALS AND BROCHURES

The Hunter Water Corporation (“Corporation”) has the following policy documents, manuals and brochures, some of which are available from the Corporation’s FOI Officer indicated in the third section of this Summary of Affairs.

1. Hunter Water Corporation’s Annual Report
2. Community & Environmental Annual Report
3. Network Water Facilities Manual (Vols 1-5)
4. Sewerage Operations & Maintenance Manual
5. Water Operations & Maintenance Manual
6. Service Performance Evaluation Manual
7. Capital Works Procedures Manual
8. Standard Technical Specifications
9. Water & Sewer Design Manual
10. Weather Monitoring Installations Manual
11. Operations Contract Awareness Manual
12. Quality Management Systems Manual
13. Standard Construction Practice Water Supply & Sewerage
14. Plumbing/Technical Counter Functions
15. WWTW Technical Data Manual
16. Operations Manuals for various WWTW (17 of)
17. Safety Manual
18. Confined Space and Sewer Entry Handbook
19. Purchasing/Tendering Policy
20. Human Resource Policy Manual
21. Quality Policy Manual
22. QA Field Co-ordinators Manual
23. Business & Urban Development Quality Assurance Manual
24. Step by Step Guide for customers who are developing (modifying) either land or buildings.
25. Sewer Overflow Manual
26. Service Centre Call Out Policy Manual
27. Customer Services Policy & Procedure
28. Hunter Water Act 1991
29. Operating Licence/Customer Contract
30. State Owned Corporations Act 1989
31. Hunter Water General Regulation 2000
32. MSDS & Hazardous Substance Manual
33. Insurance Manual
34. Operations Unit Quality Manual
35. Operations Unit Procedure Manual
36. Mobile Equipment Policy & Procedure Manual
37. Electrical/Mechanical Quality Manual
38. Electrical/Mechanical Procedure Manual
39. Miscellaneous Fees
40. Code of Practice on Debt & Disconnection
41. Customer Contract Pamphlet
42. Complaints Handling
43. Customer Charges Guide
44. Integrated Water Resource Plan
45. Consultative Forum Charter
46. Report of Customer Complaints to the Energy & Water Ombudsman (EWON)

47. Code of Conduct
48. Seal Register
49. Register of Charges
50. Register of Members
51. Open Board Papers
52. Consultative Forum Papers
53. Trade Waste Policy and Management System
54. Guidelines for the Installation and Maintenance of Oil Separators for Service Stations and Vehicle Repair Shops
55. Guidelines for General Pre-treatment and Maintenance Requirements for Trade Waste Generators
56. Guidelines for Installation and Maintenance of Grease Arrestors and Other Food Waste Pre-treatment Facilities
57. Environmental Management Plan
58. Environmental Management System Manual
59. Guide to Hunter Water's Notice of Requirements for Developers
60. Brochure on Developer Charges and Development Servicing Plans
61. Brochure on Provision of Water and Sewer Services
62. Hunter Water Award and Agreements Manual
63. Employee Induction Literature
64. Counselling & Discipline Handbook for Supervisors
65. EEO Annual Report
66. Various leaflets on EEO/Harassment/General Employee Relations
67. Non-standard Water and Sewer Services Policy
68. Search of Property Financial Details or History
69. Property Acquisition/Disposal Policy
70. Configuration Management Policy procedures LS/96-1
71. Watermain Replacement Strategy
72. Risk Management Policy and procedures LS/96-2
73. Sewer Maintenance Strategy
74. Asset Management Strategy LS/97-1
75. Various leaflets on General Environmental Awareness
76. Various leaflets on Information on the Corporation and its services to customers.

SECTION 2 – STATEMENT OF AFFAIRS

The Statement of Affairs required under the FOI Act is available, without charge, from the officer listed in Section 3.

SECTION 3 – CONTACT ARRANGEMENTS

Requests for Corporation's records or documents under the FOI Act should be applied for by:

- 1 completing an FOI Application Form, available at the address shown below, or apply in writing supplying all the details required under the FOI Act; and
- 2 presenting the form or letter, the appropriate fee and, where necessary, identification to the FOI Officer. Details of procedures, fees and reductions in certain cases can be obtained from the FOI Officer.

The Corporation's FOI Officer can be contacted as follows:

Hunter Water Corporation
426-432 King Street
NEWCASTLE WEST NSW 2302
DX 7858
NEWCASTLE
Telephone: (02) 4979 9664
Facsimile: (02) 4979 9661

Note: Copies of the Corporation's Statement of Affairs are available for viewing at:

State Library of NSW
Premiers Department Library
Library of the Parliament of NSW
National Library of Australia
Newcastle Regional Library
Hunter Water Corporation Library

FREEDOM OF INFORMATION ACT 1989

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

SUMMARY OF AFFAIRS

of the

OFFICE OF THE OMBUDSMAN

FOI Agency No. 31

SECTION 1 – POLICY DOCUMENTS

This is the Summary of Affairs of the Office of the Ombudsman for the period ending 30 June 2004. The Ombudsman holds the following policy documents as defined in the Freedom of Information Act. Each document is available for inspection or purchase, or copies of individual pages may be obtained at 20c per photocopy, at the address given in Section 3 below.

Inter-agency arrangements

Arrangements between Administrative Decisions Tribunal of New South Wales and the NSW Ombudsman
Complaint Referral and Information Sharing Arrangements under Part 6 of the Ombudsman Act between
the NSW Ombudsman, Health Care Complaints Commission, Legal Services Commissioner and NSW
Privacy

Determination by the NSW Ombudsman under section 25C (4) of the Ombudsman Act concerning the
Catholic Commission for Employment Relations

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

Determination by the NSW Ombudsman under section 25C(4) of the Ombudsman Act concerning
Barnardos

Memorandum of Understanding between the Ombudsman and the Commissioner of Police regarding access
to Police Service data on Complaint Management

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

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

Memorandum of Understanding between the Ombudsman and the NSW Energy and Water Ombudsman
Police Integrity Commission (PIC) Act Agreements:

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

General policies

Access and Equity Action Plan

*Access Control Policy

*Business Continuity Plan

Child Protection Policy

Code of Conduct

Community Services Functions and Powers of the Ombudsman

Compliments and Complaints Policy

Consultation with the Ombudsman under Division 2 of the FOI Act

Corporate Plan

Disability Policy

Disability Action Plan

Disclosure of Information Policy

Ethnic Affairs Priority Statement (being updated)
FOI Standard Letters and Procedures
Guarantee of Service
Harassment Prevention Policy
Internal Reporting Policy – Protected Disclosures Act
Interviewing Complainants Policy and Procedures
Media Policy
Mediation Protocol for the Ombudsman's Office
Privacy Management Plan
Procedure Manual – Child Protection Team
Procedure Manual – Community Services Division – Complaints Procedures (sections 2-3 only – other sections in development)
Procedure Manual – Community Services Division – Complaints Handling Reviews
Procedure Manual – General Team
Procedure Manual – Official Community Visitor Scheme
Procedure Manual – Police Team (currently under revision)
*Procedure Manual – Section 19
Request for Review of Decision Policy
*Secure Monitoring Unit policy and Procedures
*Witness Protection Policy and Procedures

Office management

Accounting Manual
Accounts Payable Policy
Co-Lateral Flexible Working Hours Agreement
Compensation for Loss to Private Property Policy
*Computer Systems Back up and Monitoring Policy
Energy Policy (being updated)
*Information Security Policy
Information Technology Strategic Plan 2001 to 2004
File/folder plan
Office Accommodation Strategic Plan
Policy Development and Review
Reasonable Adjustment Policy (being updated)
Records Management Policy
*Risk Assessment Policy – Information Security
Style Guide
*User password policy
Use of Communication Devices
Use of Office Cars Policy
Waste Reduction and Purchasing Policy (being updated)

Publications and Guidelines

Annual Report 2002/2003 (previous years may also be available or by photocopy)
Annual Report – Law Enforcement (Controlled Operations) Act 1997 for period ending 30 June 2003
Annual Report 2002-2003 – Official Community Visitors
Child Protection:
Child Protection Legislation: What employers and employees need to know
Child Protection: Responding to Allegations of Child Abuse against Employees
Child Protection: Your new responsibilities – Procedures for notifying the NSW Ombudsman of child abuse allegations and convictions against employees.
Developing a Child Protection Policy: A Practical Guide for Agencies
Making a Complaint – Child Protection
Child Protection Team Fact Sheets:

- No. 1 – Agency Record Keeping
- No. 1 – How We Assess an Investigation
- No. 3 – Planning an Investigation
- No. 3 – Conducting an Investigation
- No. 5 – Child Protection: Responsibilities of Heads of Agencies
- No. 6 – Who is the 'Head of Agency' in a Child Care Centre?
- No. 7 – Recognising and Managing Conflict of Interest

- No. 8 – Reviewing your Child Protection Policy
- No. 9 – Risk Management following an Allegation of Child Abuse Against an Employee
- No. 10 – How We Audit Agencies that Provide Services for Children
- No. 11 – Apologies and Child Protection

Community Services Division:

Know Your Rights as a Consumer of Community Services

The Rights Stuff – A Toolkit for Consumers of Community Services in NSW

Communicate – Newsletter for the Community Services Sector – December 2003

Making a Complaint:

- Got a Problem with a Child Protection or Support Service Provided by DoCS?
- Got a Problem with Out-of-Home Care Services for Children and Young People?
- Got a Problem with a Disability Service?
- Got a Problem with a SAAP Service?
- Got a Problem with a Home and Community Care Service?

Community Services Division Fact Sheets:

- No. 1 Expanded role for the Ombudsman in community services
- No. 2 Handling complaints
- No. 3 Reviewable deaths – children and young people, and people with a disability
- No. 4 Licensed boarding houses
- No. 5 Apologies by Community Service Providers

Community Visitors Fact Sheets:

- No. 1 – Official Community Visitors – Who we are and What We Do

General:

- Ombudsman's Effective Complaint Handling Guidelines
- Ombudsman's Enforcement Guidelines for Councils
- Ombudsman's FOI Policies and Guidelines (2nd Edition available from July 1997 – currently being revised)
- Ombudsman's Principles on Obtaining and Distributing Legal Advice
- Ombudsman's Protected Disclosures Guidelines (4th Edition)
- Resolving Complaints about Police – A Guide to Who Does What
- Complaint Handler's Tool Kit
- Public Sector Mediation Guidelines
- Options for Redress: Guidelines for Redress for Detriment Arising Out of Maladministration
- Dealing with Difficult Complainants
- Investigating Complaints: A Manual for Investigators
- Better Service and Communications for Councils
- Legislative Review and the NSW Ombudsman
- The New Forensic Procedures Law and the NSW Ombudsman

General Fact Sheets:

- General Information – What We Do and How We Do It
- Enjoying Yourself (Youth brochure)
- That's not Fair! (Aboriginal brochure)
- Guarantee of Service
- Problems with a police officer?
- Trouble with council?
- Problems in detention?
- Unhappy with an FOI decision?
- The Ombudsman and You (available in community languages)
- Women's Fact Sheet – The Ombudsman and You

Public Sector Agencies Fact Sheets:

- No. 1 – Apologies by Public Officials and Agencies
- No. 2 – Bad faith, Bias and Breach of Duty
- No. 3 – Conflict of Interests

Local Government Fact Sheets:

- No. 1 – Having Trouble with Unlawful Development Activity?
- No. 2 – Unhappy about a Proposed Development?
- No. 3 – Having Trouble with a Development Application?
- No. 4 – Having Trouble with your Rates and Charges?
- No. 5 – Apologies by Councils

Staffing Policies

Conflict of Interests Policy
Consultative Arrangements Policy
Equal Employment Opportunity Policy and Management Plan
Grievance and Dispute Management policy
Higher Duties Policy
Participation in Management Development Program Policy
Performance Management Policy (being updated)
Performance Management Policy – SES
Secondment Policy (being updated)
Study leave Policy
Working at Home Policy

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

SECTION 2 – STATEMENT OF AFFAIRS

The latest edition of the Statement of Affairs of the Office of the Ombudsman was published in June 2004 and is available free of charge at the address below.

SECTION 3 – CONTACT ARRANGEMENTS

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

Level 24
580 George Street
SYDNEY NSW 2000

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

SECTION 1 – POLICY DOCUMENTS

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

- Annual Report (\$8.46)
- Corporate Plan
- Code of Conduct
- EEO Management Plan
- Ethnic Affairs Priorities Statement
- Guarantee of Service
- Manual for the Preparation of Legislation (\$15.00)
- Manual for the Drafting of Non-Government Legislation (\$4.50)
- Privacy Management Plan
- Review and Redesign of NSW Legislation (\$30.00)

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

SECTION 2 – STATEMENT OF AFFAIRS

The most recent Statement of Affairs of the Parliamentary Counsel's Office was published in the 2002–2003 Annual Report of the Office. Copies of the Statement can be obtained (free of charge) by contacting the FOI Co-ordinator.

SECTION 3 – CONTACT ARRANGEMENTS

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

The FOI Co-ordinator
Parliamentary Counsel's Office
GPO Box 4191
SYDNEY NSW 2001
Telephone: (02) 9228 7235
Facsimile: (02) 9232 4796
e-mail: parliamentary.counsel@pco.nsw.gov.au

Inquiries may also be made by contacting the FOI Co-ordinator between the hours of 8.30 a.m. and 5.30 p.m.

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****NEW SOUTH WALES POLICE****FOI Agency No. 16****SECTION 1 – POLICY DOCUMENTS****Corporate Policies**

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

Human Resource Services Policy & Procedures

- A Guide to Advertising a Vacancy
- Aboriginal Employment Strategy 2003 – 2005
- Anthrax – Powders or Substances Found in Suspicious Circumstances
- Appointment and Transfer Policy and Guidelines for Supt. Rank
- Code of Conduct and Ethics
- Code of Practice – Drug & Alcohol Counsellors
- Community Language Allowance Scheme
- Complaints and Management Reform Kit
- Conditions of Employment – Administrative Officer
- Criminal Record Checks
- Cultural Diversity
- Delegations (Human Resources)
- Disability Action Plan
- Discipline – Administrative Officer
- Disclosure Of Home Address
- Drug & Alcohol Policy
- Employee Management Policy
- Equal Employment Opportunity
- Establishing a New Business Unit Checklist of Procedures
- Ethnic Affairs Priorities Statement
- Excess Officers

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

Information Technology Policies

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

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

Operational Policing

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

- Investigation Services SOPs
- Investigation Sops
- Investigators Guide to Physical Evidence
- Lesbian & Gay Policy
- MERIT Guidelines
- Methadone And Other Pharmacotherapies Information For Police
- Missing Persons Policies & Procedures
- Neighbourhood Watch Guidelines
- NSW Confidential Source Management Policy
- Offender Photo SOPs – 35mm Camera
- Offender Photo SOPs – PhotoTrac ICS
- PACT Guidelines
- Pawnbroker and Second-hand dealer SOPs & Legislation
- Policy for Creation, Classification, etc of COPS Reports
- Procedures for the Evidence Act
- Public Order Management Policy & SOPs
- Random Breath Testing SOPs
- Recovered Assets Pool Operating Guidelines
- Safety House Guidelines
- SOPS for Search Warrants
- Source Management Standard Operating Procedures 2004
- Spokespersons Program: Policy and Procedures
- Stationary Radar & LIDAR duties SOPs
- Suspect Target Management Plan
- Suspect Target Management Strategy
- Suspension of a Driver/Rider Licence
- Threats Against NSW Police Employees
- Tourist Status COPS recording
- Travel – Overseas Application Guidelines
- Tyre Deflation Devices SOPs
- Victim Support Policy & SOPs
- Victim Support SOPs – Homicide
- Warrants – Trouble Shooting Guide
- Youth Policy

Finance and Administration Policies

- Accounts Payable Policy
- Accounts Receivable Policy
- Cab Charge Procedures
- Corporate Record keeping Policies / Procedures
- FBT Guide
- Financial Policy
- Fixed Assets Policy
- Funding Policy
- GST Guide, FAQs and Updates
- Instrument of Delegation of Authority
- Purchasing Policy
- Recovered Assets Pool Operating Guidelines
- Risk Management Manual
- Risk Management Policy
- Travel Policy
- User Pays Policy Guidelines

Conduct and Ethics Policies

- Code of Conduct & Ethics
- Code of Practice for Alcohol Counsellors
- Complaint Management Manual
- Computer Access Audits – Guidelines
- Conduct Management Plan FAQs
- Corruption Hotline Particulars
- Employer Communication Devices

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- Guide to the Conduct of Criminal Investigations Inv Police
 - Internal Witness Support Policy & FAQs
 - Internal Review Panel – Overview
 - Internal Police Complaints – Guidelines for Commanders and Managers
 - Professional Standards Action Plan

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

The Coordinator
Freedom of Information Unit
Legal Services
Locked Bag 5102
PARRAMATTA NSW 2124
Telephone: (02) 8831 0122
Hours: 8.30 am–12 pm and 2.00 pm–4 pm Monday to Friday.

Telephone inquiries should be directed to the Co-ordinator, Freedom of Information Section.

FREEDOM OF INFORMATION ACT 1989

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

SUMMARY OF AFFAIRS

of the

PREMIER'S DEPARTMENT.

This Summary of Affairs has been set out in accordance with the structure of the Premier's Department as outlined in the Premier's Department 2002/03 Annual Report at page 54 for these Divisions:

- Public Employment Office;
- Ministerial and Parliamentary Services;
- Strategic Projects Division;
- Service Delivery Improvement Division;
- Office of Protocol and Special Events;
- Major Events and Venues Strategy
- Director-General's Unit

SECTION 1 – POLICY DOCUMENTS.

PUBLIC EMPLOYMENT OFFICE

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

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

CIRCULARS

<i>Year</i>	<i>Number</i>	<i>Title</i>
1993	C93-09	Fringe Benefits Tax on Car Parking and Review of Agency Vehicle Requirements
1993	C93-17	Re: Premier's Memorandum No. 93-36 Managing Excess Employees
1993	C93-07	Availability of Police Academy for Conferences and Training
1994	C94-04	Senior Executive Service – Changes to Components of Total Remuneration Packages resulting from Variation to FBT legislation
1994	C94-16	Tax Equivalent Regime (TER) for SES Finance and Data Processing Positions
1994	C94-12	Senior Executive Service – Applications for Compensation and the Right of Return
1994	C94-20	Income Maintenance Provisions for Chief and Senior Executive Officers
1995	C95-19	Participation and attendance at External Seminars
1995	C95-12	APPLICATION OF PREMIER'S MEMORANDA TO ALL MINISTERS
1995	C95-10	SES – Changes to FBT
1995	C95-22	Domestic travel – Members of CES and SES
1995	C95-21	Option of Cash out Accrued Leave
1995	C95-03	Protected Disclosures Act 1994
1996	C96-22	Access to Public Sector Executives Superannuation Scheme
1996	C96-12	Changes to Motor Vehicle Policy – Wholesale Sales Tax and Leasing
1996	C96-11	Cessation of Payment for 'Right of Return' – Chief and Senior Executive Service
1996	C96-16	Higher Duties Allowance
1997	C97-50	NSW Public Sector Interim Vocational Education and Training (VET) Plan 1998-2000
1997	C97-69	Commonwealth Announcements Concerning Choice of Superannuation Fund
1997	C97-45	Recruitment Consultants
1997	C97-13	Long-term temporary employees
1997	C97-84	Working for the Dole
1997	C97-46	Public Sector Management (General) Regulation 1996 – Appointment of Long-Term Temporary Employees
1997	C97-48	Commitment to Ethical work Practices and Ethic Training Courses
1997	C97-05	M4 and M5 Cashback
1997	C97-49	Participation in Not-For-Profit and Commercially Run Conferences and Seminars
1997	C97-53	Consultative Arrangements: Policy and Guidelines
1997	C97-40	Senior Officers Award
1997	C97-42	Chief and Senior Executive Service (SES) Leave Entitlements (Restricted)
1998	C98-103	Premier's Department Performance Management Policy and Guidelines

1998	C98-22	SES Mobility System
1998	C98-80	Premier's Department Policy and Guidelines: Mature Workforce and Alcohol and Other
1998	C98-107	Public Sector Management Act 1988
1998	C98-105	Principles for Review of Awards
1998	C98-41	Increment in Superannuation Guarantee Contributions from 1 July 1998
1998	C98-70	Salary Sacrifice for Superannuation
1998	C98-73	Dispute Resolution
1998	C98-102	Senior Executive Service – Notional Salary
1998	C98-59	Commencement of Legislation Improving Retrenchment Benefits for State Superannuation Scheme Members
1998	C98-50	Implementation of Job Evaluation Outcomes
1998	C98-23	Use of Family and Community Services Leave , Funerals
1998	C98-14	Community Language Allowance Scheme
1998	C98-11	Carer's Leave for Employees Covered by the Uniform (Ministerial) Leave Conditions
1998	C98-08	Pay Advice Slips
1998	C98-04	Crown Employees (Transferred Officers Compensation) Award , Use of the Crown Solicitor's Office
1998	C98-57	Unattached Officers: Chief And Senior Executive Service (SES)
1998	C98-40	Senior Executive Service – Changes to Motor Vehicle Policy – Wholesale Sales Tax
1999	C99-51	Managing Displaced Employees Job Search Leave
1999	C99-59	Mobility of superannuation for employees transferring employment between the NSW public sector, local government sector and electricity distribution sector
1999	C99-14	Gender Analysis Checklist for the Review of Community Service Obligations
1999	C99-39	New Superannuation Preservation Rules
1999	C99-60	OFFICIAL TRAVEL – CONSOLIDATION OF GUIDELINES
1999	C99-69	Qualifications for Senior Financial Management and Accounting Positions
1999	C99-62	Interpreter Budget Requirements In Contracting Out Services And Funding Services Delivered By Non Government Organisations, Government Trading Enterprises And State Owned Corporations
1999	C99-23	Suspension of Advertising and Filling of Vacancies
1999	C99-25	2000 By 2000 Strategy
1999	C99-31	Guidelines for Collaboration and Integrated Services
1999	C99-09	Use of Employer Communication Devices
1999	C99-01	Superannuation Amendments
1999	C99-37	Direction to Take Leave Displaced Employees
1999	C99-15	Senior Executive Service Motor Vehicles Novated Leases
1999	C99-45	Stage 3 Devolution of Evaluation of Senior Executive Positions Levels 4 8.
1999	C99-48	Arrangements re the Suspension of Advertising and Filling Vacancies Following Introduction
1999	C99-49	Payments in Lieu of Employer Superannuation Support for Employees and Former Employees Aged 65 Years and Over of the 1999 2000 Budget
1999	C99-55	Reference Guide For Employees Caring For Older Persons
1999	C99-57	Optional Access to Early Retirement Benefits
2000	C2000-37	Monitoring of Use of Communication Devices (including internet access)
2000	C2000-05	Superannuation Amendments
2000	C2000-42	Superannuation Retrenchment Benefits
2000	C2000-70	SES Motor Vehicles
2000	C2000-40	Public Service National Training Package and NSW Implementation Tool kit
2000	C2000-74	Staying in Town
2000	C2000-10	Changes to the method of calculating Superannuation on costs for Executive members of First State Super
2000	C2000-78	Award Review of Crowned Employees (Skilled Trades) Awards
2000	C2000-19	Conditions Applicable to Employees Selected to Participate in Migrant Work Experience Program
2000	C2000-64	Report on the Review of the Spokeswomen's Programme
2000	C2000-68	Amendment to Premier's Memorandum No. 2000 15, Access To Published Information Laws, Policy and Guidelines
2000	C2000-26	Employment Health Assessment Policy and Guidelines
2000	C2000-32	Government Owned Training/Conference Facilities

2000	C2000-46	Impact of FBT and GST on Salary Sacrifice Arrangements
2000	C2000-53	Looking for Work with the NSW Government
2000	C2000-33	Taxation of Allowances
2000	C2000-11	Managing and Supporting Attendance at Work
2000	C2000-67	Personnel Handbook (October 2000 Electronic version)
2000	C2000-73	Disclosure – Commission for Children & Young People
2000	C2000-16	Sickness Absence Policy
2000	C2000-62	NSW Government Job Vacancy Advertising Procedures
2001	C2001-41	Call Centre Coordination Review Of Options To Share Call Centre Infrastructure
2001	C2001-35	Review of meal, travelling and related allowances
2001	C2001-34	Nomination Of Employer Representatives To The Government And Related Employees Appeal Tribunal
2001	C2001-32	Reimbursement of Goods and Services Tax
2001	C2001-20	Superannuation Amendments
2001	C2001-17	NSW Pilot Project -Workplace Based Assessment of Competency
2001	C2001-16	New Arrangements For The Lifting Of The Suspension Of Advertising And Filling Vacancies
2001	C2001-07	Improving Aboriginal Employment Outcomes within the NSW Public Sector
2001	C2001-01	Australian & Overseas Travelling Allowances
2001	C2001-08	Principles for Approval of NSW Enterprise Agreements and Information on Reviewed
2001	C2001-10	Devolution of Establishment of Senior Officer Positions
2001	C2001-06	Update of SES Guidelines
2001	C2001-39	Reforming the Public Sector
2001	C2001-53	NSW Government Application for Employment/Transfer/Promotion
2001	C2001-38	Manual Of Delegations To Department Heads
2001	C2001-59	Elsa Dixon Aboriginal Employment Program
2001	C2001-44	JOBS.NSW
2001	C2001-65	Crown Employees (Public Sector – Salaries January, 2002) Award
2001	C2001-47	Employer Representatives to the Government and Related Employees Appeal Tribunal
2001	C2001-58	Crown Employees (Skilled Trades) Award. Variations to Expenses Related Allowances, Rostered Days Off – 2002
2001	C2001-68	Accessing Leave Entitlements and Flexible Work Hours Arrangements to Observe Religious Duties
2001	C2001-02	NSW Pilot Project – Payroll Deduction to Charities
2001	C2001-51	Allowances Paid To Cadets
2001	C2001-14	Crown Employees (Public Service Conditions Of Employment) Award 1997 Section 19
2002	C2002-63	Use Of Government Owned Training/Conference Facilities
2002	C2002-62	Superannuation Amendments
2002	C2002-65	Crown Employees (Public Service Conditions of Employment) Award, 2002
2002	C2002-73	New Principles For Approval Of Enterprise Agreements
2002	C2002-61	SALARY PACKAGING FOR NON-SES EMPLOYEES
2002	C2002-45	Motor Vehicle Policy
2002	C2002-11	Deduction of Union Membership Fees – Model Clause
2002	C2002-52	Staged commencement of Public Sector Employment and Management Act 2002
2002	C2002-47	Disclosure Of Information In Government Contracts With The Private Sector
2002	C2002-56	Compliance With NSW Superannuation Legislation
2002	C2002-55	Crown Employees (Public Service Training Wage) Award 2002
2002	C2002-48	Crown Employees (Major And Community Events Reassignment) Award
2002	C2002-50	Public Employees' and Agencies' Involvement in Political Fundraising Activities
2002	C2002-57	Employer Contributions For First State Super And Complying Accumulation Superannuation Funds
2002	C2002-35	Common Selection Criteria Brochure
2002	C2002-09	Crown Employees Wages Staff (Rates of Pay) Award 2002
2002	C2002-59	Leave For Staff Affected By The Bush Fire Emergency
2002	C2002-13	Clearance of Vacancies – Workforce Management Centre
2002	C2002-36	Public Sector Employment and Management Act 2002
2002	C2002-46	Public Sector Employees Contesting State Elections
2002	C2002-37	Elsa Dixon Aboriginal Employment Program
2002	C2002-40	Increment in Superannuation Guarantee Requirement from 1 July 2002

2002	C2002-43	Statutory and Public Office Holders – Salary Sacrifice Motor Vehicles
2002	C2002-28	Stage Wage Case 2002
2002	C2002-58	Crown Employees (Librarians, Library Assistants, Library Technicians And Archivists) Award 2002
2002	C2002-10	Pay Slips and Employers' Records
2003	C2003-19	Senior Executive Service – Notional Salary
2003	C2003-44	Christmas and new year public holidays and concessional leave 2003/2004
2003	C2003-27	Crown Employees (Transferred Employees Compensation) Award
2003	C2003-30	Review Of Meal, Travelling And Related Allowances
2003	C2003-31	Increase In Parking Space Levy
2003	C2003-35	Training On Merit Selection Techniques
2003	C2003-33	Variation to the Crown Employees (Public Service Conditions of Employment) Award 2002)
2003	C2003-34	Premier's Department Restructure – Public Employment Office
2003	C2003-36	Variation To Crown Employees (Public Service Training Wage) Award 2002
2003	C2003-37	Occupational Stress – Hazard Identification and Risk Management Strategy
2003	C2003-28	Apologies By Public Sector Agencies And Officials
2003	C2003-41	Australian and overseas travelling allowances – Including Chief Executive Officers, Senior Executive Officers, statutory appointees, and part-time members of boards, committees
2003	C2003-52	Department Of Energy, Utilities And Sustainability
2003	C2003-45	Making Of New Crown Employees (General Staff Salaries) Award 2003
2003	C2003-46	Briefing Sessions On The Temporary And Casual Employment Provisions And The Staff Mobility And Cross-Agency Employment Provisions Of The Public Sector Employment And Management Act 2002
2003	C2003-35	Training on Merit Selection Techniques
2003	C2003-51	Non-SES Salary Packaging And Motor Vehicles
2003	C2003-50	Privacy Guidelines On Disclosure Of Information During Industrial Relations Consultations
2003	C2003-49	Ministry For Science And Medical Research
2003	C2003-48	Reimbursement Of Goods And Services Tax
2003	C2003-17	Protecting The Archival Heritage Of The State
2003	C2003-39	Variation to crown employees (skilled trades) award and general construction and maintenance, civil and mechanical engineering &c (state) award for expense related allowances
2003	C2003-16	Briefing Sessions On The Implementation Of Conduct And Performance Provisions Of The Public Sector Employment And Management Act 2002
2003	C2003-07	Severe Acute Respiratory Syndrome – Travelling Overseas On Official Business
2003	C2002-11	Crown Employees (Storemen &c) Award Variation to Insert Deduction of Union Membership Fees
2003	C2003-05	Travelling Overseas On Official Business – Australian Department Of Foreign Affairs And Trade Travel Advice
2003	C2003-26	SALARY PACKAGING FOR NON-SES EMPLOYEES
2003	C2003-11	2003 Premier's Public Sector Awards
2003	C2003-18	Reserve Forces Day – Saturday 5 July and Sunday 6 July 2003
2003	C2003-12	Salary Packaging Amendment – Annual Public Transport Tickets
2003	C2003-42	Quarterly Collection Of Full Time Equivalent (Fte) Numbers For The Nsw Public Sector
2003	C2003-20	National Aboriginal & Islander Day Observance Committee (NAIDOC Week 6-12 July 2003)
2003	C2003-21	New Superannuation Guarantee Requirements
2003	C2003-22	Establishment Of Healthquest As A Statutory Health Corporation
2003	C2003-23	Updated Personnel Handbook
2003	C2003-24	The Roads and Traffic Authority (RTA) as a contractor to agencies
2003	C2003-14	Membership Of Private Sector/Non-Government Boards By Nsw Executive Officers
2004	C2004-09	SES/Senior Officers Motor Vehicle Charges 2004-2005
2004	C2004-08	Commencement of variations to conditions of employment award Re: casual rates and entitlements
2004	C2004-07	Conflict of Interests
2004	C2004-04	HR Expert System

2004	C2004-01	Variation To Conditions Of Employment Award Re Casual Rates And Entitlements
2004	C 2004-02	Accessing leave entitlements and flexible work hours Arrangements to observe religious duties
2004	C2004-11	Commonwealth defence employer support payment schem

MEMORANDA

<i>Year</i>	<i>Number</i>	<i>Title</i>
1990	M90-29	Remuneration Packaging for Advertising Public Sector Vacancies
1990	M90-02	Senior Executive Service – Grievance Mediation Mechanism
1990	M90-26	S.E.S. Grievance Mediation – Co-operation and assistance to the Grievance Mediator
1990	M90-13	Performance Agreement Guidelines
1990	M90-06	Fringe Benefits Tax – Higher Education Contribution Scheme
1990	M90-62	Guidelines for Part-time Work
1991	M91-34	Reporting of Grants to Non-Government Organisations
1991	M91-19	Amendment of Superannuation Legislation
1992	M92-28	Parking Space Levy and Government Agencies
1992	M92-30	Privatisation – Staffing Implications
1994	M94-45	Quality Customer Service
1994	M94-10	Employee Housing Policy
1994	M94-35	Suspension of Public Employees from Duty
1995	M95-40	Flexible Work Practices
1995	M95-27	Unattached Officers
1995	M95-14	Instrument of Delegation
1995	M95-45	Performance Agreement Guidelines
1996	M96-20	Executive Council Minutes
1996	M96-11	Dealing with employee work-related concerns and grievances, and harassment free
1996	M96-05	Managing Displaced Employees
1996	M96-24	Protected Disclosures Act 1994
1997	M97-27	Managing Displaced Employees
1997	M97-10	Model Code of Conduct for NSW Public Agencies
1997	M97-28	Out-of-Pocket Expenses and Christmas Season Parties
1997	M97-03	Employee sponsored child care
1997	M97-12(A)	Traineeships in the NSW Public Sector
1997	M97-19	Spokeswomen's Programme
1998	M98-37	Executive service model contract of employment
1998	M98-04	Production costs of annual reports
1998	M98-12	Use of probity auditors by public sector agencies
1998	M98-24	Managing displaced employees relocation of employees to available work
1999	M99-05	Chief Executive Performance Agreement Guidelines
1999	M99-20	Military leave Australian Peace Keeping Force – East Timor
1999	M99-19	Applicability Of Memoranda And Circulars To State Owned Corporations (SOCS)
1999	M99-10	Suspension of advertising and filling of vacancies exemptions
1999	M99-04	Increasing Traineeships In The Nsw Public Sector
2000	M2000-06	Government Owned Training Facilities
2000	M2000-05	Remuneration and Contracts of Employment for CES & SES Officers
2000	M2000-10	Strategies for Flexible Workplace Arrangements
2000	M2000-15	Access to Published Information – Laws, Policy and Guidelines [library deposit]
2000	M2000-24	Reappointment to CES and SES Positions
2000	M2000-25	Leave Conditions – Statutory Appointees
2001	M2001-11	Revised 'Fitness to Continue' Procedures
2002	M2002-11	Spokeswomen's Program
2002	M2002-01	Leave for Staff affected by the Bush Fire Emergency
2002	M2002-08	Departmental Savings Strategies Productivity Savings Progress Reports
2002	M2002-04	Acceptable Use of the Internet and E-mail
2002	M2002-05	Departmental Savings Strategies. Expanded Reporting Requirements
2002	M2002-07	Engagement and Use of Consultants
2003	M2003-15	CEO Contracts – Performance Management And Salary Sacrifice Arrangements
2003	M2003-16	Out Of Pocket Expenses And Christmas Season Parties
2003	M2003-12	2003 Annual Determination of Remuneration for Chief Executive and Senior Executive

PEO CIRCULARS

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

PUBLICATIONS

<i>Year</i>	<i>Title</i>
1990	Information sheet: History of EEO Legislation in NSW
1990	1990 EEO Survey — Higher Education
1992	1990 EEO Survey — NSW Public Sector
1995	Resource book: Guide to EEO Data Collection
1995	Policy and Guidelines on Flexible Work Practices
1995	Strength in Diversity
1995	Guidelines for the Suspension of Public Employees
1996	Resource Book: Good Job — Success with Aboriginal & Torres Strait Islander Employment
1996	Fair Ways newsletter: EEO Data Collection
1996	Harassment Free Workplaces: Training Activities for Managers & Supervisors
1996	Policy & guidelines: Harassment Free Workplace
1996	Resource book: Managing for Diversity
1996	Resource book: The Choice is Yours: Choosing Employment Options in the NSW Public
1996	Policy and guidelines: Dealing with Employee Work-related Concerns and Grievances
1996	Guidelines on Senior Officers Classification
1996	The Changing Roles of Women: Women's Increasing Contribution to New South Wales
1997	Handbooks: Statistical Reporting Requirements for EEO program development: Higher
1997	The Changing Roles of Women: Balancing it All
1997	Flexible Work Practices: Training Resource Kit for Managers & Supervisors
1997	Booklet: Success with Flexible Work Practices
1997	Fair Ways newsletter: Mentoring
1997	Brochures: Part-Time Work with the NSW Government:
1997	Booklet: EEO for Community Organisations
1997	Code of Conduct and Ethics for Public Sector Executives
1997	Model Code of Conduct
1997	EEO Data Collection – Higher Education
1998	Pay Equity Case Study: Librarians and Geologists
1998	Pay Equity Case Study: Librarians and Geologists.
1998	Research Scientist Classification
1998	Report: Pay Equity: Librarians and Geologists
1998	CES Model Contract of Employment
1998	Role of the NSW Public Sector in the 2000 Olympic and Paralympic Games Volunteer
1998	Brochure: Strengthening EEO: CEO Leadership
1998	Mature Workforce Policy

- 1998 Alcohol and other Drugs – Policy and Guidelines
1998 Women in the Lead
1998 Booklet: Journeys: Stories from our Culturally Diverse NSW Public Sector
1998 Booklet: Strengthening EEO: A Focus on Outcomes for EEO Practitioners
1998 Performance Management Policy and Guidelines
1998 Interim Guidelines for Implementation of the Community Language Allowance Scheme
1998 Salary Packaging of Superannuation
1998 Salary Sacrifice for Superannuation Information Sheet
1998 Brochure: EEO for Senior Executives & Directors of Employment Equity
1999 Women’s Network Information Package (1999).
1999 The Changing Roles of Women: Women on the Move
1999 Women’s Network Information Package (1999).
1999 1991 EEO Survey — Area Health Services
1999 Booklet: Advancing Flexibility: A Case Study on Implementing Flexible Work Practices
1999 Women on the Move
1999 Guidelines for Developing Performance Agreements for CEOs
1999 EEO Data Collection – NSW Departments and Authorities
1999 Guidelines for Collaboration and Integrated Services. Working Together in the Public Sector
1999 Administrative Guidelines for the Implementation of the 1999 Annual Determination of the
1999 Resource book: Mentoring Made Easy: A Guide
1999 Policy and Guidelines for the use by Staff of Employer Communication Devices
1999 EEO Data Collection – Public Health Services
1999 EEO Data Collection NSW Government Departments and Public Authorities
2000 The Changing Roles of Women: Women On-Line: Stories by Women in IT
2000 Fair Ways newsletter: Aboriginal Reconciliation
2000 Managing and Supporting Attendance at Work
2000 SGE Travelling Fellowship Reports – 2000 Fire Service Earthquake Preparednes
2000 Access to Published Information – Laws, Policy and Guidelines
2000 Review of the NSW Government’s Spokeswomen’s Program
2000 Women On-Line – Stories by Women in IT
2000 Staying in Town
2000 Resource Book: Aboriginal Employment in Practice for the NSW Public Sector
2000 Personnel Handbook
2000 Review of the NSW Government’s Spokeswomens’ Program
2000 Strategies for Flexible Workplace Arrangements
2000 Implementation of National Training Packages
2000 Sickness Absence Policy
2000 NSW Executive Capabilities
2000 Employment Health Assessment Policy and Guidelines
2001 The Changing Roles of Women: Strong Women, Strong Communities
2001 Brochure: Traineeships for People with a Disability (for applicants)
2001 Strong Women, Strong Communities
2001 Brochure: Aboriginal & Torres Strait Islander Cadetship Program (student version)
2001 Brochure: EEO for University Executives
2001 PSM Act -Delegations Manual
2001 Reforming the Public Sector
2001 Information sheet: Community Employment Services for People with a Disability
2001 Brochure: Aboriginal & Torres Strait Islander Cadetship Program (agency version)
2001 Fair Ways: What is EEO? — University version
2001 Booklet: Yarnin’ Up: Stories of Aboriginal People’s Careers in the NSW Public Sector
2001 Booklet: I Have the Skills, Do You Have the Job? Case Studies in Productive Diversity
2001 Brochure: Nanbaree Child Centre
2001 Fair Ways newsletter: For People with Overseas Skills and Training
2001 Booklet: Strengthening EEO: A Focus on Outcomes for University EEO Practitioners
2001 Brochure: EEO for Senior Executives & Directors of Employment Equity
2001 Guidelines: Aboriginal & Torres Strait Islander Cadetship Program in the NSW Public Sector
2002 Brochure: Maternity leave
2002 SES Guidelines
2002 New Directions Strategic Plan
2002 Booklet: Picking the Best Person for the Job: Merit Selection for NSW Public Sector Panels
2002 Advancing Diversity: EEO Statistical Profile of the NSW Public Sector

- 2002 Brochure: Looking for Work with the NSW Government
- 2002 Brochure: What are Common Selection Criteria?
- 2002 Fair Ways newsletter: About Flexible Work Practices
- 2002 Government Owned Training Facilities
- 2002 Fair Ways newsletter: What is EEO?
- 2002 ODEOPE annual reports Advancing Equity: Report by the Director of Equal Opportunity in Public Employment
- 2002 Motor Vehicle Policy
- 2002 Booklet: Moving On Up: Paralympians Contributing to the NSW Public Sector
- 2002 Fair Ways newsletter: Traineeships for People with a Disability (for agencies)
- 2003 Fair Ways newsletter: Adjustments at work
- 2003 Booklet: Employ Able Resource Guide
- 2003 Booklet: Equal to the Task Good Practice Guide
- 2003 Employ Able Work Book: Employing People with a Disability
- 2003 Information sheet: Deaf & Hearing Impaired Network
- 2003 Migrant Career Development – Guidelines for Agencies
- 2003 Migrant Career Development – Guidelines for Applicants
- 2003 Fair Ways newsletter: Invitation to Managers to Gain Skilled Staff
- 2003 Kit: Merit Selection in the NSW Public Sector: a training program for those involved in recruitment
- various Redeployment and Relocation Services Unit Fact Sheets
- various A quarterly newsletter for spokeswomen published by the Spokeswomen's Program

MINISTERIAL AND PARLIAMENTARY SERVICES.

