

# *Government Gazette*

OF THE STATE OF  
NEW SOUTH WALES

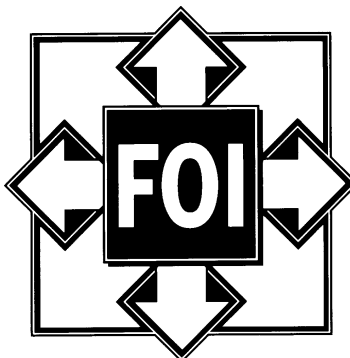
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## Summary of Affairs

# **FREEDOM OF INFORMATION ACT 1989**

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



**FREEDOM OF  
INFORMATION**  
**YOUR RIGHT TO KNOW**

### **Part 3**

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

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

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

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**FREEDOM OF INFORMATION ACT 1989****Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****ALBURY CITY COUNCIL****FOI Agency No. 2070****SECTION 1 – POLICY DOCUMENTS**

The following documents are available for public inspection:

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

- Local Environment Plan 2000 – Albury (DCP & LEP Policies)
- Media Liaison Policy (Staff)
- Military Leave Policy
- Motor Vehicle Policy
- No Smoking Policy
- OH&S & Rehabilitation Policy
- Part Time Work Policy
- Performance Management Action Plan Policy
- Pigeon Policy (Keeping of Pigeons)
- Problem Solving/Grievance/Dispute Procedures
- Public Notification Policy
- Recruitment and Selection Policy
- Return to Work Program
- Risk Management Policy
- Salary Sacrifice Policy
- Salary System Policy
- Signs as Remote Supervision Policy
- Staff Media Liaison Policy
- Staff Recognition Policy
- Staff Exit Policy
- Staff Training & Education Policy
- Street and Outdoor Activities Policy (Incorporating Street Advertising)
- Street Parades, Marches, Rallies and other Public Assemblies Policy & Guidelines
- Tendering Policy
- Trade Waste Policy
- Volunteer Policy
- Working from Home Policy
- Workplace Harassment Policy
- Youth Policy
- Plans of Management for Community Land
- Register of Committees & Working Parties
- Section 94 Contribution Plans
- State of the Environment Report

## SECTION 2 – STATEMENT OF AFFAIRS

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

## SECTION 3 – CONTACT ARRANGEMENTS

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

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

**FREEDOM OF INFORMATION ACT 1989****Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****ARMIDALE DUMARESQ COUNCIL****FOI Agency No. 2071****SECTION 1 – COUNCIL POLICIES**

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

<b>CORPORATE</b>	<b>Date of Adoption</b>	
POL001*-Corporate	Economic Development and Incentives Policy	September 2000
POL002*-Corporate	Environment Policy	September 2000
POL003*-Corporate	Complaints Management	September 2000
POL004*-Corporate	General Conditions for Sponsorship Arrangements	September 2000
POL005*-Corporate	Competitive Testing Policy	September 2000
POL007*-Corporate	Internal Reporting Policy	September 2000
POL008-Corporate	Appointment of a Delegated Committee Under Section 555 of the Local Government Act 1993	September 2000
POL009-Corporate	Community Contributions Policy	November 2002
POL010-Corporate	Freedom of Information Policy	September 2000
POL011-Corporate	Sister City and Overseas Friendship Policy	September 2000
POL110-Corporate	Rural Fire Service	September 2000
POL112-Corporate	Smoking in the Workplace Policy	October 2000
POL114*-Corporate	Disaster Recovery Plan	October 2000
POL115-Corporate	Records Management Policy	October 2000
POL116-Corporate	Private Work Policy	October 2000
POL121*-Corporate	Disability Action Plan	September 2000
POL128-Corporate	Asset Sustainability	August 2001
POL137-Corporate	Library Collection Development Policy	August 2003
<b>DRAINAGE and TOTAL CATCHMENT MANAGEMENT</b>		
POL037*-Drainage	Stormwater Drainage and Flooding	October 2000
POL038*-TCM	Interim Flood Plain Policy	October 2000
<b>EXECUTIVE</b>		
POL013*-Executive	Payment of Expenses and Provision of Facilities to Councillors	October 2001
<b>ENGINEERING</b>		
POL119*-Engineering	Engineering Code	September 2000
<b>FINANCE</b>		
POL020-Finance	Trust Fund	October 2000
POL021-Finance	Depreciation of Non-Current Assets	October 2000
POL022-Finance	Joint Ventures	October 2000
POL023-Finance	Elimination Entries	October 2000
POL024-Finance	Cost Allocation	October 2000
POL025-Finance	Asset Accounting	October 2000
POL026-Finance	Significant Accounting Policies	October 2000
POL027-Finance	Corporate Credit Cards	October 2000
<b>PARKS</b>		
<b>POL120*-Parks</b>	<b>Urban Streetscape Plan</b>	<b>May 2000</b>
POL122-Parks	Tree Removal and Tree Root Encroachment	May 2001

POL123-Parks	Tree Valuation	May 2001
POL124-Parks	Street Trees and Solar Collectors	May 2001
POL125-Parks	Street Tree Maintenance by Residents	May 2001
POL127-Parks	Cost Sharing for the Retention of Street Trees Under Power Lines	August 2001
POL132-Parks	Grazing on Charleston Willows	August 2003
POL133-Parks	Footpath Obstructions	August 2002
POL138*-Parks	Armidale Greening Plan	September 2003
POL140*-Parks	Plan of Management for Charlston Willows	March 2004

**PERSONNEL**

POL014*-Personnel	Equal Employment Opportunity Policy	October 2000
POL015*-Personnel	Motor Vehicle Policy	October 2000
POL016*-Personnel	Corporate Wardrobe Policy	October 2000
POL017*-Personnel	Armidale City Council Staff Exchanges with Other Councils and Familiarisation Visits	October 2000
POL018*-Personnel	Recognition of Service and Employment Awards	October 2000
POL019*-Personnel	Education Assistance Policy	October 2000
POL101*-Personnel	Annual Union Picnic Day Holiday	October 2001
POL113*-Personnel	Child Protection Policy	October 2000
POL117*-Personnel	Leave of Absence for Army Reserve Service	October 2000
POL118*-Personnel	Policies Remaining Current for Staff of the Former Dumaresq Shire Council	October 2000
POL129*-Personnel	Leave for Staff involved in Emergency Services	March 2002
POL142*-Personnel	Home Based Work Policy	June 2004

**REGULATORY****POL048\*-Regulatory****Armidale Local Approvals Policy and**

	Development Control Plan 1999	September 2000
POL049*-Regulatory	Residential Development Code	September 2000
POL050*-Regulatory	Parking Code	September 2000
POL051*-Regulatory	Industrial Development Code	September 2000
POL052*-Regulatory	Enterprise 10 Zone Development Code	September 2000
POL053*-Regulatory	Draft Outdoor Advertising Code	September 2000
POL054*-Regulatory	Control of Advertisements Code	September 2000
POL055*-Regulatory	Heritage Conservation Guidelines	September 2000
POL056*-Regulatory	Geotechnical Hazards Code	September 2000
POL057*-Regulatory	Design for Access and Mobility Code	September 2002
POL058*-Regulatory	Water and Sewerage Headworks Contribution Policy	August 2003
POL059*-Regulatory	Armidale Contributions Plan	September 2000
POL060*-Regulatory	Dumaresq Section 94 Contributions Plan	September 2000
POL061a*-Regulatory	Food Premises Code	March 2002
POL061b*-Regulatory	Food Vending Vehicles and Temporary Food Premises Code	Sept 2000
POL062*-Regulatory	Self Service Food Industry Code of Practice	September 2000
POL063*-Regulatory	Keeping of Animals (Urban Areas) Policy	September 2000
POL064*-Regulatory	Street Vending Control and Outdoor Eating Areas Policy	September 2000
POL065*-Regulatory	Development Related Security Policy	September 2000
POL066*-Regulatory	Public Car Parking Policy	September 2000
POL067*-Regulatory	Advertising Signs/Merchandising Tables	September 2000
POL068*-Regulatory	Landscaping and Tree Planting Policy	September 2000
POL069*-Regulatory	Amusement Machines Policy	September 2000
POL070*-Regulatory	Relocation of Buildings	September 2000
POL071*-Regulatory	Local Place Naming Policy	September 2000
POL072*-Regulatory	Contaminated Land Policy	May 2002

**REGULATORY****POL073\*-Regulatory****Thermal Insulation of a Dwelling Policy****September 2000**

POL074*-Regulatory	Servicing of Rural Allotments Policy	September 2000
POL075*-Regulatory	Road Intersections (Line of Sight) Policy	September 2000
POL077*-Regulatory	Swimming Pool Code	September 2000
POL078*-Regulatory	Mall Market Operations Policy	September 2002

POL079*-Regulatory	Pay for Parking Policy	September 2000
POL080*-Regulatory	Armidale Flora and Fauna Study	September 2000
POL081*-Regulatory	On-site Sewage Management Strategy	September 2000
POL082*-Regulatory	Busking Policy	November 2002
POL083*-Regulatory	Roadside Tributes Policy	September 2000
POL084*-Regulatory	Site-Specific Development Control Plans	September 2000
POL085*-Regulatory	Site-Specific Contribution Plans	September 2000
POL102*-Regulatory	Subdivisions – Development Control Plan No 1	September 2000
POL103*-Regulatory	Erection of Dwellings – Development Control Plan No 2	Sept 2000
POL104*-Regulatory	Environment Protection (Scenic Zone) Development Control Plan No 3	September 2000
POL105*-Regulatory	Bed and Breakfast Operations – Development Control Plan No 6	September 2000
POL106*-Regulatory	Exempt and Complying Development – Development Control Plan No 7	September 2000
POL108*-Regulatory	Dog Boarding and Breeding Establishments – Development Control Plan No 5	September 2000
POL109-Regulatory	Electric Fences in Rural Areas	September 2000
POL130-Regulatory	Sex Industry Development Control Plan	October 2001
POL131-Regulatory	Joint Companion Animals Management Plan	May 2002
POL134-Regulatory	Ambient Air Quality (Woodsmoke)	March 2003
POL135-Regulatory	Aquatic Centre Patron Code of Conduct	November 2002
POL139*-Regulatory	On Site Waste Disposal Policy	Draft

### RISK MANAGEMENT

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

### ROADS

POL032-Roads	Roads – Distinction between “Public” and “Non- Public” Roads	October 2000
POL033-Roads	Policy for Location of Vehicular Footpath Crossings	October 2000
POL034-Roads	Kerb, Guttering and Footpaths	October 2000
POL035-Roads	Vehicular Driveway Construction	October 2000
POL086-Roads	Events on Public Roads)	October 2000
POL087-Roads	Stock Grids on Public Roads	October 2000
POL092-Roads	Dedication of Public Roads	October 2000
POL093-Roads	Dust Laying Seals on Public Roads	October 2000
POL094-Roads	Grazing Permits on Public Roads	September 2002
POL095-Roads	Roads Maintenance	October 2000
POL097-Roads	Management of Road Reserves	October 2000
POL141-Transport	Rural Bus Stop Policy	June 2004

### TRANSPORT

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

### UTILITIES

#### POL039-Utilities Water Supply October 2000

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

**SECTION 2 – STATEMENT OF AFFAIRS**

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

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

**SECTION 3 – CONTACT ARRANGEMENTS**

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

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



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

**SECTION 1 – POLICY DOCUMENTS**

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

**Policy Documents**

- Backyard Burning Policy
- Change of Property Numbers Policy
- Charity Street Stalls and Street Collection Policy
- Claims for Refund of Waste Charges
- Code of Conduct
- Code of Meeting Practice
- Collection Development Policy
- Commercial Street Vending and Mobile Street Vending Policy
- Competition Policy
- Council Corporate Name Policy
- Culturally Diverse Society Principles Policy
- Development Applications (Advertising and Advising of Details Policy)
- Donations Policy
- Filming on both Public and Private Property within the Ashfield Municipality
- Footpath Repair and Maintenance Policy
- Heritage Items Assessing Policy
- Internal Reporting Policy
- Investment Policy
- Joining Ashfield Library Policy
- Library Community Noticeboards Policy
- Local Ethnic Affairs Policy
- Media Relations Policy
- Mowing of Verges Policy
- Naming of Public Reserves Policy
- Payment of Expenses and Provision of Facilities to Councillors Policy
- Pension Rebate on Rates and Charges Policy
- Planting of Additional Trees and Shrubs in Parks and Reserves Policy
- Privacy and Personal Information Act
- Protected Disclosures Act
- Public Use of Internet Policy
- Purchasing Policy and Procedures
- Records Management Policy
- Returns of Disclosures of Interest Policy
- Refund of Permit or Consent Fees Policy
- Section 94 Contribution Policy
- Sponsorship Policy
- Stormwater Management Policy
- Street Furniture Policy
- Sustainable Ashfield: ESD Policy
- Tree Preservation and Landscape Policy
- Use of Colourbond Fencing within the Municipality Policy
- Use of Council Halls and Meeting Rooms Policy
- Works for Other Bodies and Work on Private Property Policy

**SECTION 2 – STATEMENT OF AFFAIRS**

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

**SECTION 3 – CONTACT ARRANGEMENTS**

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

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

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

Dr David Niven,  
General Manager

**FREEDOM OF INFORMATION ACT 1989****Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****AUBURN COUNCIL****FOI Agency No. 2073****SECTION 1 – POLICY DOCUMENTS**

Auburn Council maintains the following Policy Documents:

- Public Access to Records Section 12(5)
- Activities in Public Places
- Advertising – Public Notices
- Anonymous Complaints & Correspondence
- Bank Guarantees – Subdivisions
- Building Alignment
- Building Applications – Notification of Building Works in Residential Areas – Permissible Hours for Demolition
- Buskers
- Car Parking – Section 94 Residential Areas
- Carports in Residential Areas
- Child Care Centre
- Civic Expenses and other Facilities for Councillors
- Collection Development Policy (Library)
- Community Consultation
- Community Grants Program Guidelines
- Community Picnic Area – Use of
- Correspondence Acknowledgment
- Councillors Fees – Non Payment or Reduction
- Dividing Fences
- Driveways, Footpaths and Kerb and Gutter Construction
- Donations
- Dual Occupancy
- Fence Height
- Final Notices
- Flood Prone Land – Finished Floor Levels
- Flower Sellers
- Foreshore Building Alignment
- Freedom of Collection and Access (Library Material)
- Golf Course – Pensioner Concessions
- Industrial Areas
- Industrial Premises – Hours of Operation
- Investments
- Kerb Side Numbering
- Local Approvals Policy, 1995
- Legionella – Responsibilities under the Public Health Act and Regulations 1991
- Loudspeakers – Use of in Commercial and Industrial Premises
- Mobile Garbage Bins
- Ombudsman
- Outbuildings
- Parks and Gardens
- Parking Provision for New Dwellings – Residential Areas
- Petitions
- Plant Replacement Criterion
- Professional Consulting Rooms in Residential Areas
- Public – Filming
- Quorum – Fixing Of

- Rates – Pensioner Application – Applications for Review
- Refunds
- Road and Footpath Restoration
- Road Pavement Design on Regional Arterial Roads
- Rehabilitation Policy and Procedure
- Roller Shutter Doors
- Signs – Advertising
- Sponsorship
- Stormwater Drainage
- Street Lighting
- Street Trading
- Tape Recording of Council Meetings
- Town Hall Rental Bond
- Town Hall Rental
- Trade Waste Containers
- Tree Preservation Order

## **SECTION 2 – STATEMENT OF AFFAIRS**

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

## **SECTION 3 – ACCESS TO INFORMATION**

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

Director, Corporate Services  
Auburn Council  
PO Box 118  
AUBURN NSW 1835  
Telephone: (02) 9735 1222  
Facsimile: (02) 9643 1120

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

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

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

**Council Policies and Codes**

Alfresco Dining Policy  
Ampitheatre Policy  
Building Line Policy  
Building Notification Policy  
Caravan Parks – Holiday Vans (Long Term Casual Occupants) Policy  
Caravan Parks – Long Term Residents Policy  
Child Protection Policy  
Civic Expenses and Facilities Policy  
Code of Conduct  
Code of Meeting Practice  
Erosion and Sedimentation Control Policy  
Events Policy  
Fence Policy/Code  
Flood Prone Land Policy  
Food Premises Code  
Footpath Display Policy  
Footpaths & Cycleways – Inspection, Evaluation & Maintenance Policy  
Fund Raising & Banners for Events Policy  
Investments Policy  
Light Vehicle Policy  
Markets Policy  
Mobile & Markets – Food Vendors Policy  
Notification of Adjoining Owners Policy  
On-the-Spot Fines Policy  
Protected Disclosures Policy  
Recycling Strategy  
Revenue Policy (refer to Council's Management Plan)  
Smoke Free Work Environment Policy  
Subdivision Code  
Swimming Pool Fencing Policy  
Tendering Policy  
Trade Waste Policy

**Planning Documents**

Ballina Local Environmental Plan  
Ballina Shire DCP No. 1 (Urban Land)  
Ballina Shire DCP No. 3 (Coastal Hazard Protection, Lennox Head)  
Ballina Shire DCP No. 4 (Ballina Airport – Aircraft Noise)  
Ballina Shire DCP No. 5 (Bed and Breakfast Establishments)  
Ballina Shire DCP No 6 (Alstonville Village Centre)  
Ballina Shire DCP No 7 (Exempt and Complying Development)  
Ballina Shire DCP No 8 (Lennox Head Village Centre)  
Ballina Shire DCP No 9 (Energy Smart Homes)  
Ballina Shire DCP No 10 (Brothels)

Ballina Shire DCP No 11 (Mosquitoes)  
Ballina Shire DCP No 12 (Newrybar Scenic Escarpment)  
Ballina Shire DCP No 13 (Stormwater Management)

**Developer Contribution Plans**

Carparking, Ballina CBD  
Parks and Reserves  
Community Facilities  
Heavy Vehicle Haulage  
Roads  
Water Supply  
Sewerage Augmentation  
Lennox Head Village Centre Car Parking & Section 94 Planning Studies and Administration  
Human Resources Policies & Procedures

**Drug & Alcohol Policy**

Carers Leave Policy  
Educational Assistance Policy  
EEO Management Policy & Plan  
Harassment Prevention Policy  
Loss of Licence Policy  
Maternity Leave Policy  
Occupational Health & Safety Policy  
Recruitment Policy  
Salary Policy  
Software Usage Policy  
Staff Immunisation Policy  
Staff Support Policy  
Training Plan  
Travelling Allowance Policy

**Other Documents**

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

**SECTION 2 – STATEMENT OF AFFAIRS**

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

**SECTION 3 – CONTACT ARRANGEMENTS**

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

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

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

**SECTION 1 – POLICY DOCUMENTS**

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

- Access Charter
- Advertising Policy
- Agendas and Minutes of Council Meetings (excluding those parts of the meeting closed to the press and public in accordance with the Local government Act 1993).
- Annual Management plans, including –
  - Adopted Annual Budgets
  - Cityplan (Council's Strategic Planning Document)
  - Rating Policy
  - Revenue and Pricing Policies (including fees and charges)
- Annual Reports, including audited financial statements
- Attendance at Seminars and Conference
- Bankstown Older Residents Strategy and Policy
- Bike Plan
- Biodiversity Strategy
- Brothels Policy
- Business Continuity Plan
- Business Investment Strategy
- Catchment Management Strategy
- City Health Plan
- Code of Conduct
- Code of Council Meeting Practice
- Codes and Standards for Public Health Issues
- Codes for Buildings
- Commercial use of Footways Policy
- Communication Protocol
- Community Events Policy
- Community Safety Strategy
- Contaminated Land Management Policy
- Council files including relevant correspondence and plans relative to all Council operational and strategic functions, activities and actions
- Council's Land Register of Operational and Community Land
- Council Sponsorship of Local Events and Activities
- Councillor returns of pecuniary interests
- Cultural Plan
- Development Control Plans – various
- Disability Discrimination Plan
- Disclosure of Information – Complaints and Objections
- Environmental Policy
- Electoral Funding Act returns of Candidates
- Grants & Donations Policy
- Human Resources/Personnel Management Policies including –
  - Counselling and Disciplinary Actions
  - EEO
  - Employee Assistance Programs
  - Employee Education Policies
  - Harassment
  - Injury Management Plan