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

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

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

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

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

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

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

Contact: Ms Samantha Reid 9228 3624

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

Guidelines for the Engagement and Use of Consultants (Premier's Department Circular No 2000-47 and Circular 2003-48).

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

Freedom of Information

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

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

Contact: Mr Simon Carroll 9228 4441

New Arrangements for Government Media Monitoring (Premier's Memorandum 2004-02, dated 6 May 2004)

Contact: Ms Karen Howell 9228 4665

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

Contact: Ms Angelina Anassis 9228 4904

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

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

Contact: Ms Georgina Ohlsson 9228 4954

Remuneration Tribunals

Reports and Determinations of the Parliamentary Remuneration Tribunal.

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

Reports and Determinations of the Local Government Remuneration Tribunal.
Statement of Principles in respect to compensation applications.

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

STRATEGIC PROJECTS DIVISION

Publications/Reports Issued in 2004

- Youth Partnership with Arabic Speaking Communities – Newsletter no 4 released December 2003
- Youth Partnership with Arabic Speaking Communities – Arabic Youth Australia Flier and contribution form published December 2003
- Every day's the same: Youth homelessness in Cabramatta (Nov 2001)
- Dharawal Family Matters (April 2004), Community Drug Strategies, Strategic Projects Division – Contact Officer: Tahn O'Brien

Publications/Reports Issued in 2003

- Cabramatta Anti-Drug Strategy Information Sheet (8 versions: English, Vietnamese, Chinese, Khmer, Lao, Spanish, Serbian, Croatian) (September 2003).
- Cabramatta Update – Cabramatta Project newsletter; 1 publication, in three 3 languages (English, Vietnamese, Chinese) (September 2003).
- Cabramatta Update – Cabramatta Project newsletter; 1 publication, in three 3 languages (English, Vietnamese, Chinese) (Jan 2003).
- Redfern/Waterloo Partnership Project – Holiday Happenings (Dec 2002)
- Redfern/Waterloo Partnership Project Newsletter (July 2003)
- Redfern/Waterloo Partnership Project Newsletter including RED Strategy insert (October 2003)
- Redfern/Waterloo Partnership Project Factsheets on: the Community Forums, the Youth Taskforce, the Children and Families Taskforce, the Drug and Alcohol Taskforce, the Community Safety Taskforce and the Community Council (October 2003)
- NSW Youth Partnership with Pacific Island Communities – information bulletin. (Nov 2003)
- Koori Family Matters: How can I talk with my family about drugs? (June 2003)
- Drug Action Spring 2003 – NSW Community Drug Strategies Newsletter (December 2003)
- Al-Ostrali – Arab Australians in NSW (Dec 2003)
- Youth Partnership with Arabic Speaking Communities Newsletter No.3 (July 2003)
- Youth Partnership with Arabic Speaking Communities – Police and Community Youth Clubs Information Sheet (July 2003)
- Youth Partnership with Arabic Speaking Communities – School Parent Alliance Information Sheet (July 2003)

Publications/Reports Issued in 2002.

- Cessnock Community Renewal Plan of Action 2002-2004 (2002)
- Drug Action Spring 2002 – NSW Community Drug Strategies Newsletter (November 2002)
- A Summary Guide to Consulting With Rural and Regional Communities" (November 2002)
- generate: mapping youth culture and migration heritage in western Sydney – Migration Heritage Centre and Centre for Cultural Research, UWS Publication (November 2002)
- *generate: the art of migration – Migration Heritage Centre and Centre for Cultural Research, UWS poster (November 2002)*
- Community Wellbeing managing change growth and decline in country towns" (November 2002)
- Supporting Youth in Country Towns (November 2002)
- Drugs and Community Action Strategy And Community Drug Action Teams Information Sheet November 2002)
- Community Support and Human Services Strategy for Wannervale Wadalba (Revised September 2002)
- From There to Here project: imagine the stories – Migration Heritage Centre and Community Languages Schools Program of the NSW Department of Education Training Card (September 2002)
- Drug Action – NSW Community Drug Strategies Newsletter (September 2002)
- Drug Crime Diversion Information Sheet (August 2002)
- Redfern Waterloo Partnership Project Brochure (August 2002)
- Family Matters: How to approach drug issues in your family (July 2002)
- *Tune in to Fairfield City: a multicultural driving tour – Migration Heritage Centre and Fairfield City Council postcard (July 2002)*
- Education on the Move: Sydney Learning Adventures Schools Program 2002 to 2003 – Migration

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

Publications issued in 2001:

- Natural Resources Services Centre NSW "Service Closer to You" pamphlet (December 2001)
- Region Assist – Proposal for Regionally Based Business Support Units (December 2001)
- MHC NEWS – Migration Heritage Centre quarterly newsletter (December 2001)
- Capacity Building for NGOs Project – Framework for Action
- Drug Action NSW Community Drug Strategies Newsletter Spring edition (November 2001)
- Education on the Move: Sydney Learning Adventures Schools Program – Migration Heritage Centre and Sydney Harbour Foreshore Authority brochure (November 2001)
- GENERATE: Youth Culture and Migration Heritage in Western Sydney Institute for Cultural Research (November 2001)
- CommunityLink Feasibility Study – Summary Report – Pilliga / Gwabegar (October 2001)
- CommunityLink Feasibility Study – Summary Report – Toomelah/Boggabilla (October 2001)
- Information Sheet on Youth Partnership with Arabic Speaking Communities (October 2001)
- Youth Partnerships with Arabic Speaking Communities Newsletter (October 2001)
- *Tune in to Fairfield city: a multicultural driving tour – Migration Heritage Centre and Fairfield City Council Poster (September 2001)*
- Cabramatta Update 1 tri-language publication (English, Vietnamese, Chinese) (September 2001)
- MHC NEWS – Migration Heritage Centre quarterly newsletter (September 2001)
- Drug Action NSW Community Drug Strategies Newsletter Winter edition (August 2001)
- Drug Community Action Strategy (DCAS) Special Fund Guidelines 2001/02 (August 2001)
- Central Coast Moving Forward Strategy 2001-2002 (July 2001)
- Central Coast Moving Forward Report 2001 – 2002 (July 2001)
- Framework for Action – Capacity Building for Non Government Organisations (NGO) (July 2001)
- People Place and Partnerships Conference – A NSW Government and Community Conference 22-23 March 2001- Papers. (July 2001)
- Communitybuilders.nsw website brochure (July 2001)

- Drug Action NSW Community Drug Strategies Newsletter Autumn edition (June 2001)
- generate: the popular culture of middle eastern and asian youth – Migration Heritage Centre and Institute for Cultural Research Brochure(June 2001)
- Tune in to Fairfield City: a multicultural driving tour – Migration Heritage Centre and Fairfield City council audio tape cassette or CD with printed guide (September 2001)
- The Migration Heritage Centre New South Wales: A Cultural Heritage Exchange brochure (May 2001)
- New England / North West NSW Regional Priorities Framework Status Report (April 2001)
- Moree Place Project Review (April 2001)
- Riverina- Murray Regional CO-Ordination Program (April 2001)
- New England / North West NSW Regional Service Delivery Plan (April 2001)
- Drugs and Community Action Strategy Information Sheet
- Cabramatta Anti-Drug Strategy Information Sheet (6 versions; English, Spanish, Chinese, Vietnamese, Khmer and Lao).(July 2001)
- Local Community Drug Action Teams Information Sheet
- A Multicultural Landscape. Ethnicity and National Park Recreation.” Migration Heritage Centre and National Parks and Wildlife Service publication. (May 2001)
- Framework for the Expansion of Government Access Program (March 2001)
- NSW After the Drug Summit- Pamphlet (June 2001)
- South Western Sydney and Western Sydney Regional Co-ordination Program Newsletter Issue 3 (March 01)
- Drug Action NSW Community Drug Strategies Newsletter Summer edition (March 2001)
- The Strengthening Communities Unit- Pamphlet (March 2001)
- Monitoring Progress of Windale CRS Projects (March 2001)
- Hunter Community Renewal Scheme Action Plan for Windale 2001 (March 2001)
- Hunter Community Renewal Scheme Action Plan for Booragul/Bolton Point (2001)
- “Place Management”, Community Renewal, Whole of Government – Responding to the Disadvantaged Communities, Proceedings of a Conference (March 2001)
- Strengthening Rural Communities Resource kit (March 2001)
- International Year of Volunteers – IYV Community Guide (March 2001)
- NSW Strategic Agenda for International Year of Volunteers (March 2001)
- 1999/2000 Regional Communities Consultative Annual Report – including RCCC project reports: – Aboriginal Consultation Report; Supporting Older people in Smaller Communities Report; Beyond desolation – understanding suicide in rural NSW Report. (2001)
- Guidelines for Delivering Shop Front Services in Rural NSW (February 2001)
- Regional Communities Consultative Council Pamphlet

Publications issued in 2000:

- NSW Drugs and Community Action Strategy: Framework for Action (December 2000)
- NSW Regional Community Consultative Council – pamphlet
- 1998/99 Regional Community Consultative Council Annual Report
- Working Together in Strengthening Rural Communities – progress report. (February 2000)
- Working Together in Strengthening Rural Communities – progress report. (August 2000)
- Workforce Availability Forum, A Regional Service Delivery Plan initiative of the Riverina Murray Regional Co-ordination Management Group. Report from Forum held in Wagga Wagga (November 2000)
- Wattan: Redfern. Report on the second Phase of the Lebanese and Arab Australian Communities Heritage Project Migration Heritage Centre and Powerhouse Museum. (February 2000)
- Memorandum to all Ministers and CEOs – International Year of Volunteers 2000-16 (June 2000)
- Mapping Chinese Heritage in NSW. Migration Heritage Centre and NSW Heritage Office Report. (February 2000)
- Mapping Italian Heritage in NSW. Migration Heritage Centre and NSW Heritage Office Report. (February 2000)
- Rich Rewards: Cultural Diversity and Heritage Practice. Report on Stage 1. Ethnic Communities consultation in rural and regional centres. Migration Heritage Centre. (November 1999)
- Songs of flight. A CD Rom of music by Australian Performers who are former refugees. Migration Heritage Centre and Ethnic Affairs Commission. (September 2000)
- Regional Coordination Program Guidelines. (February 2000)
- Regional Coordination Program: Agency Project and Benefit Schedule (June 2000)
- Regional Data Profiles: Overview and CD File Listing (July 2000)
- Regional Data Profiles Summary Central Coast

- Regional Data Profiles Summary Hunter
- Regional Data Profiles Summary Illawarra
- Regional Data Profiles Summary Northern Tablelands
- Regional Data Profiles Summary North Coast
- Regional Data Profiles Summary South West NSW
- Regional Data Profiles Summary South East Sydney
- Regional Data Profiles Summary Western NSW
- Regional Data Profiles Summary Greater Sydney
- Regional Data Profiles Summary Western Sydney
- Regional Data Profiles Summary NSW Regions
- South Western Sydney and Western Sydney– Regional Coordination Program Newsletter (September 2000)
- Cabramatta Project Newsletter Vol 2 No 1 (August 2000)

Publications issued in 1999/00:

- Working Together for Stronger Rural Communities: A Statement of Commitment to Rural Social Justice by the NSW Government (February 1999)
- South Western Sydney and Western Sydney – Regional Coordination Program Newsletter (May 2000)
- Graffiti Solutions Handbook (May 2000)
- Kings Cross Place Management Project newsletter (April 2000)
- Government Access Program. Evaluation Report (February 2000)
- Communicating Natural Resources Issues and NESB Communities – Proceedings. Booklet (January 2000)
- NSW Regional Community Consultative Council – pamphlet (November 1999)
- Papers Associated with the Kempsey Community Economic Renewal Project (November 1999)
- Ongoing Strategies for Community and Economic Renewal in Kempsey – brochure (November 1999)
- Kings Cross Tourist Vehicle – Code of Conduct – brochure (Spring 1999) (*Revised*)
- Kings Cross Place Management Project Newsletter (Spring 1999 update)
- Our Diversity – Our Heritage: Partnerships in Migration Heritage, Migration Heritage Centre Publication (September 1999)
- Cabramatta Community Profile (September 1999)
- Updated Cabramatta Project Newsletter – Translated into Vietnamese (September 1999)
- Updated Cabramatta Project Newsletter – Translated into Chinese (September 1999)
- Cabramatta Project Newsletter Vol 1 No 3 (1999)
- NSW Graffiti Solutions Brochures: Preventing Illegal Graffiti (July 1999)
- NSW Graffiti Solutions: Protection and Removal (July 1999)

Publications issued in 1998/99:

- Communitybuilders.nsw – brochure (June 1999)
- Protocol on Coordinated State and Local Government Responses to Planning Matters (North Coast) Integrated Development Assessment (June 1999)
- Human Services on the North Coast – brochure. Printed in Spanish, Punjabi, Arabic, Chinese (Cantonese) and English
- Joint publication with the Ethnic Affairs Commission (May 1999)
- Working Together for Stronger Rural Communities. A Statement of Commitment to Rural Social Justice by the NSW Government (February 1999)
- Lake Macquarie Task Force Report – Integrated Estuary and Catchment Management Framework (February 1999)
- North Coast Regional Coordination Program Update (February 1999)
- How to Get Around Safely in Kings Cross – brochure (February 1999)
- Places to Visit on Kings Cross – brochure (February 1999)
- Indigenous Data Profile of the Many Rivers ATSIC Region (North Coast, Hunter & Central Coast), NSW – Part A: Population Census Profiles (December 1998)
- Indigenous Data Profile of the Many Rivers ATSIC Region (North Coast, Hunter & Central Coast), NSW – Part B: A Compendium of Socio-Economic Data (Non ABS Census Sources) (December 1998)
- A Summary Indigenous Data Profile for the Many Rivers ATSIC Region (North Coast, Hunter & Central Coast) NSW (December 1998)
- Information on the Environment Protection Authority – INTEGRATED DEVELOPMENT – A guide

- for applicants on the North Coast (December 1998)
- Information on the Department of Land and Water Conservation – INTEGRATED DEVELOPMENT – A guide for applicants on the North Coast (December 1998)
- Information on NSW Fisheries – INTEGRATED DEVELOPMENT – A guide for applicants on the North Coast (December 1998)
- NSW National Parks and Wildlife Service Aboriginal Cultural Heritage – INTEGRATED DEVELOPMENT – A guide for applicants on the North Coast (December 1998)
- General Information prepared by the Department of Urban Affairs and Planning – INTEGRATED DEVELOPMENT – (includes information on all State Agencies on the North Coast) (December 1998)
- Cabramatta Project Newsletter Vol 1 No 2 (November 1998)
- Kings Cross Place Management Project Newsletter (October 1998)
- Working together in Strengthening Rural Communities Forum – A Report of the Forum (September 1998)
- A Guide to Development Planning – A simple guide to the responsibilities of State Agencies on the North Coast (August 1998)

Publications issued prior to 1998/99:

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

Contact: Ms Susan White via 9228 5555

Access to 13/1300 and 1800 telephone numbers (Premier's Memorandum 2002-06, 6 May 2002)

Contact: Ms Fran Schonberg 02 6393 0001

MANAGEMENT SERVICES

Adjustment Policy for Employees with Disabilities

Code of Conduct

Disability Action Plan 2003/2006

Ethnic Affairs Priority Statement (EAPS)

Contact: Ms Paula Castile 9228 5047

Equal Employment Opportunity

Filling of Short Term Vacancies Policy

Scholarships Program

Contact: Ms Susan Hayes, 9228 3129

Training and Development Policy

Study Assistance Scheme

Working from Home Policy

Workplace Injury Management and Rehabilitation Policy

Contact: Ms Susan Hayes, 9228 3129

Flexible Work Hours Agreement

Contact: Ms Susan Hayes, 9228 3129

Grievance and Dispute Resolution Procedures

Preventing and Dealing with Harassment

Contact: Ms Paula Castile 9228 5047, Mr David Roden, 9228 3372

Guidelines for addressing cultural issues for State events

Guarantee of Service

Internal Procedures for Protected Disclosures Act

Waste Reduction and Purchasing Plan

Use of Premier's Department internet, e-mail, computer and network facilities by Departmental employees

Publications Policy

Contact: Mr David Roden, 9228 3372

Spokeswomen's Program

Contact: Ms Marianne Hammerton, 9228 4213

Use of Premier's Department internet, e-mail, computer and network facilities by Departmental employees

Contact: Mr David Roden, 9228 3372

Publications Policy

Contact: Mr David Roden, 9228 3372**SERVICE DELIVERY IMPORVEMENT DIVISION**

Circulars & Memoranda:

2003/04 Electronic Information Security (Circular 2004-06)

Contact: Mr Nigel Evans (02) 9372 8246

2003/04 Government Property Register (GPR) – Agency Reporting Requirements (Premier's Memorandum 2004-05)

Contact: Mr Doug Walsham (02) 9228. 6689**PERFORMANCE MEASUREMENT AND REVIEW*****Publications:***

Nil

Circulars and Memoranda:

Nil

Review and Reform***Publications:***

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

Overview Report for the NSW Public Sector Workforce Profile – 1999

The NSW Public Sector Workforce Profile 2000 – Data Specifications Workbook

NSW Public Sector Workforce profile 2000 – Excel Template User Guide

NSW Public sector Workforce Profile 2000 – CHRIS User Guide

Business Case Guidelines (December 2000)

The NSW Public Sector Workforce Profile 2001 – Data Specifications Workbook

Partnering Change: Benchmarking Corporate Services (August 2001)

Guidelines for Electronic Self Service Projects in Personnel and Payroll (October 2001)

The NSW Public Sector Workforce Profile 2000 Collection (December 2001)

Overview Report for the NSW Public Sector Workforce Profile 2000

The NSW Public Sector Workforce Profile 2002 – Data Specifications Workbook

Corporate Services Provider Criteria – June 2002

Costing Corporate Services: A Guide – June 2002

Overview Report for the NSW Public Sector Workforce Profile 2001 (August 2002)

Taking Safety Seriously 2002 (October 2002)

Programs and Outcomes Relating to Aboriginal People in NSW (March 2003)

Circulars & Memoranda:

Electronic Self Service (ESS) for Personnel and Payroll Functions (Premier's Department Circular 2000-17, 25 March 2000)

NSW Public Sector Workforce Profile: 1999 Findings and 2000 Collection (Premier's Department Circular

2000-39, 28 June 2000)

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

Council on the Cost and Quality of Government

Publications:

- Council on the Cost and Quality of Government, 2003 Annual Report
- Council on the Cost and Quality of Government, 2002 Annual Report
- Council on the Cost and Quality of Government, 2001 Annual Report
- Council on the Cost and Quality of Government Information Brochure
- Council on the Cost and Quality of Government, 2000 Annual Report
- Concise Guide to Service Efforts and Accomplishments – 2001
- Overview of NSW Government Services 1995-2000
- Overview of NSW Government Services 1996-2001
- Overview of NSW Government Services 1997-2002
- Better Management Practices – Environmental Scanning

Circulars & Memoranda:

- Council on the Cost and Quality of Government “*Value for Money in Public Services*” (Premier's Department Memorandum 2000-7, 10 April 2000)
- Contact: Brenda MacNaughton, Performance Measurement and Review (02) 9228 3512 or contact the website at www.ccqg.nsw.gov.au

Council on the Cost of Government

Publications:

- Reports to Parliament of the Council on the Cost of Government: First Report June 1996, Second Report December 1996, Third Report June 1997, Fourth Report December 1997, Fifth Report June 1998, Sixth Report, Council on the Cost of Government, December 1998, Seventh Report June 1999, Eighth Report December 1999
- NSW Police Service Review of Resource Management: Scoping Study Report, November 1996.
- Review of Aspects of the Management of the Department of Community Services, February 1997
- Review of NSW TAB's Hungarian Project, August 1996
- Review of the Workcover Authority of NSW, May 1996
- Service Competition Guidelines, Council on the Cost of Government, September 1997
- Service Efforts & Accomplishments, 1997 – Arts & Culture
- Service Efforts & Accomplishments, 1997 – Fisheries
- Service Efforts & Accomplishments, 1997 – Agriculture
- Service Efforts & Accomplishments, 1997 – Economic Development
- Service Efforts & Accomplishments, 1997 – Sport and Recreation

Service Efforts & Accomplishments, 1997 – Vocational Education & Training
 Service Efforts & Accomplishments, 1997 – Housing
 Service Efforts & Accomplishments, 1997 – Social and Community Services
 Service Efforts & Accomplishments, 1997 – Health
 Service Efforts & Accomplishments, 1997 – Law, Order & Public Safety
 Service Efforts & Accomplishments, 1997 – School Education
 Service Efforts & Accomplishments, 1997 – Transportation
 Service Efforts & Accomplishments, 1998 – Environment
 Service Efforts & Accomplishments, 1998 – NSW Programs for Aboriginal People
 Reporting on Service Efforts & Accomplishments in the NSW Public Sector (October 1999)

Circulars & Memoranda:

Better Government Hotline (Premier's Department Memorandum 96-14, 13 August 1996)
 Review of Government Expenditures (Premier's Department Memorandum 96-13)
 Service Competition Guidelines (Premier's Department Memorandum 97-24)
 Extension of the Life of the Council on the Cost of Government (Premier's Department Memorandum 99-13, 25 June 1999)
 Contact: Brenda MacNaughton, Performance Measurement and Review (02) 9228 3512 or contact the website at www.ccqg.nsw.gov.au

Corporate Services Reform Unit

Publications:

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

Circulars and Memoranda:

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

OFFICE OF PROTOCOL AND SPECIAL EVENTS

Australian Honours and Awards System, including:

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

Awards of State Representative Certificates.

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

Forty year Service Medallion Guidelines and Nomination forms.

NSW Table of Precedence.

Contact: Mr Michael Harkins, 9228 4042

MAJOR EVENTS & VENUES STRATEGY UNIT

- Statement of role of the Major Events Board.

Contact: Mr Chris Bastic, 9228 5777

DIRECTOR-GENERAL'S UNIT

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

Contact: Alex Smith 9228 3323

SECTION 2 – STATEMENT OF AFFAIRS

The Freedom of Information Act 1989 requires Agencies to publish an annual Statement of Affairs. The most recent Statement of Affairs of the Premier's Department, which provides information on the structure and functions of the Premier's Department and the categories of documents it holds, was published in its 2002/03 Annual Report at Appendix 15. Copies of the Statement of Affairs can be obtained (free of charge) by contacting the Manager, FOI and Privacy or visit the Premier's Department Internet site at www.premiers.nsw.gov.au

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

SECTION 3 – CONTACT ARRANGEMENTS

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

Many of the documents may be found on the Premier's Department Internet site at www.premiers.nsw.gov.au

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

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

Enquires may be directed to the Manager FOI and Privacy by telephoning the Premier's Department FOI Hotline, (02) 9228 4441. Applications to amend or notate documents of the Premier's Department 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****PUBLIC TRUSTEE****FO1 Agency No. 52****SECTION 1 – POLICY DOCUMENTS****General**

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

Promotional Brochures and Information Publications

- Will your assets end up in the right hands? – General
- The experience of over 800,000 Wills can work for you? – Wills
- Looking after your life's work is our work – Executor
- A helping hand with managing your financial affairs – Private Client Services
- Who can you trust with your Trusts? – Trusts
- Facts on Fees
- Privacy and Public Trustee NSW
- 2003 Annual Report
- Public Trustee Connect – external client newsletter
- ScriPT – internal staff newsletter
- Guide for beneficiaries
- Beneficiary Communication Plan

Human Resources Policies

- Acceptable Use Policy
- Casuals Policy
- Code of Conduct Policy
- Disability Action Policy
- Equal Employment Opportunity
- Ethical Work Practices Policy
- Filling Substantive Vacancies
- Filling Temporary Positions
- Financial Assistance for Studying
- Flexible Work Practices
- Harassment Free Workplace Policy
- Human Resources Strategic Plans 1 & 2
- Living Away From Home Allowance
- Management of Recreation Leave
- Meals & Travel Allowances
- Mufti Day Dress Code
- Office Security

- OH&S Policy
- Options for Relief
- Procedures for Responding to Poor Performance
- Rehabilitation Policy
- Resolving Grievances in the Workplace
- Sick Leave
- Travel Allowances
- Use of Eligibility Lists
- Workforce Profile
- Working From Home Policy
- Workplace Injury Management

Other Languages

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

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

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

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

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

SECTION 1 – POLICY DOCUMENTS

Rail Corporation New South Wales (RailCorp) holds the following documents for public viewing:

1. Accounts Receivable Policy (SRA)
2. Animals on CityRail Services. (SRA)
3. Carriage of Bicycles (SRA)
4. CCTV Code of Practice (SRA)
5. CityRail Customer Service Commitment (SRA)
6. Code of Conduct (RIC)
7. Code of Workplace Standards (SRA)
8. CountryLink Business Rules Manual (SRA)
9. Decommissioning Policy Manual for Engineering and Operational Facilities (SRA)
10. Employee Environmental Handbook, June 2000 (SRA)
11. Environmental Policy (RIC)
12. Environmental Policy 1998 (SRA)
13. Facilities Operations (SRA)
14. Fare Enforcement (SRA)
15. Human Resources Policy Manual (SRA)
16. NSW Rail Access Regime (RIC)
17. Passenger Fares and Coaching Rates Handbook (SRA)
18. Policies and Procedures-Portfolio Management (Volume 1) (SRA)
19. Policies and Procedures- Property Transfers(Volume 2) (SRA)
20. Policies and Procedures –Land Management (Volume 3) (SRA)
21. Policies and Procedures –Property Management (Volume 4) (SRA)
22. Railway Bridge Policy (RIC)
23. RIC & SRA Interim Guidelines for Applicants: Consideration of Rail Noise and Vibration in the Planning Process
24. RIC & SRA Interim Guidelines for Councils: Consideration of Rail Noise and Vibration in the Planning Process
25. RIC & SRA Noise & Vibration Guidelines
26. Credit Policy (RIC)
27. Safety and Health Policy 2003 (SRA)
28. Safety Policy (RIC)
29. Safety System Elements (RIC)
30. Safety System Elements 2003 (RIC)
31. Smoking Policy (SRA)
32. Station Lifts (SRA)

SECTION 2 – STATEMENT OF AFFAIRS

RailCorp is the new integrated rail entity in New South Wales, combining the State Rail Authority (SRA) and the greater metropolitan functions of the Rail Infrastructure Corporation (RIC).

RailCorp commenced operations on 1 January 2004. The legislation establishing RailCorp, the Transport Administration (Rail Agencies) Act 2003 (NSW), allows for the continuation of the SRA and the RIC as legal entities while work proceeds on a program for progressive transfer of functions, assets and staff.

The Statement of Affairs for the SRA and RIC are set in the 2002/2003 Annual Report.

The 2002/2003 Annual reports for SRA and RIC are available at the following URL www.railcorp.nsw.gov.au/reports_and_publications/annual_reports.

SECTION 3 – CONTACT ARRANGEMENTS

Requests made under the Freedom of Information Act 1989 (NSW) for access to documents held by RailCorp, RIC and SRA should be made as follows:

1. by requesting the information in writing and
2. forwarding the letter, the appropriate fee and the applicant's postal details to the address below.

Details of procedures, fees and reductions may be obtained from the Freedom of Information (FOI) brochure produced by the Premier's Department or by calling the RailCorp FOI Officer.

The FOI Officer may be contacted at:

Communications Group

Rail Corporation NSW

Level 6

18 Lee Street

CHIPPENDALE NSW 2008

Telephone: (02) 8202 2323

Office hours are between 9am and 5pm Monday to Friday (excluding Public Holidays). Members of the public seeking access to documents are requested to telephone the FOI Officer before visiting as many of the documents are available by mail, free of charge or for a small fee.

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****ROADS AND TRAFFIC AUTHORITY****FOI Agency No. 60****SECTION 1 – POLICY DOCUMENTS**

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

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

CORPORATE POLICY

1. Code of Practice for Water Management – Road Development and Management – RTA – April 1999
2. Computer and Communications Equipment Allocation to RTA Staff
3. Computer Virus Checking
4. Corporate Disposal Policy (CPS7)
5. Delegation Manual – Details of whom holds authority for the expenditure of funds and the purchase of goods and services
6. Exemptions to IM & IT Policy
7. Flexilink Audit TMC-SOP-409745
8. Guidelines for Driving Emergency Vehicles TMC-POL-409210
9. Management of RTA Telecommunications Service
10. Occupational Health & Safety Policies
 - Bituminous Works
 - Communicable Diseases
 - Drugs and Alcohol
 - Entry into confined spaces
 - Excavation
 - First aid
 - Hazardous substances
 - Health Surveillance
 - Incident Notification and Investigation
 - Injury Management
 - Manual Handling
 - OHS Consultation
 - OHS Risk management
 - Personal Protective Equipment (PPE)
 - Post incident counselling
 - Procedure for Drug and Alcohol Policy
 - Radiation
 - Reasonable Suspicion Guidelines for Drug and Alcohol Policy
 - Remote or isolated work
 - Roads and Traffic Authority of NSW OHS Policy Statement
 - Safe Driving
 - Safety helmets on work sites
 - Smoke Free Work Environment
 - Training and Certification of Construction Plant Operators
 - Working at heights
 - Working in Extreme Temperatures
 - Work in the Vicinity of Aboveground, Overhead, and underground Utility Services
11. Occupational Health & Safety Strategic Plan 2003-2008

12. Policy on Third Party Liability Claims against the RTA that come within the ambit of the Treasury Managed Fund
13. Procurement and Inventory Management Policy and Guidelines
14. Query Access to Corporate Data
15. Reporting Noise Complaints to EPA TMC-POL-409550
16. Recording Customer Conversations TMC-POL-409006
17. Records Management Strategic Plan
18. RTA Heritage Guidelines (1999) (\$50)
19. RTA Information Security Management Framework
20. RTA Occupational Health and Safety Management Standard
21. RTA Quality, OHS & Audit Package (2000)
22. RTA Service Competition Policy (1998)
23. RTA Statutory Planning Guidelines (1999) (\$50)
24. The Journey Ahead – RTA Corporate Plan 2003 – 2008
25. TMC use of Drives TMC-POL-409007
26. Secure Disposal of Computer Storage Media
27. Statement on Business Ethics – Provides guidance to individuals (both RTA staff and those with whom they deal) in respect to the RTA's ethical behaviour requirements in business dealings between it and outside organisations or individuals
28. Sponsorship of Business Applications
29. Sponsorship – Policy and Guidelines – Policy designed to encourage corporate/private sector sponsorship of RTA programs
30. System Intrusion Detection
31. VMS Standby Messages TMC-POL-409266

CONTRACTS

1. Access and use of External Information Services
2. Acquisition of Hardware and Software – Guidelines covering RTA's purchase of computer hardware and software
3. Application for Pre qualification for Construction Industry Contractors (RTA Form 627)
4. Commercial Contracts Manual
5. Disposal of Hardware and Software
6. Engagement of IT Consultants
7. Engagement of IT Contractors
8. Engineering Contract Administration Procedures (8 separate documents)
9. Engineering Contracts Manual
10. Engineering Contract Notes
11. Entering into commercial undertakings
12. Guide to Quality Assurance Specifications (9 separate documents)
13. Pre qualification Scheme for Construction Industry Contractors
14. Quality Assurance Materials Specifications (40 separate documents)
15. Quality Assurance Model Specifications (128 separate documents)
16. Quality Control Conditions of Tendering
17. Sale of RTA data
18. Sale of RTA Software

PROPERTY

1. Disposal of Surplus Real Property – Guidelines for disposal of surplus property
2. M5 East Property Value Guarantee Procedure
3. Rented Properties – Guidelines on the management of rental properties
4. Response to Building Management System Alarms TMC-SOP-409242
5. Statutory Functions Relating to Land and Status of Main Roads – Policies on formalising roads, freeways, road access, road widening and the compulsory acquisition of land

FINANCE

1. M4/M5 Cashback Scheme – Describes how to obtain a rebate of tolls paid on the M4 and M5 Motorways when travelling in a NSW privately registered vehicle
 - How to get a rebate
 - What you should know
 - Claim forms M4/M5 Cashback Rebate
 - Request to stop payment on un-presented cheque and have replacement cheque issued

2. Procedure for the Capitalisation of Infrastructure – Bridges 2003-2004 – Details the procedure used in placing a value on the NSW bridges under the control of the RTA
3. Procedure for the Capitalisation of Infrastructure – Road 2003-2004 – Details the procedure used in placing a value on the NSW roads under the control of the RTA
4. Project Estimating Manual (December 2001)
5. Road Cost Index – (issued quarterly) – Measures movements in the development and maintenance costs of roadworks, bridgeworks and traffic facilities

REGISTRATIONS

1. Australian Rainfall and Runoff – The Institute of Engineers, Aust – 1987
2. Authorised Inspection Station Bulletins (AIS-BULL)
3. Automotive Information Sheets (AIS)
4. AUVIS Bulletins
5. Car Carriers [longer than 19m]
6. Conditional Registration Brochure
7. Conditional Registration Guide Manual
8. Controlled Access Buses [buses longer than 12.5 metres]
9. Converter Dolly Combinations
10. Eng. Spec. 531 – Vehicle Monitoring Devices
11. Fact Sheet for trial of 19m B-Doubles at 55.5 tonnes on the Great Western Highway over the Blue Mountains
12. 4.6 metre high truck routes and loading requirements
13. 14.6 metre semi-trailers
14. 14.9 metre Refrigerated semi-trailers
15. Heavy Vehicle Mass Loading and Access
16. Heavy Vehicle Reform and Compliance
17. Heavy Vehicle Safety Issues and Countermeasures
18. Heavy Vehicles: NSW Country Road Safety Summit
19. Higher Mass Limits in NSW
20. Information for Primary Producers, Registration
21. Innovative Vehicle assessment guidelines
22. Light Vehicle Code of Practice
23. Mobile Crane Concessional Benefits Scheme (MCCBS)
24. Motorcycle Safety: Issues and Countermeasures
25. New Vehicle Data Sheets (NVD)
26. Operating conditions for trial of 19m B-Doubles at 55.5 tonnes on the Great Western Highway over the Blue Mountains
27. Operators guide to Oversize and Overmass Vehicle Movements
28. Over dimension Vehicle Permits
29. Permit notice for Truck and Dog Trailers over 42.5 tonnes
30. Permit orders for the operation of B-Doubles, Road Trains and 4.6 m high vehicles
31. Road Freight Advisory Council Charter
32. Road Vehicle Descriptor Sheet (RVD)
33. Route Assessment Guidelines for restricted access vehicles (May 2002)
34. RTA Light Motor Vehicle Manual
35. Rules for Authorised Inspection Stations
36. Rules for Authorised Inspection Stations – Heavy Vehicles
37. Rules for Authorised Unregistered Vehicle Inspection Stations
38. Stolen Vehicle Scam
39. The Guide to Purchasing a Second Hand Vehicle
40. Vehicle Inspectors Bulletins (VIB)
41. Vehicle Inspection Procedures (VIP) – Guidelines covering the inspection of motor vehicles
42. Vehicle Specification Sheets (VSS)
43. Vehicle Standards Information Sheets (VSI)

LICENCES

1. Accreditation of Multi-Combination Course Providers
2. Alcohol Interlock Information Package for Criminal Law Specialists
3. Alcohol Interlock Information Package for Participants
4. Heavy Vehicle Competency Based Assessment – Assessment Procedures
5. Heavy Vehicle Competency Based Assessment – Assessors Log Book

6. Heavy Vehicle Competency Based Assessment – Management Agreement
7. Motorcycle Rider Training Manual – Learner Rider
8. Motorcycle Rider Training Manual – Provisional Rider
9. Motorcycle Operator Skills Test (MOST) Manual
10. The Driving Ability Road Test for Heavy Vehicle Drivers – Testing Officers’ Manual
11. The Driving Ability Road Test for Motorcycle Riders – Testing Officers’ Manual
12. 3 Strikes Scheme

REGISTRATIONS AND LICENCES

1. Agent’s Guide to Registration & Licensing
2. Enhanced Enforcement Program Guidelines Version 3
3. Motor Dealers Guide to Vehicle Registration – Procedures for registration of motor vehicles by licensed motor dealers
4. NHVAS: National Heavy Vehicle Accreditation Scheme
5. Vehicle Standards Information – Engineering Signatories

MATERIALS

1. Concrete Roundabouts – Design and Construction (March 1998) (\$30)
2. Concrete pipe Selection and Installation Manual (Concrete Pipe Association 1990 – DMI/90)
3. Materials Testing Manual Vol. 1-3 – Guidelines and standards for use in testing of materials in laboratories
4. Plastic Water Filled Devices for Roadwork Sites (TDT 2003/02)
5. Pre qualified Raised Pavement Markers (TDT 2003/01)
6. RTA Hire of Plant and Trucks
7. Sprayed Sealing Guide – February, 1997

BRIDGES AND FERRIES

1. Bridge Aesthetics ‘Design Guidelines to improve the appearance on bridges in NSW’
2. Bridge Branch Standard Drawings and Preferred Details (Full Set \$385, Single \$11) – Guidelines for use in drawing plans for bridgeworks
3. Bridge Maintenance Manual – Methods of inspecting, testing and maintaining bridges
4. Bridge Policy Circulars (Bound sets of Circulars) – Covers updates to procedures related to bridgeworks
5. Bridge Waterway Manual (Draft)
6. Conditions for use of the Anzac (Glebe Island) Bridge for filming and photographic shoots
7. Conditions for use of the Sydney Harbour Bridge for filming and photographic shoots
8. Mortlake Ferry Operating Timetable
9. Quality Control Specifications – Bridgeworks
10. Quality Manuals:
 - Bridge Rehabilitation Projects Procedures Manual
 - Bridge Section Operating Manual
 - Bridge Design Operating Manual
11. Recommended Guide for the Design of Stress Laminated Timber Plate Bridge Decks
12. Requirements for Design, Construction and Maintenance of Developer Proposed Pedestrian Bridges
13. RTA Structural Drafting Manual
14. Spit Bridge Opening Times
15. Timber Truss Bridge Maintenance Handbook – Deals with the special techniques required to repair timber truss bridges
16. Timber Bridge Management – January 2002

TRANSPORT PLANNING

1. Action for Transport 2010
2. Adoption of the Australian Road Rules (TD 99/20)
3. Approval of Green Light Corridors TMC-SOP-409410
4. AUTOTURN Swept Path Computer Program (TDT 2001/06a)
5. “Beyond the pavement” RTA Urban and Regional Design Practice Notes
6. Bicycle Parking (TD 99/30)
7. Bus Lanterns at Signalised Intersections (TD 98/4)
8. Coloured Pavement for Special Purpose Lanes (TD 99/9)
9. Compliance Guidelines for Waste Minimisation and Management Act 1995 and the WMM Regulation 1996 – Solid Waste (1998)

10. Cost Recovery for Special Events TMC-SOP-409500
11. Creating Incident Response Plans – External Contractors TMC-SOP-409317
12. Disposal of Dangerous Goods on RTA Roads Made Safe by Fire Brigades TMC-SOP-409255
13. Environmental Management of Road, Bridge and Traffic Management
14. Film and Video Policy TMC-POL-409193
15. Filming on major roads – Info pack
16. Filming on major roads Policy (TTP 00/3)
17. General Holmes Drive Tidal Flow TMC-SOP-409903
18. Guidelines for Banners on Bridges over Classified Roads
19. Guidelines for Construction Water Quality Monitoring
20. Guidelines for Pre-Construction Air Quality Assessment of Major RTA Projects (1994)
21. Guide to the Design of Road Surface Drainage – NASSRA – 1986
22. Guide to the geometry of single lane Entry and Exit Freeway Ramps (RTA SD 6323)
23. Guide to Traffic and Transport Management for Special Events
24. Guide to Traffic Generating Developments – RTA – 1993
25. Hardship Acquisition Policy
26. How to prepare a Bike Plan
27. Lawrence Hargrave Drive Incident Response TMC-SOP-409242
28. Managing Police Requests for Changes to Traffic Signals Settings TMC-SOP-409408
29. Murray River Crossing Strategy – March 2002
30. Northern Pacific Highway Noise Taskforce Report (2003)
31. Noise Wall Design Guidelines – Draft for Discussion
32. Pay Parking (Version 2)
33. Policy for activating the JOC for Major Incidents and State Emergencies TMC-POL-409250
34. Policy for Green Light Corridors TMC-POL-409406
35. Policy for managing repairs to faulty Traffic Signal Loop Detectors TMC-SOP-409750
36. Policy for Traffic Modelling TMC-POL-409706
37. Procedures for Use in the Preparation of a Traffic Management Plan (Version 2)
38. Requests for RTA Assistance to Support a Security Operation TMC-SOP-409225
39. Roadside Environment Strategic Plan (1995) (\$50)
40. Route Assessments for 14.5 metre busses
41. RTA Aboriginal Heritage Guidelines (2002) \$50
42. RTA Community Involvement Practice Notes and Resource Manual (1998) (\$50)
43. RTA Environmental Management System Manual (2000)
44. RTA Environment Policy (2000)
45. RTA Greenhouse gas Emissions Inventory 2000-2001
46. RTA Heritage Strategic Plan 1999-2004
47. RTA Roadscape Guidelines (1998) (\$50)
48. RTA Sustainability Strategy Sept 2001
49. RTA Waste Reduction and Purchasing Plan (1998)
50. Safe-T-Cam Policy and Procedures
51. SCATS Loop Repair Process TMC-SOP-409751
52. Southern Cross Drive Congestion Monitoring TMC-SOP-409913
53. Special Events – Agency and Stakeholders Responsibilities TMC-WKI-409192
54. Sydney Airport Air Alert TMC-SOP-409921
55. The Traffic Management of Unplanned Incidents TMC-SOP-409900
56. TMC Management of Special Events TMC-POL-409190
57. Tourist Signposting (Version 2.0)
58. Traffic Modelling TMC-SOP-409705
59. 40 Km/h Speed limit guidelines

ROAD AND TRAFFIC DESIGN

1. Advertising on RTA Infrastructure (TMP 98/3 & TMP 99/2)
2. Bitumen Emulsion Guide (Nov '95) (\$38)
3. Bus Stop Blackspot Zones (TD 98/14)
4. Disposition of utility services in footways on classified roads
5. Environmental Impact Assessment Guidelines (2001) – Version 4 (\$50)
6. Environmental Impact Assessment – RTA Role and Procedures (1995)
7. General Specification for the Presentation of Concept and Detail Design – RTA – February 1996
8. Great Western Highway Management Plan
9. Guide for the measurement and Interpretation of Skid Resistance using SCRIM (Aug '95) (\$20)

10. Guidelines for Estimating, Scope and Cost Control for Development Projects
11. Guidelines for Signposting associated with Accommodation Facilities (TD 92/46)
12. Guidelines for Traffic Facilities (Green Book) (\$50)
 - Part 1. Legislative & Administrative Framework – Deals with delegation of RTA decision making powers, for certain traffic facilities, to Councils
 - Part 2. Public Participation in Local Issues
 - Part 3.1 Preferential Parking Zones
 - Part 3.3 Angle Parking on Public Streets
 - Part 3.5 Disabled Parking
 - Part 4.1 Children’s Crossings
 - Part 4.2 Pedestrian Refuges
 - Part 4.3 Grade Separated Pedestrian Facilities – A series of guidelines covering the design and construction of roads and neighbourhood areas
 - Part 4.4 Marked Foot crossings
 - Part 6. Speed Humps – Planning & Implementation
 - Part 7.1 40 km/h Speed Limits on Public Streets
 - Part 7.2 Local Area Traffic Management
 - Part 7.3 Shared Traffic Zones
 - Part 7.4 Control of Traffic within Developments
 - Part 8. Road Closures
 - Part 9. Light Traffic Thoroughfares
13. Guide to use Portable Traffic Light Signals
14. Hook Turn Only Sign at Signalised Intersections (TD 99/24)
15. Interim Guide to Signs and Markings – DMR – November 1978 (as amended 1986)
16. Keep Clear Pavement Marking (TD 99/26)
17. Kerb Ramps (TDT 2002/08)
18. Kerbside Line marking of Parking Restrictions (TDT2001/09)
19. Light Emitting Diode (LED) Traffic Signal Lanterns (TDT 2003/07)
20. Marked Foot crossings at Signalised Intersection (TDT 2001/08a)
21. Motor Bike Parking (TD 2004/02)
22. No Entry Signs for Road-Related Areas (TD99/28)
23. No Hook Turn By Bicycles (TD 99/25)
24. Noise Barriers and Catalogue of Selection Possibilities (1991)
25. No Standing and No Parking Signs (TD 99/21)
26. Parking Control Signs – Adoption of Symbolic Period Parking Signs (TD 97/22)
27. Parking Signs Australian Standard Zone Symbol Parking Signs (TD 97/23)
28. Parking Signs – Standard Zone Symbol Parking Signs Part 2 (TD 99/27)
29. Pavement Sub-Surface Drainage Systems – HH Ridgeway – 1997
30. Pedestrian Refuges (TDT 2002/10)
31. Permit Parking (Version 2)
32. Planning and Design Guide– RTA – July 1990
33. Regulatory Signs (Version 2.0)
34. Replacement of Traffic Controller
 - Ahead Symbolic Signs (TDT 2002/13)
35. Replacement of Tar Spraying Signs (TDT 2002/14)
36. Restricted Parking Areas
37. Road & Design Guide – Statement of the geometric drainage and associated design structure associated with main roads in NSW
38. Road Medians – NASSRA – 1984
39. Roundabouts – Geometric Design Method RTA – January 1997
40. Roundabouts – Pavement Marking (Version 1.0)
41. RTA Environmental Noise Management Manual
42. RTA Technical Directions
43. Safety Zone Signs (TD 99/31)
44. Schedule of Roads Classified under the Roads Act (April 2003)
45. Scramble Crossing – Signs and Markings (TD 99/22)
46. Shared Paths – User Advisory Signs (TDT 2001/07a)
47. Shared Zone Signs (TD 2001/06)
48. Signs and Markings for Transit Lanes (TD 99/5)
49. Signalised Entries to Private Developments (TDT 2001/03)
50. Signposting for Hospitals (TD 92/47 + TS90/3)

51. Signposting of Regional Shopping Centre (TDT 2002/02)
52. Signs for Prohibitions, Designated Paths and Control of Downhill Speed (TD 99/33)
53. Stopping and Parking Restrictions at Intersections and Crossings (TDT 2002/02)
54. Supplement to the Austroads Pavement Rehabilitation Guide (2002) (\$20)
55. Towards Guidelines for Retail Centres along Traffic Routes
56. Traffic Control at Work Sites (Version 3.0)
57. Traffic Light Inventory –RTA Policy – (TDT 2002/06)
58. Traffic Separation using Road Marking Materials (TD 2000/4)
59. Traffic Signal Design Standards (RTA-TC-189) – RTA – 1994
60. Traffic Signal Practice – Design (Version 1.0) – Design of traffic signals from geometric layout
61. Truck Lanes (TD 2000/5)
62. Use of Freeway Signs (TD 2000/2)
63. Use of Keep Left Unless Overtaking Signs (TD 2000/3)
64. U-Turns at Signalised Intersections (TD 99/23)
65. Vehicle Path Computer Program (TD 92/24)
66. Zig Zag Advanced Pavement Markings at Marked Foot crossings (TD 92/43)

AGREEMENTS WITH PUBLIC UTILITIES/STATE GOVERNMENTS

1. Border Bridges (Bridges on the border of NSW and Victoria or Queensland) and Ferries
2. Maintenance of Main Roads and Railways at their point of crossing: Agreement between the SRA and the RTA
3. Memorandum of Understanding: – Local Government Road Safety Program
4. 2002-2004 Local Government Road Safety Program Strategic Plan

FIELD OPERATIONS

1. Acid Sulphate Soil – Guidelines (1996)
2. Acid Sulphate Soils – Policy and Procedures (1995)
3. Applying for a Road Occupancy Or Road Development Licence TMC-SOP-409185
4. Clearway Towing – Owner/Driver Enquiries TMC-SOP-409162
5. Clearway Towing – Vehicle Events TMC-SOP-409160
6. Delegation to Chairpersons of Regional Traffic Committees – Appeals to Regional Traffic Committees
7. Delegation to Councils – Regulation of Traffic
8. Displaying manual messages on VMS TMC-SOP-409269
9. Electronic lane changing on the Sydney Harbour Bridge TMC-SOP-409030
10. Issuing a Road Development Licence TMC-SOP-409189
11. Issuing a Road Occupancy Licence TMC-SOP-409186
12. Management of Illuminated Street Name & Advertising Sign Proposals (TMP 99/3)
13. Managing Urban Stormwater: Soils and Construction, “The Blue Book” – Dept of Housing – 1998
14. Policy for communication in the traffic management of incidents TMC-POL-409240
15. Policy for Creating Transport Management of Incidents Plans TMC-POL-409312
16. Policy for removing vehicles from roads and road related areas TMC-POL-409165
17. Policy for using RTA traffic management CCTV cameras TMC-POL-409008
18. Policy for using variable speed limit signs TMC-POL-409280
19. Policy for Using VSLs TMC-POL-409280
20. Policy on answering calls in the Transport Operations Room TMC-POL-409176
21. Policy – Traffic Commanders Role in Traffic Management of Unplanned Incidents TMC-POL-409196
22. Reporting of Potholes TMC-SOP-409172
23. Reporting Traffic Signal Faults TMC-SOP-409174
24. Reporting Traffic Sign Faults TMC-SOP-409173
25. Road occupancies/Developments in the CBD – Additional Approval TMC-POL-409184
26. RTA CADD Manual
27. SCATS and Sydney Light rail operations TMC-WKI-409755
28. Seepage, Drainage and Flow Nets – HR Cedegren – 1989
29. SHB Approaches Phone Checks TMC-SOP-409032
30. Specification SI/TCS/8 (Installation and Reconstruction of Traffic Light Signals) – RTA – Rev 1/2003
31. Storm water Drainage Design in Small Urban Catchments Special Report 34 – ARRB – 1987
32. Sub-Surface Drainage of Road Structures Special Report 35 – ARRB 1987
33. Traffic Commanders Role in Traffic Management of Planned Incidents TMC-POL-409197

34. Traffic Commanders Role in Traffic Management of Unplanned Incidents TMC-POL-409196
35. Traffic Emergency Patrol roles in the traffic management of unplanned incidents TMC-POL-409810
36. Traffic Facilities Inventory – RTA Policy (TDT 2003/04)
37. Traffic Management of Unplanned Incidents TMC-POL-409900
38. Use of Class 1 Retro reflective Sheeting on Roadworks Signs (TDT 2004/01a)
39. Use of Variable Message Signs (VMS) (TDT 2002/11)
40. Using RTA traffic management cameras TMC-POL-409008
41. Using variable speed limit signs TMC-POL-409280

ROAD SAFETY

1. Accident Investigation and Prevention Policy and Guidelines
2. Action for Bikes – Bikeplan 2010
3. Children’s Crossings: A Guide to Promoting Correct Use
4. Children’s Crossings (TMP 01/1)
5. Convex Safety Mirrors Guidelines
6. Drink Drive: Problem Definition and Countermeasure Summary
7. Driver Fatigue: Problems Definition and Countermeasure Summary
8. Enhanced Enforcement Program Guidelines Version 3
9. Fixed Digital Speed Cameras: Manual for Site Selection and Preparation
10. Guidelines for Implementing the 50km/h Urban Speed Limit
11. How to Prepare a Pedestrian Access and Mobility Plan. An Easy Three Stage Guide
12. NSW Bicycle Guidelines (Version 1.1)
13. Pedestrian Safety Problem Definition and Countermeasure Summary
14. Road Safety Audits 2nd Edition –RTA – January 1995
15. Road Safety 2010 – a framework for saving 2000 lives by the year 2010 in New South Wales
16. Roadside Services in Remote Areas (TMP 99/7)
17. Road User Behaviour Study – Community Attitude Survey Report
18. Road User Behaviour Study – Crash Data Analysis Report
19. Road User Behaviour Study – Public Education and Mass Media Report
20. Road User Behaviour Study – Road Safety Enforcement and Deterrence Strategies Report
21. Road User Behaviour Study – Summary Report
22. RTA Bicycle Policy for Grates (TMP00/1)
23. RTA Bicycle Policy for Maintenance Work (TMP 99/4)
24. Safe Driving Policy (RTA)
25. Safety Restraint Fitting Manual
26. Sharing the Main Street Guidelines
27. Significant Roadside Environment Area Signs (TMP 99/6)
28. Signposting of Educational Institutions (TDT 2002/03)
29. Speed Problem Definition and Countermeasure Summary
30. Traffic Engineering Manual Part 3: Speed Zoning (Draft)
31. Use of Pre-formed Traffic Signal Detection Loops (TMP 00/2)
32. Use of Traffic Calming Devices as Pedestrian Crossings (TDT 2001/04)

AUSTROADS PUBLICATIONS

1. Bridge Design Specification, 1976 plus amendments [BEC-01] (\$10)
2. Bridge Waterways, 1989 [NTR-06] (\$5)
3. Bridge Welding Practice, 1980 [BEC-08] (\$7)
4. Grade Separated Interchanges – A Design Guide – NAASRA 1984
5. Guide to Parking in NSW
6. Prestressed Concrete Inspection Practice, 1983 [BEC-09] (\$6)
7. Producing and Using Transport Access Guides
8. Road Safety Audits 2nd Edition – AUSTROADS – 2002
9. Rural Road Design: A Guide to the Geometric Design of Rural Roads – Austroads – 2003
10. Specifications for Bridge Construction, 1987 [BEC-11] (\$12)
11. Traffic Engineering Practice [NAS-54]
 - Pt. 1: Traffic Flow [AP-11.1/88] (\$22)
 - Pt. 2: Roadway Capacity [AP-11.2/88] (\$22)
 - Pt. 3: Traffic Studies [AP-11.3/88] (\$33)
 - Pt. 4: Road Crashes [AP-11.4/88] (\$33)
 - Pt. 5: Intersections at Grade [AP-11.5/88] (\$33)

- Pt. 6: Roundabouts [AP-11.6/93] (\$44)
 - Pt. 7: Traffic Signals [AP-11.7/03] (\$66)
 - Pt. 8: Traffic Control Devices [AP-11.8/88] (\$22)
 - Pt. 9: Arterial Road Traffic Management [AP-11.9/88] (\$22)
 - Pt. 10: Local Traffic [AP-11.10/88] (\$22)
 - Pt. 11: Parking [AP-11.11/88] (\$22)
 - Pt. 12: Roadway Lighting [AP-11.12/88] (\$22)
 - Pt. 13: Pedestrians [AP-11.13/95] (\$44)
 - Pt. 14: Bicycles [AP-11.14/99] (\$66)
 - Pt. 15: Motorcycle Safety [AP-11.15/99] (\$66)
12. Urban Road Design: A guide to the Geometric Design of Major Urban Roads – AUSTRROADS – 2002

Freedom of Information

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

SECTION 2 – STATEMENT OF AFFAIRS

The Statement of Affairs previously consisted of two booklets – titled ‘Inside the RTA – The Roads and Traffic Authority of New South Wales. What is the RTA and how does it affect me?’ and ‘The Customer Information Directory’. A brochure, titled ‘About the RTA’ and a revised version of ‘The Customer Information Directory’, has now replaced these booklets. These two documents still cover all of the requirements of the Statement of Affairs. Both documents are available, without charge, from the offices listed in Section 3 and the content will be included on the RTA’s website at www.rta.nsw.gov.au

SECTION 3 – CONTACT ARRANGEMENTS

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

1. Completing a RTA Request for Access form. This form is available at all RTA offices, or you may apply in writing supplying all the details required under the Section 17 of the FOI Act or Section 14 of the Privacy Act.
2. Present the form or letter, the appropriate fee and, where necessary, identification, to any RTA office. Details of procedures, fees, and reductions in certain cases, can be obtained from the FOI and Privacy brochures, including the ‘Procedures for Dealing with freedom of information and privacy applications and reviews’ brochure, available at RTA offices.

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

Sydney Client Services

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

Western Region

PO Box 334,
 PARKES NSW 2870
 51–55 Currajong Street,
 PARKES NSW 2870
 DX 20256 Parkes
 Telephone: (02) 6861 1444
 Facsimile: (02) 6861 1414
 Email: April_Guise@rta.nsw.gov.au
 Monday – Friday, 8.30 am – 4.30 p.m.

Southern Region

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

Northern Region

PO Box 576
 GRAFTON NSW 2460
 31 Victoria Street,
 GRAFTON NSW 2460
 DX 7610 Grafton
 Telephone: (02) 6640 1380
 Facsimile: (02) 6640 1301
 Email: Sonia_Williamson@rta.nsw.gov.au
 Monday – Friday 8.30 am – 4.30 p.m.

South Western Region

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

Hunter Region

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

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

Manager, Records Access Unit

PO Box K198
 HAYMARKET NSW 1238
 Level 5, 260 Elizabeth Street
 SURRY HILLS NSW 2010
 DX 13 Sydney
 Telephone: (02) 9218 6632
 Facsimile: (02) 9218 6085
 Email: Phillip_Youngman@rta.nsw.gov.au
 Monday – Friday, 8.30 am – 4.30 p.m.

Corporate Freedom of Information & Privacy Liaison Officer

PO Box K198
 HAYMARKET NSW 1238
 260 Elizabeth Street
 SURRY HILLS NSW 2010
 DX 13 Sydney
 Telephone: (02) 9218 6431
 Facsimile: (02) 9218 6085
 Email: Kylie_Cavanagh@rta.nsw.gov.au
 Email: foi@rta.nsw.gov.au
 Monday – Friday, 8.30 am – 4.30 p.m.

Privacy and Contract Reporting Co-ordinator

PO Box K198
 HAYMARKET NSW 1238
 260 Elizabeth Street
 SURRY HILLS NSW 2010
 DX 13 Sydney
 Telephone: (02) 9218 3667
 Facsimile: (02) 9218 6085
 Email: Bob_Jennings@rta.nsw.gov.au
 Email: privacy@rta.nsw.gov.au
 Monday – Friday, 8.30 am – 4.30 p.m.

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

State Library of NSW
 Library of the Parliament of NSW
 National Library of Australia
 Fisher Library, University of Sydney and
 Ward Library, University of Western Sydney

Mike Hannon
 Acting Chief Executive

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

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

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

Inquiries can be directed to the FOI Officer by telephone or by fax. Requests for access to documents should be accompanied by a \$30.00 application fee and directed in writing to:

The Freedom of Information Officer
NSW Rural Assistance Authority
Locked Bag 23
ORANGE NSW 2800
Telephone: (02) 6391 3020
Facsimile: (02) 6391 3098
email: rural.assist@raa.nsw.gov.au

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****NSW RURAL FIRE SERVICE****SECTION 1 – POLICY DOCUMENTS**

The NSW Rural Fire Service' purpose is to enhance community safety, quality of life and confidence by minimising the impact of hazards and emergency incidents on the people, environment and economy of NSW.

The NSW Rural Fire Service holds the following policy documents. Most are available free. For larger documents a charge may be made:

Service Administration (General)

1. Development of Service Standards
2. Discipline
3. Grievances
4. Health and Safety
5. Environment
6. Code of Conduct and Ethics
7. Document Control
8. Unsupervised Child-Related Activities
9. Policy Lexicon
10. Spatial Information Workspace Directory Standard
11. Information System Architecture GIS HDWRE/SFTWR
12. Appointment of District and Zone Liaison Committees
13. Personal Information and Privacy
14. Service Delivery Model
15. Exit Questionnaire
16. Non-Statutory Standing Committees
17. Volunteer's Access to Network Service and Databases
18. Suspension Pending Investigation OR Disciplinary Action
19. Organisational Communication

Service Administration (Command Structure)

1. Ranking and Insignia
2. Collection of NSW RFS Insignia

Service Administration (Authorities)

1. Delegations and Authorisations
2. Supplementary Delegations – Unincorporated Zone
3. Powers of Officers
4. Powers of Officers (Jervis Bay Territory)
5. Authority Cards
6. Application of Delegations and RFDSA to SS

Brigade Administration (Brigades)

1. Formation of Brigades
2. Brigade Constitutions
3. Brigade Constitutions (Word Format)
4. Brigade Registers
5. Removal from Membership
6. Appointment of Brigade Officers
7. Cadet Rural Fire Brigades
8. Brigade Membership/Transfer Application

Brigade Administration (Groups)

1. Formation of Groups of Brigades
2. Appointment of Officers of Groups of Brigades

Brigade Administration (Fire Control Officers)

1. Appointment of FCOS and DFCOS
2. Duties of FCOS

Operations (Nsw Rural Fire Service)

1. Coordinated Operations Planning
2. Incident Response
3. Incident Reporting
4. Operational Management
5. Fireground Procedures
6. Air Operations
7. Handling of Crisis Events
8. Crisis Handling SOPS
9. Investigation of Fires and Associated SOPS
10. Application of Food Safety Procedures

Operations (Coordinated Bush Firefighting)

1. Coordinated Bush Firefighting
2. Requests for Assistance

Prevention (Planning)

1. Development Control
2. Bush Fire Risk Management Planning
3. Environmental Planning Instruments

Prevention (Implementation)

1. Bush Fire Danger Periods
2. Permits to Burn
3. Bush Fire Hazard Reduction Notices
4. Penalty Notices
5. Bush Fire Hazard Reduction Certificates
6. Bush Fire Hazard Reduction Complaints
7. Bush Fire Hazard Reduction Complaints SOPS

Prevention (Community Education)

1. Community Education

Resources (Standards)

1. Communications
2. Firefighting Vehicle Construction Standard
3. Protective Clothing
4. Tanker Changeover Second-hand Program
5. Appliance/Vehicle Category Details
6. Protective Fire Blankets
7. Compressed Air Breathing Apparatus
8. Fire Control Centre Accommodation and Facilities
9. Brigade Stations and Equipment Buildings

Resources (Acquisition)

1. Estimates

Resources (Management)

1. Equipment Maintenance
2. Manual Handling
3. Ann. Insp. Unregistered Vehicles, Trailers, Plant

Resources (Disposal)

1. Asset Disposal

Training (Standards)

1. Minimum Qualifications for Fire Control Staff
2. Selection of RFS State and Regional Staff
3. Training General

Training (Implementation)

1. Welfare
2. Chaplaincy
3. Critical Incident Support Services (CISS)

Protocols

1. Uniform Incorporating Corporate Wardrobe
2. Vehicle Identification
3. Ceremonies and Events

Awards

1. Internal Bravery and Service Awards for RFS Members
2. External Service Awards for RFS Members.

Further information about these documents and other material of interest can be obtained by visiting the New South Wales Rural Fire Service (NSWRFS) web site www.rfs.nsw.gov.au

SECTION 2 – STATEMENT OF AFFAIRS

The NSWRFS 2002/2003 Annual Report describes the NSWRFS functions, structure and objectives and includes information on performance indicators and types of documents held.

SECTION 3 – CONTACT ARRANGEMENTS

Requests under the FOI Act for access to documents in the possession of the NSWRFS should be accompanied by a \$30 application fee and directed to:

FOI Officer
NSW Rural Fire Service
Locked Mail Bag 17
GRANVILLE NSW 2142
Telephone: (02) 9684 4411

Applications and enquiries may be made between 9.00 a.m. and 5.00 p.m. Monday to Friday.

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

SAS Trustee Corporation (STC) is the trustee of the New South Wales public sector closed defined benefit superannuation schemes.

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

- State Superannuation Scheme policy register
- State Authorities Superannuation Scheme policy register
- State Authorities Non-contributory Superannuation Scheme policy register
- Police Superannuation Scheme policy register
- STC Delegated Functions under Scheme legislation
- STC Board Code of Conduct
- STC Executive Code of Conduct
- Disputes Register
- Complaints and Queries Register
- STC Privacy Management Plan
- Ethnic Affairs Priority Statement

SECTION 2 – STATEMENT OF AFFAIRS

The most recent Statement of Affairs for STC was published in the 2002-2003 Annual Report for State Super and the SAS Trustee Corporation. The Statement is available on the website at www.statesuper.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 – FREEDOM OF INFORMATION CONTACT POINT

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

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

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

Applications and inquiries can be made between 10.00 a.m. and 4.00 p.m., Monday to Friday.

FREEDOM OF INFORMATION ACT 1999**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****SOUTHERN AREA HEALTH SERVICE**

The Summary of Affairs of the Southern Area Health Service for June 2004 covers the Area Office Batemans Bay Hospital, Batemans Bay Community Health Centre, Bega Hospital, Bega Community Health Centre, Bombala Hospital, Bombala Community Health Centre, Boorowa Hospital, Boorowa Community Health Centre, Braidwood Multi Purpose Service, Braidwood Community Health Centre, Cooma Hospital, Cooma Community Health Centre, Crookwell Hospital, Crookwell Community Health Centre, Delegate Multi Purpose Service, Delegate Community Health Centre, Eden Community Health Centre, Goulburn Hospital, Goulburn Community Health Centre, Goulburn Child and Adolescent Mental Health Service, Goulburn Mental Health Services, Gunning District Community and Health Service, Karabar Community Health Centre, Kenmore Hospital, Jindabyne Community Health Centre, Murrumburrah-Harden Hospital, Murrumburrah-Harden Community Health Centre, Mercy Care Hospital, Moruya Hospital, Moruya Community Health Centre, Narooma Community Health Centre, Pambula Hospital, Pambula Community Health Centre, Queanbeyan Hospital, Queanbeyan Community Health Centre, Queanbeyan Mental Health Service, St John of God Hospital, Yass Hospital, Yass Community Health Centre, Young Hospital, Young Community Health Centre.

SECTION 1 – POLICY DOCUMENTS

The major policy documents held by the Southern Area Health Service are:

Human Resource Management Manual

- Clinical Information Access Project
- Clinical Nurse Specialist Classification
- Course Fees Assistance
- Discipline
- Dress and Uniform
- Employee Assistance
- Employer Communication and Electronic Devices – Personal Use
- Employment insurance during course placement
- Equal Employment Opportunity
- Grievance Procedures
- Industrial Relations
- Inter Library Loans
- Letter of Offer
- Library
- Management of Complaint or Concern about a Clinician
- Managing Displaced Employees
- Managing Employer Performance
- Orientation
- Outside Employment
- Performance Development Plan
- Performance Management
- Personnel Files
- Position Descriptions
- Professional Registration
- Provision of Accredited Training
- Recruitment and Selection of Staff
- Regrade – Reclassification
- Salary Review
- Separation Policy
- Staff Development Application
- Staff Establishments
- Staff Recruitment and Selection
- Staff Training, Learning and Development

Time in Lieu
Trainees / Apprenticeships
Trainee Enrolled Nurses Travel Expenses and Living Allowances
Work Experience Program

Information Management

Ambulance and Patient Transport Usage – draft
Confidentiality (Health Information)
Document
Electronic Access to Pathology Results through Clinical Information System (CIS)
Information Management
Intranet
Management of Restricted Access – Health / Medical Records; PANOC and Sexual Assault Records
Project Management
Sexual Assault Subpoenas

Leadership and Management Manual

Area Meetings
By Laws
Charging for Professional, Consulting and Educational Services
Clinical Product Management
Clinical Review
Consumer Feedback – compliments and complaints
Consumer Rights and Responsibilities
Emergency Department Admissions
Employer Communications and Electronic Devices – Personal Use
FOI Policy
Fund Raising
Gifts and Benefits
Inpatient Awaiting Nursing Home Placement
Invoicing for Supplies and Services to External Parties
Logo Policy
Mail Opening
Managing a Complaint or a Concern About a Clinician
Membership to Associations / Organisations
Mental Health Care in Emergency Departments
Ministerial Inquiries
Motor Vehicles
Non Inpatient Aids, Appliances and Equipment Hire
Office Advance Account
Patient / Client Assessment and Care Planning
Patient Transport
Petty Cash
Policy Development
Provision of Breast Prosthesis to Inpatients Following Surgery
Purchasing Cards
Quality Program
Right of Private Practice
Sale of Commercial Items in Sites
Service Agreements for Contracted Services
Staff Conduct
Submission Coordination
Support for ENs Converting to RN
Theft Incident Report
Trainee Enrolled Nurses Travel Expenses and Living Allowance
Travel Expense Claims

Safe Practice and Environment Manual

Area Fire Safety
Area Hazard Management Policy
Area Manual Handling

Area Risk Management
Area Smart Lift
Confined Spaces
Cytotoxic Contaminated Linen
Driver Fatigue
Effective Incident Response and Management
Fire Safety
Hazard Management
Incident Reporting
Infection Control
Management of non occupational exposure to blood borne sexually transmittable diseases
Needle Syringe Program
Occupational Health and Safety
Outbreak Management of Infectious Diseases and Hospital Associated Infections
Personal Locator Beacon
Policy for Screening and Surveillance of Tuberculosis in Staff
Property Damage
Rehabilitation & Management of Work Related Injuries
Risk Management
Sale of Commercial Items in SAHS sites
Smokefree Workplace
Vancomycin Resistant Enterococci – Infection Control Management
Waste Management
Workplace Injury Management and Rehabilitation

Clinical Practice

Accredited Nurse Immunisers to Administer Adrenalin
Analgesia for Migraine and other Non-Malignant Pain
Ante natal Care
Cardio Pulmonary Arrest
Child Protection
Clinical Management of Patients Presenting with Chief Complaint of Headache
Clinical Nurse Specialist Classification
Domestic Violence
Footcare
Home Birth Transfers
Infection Control
Loss and Grief Support for Family / Friends of a Deceased Non In-Patient
Managing the Patient Flow from ACT to SAHS
Management of Anaphylaxis
Methicillin Resistant Staphylococcus Aureus (MRSA)
Needle and Syringe Program
Paediatric Admission
Podiatry Service Access
Post Natal Depression
Provision of Clinical Interventions to Incidents within Residential Care Facilities by Community Health Staff
Purchase of Non Stock Wound Care Products
Recording Information Related to Children at Risk of Harm
Termination of Pregnancy
Use of Carer's Information Package Across SAHS

SECTION 2 – STATEMENT OF AFFAIRS

Information relating to the Statement of Affairs for the Southern Area Health Service for 2002/2003 was incorporated in the Annual Report for 2002/2003 published in November 2003. The Annual Report provides information on the Area's structure, financial statements, strategic directions, activity reports including patient statistics.