- Occupational Health and Safety
- Recruitment
- Redundancy
- Rehabilitation Policies and Practices
- Termination
- Use of Internet

Instrument of Delegated Authority

Investment Policy

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

Local Air Quality Management Plan

Neighbour Notification Policy

Multicultural Strategy and Policy

Orders and Approvals Policies

Payment of Rates by Pensioners

Plans of Management for Community Land – various

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

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

Privacy Management Plan

Protected Disclosure Policy

Public Lighting Strategy

Public Transport Improvement Plan

Representation by Bankrupt Lawyer/Solicitor

Results for Ordinary Elections of Council and Extraordinary elections

Road Safety Strategic Plan

Sale of Property Information Policy

Sport and Recreation Strategy

Sporting Facilities Masterplan

Stormwater Drainage and Flood Mitigation Policies

Street Tree Planting and Footpath Strategy

Tree Roots in underground Sewerage Pipes

Valuation Books

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

Waste Management Strategy

Youth Crime Prevention Plan

Youth Plan

## SECTION 2 – STATEMENT OF AFFAIRS

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

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

## SECTION 3 – CONTACT ARRANGEMENTS

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

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

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

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



# FREEDOM OF INFORMATION ACT 1989

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

### SUMMARY OF AFFAIRS of the COUNCIL OF BAULKHAM HILLS

#### SECTION 1 – POLICY DOCUMENTS

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

- 1.1.11 Complaints Management – Councillors
- 1.1.12 Volunteer Program Policy
- 1.1.13 Provision of Legal Brief in Conjunction with Legal Advice
- 1.2 Corporate Communications**
  - 1.2.1 Corporate Sponsorship
  - 1.2.2 Council Conducted Competitions
  - 1.2.3 Corporate Communications – External
  - 1.2.4 School and Community Education Policy
  - 1.2.5 Corporate Gifts – Distribution
- 2. CORPORATE SERVICES GROUP**
  - 2.1 Financial Management**
    - 2.1.1 Financial Planning
    - 2.1.2 Financial Objectives
    - 2.1.3 Investment of Surplus Funds
  - 2.2 Administration**

(There is no item 2.2.1)

    - 2.2.2 Section 356 Donations (General)
    - 2.2.3 Permanent Hall Hirers
  - 2.3 Organisation Development**
    - 2.3.1 Staff Educational Assistance
    - 2.3.2 Gratuities
    - 2.3.3 Special Leave
    - 2.3.4 Staff Attendance at Conferences – Allowance
    - 2.3.5 Attendance at Blood Bank
    - 2.3.6 Public Liability
    - 2.3.7 Compensation Claims for Damage by Mower Stones
    - 2.3.8 Compensation Claims for Tree Roots in Sewer
    - 2.3.9 Reward & Recognition
  - 2.4 Library Services**
    - 2.4.1 Library Services Strategic Direction
    - 2.4.2 Free Public Library Services and Conditions of Membership
    - 2.4.3 Castle Hill Community Centre Booking Policy
  - 2.5 Land Information**
    - 2.5.1 House Numbering
  - 2.6 Fleet Management**
    - 2.6.1 Council Fleet Policy
    - 2.6.2 Financing of Plant and Equipment
    - 2.6.3 Air Conditioning of Major Plant
- 3. SERVICES DELIVERY GROUP**
  - 3.1 Community Buildings**
    - 3.1.1 Commemoration Plaques
    - 3.1.2 Physical Access Policy
  - 3.2 Parks Operation**
    - 3.2.1 Showground – Rock Concerts
    - 3.2.2 Helicopter Landing in Public Reserves
    - 3.2.3 Honorary Rangers – Powers and Duties
    - 3.2.4 Naming of Public Facilities
  - 3.3 Roads Operations**
    - 3.3.1 Clothing Recycling Bins – Regulation
  - 3.4 Technical Services**
    - 3.4.1 Consultation Policy for Infrastructure Projects
  - 3.5 Children’s Services**
    - 3.5.1 Vacation Care
    - 3.5.2 Placement of Children with Disabilities at Long Day Care Centres

**3.6 Youth Services**

## 3.6.1 Youth Policy

**4. PLANNING SERVICES GROUP****4.1 Forward Planning**

## 4.1.1 Council Involvement in Development of Private Land

## 4.1.2 Management of Contaminated Sites

**4.2 Development Control**

## 4.2.1 Filling of Rural Land

## 4.2.2 Filling of Urban Land

## 4.2.3 Unauthorised Activities

## 4.2.4 Advertising Signage for Pedestrian Bridges on Classified Roads

## 4.2.5 Telecommunications Facilities

## 4.2.6 Section 102 Amendments to Consents

## 4.2.7 Meetings with Applicants and Objectors

## 4.2.8 Pump Out Systems

**4.3 Building Control**

## 4.3.1 Building Applications and/or Subdivisions in Flood Affected Areas

## 4.3.2 Encroachments over Drainage Easements

## 4.3.3 Excavation and Filling

## 4.3.4 Occupation of Incomplete Dwellings and Caravans During Dwelling Construction

## 4.3.5 Local Approvals Policy

**4.4 Subdivision Control**

## 4.4.1 Road and Drainage Works – Bonds

**4.5 Health and Environment Protection**

## 4.5.1 Piggeries

## 4.5.2 Smoke Emissions from Residential Fireplaces and Chimneys

## 4.5.3 Keeping of Animals in Residential Areas

## 4.5.4 Salinity Policy

**SECTION 2 – STATEMENT OF AFFAIRS**

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

**SECTION 3 – CONTACTS ARRANGEMENTS**

Freedom of Information Officer/Public Officer

Director – Corporate Services

Council Chambers

129 Showground Road

PO Box 75

CASTLE HILL NSW 2154

Telephone: (02) 9843 0120

Facsimile: (02) 9843 0400

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

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

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

**SECTION 1 – POLICY DOCUMENTS**

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

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

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

## **SECTION 2 – STATEMENT OF AFFAIRS**

Published with Council's 2003/2004 Annual Report.

## **SECTION 3 – CONTACT ARRANGEMENTS**

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

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

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

Zingel Place  
BEGA NSW 2550

Telephone enquiries can be made to the Manager Corporate Services on (02) 6499 2277.

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

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

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

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

Register of Policy Documents including:

1. Council Name Badges
2. Unauthorised Advertising Structure – Removal of
3. Request for Donations
4. Street Stalls
5. Current Investment Practices
6. Hire of Plant for Council Works
7. Berrigan Airstrip
8. Tocumwal Aerodrome
9. Murray River Water Policy Statement on Water Quality
10. Membership of Associated Organisations
11. Staff Service with the Australian Army Reserve
12. Attendance at Local Government Conferences
13. Housing for Staff Members
14. Mayor’s Sedan
15. Hire of Council Sedans, Station Sedans and Utilities by Staff Members  
(Replaced by No. 90 – Private Use of Council Vehicles, adopted on 16/7/2003)
16. Use of the Council Chambers – Formal Area
17. Monumental and Lawn Cemeteries

18. Light Vehicle, Truck and Light Vehicle Replacement
19. Fees – Approved First Aid Course
20. Authority to Send Bush Fire Control Units Outside the Council's Area
21. Authority to Send Council Plant Outside the Council's Area in Emergency Situations
22. Rates, Charges & Debt Recovery Policy
23. Hire of Council Plant for Private Works
24. Selection of Staff Members
25. Telephone Usage Policy for Staff
26. Insurance – Risk Management
27. Kerb and Gutter and Footway Construction Contributions
28. Access to Council's Refuse Depot – Special Events
29. Staff Clothing Policy
30. Application for Water Service
31. Application for Sewerage Service
32. Road Openings
33. Salary Policy
34. Dog and Dog Impounding Policy
35. Public Liability Claims Procedure
36. Occupational Health and Safety and Objectives Policy
37. Payment of Expenses and Provision of Facilities
38. Street and Public Place Naming Policy
39. Staff Remuneration Package
40. Purchasing Policy
41. Service Recognition
42. Presentation on Retirement from the Council
44. Smoke Free Environment Policy
45. Pre Employment Medical Policy
46. Rehabilitation Policy
47. Street Banners Policy
48. Annual Christmas Dinner
49. Deferred Debtors
50. Assistance with Legal Expenses
51. Community Development Grants (revoked 21/5/97)
52. Leave Policy (see also Policy No. 72 Annual and Other Leave Policy)
53. Conflict of Interest Policy
54. Internal Reporting Policy
55. Domestic Waste Management Charge
56. Rating and Revenue Policy
57. Driveway Construction
58. Equal Employment Opportunity Policy Statement
59. Training Policy Statement
60. Quality Policy Statement
61. Long Service Payments
62. Local Approvals Policy
63. Refund of Application Fees
64. Waste Management
65. Customer Request / Suggestion Policy
66. Liability Management Policy
67. Stock Impounding Policy
68. Assistance for Attendance of Individuals at Sporting and Other Events.
69. New Kerbside Garbage Collection Services
70. Water Pricing Policy
71. Heat Stress Policy
72. Annual and Other Leave Policy
73. Reimbursement of Relocation Expenses Policy
74. E-mail Policy
75. Child Protection Policy
76. Capital Grants and Contributions Policy
77. Drainage Corridors Fire Reduction Policy
78. Tourism Policy
79. Constructed Footpath Risk Management Policy

- 80 Administration of Contributory Footpath and Kerb and Gutter Schemes pursuant to Clauses 217, 218 & 219 of The Roads Act 1993
- 81 Public Information Policy
- 82 Berrigan Shire Library Service Collection Policy
- 83 Internet Usage Policy
- 84 Drug and Alcohol Free Workplace Policy
- 85 Tourism Funding Policy
- 86 Public Internet Usage
- 87 Attendance of Councillors at Community Meetings and Events
88. Water Trading Policy
- 89 Policy for Volunteering in Berrigan Shire
- 90 Private Use of Council Vehicles
- 91 Council Involvement in New Enterprises
92. Tender Evaluation Policy
- 93 Tocumwal Aerodrome Runway 04/22

The following Codes and Plans are also available for viewing:

- Code of Conduct
- Subdivision Code
- Australian Institute of Health Surveyors National Food Premises Code
- Industrial Development Code
- Residential Flat Code
- Detached Dwellings Code
- Code of Tendering for the Construction Industry
- Accounting Code
- Section 94 Contributions Plan for Berrigan Shire Council
- Berrigan Local Environmental Plan
- Development Control Plan No. 1 – “Village”
- Development Control Plan No. 2 – “Rural Residential”
- Development Control Plan No. 3 – “Tourism”
- Development Control Plan No. 4 – “Tree Preservation”
- Murray Regional Environmental Plan No. 2 – Riverine Land
- Building Line Policy
- Policy on the relocation of previously used residences
- Inland Rivers Water Quality Policy
- State of the Environment Report
- Flood Prone Land Policy
- Notification of Neighbours Policy
- Local Application/Approval Register
- Code for Swimming Pools and Safety Fencing
- Carparking Code
- Exempt and Complying Development Local Environmental Plan
- Ecologically Sustainable Development Statement
- Local Environmental Plan
- Development Contributions Plan
- Privacy Management Plan
- DCP No 3 – Parking
- Local Companion Animal Management Plan
- DCP No 2 Exempt & Complying Development
- On Site Sewerage Management Plan
- Plan for the Management of the Corella Population at Tocumwal
- Apex Park Plan of Management
- Stormwater Management Plan & SBP
- Residential Building Lines
- Roadside Vegetation Management Plan
- Development Control Plan for the Tocumwal Aerodrome
- Tocumwal Foreshore & Recreation Reserve Plan of Management
- Social/Community Plan July 2002 to June 2005
- Drought Management Plan
- Local and Neighbourhood Parks Plan of Management



**SECTION 2 – STATEMENT OF AFFAIRS**

Copies of the Statement of Affairs of the Council, which was prepared as at 14th June, 2002, may be purchased from the council for \$5.00.

**SECTION 3 – COUNCIL'S CONTACT ARRANGEMENTS**

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

Mr. Luke Taberner  
Public Officer  
Berrigan Shire Council  
PO Box 137,  
BERRIGAN 2712  
Telephone (03) 5888 5100  
Fax (03) 5885 2092  
Email: [luket@berriganshire.nsw.gov.au](mailto:luket@berriganshire.nsw.gov.au)

The Council's office hours are 8.30 am to 5.00 pm Monday to Friday(excluding public holidays).

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

**SECTION 1 – POLICY DOCUMENTS**

The following Policy Documents are available for inspection and/or sale.

Abandoned Vehicles  
Aboriginal Reconciliation  
Aboriginal Signage  
Access and Equity  
Animals  
Aquatic Centres  
Awards – Building  
Brick Veneering Code  
Bus Routes  
Carports, Awnings, Pergolas, Garages and Small Extensions to Dwellings  
Children’s Services  
Christmas Promotions  
Community Buses  
Community Communication, Consultation and Participation  
Complaints and Compliments  
Contaminated Lands  
Council Buildings and Properties  
Councillors’ Facilities and Expenses  
Council Plant  
Cultural Plan  
Disabled Persons Parking  
Disposal of Furniture, Office and Computer Equipment  
Dogs  
Drugs  
Economic Development  
Electricity and Street Lighting  
Emeritus Mayor  
Energy Smart Homes  
Equal Employment Opportunity Management Plan  
Festivals  
Filming in City Areas  
Financial Assistance to Community Organisations  
Financial Assistance to Sportspersons and Representatives in the fields of Arts/Culture and Education  
Financial Reviews  
Fire Control  
Flags  
Food Premises  
Footpaths  
Fringe Benefits Tax  
Garbage and Waste Services  
Geographical Names  
Graffiti Removal Guidelines  
Guidelines for the Operation of Slow Combustion Heaters  
Halls and Community Neighbourhood Centres  
Hardship Policy – Pensioners  
House Numbering  
Information  
Insurance

Internal Reporting  
Investments  
Keys of the City and Honorary Citizenship  
Land Acquisition, Disposal and Dedication  
Leases, Licenses  
Legal Matters  
Library  
Livestock and Large Animals  
Local Approvals  
Local Orders – Keeping of animals on private property  
Local policies concerning building and development approvals  
Management Committees – Parks and Community Facilities  
Naming and Renaming of Roads  
Naming of Shopping Centres  
Noise Nuisance  
Obstructions by Advertising Signs, Vehicles  
Occupational Health & Safety  
On-site Sewage Management  
Outdoor Eating  
Parks, Reserves and Playing Fields  
Path Paving  
Payment of Expenses and Provision of Facilities to Councillors  
Pollution Control – Stormwater Quality Control  
Protected Disclosures  
Procurement Procedure  
Rates and Debt Recovery  
Records Management  
Recycling  
Roads  
Roadside Memorials  
Sewage  
Soil Erosion and Sedimentation Control  
Sporting Activities  
Staff  
State Environmental Planning Policies  
Street Parties  
Suburb Names  
Swimming Pool Code  
Telecommunications Cabling  
Tenders and Contracts  
Tobacco and Alcohol  
Tree Preservation Controls  
Vehicles  
Vehicular and Gutter Crossings  
Western Sydney Regional Organisation of Councils  
Workers Compensation

## **SECTION 2 – STATEMENT OF AFFAIRS**

Blacktown City Council produces a Statement of Affairs as part of the Annual Report and is available by contacting the officers named below. The Statement of Affairs – 30 June 2003 is also available on Council's web page; [www.blacktown.nsw.gov.au](http://www.blacktown.nsw.gov.au) under What's New – July 2003. The 30 June 2004 edition should be available in September 2004.

**SECTION 3 – CONTACT ARRANGEMENTS**

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

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

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

Mr Craig Dalli

Public Officer

OR

Mr Ken Marsh

Governance Services Co Ordinator

Blacktown City Council

Civic Centre

Flushcombe Road

PO Box 63,

BLACKTOWN NSW 2148

Telephone: 9839 6000

Facsimile: 9831 1961

Email: [council@blacktown.nsw.gov.au](mailto:council@blacktown.nsw.gov.au)

Hours: 8.30am – 4.30pm

General Manager,  
Blacktown City Council

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

**SECTION 1 – POLICY DOCUMENTS**

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

- Code of Conduct
- Code of Meeting Practice
- Local Approvals Policy
- Local Orders Policy
- Local Disaster Plan
- District Fire Plan of Operations
- Policy Register
- Community Directory
- Section 94 Plan
- Tree Preservation Order
- Safe Operating Procedures
- Human Resources Policy Register
- Management Plan 2004/2009
- Audited Annual Financial Reports 2002/2003
- Auditors Reports
- Statement of Affairs
- Register of Investments
- Local Environmental Plan 1993
- Development Control Plan 1999
- Annual Report – 2003
- Register of Disclosures
- Community Plan
- Community Profile
- Community Access Plan
- Cultural Plan
- Minutes of Open Council Meetings
- EEO Management Plan
- State of the Environment Report
- Policy on the Payment of Expenses and Provision of Facilities to Councillors

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

**SECTION 2 – STATEMENT OF AFFAIRS**

A copy of Council's most recent Statement of Affairs (as at June 30 2004) is available for inspection or purchase from Council.

**SECTION 3 – CONTACT ARRANGEMENTS**

Rodney Martin  
Director Corporate & Customer Services  
Bland Shire Council  
Shire Street  
PO Box 21  
WEST WYALONG NSW 2671  
Telephone: (02) 69 722266  
Facsimile: (02) 69 722145  
Email: council@blandshire.nsw.gov.au  
Website: www.blandshire.nsw.gov.au  
Hours: 8.30 am – 5.00 pm

Frank Zaknich, General Manager

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

**SECTION 1 – POLICY DOCUMENTS**

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

Corporate Structure

Committee Structure

Code of Conduct

Code of Meeting Practice

Contributions Plans

- Developer Headworks
- Section 64 Developer Contributions, Sewerage and Water Headworks

Delegations of Authority Register

Bombala Local Disasters Plan (DISPLAN)

EEO Management Plan

Model Policy for Interaction between Councillors and Staff

Internal Reporting Policy

Employment Codes

- Bombala Council Award Restructuring Policy
- Bombala Council Training Policy
- Bombala Council Salary System

Bombala Local Environment Plan, 1990 (as amended)

Expenses and Facilities Policy

Internal Reporting Policy

Provision of Information to and Interaction between Councillors and Staff Policy

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

Community Land Management Plan

- Sportsgrounds
- Parks and Gardens
- General Community Use

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

Privacy Management Plan

Minutes of Council and Committee Meetings

Policy Register (containing decisions by Council and forming policy)

Revenue Policy

State of the Environment Report

Tenders and Purchasing Policy

Notification of Adjoining Owners Policy (see Local Approvals Policy)

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

Building – Conditions of Approval

Bombala Bush Fire Emergency Management Plan

Flood Prone or Floodway Lands – Minimum Floor Levels Policy

Food Premises Policy

Smoking in the Workplace Policy

Annual Report

Auditors Report

Disclosures Register

Land Register

Investment Register

Development Applications Register

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**SECTION 2 – STATEMENT OF AFFAIRS**

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

**SECTION 3 – CONTACT ARRANGEMENTS**

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

Mrs Robin Guthrie  
FOI Officer  
Bombala Council  
71 Caveat Street  
BOMBALA NSW 2632  
Telephone: (02) 6458 3555  
Fax: (02) 6458 3777  
Email: [council@bombala.nsw.gov.au](mailto:council@bombala.nsw.gov.au)

D. L. Rawlings,  
General Manager

**FREEDOM OF INFORMATION ACT 1989**  
**Section 14 (1) (b) and (3)**  
**SUMMARY OF AFFAIRS**  
**of the**  
**CITY OF BOTANY BAY**

**SECTION 1 – POLICY DOCUMENTS**

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

- Council's Code of Conduct
- Council's Code of Meeting Practice
- Annual Report
- Annual Financial Reports
- Auditor's Report
- Management Plan
- EEO Management Plan
- Council's policy concerning the payment of expenses incurred by, and the provision of facilities to, councillors
- Council's Land Register
- Register of Investments
- Returns of the interests of councillors, designated persons and delegates
- Returns as to candidates' campaign donations
- Business Papers for Council and Committee meetings (but not including business papers for matters considered when a meeting is closed to the public)
- Minutes of Council and Committee meetings, but restricted (in the case of any meeting or part of a meeting that is closed to the public) to minutes of:
  - (a) the recommendations of the meeting, other than recommendations concerning the proposed acquisition of land at a public auction; and
  - (b) such other matters as the Council or Committee resolves should be made public.
- Contributions Plans
  - S.94 Contributions Plan No. 1, 2 and 3 CM
  - Mascot Station Precinct – 94 Contributions Plan
- Development Control Plans
  - Access DCP
  - Off-Street Parking DCP
  - Mascot Station Precinct DCP
  - Waste Management & Minimisation Guidelines DCP
  - Aircraft Noise DCP
  - Extended Public House Trading Hours DCP
  - Container Terminals DCP & Similar Facilities Handling Containers
  - Local Air Quality Management Plan
  - Amusement Centres
  - 28-40 Lord Street, Botany
  - 1365 Botany Road, Botany
  - 14a Baker Street, Botany
  - 25-27 Green Street, Banksmeadow
  - Energy Efficiency
  - Notification of Development Applications – DCP No. 24
  - Exempt and Complying Development
  - Moore and Baker Street, Banksmeadow – DCP No. 25
  - 26A Bunnerong Road, Daceyville
  - Building Design and Construction DCP
  - Stormwater and Drainage System Guidelines
  - Botany Randwick Industrial Area Land Use Safety Study
  - Landscape DCP No. 32



- Contaminated Land DCP No. 34
- Daceyville Conservation Area (Draft)
- Industrial Development (DCP33)
- Draft DCP for Advertising Signs and Structure
- Subdivision DCP No. 7 (Version 2)
- DCP No. 37 – Heritage Conservation
- DCP No. 38 – Houses
- Draft DCP No. 39 – Commercial Centres
- Draft DCP No. 40 – Wetlands
- Draft DCP No. 42 – Waste & Recycling Industrial Development
- Draft DCP No. 43 – Telecommunications and radio communications
- DCP No. 44 – Swimming Pools
- DCP No. 45 – Residential Development on two former nursery sites at Mascot
- Draft DCP No. 46 – Access and Mobility
- DCP No. 31 – Pemberton & Wilson Street Precinct
- DCP No. 35 – Multi unit housing and residential flat building
- DA Guide for residential dwelling houses, additions/alterations to dwelling houses, carports/garages, swimming pools, outbuilding for the construction of dwelling houses.
- DA Guide for multi-unit residential, commercial and industrial developments (including changes of uses, alterations and additions, and non-dwelling house related subdivision).

Emergency Management Plan

Fence Policy

Contaminated Land Policy

Financial Management Plan

Internal Reporting Policy

Local Environmental Planning Instruments – Botany Local Environmental Plan 1995

Policy Register

Pricing Policy

Procedure Manuals exist for a number of Council activities

Records/Disposal Policy

Register of delegations

Revenue Policy

State of the Environment Report

Tree Preservation Order

Local Policies adopted by the Council concerning approvals and orders

Records or Approvals granted and decisions made on appeals concerning Approvals

Records of Building Certificates

Plans of land proposed to be compulsory acquired by the Council

Leases and Licences for use of public land classified as community land

Plans of Management for community land

Environmental Planning instruments, development control plans and plans made under Section 94AB of the Environment Planning and Assessment Act 1979 applying to land within the Council's area

Privacy Management Plan

Statement of affairs, the summary of affairs and the register of policy documents required under the Freedom of Information Act 1989

## SECTION 2 – STATEMENT OF AFFAIRS

The most recent Statement of Affairs (June 2004) may be obtained by contacting the Administration Office, 141-143 Coward Street, Mascot, 2020.

**SECTION 3 – CONTACT ARRANGEMENTS**

Principal Officer for Freedom of Information details:

Deputy General Manager  
Public Officer  
Administration Office  
141-143 Coward Street  
MASCOT NSW 2020  
PO Box 331  
MASCOT NSW 1460  
Telephone: 9366 3666  
Fax: 9366 3777  
Hours: Monday to Friday – 9 am to 4 pm

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

**SECTION 1 – DOCUMENTS**

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

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

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

#### POLICY DOCUMENTS

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

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

**SECTION 2 – STATEMENT OF AFFAIRS**

Council's Statement of Affairs comprises three documents, Council's current Annual Report, Summary of Affairs and 2004/2005 Management Plan.

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

Administrative Centre  
Blende Street  
Broken Hill

Charles Rasp Library  
Blende Street  
Broken Hill

**SECTION 3 – CONTACT ARRANGEMENTS**

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

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

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

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

**SECTION 1 – POLICY DOCUMENTS**

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

**Councillors (Elected Representatives)**

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

**Corporate**

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

**Personnel**

- Staff – Blood Donations
- Staff – Cash Handling Procedures
- Staff – Child Protection
- Staff – Concessional Leave
- Staff – Complaints Resolution
- Staff – Code of Conduct
- Staff – Disciplinary Procedures
- Staff – EEO Policy and Management Plan
- Staff – Employees' Handbook
- Staff – First Aid
- Staff – Grievance Procedures
- Staff – Guidelines for the Provision of Information to Customers

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

### **Engineers**

- Advertising – signboards and articles on footpaths
- Building and household waste containers
- Collection of discarded needles and syringes
- Collection of money on roadways
- Number of Dogs permitted on any premises
- Parking on footpaths
- Pedestrian Facilities – Notification to Access Committee
- Regulation of the placement of building waste containers
- Road Opening Permit Code
- Roads, Code for Activities Affecting
- Street parties
- Street trading
- Street Tree Management Strategy Volume 1 – Policy Matters
- Street Tree Management Strategy Volume 2 – Internal Procedures
- Stormwater Management Code
- Use of Sporting Fields
- Vehicle Crossings – second crossing
- Vehicular Crossing Policy

### **Finance**

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

### **Environmental**

- Advertising Signs – Development Control Plan No. 9
- Appian Way Conservation Area – Development Control Plan No. 4
- Civic Precinct – Local Environmental Plan No. 63 (draft)
- Brothels – Local Environmental Plan No. 38 (draft)
- Brothels – Development Control Plan No. 13 (draft)
- Burwood Area No 1 – Development Control Plan
- Burwood Planning Scheme Ordinance (BPSO) (as amended by various Local Environmental Plans)



- Car Parking – Development Control Plan No. 22
- Carports, Code for
- Child Care Development Control Plan No. 26
- Civic Precinct Development Control Plan No. 27 (draft)
- Community Consultation Protocol
- Contamination – Applications on known as Potentially Contaminated Sites
- Crime Prevention through Environmental Design – Development Control Plan No. 23 (draft)
- Dual Occupancy – Development Control Plan No. 21
- Economic Development Strategic Plan
- Exempt & Complying Development – Development Control Plan No. 12
- Garages – Development Control Code
- Fences on Heritage Premises – Development Control Plan No. 3
- Fences, Code for Front and Side Return
- Grosvenor Street – Development Control Plan No. 1
- Guidelines for the Subdivision of land for single dwelling residential development
- Landscaping Code
- Liverpool Road/Byer Street Precinct – Development Control Plan No. 14
- Locality/Streetscape Analysis for Commercial Buildings
- Locality/Streetscape Analysis for Residential Flat Buildings
- Locality/Streetscape Analysis for Single House Residential Areas
- Lucas & Cheltenham Roads Precinct – Development Control Plan No. 16
- Malvern Hill Conservation Area – Development Control Plan No. 5
- Marmaduke Street – Development Control Plan No. 2
- Mechanical Parking Systems, Guidelines for the Use of
- Notification of Development Applications – Development Control Plan No. 6
- Outdoor Eating Policy
- Post Supported Street Verandahs in Burwood Town Centre – Development Control Plan No. 7
- Railway Precinct Development Control Plan No. 28
- Residential Flat Buildings – Development Control Plan No. 18
- General Residential Development – Development Control Plan No. 8
- Section 94 Contributions Plan for Road & Traffic Facilities (Plan No 1)
- Section 94 Open Space Contribution Plan (Plan No 2)
- Section 94 Off-Street Car Public Parking Plan (Plan No 3)
- Section 94 Contributions Plan for Burwood Town Centre Community Facilities (Plan No 4)
- Section 94 Contributions Plan for Westfield Burwood (Plan No 5)
- Single Dwelling Houses, Code for
- Tangarra Street, Croydon Park No.s 1-3 Local Environmental Plan No. 59 (draft)
- Town Centre Commercial Development Control Plan No. 10 (draft)
- Town Centre Residential Development Control Plan No. 11 (draft)
- Town Centre LEP 2000 (draft)
- Townhouses – Development Control Plan No. 20
- Tree Preservation Order Policy
- Waste Management – Development Control Plan No. 17

#### **OTHER DOCUMENTS/REGISTERS AVAILABLE FOR PUBLIC INSPECTION**

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

- Annual Budget
- Annual Fire Safety Statement
- Annual Report (Statutory)
- Annual Report (Community)
- Annual Statement of Accounts
- Consents and Approvals, Register of
- The Vision Document – Incorporating: The Burwood Strategic Planning Review and Town Centre Masterplan – March 2004
- Building Certificates, Record of
- Agendas for Council and Committee Meetings
- Community Services Social Plans (12 Papers)
- Corporate Strategic Plan
- Disclosure of Interests and Other Matters, Register of
- Schedule of Fees and Charges

- Fire Detection and Alarm Systems for Dwellings – information handout
- Fire Safety Certificate/Interim Fires Safety Statement
- Land Register
- Management Plan
- Minutes of Council and Committee Meetings
- Plans of Management for Community Land
- Pricing Policy ( See Management Plan)
- Privacy Management Plan
- Revenue Policy (See Management Plan)
- State of the Environment Report (See Annual Report)

## SECTION 2 – STATEMENT OF AFFAIRS

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

## SECTION 3 – CONTACT ARRANGEMENTS

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

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

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

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

Advertising Structures	5.26
Amusement Devices	5.28
Approvals For Activities Relating To Public Roads	5.29
Asbestos – Handling and Disposal	5.8
Assistance For Festivals and Community Functions	4.15
Award Restructuring Policy	3.17
Beaches – Motor Vehicles On Beaches	5.39
Building – Access For The Disabled	4.19
Building – Geotechnical Reports	5.18
Building – Hillside & Sloping Land	5.17
Building – Hoardings	5.10
Building – Occupation	5.14
Building – Separate Occupancy	5.15
Building – Survey Certificates	5.16
Building – Termite Treatment	5.12
Building – Wet Area Rooms	5.19
Building and Development – Minimum Fill Levels on Flood Prone Land	5.45
Building and Development – Payment of Developer Contributions	5.47
Building and Development – Release Of Plans	5.40
Building and Development Applications – Notification Of Neighbours and Procedures	5.41
Building Certificates	5.11
Building Fees – Amended Plans	5.13
Building over Pipelines and Other Underground Structures	4.20
Burials On Private Property	5.3
Burning Of Garden Waste Matter In Urban and Village Areas	5.5
Business and Commercial Activities	7.1
Busking	5.57
Caravan Park Fees – Refunds	3.3
Cemeteries	7.5
Chattels On Footpaths	5.38
Circuses which include the use or display of exotic, wild or native Australian animals within Byron Shire	5.55
Code Of Conduct	1.8
Code Of Meeting Practice	1.3
Commercial Activities on Coastal Crown Reserves	5.52
Commercial and Other Activities On Public Land and Roads	5.37
Common Seal Of Council	3.11
Community Committees With Delegated Authority	1.4
Community Consultation and Participation in Council's Decision Making	3.38
Community Halls and Sporting Facilities – Management By Community Groups	3.25
Companion Animal Exercise Areas	5.31
Complaints Procedures	3.22
Concrete Slabs	5.21
Construction Of Civil Works	4.2
Construction Of Fences In Urban Areas	5.25
Construction Of Garages and Outbuildings On Vacant Land	5.22
Contracts and Consultants	3.2
Contribution To The Cost Of Sealing Of Unsealed Roads Adjacent To Properties At Request Of Owners	4.17

Contributions For Construction Of Kerbing and Guttering and Footpaths	4.7
Control Of Amusement Parlours/Centres	5.27
Council Files	1.9
Councillors' Access to Information	1.14
Cultural Policy	3.42
Debt Recovery	2.3
Debt Recovery Procedures for Pensioners (defunct – see Policy No. 2.3)	2.4
Demolition Of Buildings	5.24
Development	3.23
Development Panel	5.43
Dog Population	5.33
Dog Registration Fee	5.32
Donations To Community Organisations, Other Groups and Persons	3.13
Engagement of Consultants	3.2
Engagement Of Contractors Other Than Hired Plant and Haulage	3.30
Engagement Of Hired Plant and Haulage Contractors	3.29
Equal Employment Opportunity (EEO)	6.2
Erosion and Sediment Controls	5.1
Excess of Power and Procedural Fairness	3.35
Filling of Water Tankers from Council Water Mains – Fees and Conditions of Use	4.21
Filming on Council Owned and Controlled Land	3.41
Financial Planning Management and Reporting	2.1
Five Year Works Program	4.4
Food Premises	5.9
Footpath Dining	5.54
Footpaths and Nature Strips	4.16
Freedom Of Information	3.24
Fund Raising – Community Organisations	5.36
Guidelines for Investment	2.5
Harassment Prevention	6.9
Hazardous Waste	4.13
Hearing Protection and Noise Reduction	3.36
Infectious Diseases	3.37
Insurance Claims	3.32
Interim Policy on Genetically Modified Agriculture in Byron Shire	5.56
Itinerant Food Vendors	5.4
Leave For Reserve Military Service	3.27
Leave For Volunteer Bush Fire, Town Fire Brigade and Rescue Organisation Members	3.19
Legal Costs – Assistance To Councillors, Committee Members, Officers and Council Employees	1.10
Liquid Trade Waste Approvals	4.23
Local Approvals Policy	5.49
Local Orders for the Keeping of Animals	5.30
Maintenance and Improvement Of Council Owned Community Buildings	7.4
Maintenance and Repairs Of Roads and Other Assets	4.5
Maintenance Of Parks By Private Individuals and Community Groups	7.2
Markets Within Byron Shire	5.51
Mayor and Councillors Travelling Expenses and Other Assistance	1.1
Memoranda To Councillors	3.1
Notification to Applicants of Matters to be determined by the Elected Council	1.12
Occupational Health and Safety	3.6
On-site Sewage Management in Urban Areas	5.59
Payment Of Developer Contributions	5.47
Payment Of Gratuities	3.15
Planting and Landscaping on Footpaths and Nature Strips within Road Reserves and Drainage Easements	4.15
Procedures for Cases of Financial Hardship to Undertake repair works to prevent Adverse Environmental or Public Health Impacts	5.58
Protected Disclosures	1.11
Provision Of Driveways	4.8
Public – Sun Protection	5.7
Public Complaints About Personnel	3.10

Public Consultation – Proposed Works	4.3
Public Gates and Cattle Grids On Council Roads	4.18
Public Notice Of Council Meetings	1.5
Purchase and Disposal Of Plant and Motor Vehicles	3.28
Purchasing Of Stores and Equipment	3.31
Rainwater Tanks in Urban Areas	5.48
Rates and Charges – Writing-Off	3.26
Reconsideration of Development Proposals and Mediation	5.53
Recycling Of Waste Matter	4.12
Register Of Roads Maintained By Council	4.6
Release Or Sale Of Dogs	5.35
Resiting Of Dwellings	5.23
Resource Management And Energy Efficiency – Council Properties	5.50
Role and Protocol of the Dispute Resolution/Legal Services Committee	3.34
Roles	1.6
Section 356 Donations to Charitable and Community Organisations	3.39
Section 356 Donations to Public Halls and Community Centres – Rates and Charges	3.40
Sewerage Charges – Charitable Nursing/Aged Care Homes	2.2
Site Inspections by Councillors	1.13
Smoke Free Environment	3.20
Sponsorship Of Council	1.7
Sporting Grounds	7.3
Street Names and Signs	4.14
Temporary Use Of Land	5.46
Traffic Control at Worksites	4.22
Tree Preservation Order	5.42
Unauthorised Development and Activities Policy	5.60
Unemployment Schemes	6.1
Unwanted Dogs and Cats	5.34
Urban Enhancement Planning Program	5.44
Use and Occupation Of Caravans	5.20
Use Of Public Footpaths For Restaurant Purposes	4.9
Waiving Of Fees For Building and Development Applications	5.2
Waste Management Service	4.11
Water and Sewer Charges – Religious Properties	3.5
Water Conservation	4.1
Water Meters and Charges On Strata Units	3.4

### **Procudure Manuals**

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

#### **General**

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

## **SECTION 2 – STATEMENT OF AFFAIRS**

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

**SECTION 3 – CONTACT ARRANGEMENTS**

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

The FOI Officer  
Byron Shire Council  
PO Box 219  
MULLUMBIMBY NSW 2482

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

Council's comprehensive Policy Manual is available for inspection during office hours by contacting Council's Customer Service Centre on (02) 4654 7777.

Documents below are available in hardcopy and as indicated on Council's website ([www.camden.nsw.gov.au](http://www.camden.nsw.gov.au))

- Annual Report (website)
- Management Plan and Revenue Policy (website)
- Minutes of Council & Committee Meetings (various from 2000 on website)
- Schedule of Fees & Charges (website)
- Development Control Plans (various)
- EEO Management Plan
- Internal Reporting Policy (Protected Disclosures Act)
- Local Approval Policies
- State of the Environment Report (website)
- Plans of Management for Community Land
- Section 94 Contributions Plan (website)

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

- Record of Development Approvals
- Land Register
- Register of Burials
- Register of Delegations
- Register of Investments
- Register of Returns of the Interests of Councillors, Designated Persons and Delegates
- Register of Returns as to Candidates' Campaign Donations
- Register of Premises undertaking Skin Penetration
- Rates Record
- Contributions Register
- Clean Up Notices Register issued under the Protection Of the Environment Operations Act
- Prevention Notices Register issued under the Protection Of the Environment Operations Act

**SECTION 2 – STATEMENT OF AFFAIRS**

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

**SECTION 3 – CONTACT ARRANGEMENTS**

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

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

A fee of \$30 per application or hour (according to circumstance) is charged, plus additional costs as provided in the Freedom of Information Act, if required.