SECTION 3 – CONTACT ARRANGEMENTS

Applications under the Freedom of Information Act 1989 for access to documents in the possession of the Southern Area Health Service should be accompanied by a \$30 application fee and should be directed to:

FOI Coordinator
Southern Area Health Service
PO Box 1845
QUEANBEYAN NSW 2620.

FREEDOM OF INFORMATION ACT 1999

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

SUMMARY OF AFFAIRS

of the

SOUTH EASTERN SYDNEY AREA HEALTH SERVICE

The Summary of Affairs of the South Eastern Sydney Area Health Service for June 2004 covers the following:

- Area Health Service Administration Office, Primrose House, Dolls Point
- Area Purchasing Unit (Materials Resources Division)
- Area Public Health Unit
- South Eastern Area Laboratory Services (SEALS)
- St George Hospital and Community Health Service
- Sutherland Hospital and Community Health Service
- Sydney & Sydney Eye Hospital
- Prince of Wales Hospital
- Royal Hospital for Women
- Sydney Children's Hospital
- Garrawarra Centre

SECTION 1 – POLICY DOCUMENTS

AREA ADMINISTRATION OFFICE

Area Executive Unit

- Advertising Guidelines – 2001
- Annual Report, SESAHS – 2002 – 2003
- Area By Laws – Dec 2000
- Area Health Service Board Agendas and Minutes – 1995-2004 (June)
- Area Health Service Office Records Management Policy & Protocols – April 1999
- Complaints Management Policy & Procedures – Feb 2002
- Corporate Directions, An Expression of Intent – 1998
- Fleet Policies and Procedures – May 2004
- Guidelines for Consumer and Community Consultation and participation with SESAHS – 1998
- Guidelines for Recognition of Sponsorship, Naming of Buildings and Wards in SESAHS – 1999
- Media Policy – 2003
- Mobile Telephone Policy – Dec 2003
- Policy on Internet/Intranet Services – Mar 2002
- Principles for Open Disclosure – Feb 2004
- Research and Publication Report – 2003
- South East Health Integrated Risk and Incident Management Policy – May 2004
- South Easterly Monthly Newsletter – Volumes 1-10

Clinical Services Planning Unit

- A Strategy for Improving Organ & Tissue Donation in SESAHS 2002-04 – July 2002
- A Strategy for Stroke Improvement in South East Health – Dec 2000
- Clinician-Led Management in SEH: 2001-2006 – July 2001
- Clinical Services Plan: Bed Requirements Analysis 2001-06 – October 1999
- Communicable Diseases Strategic Directions Statement – May 1999
- Confidentiality Policy – October 2003
- Disability Action Plan 2000-2003 – March 2000
- Getting Back on Track: Early Intervention in Psychosis for Young People Strategic Plan – October 2003
- GP Hospital Affiliation Policy – October 2003
- Guide Dog Policy – August 1997
- Guidelines for Mental Health Consumer Employees Requiring Psychiatric Inpatient Care Within SEH – June 2003
- Healthplan – February 1999

- Hepatitis C Strategy 2000-2003 – Nov 2000
- Homelessness and Human Services: A Health Service Response – March 2000
- Improving Cardiac Rehabilitation Outcomes – May 2000
- Management of Incidents to Ensure Quality of Mental Health Services Policy – 2nd edition – June 2003
- Mental Health Acute Bed Management Policy – April 2003
- Mental Health Asset Strategic Plan – June 2003
- Minimisation of Latex Exposure – April 2001
- Movable Heritage Policy – July 2001
- Needle and Syringe Program Operating Policies, Procedures and Guidelines Manual – February 2003
- New Directions in Services for Emotional, Behavioural and Social Health of Young People in South East Health – March 2000
- Organisational Journey for Implementing the Government Action Plan – May 2000
- Palliative Care Strategic Directions – February 1999
- Patient Information Confidentiality Code of Practice – May 2000
- Policy and Procedures for Child Protection s248 Information – October 2003
- Population Health – Directions for South East Health – June 2003
- Residential Management Policy – July 2002
- Service Development Plan for Intensive Care Units – March 2000
- Sexual Health Strategy 2001-2004 – April 2002
- Specialist Mental Health Services for Older People Strategic Plan 1999-2004 – May 2000
- Strategy for Improving Health Services for Older People in SE Sydney – Nov 1999

Employee Relations

- Career Development Guidelines – 2000
- Carers' Responsibilities – 2001
- Code of Conduct Policy – 2003
- Consultative Arrangements Policy – 1998
- Copywriting Guidelines – 1999
- Development of Safety Rules Policy – 1998
- Diversity Policy – 1998
- Employee Assistance Program Policy – 2001
- Equal Employment Opportunity Policy – 2001
- Executive Development Policy – 1998
- Flexible Work Practices Policy – 2001
- Grading, Regrading & Reclassification policy – 2001
- Grievance Policy – 2001
- Hazardous Substances Policy – 1998
- HR Strategic Directions Document – 2001-2004
- Industrial Relations Policy – 1998
- Management of Displaced Staff Policy – 1998
- Managing Bullying & Harassment in the Workplace Policy – 2003
- Managing the Disciplinary Process Policy – 2002
- Mediation Policy & Guidelines – 2001
- Occupational Health & Safety Policy statement – 2004
- OH&S Guidelines for Flexible Workplace Arrangements – 2000
- Performance Management Guidelines
- Pre-Employment Screening of Security Staff – 2003
- Probity Screening Policy & Procedures – 2001
- Protocol for appointment of Senior Medical and Dental staff – 2000
- Recognition & Rewards Corporate Guidelines – 1998
- Recruitment and Selection Policy – 2001
- References Policy – 2001
- Safe Work Practices – 1998
- Salary Sacrifice (Superannuation) – 1999
- Secondments Policy – 2001
- Separation of Employment Policy – 1998
- Smokefree Policy – 1999
- Staff Exit Policy – 2001
- Temporary Appointments Policy – 2003

- Travel Package for Senior Medical Practitioners – 2003
- Travel Package for all other Staff – 2003
- Reasonable Workloads for Nurses Guidelines – 2004
- Kronos Sign Off Delegation Policy – 2003
- Grading, Re-grading and Reclassification Policy (Non Clinical Positions) – 2004
- ESU Users Manual – 2000
- Kronos Manual – 2003
- Supero Manual – 2003
- Seapool Manual – 2001

Nursing & Community Development

- Aboriginal Health Strategic Plan
- Area Child Protection Policy & Procedures Kit – October 2001
- Area Provision of Information to the Department of Community Services (Under Section 248 of the Children And Young Person (Care and Protection) Act 1998 Policy – In Progress
- Clinical Affiliation Agreements for Undergraduate Nursing Student Placements
- Complementary Therapies and Nursing Practice Manual – 2002
- Dental Health Plan
- Ethnic Affairs Priorities Statement 2002/03 and 2003/04
- Guidelines for Consumer & Community Consultation
- Health Promotion Annual Review – 2002/2003
- Health Promotion Strategic Directions 2001-2005 – (July 2001)
- Healthier Women Strategic Directions 2003 – 2008
- NSW New Graduate Nurse Recruitment Consortium Reports – 2003
- Nursing Matters Editions No.1 (August 1994) – No.31 (Dec 2002) (ISSN 1329-7590 assigned from edition No. 14)
- Nursing Work Experience Implementation Model – 1999
- PANOC Policy & Procedures Manual – March 2001
- Participation within SESAHS – Oct 1998
- Partnership Agreement between Aboriginal Medical Service Co-operative Ltd Redfern & South East Health – May 2001
- SESAHS Child Protection Strategic Directions
- SESAHS Domestic Violence Policy
- SESAHS Homelessness – Strategic Directions (in progress)
- SESAHS Victims of Crime Policy
- Standards of Practice for Utilisation of Interpreter Service – 2001
- Strategic Plan for the Health Care Interpreter Service – In development
- Strategies to improve access to maternity and early childhood health services for women from Culturally and linguistically diverse backgrounds
- The Promotion of Nursing as a Career in SESAHS Report – 1999, 2000

Risk Management & Corruption Prevention

- Brochure, Corruption Matters Number One. Questions and Answers and Internal Reporting Channels
- Brochure, Corruption Matter Number Two. Protected Disclosures, Questions and Answers and Internal Reporting Channels
- Corporate Risk Management Plan – 1995
- Ethical Practice – A Foundation Course in Workplace Ethics – 2000
- Fraud Prevention Plan – 1995
- SESAHS Protected Disclosure Policy (Draft) – 2001

GARRAWARRA CENTRE

- Accreditation Survey Report (2003)
- Admissions Information Package
- Audit Report (2002)
- Certification Report (2002)
- Complaints, Policy & Procedures
- Departmental Policy & Procedure Manuals (various)
- Emergency Manual (Internal)
- Position Descriptions
- Guidelines and Procedures for Recruitment & Selection

- Handbook for Residents and Relatives (2004)
- Newsletters
- Numerical Profile (2003)
- Infection Control Manual
- OH&S Manual
- Orientation Packages
- Permanent Residential & Respite Agreements (2002)
- Quality Management Procedures & Plans
- Security Manual
- Training & Education Plans
- Waste Management Plans

MATERIAL RESOURCES DIVISION

- Expense Reimburse Policy
- FBT Dispute Resolution Policy
- Hospital Service Agreements – 2000
- Performance Management Program – 2001
- Policy and Procedure Manual
- Travel Policy SMP's
- Travel Policy other staff

PUBLIC HEALTH UNIT

- Aerated Wastewater Treatment Systems Approval Guidelines, NSW Health Department 1996
- Cytotoxic drugs and related wastes in health care establishments – Guidelines for handling, Adopted by NSW Health Department 1995
- Fluoridation of Public Water Supplies Code of Practice, NSW Health Department 1997
- Guidance on the use of rainwater tanks, NSW Health Department
- Guide to Immunisation & Infectious Diseases – Administration Issues for Preschools & Child Care Facilities (2002)
- Health and Safety Guidelines for Brothels, New South Wales 1997
- Infectious Diseases Manual, Published by: AIDS/Infectious Diseases Branch
- Investigations of Cases of Elevated Blood Lead Levels Guidelines, NSW Health Department, November 1997
- Legionnaires' Disease Emergency Management Plan
- Legionnaires' Disease Emergency Management Plan, NSW Health Department 1992 Manual # 000037
- NSW Contingency Plan for Cases of Possible Viral Haemorrhagic Fever, August 1995
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- OH&S Manual
- On-Site Sewage Management for Single Households, Environmental and Health Protection Guidelines
- Pest Control in Health Establishments – Tender Contract Specification – Policy
- Policy and Procedures, Dated October 1993
- Population Health – Directions for SHE (in progress)
- Public Swimming Pool and Spa Pool Guidelines, June 1996
- Safe use of Glutaraldehyde in Health Care Facilities – Guidelines
- Septic Tank and Collection well Accreditation Guidelines, NSW Health Dept 1998
- Skin Penetration Guidelines, NSW Health Department
- Standard Operating Procedures for Public Health Services 1998
- Waste Management Guidelines for Health Care Facilities, NSW Department of Health, August 1998
- Waterless Composting Toilets Approval Guidelines, NSW Health Dept 1997

PRINCE HENRY/PRINCE OF WALES HOSPITALS**Manuals**

ACORN Standards for Perioperative Nurses
Emergency Plan
Human Resources Manual
Infection Manual
Medical Imaging Department Protocols
Adult Nursing Standards and Clinical Procedure Manual
Occupational Health and Safety Manual
The PHH/POWH Reference Manual
Post Acute Care Services Manual

Contents of Manuals

Nursing Roles, Guidelines, Position Statements and Competency Standards
Anaesthetic Gas Pollution
Aseptic Technique
Counting of Accountable Items used During Surgery
Disposal of Surgically Removed Human Tissue and Explanted Items
Documentation
Electrosurgical Equipment
Emotional Support for Personnel
Environmental Management
Infection Prevention
Laser Safety
Legal Implications
Management of Latex Sensitivity
Performance Management
Perioperative Attire
Positioning the Patient for Surgery
Professional Development
Quality Management Activities
Reprocessing of Reusable Items: Cleaning, Packaging, Sterilisation and Storage of Sterile Supplies
Risk Management
Skin Preparation
Staffing Requirements
Surgical Plume
Surgical Scrubbing, Gowning and Gloving
Use of High Level Disinfectant
Use of Loan Equipment
Visitors to the Perioperative Environment
Anaesthetic Nurse
Circulating Nurse
Enrolled Nurse
Perioperative Nurse Surgeon's Assistant (PSNA)
Post Anaesthetic Care Unit Nurse
Pre-operative Patient Assessment and Education Nurse
Budget Preparation
Management of the Perioperative Environment
Planning and Design of the Perioperative Environment
Ancillary workers
Bullying and Harassment
Nursing Research
Postgraduate Nursing
Single Use Items
Undergraduate Nursing Students
Competency Standards
Glossary of Terms

Emergency Plan

Brief Overview of Key Functions of Emergency Plan Including an Overview of Action and Interactions

Emergency Procedure Guide (Flipchart)
Generic "Evacuation Flow Chart"
Distribution List
Overview of the Area
Purpose of the Plan
Definitions
Supporting Documents and Plans
Prevention
Components of the Hospitals' Emergency Plan
Activation of the Plan (Flow Chart)
Stages of Activation
Alert
Investigation
Response
All Clear-Stand Down
Debriefing
Control
Hospital Command Centre
Communications
Documentation
Logistic Supply & Resupply
Public Affairs & Media Management
Use of Volunteers
Cultural Considerations
Key Site Facilities
Recovery
Fire/Smoke
Cardiac Arrest/Medical Emergency
Bomb Threat
Internal Emergency
Loss of Mains Power (7.4.1)
Loss of Emergency Power (7.4.2)
Loss of Medical Gases (7.4.3)
Loss of Water Supply (7.4.4)
Loss of Telecommunications: PABX and/or Paging (7.4.5)
Loss of Information Systems (Computer Network) (7.4.6)
Loss of Town Gas (7.4.7)
Loss of Linen (7.4.8)
Personal Threat
External Emergency
Hazardous Material Spill
Evacuation & Assembly Points
Debriefing
Communications
Education
Quality Assurance
Appendices

Human Resources Manual

Overview
Amendment Register
Code of Conduct
Workplace Charter and Code of Conduct Summary
Fraud Control Strategy
Corrupt Conduct
PHH/POWH Smoke Free Workplace
Drugs and Alcohol in the Workplace
Work Experience
PHH/POWH Industrial Relations
PHH/POWH Consultative Arrangements
PHH/POWH Management of Displaced Staff

PHH/POWH Grievance Handling
PHH/POWH Managing Bullying and Harassment in the Workplace
PHH/POWH Mediation
PHH/POWH Employee Assistance Program
PHH/POWH Managing the Disciplinary Process
PHH/POWH Aggression Management
Dispute Committee
Disciplinary Action
Summary Dismissal
Personnel Records
PHH/POWH Equal Employment Opportunity
PHH/POWH Diversity
PHH/POWH Flexible Work Practices
PHH/POWH Executive Development – Job Rotation
PHH/POWH Temporary Appointments Policy
PHH/POWH Recruitment and Selection
PHH/POWH Draft Advertisement Pro Forma
PHH/POWH Approval To Replace / Recruit Staff
PHH/POWH Induction Checklist
PHH/POWH References
Reference Check Form
PHH/POWH Probity Screening Policy
Approval to Conduct a Criminal Record Check
Prohibited Employment Declaration Form
Junior Medical Staff for the Clinical Year
PHH/POWH Secondments Policy
Listing of Awards & Conditions
Salaries and Wages
Overpayments and underpayments
Garnishee and Instalment Orders
PHH/POWH Overtime Meals Agreement
PHH/POWH Long Service Medals Policy
PHH/POWH Performance Evaluation Development System “PEDS” Policy and attachments
PHH/POWH Employee Recognition Awards
PHH/POWH Grading, Regrading and/or Reclassifications Policy
PHH/POWH Regrade Application Form
PHH/POWH Regrade Flowchart
Annual Leave
Excessive Annual Leave
Sick Leave
Excessive Sick Leave
Long Service Leave
Parental Leave
Maternity Leave
Paternity Leave
Adoption Leave
Family & Community Services (FACS) Leave
Court Attendance Leave
Military Service Leave
Civil Defence Leave
Repatriation Leave
State Emergency Services Leave
Leave to attend Trade Union Training Courses
Leave without Pay
Local and Interstate
Study and Examination
Overseas travel on official Hospital Business
SEH Travel Package
PHH/POWH Separation of Employment
PHH/POWH Separations Checklist
Appendices

Infection Manual

Hospital Infection Group Terms of Reference and Membership
Policy for Standard and Transmission Based Precautions
NSW Health Department Infection Control Policy, Circular 2002/45
Policy for Decontamination, Sterilization and Disinfection of re-useable items used in Clinical Procedures
Policy for Investigation and Reporting of Suspected Food Poisoning
Listeriosis information for medical practitioners
Policy for The Packaging, Labelling and Transport of Pathology Specimens
Guideline for The Packaging, Labelling and Transport of Pathology Specimens
Policy for Notification of Infectious Diseases
Policy for Transport of Infectious Patients
Guideline for Transport of Infectious Patients
Policy for Glutaraldehyde Usage and Handling
Policy for Handwashing for Basic Hygiene and Aseptic Procedures
Guideline for Handwashing for Basic Hygiene and Aseptic Procedures (excluding operating theatres)
Policy for Safe Handling and Disposal of Contaminated Sharps
Guideline for the Safe Handling and Disposal of Contaminated Sharps
Policy for Isolation
Policy for Methicillin Resistant Staphylococcus aureus (MRSA)
Guideline for Preventing the Spread of Methicillin Resistant Staphylococcus aureus (MRSA)
Policy for Management of Patients with Viral Hepatitis
Guidelines for Management of Patients with Viral Hepatitis
Policy for Chickenpox and Herpes Zoster
Guideline for the Management of Chickenpox and Herpes Zoster in Adults
Policy for Preventing the spread of acute respiratory infections in Children
Policy for the management of Gastroenteritis in Children
Policy for Creutzfeldt-Jakob Disease (CJD)
Policy for Vancomycin Resistant Enterococci (VRE)
Guideline for Vancomycin Resistant Enterococci (VRE)
Policy for Peripheral Intravenous Therapy in Adults
Guideline for Peripheral Intravenous Therapy in Adults
Policy for Peripheral Intravenous Therapy in Children
Guideline for Peripheral Intravenous Therapy in Children

Medical Imaging Department Protocols

Anaphylaxis Protocol
Angiogram Bookings (Day Only) Protocol
Protocol for the use of the Illumena Injector(DSA)
Protocol for the use of Anaesthetic Equipment
Protocol for the use of Anaesthetic equipment in MRI Unit
Protocol for Cleaning the Paediatric and Adult Anaesthetic Circuits and Equipment
Protocol for the use of the Biotel Power Injector
Protocol for the use of Implantable Devices and Central Lines with the Biotel Injector in CT Scan
Protocol for the Dilution of Adult Barium Studies
Protocol on Paediatric Barium Dilution
Protocol for the set up for Balloon Occlusion of Internal Carotid Artery
Protocol on the use of the Beanie Bag
CO2 Injection Procedure Sheet
Protocol for Cardiac Arrest in Medical Imaging
Protocol for Cardiac Arrest in MRI Unit
Protocol on the Care of Confused Patients
Protocol for the Reporting and Monitoring of Complaints
Protocols for scanning GA and Intubated patients in CT scan.
Protocol for the Administration of Intravenous Contrast – (Adult)
Protocol for the Administration of IV contrast in CT scan – (Paediatric)
Protocol for the Administration of IV contrast for CT Angiography
Protocol for the Administration of Oral Contrast for CT Scanning – Adult
Protocol for the Administration of Oral Contrast for CT Scanning – Paediatric
Protocol for the Administration of Oral Contrast for Paediatric patients undergoing abdominal CT scanning under GA.

Protocol for the use of Contrast Warmers
Protocol on the ordering of Contrast medium
Protocol for the Administration of IV contrast for IVP Patients-(Paediatric)
Protocol on the Reporting/Monitoring of Complaints
Protocol in the Event of a Patient Dying in the Department
Protocol for Documentation of Radiological Procedures
Protocol for Documentation in the Case of a Contrast Reaction
Protocol for the Nursing Care and Discharge of Outpatients Post Invasive Procedures
Protocol for the Administration of Drixine nasal Drops
Protocol for the Evacuation of the Department in the Case of an emergency
Protocol on Cannulation and Management of Extravasation of Contrast Medium
Protocol for Air enema Using the Fluoroscopic Air Reduction technique
Protocol for the Administration of Gadolinium-(MRI)
Protocol for the Administration of Gadolinium (Magnevist) for MRA's
Protocol for the Administration of Gadolinium (Magnevist) for Paediatric MRA's
Protocol for the Administration of Gadolinium (Gadovist) for MRA's
Protocol for the Organisation of a General Anaesthesia
Protocol for Accepting a General Anaesthetic in Medical Imaging
Protocol for Administration of Glyceryl trinitrate for Percutaneous Transluminal Angioplasty
Protocol for the Administration of Gentamycin to Paediatric Outpatients
Protocol for the Glutaraldehyde Usage and Handling
Protocol for the Administration of IV Lasix for Paediatric IVP Patients
MRI Safety Protocols
Protocol for Patients requiring Sedation in the MRI Unit
Protocol for Repair of Leaning of Equipment in the Magnet Room
Protocol for the Administration of Sedation in the Medical Imaging Department and MRI Unit
Protocol for MRI Compatible Equipment
Use of the extra long MRI adult star ventilator circuit.
Protocol for the Administration of Magnevist Enteral
Protocol for the preparation of Urografin for MCU's
Protocol for Booking a Myelogram for an Outpatient
Post-operative Instructions for patients who have had Myelograms using Omnipaque
Protocol on the ordering of Medications
Protocol on contrast administration in MRI
Protocol for the Registered Nurse On-call
Protocol for Oesophageal Dilatation in Adults
Protocol for Oesophageal Dilatation – Paediatrics
Protocol for the Management of Prisoners in the Department
Protocol for guarding Inmate Patients
Protocol for Radiation Safety in the Department
Protocol for restraining Babies / Children for Diagnostic Procedures
Protocol on the scanning of Rats in MRI
Protocol for administration of Resovist in MRI.
Post Sedation Instructions for MRI Patients
Protocol for the Filling Out of Surveillance Forms in MRI
Sclerotherapy Protocol
Cold Sterilisation of Transvaginal Probe
Thrombolysis
Protocol for the Handling of Patients Valuables
Protocol for Using the Warming Lamp

Adult Nursing Standards and Clinical Procedure Manual

Introduction
The Nursing Service Vision, Mission, Values and Objectives
Using this Manual
Authorisation
Acknowledgement
Clinical Practice Review and Update
Standards for the Performance of Nursing Procedures
Guidelines for Report Writing
Preparation for a Clinical Procedure

Termination for a Clinical Procedure
Universal Precautions
Admission/Transfer/Discharge/Death of a Patient
Admission of a Patient
Transfer of a Patient
Discharge of a Patient
Hospital in the Home
Care of the body after death
Escorting Patients
Medications
Medication
Schedule 4D or Schedule 8 Drugs
Administration of Cytotoxic Drugs by Registered Nurses
Medication Administration
Intravenous Medications
Intravenous Access Devices
Peripheral Venous Cannula
Venepuncture by registered nurses
Central Venous Catheters
Long Stay Silastic Central Catheters
Venous Access Ports
Volumetric Infusion Pumps
Insertion of PICC line by Registered Nurses
Wound Care
Wound Assessment
Moist Wound Healing
Aseptic procedure and Basic Dressing Technique
Wound Drains
Nutrition
Enteral Nutrition
Total Parenteral Nutrition
Cyclic Parenteral Nutrition POWH General Wards
TPN Protocol: Prince Henry Hospital
Pain Management
Administration of Intermittent subcutaneous analgesics for the Management of Pain
Insertion of subcut needle and first injection
Repeated injection by subcut needle
Administration of continuous subcut medication via syringe driver
FIVD: Regular Morphine Regimen Redundant Jan 2001
Intravenous Opioid Infusion
Immediate Post-Op Pain Management in Recovery
Patient controlled Analgesia (PCA)
Management of Acute Pain in the Opioid Dependent Patient
Management of Patients with Alcohol Withdrawal on PCA
Intravenous Administration of Naloxone
Continuous Epidural Infusions
Intermittent Epidural Infusion for Chronic Pain
Removal of Epidural Catheter in Patients Receiving Anti-Coagulant Therapy
Continuous Infusional Regional Analgesia
Accessing Implantable Drug Delivery Systems
Intrathecal Pump Delivery Drug Trial for Permanent Implantable Pump
Administration of Continuous Subcutaneous/Intravenous Keatmine for Pain Management
Administration of continuous Subcutaneous/Intravenous Lignocaine for Pain Management
Patient Needs
Oral Hygiene
Tepid Sponge
Passive Limb Movement
Pressure Area Care
General Pre-operative Care
Shaving – Operation Suite
Positioning of the Patient

General Post-Operative Care
Exercises Deep Breathing and Coughing
Nursing Management and Guidelines for Patients Requiring Isolation
Safety – vision Impaired
Management of a Patient Undergoing Therapeutic Irradiation via an Internal Irradiation Source Implants
Use of Physical and Mechanical Restraint(s) in the General Hospital Setting
Provision of Basic foot Care by Nurses
Cardiothoracic and Respiratory Procedures
Cardiopulmonary Resuscitation
Management of chest Drains
Oro-Pharyngeal suctioning
Naso-Pharyngeal suctioning
Tracheostomy Management
Thoracic Paracentesis (Pleural Tap)
Gastrointestinal Tract
Stoma Management
Liver biopsy Assisting with
Assisting with Abdominal Paracentesis
Rectal Examination
Bowel Washout
Manual Evacuation of Faeces
Introduction of Flatus Tube
Musculoskeletal System
Nursing Management of Orthopaedic Patient
Care of Patient following Application of Plaster of Paris splint
Urinary, Renal and Reproductive System
Catheterisation of Urinary Bladder
Flushing of Nephrostomy tube and Ureteric Catheters
Manual Bladder Irrigation
Perineal Hygiene
Vaginal Douche/Irrigation
Collection of Urine Specimens
Application of Uridome
Assisting with Renal Biopsy
Peritoneal Dialysis
Neuroscience and Mental Health Procedures
Lumbar Puncture
Stereotactic Radiotherapy: Care of Patient in the Ward
Turning of Acute Spinal Injured Patients
Electroconvulsive Therapy (ECT)
Special Senses and Endocrine Procedures
Procedures Related to the Eye
Ear Procedures
Nasal Procedures
Endocrine Gland Procedures
Nursing Administration
Uniforms
Leave
Time off in Lieu of Overtime Standard
Nursing division: Study Leave Standards
Appraisal of Nursing Staff standard: Registered Nurses and Enrolled Nurses
Staff Accidents/Incidents standard
Standard and Guidelines for the Minimisation and Management of Aggression in NSW Public Health Care establishments
Standard on misuse of Alcohol and Other Drugs
Skills Lists
Student Nurses Clinical Experience
Resuscitation Procedures

Occupational Health and Safety Manual

NB this is a web-based manual <http://sesinfo/powh/Corporate/HR/OHS&WIM/ohs.asp>

Accident and Near Miss Reporting Policy
Aggression Management Policy
Asbestos Management Policy
Compressed Medical Gases
Confined Spaces
Consultation Policy and Procedures
Corrections Protocol
Decommissioning Procedures
DOH Guidelines for Fire Safety
DOH Reportable Incidents
First Aid Kit Details
First Aid Policy
Hazardous Substances Policy
Injury Management Program
Laboratory OHS Guidelines
Large Patient Policy Procedures
Managing Bullying and Harassment
Managing OHS Contractors
Manual Handling Policy and Program
Noise Management Guidelines
OHS Act
OHS Constitution
OHS Policy
OHS Policy Statement
OHS Risk Management Procedures
Prince Henry Hospital Filming Protocols
Policy Statement
Pre-employment Screening of Security Staff (*Interim Policy*)
SESAHS Working Alone Risk Assessment
SESAHS Working from Home Guidelines
Zero Tolerance Framework and Guidelines
The PHH/POWH Reference Manual
Accommodation – Coulter Hostel
Admission/Discharge Policy
Aggression – Minimisation and Management
Cardiopulmonary Resuscitation Training and Assessment in Basic Life Support (BLS)
Chaplaincy and Pastoral Care Services
Clients with Disability Policy
Complaints/Ministerials
Complaints – General
Ministerial Enquiries – Responding to
Health Care Complaints Commission Matters – Responding to
Diversity Health Policy
Health Care Interpreter Service – Standard Practices for the Utilisation of
Language Policy
Patient’s Money and Valuables Held in Trust
Patient Rights and Responsibilities
Patient Rights and Responsibilities – English
Patient Rights and Responsibilities – Spanish
Patient Rights and Responsibilities – Greek
Patient Rights and Responsibilities – Arabic
Patient Rights and Responsibilities – Chinese
Patient Rights and Responsibilities – Russian
Patient Transport
Accidents/Incidents – General Reporting
Reportable Infection Control
Reportable Incidents
Accommodation – Staff Residence

Advertising and Ward Naming Rights
ANZAC Parade Units
Car Pool Policy
Catering for Hospital Functions
Circulars and Information Bulletins – Distribution from NSW Health
Coast Chapel- Use of the
Drug and Alcohol Issues
Freedom of Information
Hospital and Area Name – Use of
Intellectual Property and the Use of Official Resources
Medical Records
Entries in the Medical Record
Retention and Disposal of Medical Records
Minutes – Signing of
Notice Boards
Official Farewells
Participation by PHH/POWH Staff at External Seminars and Conferences
Provision of Information to Members of Parliament
Signage
Travel Policy
Unauthorised Salespersons on Campus
Urgent Orders for the Purchase or Repair of Equipment
Vending Machines – Installation of
Visiting Dignitaries and Members of Parliament
Accountable Documents
Cabcharge Vouchers – Issue of
Central Cashier – Cash Handling Procedure
Fundraising and Donations Policy
Petty Cash
Raffles
Special Purposes Funds – Establishment and Operation
Vouchers for Payment – Internal

Post Acute Care Services Manual

Referral to Post Acute Care Services (PACS) for domiciliary rehabilitation
Admission to Post Acute Care Services (PACS) domiciliary rehabilitation
Discharge from Post Acute Care Services (PACS) domiciliary rehabilitation
Admission to the Hospital in the Home (HITH) service
Treatment under the Hospital in the Home (HITH) service
Discharge from the Hospital in the Home (HITH) service
Care under the Post Acute Respiratory Outreach Service (PAROS)
Infection control in the domiciliary setting
Wound Management
Management of Medication in the Domiciliary Setting
Bowel Management in the Domiciliary Setting
Management of the PACS motor vehicle fleet
Access to Patients Home
Insertion and Care of the Peripheral Intravenous Cannula (superseded)
Refer to Standard 5A Prince Henry and Prince of Wales Hospital, Adult Nursing Standards and Procedure Manual
Administration of Intravenous Antibiotics
Blood transfusions in Nursing Homes (superseded)
Refer to Standard 4.E.5 Prince Henry and Prince of Wales Hospital; Adult Nursing Standards and Procedure Manual.
Anaphylaxis
Treatment of Cellulitis Refer to Cellulitis Protocol 11/03
Personal safety operation procedure
Management of the PACS Equipment Loan Pool (ELP)
Provision of transport to patients/clients and their carers by staff
The Management of Elastomeric Infusion Devices in the Hospital in the Home (HITH) Setting including accompanying patient education forms.