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

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

**City Works Division****Engineering**

- Policy 2101 Closure of Pathways off Blind Ended Roads
- Policy 2102 Purchasing
- Policy 2201 House Numbering on Kerbs
- Policy 2301 Vehicle Crossings
- Policy 2302 Traffic Control Required by Construction Work
- Policy 2303 Directional Signage on Street Name Posts
- Policy 2304 Graffiti Removal
- Policy 2401 Emergency Procedures – Bushfires Activity
- Policy 2402 Emergency Procedures – Storm, Tempest and Flood
- Policy 2403 Roadside Memorials

**Property and Parks**

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

**Community Services Division****Community and Cultural**

- Policy 4101 Library Services
- Policy 4102 Freedom of Collection and Access for Local Government Libraries
- Policy 4103 Library Regulations
- Policy 4104 Library Staff Levels
- Policy 4105 Reference and Information
- Policy 4107 Local Studies Collection
- Policy 4108 Children's and Youth Services
- Policy 4109 Library Membership
- Policy 4110 Library Opening Hours
- Policy 4111 Library Loans
- Policy 4112 Library Fees and Charges
- Policy 4113 Public Access Micro-Computer
- Policy 4114 Library Meeting Room 1 – Conditions of Use
- Policy 4115 Knowledge Foundation Donations
- Policy 4201 Art Gallery Collection
- Policy 4202 Art Gallery Exhibition
- Policy 4203 Art Gallery Educational Services
- Policy 4204 Art Gallery Opening Hours
- Policy 4205 Art Gallery Fees and Charges
- Policy 4301 Community Development
- Policy 4302 Community Consultation
- Policy 4303 Community Arts
- Policy 4304 Youth Development
- Policy 4305 Aged Services



Policy 4306	Information Networks
Policy 4307	Aboriginal Advisory Committee
Policy 4308	Grants Under Section 356
Policy 4309	Donations to Individuals, Community Organisations, Sports, Cultural and Arts Representatives
Policy 4310	Community Services Policy
Policy 4401	Children's Services
Policy 4402	Vacation Activities Program

### Healthy Lifestyles

Policy 4501	Operation of Classes in Extreme Heat
Policy 4502	Fees for Professional Service Provider Use of Council Recreation Facilities
Policy 4503	Membership Timestops
Policy 4504	Reviewing the Leisure Services Procedures Manual
Policy 6202	Educational Cycleway – Use and Operation
Policy 6203	Hire of Playing Fields
Policy 6204	Booking of Swimming Centres for School Carnivals
Policy 6205	Swimming Achievement Awards
Policy 6207	Coaches Attendance at Significant Competitions

### Corporate Governance Division

	Management Plans 2002 – 2006
	Code of Conduct
	Code of Meeting Practice
	Code of Tendering and Purchasing Procedures
	Local Ethnic Affairs Policy Statement (LEAPS)
	Statement of Accounting Policy
	Annual Statements of Account
	Register of Delegations
	Business papers for Council and Committee meetings (but not including business papers for matters considered when a meeting is closed to the public).
	Minutes of Council and Committee meetings (but not including business papers for matters considered when a meeting is closed to the public).
Policy 1101	Recognition of Service – Councillors
Policy 1102	Procedure for Addressing Council Committees
Policy 1103	Disposal of Equipment – Procedure
Policy 1104	Confidential Business Papers
Policy 1105	Councillor's Lounge
Policy 1106	Payment of Expenses and Provision of Facilities to the Mayor, Deputy Mayor and Councillors
Policy 1107	Councillors' Access to Information and Interaction with Staff
Policy 1108	Questions from Councillors
Policy 1109	Recording of General Business Items at Committee
Policy 1110	Code of Conduct
Policy 1111	Conduct of Meetings
Policy 1202	Use of Electronic Mail (E-Mail) on Council's Computer Network
Policy 1203	Recognition of Long Service by Council Employees
Policy 1205	Release of Staff – Fire Fighting Purposes
Policy 1223	Incentive Award System
Policy 1228	Volunteer Workers
Policy 1230	Provision of Management Audit Services Within the Organisation
Policy 1239	Manual Handling
Policy 1259	Complaints Handling
Policy 1263	Emergency Evacuation – Child Care Centres
Policy 1265	Pesticides – Child Care Centres
Policy 1266	Immunisation – Child Care Centres
Policy 1267	Sun Protection – Child Care Centres
Policy 1268	Nappy Changing
Policy 1269	Manual Handling – Child Care Centres
Policy 1270	Harassment Prevention
Policy 1272	Reporting of Safety Related Incidents & Hazards

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Policy 1275	Council's Orientation Program Contractors
Policy 1277	Purchasing Policy
Policy 1278	Operations Manual
Policy 1279	Auditing of Council's Occupational Health and Safety System
Policy 1280	Ensuring Year 2000 compliance in purchasing of goods and services
Policy 1281	Vehicle Allocation
Policy 1288	Work Methods Statements
Policy 1291	Employment Screening
Policy 1297	Higher Grade Pay
Policy 1298	Job Share Employment
Policy 1299	Redeployment
Policy 1301	Grants – Sport, Cultural and Arts Representatives
Policy 1302	Parks and Reserves Names
Policy 1304	Council Flags – Use of
Policy 1305	Council City Colours and Emblem
Policy 1307	Annual Report
Policy 1308	Provision of Public Telephones in Council Halls and Community Centres
Policy 1309	Policy Production and Review
Policy 1310	Policy Production and Review
Policy 1311	Council Sponsorship of Community Activities and Facilities
Policy 1312	Sponsorship of Council Activities and Facilities by External Organisations and Individuals
Policy 1401	Rate Recovery Procedures
Policy 1402	Cashiers Shortages
Policy 1403	Accounting Practices Statement
Policy 1404	Allocation of Annual Subsidies – Section 504, 358, 364/2
Policy 1405	Payment of Wages and Salaries
Policy 1406	Forms of Release – Insurance Claims on Council
Policy 1407	Investment
Policy 1408	Overhead Charges Applicable to Private Works
Policy 1409	Sundry Debtors Recovery Procedures
Policy 1410	Kerbing and Guttering Construction
Policy 1411	Occupational Rehabilitation
Policy 1412	Worker's Compensation Make-Up Pay
Policy 1413	Worker's Compensation
Policy 1414	Unclaimed Monies
Policy 1415	Accounting Practices
Policy 1416	Initial Notification and Provisional Liability
Policy 1501	Disciplinary Action
Policy 1502	Mobile Phones
Policy 1503	Attendance at Funerals
Policy 1504	Child Protection
Policy 1505	Defence Forces Reserves Leave
Policy 1506	Reimbursement of Interview Expenses
Policy 1507	Payment of Untaken Sick Leave
Policy 1508	Release of Staff For Fire Fighting Purposes
Policy 1509	Release of staff for out of area fire fighting assistance
Policy 1510	Smoking in the workplace
Policy 1511	Release of Staff for State Emergency Services Duties
Policy 1512	Staff Exchange Program between Campbelltown City Council and Koshigaya City Office
Policy 1513	Carers Leave
Policy 1514	Grievance Handling Procedures
Policy 1515	Job Description Policy
Policy 1516	Equal Employment Opportunity
Policy 1517	Job Evaluation
Policy 1518	Leave Without Pay
Policy 1519	Performance Based Salary System
Policy 1520	Occupational Health and Safety Risk Management
Policy 1521	Extended Sick Leave
Policy 1522	Staff – Study and Examination Leave

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Policy 1523	Employment Outside Council's Service
Policy 1524	References/Letters of Recommendation/Certificates of Service
Policy 1525	Interview Selection Committees
Policy 1526	Recruitment Advertising
Policy 1527	Appeals Against Unsuccessful Job Applications
Policy 1528	Parental Leave
Policy 1529	Recognition of Long Service
Policy 1530	Harassment Prevention
Policy 1531	Higher Grade Duties
Policy 1532	Employment Screening
Policy 1533	Redeployment
Policy 1534	Salary Sacrifice for Superannuation
Policy 1535	Salary Sacrifice for Child Care Fees
Policy 1536	Salary Sacrifice for Motor Vehicles
Policy 1537	Access to Personnel Files
Policy 1538	Appointment within Grade Range
Policy 1539	Educational Assistance
Policy 1601	Workplace Investigation
Policy 1602	Work in Heatwave Conditions
Policy 1603	Outdoor Staff – Work in Heatwave Conditions
Policy 1604	Hepatitis B
Policy 1605	Corrective Actions
Policy 1606	Design Control
Policy 1607	Occupational Health & Safety Records Document Control
Policy 1608	Infectious Disease
Policy 1609	Personal Protective Equipment
Policy 1610	Inspection and Testing
Policy 1611	OH&S Consultation Process
Policy 1612	OH&S System
Policy 1613	OH&S Training
Policy 1614	Process Control
Policy 1615	Reporting of Safety Related Incidents and Hazards
Policy 1616	Investigation of Safety Related Incidents and Hazards
Policy 1617	Occupational Health and Safety Responsibilities
Policy 1618	Safety, Health and Welfare of Employees
Policy 1619	Issue of Chainsaws
Policy 1620	Safety Footwear
Policy 1621	HIV & AIDS (Acquired Immune Deficiency Syndrome)
Policy 1622	Safety Vests and Bandoliers
Policy 1623	First Aid
Policy 1624	Safety Helmet
Policy 1625	Hand Protection
Policy 1626	Hearing Protection
Policy 1627	Eye Protection
Policy 1628	Hand/Arm Vibration Syndrome
Policy 1629	Working Near Services
Policy 1630	Trenching
Policy 1631	Oxyacetylene
Policy 1632	Confined Space
Policy 1633	Chemicals
Policy 1634	Safety Respirator
Policy 1635	Pesticide, Herbicide and Fungicide
Policy 1636	Ladders
Policy 1637	Tractors and Ride-on Plant
Policy 1638	Brushcutters
Policy 1639	Fibre and Flexible Steel Wire Rope, Chains and Shackles
Policy 1640	Collecting Discarded Sharps
Policy 1641	Drugs and Alcohol
Policy 1642	Hazardous Waste Incidents
Policy 1643	Explosive Powered Tools
Policy 1644	Hepatitis A

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Policy 1645	Infection Control – Child Care Centres
Policy 1646	Emergency Evacuation of Council Work Places
Policy 1647	Council's Orientation Program for Contractors
Policy 1648	Site Induction for Contractors
Policy 1649	Accountabilities, Authorities and Verification
Policy 1650	Manual Handling
Policy 1651	Employee Handbook
Policy 1701	Learning and Development
Policy 1702	Compulsory Training
Policy 1703	Workplace Orientation
Policy 1704	Attendance by Staff at Training Courses, Seminars and Professional Development conferences
Policy 4501	Operation of Classes in Extreme Heat

## Planning and Environment Division

### Planning

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

- Policy 5230 Brothels
- Policy 5232 DCP No 89 – Campbelltown Riparian Land Protection Policy and Guidelines
- Policy 5233 Campbelltown Contaminated Land Management Policy

### Compliance Services

- Code for the Erection of Advertisements and Advertising Structures
- Code for the Installation of Swimming Pools and Safety Fences
- Code for the Erection of Fences and Courtyard Walls
- Code for the Keeping of Pigeons
- Code for the Keeping of Dogs for Commercial Purposes
- Code for the Conduct of Animal Boarding Establishments
- Code for a Food Premises
- Code for Places of Public Amusement
- Code for Temporary Food Stalls
- Code for Keeping of Horses in Residential and Non-residential Areas
- Policy 3101 Small Capacity Rain Water Tanks
- Policy 3102 Access and Equity – People with Disabilities
- Policy 3201 Overgrown Land
- Policy 3301 Second-hand Clothing Bins
- Policy 3302 A Frame and Free Standing Signs on Footpaths, Roads or Other Public Places
- Policy 3303 Abandoned Motor Vehicles
- Policy 3304 Unattended/Abandoned Shopping Trolleys
- Policy 3305 Trading in Public Places
- Policy 3306 Personal Safety – Rangers
- Policy 3307 Access to the Roads and Traffic Authority’s Driver and Vehicle Information System
- Policy 3401 Development of District Policies
- Policy 3402 Notification to Other Agencies
- Policy 3403 Notification of Fire/Incident to State Operations/Central East Head Office
- Policy 3404 Conducting Debriefs – Rural Fire Service
- Policy 3405 Hepatitis B – Rural Fire Service
- Policy 3406 Drugs and Alcohol – Rural Fire Service
- Policy 3407 Smoking in the Brigade Work Area – Rural Fire Service
- Policy 3408 Working on Vehicles and Plant – Rural Fire Service
- Policy 3409 Protective Clothing and Accessories – Rural Fire Service
- Policy 3410 Use of Protective Clothing – Rural Fire Service
- Policy 3411 First/Aid Advanced First Aid Course – Rural Fire Service
- Policy 3412 Protocol – Attendance at First Aid Course – Rural Fire Service
- Policy 3413 Minor Equipment held at/on Fire Fighting Appliances
- Policy 3414 Fire Ground Communication
- Policy 3415 Wheel Change on Fire Vehicles
- Policy 3416 NSW Rural Fire Service Long Service Badge
- Policy 3417 Australian National Medal – Rural Fire Service
- Policy 3418 Correspondence to Brigades
- Policy 3419 Activation of Communication Personnel – Rural Fire Service
- Policy 3420 Expenditure of Council Funds – Rural Fire Service
- Policy 3421 Area of Responsibility for Rural Fire Brigades
- Policy 3422 Purchase of Equipment by Brigades
- Policy 3423 Purchase of Personal Equipment – Rural Fire Service
- Policy 3424 Private Use of Brigade Equipment
- Policy 3425 Equipment Issued by the Rural Fire Service
- Policy 3426 Duties of the Captain in the Administration of Brigades
- Policy 3427 Recording of Telephone Calls within the Fire Management Centre
- Policy 3428 Eligibility for Appointment as Group Officer/Deputy Group Officer
- Policy 3429 Field Officer and Communications Officer Eligibility
- Policy 3430 Response Protocols for Group Officers & Brigades with no Officer in Attendance
- Policy 3431 Domestic Water Supplies (Tanks/ Pools)

### SECTION 2 – STATEMENT OF AFFAIRS

Council has prepared a Statement of Affairs as at 30 June 2004 and is available for inspection at Council’s offices.

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**SECTION 3 – CONTACT ARRANGEMENTS**

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

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

Copies of the above Policy documents may be viewed at:

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

Paul Tosi,  
General Manager

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

**SECTION 1 – POLICY DOCUMENTS**

Council has available for inspection the following:

- (a) Annual Financial Reports
- (b) Annual Report
- (c) Auditor's Report
- (d) Code of Meeting Practice
- (e) Council's 2003/2004 to 2005/2006 Management Plan
- (f) Council's Code of Conduct
- (g) Delegations of Authority Register
- (h) Drummoyne Local Environmental Plan 1986 & associated Amendments
- (i) Development Control Plans made under Section 72 of the Environmental Planning and Assessment Act 1979 applying to land within the Council's area, including:
  - Drummoyne Comprehensive Development Control Plan (October 1999)
  - Development Control Plan – Complying Development (September 1999)
  - Development Control Plan – Exempt Development (March 2000)
  - Development Control Plan – Notifications (January 2000)
  - Development Control Plan N° 3 – Floor Space Ratio
  - Development Control Plan N° 13 – Residential Flat Buildings – Birkenhead Point
  - Development Control Plan N° 15 – Telecommunications Infrastructure (draft only)
  - Site Specific DCP – Nestlé Site
  - Site Specific DCP – Crompton Parkinson Site
  - Site Specific DCP – Hycraft Site
  - Site Specific DCP – Sydney Wire Mill Site
  - Strathfield Triangle Development Control Plan (October, 2002)
- (j) Development Control Plans – various (Concord Area)
- (k) EEO Management Plan
- (l) Councillor's Expenses and Facilities Policy
- (m) Fees & Charges Pricing/Revenue Policy
- (n) Heritage & Conservation Controls (March 2000)
- (o) Human Resources Policy Manual & Employment Related Codes
- (p) Industrial Development Code (Concord Area)
- (q) Internal Reporting Policy in reference to the Protected Disclosures Act
- (r) Investments Register
- (s) Landscape Code (Concord Area)
- (t) Landscaping Manual (Concord Area)
- (u) Local Approvals Policy, 1996
- (v) Local Environmental Plans (Concord Area)
- (w) Local Ethnic Affairs Policy Statement (L.E.A.P.S.)
- (x) Minutes of Council & Committee Meetings
- (y) Parks – Plans of Management
- (z) Policy Register
- (aa) Privacy Management Plan
- (bb) Procedures Manual
- (cc) Provision of Information to and Interaction between Councillors and Staff
- (dd) Records of Building Certificates
- (ee) Records Policies
- (ff) Recycling Policy
- (gg) Section 94 Contributions Plan – Drummoyne Area (October 2000).
- (hh) Section 94 Contributions Plan – Car Parking In Business Centres (February 1999).
- (ii) Section 94 Contribution Plan (Concord Area)

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

## SECTION 2 – STATEMENT OF AFFAIRS

Council's Statement of Affairs published in December 2003 is available for inspection.

## SECTION 3 – CONTACT ARRANGEMENTS

Applications regarding Freedom of Information should be addressed to:

Public Officer  
City of Canada Bay Council  
Locked Bag 1470  
DRUMMOYNE NSW 1470  
1a Marlborough Street  
DRUMMOYNE NSW 2047  
Telephone: (02) 9911 6555  
Emergency After Hours: (02) 9911 6555  
Facsimile: (02) 9911 6550  
E-mail [council@canadabay.nsw.gov.au](mailto:council@canadabay.nsw.gov.au)  
DX 21021 Drummoyne

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



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

The policy documents held by Council are as follows:

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

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

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

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

## **SECTION 2 – STATEMENT OF AFFAIRS**

Our latest Statement of Affairs was published on 30 June 2004 and outlines the structure and functions of Council, the ways in which the public can participate in Council's decision making processes and the types of documents Council holds. Copies of the Statement of Affairs are available free of charge from our Corporate Administration Team Leader.

## **SECTION 3 – CONTACT ARRANGEMENTS**

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

The Corporate Administration Team Leader is available during Council business hours of 9.00 am to 5.00 pm, Monday to Friday, and contact should be made prior to attending:

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

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

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

**SECTION 1 – POLICY DOCUMENTS**

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

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

**SECTION 2 – STATEMENT OF AFFAIRS**

A copy of Council's most recent Statement of Affairs published on 30th June 2004 is available by contacting the Public Officer.

**SECTION 3 – CONTACTS ARRANGEMENTS**

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

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

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

**SECTION 1 – POLICY DOCUMENTS**

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

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

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

## **SECTION 2 – STATEMENT OF AFFAIRS**

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

## **SECTION 3 – CONTACT ARRANGEMENTS**

Access to policy documents may be arranged by contacting:

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



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

On 25 February 2004, the Councils of Copmanhurst, Maclean, Pristine Water and Grafton City were amalgamated with Clarence River County Council and North Coast Water to form the Clarence Valley Council. Each of those former Councils has the following documents:

- Policy Register
- Plans of land proposed to be compulsorily acquired by Council
- Business papers and Minutes of Council and Committee meetings (other than those for closed meetings) held prior to 25 February 2004
- Plans of Management for public reserves
- Plans of Management for Community Land
- Local Approvals Policy
- Council's Local Environment Plan
- Council's Development Control Plans
- Section 94 Plans
- Engineering Specifications for development
- Complaints policy
- EEO policy
- Policy on Councillor's expenses and the provision of facilities to Councillors
- State of the Environment Reports
- Tree Preservation Orders

Clarence Valley Council has the following documents:

- Business papers and Minutes of Council and Committee meetings (other than those for closed meetings) held since 25 February 2004
- Code of Conduct
- Code of Meeting Practice
- 2004/5 Management Plan
- Schedule of Fees and Charges for 2004/5
- 2004/5 Budget
- Privacy Management Plan

Any of these documents may be inspected free of charge. Copies of them may be obtained subject to a photocopying fee.

**SECTION 2 – STATEMENT OF AFFAIRS**

Council's Statement of Affairs was published in June, 2004. Copies of it may be obtained from Council's Director of Corporate Services.

**SECTION 3 – CONTACT ARRANGEMENTS**

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

- Director of Corporate Services
- Clarence Valley Council
- Locked Bag 23
- GRAFTON NSW 2460

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

**SECTION 1 – POLICY DOCUMENTS**

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

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

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

## SECTION 2 – STATEMENT OF AFFAIRS

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

## SECTION 3 – CONTACT ARRANGEMENTS

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

Mrs Karen Roberts  
Human Resources Manager  
Cobar Shire Council  
Council Offices  
Linsley Street  
PO Box 223  
COBAR NSW 2835  
Telephone: (02) 6836 5888  
Facsimile: (02) 6836 5889  
Hours: 8.00am-4.00pm, Monday to Friday

Inspection of the Policy Documents may be arranged by contacting the above officer during normal office hours.

Cobar Shire Council's costs associated with the inspection of FOI documentation:

\$30 per 30 minutes or part thereof plus photocopying costs of 80c per sheet.

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

**SECTION 1 – POLICY DOCUMENTS**

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

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

**SECTION 2 – STATEMENT OF AFFAIRS**

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

**SECTION 3 – CONTACT ARRANGEMENTS**

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

Mr R. C. Walters  
Secretary  
Cobar Water Board  
Linsley Street  
PO Box 8  
COBAR NSW 2835  
Telephone: (02) 6836 5888  
Facsimile: (02) 6836 5889  
Hours: 8.00am-4.00pm, Monday to Friday

Inspection of the Policy Documents may be arranged by contacting the above officer during normal office hours.

Cobar Shire Council's costs associated with the inspection of FOI documentation:

\$30 per 30 minutes or part thereof plus photocopying costs of 80c per sheet.

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

The following Policy Document are held by Council:

**Administration**

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

**Airport**

- Airport – Coffs Harbour – Business Plan

**Building & Development Services**

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

**Caravan Parks**

- Caravan Parks – Disabled Persons Accommodation

**Community Services**

- Art – Regional Gallery Acquisition Trust Fund
- Art & Cultural Collection
- Coffs Harbour City Gallery Exhibitions Policy
- Committees – Local – Powers and Duties
- Committee Member (Retiring) Awards
- Cultural Policies
- Library – Collection Development Policy

Life Education Centre – Banana Coast – Assistance  
Public Art Protocols  
Volunteers – Libraries

### **Corporate Resources**

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

### **Environmental Services**

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

### **Executive Services**

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

### **Financial Services**

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

### **Human Resources**

Video Surveillance

### **Parks & Recreation Services**

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

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

### **Projects & Development**

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

### **Property Management**

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

### **Sewerage Services**

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

### **Strategic Planning**

Local Environmental Plan 2000 (as amended)  
Tree Preservation Orders

### **Survey and Design Services**

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

### **Valuation and Commercial Services**

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

### **Water Services**

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

### **Works**

Advertising – Council Car Parks  
Car Parking Areas – Council  
Collections – Motorists – Traffic Lights  
Construction – Works by Private Individuals on Public Roads  
Creek Bank Erosion in Urban Streams  
Drainage Easements – Private Property

Driveway Access Crossing – Rebates  
Driveway Access Crossing – Special Culvert Size  
Plant – Council Owned – Use by Voluntary Community Organisation  
Plant Replacement  
Plant Replacement Cycle  
Road – Limitations  
Roundabouts – Landscaping  
Service Signs  
Street Furniture – Bus Shelters with Advertising

## **SECTION 2 – STATEMENT OF AFFAIRS**

A Statement of Affairs as at 30th June, 2004 is available for inspection at Council or any of its Libraries.

## **SECTION 3 – ENQUIRIES AND APPLICATIONS**

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

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

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



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

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

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

#### **SECTION 2 – STATEMENT OF AFFAIRS**

The Statement of Affairs of Cooma-Monaro Shire Council was included in Council's Annual Report for the year ended 30 June 2003 and is available free of charge.

#### **SECTION 3 – CONTACT ARRANGEMENTS**

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

The application should be directed to:

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

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

NEIL WATT,  
Acting General Manager.

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

**SECTION 1 – POLICY DOCUMENTS**

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

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

**SECTION 2 – STATEMENT OF AFFAIRS**

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

**SECTION 3 – CONTACT ARRANGEMENTS**

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

Mr R. J. Geraghty  
General Manager  
Coonabarabran Shire Council  
PO Box 191  
COONABARABRAN NSW 2357  
Telephone: (02) 6842 1944  
Fax: (02) 6842 1337  
Hours: 9.00 am – 4.00 pm, Monday to Friday.

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

**SECTION 1 – POLICY DOCUMENTS**

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

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

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

**SECTION 2 – STATEMENT OF AFFAIRS**

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

This is the twentieth Statement of Affairs published.

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

The documents are available for inspection at 80 Castlereagh Street, Coonamble from 9 am to 5 pm Monday to Friday

**SECTION 3 – CONTACT ARRANGEMENTS**

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

The Public Officer  
Coonamble Shire Council  
80 Castlereagh Street  
PO Box 249)  
COONAMBLE NSW 2829  
Telephone: (02) 6827 1900  
Facsimile: (02) 6822 1626  
Hours: 9.00 am – 5.00 pm, Monday-Friday

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

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

- The Policy Register containing the following Policies:

EXECUTIVE SERVICES DIVISION	5000
1.1 Council Co-ordination	5001
1.1.1 Expenses and Provision of Facilities for Councillors and Staff	5001
1.1.2 Code of Conduct	5003
1.1.3 Internal Reporting Policy	5010
1.1.4 Training and Information for Councillors	5021
1.1.5 Code of Meeting Practice	5022
1.1.6 Community Consultation	5049
1.1.7 Provision of Information to and Interaction Between Councillors and Staff	5051
1.1.8 Gifts and Benefits	5060
1.2 Organisation Management	5201
1.3 Economic Development	5301
1.4 Land Portfolio	5401
1.5 Bush Fire and Emergency Management	5501
1.5.1 Delegation – Bush Fire Danger Period	5501
1.5.2 Firebreak Installation Policy	5502
1.5.3 Bushfire Notices	5503
1.5.4 Release of Employees	5504
1.6 Saleyards	5600
CORPORATE SERVICES DIVISION	10000
2.1 Financial Planning & Accounting	10001
2.1.1 Asset Aggregation	10001
2.1.2 Reserves – (Internal Restricted Assets)	10002
2.1.3 Auditor – Annual Address to Council	10008
2.1.4 Credit	10009
2.1.5 Debt Recovery	10010
2.1.6 Investments	10013
2.1.7 Pricing	10015
2.1.8 Asset Accounting	10017
2.2 Administration & Corporate Support	10100
2.2.1 Tendering/Purchasing – Local Supplier Preference	10100
2.2.2 Competitive Neutrality Complaints	10101
2.2.3 Purchasing and Obtaining Quotations	10103
2.3 Human Resource Management	10201
2.3.1 Award Restructuring	10201
2.3.2 Corporate Uniform	10203
2.3.3 Educational Assistance for Staff	10204
2.3.4 Equal Employment Opportunity	10205
2.3.5 Termination of Employment on Account of Ill Health	10209
2.3.6 Salary Policy	10211
2.3.7 Service Recognition for Councillors and Employees	10215
2.3.8 Staff Training	10216
2.3.9 Staffing of Council Office Union Picnic Day	10217
2.3.18 Grievance Resolution	10218

2.3.19	Disciplinary Action	10221
2.3.20	Personnel Files	10223
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2.6	Annual Operating Plan	10401
2.7	Systems Development	10501
2.8	Management Information Reporting	10601
2.9	Information Technology Development	10701
2.9.1	E-mail and Internet Usage Policy	10701
2.10	Caravan Park	10801
2.10.1	Cootamundra Caravan Park – Marketing Strategy	10801
2.11	Property Rental Management	10901
2.11.1	Property Rentals	10901
2.12	Tourism and Area Promotions	11001
2.12.1	Bradman’s Birthplace – Collections Policy	11001
	ENVIRONMENT & COMMUNITY SERVICES DIVISION	20000
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3.1.2	Notification of Development Applications	20003
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3.1.5	Interim Local Approvals – Standing Vehicles or Article Used for the Purpose of Selling from a Public Place	20007
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3.1.11	Flat Exclusion Zone	20035
3.1.12	Sewer Main Extensions – Contributions	20037
3.1.13	Guidelines for Television and Film Production Shoots	20039
3.1.14	Telecommunications Towers	20046
3.2	Building Control	20101
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3.2.2	Local Approvals	20102
3.2.3	Building Applications and Approvals	20135
3.2.4	Building Lines	20136
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3.2.6	Building Line – Laneways	20141
3.2.7	Building Line – Industrial Subdivision	20142
3.2.8	National Trust Clarifications – Demolition	20143
3.3	Pollution Control and Monitoring	20201
3.4	Recycling	20301
3.5	Septic Services	20401
3.6	Public Health	20501
3.7	Food Surveillance	20601
3.7.1	Food Premises	20601



3.8	Dog Control	20701
3.8.1	Dog Control – Urban Areas	20701
3.9	Aged and Disabled Services	20801
3.10	Public Cemeteries	20901
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3.11.1	Outside Traders and Markets	21001
3.11.2	Reduction of Town Hall Fees and Charges for Non Profit Organisations	21002
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3.11.4	Cootamundra Town Hall – Free Use	21004
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3.11.6	Town Hall Piano	21006
3.12	Swimming Pools	21101
3.12.1	Age Limit on Unaccompanied Entry to Cootamundra Pool	21101
3.13	Public Toilets	21201
3.14	Cultural Facilities	21301
3.15	Library Services	21301
	ENGINEERING SERVICES DIVISION	30000
4.1	Civil Infrastructure	30001
4.1.1	Land Acquisition	30001
4.1.2	Road Closure – Sale of Land	30002
4.1.3	Cootamundra Tree Management Program	30003
4.1.4	Dust Generation – Bitumen Surfacing	30004
4.1.5	Property Sign Posting	30005
4.1.6	Cbd Whiteway Lighting	30006
4.1.7	Street Information Signage	30007
4.1.8	Road Reserves – Tree Removal	30008
4.1.9	Contract and Sub-contract Insurance Disclosure Requirements Policy	30101
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4.1.11	Road Inspection Policy	30101
4.1.12	Footpath Inspection Policy	30106
4.2	Traffic Management	30108
4.2.1	Hindering of Motor Traffic – Fund Raising Appeals	30108
4.3	Storm Water Drainage	30201
4.4	Plant Management	30301
4.4.1	Plant Hire from Outside Council	30301
4.4.2	Plant and Motor Vehicle Maintenance and Service	30302
4.4.3	Plant Charges	30304
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4.5	Depot & Stores Management	30401
4.6	Aerodrome	30501
4.7	Noxious Weeds	30601
4.7.1	Noxious Weed Control	30601
4.8	Parks & Gardens	30701
4.8.1	Parks & Gardens Maintenance & Inspection Program	30701
4.8.2	Watering of Recreation Areas	30708
4.9	Sporting Fields and Facilities	30801
4.9.1	Sporting Grounds	30801
4.9.2	Fisher Park – Advertising Signs	30802
4.9.3	Mackay Park Wallendbeen – Electricity Supply	30803
4.10	Street Cleaning	30901
4.10.1	Street Cleaning Program	30901
4.11	Garbage Collection	31001
4.12	Depot Management	31101
4.13	Trade Waste	31201
4.14	Water Program – Services	31301
4.14.1	Dialysis Use – Additional Allowance	31301
4.15	Water Program – Storage & Reticulation	31401
4.16	Water Program – Treatment	31501

4.17	Sewerage Program – Services	31601
4.18	Sewerage Program – Storage & Reticulation	31701
4.19	Sewerage Program – Treatment	31801
4.20.1	Occupational Health and Safety Policy	31901
4.20.2	Sun Protection	32001
4.20.3	Immunisation of Council Employees	32002
4.20.4	Code of Safety Practice	32003
4.20.5	Protective Clothing	32007
4.20.6	Safety Vests & Hats	32008
4.20.7	Safety Helmets	32009
4.20.8	Eye Protection	32010
4.20.9	Hearing Protection	32012
4.21	Insurance and Risk Management	32100
4.21.1	Settlement of Legal Liability Claims	32100

- Code of Meeting Practice
- Annual Report
- Annual Financial Reports
- Auditor’s Reports
- Management Plan incorporating Budget, Revenue Plan and Forward Financial Plan
- EEO Management Plan
- Plans of Management for Community Land as follows:
  - (1) Bradman Oval
  - (2) Stratton Park
  - (3) Southee Circle Park
  - (4) Kingston Playground
  - (5) Country Club Oval
  - (6) Pinkstone Avenue Park
  - (7) Cameron Square
  - (8) Stockinbingal Tennis Courts
  - (9) Ellwoods Hall
  - (10) Wallendbeen hall
  - (11) Yannawah Hall
- Minutes of Council and Committee Meetings
- Land Register
- Register of Investments
- Returns of the interest of Councillors, designated persons and delegates
- Business papers for, and minutes of, Council and Committee meetings (not including Business paper/minutes considered at/from a meeting closed to the public)
- Register of Delegations
- Records of approvals granted and decisions made on appeals concerning approvals
- Records of Building Certificates
- Register of Leases and Licences for use of Council land
- State of Environment Report
- Emergency Management Plan
- Environmental Planning Instruments made under the Environmental Planning and Assessment Act 1979 applying to land within the Council’s area
- The Statement of Affairs and Summary of Affairs under the Freedom of Information Act 1989
- Social and Community Plan
- Disaster Recovery Plan

**SECTION 2 – STATEMENT OF AFFAIRS**

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

A copy of the Statement is available by contacting Council's Director – Corporate Services, Ms Charmaine Murfet on (02) 6940 2100

**SECTION 3 – FREEDOM OF INFORMATION PROCEDURES AND CONTRACT PROCEDURES**

Access to documents held by Cootamundra Council and subject to the Freedom of Information Act must be made by written application accompanied by a fee of \$35.00.

The application should be directed to:

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

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

**SECTION 1 – POLICY DOCUMENTS**

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

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

- Cowra Local Environmental Plan 1990 (Amendment No. 10) – Pending  
 Cowra Local Environmental Plan 1990 (Amendment No. 11) – Gazetted 22/11/2002  
 Rural Residential Strategy – draft awaiting public notification
- (13) EEO Management Plan  
 (14) Emergency Management Plan  
 (15) Flood Plain  
 (16) Internal Reporting Policy  
 (17) Local Approvals Policy  
 (18) Plans of Management for Community Land
- Ornamental Parks
- |                            |                                |
|----------------------------|--------------------------------|
| Mainstreet – Kendal Street | Mainstreet – Lachlan Street    |
| Catholic Church Corner     | Mainstreet – Macquarie Street  |
| Ramage Park                | Cherry Tree Avenue             |
| Prisoner of War Camp site  | Young Road                     |
| Grenfell Road              | Boorowa Road                   |
| Railway Park               | Sydney Road Headwalls          |
| Canowindra Road            | Grenfell Road Median           |
| Memorial Cairn             | Doncaster Drive                |
| Evans Street               | Sakura Avenue                  |
| Fossey's Carpark           | Cowra Services Club Carpark    |
| Busby Place Carpark        | Jamison Reserve                |
| Cowra Showground           | Bicentennial Track             |
| Baby Health Centre         | Cowra TAFE Headwalls           |
| Edgell Park Carpark Garden | Benelong Place                 |
| Bensley Park               | Liverpool Street               |
| Brisbane Street            | Circus Park                    |
| Redfern Street             | Taragala Street                |
| BMX Track                  | Surveyor Evans Park            |
| Bill Robinson Park         | Bryant Park                    |
| Lone Pine Park             | Edgell Park Outfields          |
| ANZAC Memorial             | Administration Grounds         |
| Squire Park                | Australian War Cemetery        |
| Japanese War Cemetery      | Fred Arnold Park               |
| Gateway Park               | WCRG Outfields                 |
| Garrison Gates             | Col Stinson Outfields          |
| River Park Outfields       | Brougham Park                  |
| Railway Station            | Macquarie Street Embankment    |
| Muir Park                  | Harry Chapman Park             |
| Apex Park                  | Col Newton Park                |
| Francis Park               | Mulyan Outfields               |
| Rodwell Oval               | Prescott Park                  |
| Pauline Coe Park           | Elizabeth Street Park          |
| Rigaut Park                | Fragar Park                    |
| Jenny Kerr Park, Woodstock | Olympic Park                   |
| Woodstock Showground       | Gooloogong Park                |
| Billimari Park             | E J Walker Park – Wattamondara |
| Europa Park                |                                |
- Sportsfields
- |                  |                              |
|------------------|------------------------------|
| Edgell Park      | River Park                   |
| Raudonikous Oval | Twigg Oval                   |
| Oliver Oval      | Holman Oval                  |
| MacPherson Oval  | West Cowra Recreation Ground |
| Col Stinson Park | Rodwell Oval                 |
| Mulyan Oval      |                              |
- Urban Nature Parks
- |                    |                    |
|--------------------|--------------------|
| Farleigh Park      | Phillips Crossing  |
| Vineyard Park      | Jukes Lane Reserve |
| Reserve – Taragala | Darbys Falls       |
| Cudgelo            | Koorawatha         |

- (19) Section 94 Contributions Plans
  - Killara Road Drainage Catchment Area
  - River Park Road Drainage Catchment Area
  - Plan No. 1 – Roads Rural – Adopted 18/1/99 Amended 1/7/01
  - Plan No. 2 – Roads Urban/Village – Adopted 12/08/02
  - Plan No. 3 – Drainage – November 1992 – Adopted 12/08/02
  - Plan No. 4 – Sewerage – Cowra – Adopted 12/4/99 Amended 1/7/01
  - Plan No. 5 – Water – Adopted 12/4/99 Amended 1/7/01
  - Plan No. 6 – Open Space – Adopted 12/4/99 Amended 1/7/01
  - Plan No. 7 – Car Parking – November 1992
  - Plan No. 9 – Bush Fire Services – Adopted 14/12/98 Amended 1/7/01
  - Plan No. 10 – Community Facilities – Adopted 10/5/99 Amended 1/8/01
- (22) State of the Environment Report
- (23) Emergency Response Plan
- (24) Building Line Policy
- (25) Bushfire and Emergency Manuals
- (26) Flood Prone Land Policy
- (27) Food Premises Code
- (28) Private Use of Council Vehicles Policy
- (29) Smoke Free Work Environment Policy
- (30) Swimming Pool Fencing Policy
- (31) Annual Financial Statements
- (32) Disclosures Register
- (33) Land Register
- (34) Investment Register
- (35) Building Certificate Records
- (36) Building Application/Approval Record
- (37) Development Application/Consent Record
- (38) Section 94 Contributions Register
- (29) Section 149 Certificate Register
- (40) Cowra Community/Social Plan 2000

## SECTION 2 – STATEMENT OF AFFAIRS

Cowra Council's most recent Statement of Affairs has been prepared to 30th June 2004.

## SECTION 3 – CONTACTS ARRANGEMENTS

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

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

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

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

**SECTION 1 – POLICY DOCUMENTS**

The policy documents held by Crookwell Shire Council are:

- Policy Register.
- Management Plan – 2004-2005.
- Financial Plan – 2004-2005
- Annual Report-2002-2003
- Financial Statements 2002-2003
- Delegations of Authority.
- Local Environmental Plans.
- Development Control Plans.
- Section 94 Plan
- Code of Conduct.
- Code of Meeting Practice.
- Minutes of all Committee and Council Meetings.
- Pecuniary Interests Register
- Disclosures Register
- Declarations under Privacy Act for access to information

**SECTION 2 – STATEMENT OF AFFAIRS**

A Statement of Affairs for the Council has been prepared as at 11 February 2004 pursuant to this Act.

**SECTION 3 – CONTACT ARRANGEMENTS**

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

The General Manager  
Upper Lachlan Council  
PO Box 10  
CROOKWELL NSW 2583  
Email: [council@crookwell.nsw.gov.au](mailto:council@crookwell.nsw.gov.au)

Please note that Crookwell shire Council was amalgamated with Parts of Gunning, Yass and Mulwaree Councils as from the 11 February 2004 and that to the 30 June 2004 each Council is still operating separately.