Royal HOSPITAL FOR Women

- Admissions and Discharge Policy – June 2001
- Clinical Policies & Procedures Manual – updated regularly
- Complaints Policy and Procedures – December 1999
- Delegations Manual – under review
- Departmental Business Plans – updated regularly
- Departmental Manuals – updated regularly
- Disaster Plans & Evacuation Policy & Procedures – December 1999
- Human Resources Manual – Updated regularly
- Infection Control Manual – Updated regularly
- Interpreter Services Policy – June 2001
- Management Structure
- Operations Manual – Updated regularly
- Orientation Package – November 2001
- Patient Information Leaflets – September 2002
- Patient Information Package for Obstetric Admissions – updated regularly
- Performance Management Program – September 2002
- Policy & Procedures for Recruitment & Selection – November 2001
- Public Relations Policy – June 2001
- Randwick Campus Corporate Services Unit Operational Policies Manual – updated regularly
- Quality Framework
- Release of Information
- Strategic Plan – updated regularly
- Service Agreements with Area & Campus Services
- Waste Management Policy

ST GEORGE HOSPITAL**Reference Manuals**

- Allied Health Departments Policy & Procedure Manuals
- Best Practice Manual – Women & Children's Health – Ongoing
- Corporate Human Resources Policies & Procedures Manual – March 2003 & as requested
- Corporate Operation/Policy and Procedure – 1997 – under review
- Delegations Manual – September 2000
- Departmental Manuals
- Discharge Planning Manual – 2003
- Emergency Manual – September 1999
- Fleet Management Transport Policy – 2003
- Guidelines for Junior Medical Officers – January 2003
- Infection Control Manual – 2000
- Nursing Practices Manual – 3 yearly & as requested
- Orientation Manual for Interns, Resident
- Medical Officers and Registrars – January 2003
- Radiation Safety Manual – 2000
- Security Manual – 2003
- Standard Practice for the Utilisation of the Health Care Interpreter Service – 2001

Documents

- Admission Policy
- Cancer Outreach Program
- Chemical Spill Policy
- Clinical Documentation Policy and General Standards – March 2003
- Complaints Policy
- Confidentiality and Release of Patient Information Policy – September 2003
- Corporate Plan 2000-2003
- Dept of Health Area Privacy Management Policy
- Discharge risk Screening Tool
- Falls Prevention Surveillance Project
- Hospital Orientation & Mandatory Annual Education Program – 2003
- Incident Monitoring System

- Information Packages for patients
- Latex Policy
- M.R.S.A. Risk Assessment for Surgical Patients
- Mental Health guidelines for separation
- Mental Health Policy for Triage & Assessment, RCHC
- New Graduate Nursing Program
- NSW Health Framework for measurement of Hospital Capacity
- NSW Health Privacy management Plan & Information Privacy Code of Practice
- Nursing & Medical Orderlies Orientation Programs
- Nursing Re-Connect Program
- Patient Charter “Know your Rights”
- Peritonectomy Protocol
- Policy and General Standards for Clinical & Corporat documentation – February 2003
- Pressure Ulcer Policy
- Procedures for Complaints Management
- Rehabilitation Referral Protocol
- Relevant Australian Standards & Codes of Practice
- Rights and Responsibilities Patient Charter
- Safe Handling of Cytotoxic & Related Waste – February 2003
- Safe Handling of Cytotoxic Policy and Procedures – 2003
- Serious Incident Policy and Procedure
- Smoke Free Workplace
- South East Health By-Laws – 2000
- St George Health Service HR Directions 2001-2004
- Stroke Management Guidelines
- The Respiratory Co-ordinated Care Program and the Chronic Heart Failure Program
- The St George Hospital & Community Health Service
- Senior Medical & Dental Appointments Procedures – 2001

DRAFT: Risk Management Policy

SUTHERLAND HOSPITAL

Allied Health Services

- Allied Health Operations Manual incorporating:
 - Orientation Package
 - Allied Health Policies and Procedures
 - AHMIS Guidelines
 - Appraisal form
- Allied Health Business Plan
- Job Descriptions
- Departments’ business plans
- Departments’ policies and procedures

Child Youth & Family, Division of Alcohol & Other Drugs Team

- Policy and Procedures Manual
- Business Plans
- Service pamphlets
- OH&S manual
- Statement of duties and appraisal
- Orientation manual

AIDS Prevention Unit (Unit within Alcohol and other Drugs)

- Policy and Procedures Manual
- Business Plans
- Service pamphlets
- OH&S manual
- News Letter

Child & Family Health (School) Nursing Service

- Policy & Procedures manual
- Business plan

- Client brochures
- OH&S manual
- Orientation manual
- Quality improvement manual
- Statement of duties and appraisal

Child, Youth & Family Counselling

- Business Plans
- Information Pamphlets
- OH&S Manual
- Job Descriptions

Occupational Therapy

- Policy & procedures manual
- Business plan
- OH&S manual
- Quality activities folder
- Service pamphlets
- Induction folder
- Client handouts
- Information for parents
- Client questionnaire and cover letter
- Appointment letters
- Teacher information handouts
- Group program letters

Department of Ambulatory Paediatrics

- Policy & Procedure Manual
- Communication with patients and external bodies following the introduction of the new Privacy Act, 2001
- Patient's Asthma Management Plan
- Patient Information Handouts/Brochures

Diabetes Education Centre

- Aboriginal Specific Diabetes Services – Terms of Reference
- Business plans
- High Podiatry Risk Clinic – Terms of Reference, Policies and Procedure
- Policy and procedure manual
- Quality improvement
- Reporting on services
- Staff orientation

Early Childhood Service / Possum Cottage

- Policy & procedure manual
- Description of service
- Other policies as per Nursing Division
- Business plan

Child Youth and Family Speech Pathology

- Policy and procedures manual
- Business Plan
- Induction Folder
- Service pamphlet
- Client Handouts
 - Parent training programs
 - Attendance at Home Program Clinic
 - What Happens Next? Handouts
 - Summary Report Forms
- Quality Improvement Activities Folder

Community Relations

- Business Plan – Community Relations
- Functions and Special Events
- Fundraising and Volunteers (NSW Health fundraising Guidelines)
- Hospital Newsletter
- Media Policy (Area policy)
- Patient Information Directory
- Volunteers
- Ward Brochures

Corporate Services

- Business Plans
- HR Policy & Procedures Manual
- Emergency Procedures Manual
- Departmental Policy & Procedure Manuals
- Environmental Manual – incorporating
 - Cleaning
 - Communications
 - Mail room
 - Maintenance
 - Motor Vehicles
 - Patient/Clinical Information
 - Security and Fire Safety
 - Waste
- Inpatient Statistical Manual – Department of Health – Medical Records Dept
- Government Record Keeping Manual – Medical Records Dept
- Patient Matters Manual – Department of Health – Medical Records Dept
- Copyright Notice covering photocopying & reproduction of materials

Human Resources Department

- Departmental Duty Statement and Internal Procedures Manual
- Employee Benefits/Information Brochures
- Human Resources & OH&S Orientation Package
- Human Resources Policy & Procedure Manual, including Occupational Health & Safety, Worker's Compensation, Workplace Injury Management and Employee Assistance Program
- Human Resources Newsletter
- Human Resources Business Plan
- Information System (Kronos) Line Managers Manual
- Manager's Manual

Medical Administration

- Policies and Procedures Manual
 - Acute Care Certificates
 - Admissions, Discharge, Referrals and Repatriation Issues
 - Admission to Intensive Care Nursery
 - Appraisal
 - Children/Children at Risk
 - Complaints
 - Conduct
 - Consent
 - Deaths/Transplantations
 - Department Manager and staff of Medical Administration Appraisal
 - Diagnostic Test and Reports
 - Disaster Planning
 - Discharge Medications
 - Emergency Department
 - Emergency Department Protocol for Unexpected Infant Death
 - Emergency Department Protocol – Sudden Death – After Hours
 - Diagnostic Tests Outside Hospital
 - Draft Emergency Department Nursing Policy – Triage of Children

Ethics Committee
Freedom of Information Act
Funeral Arrangements for Destitute Persons
General
Heparin Policy
HIV Safety Guidelines & Other Blood Borne Agents
Human Resources
Immediate Clinical Management for Staff who Sustain a Work Related Injury
Incident Report Forms
Infection Control
Intensive Care Unit
Intensive Care Unit Admission & Discharge Policy
Medical Records Department
Medical Officer Notification of at Risk Babies and Neonatal Resuscitation in Labour Ward and Nursery
Obstetrics and Gynaecology
Operating Theatres
Orientation of Registrars and JMOs
Outpatients Departments
Overseas Travel
Oxygen
Pathology
Patients on a Methadone Program who are admitted to Sutherland Hospital
Patients Rights and Responsibilities
Pharmacy
Policy for Fast Tracking of Patients Requiring Acute Admission from the Emergency Department
Policy for After Hours Paediatric Cover
Policy for providing Artificial Eyes
Procedure to be followed in a Coroner's Case
Procedure for Reporting to "Special Committee Investigating Deaths Associated with Surgery"
Protocol on Request for second opinion from Health Professionals – Patient referral/consultations
Psychiatry
Resident Medical Staff – Term Descriptions
Restraint
Security
Staffing Issues and General Administration Issues
Transplantation
Victims of Crime

Mental Health

- Divisional Business Plan
- Divisional Policy & Procedure Manual
- Team Policy and Procedure Manuals
- Police, ambulance, ED, MH Memorandum of Understanding
- Joint Guarantee of Service Between Department of Housing and Division of Mental Health

Nursing

- Acute Pain Service Manual
- Divisional Business Plan
- CCU Policy Manual
- Clinical Nurse Specialist & Reaccreditation Procedures
- HDU/Intensive Care Unit Policy Manual
- Business Plans
- Emergency Department Nursing Procedure Manuals
- Duty Statements
- Emergency Department Policy Manual
- Environmental Manual – Patient/Clinical Information
- Infection Control Manual
- Job Descriptions

- Nursing Information & Communication Manuals (Policies & Procedures), now called Clinical Policy Manual
- Interpreter Usage Policy
- S4D Drug Policy
- Operating Theatre Manual
- Orientation Manual
- Patient Pamphlets
- Performance Appraisal Packages

Performance Support Unit

- Business Plan – PSU
- Job Descriptions
- Departmental Policy & Procedures Manuals
- Inpatient Statistical manual – Department of Health
- Department of Health Reporting System Manual (DoHRS)
- The EQUiP Guide: Standards and Guidelines for the ACHS Evaluation and Quality Improvement Program (2nd ed)
- ACHS Clinical Indicator Users Manual 2002
- SNAP Data Dictionary Version 2.01
- 2002-03 Funding Guidelines for Acute Inpatient, ED and ICU Episodes
- Central Registry for Complaints
- Central Registry for Accidents/Incidents

Southcare

- Aged Care Assessment Team Policy and Procedure Manual
- Combined Caring Centres Policy and Procedure Manual
- Community Nursing Policy and Procedure Manual
- Community Options Program Policy and Procedure Manual
- Community Rehabilitation Team Policy and Procedure Manual
- Consumer brochures on Southcare services, eg. community nursing, podiatry, hydrotherapy (Revised 2003)
- Dementia Monitoring Service Policy and Procedure Manual
- Dementia Plan (Revised 2003)
- Discharge Planning Policy and Procedure Manual
- Hydrotherapy booklet
- New Staff Orientation Manual
- Occupational Health & Safety Policy and Procedure Manual
- Numerical Profile Manual
- Respiratory Inreach Program
- Podiatry Procedures Manual
- Southcare Equipment Pool Policy and Procedure Manual
- Southcare Policy and Procedure Manual
- Southcare Respite Care Policy and Procedure Manual
- Wandarrah Dementia Day Care Centre Policy and Procedure Manual

SYDNEY CHILDREN'S HOSPITAL

- Clinical Standards and Practice Manual (regularly updated)
- Delegations Manual
- Departmental Manuals
- Human Resources Manual (regularly updated)
- Infection Control Manual (regularly updated)
- Junior Medical Staff Orientation Manual
- Nursing Administrative Manual (regularly updated)
- Nursing Orientation Manuals (Unit based)
- Patient Information Booklet
- Patient information handouts / brochures from specific services
- Service Level Agreements for Campus, Area and externally contracted services
- Strategic Plan 2001-2004
- Sydney Children's Hospital Reference Manual (regularly updated)

SYDNEY & SYDNEY EYE HOSPITAL**Policy & Procedure Manuals**

- Facility Wide
 - Clinical Policies & Procedures
 - General Policies & Procedures
 - Infection Control Policies & Procedures
 - Medical Policies & Procedures
 - Nursing Policies & Procedures
- Support Services Division
 - Admissions
 - Catering
 - Clerical Services
 - Computer Services
 - Elective Admission
 - Emergency Day – Only & Full Admission
 - Engineering Services
 - Finance
 - Hotel Services
 - Human Resources
 - Occupational Health & Safety
 - Patient Clerical Services
 - Security
 - Switchboard
 - Public Relations
- Special Units
 - Kirketon Road Centre
 - Langton Centre
 - Lions NSW Eye Bank
 - Sydney Sexual Health Centre
 - ADAHPT

SECTION 3 – CONTACT ARRANGEMENTS

Mr Vince McTaggart
South Eastern Sydney Area Health Service
PO Box 430
KOGARAH NSW 1485
Telephone: (02) 9947 9844 or (02) 9947 9808
Facsimile: (02) 9947-9859

FREEDOM OF INFORMATION ACT 1999

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

SUMMARY OF AFFAIRS

of the

SOUTH WESTERN SYDNEY AREA HEALTH SERVICE

FOI Agency No. 2293

The Summary of Affairs of the South Western Sydney Area Health Service covers:

- Bankstown Health Service
 - Bankstown-Lidcombe Hospital and Community Health Services
- Macarthur Health Service
 - Camden District Hospital
 - Campbelltown Hospital
 - Macarthur Community Health Services
 - Queen Victoria Memorial Home
- Fairfield Health Service
 - Fairfield Hospital and Community Health Services
- Liverpool Health Service
 - Liverpool Hospital and Community Health Services
- Wingecarribee Health Service
 - Bowral & District Hospital and Community Health Services

SECTION 1 – POLICY DOCUMENTS

The following policies and documents are produced by the Area, individual Hospitals and Units and may be accessed for information.

Area Office

- Advanced Resuscitation Training Policy
- Annual Report
- Annual Research Report
- Appointment Procedures for VMOs
- Area Administration Buildings Emergency Procedures Plan (2001)
- Area Newsletters
- Area Profile
- Area Purchasing Plan
- Asset Register
- Business Plan
- By-Laws
- Chest Pain Guidelines
- Complaints Policy and Management Guidelines (1999)
- Corporate Plan
- Delegations Manual
- Domiciliary Midwifery Policy
- Engagement of Casual and Agency Staff Policy
- Equal Employment Opportunity Management Plan and Policy
- Freedom of Information Procedures
- Governing Body and Management Policies and Procedures:
 - The Board of South Western Sydney Area Health Service
 - Organisation and Administration
 - Staffing and Direction
 - Patient's Rights and Special Needs
 - Policies and Procedures
 - Staff Development and Training
 - Facilities and Equipment
 - Quality Activities
- Guidelines for Service Planning

- Hazardous Substances Policy and Guidelines for Area Services (March 2002)
- Health Research Foundation Sydney South West – Grant Policy and Allocation Manual (May 2001)
- Human Resources Manual (2000):
 - Code of Conduct and Ethics
 - General Conditions of Employment
 - Equal Employment Opportunity
 - Recruitment and Selection
 - Hours of Work
 - Performance Management Process
 - Higher Grade Duties
 - Industrial Relations
 - Staff Development
 - Occupational Health and Safety
 - Sick Leave
 - Workforce
 - Personnel Records
 - Payroll System
- Injury Management and Rehabilitation Policy
- Injury Plan of Action
- Intellectual Property Guidelines and Policy Statement
- Latex Allergy Management
- Linen Management Plan
- Liverpool Eastern Campus Staff Orientation Policy (2001)
- Management of Illicit Substances Policy (August 2000)
- Management of Prohibited Weapons and Firearms Policy (August 2000)
- Management Structure (2002)
- Manual Handling Policy and Guidelines for Area Services (2002)
- Motor Vehicle Fleet Policy (December 2003)
- Noise Management Policy and Procedures for Area Services (March 2002)
- Occupational Health and Safety Planning Design and Purchasing for Area Services (March 2002)
- Occupational Health and Safety Policy for Area Services (May 2002)
- Personal Health Information Management Policy and Guidelines
- Planning Principles to Guide Funding and Networking Decisions Policy
- Police Access to Patient Information Policy and Procedure
- Quality Improvement Policy and Guidelines (June 1998)
- Reportable Incident Notification and Reporting Policy and Procedures
- Safety and Security Policy for Area Services (March 2002)
- Strategic Directions Statement and Implementation Plan 1998-2003
- SWSAHS Fraud and Corrupt Conduct Prevention and Control Policy
- Waste Reduction and Purchasing Plan
- Zero Tolerance Policy (2004)

Plans

- Aboriginal Health Plan 2001-2006
- Ambulatory Care (May 2000)
- Disability Action Plan 2000-2003
- Oral Health Service Strategic Plan 2001-2004

Hospitals, Community Services & Units

- Admission and Discharge Policy
- Business Plan
- Complaints Policy and Procedures
- Dangerous Goods Policy
- Disaster Plans (Emergency/Fire Procedures)
- Fleet Policy (2001)
- Guidelines and Procedures for Recruitment and Selection
- Hospital and Departmental Policy and Procedure Manuals
- Hospital Newsletters
- Infection Control Manuals
- Management Structures

- Occupational Health and Safety Manuals
- Orientation Packages
- Patient Brochures
- Patient Information Books
- Performance Management Program
- Quality Management Plans
- Safety Plans
- Security Policy and Procedures
- Service Agreements with Area Service Providers (eg Human Resources Development)
- Service Provision Procedures (individual department focus)
- Staff Handbooks and Brochures
- Staff Treatment Policy and Procedure
- Training Plans
- Waste Management Plans

SECTION 2 – STATEMENT OF AFFAIRS

The current Statement of Affairs of South Western Sydney Area Health Service is incorporated into the 2002/03 Annual Report which was published in November 2003. The Annual Report provides information on the objectives, functions and structure of the South Western Sydney Area Health Service. Enquiries can be made by contacting the Freedom of Information Coordinator listed in Section 3.

SECTION 3 – CONTACT ARRANGEMENTS

Enquiries in relation to the inspection or procurement of the Area's policy documents and Statement of Affairs can be made by contacting the officer listed below between the hours of 8.00 am and 4.30 pm.

Mrs Silvana Flint
Freedom of Information Coordinator
South Western Sydney Area Health Service
Locked Bag 7017
LIVERPOOL BC NSW 1871
Telephone: (02) 9828 6063

FREEDOM OF INFORMATION ACT 1989

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

SUMMARY OF AFFAIRS

of the

SOUTHERN CROSS UNIVERSITY

SECTION 1 – POLICY DOCUMENTS

The key Policy Documents of Southern Cross University (“the University”) are:

- (i) University Calendar;
- (ii) Student Handbook;
- (iii) University Council Minutes; and
- (iv) Other relevant University Policy documents (“the Policy Documents”).

The Policy Documents include all documents which have a bearing on the affairs of the University. A Policy Document (as outlined in Section A and B of this Summary) is:

- a document containing interpretations, rules, guidelines, statements of policy, practices or precedents;
- a document containing particulars of any administrative scheme;
- a document containing a statement of the manner, or intended manner, of administration of any legislative instrument or administrative scheme;
- a document describing the procedures to be followed in investigating any contravention or possible contravention of any legislative instrument or administrative scheme;
- any other document of a similar kind,

that affects the rights, privileges, benefits, obligations, penalties or other detriments to which members of the public may become entitled, eligible, liable and subject to.

The University’s website contains all the Policy Documents for access by members of the public at www.scu.edu.au and all other relevant policy documents are listed below at Section B of the Summary.

(i) University Calendar

The University Calendar (“the Calendar”) provides detailed information about the University’s structure, governance and legal framework. The Calendar complements the Student Handbook which is the official publication of the University about its courses on offer, course and student rules, information services and facilities. The Calendar is available to all staff and students of the University. The Calendar is divided into several sections and includes:

Welcome from the Vice Chancellor

General Information

Summary of 2004 Principal Dates and Teaching Weeks.
Principal Dates for 2004
Strategic Plan

Organisation

Introduction
Organisation Chart
Council, Boards and Committees Chart
Principal Officers and Senior Staff

Governance of the University

Members of Council
Members of Academic Board (including functions of Academic Board and Sub-Committees)
Southern Cross University Act 1993
Southern Cross University By-Law 2000
Standing Orders of Southern Cross University Council
Rules for Conduct of Elections for Members of Council

Awards, Scholarships and Prizes

- Honorary Awards
- Scholarships
- Bursaries
- Prizes

Abbreviated Index**Maps****(ii) University Student Handbook**

The Student Handbook provides information on courses, units and services planned. It provides a reference for details on University courses, description of units, student services and general information. Information published in the Student Handbook includes:

Welcome from the Vice-Chancellor**General Information**

- How to use the 2004 Student Handbook
- Campus Addresses and Contact Information
- Principal Teaching Dates for 2004 (including Summary)

Divisions of the University

- Division of Arts
- Division of Business
- Division of Health and Applied Sciences

Student Services and Information

- Contents
- Student Services
- Study Information
- General Information

Course Information

- List of Courses – alphabetical by award level
- Areas of Study – alphabetical
- Details of Courses – alphabetical by award level
- Certificates and Diplomas
- Associate Degrees
- Bachelor's Degrees
- Bachelor's Honour Awards
- Postgraduate Coursework Awards
- Master's by Thesis Awards
- Doctor of Awards
- Doctor of Philosophy (PhD)

Description of Units

- Termination Guide
- Alphabetical Listing of Units
- Unit Descriptions by Unit Code

Rules

- Rules Relating to Awards
- Rules Relating to Student Fees and Charges (including Student Sanctions)
- Rules Relating to Student Discipline

Index**Maps****(iii) University Council Minutes**

University Council Minutes are a record of the decisions made by the University Council and are available from the University Council Secretary. University Council meetings are open to members of the public except when confidential information is being considered. The University Council is the governing authority of the University and is responsible for the control and management of the affairs and concerns of the University. Its powers, duties and authorities are prescribed by the Southern Cross University Act 1993 (NSW).

University Council details are available at www.scu.edu.au/admin/council

(iv) Other relevant policy documents

Listed below are other relevant policy documents and procedures of the University and most of these policy documents are available on the University's website at www.scu.edu.au/policy/ or by contacting Madeleine Love, University Legal Officer, FOI and Privacy Officer. For further details please see Section C – Access to the University's Policy Documents in this Summary.

University Organisation & Governance

- *Southern Cross University Act 1993* (NSW)
- Southern Cross University By-Laws (1993)
- Equal Employment Opportunity and Affirmation Action
- Policy for People with Disabilities
- Sexual Harassment Policy
- Use of University Name and Logo
- Intellectual Property Policy
- Copyright
- Freedom Of Information
- Privacy Management Plan
- Records Management Policy
- Code of Conduct
- Guidelines for Commercial Activities Procedure
- Risk Management Policy and Procedures (under review)

Teaching and Learning

- Academic Planning, Performance and Evaluation
- Course and Subject Approval Procedures
- Minimum Enrolment Guidelines
- Subject Quota Guidelines
- Scholarship and Prizes Approval Process
- Admission to Undergraduate Courses
- Advanced Standing
- Policy Guidelines for Double Degrees
- Enrolment and Re-enrolment procedures
- Special Consideration and Special Examination Policy
- Plagiarism
- Policy and Guidelines on Non Discriminatory Language Practice and Presentation
- Rules for Student Discipline
- Student Grievance Procedure
- Policy on Ethical Object by Students to the use of Animals and Animal Products in Coursework subjects
- Tuition Fees
- Rules relating to Student fees and charges

General Course Rules

- General Rules for Bachelor, Graduate, Post Graduate, Masters (Coursework/Research), Doctoral
- Enrolment
- Variation to Enrolment
- Time Limits for Course Completion
- Leave of Absence
- Exclusion Rule
- Thesis and Research Degree Rules
- Award Rules: Admission, Advanced Standing, Appeal Against a Final Grade, Assessment and Examinations, Awards General Provisions, Completion of an Award, Conduct of Examinations, Conferral of an Award and Coursework Awards: General Provisions, Specific Award Rules, Student Assessment and Examinations.
- Assessment Rules eg: General Assessment and Examination Rules, Appeals to Academic Board, Conduct of Examinations, Final Assessment Grades, Notification of Special Examinations, Special Consideration and Student with Disabilities

Research

- Animal Research Guidelines
- Human Research Ethics Guidelines
- Human Research Ethics Complaints Policy

- Human Research Ethics Committee Telephone Interviewing Policy
- Fees for Human Research Ethics Committee Review
- Authorship Guidelines

Information Technology

- Computing Conditions Of Use Policy
- Email Policy
- Internet Access Services (Ias) System Policy
- Network Policy
- Remote Access Policy
- Software Policy
- Web Hosting And Publishing Policy

Human Resources

1. General Guidelines
 - Introduction
 - Equal Opportunity And Affirmative Action Policy
 - Close Personal Relationships Policy
 - Code Of Conduct
 - Conflict of Interest
 - Corruption Prevention
 - Protected Disclosures Policy
2. Employment Guidelines
 - Recruitment And Appointment Policy (Under Review)
 - Policy On Adjunct And Visiting Appointments
 - Probation Policy
 - Variation In Employment Fractions
3. Academic Specific Matter Guidelines
 - Academic Hours Of Work And Availability
 - Academic Position Classification Standards
 - Academic Promotions Policy
 - Academic Promotions Procedures
 - Academic Promotions – Guidelines To Applicants
 - Eeo Guidelines For Academic Promotion Committees
4. Occupational Health and Safety Guidelines
 - Policy Statement
 - Rules
 - First Aid
 - Smoking On Campus
 - Alcohol And Other Substances Of Abuse
 - Occupational Health And Safety Committee
 - Driving Times Policy
 - Personal Protective Equipment Policy (Under Review)
 - Blood Borne Pathogens Policy
 - Fieldwork Safety Policy (Under Review)
 - Injury Management And Rehabilitation Policy
 - Workers' Compensation Policy
 - Parking Policy
5. Industrial Relations' Guidelines
 - Awards And Enterprise Agreements
 - Appeal Procedures
 - Complaints And Grievances
6. Other Human Resources' Guidelines
 - Work Experience Students Policy
 - Non-discriminatory Language Guidelines
 - Personal Relationships Policy
 - Sexual Harassment Policy
 - Change Of Name Policy
 - Family And Work Policy
 - Policy On Staff With Disabilities

SECTION 2 – ANNUAL REPORT/STATEMENT OF AFFAIRS

The University's most recent Annual Report/Statement of Affairs was issued on 20 April 2004. The Annual Report contains details of administrative and academic activities, financial accounts and controlled entities for the calendar year of the University. The Annual Report is available at no cost from the Director of Marketing, Southern Cross University, PO Box 157, Lismore, telephone (02)6620 3506 and/or on the University's website at www.scu.edu/docs/annual_report/.

SECTION 3 – ACCESS ARRANGEMENTS

The University has worked towards moving all appropriate Policy Documents to the University website at www.scu.edu.au. Policy Documents that are not currently available on the website are available to members of the public in hardcopy from the relevant sections of the University. All inquiries concerning access (whether for inspection or purchase) to the University's Policy Documents (as outlined in Section A and B of this Summary) can be made between the hours of 9.00 am to 5.00 pm Monday to Friday to:

Madeleine Love
University Legal Officer, FOI and Privacy Contact Officer
Southern Cross University
PO Box 157

LISMORE NSW 2480

Email: mlove@scu.edu.au
Telephone: (02) 6620 3186

For all inquiries concerning access to the University Council Minutes (as outlined in Section 1 (iii) of this Summary) can be made to:

Malcolm Marshall
Executive Director and Vice President (Corporate Services)
University Council Secretary
Southern Cross University
PO Box 157
LISMORE NSW 2480
Web: www.scu.edu.au/admin/council
Telephone: (02) 6620 3973

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

SECTION 1 – POLICY DOCUMENTS

The Committee has the following documents:

- NSW Sporting Injuries Insurance Scheme – Handbook
- Research & Injury Prevention Scheme -Guidelines for Research Grants (Brochure)
- NSW Sports Safety Award Scheme (Brochure)

In giving decisions concerning the amount of benefits the Committee acts within the requirements of the Sporting Injuries Insurance Act 1978 and takes into consideration similar or like past cases and legal advice if available.

SECTION 2 – STATEMENT OF AFFAIRS

The Committee's most recent Statement of Affairs was published June 2003 and may be obtained (free of charge) by contacting the Executive Officer.

SECTION 3 – CONTACTS ARRANGEMENTS

Requests under the FOI Act for access to documents in the possession of the Committee should be accompanied by a \$30 application fee and directed in writing to:

The Executive Officer
Sporting Injuries Committee
Level 4
100 Donnison Street
GOSFORD NSW 2250
Telephone: (02) 4321 5392
Facsimile: (02) 9287 5392.

Enquiries may be directed to the Executive Officer by telephone or fax.

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****STATE ELECTORAL OFFICE****FOI Agency No. 54****SECTION 1 – POLICY DOCUMENTS**

Subject to the Freedom of Information Act 1989 the State Electoral Office holds the following policy documents which may be accessed for inspection:

- Working papers, reports and documents relating to the conduct of elections and management of the Office.
- Working papers, reports and documents relating to the activities of the Electoral Districts Commissioners which undertakes the redistribution of electoral boundaries from time-to-time.
- Annual Reports of the Office.

No charge is made for copies of the Annual Report.

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACTS ARRANGEMENTS

Access to documents held by the State Electoral Office and subject to the FOI Act must be made by written application accompanied by a fee of \$20.

The application should be directed to:

The FOI Coordinator
State Electoral Office
GPO Box 832
SYDNEY NSW 2001

All of the documents may be accessed at the State Electoral Office, Level 20, 207 Kent Street, Sydney between 8.30 am and 5.00 pm, Monday to Friday.

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

FREEDOM OF INFORMATION ACT 1989
Sections 14 (1) (b) and (3)
SUMMARY OF AFFAIRS
of the
STATE FORESTS OF NEW SOUTH WALES

SECTION 1 – POLICY DOCUMENTS

The following list of Policies have been formally endorsed and approved by State Forests' Senior Management. Copies of these documents can be obtained by contacting the FOI Co-ordinator or by visiting State Forests web site www.forests.nsw.gov.au

Forestry

- Access to State Forests' Planning Information
- Environment Policy
- Fire Management Policy
- Forest Management Zoning in NSW State Forests' Policy
- Recreation Policy
- International Project Opportunities Policy
- Inventory Policy

Human Resources

- Ethical Practices Commitment
- Equity Policy
- Training Policy
- Harassment Policy
- Reasonable Adjustment Policy
- Ethnic Affairs Priority Statement
- Safety Policy
- Alcohol and Other Drugs Policy
- Code Of Conduct
- Privacy Management Policy
- Reasonable Adjustment During Pregnancy Policy
- Usage of Telephone Policy
- Internal Reporting Policy
- Workplace Safety Policy

Financial

- Accounts Payable Policy
- Corporate Credit Cards Policy
- Credit Management Policy
- Procurement of Goods and Services Policy
- Travel Policy
- Depreciation of Roads and Bridges Policy
- Provision of Doubtful Debts Policy

Operational

- Motor Vehicle Policy
- Fleet Insurance Policy
- Safe Driving Policy
- Records Management Policy
- Radio and Procurement Management Policies

Note: State Forests' Policies are under constant review and may vary as Government policy or circumstances dictate.

SECTION 2 – STATEMENT OF AFFAIRS

A copy of the June 2004 “State Forests of NSW Statement of Affairs” can be obtained by contacting the FOI Co-Ordinator at the address or telephone number listed below.

SECTION 3 – CONTACT ARRANGEMENTS

Applications to access State Forests’ Policy documents and Statement of Affairs or files and records under the Freedom of Information Act are to be addressed to:

Mike Hickman
FOI Co-Ordinator
State Forests of New South Wales
Locked Bag 23
PENNANT HILLS NSW 2120

Enquiries relating can also be made to the Co-ordinator on telephone (02) 9980 4168 or fax (02) 9484 3976 or email mikeh@sf.nsw.gov.au

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

SECTION 1 – POLICY DOCUMENTS

The following is a list of State Library Policies:

- Australian Interlibrary Resource Sharing Code
- Bookings Cancellation & Refunds
- Client Code of Conduct
- Code of Conduct
- Code of Conduct for Volunteers
- Collection Development Policy
- Conditions of Access to the Special Collections
- Disability Action Plan
- Email Policy
- Ethnic Affairs Priority Statement
- Guarantee of Service
- Guidelines relating to section 10, Library Amendment Act, 1992
- Health Information Request Policy
- Industry Placement Policy
- Information Request Service Policy
- Internet access to Information: A Basic and Free Service
- Legal Information Access Centre Service Policy
- Movable Heritage Principles
- Occupational Health & Safety Policy
- Offsite Storage Policy
- Privacy Management Plan
- Reading Room Internet Usage Policy
- Records Management Policy and Plan
- Volunteer Policy
- Waste Reduction and Purchasing Policy

SECTION 2 – STATEMENT OF AFFAIRS

The Statement of Affairs may be found in the State Library's Annual Report. The Annual Report is available online via our website at <http://www.sl.nsw.gov.au/annual/> or copies are available for inspection at the State Reference Library, Macquarie Street, Sydney during State Reference Library opening hours (published on our website at <http://www.sl.nsw.gov.au/visit/hours.cfm>).

A copy of the most recent Statement of Affairs may also be obtained by contacting the Freedom of Information Contact Officer (details below).

SECTION 3 – CONTACT ARRANGEMENTS

Requests for access to documents under the Freedom of Information Act should be made in writing, accompanied by a \$30 application fee, and addressed to:

- Freedom of Information Contact Officer
- State Library of NSW
- Macquarie Street
- SYDNEY NSW 2000
- Phone: (02) 9273 1796
- Email: foi@sl.nsw.gov.au

Arrangements can be made to inspect the policy documents listed under 1 above, between 10am and 4pm, Monday to Friday, by contacting the Freedom of Information Contact Officer. There is no charge for access to these policies.

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

The Department of State and Regional Development (incorporating the Retail Tenancy Unit) policy documents are listed below. Members of the public wishing to refer to the documents should contact the Communications Unit at the Department's Sydney Office listed at the end of this Summary of Affairs.

This is not a comprehensive list of the Department's publications. Only documents that explain how the Department 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'.

Policy Documents**Policy**

- DSRD Strategic Plan 2004-2007
- Protected Disclosures Policy and Procedures
- Guarantee of Service
- Code of Conduct
- Disability Strategic Plan 2000-2002

Corporate

- Business First (four issues) – a newsletter for business and industry
- Competitiveness Report 2003
- 2002-2003 Annual Report
- Guide to Services and Support
- NSW Trade and Investment Centre brochure
- The NSW Country Embassy brochure
- Business Briefings Program brochure
- Sydney and NSW business fact card
- Sydney – First for Business promotional video
- Investment email newsletter (2 issues)
- Premier Business Forum presentation
- First for Business Newsletters
- Business Relocation Guide

Industry and Investment

- Filming in Regional NSW
- First for Planted Forests
- BioFirst Strategy
- ICT Investment brief
- Finance Investment brief
- Contact Centres Investment brief
- Business ambassadors email newsletter (5 issues)
- Biotechnology Investment Brochure
- Biotechnology e-newsletter (6 issues per year)
- Biotechnology events email (monthly)
- BioFirst website brochure
- Biotechnology National Alliance Brochure
- Biotechnology CD-ROM
- Innovation Council brochure
- Regional NSW First for Call Centres – Grafton Fact Sheet
- NSW First for Aquaculture – investment brief
- NSW First for Aquaculture – case studies
- NSW Aquaculture Industry Directory

Discover NSW Wine and Food Trails – pocket guide (a joint publication with Tourism NSW)
Food Industry NSW – 2002-2003 Directory
Food Innovation Brochure
NSW Sustainable Solutions for the Future (Produced in conjunction with the Cabinet Office and Sustainable Energy Development Authority)
Building Industry – NSW 2003-2004 Directory
Australian Technology Showcase flyer
Australian Technology Showcase Information Pack with technology profiles
Australian Technology Showcase New Members' Directory
Australian Technology Showcase CD-ROM
Bridges to Successful Commercialisation for Technology Based Start Up Companies, NSW Innovation Council Report
Growth through Innovation: A Strategy for NSW, NSW Innovation Council Report
Beijing Olympics brief, newsletter (7 issues)
Sydney – a top player in Digital Media flyer
Sydney Australia – Your Business Location 2003
Rural Inventors Association brochure
Biotechnology and Pharmaceuticals Industry in NSW, Industry Profile
Sydney, Australia – Financial Services flyer
Shared Services in Sydney, New South Wales flyer

Regional

Your community – your future A4 flyer
Small town – Big Growth flyer
Main Street/Small Towns Program Case Studies x 4
Salinity Business Opportunities brochure
Regional Profiles x 13
Regional Investment Profile
Regional First – NSW Community Economic Development newsletter (quarterly since 1998)
Developing Regional Resources Program – Case Studies
Developing Regional Resources Program
Metropolitan Main Street – A Pilot Initiative
Business Relocation Guide
Business Relocation Prospects
Business Retention and Expansion Program Case Study
Country Lifestyles Program
Country Lifestyles – Case Studies
Regional Development Boards – Code of Conduct
Community Economic Development Guide
Regional Business Development Scheme Guidelines
Regional Business Development Scheme – Case Studies
Rebuilding Country NSW, Meeting the Challenges
State and Regional Development NSW Regional Development Group Profile
Country Centres Growth Strategy – Case Studies
Regional Economic Transition Scheme – Case Studies
Agribusiness Alternatives Program – Case Studies
A Guide to Implementing Your Main Street/Small Towns Program: Self-Help Modules
A Guide to Investing and Living in NSW
Regional Film Tour brochure

Central Coast

Central Coast – A Better Business Environment
Central Coast Research Foundation – Central Coast Economic Indicators

Greater Western Sydney

Greater Western Sydney Economic Bulletin
Greater Western Sydney Investment Centre – Investment Profile
Greater Western Sydney 2000 – Australia's Economic Powerhouse CD-ROM

Illawarra

Decision Support Information – For Potential Investors to the Illawarra

Small Business

International Trade Missions and Market Visits Program, July to December 2004

Small Business Case Studies:

Appleyard Forrest Consulting Engineers Pty Ltd
Aymroo Pty Ltd
Blue Mountains Honey Pty Ltd
Cerebos (Australia) Limited
Dickson Rothschild Pty Ltd
Edmonds Products (Aust) Pty Ltd
Geotechnique Pty Ltd
JEM Australia Pty Ltd
PCWI Pty Ltd
Yamba Welding & Engineering Pty Ltd

Ausinvent brochure

Women in Business brochure

Home Based Business brochure

Living in NSW

Doing Business in NSW

Business Migrant Information and Referral Service flyer

Small Business Month flyer

Small Business Month Calendar

Aid Agencies 'How to' Guide

Small Business Big Impact

Small Business Case Studies x 14

Small Business Development Programs

Small Business Expansion Program

High Growth Business Program

Women in Business Mentor Program

Women in Business Mentor Guidelines

Women in Business Mentoree Guidelines

Women in Business Workshop Series (July – Dec 2004)

Women in Business Regional Program

Aboriginal Business Link Program

Directory of Aboriginal business)

Guide to Developing Aboriginal Business

BioBusiness Fact Sheet

NSW Exporters' Network Fact Sheet

Requirements for State Sponsorship under the Business Skills Fact Sheet

Business Advisory Service Centres Fact Sheet

eCommerce Business Review

Systems and Technologies Diagnostic Fact Sheet

Technology and Innovation – monthly newsletter of the Technology Awareness Groups Program

Brief on Information Technology for Small Business

Brief on Electronic Commerce for Small Business

Brief on Finance for Small Business

Brief on Business Life Cycle for Small Business

Securing our Manufacturing Future – Small Business Manufacturing to 2015 and Beyond

Better Solutions, Better Results

Infrastructure, Land and Water

The Business Centre Parramatta brochure

“Profiting from experience – Establishing yourself in small business” starter kit for over 50s

Funding Business Growth – a guide to raising capital brochure

Reducing Imports brochure

Food and Wine Seminar brochure

Fact sheets

Getting Started

Business Security

Business Planning

Marketing

Raising Finance
Business Structure
Commercial Leases
Advertising and Promotion
Employment Conditions
Insurance
Buying a Business
Debt Recovery
Surviving in Business
Getting the Most from Your Advisers
Partnership Agreement
Client Service
Intellectual Property – Sharpen Your Competitive Edge
Taxation
Is the Tourism Industry for You?

Retail Tenancy Unit

Retail Tenancy Unit Dispute Resolution Kit

SECTION 2 – STATEMENT OF AFFAIRS

The Department of State and Regional Development's Annual Report (describing the operations, functions, and the structure of the organisation) will serve as the Department's latest Statement of Affairs. The 2002-2003 Annual Report, published October 2003, is available free of charge from the Communications Unit (see contact details below).