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

**SECTION 1 – POLICY DOCUMENTS**

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

Administration Policies

- Council and Committee Meetings – Standing Orders and Code of Practice;
- Local Public Holidays – Gazettal;
- Road Naming;
- Smoke Free Environment;
- Local Government Boundary Restructure;
- Public Liability Insurance – Casual Hirers and Users of Council Owned & Controlled Facilities Including Reserves and Major Contractors with Council;
- Vandalism – Reward for Information;
- Replacement of Motor Vehicles, Plant & Equipment;
- Purchase/Leasing of Council Plant & Equipment;
- Conferences & Seminars Attendance;
- Payment of Expenses and Provisions of Facilities to Councillors including Councillor Allowance;
- Military Leave;
- EEO & Harassment Prevention;
- Work Place Rehabilitation;
- Motor Vehicle – Private use by staff;
- Plant and Equipment Hire;
- Distribution of Materials for External Organisations;
- Risk Management;
- Child Care Protection;
- Salary Packaging;
- Control & Use of Banner Poles.

Local Laws Policies

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

Finance Policies

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

Technical Services Policies

- Outdoor Workforce Business Unit;
- Protection of Assets;
- Deniliquin Cemetery;
- Lawn Cemetery;
- Control of Vegetation on Nature Strips;
- Contribution to Dividing Fences;
- Water & Sewer Limits;
- Raw Water;
- Use of Treatment Water Works;



General Standard of Engineering Works;  
Water Supply Connections and Metering;  
Sporting, Leisure & Recreational Facilities in Deniliquin;  
Backflow Prevention;  
Columbarium.

#### Community Development Policies

##### Town Planning –

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

##### Building –

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

##### Environmental Health –

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

##### Economic Development –

Support for Industry & Commerce;  
Promotions Unit.

##### Cultural Development – Falls Prevention.

#### Other Policy Documents

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

**SECTION 2 – STATEMENT OF AFFAIRS**

The Council's most recent Statement of Affairs has been prepared to 30 June 2004. This is available for inspection at Council's Civic Centre office.

**SECTION 3 – CONTACT ARRANGEMENTS**

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

Graeme Haley  
General Manager  
Deniliquin Council  
Civic Centre  
Civic Place  
DENILIQVIN NSW 2710  
Telephone: (03) 5898 3000  
Hours: 8.30 am – 5.00 pm

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

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

**Policy Codes:**

General Development Standards and Policies  
 Engineering Standards and Requirements Relating to the Subdivision of Land  
 Standards for Offstreet Parking of Motor Vehicles  
 Standards for Developments Upon the Floodplain and Floodprone Lands  
 Standards and Requirements for Amusement Centres and Premises Upon which Amusement Devices are located.  
 Standards for Advertising Structures  
 Naming of Thoroughfares and other Geographical Features within the City of Dubbo  
 Farmstay Bed and Breakfast Tourist Accommodation  
 Leash Free Areas for the Exercising of Dogs  
 Street Tree Master Plan  
 Tree Preservation Policy including Significant Tree Register  
 Plans of Management – Community Land  
 Section 94 Contribution Plan – Urban Stormwater Drainage Contributions  
 Section 94 Contribution Plan – Open Space and Recreational Facilities  
 Section 94 Contributions Plan – Urban Roads  
 Section 64 Contribution Policy – Water Supply and Sewerage Services Contribution Policy  
 1993 PPK Floodplain Management Study  
 Trade Waste Policy Document – Note: the Local Approvals Policy part of this document has lapsed.  
 EEO Management Plan  
 Payment of Expenses and Provision of facilities to Councillors  
 Manual of Procedures  
 AUSPEC 1 Development  
 AUSSPEC 2

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

## **SECTION 2 – STATEMENT OF AFFAIRS**

The Dubbo City Council has published a Statement of Affairs in accordance with Section 14 of the Freedom of Information Act 1989 at 30 June 2004.

## **SECTION 3 – CONTACT ARRANGEMENTS**

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

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

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

**SECTION 1 – GENERAL AND POLICY DOCUMENTS**

Council has available for inspection the following:

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

**SECTION 2 – STATEMENT OF AFFAIRS**

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

**SECTION 3 – CONTACT ARRANGEMENTS**

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

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

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

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

## Available for Inspection Free of Charge

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

\* Copies are available to take away

## Documents Available for Purchase

## Planning Instruments

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

## Codes – Development Manuals

Car Parking Code	\$11.00
Industrial Development DCP	\$11.00
Residential Design DCP	\$11.00
Advertising Signs DCP	\$11.00
Subdivision Guidelines	\$30.50
Tilba Heritage Study V1	\$41.50
Tilba Heritage Study V2	\$41.50
Tilba Conservation Area Development Guidelines	\$41.50

Mogo Development Strategy	\$41.50
Economic Development Strategy Stage 1	\$41.50
Flood Plain Development Manual	\$41.50
Subdivision Code – Water & Sewerage Construction	\$30.50
Other Development Control Plans (eg site specific)	\$11.00
Mogo Village Commercial Centre DCP	\$11.00
Moruya Town Centre DCP	\$11.00
Batemans Bay Town Centre DCP	\$11.00
Narooma Town Centre DCP	\$11.00
Tree Preservation Order	No charge
Neighbourhood Business and Commercial DCP	\$11.00
Residential 2T – Tourism Development Guidelines	\$11.00
Other Publications	
Population Profile (1998)	\$11.60
Children's Services Directory	\$1.90
Deua River Study	\$41.50
Commercial and Industrial Strategy	\$41.50

## SECTION 2 – STATEMENT OF AFFAIRS

Published 31 December 2003.

## SECTION 3 – CONTACT ARRANGEMENTS

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

Freedom of Information Co-ordinator  
Eurobodalla Shire Council  
PO Box 99  
MORUYA NSW 2537  
Telephone: (02) 4474 1000  
Facsimile: (02) 4474 1234  
Email: council@eurocoast.nsw.gov.au  
Hours: 8.30am to 4.30pm, Monday to Friday



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

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

- Social Impact Assessment Guidelines (Gaming Machines)
  - Canley Heights Local Business Centres
  - Contaminated Lands
  - Fairfield Heights Local Business Centres
  - Smithfield Local Business Centres
  - Neighbourhood Business Centres
  - Wetherill Park and Bonnyrigg Industrial Centres
  - Old Industrial Areas
  - Retailing and Business Activities in Industrial Areas
  - Used Clothing Bins
- Disabled Car Parking Policy  
EEO Management Plan  
Expenses and Facilities Policy  
Flood Prone Land Policy  
Hiring of Community Halls Policy  
Internal reporting Policy  
Land proposed to be compulsorily acquired by Council  
Library Services Policy  
Local Approvals Policy  
Fairfield Local Disaster Plan  
Local Environment Planning Instruments
  - Fairfield LEP 1994Local Ethnic Affairs Policy Statement (LEAPS)  
Management Plan  
Minutes of Committee Meetings  
Minutes of Council Meetings  
Plans of Management 1999
  - Salters Road Reserve (Marconi park)
  - Corner of Elizabeth Drive Bonnyrigg (White Eagles)
  - Cabramatta Sports Ground 2000
  - Fairfield Showground
  - Fairfield Golf Course
  - Brennan Park
  - Emerson Street Reserve
  - Rural Area
  - Car Parking Code
  - Tree Management Policy
  - Former R.A.A.F. Site, 794-850 Woodville Road, Villawood
  - Amusement Centres
  - Landscaping Code
  - Advertising and Signage
  - Residential Subdivisions Code
  - Waste not DCP
  - Brothel Control
  - South Abbotsbury
  - Development Standards relating to Roads
  - Exempt and Complying Development
  - Notifications Policy
  - Wetherill Park Reserve
  - Wilson Road Reserve, Bonnyrigg
  - Bunker Parade Reserve
  - CabraVale Park
  - St Johns Park
  - Leisure Centres (Prairiewood and Cabramatta)
  - Generic Sports grounds/Generic Parks
  - Generic Bushland and associated individual Plans of Management for Flying Fox ReserveState of the Environment Report  
Subdivision Code  
Tree Preservation Order

**SECTION 2 – STATEMENT OF AFFAIRS**

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

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

The Statement of Affairs is also contained in Council's 2003 Annual Report which can be viewed at [www.fairfieldcity.nsw.gov.au](http://www.fairfieldcity.nsw.gov.au)

**SECTION 3 – CONTACT ARRANGEMENTS**

Copies of the above policy documents may be viewed at:

Fairfield City Council  
Administration Centre  
86 Avoca Road  
WAKELEY NSW 2176

Hours: 8.30 am and 4.30 pm, Monday to Friday (public holidays excepted).

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

The Public Officer  
Fairfield City Council  
PO Box 21  
FAIRFIELD NSW 1860  
Telephone: 9725 0884

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**FREEDOM OF INFORMATION ACT 1989**  
**Section 14 (1) (b) and (3)**  
**SUMMARY OF AFFAIRS**  
**of the**  
**FAR NORTH COAST COUNTY COUNCIL**  
**(Trading as Far North Coast Weeds – Regional Weed Authority)**

**SECTION 1 – POLICY DOCUMENTS**

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

Policy Documents

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

Other documentation:

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

**SECTION 2 – STATEMENT OF AFFAIRS**

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

**SECTION 3 – CONTACT ARRANGEMENTS**

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

Mr Paul Muldoon  
General Manager  
Far North Coast Weeds  
218-232 Molesworth Street  
PO Box 230  
LISMORE NSW 2480  
Telephone: (02) 6621 8055  
Fax: (02) 6622 1181  
Email: [fncw@fncw.nsw.gov.au](mailto:fncw@fncw.nsw.gov.au)

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

**SECTION 1 – POLICY DOCUMENTS**

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

- Annual Reports
- Annual Statements of Financial Position
- Auditors Report
- Bush Fire Management Committee – Operational Plan
- Code of Accounting Practice
- Code of Conduct
- Code of Meeting Practice
- Code of Practice – Management Committees
- Corporate Plan
- Delegations of Authority Register
- Development Control Plans
- Disaster Plan
- EEO Management Plan
- Environmental Planning Instruments
- Expenses and Facilities Policy
- Financial Management Plan
- Interim Development Orders
- Internal Reporting Policy
- Land Register
- Local Approvals Policy
- Local Crime Prevention Plan
- Local Environmental Planning Instruments
- Local Orders Policy
- Management Plan
- Minutes of Committee Meetings
- Minutes of Council Meetings.
- Persons and Delegates
- Plans of Management for Community Land
- Policy Register
- Pricing Policy
- Protected Disclosures Internal Reporting Policy
- Record of Building Certificates
- Register of Investments
- Reports and Minutes of Council Meetings
- Returns of the Interests of Councillors, Designated
- Revenue Policy
- State of the Environment Report
- Subdivision Code
- Tendering Policy
- Tree Preservation Order

**SECTION 2 – STATEMENT OF AFFAIRS**

Council has prepared a Statement of Affairs of the Council for the period to 1st July 2004 and this document is available for inspection and purchase at Council's office.

**SECTION 3 – CONTACT ARRANGEMENTS**

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

Mr Neil Alchin  
Public Officer  
Gilgandra Shire Council  
Warren Road  
PO Box 23  
GILGANDRA NSW 2827.  
Telephone: (02) 6847 2709  
Facsimile: (02) 6847 2521  
Hours: 8:30 am to 5 pm

## FREEDOM OF INFORMATION ACT 1989

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

### SUMMARY OF AFFAIRS

of the

### GLEN INNES MUNICIPAL COUNCIL

#### SECTION 1 – COUNCIL’S POLICY DOCUMENTS

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

- Council’s Code of Conduct
- Annual Report
- Auditor’s report
- Council’s Code on payment of expenses
- Register of investments
- Return of Financial Interest of Councillors
- Designated Persons & Delegates’ financial interests returns
- Delegations of Authority Register
- Records of Approvals granted & decisions made on appeal
- Plans of land proposed to be compulsorily acquired by Council
- Leases and licences for public land classified as community land
- Financial Management Plan
- Statement of Environment Report
- Cemetery Register
- Development Register
- Building Register
- Local Environment Planning Instruments
- Local Orders Policy
- Plans of Management for Community Land (under review)
- Subdivision Code
- Access to Files Policy
- Adjoining Owners Notification
- Building Line Policy
- Complaint Handling Policy
- Annual Financial Reports
- EEO Management Plan
- Annual Reports of bodies exercising delegated Council functions
- Records of Building Certificates
- Development Control Plans – under review
- Statement of Affairs
- Summary of Affairs
- Emergency Management Plan
- Business Papers for Council and Committees
- Minutes of Council and Committee Meetings
- Council’s Policies and Codes Register, as listed below:
  - Administration
    - 1A Conference Expenses
    - 2A Town Hall – Bookings
    - 3A Conflict Resolution
    - 4A Procedures for Special Council Projects
    - 5A Project Manager
    - 6A Major Investments of Funds / Reorganisation of Assets
    - 7A Strategy to Disseminate Information on Council Activities
    - 9A Holding of December Meetings
    - 10A Credit Card Policy
  - Building Services
    - 1B Building Alignment

- 2B Verandahs, Awnings and Balconies
- 3B Advertising Signs (Commercial)
- 4B Building Alignment
- 5B Building Sitings
- 6B Notification to Erect Buildings
- 7B Local Approvals Policy
- Community Services
  - 1C Aged Services
  - 2C General – Aged Services
  - 3C Equal Employment Opportunities
  - 4C Human Resources – Youth
  - 5C Community Bus – Policy for Operations Use
  - 6C Use of Council Owned Sporting Facilities
  - 7C Guidelines for Heritage Items
- Development of Municipality
  - 2D Water Supply Policy
  - 3D Supply of Land to Developers
  - 4D Business & Commerce Policy
- Engineering Services
  - 1E Employment – Engineering Department
  - 2E Roads – Footpaths
  - 3E Roads – Footpath Openings
  - 4E Footpaths – Contributions
  - 5E Roads – Driveway
  - 6E Roads – Gutter Bridges
  - 7E Roads – Lane Widening
  - 8E Roads – Road Widths
  - 9E Roads – Reconstruction Work
  - 10E Roads – Street Name Signs
  - 11E Roads – Naming of Streets
  - 12E Kerb & Guttering – Charges
  - 13E Sewerage Connections
  - 14E Sewerage – Installation of
  - 15E Sewerage – Water & Sewer Mains Extension
  - 16E Sewerage – West Glen Sewer Scheme
  - 17E Hire of Plant – Showground Trust Charities
  - 18E Water – Services
  - 19E Bridges – Boundary Bridges
  - 20E Tree Planting – New Planting / Replacement Program
  - 22E Gas Mains Agreement
  - 25E Access to Private Lands
  - 26E Street Lights – Replacement
  - 27E Advice to Residents
  - 28E Temporary Street Closures (Festivals etc)
  - 29E Procedures to be put in place due to low flow conditions at Beardy Waters weir
  - 30E Private Works Policy (and amendments)
  - 31E Policy on Volunteers slashing roadsides
  - 32E Control of Young Children Entering Swim Centre
  - 33E Discharge of Liquid Trade Waste into Sewerage System
  - 34E Dry Hire of Council Plant
  - 35E Water Meter Testing Policy
  - 36E Notification and Changes to Garbage Pick Up Times
- Financial
  - 1F Rating – Excess Water Accounts
  - 2F Rating – Church Groups
  - 3F Rating – CWA, Karinya Homes, Glenwood, Highwood
  - 4F Rating – Showground Trust / Sporting Bodies
  - 5F Rating – Water
  - 6F Rating – Sewerage & Water Component
  - 7F Rating – Water Meter Read
  - 8F Rating – Increases by Valuations



- 9F Donations – Boy Scouts / Girl Guides
- 10F Donations – Voluntary Rescue Squad
- 11F Donations – Friends of Highwoods
- 12F Subscriptions – Chamber of Commerce/Retailers Ass
- 13F Contributions – Library
- 14F Motor Vehicles – Private Tenders
- 15F Debtors – Interest Charges
- 16F Debtors – Outstanding Accounts
- 17F Debtors – K&G Accounts – Pensioner Repayments
- 18F Accounting – Debt Servicing Ratio
- 19F Warranty / Repair Policy
- 20F Strategy: Overdraft
- 21F Accounting Policies
- 22F Accounting Policies
- 23F Debenture Loan Position 30 June 1996
- 25F Debt Recovery Policy
- 26F Debtors Policy – Gum Tree Glen
- 27F Water Pricing Policy
- 28F Water Leakage Policy
- 29F Employee Leave Entitlements
- Health
- 1H Grazing: Inspection Testing and Licensing
- 2H Legionella – Maintenance of Air Handling Systems
- 3H Animal Control – Dog Act 1988
- 4H Licensing – Food Shop Licensing
- 5H Sanitation – Public Toilets – Future Construction
- 6H Environmental Services – Overgrown Allotments
- 7H Pool Testing Policy
- 8H Code of Placing Street Signs and displays on footpaths (2 codes – 1 for CBD, 1 for Church/  
Ferguson Sts)
- Human Resources
- 5HU Donation – Support for Reserve Forces
- 7HU Uniform Policy – Indoor Staff
- 9HU UV Protection for Outdoor staff (replaces 6HU)
- 10HU Employment of People with a Disability – Forward Personnel
- 11HU Performance Appraisal Committee (General Manager)
- 12HU Use of Privately Owned Vehicles on Council Business
- 13HU Employees on Call – Alcohol Limits
- HR1 Recruitment Policy & Procedures
- HR2 Grievance Resolution – Policy & Procedures
- HR3 Internal Reporting Policy
- HR20 Sick Leave Policy
- HR21 Carer’s Leave Policy
- HR30 Occupational Health & Safety
- HR31 Workplace First Aid Policy
- HR32 Smoke Free Workplace Policy
- HR33 Loss of Licences or Certificates
- HR34 Long Distance Driving Policy
- HR35 Staff Participation in Decision Making
- HR36 Staff Motor Vehicle Lease Fees
- HR37 Child Protection (Employment Screening)
- HR38 Child Protection Policy & Procedures
- HR39 Injury Management & Return to Work
- HR40 Special Leave for Volunteer Fire Fighters
- HR41 Study Incentives Policy
- HR42 Policy on Claiming Expenses for Staff Attending Training Courses / Seminars /  
Conferences
- HR43 Paid Maternity Leave Policy
- HR44 Uniform Policy for Outdoor and Regulatory Staff

## Organisational Matters

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

## Planning Services

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

## Plant &amp; Machinery

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

## Occupational Health &amp; Safety

- 1OHS OH&S Policy

**SECTION 2 – STATEMENT OF AFFAIRS**

The most recent Statement of Affairs was published in June 2004 and is available for inspection.

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**SECTION 3 – CONTACT ARRANGEMENTS**

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

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

The General Manager  
Glen Innes Municipal Council  
PO Box 61  
GLEN INNES NSW 2370  
Telephone: (02) 6732 2611  
Fax: (02) 6732 3764  
Hours: 9 am to 5 pm, Monday to Friday.