SECTION 3 – CONTACT ARRANGEMENTS

All of the above policy documents and publications/promotional material is available free of charge. Arrangements can be made to obtain a copy or inspect documents at Governor Macquarie Tower between 9am and 5pm by contacting:

Communications Unit
Department of State and Regional Development
Level 35
Governor Macquarie Tower
1 Farrer Place
SYDNEY NSW 2000
Telephone: (02) 9228 5063

All enquires regarding Freedom of Information matters should be directed (with payment of \$30.00) to:

The FOI Coordinator
Department of State and Regional Development
Level 35
Governor Macquarie Tower
1 Farrer Place
SYDNEY NSW 2000
Telephone: (02) 9228 3434
Facsimile: (02) 9228 5671

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****SUPERANNUATION ADMINISTRATION CORPORATION****(trading as Pillar Administration)****SECTION 1 – POLICY DOCUMENTS**

The Superannuation Administration Corporation was constituted by the Superannuation Administration Authority Corporatisation Act 1999 and now uses the trading name of Pillar Administration (Pillar). So far as material under the Freedom of Information Act, Pillar provides superannuation administration services to the SAS Trustee Corporation (STC), the FSS Trustee Corporation (FTC) and the Trustees of the Parliamentary Contributory Superannuation Fund (PCSF).

Pillar holds the following policy documents, which are available free of charge. Where the documents relate to a superannuation scheme, the governing legislation is also identified.

1. All STC Schemes Policy Register, July 2003. This contains eleven (11) policies covering various matters affecting STC Schemes.
2. State Authorities Superannuation Scheme (SASS) Policy Register, July 2002. This contains four (4) policies arising from the State Authorities Superannuation Act 1987.
3. State Superannuation Scheme (SSS) Policy Register, July 2002. This contains fourteen (14) policies arising from the Superannuation Act 1916.
4. Police Superannuation Scheme (PSS) Policy Register, July 2002. This contains eight (8) policies arising from the Police Regulation (Superannuation) Act 1906.
5. State Authorities Non-contributory Superannuation Scheme (SANCS – Basic Benefit) Policy Register, July 2002. This contains one (1) policy arising from the State Authorities Non-contributory Superannuation Act 1987.
6. First State Super (FSS) Policy Register, January 2004. This contains twenty-two (22) policies arising from the First State Superannuation Act 1992 and the First State Superannuation Scheme Trust Deed and Rules.
7. Ethnic Affairs Priorities Statement (EAPS).
8. Equal Employment Opportunity Policy Statement.
9. Delegations of Authority.

SAC Freedom of Information Policy Documents

1. All STC Schemes Policy Register, July 2003.
2. State Authorities Superannuation Scheme (SASS) Policy Register, July 2002.
3. State Superannuation Scheme (SSS) Policy Register, July 2002.
4. Police Superannuation Scheme (PSS) Policy Register, July 2002.
5. State Authorities Non-contributory Superannuation Scheme (SANCS – Basic Benefit) Policy Register, July 2002.
6. First State Super (FSS) Policy Register, January 2004.
7. Ethnic Affairs Priorities Statement (EAPS).
8. Equal Employment Opportunity Policy Statement.
9. Delegations of Authority.

SECTION 2 – STATEMENT OF AFFAIRS

Pillar Administration is required under Section 14 of the Freedom of Information Act 1989 to publish annually a 'Statement of Affairs'.

Pillar's Statement of Affairs is included in the Pillar Administration Annual Report.

The Pillar Administration Annual Report can be accessed through Pillar's internet site www.pillar.com.au or copies are available free of charge from:

Pillar Administration
PO Box 1229
WOLLONGONG DC NSW 2500

SECTION 3 – PROCEDURES AND CONTACT POINT

Arrangements may be made to obtain copies of the documents listed, or to inspect them between the hours of 10:00 am and 4:00 pm by contacting the Freedom of Information Coordinator, or by writing to:

The Freedom of Information Coordinator
Pillar Administration
PO Box 1229
WOLLONGONG DC NSW 2500
Old Springhill Road
CONISTON NSW 2521
Telephone: (02) 4253 1662
Facsimile: (02) 4253 1688

Enquiries may be directed to the Freedom of Information Coordinator by telephone or by fax.

Peter Cormack
General Manager, Operations
Pillar Administration

FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)
SUMMARY OF AFFAIRS
of the
SYDNEY CATCHMENT AUTHORITY

SECTION 1 – POLICY DOCUMENTS

The Sydney Catchment Authority (SCA) holds the following policies and procedures that may be accessed for information.

- 2002-2007 business plan
- Access to published information policy
- Bushfire operations plan
- Catchment protection scheme
- Code of conduct
- Complaints handling policy and procedure
- Corporate incident management policy
- Cultural heritage policy
- Debt management policy
- Education strategy 2003-2006
- Energy management policy
- Environment plan 2000-2005
- Environment policy
- Environmental education policy
- Environmental impact assessment policy
- Equal employment opportunity management plan 2002-2003
- Ethnic affairs priority statement 2001-2003
- Expert reference panel – charter and procedures
- Healthy catchments program
- Local government reference panel – charter and procedures
- Media relations policy
- Occupational health, safety and rehabilitation policies and procedures
- Pollution source risk management plan
- Privacy and personal information policy
- Privacy management plan
- Recruitment policy
- Regional consultative committee – charter and procedures
- Risk management policy
- SCA facilities center conference/accommodation utilisation policy
- Special areas strategic plan of management
- Spillage contingency plan
- Waste reduction and purchasing policy
- Wingecarribee Swamp and special area plan of management
- Work experience policy

SECTION 2 – STATEMENT OF AFFAIRS

The SCA's most recent statement of affairs is available on the SCA's web site. Copies of the statement of affairs are held in the SCA's library and are available for inspection. Copies of the statement of affairs can be obtained by contacting the SCA's FOI Co-ordinator at the address shown below.

The statement of affairs provides information on:

- Structure and functions of the SCA.
- Description of the ways in which the functions of the SCA affect members of the public.
- Manner in which the public can participate in the formation of the SCA's policy and the exercise of the SCA's functions.
- Description of the various types of documents usually held by the SCA.

- Procedural arrangements for public access to the SCA's documents.
- Provision for the amendment of the SCA's records concerning the personal affairs of a member of the public.

SECTION 3 – CONTACT ARRANGEMENTS

All applications for access to documents in the possession of the SCA (other than policy documents) must be in writing and should be accompanied by an application fee of \$30 and marked to the attention of the "FOI Co-ordinator".

The application should be addressed to:

The FOI Co-ordinator
Sydney Catchment Authority
PO Box 323
PENRITH NSW 2751

Access to policy documents, unless otherwise stated, are free of charge and access can be arranged by contacting:

The FOI Co-ordinator
Sydney Catchment Authority
Level 2
311 High Street
PENRITH NSW 2750
Telephone: (02) 4725 2103
Facsimile: (02) 4725 2520
Email: hotmail@sca.nsw.gov.au
Hours: 8.30 a.m. and 5 p.m., Monday to Friday

FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)
SUMMARY OF AFFAIRS
of the
SYDNEY CRICKET AND SPORTS GROUND TRUST

SECTION 1 – POLICY DOCUMENTS

Annual report of the Sydney Cricket & Sports Ground Trust
Annual report of the Sydney Olympic Park Aquatic & Athletic Centres
Code of conduct
Guarantee of service
Privacy policy
Ethnic affairs policy
Non-smoking policy
Occupational health and safety policy
Conditions of entry
'Around The Grounds' magazine
Gold Membership brochure
Sydney Cricket Ground Membership brochure
Hospitality brochure
Function brochure
Venue tours brochure
Fixture card

SECTION 2 – STATEMENT OF AFFAIRS

The SCG Trust's Statement Of Affairs is available on the SCG's website. To access the Statement Of Affairs, go to www.scgt.nsw.gov.au > "Sydney Cricket Ground" > "About Us" > "Freedom Of Information."

SECTION 3 – CONTACT ARRANGEMENTS

FOI Officer
Mr Bernie Lamerton
General Manager – Corporate Services
Trust Office
Moore Park Road
PADDINGTON NSW 2021
GPO Box 150
SYDNEY NSW 2001
Telephone: (02) 9360 6601
Facsimile: (02) 9360 1319
Email: reception@scgt.nsw.gov.au
Hours: 9.00am to 5.00pm, Monday to Friday

FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)
SUMMARY OF AFFAIRS
of the
SYDNEY HARBOUR FORESHORE AUTHORITY

SECTION 1 – POLICY DOCUMENTS

The following documents are available free of charge:

- Australian Technology Park Annual Report 2002/2003
- Code of Conduct for Board Members
- Code of Ethics for SHFA Staff
- Commercial Outdoor Seating Policy in The Rocks and Circular Quay
- Commercial Outdoor Seating Policy in Darling Harbour
- Cooks Cove Development Corporation Annual Report 2002/2003
- Customer Request Management Service
- Disability Access Plan
- Foreshore Promenade Policy
- Fraud and Corruption Prevention Strategy
- Liquor Licensing Policy
- Luna Park Reserve Trust Annual Report 2002/2003
- Outdoor Events Policy
- Privacy Management Plan
- Public Advertising and notification of Development Applications Policy
- Records Management Policy and Program
- SHFA Rangers Policy
- Sydney Harbour Foreshore Authority Annual Report 2002/2003
- The Rocks Heritage Management Plan
- The Rocks Lighting Policy
- The Rocks Signage Policy
- Waste Reduction and Purchasing Policy

Please visit the Sydney Harbour Foreshore Authority website www.shfa.nsw.gov.au.

SECTION 2 – STATEMENT OF AFFAIRS

A copy of the Authority's most recent Statement of Affairs may be obtained by visiting www.shfa.nsw.gov.au or by contacting the Freedom of Information Coordinator on (02) 9240 8859.

SECTION 3 – CONTACT ARRANGEMENTS

Requests for access to Sydney Harbour Foreshore Authority documents under the Freedom of Information Act should be addressed to:

The Freedom of Information Coordinator
Sydney Harbour Foreshore Authority
Level 6
66 Harrington Street
THE ROCKS NSW 2000
Telephone: (02) 9240 8823

Applications and enquiries can be made between 8.30am – 5.00pm Mondays to Fridays.

FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)
SUMMARY OF AFFAIRS
of the
SYDNEY OLYMPIC PARK AUTHORITY

SECTION 1 – POLICY DOCUMENTS

General

Annual Report 2002-2003 – No charge
Parklands 2020 (Upgraded Concept Plan for Sydney Olympic Park Parklands) – \$40.00
Parklands Plan of Management – January 2003 (ring binder) – \$200.00
Sydney Olympic Park Authority Access Guidelines (First Edition – June 2002) – No charge
Access Strategy – The Parklands at Sydney Olympic Park (First Edition – November 2002) – No charge
Abattoir Heritage Precinct Conservation Management Plan – \$25
Millennium Parklands Heritage Precinct Conservation Management Plan – \$25
Disability Action Plan 2002 – 2005 – No charge
Sydney Olympic Park Map – No charge
Sydney Olympic Park Master Plan – May 2002 – \$25.00
Sydney Olympic Park Masterplan CADD Map – \$65.00
Design and Image Guidelines for Events – July 2003 – No charge
Outdoor Advertising Identification and Promotional Signage – No charge

Environment

Environmental guidelines for the Summer Olympic Games – September 1993 – No charge
State of Environment Report 2003 – No charge
Sustainability Strategy 2002 – \$25.00

Organisational Policies & Procedures

Child Protection Policy – No charge
Code of Conduct – No charge
Corruption Policy – No charge
Engagement of Service Contractors and Consultants – No charge
FOI Policy – No charge
Grievance and Harassment Policy – No charge
Occupational Health & Safety Policy – No charge
Privacy Management Plan – No charge
Procurement Policy and Procedures – No charge
Records Management and Corporate Information Services Policy and Standards – No charge

SECTION 2 – STATEMENT OF AFFAIRS

The Authority's Annual Report will constitute the Authority's Statement of Affairs under Section 14 (1) (a) of the Freedom of Information Act.

SECTION 3 – CONTACT ARRANGEMENTS

Enquiry's regarding Freedom of Information or requests to obtain or inspect information in relation to the Authority's Statement of Affairs can be made in the first instance to the:

Manager, Policies and Procedures
Sydney Olympic Park Authority
7 Figtree Drive
SYDNEY OLYMPIC PARK NSW 2127
Telephone: (02) 9714 7157
Facsimile: (02) 9714 7151
Email: enquiries@sopa.nsw.gov.au
Internet: www.sopa.nsw.gov.au
Hours: 8.00 am – 5.30 pm, Monday to Friday.

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****SYDNEY OPERA HOUSE TRUST****(FOI Agency No. 387)****SECTION 1 – POLICY DOCUMENTS**

Policy documents held by the Sydney Opera House Trust include:

- Annual report
- Corporate and Strategic Plans
- EEO Management Plan
- Code of Conduct
- Guarantee of Service
- Ethnic Affairs Priorities Statement
- Corporate Policy Manual
- Privacy Management Plan
- Agendas and Minutes of the Trust and other Committee Meetings, administrative memoranda, correspondence, reports and working papers relating to the carrying out of the functions of the Trust.

SECTION 2 – STATEMENT OF AFFAIRS

A copy of the Trust's most recent Statement of Affairs may be obtained by contacting the Coordinator, Corporate Information.

SECTION 3 – CONTACT ARRANGEMENTS

Requests for access to documents under the Freedom of Information Act should be made in writing, accompanied by a \$30 application fee, and addressed to:

- Coordinator, Corporate Information
- Business Services Department
- Sydney Opera House
- GPO Box 4274
- SYDNEY NSW 2001
- Telephone: (02) 9250 7424
- Fax: (02) 9247 3651
- Email: foi@soh.nsw.gov.au

Arrangements can be made to obtain copies of documents or to inspect them at the Sydney Opera House between 10 a.m. and 4 p.m. Monday to Friday by contacting the Coordinator, Corporate Information.

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****SYDNEY WATER CORPORATION****Sydney – Illawarra – Blue Mountains****FOI Agency No 1658****SECTION 1 – POLICY DOCUMENTS**

For information concerning the documents listed below, please contact the Freedom of Information Officer as indicated. Please note that many of these documents are available on Sydney Water's website at www.sydneywater.com.au.

- Operating Licence
- Customer Contract
- Customer Complaints Policy
- Billing of Accounts for Customers with Metered Standpipes
- Policy on Issue and Fit of Water Meters
- Redress for Failing to Supply Clean Water to Customers Policy
- Granting of an Allowance for Customers with Concealed Leaks
- Code of Practice and Procedure on Debt Recovery and Disconnection of Water Supply
- Corporate Credit Policy
- Payment Assistance Policy
- Pensioner Rebates on Sydney Water Charges
- Exemption from Service Charges Policy
- Exemption of Payment of Service Charges for Council Pools
- Kidney Dialysis Policy
- Raising Service and Usage Charges
- Connected Land Charging Policy
- Review of Charges (Back Charging)
- Bushfire Rebates on Sydney Water Charges Policy
- Notice of Entry
- Entry onto Third Party Property by Developers Policy
- Rural Water Supply
- Sydney Water's Fair & Square Dealing (Trade Practices) Policy
- Trade Waste Policy
- Backflow Prevention Policy
- Guidelines for the On-site Pre-treatment of Trade Wastewater Discharges
- Risk Index and the Risk Index Formula
- Methods of Analysis of Trade Wastewater
- Sewage Treatment Plant Buffer Zone Policy
- Independent Water and Waste Water Services
- Connected Land Charging Policy
- Bonding of Works by Lodgement of Guarantee Policy
- Certificate Issue Policy
- Servicing Dual Occupancy and other Two-Dwelling Developments
- Community Title Subdivision
- Development Servicing Plan Consultation and Dispute Resolution
- Signing of Developer Agreement
- Developer Charges Policy
- Connection to Sewerage System Policy
- Sewer Connection for Disadvantaged Customers Policy
- Documentation standards for Easements over Private Sewer Lines Policy
- Connections: Provision of Water and Sewer Services Policy
- Easement/Land Operational Guidelines
- Encroaching Private Services Lines
- Minor Water and Sewer Extension Policy

- Sewer Choke Policy
- Feasibility Advice on Proposed Development
- Connections: Developer Responsibility for Provision of Reticulation Mains.
- Copper Corrosion: Responding to Claims
- Materials and Products in Contact with Drinking Water Policy
- Mains to Meter Policy
- Water Continuity Policy
- Low Water Pressure Policy
- Diving Activities in Reservoirs Policy
- Supply of Water for Firefighting Purposes Policy
- Sewer Continuity and Surcharge Policy
- Asset Creation Standards Policy
- Procurement Policy
- Engagement and Management of Consultants and Professional Services Contract
- Contract Management Manual (including contractor payment)
- Developer Charges Price List
- Developer Charges Policy
- Charging Public Authorities and Utilities for Development Information and Services
- Recoveries: Charging for Existing Mains Policy
- Exemption from Payment of Service Charges
- Ecologically Sustainable Development (ESD) Policy
- Sydney Water's Research and Development Policy
- Energy Management Policy
- Waste Minimisation Policy
- Water Usage Reduction Policy
- Environmental Audit Policy
- Environment Policy
- Urban Bushland Policy
- Wetlands Policy
- Noxious and Environmental Weeds Policy
- Pesticides and Herbicides Policy
- Feral Animal Policy
- Environmental Heritage Policy
- Environmental Impact Assessment Policy
- Principles of Environmental Due Diligence
- Environmental Education and Training Policy
- Security Policy
- Corporate Quality Policy
- Community Consultation Policy
- Corporate Advertising Policy
- Sponsorship and Event Program
- Philanthropic Commitments Policy

SECTION 2 – STATEMENT OF AFFAIRS

Sydney Water can provide a Statement of Affairs, which is available by contacting the Freedom of Information Officer on telephone (02) 9350 5010.

SECTION 3 – CONTACT ARRANGEMENTS

All inquiries regarding Freedom of Information at Sydney Water should be directed in the first instance to the Freedom of Information Officer on telephone (02) 9350 5010. This includes requests for copies of the 'Summary of Affairs', requests for copies of policy documents and formal applications for access to documents. Inquiries may be made Monday to Friday between 8.30am and 4.30pm.

All applications for access to documents must be made in writing, accompanied by the correct fee, and should be directed to the following address:

The Managing Director
Sydney Water
Level 23
115-123 Bathurst Street
SYDNEY NSW 2000

FREEDOM OF INFORMATION ACT 1989

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

SUMMARY OF AFFAIRS

of the

DEPARTMENT OF TOURISM, SPORT AND RECREATION

SECTION 1 – POLICY DOCUMENTS

Key:

TNSW: Tourism New South Wales
 SR: NSW Sport and Recreation
 DTSR: Department Tourism, Sport and Recreation

Department of Tourism, Sport and Recreation

Ethics and Conduct

Policy/Procedure

	<i>Agency</i>
Code of Conduct and Ethical Behaviour	TNSW, SR, DTSR
Dispute and Grievance Resolution Policy and Procedures	TNSW
Our Culture, Our Values, Our Behaviour	TNSW
Grievance Handling Policy	SR

Human Resources

Placement Policy	DTSR
Equity Management Policy	SR
Employment or Engagement of Human Resources	DTSR
Job Valuation Policy	SR
Recruitment and Selection	DTSR
Sick Leave	SR
Merit Selection Techniques	SR
ODEOPE Merit Selection	SR
Appointment/Deployment of Staff	SR
Temporary Appointment policy	TNSW
Induction Policy	DTSR
Induction Program	SR
Probation Policy	DTSR
Access to Selection Committee Documents	TNSW
Employee Separation and Procedure	TNSW
ES – Termination of Employees	SR
Departure Policy	SR
Management of Breaches of Discipline	SR
Harassment/Bullying	SR
Harassment Prevention	DTSR
Work Experience	SR
Return to Work Policy	SR
Short Term Absences (Family)	SR
Higher Duties	SR
Career Break & Part Time Employment	SR
Job Sharing	SR
Transferred Officers Award	TNSW
Equal Opportunity	TNSW
Employment Health Assessment	TNSW
Managing Unsatisfactory Performance	DTSR
Performance Development	TNSW, SR, DTSR
Senior Executive Performance Management	TNSW
Training and Development	TNSW
Learning and Development	SR

Study Assistance	TNSW
Salary Sacrifice	TNSW
No Smoking	TNSW
Staff Award	TNSW, SR, DTSR
Flexible Working Hours	TNSW, SR
Work Life Resource Kit	TNSW
Carers	SR
Carers Room	TNSW
Leave Entitlement to Observe Religious duties	SR
Travel Pass Scheme	SR
Online Leave Processing	SR
Mentoring Program	TNSW
Occupational Health & Safety	SR
OH&SR Management (TNSW) 2003/04	TNSW
Immunisation – OH&S	SR
Injury Management Plan	TNSW
First Aid Policy – First Aid Program	SR
Use of Water Bottles	SR
Departmental Circulars	SR
Hepatitis A & B Immunisation	SR
Industrial Instruments including Awards, registered Enterprise Agreements & Premiers Department Guidelines	SR
Joint Consultative Committee Terms of Reference	SR
Policy on Solicitors Requests	SR
Purchase of Gifts	SR
Salary Packaging for non-SES employees	SR
Transferred Officers Self-Removal	SR
Workers Compensation Claims/Injury Management System	SR
Workplace Rehabilitation Program	SR
Disability Action Plan	TNSW
Disability Plan and Policy	TNSW
Directions	
Corporate Credit Card	TNSW, SR
Cab Charge/Taxi Policy	TNSW, DTSR
Tourism Specific	
Familiarisation	TNSW
Entertainment	TNSW
Meeting Protocols	TNSW
Telephone Etiquette	TNSW
Marketing Strategy 2003 – 2006	TNSW
Operational Plan Overview 2003 – 2004	TNSW
TNSW Masterplan to 2020	TNSW
Regional Flagship Events Funding Application Guidelines	TNSW
Sydney Tourism Experience Development Program 2003/04 Guidelines	TNSW
Regional Tourism Action Plan	TNSW
Backpacker Development Plan	TNSW
Wine and Food Plan 2000	TNSW
Tendering Guidelines	TNSW
Indigenous Tourism	TNSW
3 year Marketing Strategy 2003/06	TNSW
Delegations – Financial & Non-Financial	
Delegation of Authority to Incur Expenditure	DTSR
Non-Financial Delegations	DTSR
Procurement/Fleet/Mobiles	
Procurement Policy	DTSR
Use of Consultants	TNSW, SR, DTSR
State Contracts Control Board	SR
Motor Vehicle	TNSW

Use of 100% Private or Novated Vehicles for Business Travel	TNSW
Mobile Phone (Interim)	TNSW, SR
Records	
Protocols for Acceptable Use of the Internet and Electronic Mail	TNSW, SR
Recordkeeping Policy and Guidelines	SR
Records Management Policy	DTSR
Electronic Mail (E-Mail) Policy Statement	DTSR
Records Management Procedures	DTSR
Recordkeeping Procedures Manuel (Field Staff)	TNSW
TRIM Training Manual – General Users	DTSR
Annual Report	TNSW, SR
FOI Procedures	DTSR
Privacy Protection	
Internal Reporting (Protected Disclosures)	TNSW, SR, DTSR
Privacy Policy	TNSW, SR, DTSR
Incident Reporting Procedures	SR
Corporate Web Site	
Corporate Web Site Content	TNSW, SR
Internet Home Page Address	TNSW
Planning and Evaluation	
Corporate Plan	SR
Media/Speeches/Conferences	
Media Policy and Procedures	TNSW, SR
Staff Attendance at External Conferences	SR
Ministerial	
Ministerial Correspondence Guidelines	TNSW, SR, DTSR
Provision of Information to Members of Parliament	SR
Business Rules for Ministerial Correspondence	SR
Risk Management/Project Management	
Agency	
Risk Management Guidelines	TNSW
Project Management Guidelines	TNSW
Travel	
Travel policy and Procedures	TNSW
Air Travel bookings	SR
Review of Meal/Travel Allowances	SR
Frequent Flyer Points	TNSW, SR
Public Liability	
Public Liability insurance	SR
Sport and Recreation Specific	
Advertising Guidelines	SR
Child Protection	SR
Child Protection System	SR
Working with Children Check	SR
Prices for Residential Programs: International Bookings	SR
Fees – Swimsafe and Residential Programs	SR
Uniform Policy	SR
Centre and Academy Accommodation and Meals Policy	SR
Community Language Allowance Scheme	SR
Employee High Performance Athletes Assistance Program	SR
Gender Equality Policy for Centre Program Staff	SR
Sun Protection Policy	SR
Childcare Guidelines for NSW Sport & Recreation & Fitness Organisations	SR

Ethnic Affairs Priorities Statement	SR
Kids in Gyms	SR
NSW State Plan for Women in Sport & Recreation 1999 – 2002	SR
Sexual Harassment Policy & Guidelines for NSW Sporting Organisations, Athletes & Officials	SR
Boxing Authority of NSW Instructions	SR
Boxing and Wrestling Control Act 1985/Regional Academy Policies/Procedures	SR
Motor Vehicles Sports (Public Safety) Act 1985	SR
Mount Panorama Motor Racing Act 1989	SR
NSW Water Safety Framework	SR
Serology Testing for Professional Boxers	SR
Assistant Instructor Training Manual	SR
Policy and Procedures for the Administration of Medication at NSW Sport & Recreation Centres and Academies	SR
Scholarship Scheme for High Performance Athletes with a Disability	SR
Sponsorship Policy	SR
Regional Sports Facility Program	SR
Low Interest Loans & Guaranteed Loans	SR
Capital Assistance Program	SR
Program Procedures for Program at Centres and Academies	SR
Duke of Edinburgh Award Scheme Handbook & Operations Manual	SR
Outdoor Education Resources Manual	SR
Emergency Procedures	
Emergency Control Policy – Procedures Checklist	TNSW, SR
Hazardous Substances Policy	SR
Finance	
Accounts Payable Performance	SR
GST (Supplier Tax Invoices)	SR
GST Grants to Local government	SR
Internal Transactions	SR
Accounting Req-Internal Transfers	SR
Petty Cash Claim Procedure	TNSW
Chart of Accounts	SR
Using Oracle Financial Guide	SR
Out of Pocket Expenses	SR
Miscellaneous	
Departmental Committees	SR
Information Technology	
Employee Communication Devices	TNSW, SR, DTSR
IT Strategic Plan	SR
Voicemail Protocols	TNSW
Telephone Etiquette Protocol	TNSW
Corporate Communication	
Administration Corporate Communication	SR
Publications – Tourism New South Wales	
Tourism Business Information	
<i>Name of Publication</i>	<i>Cost</i>
Is the Tourism industry for You?	Free
Tourism Business information	Free
Get Connected: Tourism New South Wales website program	Free
Understanding the Backpacker Market	Free
Ecotourism (incorporating) the “Fitzroy Falls Ecotourism Charter”	\$22.00
Indigenous Tourism – product Development Principles	Free
Wine Tourism Development information	Free
The Business of Attractions: A Guide to Accounting and Performance Reporting for the Attractions Industry	Free

Tourism Business Information Facts Sheets	Free
Industry Promotion Facts Sheets	Free
Consumer Publications	
New South Wales Holidays Brochures	Free
Trade publications	
International Travel Planner 2003/04 – Sydney and New South Wales	Free
Research Publications	
New South Wales Tourism Profile, Year Ended December 2002	Free
Regional Tourism Profiles, Year end June 2002	Free
Market Profiles 1999	Free
Targeting Sydney's International Visitors	Free
The New Zealand Tourist Market to New South Wales	Free
Sydney Day Tours Market	Free
New South Wales Tourism Business Forecasts, 2000-2001 Spring/Summer	Free
Sydney Accommodation Study Supply and Demand Analysis – 1999-2007	Free
Regional Accommodation Analysis, Northern Rivers Tropical NSW	Free
Valuing Tourism: Methods and Techniques	\$47.00
Anxiety to Access	Free
Tourism Survey Kit	\$33.00
Wine Tourism Research Cellar Door Survey	Free
Planning Publications	
Towards 2020 – New South Wales Tourism Masterplan	\$30.00
New South Wales Tourism Masterplan to 2010	\$27.50
Tourism New South Wales Action Plans	Free
– Food & Wine Tourism Plan 2000	
– New South Wales Backpacker Development Action Plan	
International Sales and Operations Marketing Manual	Free
New South Wales Nature Tourism Discussion Paper	Free
The Business of Attractions: A Guide to Accounting and Performance Reporting for the Attractions Industry	Free
The Sydney Tourism Attractions Signposting Strategy 1999-2002	Free
Information Technology	
Get Connected – Information Pack	Free
www.visitnsw.com.au	Public Internet Site
State Tourism Data Warehouse	Free
Corporate Publications	
Annual Report 2002-2003	Free
Strategic Plan 2002-2005	Free
Miscellaneous	
Wine and Food New South Wales	Free
Wine & Food Trails of New South Wales and On the Wine & Food Trail	Free

SECTION 2 – STATEMENT OF AFFAIRS

The most recent Statement of Affairs of the Department is available from any of the Department's offices by contacting the Freedom of Information Manager.

SECTION 3 – CONTACT ARRANGEMENTS

Access to documents held by the Department Tourism, Sport and Recreation and subject to the Freedom of Information Act can be obtained by contacting the Freedom of Information Manager at the department's offices on the numbers below.

Tourism

Level 2

Tourism House

55 Harrington Street

THE ROCKS, SYDNEY NSW 2000

Telephone: (02) 9931 1111

Facsimile: (02) 9931 1424

Sport and Recreation

6 Figtree Drive

HOMEBUSH BAY NSW 2127

Telephone: (02) 9006 3700

Facsimile: (02) 9006 3800

Inspections may be arranged between the hours of 9.00am and 5.00pm, Monday to Friday.

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

The Transport Infrastructure Development Corporation (TIDC) has the following policy documents available to the public from the Freedom of Information Officer:

- Code of Conduct
- Community Involvement Plan
- Environmental Management Policy
- Freedom of Information Policy
- Occupational Health and Safety policy
- Probity policy
- Safety Management Policy

Epping to Chatswood Rail line project

- Business Management Strategy
- Construction Framework Environmental Management Plan (CFEMP)
- Construction Method Statements (CMS)
- Environmental Monitoring Report
- Environmental Impact Audit Report
- Report on Transport Management Committee – bi-annual
- Report on Implementation of Architectural Urban Design and Landscaping Plan
- Archaeological Management Plans for Lane Cove River
- Indigenous Heritage Management Plan
- Non-Indigenous Heritage Management Plan

SECTION 2 – STATEMENT OF AFFAIRS

TIDC is a State-Owned Corporation established on 1 January 2004 under the Transport Administration Act 1988.

The Statement of Affairs will be included in TIDC's 2003/2004 Annual Report. The Annual report will be available at the Authority's website: www.tidc.nsw.gov.au.

SECTION 3 – CONTACT ARRANGEMENTS

Requests for TIDC records or documents under the Freedom of Information Act 1989 (NSW) should be made as follows:

1. by requesting the information in writing; and
2. forwarding the letter, the appropriate fee and the appropriate postal address for the applicant to the address below.

Details of procedures, fees and reductions may be obtained from the Freedom of Information (FOI) brochure produced by the Premier's Department or by calling the TIDC FOI Officer.

The FOI Officer may be contacted at:

Transport Infrastructure Development Corporation
Level 13
10 Valentine Avenue
PARRAMATTA NSW 2150
Telephone: (02) 9895 2800

Office hours are between 9am and 5pm Monday to Friday (excluding Public Holidays). Members of the public seeking access to documents are requested to telephone the FOI Officer before visiting as the documents may be available on the TIDC website, by mail, free of charge or for a small fee.

FREEDOM OF INFORMATION ACT 1989

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

SUMMARY OF AFFAIRS

of the

NSW TREASURY

FOI Agency No. 8

SECTION 1 – POLICY DOCUMENTS

Office of Financial Management (OFM)

	<i>Date Issued</i>
NSW Gov't Working with Government – Policy & Guidelines for Private Financed Projects White Paper	Nov 2001
<i>Treasury Policy and Guidelines Papers</i>	
TPP 03-6 State Owned Corporation Indemnity Policy	Oct 2003
TPP 03-4 Tax Equivalent Regime for Government Businesses	Jun 2003
TPP 03-3 Financial Reporting Code For Budget Dependent General Government Sector Agencies	May 2003
TPP 03-2 Accounting Policy – Valuation of Physical Non-Current Assets at Fair Value	May 2003
TPP 03-1 Fringe Benefits Tax manual	Mar 2003
TPP 02-7 Capital Structure Policy for Government Businesses	Sep 2002
TPP 02-6 Government Guarantee Fee Policy for Government Businesses	Sep 2002
TPP 02-5 Treasury Management Policy	Sep 2002
TPP 02-4 Guidelines for Assessment of Projects of State Significance	Jul 2002
TPP 02-3 Financial Distribution Policy for Government Business	Jun 2002
TPP 02-1 Policy Statement on the Application of Competitive Neutrality – Policy & Guidelines Paper	Jan 2002
TPP 01-5 Guidelines for Budget Funding & Savings Requirements for Public Sector Wage Agreements	Dec 2001
TPP 01-3 Guide to Economic Performance Measurement for General Government Agencies	Aug 2001
TPP 01-2 Guidelines for Pricing of user charges	Jun 2001
TPP 00-4 Financial Management Framework for the General Government Sector	Dec 2000
TPP 00-3 Guidelines for Capitalisation of Expenditure in the NSW Public Sector	Jun 2000
TPP 99-6 Energy Trading Policy for Generators	Oct 1999
TPP 99-5 Energy Trading Policy for Retailers	Oct 1999
TPP 99-3 Goods & Services Tax (GST) Compliance Plan for Public Sector Agencies	Jun 1999
TPP 99-2 Review of Credit Card Use – Best Practice Guide	Jun 1999
TPP 99-1 Economic Appraisal – Principles and Procedures Simplified	Mar 1999
TPP 97-4 Guidelines for Financial Appraisal	Jul 1997
TPP 97-3 Risk Management and Internal Control Toolkit [4 volumes]	Sep 1997
TPP 97-2 Guidelines for Economic Appraisal	Jun 1997
TPP 96-1 Retail Competition in Electricity Supply	Jun 1996
TPP 95a Statement of Best Practice – Internal Control and Internal Audit	Jun 1995
TPP 95b Internal Control Assessment	Jul 1995

Other OFM Publications and Technical Papers (General)

OFM Annual Report	Annually
Crown Entity Annual Report	Annually
OFM Corporate Plan 2001 – 2004	
OFM Commitment to Service [refer OFM Annual Report]	Annually
Treasurer's Directions	
Treasury Circulars (numbered individually)	
Freedom of Information Statement of Affairs and Summary of Affairs (2004)	
Budget Papers (2004/05) Numbers 1-5 (<i>A charge of \$132 applies</i>)	Jun 2003
Budget Papers 2003/04, 2002/03, 2001/02, 2000/01, 1999/00 and 1998/99 (web only)	

Financial Statements	Monthly & Half Yearly
Report on State Finances (previously titled Consolidated Financial Statements of the NSW Total State Sector, incorporating the NSW Public Accounts)	Annually
Electricity Reform Statement	May 1995
Managing State Finances: The NSW Experience (Don Nicholls) (<i>A charge of \$20 applies plus \$6 for postage</i>)	June 1991

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

Office of State Revenue (OSR)

- ◆ Duties – Motor Vehicles Registration Duty Factsheet
- ◆ First Home Owner Grant Scheme – Factsheet
- ◆ First Home Plus – Duty Discounts – Factsheet
- ◆ Pay-roll Tax – Information for Employers Factsheet 2003
- ◆ Pay-roll Tax – Payments to Contractors Factsheet 2003
- ◆ Land Tax Factsheet 2004 – “What You Need to Know”
- ◆ Land Tax Information Booklet 2004
- ◆ Parking Space Levy – Factsheet
- ◆ Taxation Administration Act – What You Need to Know
- ◆ Unclaimed Money Listings – OSR Website
- ◆ The Investigation Process – Information for Clients
- ◆ Revenue Rulings (Website)
- ◆ Freedom of Information Statement of Affairs and Summary of Affairs (2004)
- ◆ OSR Service Commitment (Website)
- ◆ OSR Strategic Plan 2005
- ◆ OSR Corporate Plan 2003-2004
- ◆ OSR People Plan 2005
- ◆ Annual Report 2002-2003
- ◆ Quarterly Bulletin Newsletter
- ◆ OSR Code of Conduct
- ◆ FOI Statement of Affairs Annual
- ◆ Land Tax Seminar Notes
- ◆ Objections and Review – Factsheet
- ◆ Petroleum Products Subsidy Scheme in NSW – Factsheet
- ◆ Pay-roll Tax Seminar Notes – an “Overview” and “Business Guide”
- ◆ State Taxes and your Business – Factsheet
- ◆ Privacy and your Personal Information – Factsheet
- ◆ Unclaimed Money Information for Claimants – Factsheet
- ◆ Duties Seminar Notes
- ◆ Insurance Protection Tax
- ◆ Unclaimed Money Information for Enterprises
- ◆ EDR (Electronic Duties Returns) Factsheet
- ◆ Hire of Goods Factsheet
- ◆ Insurance Duty Factsheet
- ◆ Solve it – Electronic Services Brochure
- ◆ OSR Compliance Strategy 2002-2005
- ◆ NSW Duties Rates – Factsheet
- ◆ Health Insurance Levy and State Ambulance Insurance Plan
- ◆ Premium Property Duty – Factsheet
- ◆ Vendor Duty – Factsheet

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

Printed copies are available from the Communications Branch, Telephone: 9689 6742. Fax: 9689 6331. Email: editor@osr.nsw.gov.au

State Debt Recovery Office (SDRO)

The SDRO incorporating the Infringement Processing Bureau (IPB) and the Fine Enforcement Branch (FEB) is incorporated into OSR's corporate and planning and reporting cycle.