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

**SECTION 1 – POLICY DOCUMENTS**

The following policy documents are available for inspection or purchase:

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

**SECTION 2 – STATEMENT OF AFFAIRS**

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

**SECTION 3 – CONTACT ARRANGEMENTS**

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

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

N. S. McLeod,  
General Manager

# FREEDOM OF INFORMATION ACT 1989

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

### SUMMARY OF AFFAIRS

of the

## GOSFORD CITY COUNCIL

FOI Agency No. 2132

### SECTION 1 – POLICY DOCUMENTS

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

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

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

#### Documents Available Subject to a Photocopy Fee

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

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

Access to Files by Councillors Policy A1.39  
 Active Recreation R1\*  
 Administration A1\*  
 Beaches R3\*  
 Building Control D6\*  
 Capital Works Program  
 Car Parks T9\*  
 Caravan Park R4\*  
 Child Care Centres, complaints  
 Child Care Centres, Management C5.02  
 Child Care Centres, Communicable Diseases C5.01  
 City Management Plan  
 (The Gosford City Management Plan consists of the following:  
 Report 1 – Corporate Strategic Plan  
 Report 2 – 3 Year Capital Works Program  
 Report 3 – Council's Program Budget  
 Report 4 – State of the Environment Report  
 Report 5 – Council's Revenue Policy)  
 Report 6 – Community Plan  
 Code of Conduct A1.02  
 Code of Meeting Practice A1.47  
 Community Development C5\*  
 Corporate Service A2\*  
 Councillors Financial and Service Provision Arrangements A1.42  
 Cultural Projects C1\*  
 Dams and Weir W0\*  
 Delegations of Authority  
 Development Engineering D3\*  
 Development Control D0\*  
 Drainage E1\*  
 EEO Management Plan

Effluent Generation S3\*  
 Emergency Services H3\*  
 Fees and Charges –  
 Fees and Charges Information – Revenue Policy  
 Financial Management A3\*  
 Flood Mitigation E2\*  
 Flora & Fauna Report – Somersby Industrial Park 2003  
 Foot/cycleway T5\*  
 Gosford City Bushfire Risk Management Plan  
 Gosford City Disaster Plan  
 Gosford City District Bushfire Operations Plan  
 Gosford LGA – Bush Fire Prone Land Map  
 Health Services H4\*  
 Historical Water Quality Data Review and Analysis Final Report 2003  
 Human Resources Policy Manual  
 Industrial Estate I1\*  
 Lakes, Waterways and Coastline E0\*  
 Land proposed to be compulsorily acquired by Council  
 Landuse Planning E3\*  
 Levels of Service  
 Libraries C0\*  
 Lighting T6  
 Local Environmental Plans (LEP)  
 Minutes of Council Meetings  
 Minutes of Committee Meetings  
 Occupational Health & Safety Manual  
 Parks R2\*  
 Policy Register  
 Pollution Erosion and Environmental Control E5\*  
 Program Management \*8\*  
 Properties A5\*  
 Public Transport T7\*  
 Reserves R0\*  
 Risk Management  
 Road Maintenance T1\*  
 Road Construction T0\*  
 Sewer Mains & Tunnels S0\*  
 Solid Waste Management H0\*  
 Tendering Policy A3.07  
 Traffic T4\*  
 Treatment Work S2\*  
 Tree Management R6\*  
 Tree Preservation Order  
 Water Capital W5\*  
 Water Consumer W4\*  
 Watermains W2\*  
 Waterway Facilities R5\*  
 Works – Capital Works WS5\*

#### **Documents Available Free of Charge**

- Corporate Plan
- Guidelines to Development Control Plan No 106 – Controls for Site Waste Management
- Comprehensive State of Environment Report 2000 (limited number available free of charge)
- Code of Practice – Erosion/Sedimentation Control
- Supplementary State of Environment Reports for 2001, 2002 & 2003 (limited number available free of charge)
- Fact Sheets
- Gosford City Community Plan
- Redevelopment DSP (Development Service Plan)
- Swimming Pools & Fences
- Water and Sewer Development Service Plans

- Erina DSP
- Erina Township DSP
- Kariong DSP
- Kincumber DSP
- Lisarow DSP
- Narara DSP
- Niagara Park DSP
- Pamphlets
- Springfield DSP
- Wyoming DSP

#### **Documents Available Subject to a Fee**

The current fees charged can be found on Council's Internet Site [www.gosford.nsw.gov.au](http://www.gosford.nsw.gov.au)

The following documents are available for purchase:

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

Gosford City Council's Development Control Plans (DCPs) and Policies can be downloaded free of charge from Council's Internet Site [www.gosford.nsw.gov.au](http://www.gosford.nsw.gov.au). The documents listed below are also available from the Administration Building, 49 Mann Street, Gosford subject to a fee.

- DCP 5 Narara
- DCP 7 Niagara Park
- DCP 8 Lisarow
- DCP 16 Kincumber
- DCP 17 Kincumber No 2 Brentwood
- DCP 20 Hollydell Farm
- DCP 21 Kariong
- DCP 23 Springfield/Erina Creek
- DCP 24 Florialands – Stage 2
- DCP 25 Mount White Truck Stop
- DCP 26 Surplus Public Land Killcare Heights
- DCP 27 Empire Bay Drive, Empire Bay
- DCP 28 Manooka Road, West Gosford
- DCP 29 Residential Development South Avoca Beach
- DCP 30 Brisbane Water Drive & Pacific Highway West Gosford
- DCP 33 Victoria and Adelaide Streets East Gosford
- DCP 35 Road Transport Facility – Somersby
- DCP 36 Erina Valley
- DCP 41 Narara Valley Drive, Niagara Park
- DCP 42 Erina/Green Point/Terrigal (Amendment 1)
- DCP 44 Emma James Street, Springfield
- DCP 52 Springfield – Erina Creek Precinct 2
- DCP 55 Terrigal Business Centre
- DCP 57 John Whiteway Drive
- DCP 58 Erina Fair – Amendment 1
- DCP 74 Cullens Road, Copacabana
- DCP 75 The Ridgeway
- DCP 76 Yattalunga (Amendment One)



- DCP 78 The Landmark – Berecny Road, Mangrove Mountain
- DCP 79 Koolang Road, Green Point
- DCP 80 Australian Reptile Park – Wyoming
- DCP 82 RTA Depot – Pacific Highway West Gosford
- DCP 83 Mobbs Road and Kings Avenue, Terrigal Residential 2(a) Subdivision
- DCP 84 Golden Grove Circuit and the Scenic Highway Terrigal
- DCP 87 Avoca Drive, Kincumber (Kincumber Hotel)
- DCP 88 Port Jackson Road Terrigal
- DCP 89 Scenic Quality
- DCP 90 The Entrance Road, Forresters Beach
- DCP 92 Henry Parry Drive and Pemell Street, Wyoming
- DCP 93 Lot 1 DP 776132 Corner Manns and Dell Roads West Gosford
- DCP 94 Sun Valley Road Green Point
- DCP 95 Boundary Road Kincumber
- DCP 96 Ocean View Drive Wamberal
- DCP 97 Lot 1 DP 775026 Peats Ridge Road Peats Ridge
- DCP 98 Bensville
- DCP 99 Taylors Road, MacDonalds Road and Pacific Highway Lisarow
- DCP 100 Medium Density Residential Amendment No 1
- DCP 101 Guidelines for the Erection of Communications Facilities
- DCP 102 Corner Charles Kay and Terrigal Drives Terrigal
- DCP 104 Lot 11 Scenic Hwy Terrigal (Amendment 1)
- DCP 105 Old Narara Primary School Site Pacific Highway, Narara
- DCP 106 Controls for Site Waste Management
- DCP 107 Lots 4 and 5 Section 13 DP 1905 Pacific Highway/Renwick Street Wyoming Service Centre
- DCP 108 Pt 1 – Land Subdivision
- DCP 108 Pt 2 – Single Residences
- DCP 108 Pt 3 – Alterations and Additions
- DCP 108 Pt 4 – Attached Dwellings
- DCP 108 Pt 5 – Residential Buildings
- DCP 109 Toomeys Road Lisarow
- DCP 110 Bed and Breakfast
- DCP 111 Car Parking
- DCP 112 Residential Subdivision
- DCP 113 Industrial Development
- DCP 114 Building Lines
- DCP 115 Building in Flood Liable Areas
- DCP 117 Child Care Centres
- DCP 118 Brothels
- DCP 119 Wharves and Jetties
- DCP 120 Single Dwelling Height
- DCP 121 Dwelling Site Occupancy and Setbacks
- DCP 122 Cut and Fill Restrictions
- DCP 123 Neighbourhood Business Centres
- DCP 124 Parenting Facilities
- DCP 125 Coastal Hazard/Beach Frontage
- DCP 126 Dual Occupancy
- DCP 127 Cluster Housing
- DCP 128 Public Notification of Development Applications
- DCP 130 Subdivision of Rural and Non Urban Land
- DCP 131 Erina Business Centre Signage
- DCP 132 Pacific Highway, Niagara Park
- DCP 133 Woy Woy Town Centre
- DCP 136 Lot 2 DP 605752 Siletta Road, Niagara Park – Amendment 1
- DCP 137 Lot 3 DP 712505 Ghilkes Road Somersby
- DCP 138 Lot 26 DP 3944 Manns Road – Bulky Goods Salesroom/Showroom
- DCP 139 Lot 4 Trafalgar Ave, Lot 62 Section A DP 8872 Bullion Street and Lot 109 DP 730109 West Street Umina Retail Hardware Store & Associated Car Parking
- DCP 141 Avoca Beach Alfresco Outdoor Theatre
- DCP 142 Lot 13 DP 666756 Brisbane Water Dr Point Clare (Amendment 1)

- DCP 143 Lots 1,2,3,4,10 & 11 DP 255797 Karalta Road Erina
- DCP 144 Festival Development Site Mt Penang
- DCP 145 St Huberts Island Mooring Facilities
- DCP 146 Ettalong Bowling Club
- DCP 148 Complying Development Conditions
- DCP 149 Environmental Controls for Development in the Conservation and Scenic Protection 7(c3) – Tourist Accommodation Zone
- DCP 151 Two Lot Rural Residential Subdivision Crystal Avenue, Pearl Beach
- DCP 152 Manasseh Frost House Kincumber
- DCP 153 Lot 58 DP 10086 Kallaroo Road Bensville – Residential Subdivision
- DCP 155 Single Dwellings and Ancillary Structures
- DCP 156 Sea Kayaking Operational Base – 25 Broken Bay Road Ettalong
- DCP 157 Lot 61 DP 702598 Railway Crescent Niagara Park
- DCP 158 Lot 2 DP 1009974 Avoca Drive Kincumber
- DCP 159 Character
- DCP 160 Laguna Avenue, Copacabana
- DCP 161 Ena Street, Terrigal
- DCP 162 Residential Development (Pearl Beach)
- DCP 163 Geotechnical Requirements for Development Applications
- DCP 165 Water Cycle Management
- Gosford Planning Scheme Ordinance (As Amended)
- Interim Development Order No 122 (As Amended)
- LEP 22 Somersby Industrial Park

#### **Various Other Publications and Studies Available**

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

The current fees charged are available on Council's Internet site [www.gosford.nsw.gov.au](http://www.gosford.nsw.gov.au).

Studies available to the public for inspection include the following:

- Avoca Drainage Strategy
- Bangalow Creek and Cutrock Creek Flood Study
- Bangalow Creek and Cutrock Creek Flood Management Study & Plan
- Brady's Gully – Blanche Street Area Drainage Investigation
- Brady's Gully Creek Floodplain Management Plan
- Brisbane Water Plan of Management
- Bush Fire Planning Review and Evacuation Management Plan
- Broken Bay Beaches Coastal Management Plan
- Coastal Lagoon Management Plan for Wamberal, Terrigal, Avoca and Cockrone Lagoons
- Coastal Management Study and Plan for Gosford City Open Coastal Beaches
- Copacabana Drainage Strategy
- Drainage Investigation Kincumber Catchment
- Drainage Investigation Killcare Catchment
- Dubbo Gully Plan of Management
- East Gosford Catchment Study
- Erina Creek Flood Study
- Erina Creek Floodplain Management Study & Plan
- Ettalong Beach Foreshore Management Study and Plan
- Flora and Fauna Study – Somersby Industrial Park (2003)
- Gosford CBD Drainage Strategy
- Gosford CBD Urban Design and Landscape Masterplan
- Gosford City Centre Strategic Plan
- Green Point Creek, Pearl Beach Floodplain Management Plan
- Kahibah, Iluka & Ettalong Creeks, Kahibah & Iluka Lagoons and Selected Reserves at Umina Beach Rehabilitation and Management Plan
- Kariong Area Drainage Investigation
- Lower Narara Creek Flood Study
- Middle Creek Flood Study
- Narara Creek Flood Study – West of Hanlan Street

- Narara Creek Manns Road to Deane Street Rivercare Study
- Narara Creek Manns Road to Deane Street Rivercare Plan
- Natural Vegetation of the Gosford Local Government Area, Community Profiles
- Natural Vegetation of the Gosford Local Government Area, Technical Report
- North Copacabana Catchment Trunk Drainage Study
- Point Clare Trunk Drainage Study, Management Study & Management Plan
- Pretty Beach Area Drainage Study
- Residential Strategy
- Review of the Lower Narara Creek Floodplain Management Study
- Rural Lands Study
- Stormwater Management Plan for Gosford City
- Sun Valley Trunk Drainage Strategy
- Terrigal Lagoon Deepening Study Feasibility Study
- Terrigal Lagoon Flood Study
- Terrigal Lagoon Floodplain Management Study
- Terrigal Lagoon Floodplain Management Plan
- Turo Creek Flood Study
- Upper Narara Creek Flood Study
- Veron Road Area, South Woy Woy Drainage Strategy
- Wamberal Lagoon Flood Study
- Wamberal Lagoon Floodplain Management Study
- Wamberal Lagoon Floodplain Management Plan
- Water and Sewer Development Service Plans
- Wells Street, East Gosford Drainage Strategy
- Western COSS Assessment: Final Report December 2002
- Wetland Management Study – Brisbane Water area
- Wetland Management Study in the Hawkesbury Nepean Catchment
- Wetland Mapping Survey of Coastal Wetlands
- Wingello Creek Floodplain Management Plan
- Woy Woy Catchments – D & E Drainage Investigation
- Wyoming Creek Management Plans
- Yattalunga Drainage Study

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

The following reports are included in this category:

- Cockrone Lagoon Flood Study
- Cockrone Lagoon Floodplain Management Study
- Cockrone Lagoon Floodplain Management Plan
- Avoca Lagoon Flood Study
- Avoca Lagoon Floodplain Management Study
- Avoca Lagoon Floodplain Management Plan

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

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

**SECTION 2 – STATEMENT OF AFFAIRS**

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

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

**SECTION 3 – CONTACT ARRANGEMENTS**

Freedom of Information requests may be submitted in writing to:

The General Manager  
 Gosford City Council  
 PO Box 21  
 GOSFORD NSW 2250  
 Email: [goscity@gosford.nsw.gov.au](mailto:goscity@gosford.nsw.gov.au)  
[www.gosford.nsw.gov.au](http://www.gosford.nsw.gov.au)

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

Corporate Development	Jennie Hayden	Telephone: (02) 4325 8304
Community Services	Kellie Atkinson	Telephone: (02) 4325 8903
Development and Health	Ann Kendal	Telephone: (02) 4325 8246
Engineering Operations	Sue McKellar	Telephone: (02) 4325 8257
Environmental Planning	Ros Spain	Telephone: (02) 4325 8876
	Mary McElhinney	Telephone: (02) 4325 8375
Finance and Corporate Services	Margaret Shipman	Telephone: (02) 4325 8312
Water & Sewerage	Jennifer Dixon	Telephone: (02) 4325 8267

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

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

A fee is applicable for each Freedom of Information Application.

Peter Wilson,  
 General Manager

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

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

- Council's Policy Manual
- Council's Delegations and Authorities Manual
- Equal Employment Opportunity Plan
- Code of Meeting Practices
- Code of Conduct
- Corporate Plan (See Management Plan)
- Development Control Plans (See 1-17)
  - DCP No. 1 – Residential Development Policy
  - DCP No. 2 – Industrial Development Policy
  - DRAFT No. 2 – Industrial Development.
  - DCP No. 3 – Off Street Parking
  - DCP No. 4 – Development within rural, open space and environmental protection zones
  - DCP No. 5 – Advertising Policy
  - DCP No. 6 – Development Policy (Conservation Area)
  - DCP No. 7 – Protection of Waterways
  - DRAFT No. 8 – Energy Smart Homes
  - DCP No. 9 – Notification
  - DCP No. 10 – Good Design Policy
  - DCP No. 11 – Outdoor Dining
  - DRAFT DCP No. 13 – Common Street Business Park and Common Street Business Park Contributions Plan
  - DCP No. 14 – Marys Mount and Marys Mount Contributions Plan
  - DCP No. 16 – Goulburn Racecourse Ancillary Policy
- LEP 1990 (as amended) LEP's 1-15
- Local Approvals Policy
- Minutes of Committee Meetings
- Minutes of Council Meetings
- Plans of Management for Community Land and Compiled Plans of Management for:
  - Belmore Park Master Plan and PoM
  - Bushland Reserves PoM
  - Foreshore and Drainage Reserves PoM
  - Goulburn Aquatic Centre Business Plan
  - Goulburn Aquatic Centre PoM
  - Goulburn District Roadside Vegetation Handbook
  - Goulburn Historic Waterworks Business and Marketing Strategy
  - Governor's Hill/Mt. Gray Draft PoM
  - Marsden Weir / Goulburn Waterworks
  - Mulwaree Ponds Rehabilitation Plan
  - Parks and Playgrounds Plan of Management
  - Recreation/Showgrounds Area PoM
  - Revegetation Guidelines GCC Area
  - Rocky Hill Bushland PoM
  - Sports Fields PoM
  - Street Tree Management
  - War Memorial Conservation Plan
  - Willow Eradication Strategy
- Pricing Policy (See Management Plan)

- Tendering Policy
- State of the Environment Report
- Council Management Plan
- Employment Related Codes (See EEO Management Plan)
- Expenses and Facilities Policy
- Financial Plan (See Management Plan)
- Section 94 Contributions Plans (See Amendment No. 2 Section 94 Contributions Plans)
- Social and Community Plan 1999
- Fees and Charges Policy (See Management Plan)
- Smoke-Free Work Environment Policy
- Annual Report
- Business Papers
- Disclosure Register

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

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

## **SECTION 2 – STATEMENT OF AFFAIRS**

A Statement of Affairs, as part of the 2002//2003 Statutory Annual Report, has been prepared in accordance with section 14 (1) (b) and (3) of the Freedom of Information Act and is available for inspection during office hours at the Civic Centre, Bourke Street, Goulburn.

## **SECTION 3 – CONTACT ARRANGEMENTS**

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

The General Manager  
Greater Argyle Council  
Locked Bag 22  
GOULBURN NSW 2580  
Telephone: (02) 4823 4444

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

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

**SECTION 1 – POLICY DOCUMENTS**

The Council has the following policy documents available for inspection and/or purchase.  
Documents are free of charge unless a fee is indicated.

**Governance**

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

**Corporate Services**

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

**Operations**

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

**SECTION 2 – STATEMENT OF AFFAIRS**

A Proclamation was made on 26 May 2004 creating Greater Hume Shire Council, which incorporates the former Culcairn, Holbrook and Hume Shires. Each individual former Council's most recent Statement of Affairs is available for inspection in accordance with the arrangements outlined in Section 3 below. A single integrated Statement of Affairs will be produced during the initial transition period.