The FEB of the SDRO has published two brochures titled "What will happen if I don't pay my fine?"

State Debt Recovery Office
PO Box A 2571
SYDNEY SOUTH NSW 1235
Telephone: 1300 655 805
TTY: (02) 9277 6314
Email: sdro@agd.nsw.gov.au
Website: <http://www.sdronsw.gov.au>

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

Infringement Processing Bureau (IPB) distributes an information sheet titled "Camera Detected Offences" with all RTA camera detected penalty notices. It describes how to finalise the penalty, how cameras operate, and how to obtain a photograph of the offence.

Infringement Processing Bureau
PO Box 999
HUNTER REGION MAIL CENTRE NSW 2310
Telephone: 1300 138 118
TTY: (02) 9211 3776 (hearing/speech impaired only)
For payments and enquiries: www.ipb.nsw.gov.au
Telephone enquiries: 8.30am to 5.00pm Monday to Friday.

SECTION 2 – STATEMENT OF AFFAIRS

Treasury's most recent Statement of Affairs was published effective from 30 June, 2004.

Copies are available from the FOI Coordinator at no charge.

SECTION 3 – CONTACT ARRANGEMENTS

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

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

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

FREEDOM OF INFORMATION ACT 1989

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

SUMMARY OF AFFAIRS

of the

UNIVERSITY OF NEWCASTLE

FOI Agency No. 95

SECTION 1 – POLICY DOCUMENTS

Policy Library

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

Policy Library – Contents

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

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

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

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

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

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

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

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

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

- Gender Inclusiveness
- Intellectual Property Rights – entry in 2000 Enterprise Agreement
- Working Together
 - Academic Staff Consultative Committee – entry in 2000 Enterprise Agreement
 - Academic Staff Consultative Committee – Committee Home Page
 - Code of Conduct
 - Disagreements – Mediation and Facilitation in the Event of a Disagreement
 - Dispute Settling Procedure
 - Grievance Procedures for Staff
 - Recognition of the Union
 - Union Membership – Freedom of Association and Payroll Deduction of Union Dues
- General Staff
 - Awards and Enterprise Agreements
 - General Staff Enterprise Agreement 2000
 - Allowances
 - Clothing and Safety Equipment
 - First Aid Allowance
 - Higher Duties Allowance
 - Indigenous Australian Language Allowance
 - Meal Allowances
 - Other Allowances
 - Relieving Allowance
 - Balancing Work and Personal Responsibilities
 - Annual Leave
 - Bereavement Leave
 - Extra Dependant Care Arrangements and Support
 - Emergency Services Leave
 - Guideline on University Employment of Independent Contractors
 - Indigenous Australian Leave
 - Leave Without Pay
 - Long Service Leave – entry in 2000 Enterprise Agreement
 - Leave to Attend Trade Union Courses
 - Maternity/Parental Leave
 - Policy on Consultancy
 - Public Holidays
 - Purchased Leave Scheme – entry in 2000 Enterprise Agreement
 - Purchased Leave Scheme – Policy
 - Sick Leave and Family/Carer Leave
 - Special Leave
 - Staff Members Called as Witnesses
 - Staff Members Summoned as Jurors
 - University Holidays
 - Work, Study and Family Responsibilities Policy
 - Cessation of Employment
 - Misconduct/Serious Misconduct
 - Misconduct Investigation Committee and Subsequent Action by the Vice-Chancellor
 - Redeployment
 - Redundancy
 - Termination of Employment
 - Termination of Employment on the Grounds of Ill Health
 - Unsatisfactory Performance
 - Unsatisfactory Performance Review Committee and Subsequent Action by the Vice-Chancellor
 - Classification and Structure
 - Classification and Structure – entry in the 2000 Enterprise Agreement
 - Classification Description for General Staff: Higher Education Worker Levels – Secondary Descriptors
 - Flexible Working Arrangements
 - Flexible Working Arrangements
 - Flextime
 - Job Sharing
 - Part Time Work

- Hours of Work and Work Arrangements
 - Absence from Duty
 - Hours of Duty – Ordinary Working Hours
 - Meal Breaks
 - Overtime
 - Rostered Staff – Work Rosters
 - Shift Penalties
 - Tea Breaks
 - Time Off in Lieu of Overtime
 - Washing Time
 - Work on a Public Holiday
 - Work Performed Away from the Normal Place of Work
- Professional Responsibility
 - Code of Conduct
 - Code of Conduct for Australian University Philanthropy – AVCC Guidelines
 - Conflict of Interest – Policy (For Members of the Council and Senior Staff)
 - Disclosure of Potential Areas of Conflict of Interest – Explanatory Notes
 - Fraud and Corruption Prevention
 - Misconduct/Serious Misconduct
 - Picket Line Protocols
 - Policy on Avoiding Conflicts of Interest
- Remuneration Arrangements
 - Annualised Salary Scheme
 - Compensation for Loss of Personal Property
 - Examination Supervision Rates
 - Flexible Salary Packaging
 - Flexible Salary Packaging – entry in Enterprise Agreement
 - Rates of Pay – Juniors/Apprentices/Traineeships
 - Salary Package Vehicles – Approved Senior Positions
 - Salary Rates
 - Superannuation
- Staff Recognition
 - Long Service Leave
 - Long Service Medals
 - Procedures for Making Nominations for Honorary Degrees and Exceptional Service Medals
 - Rule Governing Honorary Awards and Exceptional Service Medals
 - Vice-Chancellor’s Award for General Staff Excellence
- Staff Recruitment, Selection and Appointment
 - Advertising Policy and Practice – General Staff Positions
 - General Staff Recruitment Appeal Process
 - Indigenous Australian Employment
 - Induction and Orientation
 - Probation
 - Staff Recruitment and Selection
 - Use of Contractors or Consultants
- Strategic Staff Management
 - Classification Review
 - Incremental Progression
 - Job Redesign
 - Managing Change in the Workplace
 - Managing for Performance
 - Staff Reports
- Working Environment
 - Equity and EEO Matters
 - Gender Inclusiveness
- Working Together
 - Code of Conduct
 - Disagreements – Mediation and Facilitation in the Event of a Disagreement
 - Dispute Settling Procedure
 - General Staff Consultative Committee – entry in 2000 Enterprise Agreement
 - General Staff Consultative Committee – Committee Home Page

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

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

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

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

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

Courtesy Titles

Other University Policies

Central Coast Campuses Web Publishing Policy

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

Faculty Policies affecting students are located at:

Faculty of Business and Law

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

Faculty of Education and Arts

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

Student Placement Policy

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

Faculty of Engineering and Built Environment

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

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

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

Faculty of Health

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

Faculty of Science and Information Technology

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

SECTION 2 – STATEMENT OF AFFAIRS

The University's most recent Statement of Affairs, made in accordance with Sections 14 and 15 of the Freedom of Information Act 1989 (NSW) is dated June, 2004. The Statement is available on the University website at <http://www.newcastle.edu.au/services/foi>, or at minimum cost from the Office of the Deputy Vice-Chancellor.

SECTION 3 – CONTACT ARRANGEMENTS

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

Deputy Vice-Chancellor

Level 2

The Chancellery

The University of Newcastle

University Drive

CALLAGHAN NSW 2308

Telephone: (02) 4921 5114

Facsimile: (02) 4921 7060

Email: deputy-vc@newcastle.edu.au

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

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

SECTION 1 – POLICY DOCUMENTS

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

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

UNE Handbook

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

1 – General Information

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

Rules:

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

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

2 – Faculty of Arts

Staff
Rules
Schedule(s) of Units

3 – Faculty of Economics, Business and Law

Staff
Rules
Schedule(s) of Units

4 – Faculty of Education, Health and Professional Studies

Staff
Rules
Schedule of Units

5 – Faculty of The Sciences

Staff
Rules
Schedule(s) of Units

6 – Other Course Rules

Inter-Faculty Course Rules
Doctor of Philosophy Rules
Doctor of Philosophy – Preliminary Course Rules

7 – Course Units and Booklists

8 – Institutes and Centre

Research Institutes and Centres
Animal Genetics and Breeding Unit
Australian Centre for Agriculture and Law
CALLS: The Australian Studies Centre
Centre for Cognition Research in Learning and Teaching
Centre for Ecological Efficiency and Water Policy Research
Centre for Environmental Dispute Resolution

Centre for Higher Education Management and Policy
 Centre for Local Government
 Centre for Research in Aboriginal and Multicultural Studies (CRAMS)
 Cooperative Research Centre for Cattle and Beef Quality
 Institute for Rural Futures
 UNESCO Centre for Bioregional Resource Management
 Institute of Ecology
 University of New England ASIA Centre

Other Centres

Centre for Peace Studies
 Language Training Centre
 The Heritage Futures Research Centre
 The University of New England Heritage Centre

University Companies

Agricultural Business Research Institute
 UNE Partnerships

Museums

Art Collection – The University of New England
 NCW Beadle Herbarium
 The Howard Hinton Collection
 The University of New England Museum of Antiquities
 Zoology Museum

Associations

Academic Women's Association
 Australian Federation of University Women – NSW Armidale Branch
 Community and Public Sector Service Association of NSW
 The National Tertiary Education Industry Union
 Sport UNE
 UNE Union
 The University of New England Postgraduate Students' Association
 University of New England Students' Association

9 – Governance of the University

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

Main UNE Policies Page

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

Alphabetical Index

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

Alphabetical listing of documents

Abandonment of Employment
 Academic Staff Promotion – see Promotion
 Academic Pursuit Funds
 Academic Staff Selection – see Staff Selection
 Adjunct appointments
 Advanced Standing
 Alcohol And Other Drugs
 Allowances – Head of School
 Annual Leave – see Leave
 Appointment of Head of School
 Appointment of Associate Deans
 Assessment
 Associate Dean Appointments

Awarding a University Medal
Awards – VC's awards for excellence
Bequest
Buying – see Purchasing
By-laws – please see UNE Handbook (paper copy)
Cars – see Motor Vehicles
Cell Phones
Cellular Phone
Centres, Institutes and Groups
Charges – student (under review)
Charges – international student
Cheating – in exams – plagiarism & improper conduct
Children In The Workplace
Classifications Committee Role and Responsibility
Classifications Process – General Staff
Close relations – employment of
Code of conduct for employees
Code Of Conduct For Research
Commercial – entrepreneurial
Computing and Communication Facilities – rules for use
Computing systems – conditions of use
Conduct of employees
Conduct – Student
Consulting
Contracts (under review)
Copyright
Corporate Records
Credit – for prior learning
Credit Cards – policy not available electronically
Decanal Selection – Deans
Deceased employees
Departmental Server Requirements
Destroying – disposal of records
Direct Deposits to the University Bank Account (under review)
Disabled persons – student access – parking
Disclosure – protected
Doctor of Philosophy
Dogs on campus
Disk Space
Drugs
Electronic Communications at UNE
Email Usage
Emergency Services Leave – see leave
Employment of close relatives
Energy Management
Entrepreneurial
Equal Employment Opportunity – Affirmative Action
Exams
Experiential Learning
Experimental Conduct
Family & Community Leave
Fees & charges – international student
Files
Firearms – see in Rules at p69 of 2003 Handbook
Firearms and use of University Theatres and Halls
First Aid
FMS Custodial Possession Of Equipment
FMS Furniture Standards
Freedom of Information
Furnishings
General Staff Selection – see Selection

Goal Setting Performance Review – Academic Staff
Goal Setting Performance Review – General Staff
Goldbook
Graduate Attributes
Graduation Leave – see Leave
Grievance Mediation
Head Academic Unit Allowance
Head of School Appointment
Head of School Position Description
Higher Duties Allowance – tba
Honorary Degrees
Honorary, Adjunct & Visiting Appointments
HREC for Research Involving Children
Human Experimentation/Ethics Policies
Human Research Ethics Committee
Illegal Substances
Incremental Progression – Academic Staff
Incremental Progression – General Staff
Information Technology
Indigenous Employment Strategy
Institutes, Centres and Groups
Insurance – under review
Intellectual Property
Internal Reporting/Protected Disclosures
IT Laboratories – Student
IT Security
Internet Data Privacy Protection
ITD On Charging For Internet Services
ITD On Charging For Modems
Journey – see travel
Key and Lock
Leave – Annual (General Staff)
Leave – Annual (Academic Staff)
Leave – Defence Force Reserve
Leave – Emergency Services
Leave – Family and Community
Leave – Jury & Witness
Leave – Long Service
Leave – Sick
Leave – Study, Examination & Graduation (General Staff)
Leave – Trade Union
Library Rules
Long Service Leave Funding
Long Service Leave Provision Accounts
Low enrolment units guidelines
Mail service
Market Loading
Minimum Facilities for UNE Postgraduate Research Students
Minor unit amendments
Minors
Mobile Phones
Motor Vehicles
Naming for Facilities at UNE
Needles
Occupation Health & Safety
Online teaching at UNE
Paid Outside Work
Patent
Payments To Estates Of Deceased Employees
Performance Enhancement – Senior Staff
PhD rules

Plagiarism & Improper Conduct
Plagiarism – Staff information – preventing and detecting
Plagiarism – Student information – avoiding
Policy Development & Management Guidelines
Prior Learning
Privacy
Privacy Management Plan – and resources
Privacy – staff information
Probation – Academic Staff
Professional Confidential Records
Professorial Appointments
Promotion – Academic Level B
Promotion – Academic Level C, D, & E
Promotion – Academic Research only
Promotion – Academic – Guidelines for Applicants
Promotion – Academic – Guidelines for Supervisors
Promotion – Academic – Application form
Protected Disclosures
Purchasing
Quality and Standards in Research Higher Degrees (Gold Book PDF) (RTF)
Quality Assurance Reviews
Qantas Club Corporate Membership
Recognition of Prior Learning
Records
Records Management Procedures
Records Retention & Disposal
Residential Schools
Salaries – Academic Staff – EA provisions – current rates
Salaries – General Staff – EA provisions – current rates
Salary loading – see Market Loading
Selection of Staff – see also Staff Selection
Sex Based Harassment
Sex Representation On Decision Making Bodies
Sharps & Needlesticks
Sick Leave
Significant Contracts
Smoke-Free Environment
Staff Selection – Academic Staff
Staff Selection – Deans
Staff Selection – General Staff HEO1-10
Staff Selection – Professorial
Student Conduct
Student Fees and Charges – under review
Student IT Laboratories
Students with a Disability
Study Examination & Graduation Leave – General Staff
Study Leave (Academic Staff)
Teaching Quantum – rationale & criteria – report form
Temporary Mobility Parking
Tender Committee
Theatres and Halls – useage policy – conditions of hire
Trade Union Leave – see leave
Traffic & Parking
Travel and Removal Assistance
Travel
UNE Web
Units with low enrolments
Units not taught for some years – see Teaching Quantum
University Medal
University Records
University Room and Building Naming

Unviable units – see under Low enrolment units and Teaching Quantum
Use Of University Seal
Vehicles – University
Vice-Chancellor’s Awards for Excellence (awaiting documents):
 Equity
 Teaching
 Research
 Service by General Staff
Visitor Parking
Web – UNE Web policy
Workforce Planning
Workready
Writing Policies
Yarm Gwanga Child Care Centre Parents

Major grouping:

Academic <http://www.une.edu.au/rmo/policies/polacad.html>

 Academic
 Advanced Standing (and Recognition of Prior Learning)
 Assessment Policy
 Awarding a University Medal
 Graduate Attributes
 Honorary Degrees Policy
 Honorary, Adjunct & Visiting Appointments
 Library Rules
 Low enrolment units guidelines
 Management of the PhD Degree
 Minor unit amendments
 Online teaching at UNE
 Plagiarism & Improper Conduct
 Plagiarism – Staff information – preventing and detecting
 Plagiarism – Student information – avoiding
 Quality Assurance Reviews
 Residential Schools
 Student Conduct Rules
 Study Leave
 Teaching Quantum – rationale & criteria – report form (doc)
 Workready

Governance <http://www.une.edu.au/rmo/policies/polgov.html>

 University of New England Act
 By-laws
 Policy Development & Management Framework
 University Room and Building Naming Rights
 Use Of University Seal

Equity <http://www.une.edu.au/rmo/policies/polequ.html>

 Anti-Racism Policy & Guidance Materials
 EEO/AA
 Grievance Mediation Policy & Procedures
 Sex Representation On Decision Making Bodies
 Sex Based Harassment Policy & Procedures
 Students With Disabilities

Facilities Management <http://www.une.edu.au/rmo/policies/polfms.html>

 Custodial Possession of Equipment
 Dogs on campus
 Energy Management
 Firearms
 Furniture Standards
 Key and Lock
 Mail Service
 Naming for Facilities at UNE

- Sharps & Needlesticks
- Temporary Mobility Parking
- Theatres and Halls – useage policy – conditions of hire
- Traffic & Parking
- Visitor Parking
- Finance & Travel <http://www.une.edu.au/rmo/policies/polfin.html>
 - Academic Pursuit Funds
 - Corporate Uniform
 - Commercial Activities
 - Credit Cards
 - Direct Deposits to the University Bank Account
 - Entrepreneurial Policy
 - Financial Administration of “Self Funding” Enterprises
 - Financial Administration of Research and Consultancy Projects
 - Financial Delegations
 - Financial Procedures Manual
 - Insurance
 - Long Service Leave Funding Policy
 - Long Service Leave Provision Accounts Policy
 - Motor Vehicle
 - Motor Vehicle Allocation and Replacement Policy
 - Purchasing
 - Qantas Club Corporate Membership
 - Significant Contracts
 - Student Charges
 - Student Fees
 - Tender Advisory Committee Composition, Policy and Procedures
 - Travel
 - Yarm Gwanga Child Care Centre Parent’s Policy
- Information Technology & Communications <http://www.une.edu.au/rmo/policies/politc.html>
 - Computer Laboratories
 - Charging For Internet Services
 - Charging For Modems
 - Computing and Communication Facilities – rules for use
 - Conditions of use (all UNE computing systems)
 - Departmental Server Requirements
 - Disk Space
 - Electronic Communications at UNE
 - Email Usage
 - IT Security
 - Internet Data Privacy Protection
 - Rules for the Use of University of New England Computing and Communication Facilities
 - Student Laboratories
 - Training Computer Laboratory
 - Mobile Phones
 - UNE Web
- Records Management & Copyright <http://www.une.edu.au/rmo/policies/polrm.html>
 - Copyright
 - Corporate Records
 - Privacy Statement
 - Privacy Management Plan – and resources
 - Professional Confidential Records
 - Records Policy and Procedures
 - Records Retention & Disposal
- Research <http://www.une.edu.au/rmo/policies/polres.html>
 - Animal Research Ethics
 - Code of Conduct for Research
 - Code of Conduct for Research Higher Degrees
 - Human Research Ethics

Intellectual Property
 Institutes, Centres and Groups – Establishment, Approval, Admin. and Review
 Minimum Facilities for UNE Postgraduate Research Students
 PhD Rules
 Quality and Standards in Research Higher Degrees (Gold Book PDF) (RTF)
 Research Involving Children
 Research Involving Humans
 Staff, Employment & Workplace <http://www.une.edu.au/rmo/policies/polhr.html>
 Abandonment of Employment 19.09
 Academic Staff Enterprise Agreement 2001-2003 5.01
 Alcohol and Other Drugs – UNE Staff
 Appointment of Head of School 8.15
 Associate Dean Appointments 8.21
 Child Care Centre
 Children In The Workplace 4.18
 Classifications Committee Role and Responsibility
 Classifications Process – General Staff
 Code of conduct for employees 17.01
 Consulting – see Paid Outside Work
 Deceased Employees – payments to estates
 Employment of close relations 9.08
 Equal Employment Opportunity – Affirmative Action 3.02
 First Aid Allowances; Regulations; University First Aid
 General Staff Award 2000 5.06
 General Staff Enterprise Agreement 2000-2003 5.05
 Goal Setting Performance Review – Academic Staff 15.02
 Goal Setting Performance Review – General Staff 15.03
 Grievance Mediation 3.06
 Head of School Appointment 8.15
 Head of School Position Description
 Head Academic Unit Allowance 12.19
 Incremental Progression – Academic Staff 12.14
 Incremental Progression – General Staff 12.15
 Indigenous employment
 Internal Reporting/Protected Disclosures 1.09
 Leave – Annual (General Staff) 13.03
 Leave – Annual (Academic Staff) -no current policy
 Leave – Defence Force Reserve 13.18
 Leave – Emergency Services 13.13
 Leave – Family and Community 13.09
 Leave – Jury 13.20
 Leave – Long Service 13.05
 Leave – Sick 13.04
 Leave – Study, Examination & Graduation (General Staff) 16.04
 Leave – Trade Union 13.19
 Leave – Witness 13.20
 Market Loading 12.17
 Occupation Health & Safety 4.01
 Paid outside work 11.10
 Payments To Estates Of Deceased Employees
 Performance Enhancement – Senior Staff 15.10
 Privacy – HR guidelines regarding staff information 1.12
 Probation – Academic Staff 10.04
 Professorial Appointments 8.14
 Promotion – Academic Level B 14.01
 Promotion – Academic Level C, D,& E 14.02
 Promotion – Academic Research only 14.03
 Promotion – Academic – Guidelines for Applicants
 Promotion – Academic – Guidelines for Supervisors
 Promotion – Academic – Application form

Resignation/Retirement 19.02
Salaries – Academic Staff – EA provisions 12.01 – current rates
Salaries – General Staff – EA provisions 12.02 – current rates
Selection – General Staff HEO1-10 9.04
Selection – Professorial 8.14
Selection – Academic Staff (levels A-D) 9.03
Sex Based Harassment Policy & Procedures 1997 3.11
Smoke-free Environment
Travel and Removal Assistance 10.09
Workforce Planning 6.02

SECTION 2 – STATEMENT OF AFFAIRS

Statement of Affairs December 2003, published in 2003 Annual Report of The University of New England.

SECTION 3 – CONTACT ARRANGEMENTS

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

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

Enquiries may be made to:

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

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

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

SECTION 1 – POLICY DOCUMENTS

Publications containing Policies and Procedures

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

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

Codes of Conduct

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

Resolutions

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

Other Documents

Governance Matters

- University of New South Wales Act 1989
- University of New South Wales By-Law 1996
- University of New South Wales Rules 1999
- UNSW Strategic Plan
- UNSW Operational Plan
- UNSW Annual Report, 2003
- Student Administration Department Privacy Code of Practice
- Privacy Management Plan
- Recordkeeping Policy
- Policy for making a complaint or reporting incidents Criminal, Corrupt Conduct, Maladministration or Protected Disclosure at UNSW
- Museums and Collections Policy
- Rules for the Conduct of Elections for Student Members of Faculties

Facilities Matters

- Environment Policy
- Occupational Health and Safety Guidelines

Equity and Diversity Matters

- Anti-Racism Policy Statement
- Equity and Diversity Policy Statement
- Equal Opportunity in Education Policy Statement
- Family Friendly Policy
- HIV and other Blood Borne Infections Policy
- Students with Disabilities
- Code of Practice: Students with Disabilities
- Discrimination and Harassment Grievance procedures for Students
- UNSW's Reconciliation Statement

- Making UNSW an Harrassment Free Zone for Staff
- Making UNSW an Harrassment Free Zone for Students
- Non-Discriminatory Presentation and Practice
- Workplace Rehabilitation Program (NSW Campuses) Policy
- Reasonable Adjustment Guidelines for Management of Staff and Potential Staff with Disabilities

Student and Academic Matters

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

Staffing Matters

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

Information Technology Matters

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

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

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

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

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

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

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

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

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

Statutes and Regulations

The University of Sydney Calendar 2004 contains, in addition to the University of Sydney Act 1989 (as amended), University of Sydney By-law 1999 (as amended), University of Sydney (Academic Governance) Rule 2003, University of Sydney (Authority within Academic Units) Rule 2003, University of Sydney (Library) Rule 2003, University of Sydney (Student Proctorial Panel) Rule 2003, University of Sydney (Senate) Rule 2002, University of Sydney (Intellectual Property) Rule 2002, University of Sydney (Coursework) Rule 2000 (as amended), University of Sydney (Amendment Act) Rule 1999 (as amended), Resolutions of the Senate and the Academic Board and Faculties, colleges, graduate schools and boards of studies: Resolutions relating to constitution and courses. The by-laws are made pursuant to section 36 of the University of Sydney Act 1989. The rules are made pursuant to section 37 of the same Act. The resolutions are made pursuant to those by-laws and rules. The full text of this publication, including amendments made after the publication date, may be found at: <http://www.usyd.edu.au/publications/calendar/> The relevant sections are:

University of Sydney By-law, 1999 (as amended)

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

University of Sydney (Academic Governance) Rule 2003

- Part 1 – Preliminary
- Part 2 – Functions and membership of the Academic Board
- Part 3 – Chair, Deputy Chair and Chairs of Standing Committees
- Part 4 – Meetings and procedures of the Academic Board
- Part 5 – Election procedures for the Academic Board

University of Sydney (Authority Within Academic Units) Rule 2003

- Preliminary
- 1. Chapter 8 – University of Sydney By-Law 1999
- 2. Other University instruments

University of Sydney (Library) Rule 2003

1. Citation and commencement
- Schedule 1 – New Library Rule
1. Dictionary
2. Library Resources generally
3. Borrowing Library Resources
4. Suspension or revocation of Library Resources
5. Fees, fines and charges
6. Library notices

University of Sydney (Student Proctorial Panel) Rule 2003

- Part 1 – Preliminary
- Part 2 – Appointment to Student Proctorial Panel
- Part 3 – Meetings of the Student Proctorial Panel

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

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

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

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

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

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

Resolutions of the Senate and the Academic Board

- Academic Dress
- Appointment
- Dean, Director or College Principal
- Deputy Vice-Chancellor and Pro-Vice-Chancellor: Selection Committee
- Vice-Chancellor: procedures for consultation between the Senate and the Academic Board
- Control of traffic within the University
- Degree of Doctor of Philosophy
- Endowment of academic positions
- Governance

Election of Principal Officers of the Senate and Committees of the Senate and of the Fellow Referred to in Section 9(6) of the Act
Faculties, Colleges, College Boards, Boards of Studies, Departments, Schools and Committees: Academic Governance
Senate committees
Honorary degrees and honorary fellows
Law Extension Committee
Restriction on Re-enrolment
Semester and vacation dates
Sports unions, SRC and faculty societies, SUPRA, Union, Cumberland Student Guild and SASCA
Student appeals against academic decisions
University Governance

Faculties, colleges, graduate schools and boards of studies: Resolutions relating to constitution and courses

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

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

Documents to which the Seal of the University has been affixed

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

Handbooks

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

Other general publications

University policy may also be found in the following publications:

2003 Budget Statement
Annual Report
Business Liaison Office Manual 2003
Educational Profile Submission
Equal Employment Opportunity Affirmative Action Plan

Equity Plan 2002 – 2004
Finance and Accounting Manual
Student Information Bulletin
International Prospectus
Library Staff Manual
Privacy Management Plan
Postgraduate Coursework Studies Handbook
Postgraduate Research Studies Handbook
Staff Induction Manual
Manual for Examiners
Statistics 2003
University of Sydney Strategic Plan 1999-2004

Other policy documents

University policy is also set out in the following documents:

Academic Board Chair's Nominees
Academic Dress
Academic Honesty in Coursework (plagiarism)
Academic Promotion Appeals
Academic Titles: Conferring of All Academic Titles
Access to Campus
Accident Reporting and Investigation
Admission: Advanced Standing, Credit and Exemption Policy
Admission to Undergraduate Courses
Advertising on Campus
Advertising (recruitment for staff vacancies)
Air Conditioning Policy
Alcohol: Policy and Guidelines on Consumption
Annual Leave and Annual Leave Loading: Academic Staff
Annual Leave Loading
Appeals: Student Appeals Against Academic Decisions – Academic Board Resolutions
Appointment of All Categories of Academic Staff: Policy Document
Appointment of All Categories of Academic Staff: Related Issues: Policy Document Appointment of DVC and PVC
Appointment of VC
Appointments: General staff – appointment on nomination
Appointments: Policy Document on the Appointment of a Dean, Director or College Principal
Asbestos Safety
Assessment and Examination of Coursework
Award Courses and Units of Study – Creation, Variation and Deletion of Awards with Honours: Academic Board Policy
Bequest Policy
Budget: University
Budget: Policy Guidelines 2004
Building works: Approval and Management of
Campus Names
Carcinogenic Substances: Policy for Acquisition, Use and Disposal of Carcinogenic Substances
Career Development Leave for General Staff
Casual Rates of Pay (Academic)
Casual Rates of Pay (General)
Centres: Policy on Establishment, Management and Review
Cessation of Employment – Security Issues
Chair Appointments Committee of Senate
Children: Policy on Children on University Premises
Complaints: Resolution of Complaints Policy
Confined spaces: Policy on Working in Confined Spaces
Conjoint Ventures in Postgraduate Courses
Consultation with Students
Contract for Goods and Services – External Contractors
Corruption: Reporting corruption, maladministration or serious and substantial waste of public money

Cotutelle Scheme
Course Online Reading Service
Coursework Teaching: Academic Board Resolutions: The Management and Evaluation of Coursework;
Teaching Criteria for Award of Clinical Academic Titles: Level E Criteria for Award of Clinical
Academic Titles: Levels A-D Definition of "Subject Coordination" for determining step six level A
academic
Degrees conferred ad eundem gradum
Delegations of Authority: Academic Functions Delegations of Authority: Administrative Functions
– 2003
Discretionary Salary Supplementations for Academic Staff
Discrimination prevention policy – your rights and responsibilities
Electronic Access, Policy on Networked Electronic Access – preference over print
Electronic Textbooks, Policy on
Email Virus Scanning Policy
Employment of Casual Academics Policy
English Language Requirements: Postgraduate
Enrolment status: Postgraduate: Discontinuation of Enrolment and Readmission after Discontinuation
– Academic Board Resolutions
Environmental Policy
Equal opportunity in education policy
Exchange Policy and Procedures: General Staff
Fire and Other Emergencies in University Buildings
First Aid Policy
Flexible remuneration packaging scheme
Flexible, student-centred learning in the University of Sydney
Freedom of Information Policy
Generic Attributes of Graduates of the University of Sydney
Gift Policy
Harassment Prevention Policy – Your Rights and Responsibilities
Heritage Management Policy
Higher Duties Allowance (HDA)
HIV or Hepatitis: Policy on Students with HIV or Hepatitis B
Incremental Progression: Academic Staff
Information and Communication Technology Resources: Use of University Information and Communication
Technology Resources (ICT Resources): Policy
Information Literacy Policy Statement Information Technology Facilities: Acceptable Use of
Injury Management Policy
Insurance: Excess Applicable to Departments
Intellectual Property: University of Sydney (Intellectual Property) Rule 2002
ITC Cache Charging Policy
Leave without pay
Managing Change
Market-based salary loadings
Memorabilia policy
Motor vehicles: Use and management of University-owned motor vehicles
Naming of Buildings and Other Physical Assets
Naming Policy – Positions and Events
Net Pay Disbursements
Notice Requirements for General Staff
OHS Policy
Outside Earnings (Academic)
Overheads Policy for all Research Projects which do not Contribute to the Research Infrastructure Block
Grant (RIBG)
Parking: Temporary Free Parking
Performance Management and Development (PM&D)
Policy document determining employee/contractor employment status
Portable Buildings Policy
Postgraduate: Attendance: Postgraduate Courses
Postgraduate Coursework: Responsibility for
Postgraduate: Degree of Doctor of Philosophy
Postgraduate: Distance, Alternative and Flexible Modes of Delivery in Postgraduate Courses

Postgraduate Fellows: Policy on the employment of full-time Masters and Doctoral candidates as Postgraduate Fellows
Postgraduate: Higher Degree Theses – submission and publication
Postgraduate: Length of Candidature and Minimum Credit Point Requirements for Postgraduate Coursework award courses
Postgraduate: Master's degrees and postgraduate awards programs: levels of award, nomenclature and grading systems
Postgraduate: Nature of the PhD
Postgraduate: Oral Examination of PhD Theses at the University of Sydney
Postgraduate: PhD: Appointment of Additional Examiner as Assessor
Postgraduate: PhD Candidature: Maximum Length
Postgraduate: PhD: Submission of Doctor of Philosophy Theses Containing Published Work
Postgraduate: Probationary Candidature and English Expression
Postgraduate Research Higher Degree Training Supervision at the University of Sydney
Postgraduate: Review of Process for Postgraduate Research Students
Postgraduate: Submission of Treatise Containing Published Work
Postgraduate: The use of parallel teaching of postgraduate and undergraduate students in postgraduate courses
Postgraduate: University of Sydney Amendment (Earliest date for submission of a Doctor of Philosophy thesis) Rule 2003
Privacy: University Privacy Policy
Pro-Chancellor: establishment of position
Probation and Confirmation (Ac) Probation (General Staff) – Policy
Purchasing Policy
Quality Assurance and On-line Learning Policy
Recordkeeping: University Recordkeeping Policy
Recruitment and Selection Policy for General Staff
Recruitment: General Staff Appeals (Recruitment and Selection)
Redundancy and Redeployment of General Staff
Remuneration: Policy on the Allocation and Remuneration of Administrative/Managerial
Responsibilities of Deans, Faculty Academic Managers and Heads of Department
Research Fellows: Conditions
Road Closure
Role of Heads of Department and Schools and their Authorities and Delegations
Rostered Days Off (RDOs)
Royal Charter of the University of Sydney
Safe Storage, Handling and Use of Gas Cylinders
Scholarships & Prizes: Academic Board Resolutions
Scholarships & prizes: Establishment and Award of Scholarships and Prizes Scholarships & Prizes: Senate Resolutions
Selection Committees for Academic Staff Positions: Policy Document on
Semester and Vacation Dates
Senate: Election of Principal Officers of the Senate and of committees of the Senate and of the Fellow referred to in Section 9 (6) of the Act
Smoking: Policy on Smoking in the Workplace
Special Duties Overseas/Australia Special Leave – General and Academic
Staff Special Studies Program Policy and Procedures
Staff development policy – general staff
Still Photography, Filming and Videotaping
Strategies for Academic Staffing Flexibility
Stu-vac
Study time policy – general staff
Sydney Summer School: Policy Document
Titles of Bosch, Challis, Kellion, McCaughey and Peter Nicol Russell Chairs
Tobacco Industry Funding
Traffic and Parking
University Chair
University Governance University of Sydney (Academic Governance) Rule 2003
University of Sydney (Authority Within Academic Units) Rule 2003
University of Sydney (Library) Rule 2003
University of Sydney (Senate) Rule 2002

University of Sydney (Student Proctorial Panel) Rule 2003
 University Wide Information System (UWIS) Policy
 Use of University Land and Buildings by Telecommunications Carriers
 VIP Policy
 Voluntary Work/Work Experience Policy
 Web Sites: University Web Sites Privacy Statement
 Workload: The Management of Staff Workload
 Written and Oral Communication Skills of Students

Policy Documents available through the World Wide Web

A public index to policies in electronic format is available via the University's web site:
<http://intranet.usyd.edu.au/staff/index.html#policies>

SECTION 2 – STATEMENT OF AFFAIRS

The University's most recent Statement of Affairs, made in accordance with sections 14 and 15 of the NSW Freedom of Information Act 1989, was issued in June 2004. It is also available through the World Wide Web at: <http://www.usyd.edu.au/arms/foi>

SECTION 3 – ACCESS ARRANGEMENTS

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

at the Camperdown Campus

Mr Tim Robinson or Ms Anne Picot
 FOI Coordinators
 A14
 UNIVERSITY OF SYDNEY NSW 2006
 Telephone: (02) 9351 4263

Ms Judith Russell
 Director, Corporate Services
 A14
 UNIVERSITY OF SYDNEY NSW 2006
 Telephone: (02) 9351 4260

at the Faculty of Health Sciences

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

at the Sydney Conservatorium of Music

Mr Raymond Patman
 Faculty Manager
 C81 – Conservatorium of Music
 UNIVERSITY OF SYDNEY NSW 2006
 Telephone: (02) 9351 1257

at the Sydney College of the Arts

Ms Charlene Griffiths
 Faculty Manager
 Sydney College of the Arts
 Balmain Road
 ROZELLE NSW 2039
 Telephone: (02) 9351 1135

at the Faculty of Rural Management

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

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

SECTION 1 – POLICY DOCUMENTS

Publications Containing Policies and Procedures

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

UTS Calendar and Handbooks

The UTS Calendar and Handbooks can be purchased at the following prices (in Australian Dollars), which are inclusive of GST, postage and handling:

<i>Calendar And Faculty/institute Handbooks</i>	<i>Australia</i>	<i>Overseas</i>
UTS Calendar	\$23	\$36
Complete set (Calendar and all handbooks)	\$110	\$152
Business	\$22	\$26
Design, Architecture and Building	\$19	\$22
Education	\$19	\$22
Engineering	\$19	\$22
Humanities and Social Sciences	\$19	\$22
Information Technology	\$19	\$22
Law	\$19	\$22
Nursing, Midwifery and Health	\$17	\$18
Science	\$22	\$26
International Studies	\$19	\$22

The Calendar and Handbooks are published on the World Wide Web at www.uts.edu.au/div/publications

They are also available for sale at the Co-op Bookshop, Broadway or by contacting Publications, Governance Support Unit, UTS, PO Box 123, Broadway, 2007, telephone (02) 9514 2940. An order form is available for downloading at ww.uts.edu.au/div/publications/order-form.html

Planning Documents and Reports

- Setting the Pace: strategic directions for the next decade
- Enterprise Development Plan – creating an enterprising culture
- Establishment and Management of UTS Centres of Enterprise, Research and/or Community Service
- Policy and Procedure for Developmental Reviews of Faculties and Academic Support Units
- Research and Development Plan – a leader in collaborative research and education
- Student Focus Plan – enriching the student experience
- Teaching and Learning Plan – leadership in practice-based education
- Risk Management Policy

Resolutions

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

Other Documents

Governance Matters

- The University of Technology, Sydney, Act 1989 No 69
- The University of Technology, Sydney, By-law 1995
- Rules of the University
- Records Management Policy
- Art Collection Acquisition and Management

- Rules Relating to Council, the Chancellor, Deputy Chancellor and Vice-Chancellor
- Rules on the Election of the Chancellor and Deputy Chancellor and for Academic Board and Faculty Board elections
- Rules Relating to Academic Board
- Standing Orders for the Council and its Standing Committees
- Rule on Academic and Faculty Board Elections
- Standing Orders for the Academic Board
- Attendance at Council Meetings
- Procedures for the Appointment of one Additional Member of Council
- Procedures for the Election of the Convocation Committee
- Pro-Chancellor: procedures for appointment of a member of Council to preside over graduations and other ceremonial occasions in certain circumstances
- Statement on the Confidentiality of Council Procedures and the Responsibility of Members
- Academic Advisory Committees
- Duties and Powers of Faculty Boards
- Equity and Diversity
- Diversity Guidelines for Courses and Subjects
- Ethnic Affairs Priority Statement
- Guidelines for the Use of Non-Discriminatory Language at UTS
- InpUTS Educational Access Scheme
- Policy on Prevention of Harassment
- Equal Opportunity Policy Statement
- Equal Opportunity for Women in the Workplace Plan 2000/2002
- Statement of Principles on Equal Opportunity for Affiliated Bodies and Subsidiaries of UTS
- UTS Aboriginal Education Strategic Plan
- UTS Disability Action Plan
- UTS Equity Plan 2001/2003
- UTS Reconciliation Statement
- Work, Study and Family Responsibilities

Courses and Awards

- Administration of University Prizes and Undergraduate Scholarships (part pertaining to prizes has been superseded)
- Assessment Guidelines
- Award Course Approval and Accreditation Procedures
- Code of Practice for Supervisors and Doctoral Candidates
- Code of practice for supervisors and Honours degree students
- Code of practice for supervisors and Master's by thesis candidates
- Courses and Awards
- Coursework Master's Degrees at UTS Principles
- Disclosure of Assessment Results
- English Language Competency Requirement for Admission to an Offshore Program
- Graduate Certificate Courses
- Guidelines for Acceptance of New Prizes
- Guidelines for Doctoral Degree Oral Examinations
- Guidelines for Double, Combined, Cross-Faculty and Joint Degrees
- Guidelines for the Honours Component in Honours Bachelor's Degrees
- Guidelines for the Introduction of Courses Taught in Languages Other than English (LOTE) or with Teaching Materials in LOTE
- Guidelines on TOEFL/TWL (Test of English as a Foreign Language/ Test of Written Language)
- Guidelines for Master's Degrees
- Honorary Awards Policy
- Information for UTS Staff on Assessment
- Minimum English Language Requirements (work experience)
- Minimum English Language Requirements for Admission to all Courses
- Minimum Guidelines for the Award of Medals
- Policy and Procedures for Administration of University Prizes
- Procedures for Appeal Against Assessment Grades
- Procedures for Presentation and Submission of theses for Higher Degrees
- Procedures for the Conferral of Graduate Certificate Awards
- Short Courses Policy

- Strategic Framework for Approval of Work-Based Learning Awards and Course Planning for Postgraduate Set of Professional Practice Awards
- Suggested Practice for Faculty Consideration of Thesis Examiners' Reports
- Table of grades
- UTS Recognition of Prior Learning (RPL) Policy

Records and Information Technology

- UTS Email Policy
- Guidelines for the Use of Email
- Information Technology Security
- Information Technology Strategic Plan
- Privacy Management Plan
- Recommended Guidelines for Email usage
- Records Policy
- WEB Policy – a code of conduct
- UTS Code of Conduct for Web publishing

Research

- Code of Conduct for Research
- Designating Areas of Research Strength at UTS and UTS Research Performance Indicators
- Ethical Conduct of Research: academic and support staff
- Human Research Ethics Committee Policy for Undergraduate and Postgraduate Students
- Human Research Ethics Committee Guidelines for Undergraduate and postgraduate Students
- Intellectual Property Policy
- National Statement on Ethical Conduct in Research Involving Humans
- Policy on Research Student Supervisor Register
- Policy Relating to Research Funding by the Tobacco Industry
- Public Research Lectures
- Research Commercialisation Guidelines
- Research Degrees: admission criteria
- Research Strengths
- Roles of Supervisors
- Selection of Examiners
- University Research Infrastructure Costs

Students

- A credit Point System for UTS
- Academic Progression
- Admission Requirements for Transfer Students
- Advice to Students on Good Academic Practice
- Conditions of Participation for In-Country Study
- Credit Transfer Principles
- Determining priorities for allocation of postgraduate Commonwealth – Funded Student Places
- Determining Priorities for Distributing Australian Postgraduate Awards
- Employment of UTS Students in Industrial Training Positions at UTS
- Grievance Procedures for Graduate Coursework Students
- Guidelines for Assessment of Special Consideration or Alternative Examination
- Guidelines for Deans and Heads of School in Formulating Recommendations on Appeals Against Exclusion
- Guidelines on Determining an Appropriate Penalty for Instances of Misconduct
- Guidelines for the Provision of Study Guides/Lecture Notes to Students
- Guidelines for Summary Exclusion of a Student from a Class or Facility
- Guidelines for Student Loans
- Guidelines Relating to Equipment Permitted in Examination Rooms
- Guidelines: support for research students working off-campus
- Handling of Student Complaints
- Higher Degrees by Research: principles for establishment and management of UTS-sponsored places
- Mediation Guidelines for Grievances of Research Degree Candidates
- Miscellaneous and Extension Students
- Mountain Street Student Residence guidelines for access

- Overseas Student Fees for Repeat or Additional Subjects
- Postgraduate Equity Scholarships
- Postgraduate Students Exceeding Maximum Time for Course Completion
- Principles for the Examination of Research Degree Work which is not Print on Paper
- Privacy of Student Records
- Procedures for Managers Handling Student Complaints
- Recording of Exchange Studies on Academic Transcripts
- Refund of Course Fees for Postgraduate Courses
- Selection Criteria for Undergraduate Admission 2002
- Special Admissions
- Statement of Postgraduate Coursework Students' Rights and Responsibilities
- Student Accommodation
- Student Discipline and Appeal Guidelines
- Student Ombud Terms of Reference

Academic Staff

- Academic Market Loading
- Appeals Against Academic Promotion Decisions
- Appointment of Associate Deans
- Appointment of Clinical Associates, Faculty of Nursing, Midwifery and Health
- Appointment of Deans
- Appointment of Directors of Centres and Institutes
- Appointment of Distinguished Professor by Invitation
- Appointment of Heads of Department
- Appointment of Heads of School
- Appointment of UTS Invited Professor
- Guidelines for the Award of the Title 'Emeritus Professor'
- Guidelines for the Filling of Vacated Professorships and the Creation of New Professorships
- Guidelines for UTS Teaching Awards
- Honorary Appointments Policy
- Performance Enhancement Guidelines
- Personal Professorships
- Promotion to Lecturer
- Professional Experience Programs (PEP)
- Professorial Fellows
- Promotion to Associate Professor
- Promotion to Professor
- Promotion to Senior Lecturer
- Faculty Readerships
- University Readerships

Non-academic Staff

- Guidelines for Job Evaluation and Position Description Writing
- Probation for Support Employees (and supplementary guidelines)
- Study Time for Support Employees
- Guidelines for Performance Review for Support Staff

Employment

- Code of Conduct
- Education Allowance Policy
- Employee Records
- Guidelines for Performance Management in the Executive Remuneration Scheme
- Guidelines on Payment to be Made to Employees vs Contractors
- Guidelines on Fostering Strategic Partnerships with External Organisations Through Staffing Arrangements
- Guidelines for the Transferability of Service for Long Service Leave and PEP
- Outside Work
- Payment of Travel and Relocation Expenses for New Employees
- Recruitment and Selection Guidelines and Policy
- Relieving Appointments
- Reporting of Suspected Corruption, Maladministration and Serious Waste within UTS

- Resignation
- Retirement
- Staff Grievance
- Staff Secondments/Exchanges
- Staff Selection Guidelines (under review)
- Superannuation
- Temporary Transfer to Fractional Employment
- Voluntary Separation for Academic and Support Staff

Environment, Health and Safety

- Communicable Diseases
- Environment Health and Safety
- First Aid
- Guidelines for Medical Exclusion of Adults at UTS with Specified Infectious Diseases
- Guidelines for Applications for Bio-Safety Approval Research and Teaching
- Manual Handling
- Workplace Injury Management and Return to Work Program
- Smoke-Free University Environment
- Sustainability

Miscellaneous

- Art Collection Acquisition and Management
- Associate Membership of UTS University Library
- Endowments
- Equitable Sharing of Resources
- Financial Delegations
- Display of Flags
- Policy for the Establishment and Management of UTS Centres of Enterprise Research &/or Community Service
- Guidelines for Supplies and Services
- Guidelines for Use of the UTS Corporate Symbols
- UTS Design Guidelines
- Policy Statement on the Use of University Facilities by Outside Organisations
- Management Centre Funding
- Naming Rights
- Natural Justice
- Official Portraits
- Parking
- Plain English
- Preventing and Reporting Corruption, Maladministration and Serious Waste
- Purchasing Policy
- Sign Standards
- UTS Sustainability Policy
- UTS Commercial Activity Framework

Policy and Procedures Manuals in Use at the University

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

SECTION 2 – STATEMENT OF AFFAIRS

The University's most recent Statement of Affairs was issued in June 2004. The University's Summary of Affairs and Statement of Affairs may be obtained from the office of the FOI Coordinator and is also available on the University website at www.gsu.uts.edu.au/foi/index.html

SECTION 3 – CONTACT ARRANGEMENTS

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

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

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

The University's FOI contact person is:

Mr David Pacey
FOI Coordinator
Governance Support Unit
University of Technology, Sydney
SYDNEY NSW 2007
Telephone: (02) 9514 1251
Email: david.pacey@uts.edu.au
Hours: 9.00am to 5.00pm

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****UNIVERSITY OF WESTERN SYDNEY****FOI Agency No. 2280****SECTION 1 – POLICY DOCUMENTS**

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

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

1.1 University of Western Sydney By-Law 20021998

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

The By-Law is divided into Parts as follows:

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

1.2 General Rules

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

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

1.3 Policies of the University

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

Board and Senate Secretariat

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

Office of Marketing and Communication

Donations, Sponsorships and Bequests – Receipt of Monies
Internal Communication
Media
Naming of Physical Property
Promotion and Advertising
Receipting of Scholarship Funds
Sponsorships
University Branding
Web Publishing

Capital Works and Facilities

After Hours Access and Safety
Allocation and Relocation Guidelines for Non-Timetabled Spaces
Dogs on Campus
Environment Management
Firearms and Explosives
Non-Smoking in University Premises and Facilities
Official Noticeboards
Parking
Use of Teaching Space (Unoccupied)

Office of the DVC (Development and International)

Space Management Policy

Division of Corporate Services

Art Collection and Acquisition
Business Continuity Plan
Code of Conduct
Crisis Management
Emeritus Professor
Fees for Summer and Winter Subjects
Guidelines Regarding Fees for Certain Undergraduate Level Courses
Honorary Awards Policy
Interpreting and Translation
Policy Generation and Amendment
Privacy
Privacy Management Plan
Protected Disclosure
Records and Archives Management
Student Misconduct – Non-Academic
Telephone Protocols
UWS Delegations
UWS Legislation
UWS Rules

Division of Corporate Services and Office of Marketing and Communication

External Relations Protocols
Gift and Benefit Acceptance and Management

Finance

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

Human Resources

Academic Staff Enterprise Agreement – 2001–2003
Academic Staff in Educational Development and Learning Development
Confidentiality and Security of Personal and Personnel Information
Course Coordination Responsibilities and Allowances
Employee Assistance Program
Flexible Hours of Work Agreement
General Staff Enterprise Agreement – 2001–2003
General Staff Outside Employment
Leave Management Strategy
Payment of Employees for Additional Work
Personal Professional Association Membership Fees
Professional Development Program
Promotion to Professor
Promotion to Lecturer / Senior Lecturer / Associate Professor
Recruitment and Retention Loadings
Recruitment and Selection
Staff Development
Staff Recruitment and Appointment Approvals 2001
Visiting and Adjunct Appointments
Working with Children (UWS Employees)

International Office

Development of International Linkages/Activities – Commercial
Development of International Linkages/Activities – Non-Commercial
Initiation, Development and Renewal of International Partnerships for Academic Cooperation
International Student Fee and Refund

Information Technology

Acceptable Use of IT Resources
Dial in Access
Information Security
Information Technology Equipment Disposal
Information Technology Leasing
Mobile Telephone
Remote Control
Systems Implementation

Information Technology, Office of Marketing and Communication and Division of Corporate Services

Email

Office of the University Legal Council

Guidelines on Support Relating to Court Subpoena

Library

Copyright
Library Collection Development and Access
Library Loans

Office of the Academic Registrar

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

Office of the Academic Registrar and the Board and Senate Secretariat

Admissions
Assessment and Examinations
Enrolment
Progression and Graduation Rules and Procedures
Testamur Nomenclature

Office of the Academic Registrar and the Division of Corporate Services

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

Office of the Dean of Students

Alcohol and Drug Control Policy
 Codes of Practice
 Student Complaints
 Scholarships

Office of the DVC (Academic and Services)

Non Award Courses
 Strategic Teaching and Learning Grants

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

Course Approvals
 Dean's Excellence Awards

Occupational Health and Safety

Accident, Injury, Incident, Hazard Reporting and Investigation
 Confined Spaces Policy and Procedure
 Contractor Health and Safety Policy and Procedure
 Critical Incident Management
 Emergency Preparedness
 First Aid
 Hazard Identification, Risk Assessment and Control Policy and Procedure
 Injury Management
 Manual Handling Policy and Procedure
 New OH&S Legislation – Explanatory Notes for UWS
 Occupational Health and Safety
 Smoke Free Workplace Policy

Office of the Vice Chancellor

Vice-Chancellor's Excellence Awards

Research Office

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

Research Office and Board and Senate Secretariat

Doctor of Letters and Doctor of Science
 Doctor of Philosophy Rule

Social Justice Unit

Carers' Responsibilities in the Workplace
 Children on Campus
 Disability
 Employment Experience Evaluation
 Equal Opportunity
 Flexible Work Practices
 Grievance Resolution
 Guidelines on Conflict of Interest in Close Personal Relationships
 Home Based Work
 Inclusive Curriculum
 Inclusive Language
 Infectious Diseases
 Maternity and Breastfeeding
 Prevention of Harassment, Vilification and Bullying
 Prevention of Sexual Harassment
 Reasonable Adjustment in the Workplace for People with Disabilities
 Research and Indigenous Australians
 Women's Representation on University Committees

1.5 University Scholarships

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

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

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

1.7 Calendar and Handbooks

The University of Western Sydney Calendar for 2003 is set out in three volumes.

- Volume 1 – Calendar – Contains UWS rules and other general information about the University
- Volume 2 – Undergraduate Handbook – describes undergraduate courses and units
- Volume 3 – Postgraduate Handbook – describes postgraduate courses and units.

1.8 Other General Publications

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

- Annual Report
- Capital Management Plan
- Equal Employment Opportunity/Affirmative Action Plan
- Research Management Plan
- University Strategic Plan
- The Triennial Financial Plan

SECTION 2 – STATEMENT OF AFFAIRS

The Universities most recent Statement of Affairs, made in accordance with sections 14 and 15 of the Freedom of Information Act 1989, was issued in April 2004.

SECTION 3 – CONTACT ARRANGEMENTS

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

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

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

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

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

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

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

The Freedom of Information Officer
Division of Corporate Services
Werrington North Campus
University of Western Sydney
PO Box 1000
ST MARYS NSW 1790
Telephone: (02) 9678 7841
e-mail: FOI@uws.edu.au

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

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

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

For the purpose of this summary, University's Policy Documents include all documents, which have a bearing on the affairs of the University and which

- contain interpretations, rules, guidelines, statements of policy, practices or precedents,
- particulars of any administrative scheme,
- manner of administration of any legislative instrument or administrative scheme,
- procedure for investigation of any contravention of any legislative instrument or administrative scheme,

that affect rights, privileges, benefits, obligations or penalties to which the public may be entitled, eligible, liable or subject. The four key University policy documents are the University Calendar, Annual Report, University Council Minutes and Codes of Practice.

The University of Wollongong website incorporates all policy documents for public access at <http://www.uow.edu.au>. Relevant policies are listed below.

The University has implemented a central electronic records management system in accordance with NSW State Records Act 1998. Documents held on this system are accessible to campus-wide users within University access delegations.

University Calendar

The Calendar, also known as the course handbook, is the official reference for details of University courses, rules, services, facilities and staff. Information published in the University Calendar includes:

- Course rules and policies: Admission, Advance Standing, Enrolments, Assessment, Ownership of Intellectual Property, Thesis & Research Degree Rules, Refusal of Registration, Tuition Fee Policy, and Special Consideration and Acknowledgement Practice.
- Undergraduate: Courses Currently and Previously Offered, Subject Descriptions and the General Schedule.
- Postgraduate (Coursework): Courses Offered in current and previous years and Subject Descriptions.
- Postgraduate (Research): Courses Offered in Current Year, Course Handbooks.
- General University Rules: Campus Access & Order, Rules for Student Discipline, Use of Computing Facilities, and the Code of Conduct Library.
- Codes of Practice: for Teaching & Assessment, Students, Honours, Practical Placement, Supervision and Research.
- Course Names, Codes & Abbreviations.
- Award Rules.

The University Calendar is produced in two volumes (undergraduate and postgraduate) and may be purchased from UniCentre Bookshop or is available on the University of Wollongong web site <http://www.uow.edu.au/handbook>

Statement of Affairs / Annual Report

The University's most recent Statement of Affairs / Annual Report was issued on 30 April 2004. The report is available on the web at <http://www.uow.edu.au/about/uowannualreport2003.pdf>. This document provides details of administrative and academic activities, affiliated organisations and financial accounts for the calendar year. Detailed contents include:

Letter to Minister

Introduction to UOW 2003

- Vision & Mission Statements
- Strategic Goals 2002-2005
- Guiding Principles

- History
- UOW in 2003
- UOW Organisational Structure

Vice-Chancellor's Review of 2003

Achievements 2003

- Governance, Planning & Review: including a guide to the University Council and Academic Senate; Strategic Planning & Quality; Reviews & Feedback; Corruption Prevention & Risk Management; Freedom of Information; Privacy;
- Student-Centred Learning & Teaching: including Ethnic Affairs Priority Statement; Student-Centred Learning and Teaching; 2003 in Review; Fostering the Attributes of the Wollongong Graduate; Supporting student learning; Providing quality teaching programs; Encouraging excellence and innovation in teaching;
- Research & Innovation: including Research Funding 2003; Review of Research Management and Planning; Research Strengths; Effective partnerships with international, national and regional organisations and industry; Specific examples of research collaborations and partnerships in 2003; UOW Existing Areas of Research Strength; Provide a quality research training experience for Higher Degree Research students; Increase UOW's capacity to capitalise on the outcomes of its research;
- International Perspectives: including Key international alliances; Programs for an international multicultural context; Cultural sensitivity and understanding among staff and students; Diversification of the student profile; Excellence in support services for international students; Positioning the University to compete in the international market
- Community Partnerships: including Applying UOW Research and Expertise for Community Benefit; Educational, cultural and social development of regional communities; Example and Leadership in Environmental Sustainability

Students 2003

- The Student Experience
- Residential Accommodation
- Student Advocacy
- Indigenous perspectives promoting reconciliation
- Student Profile: outlining enrolment statistics of students

Staff 2003

- Full-time and Fractional Full-time Staff 1994-2003
- University Code of Conduct
- Supporting Equal Opportunity and Social Justice
- Improvement of Staff Policies & Processes
- Career Development
- Managing Industrial & Employee Relations
- Best Practice in Occupational Health and Safety

Resources 2003

- University Library: including Contribution to Core Activities; Quality Assurance; Facilities
- Information Technology Services: including Planning & Communication; Core Server and Application Infrastructure
- Campus Facilities: including Sustainability; Safety; Projects and Management; Feedback; Land Holdings & Disposals
- Controlled Entities: including Illawarra Technology Corporation Limited; Wollongong UniCentre; University Recreation & Aquatic Centre

Fact and Figures 2003

- Appendix A: University Organisational Structure; Senior University Officers
- Appendix B: University Council; Academic Senate; Senior Advisory Committees
- Appendix C: FOI Statistics; EEO Statistics
- Appendix D: Academic Promotions
- Appendix E: Major Works

Finance 2003

- Financial Report: which includes University and Subsidiaries Financial Performance; Donors and Benefactors; Matters Raised by the Auditor-General
- University Council Statement
- Independent Audit Report
- Financial Statements

The Annual Report is available on the University of Wollongong web site <http://www.uow.edu.au/about/uowannualreport2003.pdf>.

University Council Minutes

Council Minutes are a record of the policy decisions taken by the University Council. These are available via the Council Secretary. Council meetings are open to members of the public on request.

University Council details are available from <http://www.uow.edu.au/governance/council.html>

Code of Practice Documents

Code of Practice – Students:

Defines the responsibilities of students who, with staff, share an active participation to ensure that teaching is conducted efficiently and effectively, enabling students to achieve their maximum potential. It contains guidelines with regard to plagiarism, subject information, reviewing of assessment marks and grades, and late submission of work.

Code of Practice – Teaching and Assessment:

Defines the responsibilities of staff in relation to the teaching and the assessment of student performance. It recognises the aim of University teaching as “to enable students to reach their highest possible level of learning during their time of enrolment and to prepare them for life-long learning”. Further, staff collectively then “are responsible for ensuring that the design, management and teaching of their subjects facilitate effective learning”. Also of importance is the equitable treatment of all students, hence the University is to ensure congruence between the stated student outcomes with content and assessment of subjects.

Code of Practice – Honours:

Similarly, the Code of Practice – Honours outlines the teaching and assessment process for honours students and supervisors. It outlines the responsibilities of the University and of the Academic Unit, assessment procedure, and the procedure to follow for grievances with assessment and supervision.

Code of Practice – Practical Placements:

The University acknowledges the importance of practical placements as a learning experience that enables students to develop their knowledge and skills. As such, the Code of Conduct outlines the expectations of students, supervisors and the University in the undertaking of practical placements.

Code of Practice – Supervision:

Research training at a University involves the active participation of both staff and students. The responsibility to ensure research is done in the most beneficial, effective and efficient manner rests on the University collectively. While the primary responsibility rests with the student the Code also defines the responsibilities of the University, of the Academic Unit, and the Supervisor, as well as the assessment and grievance procedures.

Code of Practice – Research:

The Code sets out guidelines for the undertaking of Responsible Practice of Research. It outlines the approval process for research, best practice with regard to research, and outlines penalties for research misconduct.

Codes of Practice are published in the University Calendar and are available from the University Handbook main-page <http://www.uow.edu.au/handbook>

Other Relevant Policy Documents

Listed below are the policies relevant to this document. All documents can be found on the University’s website or by contacting the University FOI and Privacy Co-ordinator.

University Organisation & Governance

University of Wollongong Act 1989

University of Wollongong By Law 1991

Equal Employment Opportunity and Affirmative Action

Children on Campus Policy

Policy for People with Disabilities

Sexual Harassment

Use of University Name

Guidelines on Conflicts of Interest in Close Personal Relationships

Copyright

Freedom of Information

Privacy

Management of University Records

- Library Code of Conduct
- University Archives Policy
- Information Access Policy
- Teaching & Learning
 - Academic Planning, Performance and Evaluation
 - Course and Subject Approval Procedures
 - Minimum Enrolment Guidelines
 - Subject Quota Guidelines
 - Scholarship and Prizes Approval Process
 - Admission to Undergraduate Courses
 - Advanced standing
 - Policy Guidelines for Double Degrees
 - Alternative Assessments for Examinations for Students with a Disability
 - Special Consideration Policy
 - Plagiarism
 - Policy and Guidelines on Non discriminatory Language Practice and Presentation policy
 - Rules for Student Discipline
 - Student Grievance Resolution
 - Policy on Ethical Objection by Students to the use of Animals and Animal Products in Coursework Subjects.
 - Tuition Fees Policy
 - Fees Discount, Waivers and Refunds Procedures
- General Course Rules
 - General Rules for Bachelor, Graduate, Post Graduate, Masters (Coursework/Research), Doctoral Admission
 - Enrolment
 - Variation of Course
 - Variation of Subjects
 - Time Limits for Course Completion
 - Leave of Absence
 - Exclusion Rule
 - Conferral of Awards
 - Advanced Standing
 - Information Literacy's Requirement
 - Minimum Mathematics Requirement
 - Assessment Rules eg: General Assessment Rules, Performance, Examinations, Pass, Granting Awards
 - Ownership of Work and Intellectual Property
 - Thesis and Research Degree Rules
 - Refusal of Registration
- Research
 - Animal Research Guidelines
 - Human Research Ethics Guidelines
 - Human Research Ethics Complaints Policy
 - Human Research Ethics Committee Telephone Interviewing Policy
 - Fees for Human Research Ethics Committee Review
 - Authorship Policy
 - Intellectual Property Policy
- Health and Safety
 - Occupational Health and Safety Policy
 - Smoke Free Workplace Policy
 - Asbestos Policy
 - Manual Handling Guidelines
 - Contaminated/Hazardous Waste Disposal Guidelines
 - Emergency Management Plan
 - Contractor Safety Guidelines
 - Emergency Procedures for Contractors
 - First Aid Guidelines
 - Injury Management Policy
 - OH&S Performance Measurement and Reporting Guidelines

IT Policies

- IT Acceptable Use Policy
- Internet Access Policy
- Telephone Policy
- Music, Video and Software Privacy Policy
- IT Server Security Policy

Personnel Policies

- Client Service and Complaints Handling
- Close Personal Relationships
- Code of Conduct (University Staff)
- Conflict of Interest Policy
- Corruption Prevention Policy
- Advertising, Recruitment, Selection and Induction – Academic Staff
- Appointment of Deans
- Appointment of Associate Deans
- Casual Employment – Part Time Teaching
- Early Start Lectureships
- Fellows Appointment
- Selection Process – General Staff
- Casual/Limited Term Employment Policy

SECTION 2 – STATEMENT OF AFFAIRS

The University's most recent Statement of Affairs / Annual Report was issued on 30 April 2004. The report is available on the web at <http://www.uow.edu.au/about/uowannualreport2003.pdf>.

SECTION 3 – CONTACT ARRANGEMENTS

The University has developed a comprehensive website and has worked towards moving all appropriate documents to the University web address <http://www.uow.edu.au>. This approach facilitates open access to information and negates approaches to the University FOI Co-ordinator to gain access to copies of most documents.

Documents not currently available on the University website are available in hardcopy from relevant sections of the University. Any inquires concerning access to the University's policy documents and Statement of Affairs can be made to:

- FOI and Privacy Coordinator
- Business Risk Unit
- University of Wollongong
- WOLLONGONG NSW 2522
- Telephone: (02) 4221 3277

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

The Waterways Authority's Policy Documents are listed below:

- (i) Corporate Plan and Division Plans.
- (ii) Policy Files held in the Records Section.
- (iii) Policy and Procedure Manuals – containing policy and procedures relevant to recreational boating, commercial vessels, environmental assessments, boating plans, mooring plans of management, property, personnel, and administrative matters.
- (iv) Capital Works Policy and Procedures Manual.
- (v) Land Owner's Consent Manual.
- (vi) Depths in Berths and Fairways Policy dated 5 January 2000.
- (vi) Privacy Management Plan dated 1 July 2000.
- (vii) Provision of Hydrographic and Geotechnical Data Guidance Note, revised December 2001.
- (viii) Land Owner's Policies including various Guidance Notes such as Guidelines for the Siting, Design, Construction and Maintenance of Waterside Structures.

Information Documents

- (i) Annual Report.
- (ii) NSW Safe Boating Handbook.
- (iii) NSW Tides 2003/2004.
- (iv) Waterways Asset Development & Management Program Kit.
- (v) Sydney's Aquatic Events, A Boater's Guide.
- (vi) Educational pamphlets entitled:
 - Alcohol and Water Don't Mix!
 - Aquatic Licences
 - Be Bright. Think Safety at Night
 - BoatCode Agencies
 - Boats 'n Bars – a Safety Guide
 - Boat Smart From The Start
 - Built-in security for your boat – BoatCode
 - Determining the Length of Your Vessel
 - Easy Pay (telephone payments)
 - Don't Make Waves
 - Hypothermia
 - I've Gone Boating
 - Keep Your Boat Afloat! Buoyancy Saves Lives
 - Leave Only Water In Your Wake
 - Mooring Licence Conditions
 - Noise Annoys
 - Personal Watercraft in Sydney
 - Pittwater No Wash Zone
 - Proof of Identity
 - Safety Equipment Checklist
 - Sail Boarding in the Waters of Sydney Harbour
 - Small Craft Safety
 - Some People Go Overboard – Overloading Boats
 - Traffic Separation & No Wash Zone – Blackwattle Bay and Rozelle Bay
 - What To Know Before You Tow
- (vii) Port of Eden – Port Information Sheets
- (viii) Port of Yamba – Port Information Sheets

Stickers

- (i) Bar Crossing
- (ii) Boat Smart From The Start, Know When To Wear Your Lifejacket
- (iii) Bowriding
- (iv) Don't Mess The Sea
- (v) Don't Trash The Oceans – Bring Your Garbage Back
- (vi) Drowning is Uncool
- (vii) Hypothermia
- (viii) Kids In Boats
- (ix) Lifejackets Save Lives
- (x) "Maximum Capacity" – Power Boats less than 6 metres
- (xi) "Maximum Capacity" – Power Boats 6 metres or more
- (xii) "Maximum Capacity" – Power Boats with Flybridges
- (xiii) "Maximum Capacity" – Inflatable Boats
- (xiv) Navigation Rules, Warning Signals, Advisory Signs
- (xv) Ride Smart – PWC Behaviour
- (xvi) Safety Boating – Buoyage System
- (xvii) Safe Boating – Navigation Marks
- (xviii) Safety Check Equipment Checklist
- (xix) Water Ski Hand Signals

Information Videos/DVDs/Maps

- (i) Blue Water Safety – An introduction to safe offshore boating, featuring "How to Cross Surf Bars"
- (ii) Big Ships Small Boats – Your guide to safe navigation in busy ports
- (iii) Boat Smart – Your guide to the boating traffic rules
- (iv) Ride Smart – How to enjoy personal watercraft . . . the safe way
- (v) Boating Maps – Your guide to safe navigation of NSW coastal and inland waterways

SECTION 2 – STATEMENT OF AFFAIRS

The Waterways Authority's ninth Statement Of Affairs document was published in June 2004. The Statement provides an overview of the Authority's structure and functions, the effect of the Authority's functions on members of the public, the processes for public participation in the development of Authority policy, the documents held by the Authority and document access and amendment procedures.

SECTION 3 – CONTACT ARRANGEMENTS

Requests for copies of the Waterways Authority's Policy and Information Documents, Statement and Summary of Affairs Documents, posters, stickers and videos should be directed to:

Miss Tonette Kelly
Legal Manager/Freedom Of Information Co-Ordinator
Waterways Authority
PO Box R228
SYDNEY NSW 1223
Telephone: (02) 9563 8648

Alternatively the Statement and Summary Of Affairs Documents, the Corporate Plan and Annual Report may be inspected at the State Library Of New South Wales.

The office hours of the Waterways Authority are 8.30 am – 4.30 pm, Monday to Friday, in the Sydney Metropolitan area and inspection or purchase of documents may be arranged at any Waterways Office during those times or by contacting Miss T Kelly at the number set out above.

For information in relation to the opening hours of Regional Offices or the location of your nearest office contact should be made with the Authority's Info line on 13 12 56 for the cost of a local call.

The Authority also has a telephone payment and recorded information service which may be accessed on 13 12 36 for the cost of a local call.

FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)
SUMMARY OF AFFAIRS
of the
WOLLONGONG SPORTSGROUND TRUST

SECTION 1 – POLICY DOCUMENTS

The following documents held by the Wollongong Sportsground Trust are available for inspection:

- Equal Employment Opportunity
- Waste Reduction and Purchasing
- Ethnic Affairs Priorities Statement and Implementation Plan
- Alcohol Management Plan – Operating Procedures
- Code of Conduct for Employees
- Code of Conduct for Trustees and Managers
- Terms and Conditions of Admission
- Occupational Health & Safety Procedure
- Events Policy
- Delegation Policy
- Discipline Policy
- Drugs & Alcohol
- Non-Smoking
- Hospitality
- Internet and Email
- Media and Communications

SECTION 2 – STATEMENT OF AFFAIRS

The most recent Statement of Affairs of the Trust was published in the Wollongong Sportsground Trust's 2002 – 2003 Annual Report. The Annual Report is available from the Trust's office at the WIN Entertainments Centre.

SECTION 3 – CONTACT DETAILS

Access to documents held by the Wollongong Sportsground Trust, and subject to Freedom of Information Act, must be made by written application and the application should be directed to:

General Manager
Wollongong Sportsground Trust
PO Box 3100
WOLLONGONG NSW 2500
Telephone: (02) 4220 2800
Facsimile: (02) 4220 2801
Hours: 9:00 am to 5:00pm, Monday to Friday

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****ZOOLOGICAL PARKS BOARD OF NEW SOUTH WALES****FOI Agency No. 78****SECTION 1 – POLICY DOCUMENTS**

The Board has the following policy documents which are available free of charge.

Taronga and Western Plains Zoos

- Functions of the Board
- Constitution of the Board
- Capital Works Program
- Appointment of Directors
- Delegation of Powers to Committees, Director, Senior Staff and Other Persons
- Investment of Funds Policy
- Media Announcements
- Preservation of Rights of Certain Employees (Schedule 1 of ZPB Act)
- Extracts from relevant Acts
- Minutes of Meetings of Zoological Parks Board of NSW

Executive Support

- Zoological Parks Board Master Plans – Taronga and Western Plains Zoos
- Zoological Parks Board Business Plan
- Zoological Parks Board Corporate Plan
- Zoological Parks Board Mission Statement
- Zoological Parks Board Annual Report
- Zoological Parks Board of NSW Strategic Plan
- Zoological Parks Board of NSW Privacy Management Plan

Human Resources Branch

- Equal Employment Opportunity Policy
- Equal Employment Opportunity Annual Report
- Occupational Rehabilitation Policy
- Human Resources and O.H. & S. Policies
- Ethnic Affairs Policy Statement
- Code of Conduct and Ethics
- Disability Action Plan

SECTION 2 – STATEMENT OF AFFAIRS

The Board's Statement of Affairs published in June 2004 is available as a separate document. Copies of the Statement can be obtained (free of charge) by contacting the FOI Co-ordinator during the hours of 10 a.m. to 3 p.m. Monday – Friday

SECTION 3 – CONTACT ARRANGEMENTS

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

- The FOI Co-ordinator
- Zoological Parks Board of NSW
- Bradleys Head Road
- MOSMAN NSW 2088

Enquiries may be directed to the FOI Co-ordinator by telephoning the Taronga Zoo switchboard on (02) 9969 2777

Arrangements can be made to obtain copies of any of these documents, or to inspect them at Taronga Zoo between 10 a.m. and 3 p.m., Monday – Friday, by contacting the FOI Co-ordinator.

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