**SECTION 3 – CONTACT ARRANGEMENTS**

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

Public Officer  
PO Box 70  
ALBURY NSW 2640  
Telephone: (02) 6051 3900  
Facsimile: (02) 6021 6852

Public Officer  
PO Box 99  
HOLBROOK NSW 2644  
Telephone: (02) 6036 0100  
Facsimile: (02) 6036 2683

Public Officer  
PO Box 94  
CULCAIRN NSW 2660  
Telephone: (02) 6029 8588  
Facsimile: (02) 6029 8607



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

**SECTION 1 – POLICY DOCUMENTS**

Management Plan 2004/2005 – 2006/2007 including 2004/2005 Budget and 2004/2005 Revenue Policy  
Social Plan  
Tourism Strategic Business Plan  
One Future  
Strategic Plan for Cultural Development  
Taree Crime Prevention Plan  
Greater Taree City Council – Aboriginal Community Profile 2002  
Policy Register including:

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

Code of Conduct  
Code of Meeting Practice  
Register of Delegations  
Internal Reporting Policy  
Greater Taree Library Strategic Directions 2001-2006

**Land Use Policies and Codes**

Greater Taree LEP 1995  
Development Control Plan 1995  
DCP No. 6 – Pig Keeping  
DCP No. 13 – Parking Code  
DCP No. 19 – Industrial Code  
DCP No. 34 – Caravan Parks and Manufactured Home Estates  
DCP No. 35 – Sign Code  
DCP No. 38 – Maintenance of Open Drains  
DCP No. 40 – Residential Development  
DCP No. 41 – Subdivision  
DCP No. 42 – Interim On-Site Effluent Disposal Policy  
DCP No. 43 – Erosion and Sediment Control  
DCP No. 44 – Advertising of Development Applications  
DCP No. 45 – Contaminated Land  
DCP No. 46 – Exempt and Complying Development  
DCP No. 47 – Bungay  
Draft DCP – Acid Sulfate Soils  
Landscape Code  
Property Fencing Code  
Cattle Feedlots Code  
Local Approvals Policy  
Housing for Aged and Disabled Persons Policy  
Markets Policy  
Orders Policy  
Interim Flood Management Policy  
Private Facilities on Council Footways Policy  
Applications on Proposed Lots Policy  
Policy – Infill Development in Bush Fire Prone Areas

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

**Health Related Policies**

Code for Food Premises  
Policy for Keeping Horses  
Regulation for:

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

Policy for Dogs on Beaches

Minutes of Council and Committee Meetings

Plans of Management in respect of:

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

State of the Environment Report and 2003 Supplement  
Annual Report 2002/2003

**SECTION 2 – STATEMENT OF AFFAIRS**

Last published June 2004 as part of the 2004/2005 – 2006/2007 Management Plan.

**SECTION 3 – CONTACT ARRANGEMENTS**

FOI Office:

Graham Nix  
Manager Administration  
Level 2  
Administration Centre  
2 Pulteney Street  
TAREE NSW 2430  
Telephone: (02) 6592 5399  
Fax: (02) 6592 5311  
Hours: 8.30 am – 4.30 pm, Monday to Friday

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

**SECTION 1 – POLICY DOCUMENTS**

**ANIMAL CONTROL**

Animal Control

**APPROVALS**

**Advertising**

Banners In Banna Avenue  
Handbill Distribution  
Sandwich Board Signs  
Signs

**Busking**

**Development**

Advertising of Applications  
Applications – Section 94 Contributions  
Development Contributions – Payment Methods for Development Charges and Bonds  
Conduct of Councillors and Staff in Assessing and Determining Development Applications  
Frost Control Fan  
Policy Variation  
Stormwater Drainage and Disposal

**Fencing**

**Noise Pollution**

Loud Speakers  
Open Air Rock Concerts

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

**CIVIC MATTERS**

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

**COMMITTEES**

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

**COMMUNITY MATTERS**

Child Protection

**COUNCIL MATTERS**

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

**DALTON PARK**

Areas of Responsibility

**DEVELOPMENTS**

Consolidation of Allotments  
Submissions made regarding Development and Activity Applications

**DONATIONS**

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

**DRIVEWAY**

Maintenance and Width

**ENVIRONMENT**

McPherson's Range

**FACILITIES**

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

**FINANCE**

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

**FIRE BREAKS**

Fire Breaks

**FOOTPATHS**

Contributions for  
Obstructions  
Use for Outdoor Eating Areas  
Use for Sales

**HEALTH**

Smoking Prohibited

**INDUSTRIAL ASSISTANCE**

Loans for

**INSURANCE**

Claims – Procedure to be Followed

**KERB AND GUTTERING**

Kerb and Guttering/Footpath Construction

**LAND**

Purchase on Terms

**LEGAL**

Proceedings – Procedure to Follow  
Records – Subpoena to Produce

**NOXIOUS WEEDS**

Control and Eradication of

**PARKS AND GARDENS**

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

**PLANT AND EQUIPMENT**

Plant Replacement

**POOLS**

Admission Fees  
Authority of Lessee

**RATES**

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

**ROADS**

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

**ROAD RESERVES**

Lease for Commercial Purposes

**SALEYARDS**

Truck Washing Facilities

**SEWERAGE**

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

**STAFF**

Assessment and Acknowledgment  
Attendance at Conferences  
Carers Leave  
Complaint Procedure  
Salary Sacrifice (Laptop Computer)  
Educational Assistance  
Leave Without Pay  
Interview Expenses and Relocation Costs  
Council House Rentals  
Long Service Leave  
Expenses When on Council Business  
Loss of Driver's Licence  
Membership of Rescue Organisations  
Operation of Nine Day Fortnight and Nineteen Day Month  
Recruitment Procedures  
Redeployment and Lateral Transfers  
Reimbursement of Cash Shortages  
Sick Leave  
Telephone Accounts  
Vehicles – Restricted Private Use  
Work Experience Students  
Email and Internet Usage  
Working Conditions  
Service of Alcohol at Social Functions  
Payment of Staff on Approval Training  
Remote Area Housing (Salary Sacrificed)  
Corporate Uniform (Internal)

**SUBDIVISIONS**

Provision and Contribution to Parklands

**UTILITY SERVICES**

Service Location Charges – Public Authorities

**VANDALISM**

Reward for Information

**VILLAGES AND TOWNS**

Classification of

**WASTE**

Car Bodies – Removal  
Donation of Compost Bins  
Garbage Bin Replacement  
Garbage Charges  
Garbage Disposal Depots  
Garbage Service Outside Scavenging Areas  
Garbage Service – Multiple Bins  
Intractable Waste Disposal  
Septic Tanks  
Septic Tank Waste Disposal

**WATER**

Backflow Prevention

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

## **SECTION 2 – SUMMARY OF AFFAIRS**

Council's last published Summary was as at 31 December 2003. Further details are available from the contact below.

## **SECTION 3 – CONTACT ARRANGEMENTS**

Access to these documents may be arranged by contacting:

Mr Duncan McWhirter  
Administration Manager/Public Officer  
Griffith City Council  
PO Box 485  
GRIFFITH NSW 2680  
Telephone: (02) 6962 8186  
Facsimile: (02) 6964 4368  
E-mail: [admin@griffith.nsw.gov.au](mailto:admin@griffith.nsw.gov.au)

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

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

Gunning Shire Council has the policy documents listed hereunder:

- Current Management Plan 2003/2004
- Building Policies
- Local Environmental Plans
- Section 94 Contribution Plan
- EEO Policy Statement
- State of Environment Report
- Code of Conduct
- Code of Meeting Practice
- Good Conduct and Administrative Practice
- District Fire and Fuel Management Plans
- Register – containing decisions by Gunning Shire Council and forming policy pre July, 1993.
- Policy Book from 1/7/93 containing decisions by Gunning Shire Council and forming policy since July 1993.

**SECTION 2 – STATEMENT OF AFFAIRS**

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

**SECTION 3 – CONTACT ARRANGEMENTS**

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

The application should be directed to:

Mr J. K. Bell  
FOI Officer – Upper Lachlan Council (formerly Gunning Shire Council)  
PO Box 42  
GUNNING NSW 2581

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

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

J. K. Bell,  
Acting Assistant General Manager

Please note that the majority of Gunning Shire Council was amalgamated with Crookwell, and parts of Yass and Mulwaree Councils, to form Upper Lachlan Council, as from 11 February 2004, and that to 30 June 2004, each Council is still operating separately.



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

**SECTION 1 – POLICY DOCUMENTS**

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

- Position Statements
  - Routine Maintenance of Rural Unsealed Roads
  - Library Services
  - Kolora Homes
  - Tingha Town Hall
  - Staff Housing
  - Tingha Copeton Recreation Reserve
  - Residential Real Estate (Council owned land)
  - Commonwealth Untied Financial Assistance
  - Loan Borrowings
- Management Plan, Budget, Financial Statements & Auditor's Reports
- 2004 Community/Social Plan
- State of Environment Report
- Equal Employment Opportunity Management Plan
- Plans of Management for Community Land
- Organisational Structure
- Guyra Council Policy Register
- Delegated Authorities – Committees of Council
- Guyra Local Environmental Plan
- Development Control Plan Number 1, 2, 3, 4 & 5
- Section 94 Plan
- Code of Conduct

**SECTION 2 – STATEMENT OF AFFAIRS**

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

**SECTION 3 – CONTACT ARRANGEMENTS**

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

The General Manager  
Guyra Shire Council  
PO Box 207  
GUYRA NSW 2365  
Telephone: (02) 6779 1577  
Facsimile: (02) 6779 1221  
Email: [council@guyra.nsw.gov.au](mailto:council@guyra.nsw.gov.au)  
Web Site: [www.guyra.nsw.gov.au](http://www.guyra.nsw.gov.au)

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

**SECTION 1 – POLICY DOCUMENTS**

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

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

**Council Policies**

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

**SECTION 2 – STATEMENT OF AFFAIRS**

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

**SECTION 3 – CONTACT ARRANGEMENTS**

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

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

Peter Ellis,  
General Manager

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

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

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

- Access to Roadways
- Advertising – Highway signs
- Advertising-Placement of articles on Councils Footpath
- Aerodrome – Lease of Land
- Aerodrome Emergency Plan
- Agricultural Chemicals – Use and Application
- Alfresco Dining
- Amusement Centres and Machines
- Animals
- Arts
- Australia Day
- Building Matters
- Cemetery Fees
- Code of Conduct
- Confined Spaces
- Conflict of Interest
- Council Boundaries (Amalgamations)
- Council Meetings – Code of Practice
- Council Services
- Code of Safe Working
- Council Meetings – Members of the Public to Address Council
- Councillors – Payment of Annual Fees for Councillors and Withholding of Councillors' Fees
- Councillors – Payment of Councillors Expenses and Provision of Facilities
- Debts Owing to Council
- Dogs
- Ethnic Affairs Priorities Statement (EAPS)
- Equal Employment Opportunity
- Fencing
- Firebreaks
- Flood Mitigation Works
- Food Premises
- Footpath
- Fuel Quotations
- Gathering Information
- Grease Arrestors – Specification
- Hard Hats – Safety Policy
- Hay Goal Museum
- Hazardous Waste Incidents
- Headworks Charge
- Hire of Halls
- Hours of Work
- Immunisation

Induction Manual  
Interest Free Loans  
Investments  
Key to Town/Shire  
Local Approvals Policy – Building Applications  
Local Orders Policy 18 – Keeping of Animals and Birds  
Local Orders Policy 21 – Premises Placed or Kept in Safe or Healthy Condition  
Local Orders Policy 30 – To Comply with an Approval  
Local Orders Policy 5(h) – Failure to Comply with Drainage Standards  
Maude – Community Mower  
Medical Complex  
Multiple Occupancy Developments  
Non-Smoking  
Noxious Weeds  
Noxious Weeds – Control of Noxious Plants  
Occupational Health and Safety  
Park Signs  
Parking Code  
Potentially Contaminated Sites  
Protected Disclosures Act  
Private Works  
Protocol  
Provision of Services beyond the Town Improvements Boundary – Sewerage  
Filtered and Raw Water  
Public Gates and Motor By-Passes on Public Roads  
Purchasing  
Rates – Late Payments  
Rehabilitation – Return to Work  
Scholarships – Duval and Macleay – Constantine Memorial Arts  
Sewer – Discharge of Liquid Trade Waste to Sewers  
Sewer – Repair of Sewer Connections  
Sewer – Responsibility of Sewer Mains  
Rehabilitation  
Rural Road Pavement Risk Management  
Staff Matter  
Staff – Training Programmes  
Staff – Vehicle Leasing  
Street Stalls and Raffles  
Street Trading  
Street Trees  
Sun Safe  
Swimming Pool – Hours of Use  
Tidy Towns  
Urban Road Pavement Risk Management  
Vandalism  
Waste Disposal Site – Opening Times,

## **SECTION 2 – STATEMENT OF AFFAIRS**

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

## **SECTION 3 – CONTACT ARRANGEMENTS**

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

The Public Officer  
Hay Shire Council  
PO Box 141  
HAY NSW 2711  
Telephone (02) 6993 1003  
Fax (02) 6993 1288  
Email: mail@hay.nsw.gov.au  
Hours: 9 am to 5 pm, Monday to Friday

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

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

- Access Policy and Action Plan
- Access and Equity Policy Statement for People from Culturally and Linguistically Diverse Backgrounds
- Asbestos Cement Policy
- City Health Plan
- Code of Conduct
- Code of Meeting Practice
- Charter of Residents' Rights
- Companion Animals – Low/No Kill Policy
- Contaminated Land Policy
- Corporate Plan – Included in Management Plan
- Cultural Plan
- Delegation of Authority Register
- Demolition and Removal of Asbestos Cement Sheeting
- Development Control Plans
  - DCP No. 1 Guidelines for Parking
  - DCP No. 2 Commercial Code
  - DCP No. 3 Industrial Code
  - DCP No. 4 Guidelines for Villa, Townhouse Development and Integrated Housing
  - DCP No. 4A Guidelines for Single Detached Dwelling including Alterations and Additions
  - DCP No. 4B Guidelines for Dual Occupancy Development
  - DCP No. 4E Guidelines for Family Support Accommodation
  - DCP No. 5 Guidelines for Residential Flat Development
  - DCP No. 6 Guidelines for Subdivision
  - DCP No. 8 Professional Consulting Room Code
  - DCP No. 10 Eddy and Gary Streets Code
  - DCP No. 12 Bradman Street and Merrylands Road Code
  - DCP No. 14 Amusement Centres Code
  - DCP No. 16 Advertisement, Notices and Signs Code
  - DCP No. 18 Hereford Place Extension Code
  - DCP No. 19 Pitt Street Road Widening Code
  - DCP No. 21 Advertising Structures, Signs and Banners M4 Motorway Code
  - DCP No. 23 Forest Gum Estate Code
  - DCP No. 25 Planning Controls for Brothels
  - DCP No. 26 Merrylands Road, southern side between Burford Street and Addlestone Road, Merrylands
  - DCP No. 27 Guidelines for Development of Child Care Centres
  - DCP No. 28 Yennora Distribution Park DCP
  - DCP No. 29 Greystanes Creek DCP
  - DCP No. 30 Holroyd Gardens
  - DCP No. 31 Guidelines for Public Participation
  - DCP No. 32 Guidelines for Exempt and Complying Development
  - DCP No. 33 Guidelines for the Subdivision and Development of Sherwood Scrubs and adjoining lands
  - DCP No. 34 Guidelines for Road Widenings, Road Closures and Splay Corners in and adjacent to residential zones

- DCP No. 35 Guidelines for Planning for Less Waste  
 DCP No. 36 Guidelines for the Subdivision and Development of Hillier Street.  
 DCP No. 37 Guidelines for Dealing with Land Locked Sites  
 DCP No. 38 Guidelines for Erosion and Sediment Control  
 DCP No. 39 Heritage “Making the most of our Heritage Assets”  
 DCP No. 41 Guidelines for Height Limits for Buildings Containing Dwellings
- Disaster Plan – Holroyd DIS Plan
  - EEO Management Plan – included in Management Plan
  - Environmental Management Plan
  - Environmental Planning Instrument – Holroyd LEP 1991 as amended
  - Financial Management Program – included in Management Plan
  - Food Premises Code
  - Former CSIRO Site, Pemulwuy Residential Lands Precinct Plan- Eastern Precinct
  - Greystanes Estate – Residential Lands Precinct Plan
  - Human Resources Policies and Procedures Manual
  - Integrated Transport Study
  - Interim Telecommunications Code
  - Library Collection Development Policy
  - Local Air Quality Management Plan
  - Local Approvals Policy:  
 Holroyd Local Approvals Policy No. 3 (Mobile Food Vending Vehicles and Temporary Food Stalls)
  - Local Agenda 21: “*Living Holroyd: A Sustainable Future*”
  - Management Plan
  - Market Stalls Policy (DCS251-03)
  - Minutes of Committee Meetings
  - Minutes of Council Meetings
  - Occupational Health and Safety Rehabilitation Policy and Procedures
  - Occupational Health and Safety Policy
  - Outdoor Dining Policy
  - Payment of Expenses and Provision of Facilities to Councillors
  - Plans of Management of Community Land
  - Policies Manual
  - Pricing Policy – Included in Management Plan
  - Privacy Management Plan & Code of Practice
  - Provision of Information to, and Interaction between Councillors and Staff
  - Public Art Policy
  - Rainwater Tanks Policy
  - Revenue Policy – included in Management Plan
  - Section 94 Contributions Plan for Open Space and Recreation
  - Section 94 Contributions Plan for Roads, Road Widening and Splay Corners
  - Section 94 Contributions Plan for Community Facilities
  - Holroyd SEPP 59 Residential Lands Contributions Plan 2003
  - Social Impact Assessment Policy
  - Social Plan
  - Sponsorship Policy
  - State of Environment Report
  - Tendering Policy
  - Tree Preservation Order – Holroyd Tree Preservation Order taken from the EP and A Act

## SECTION 2 – STATEMENT OF AFFAIRS

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

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**SECTION 3 – CONTACT ARRANGEMENTS**

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

Public Officer  
Holroyd City Council  
PO Box 42  
MERRYLANDS NSW 2160

OR

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

D. Trezise,  
General Manager

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

**SECTION 1 – POLICY DOCUMENTS**

Hornsby Shire Council's policy documents are listed hereunder:

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



No Number	Pennant Hills Commercial Centre DCP (CASD)
No Number	Plan of Management – Begonia Road, Normanhurst (CASD)
No Number	Plan of Management – 39 and 39A Brooklyn Rd, Brooklyn (CASD)
No Number	Plan of Management – Berowra Valley Regional Park (CASD)
No Number	Plan of Management – Bushland Generic (CASD)
No Number	Plan of Management – Carmen Crescent, Cherrybrook (CASD)
No Number	Plan of Management – Dartford Road Site, Thornleigh (CASD)
No Number	Plan of Management – Dence Park (CASD)
No Number	Plan of Management – Erlestoke Park (CASD)
No Number	Plan of Management – Fagan Park (CASD)
No Number	Plan of Management – Galston Oval (CASD)
No Number	Plan of Management – Galston Recreation Reserve (CASD)
No Number	Plan of Management – Greenway Park (CASD)
No Number	Plan of Management – Hickory Place, Cherrybrook (CASD)
No Number	Plan of Management – Hornsby Park (CASD)
No Number	Plan of Management – Hornsby Shire Open Space Plan (CASD)
No Number	Plan of Management – James Henty Park, Dural (CASD)
No Number	Plan of Management – Kenley Park, Normanhurst (CASD)
No Number	Plan of Management – Lyndon Way Reserve, Beecroft (CASD)
No Number	Plan of Management – Old Man Valley (CASD)
No Number	Plan of Management – Orr Playground, Northumberland Av, Mt Colah (CASD)
No Number	Plan of Management – Parks and Reserves Generic (CASD)
No Number	Plan of Management – Pembroke Street, Epping (CASD)
No Number	Plan of Management – Robert Road, Cherrybrook (CASD)
No Number	Plan of Management – Roslyn Park, Cherrybrook (CASD)
No Number	Plan of Management – Sportsgrounds Generic (CASD)
No Number	Plan of Management – Storey Park, Hornsby (CASD)
No Number	Plan of Management – Swan Place, Pennant Hills (CASD)
No Number	Plan of Management – The Lilian Fraser Garden (CASD)
No Number	Plan of Management – Unwin Park, Waitara (CASD)
No Number	Plan of Management – Yarrabin Crescent, Berowra (CASD)
No Number	Privacy Management Plan (CASD)
No Number	Residential AM (Medical Centres) DCP (CASD)
No Number	Residential Subdivision DCP (CASD)
No Number	River Settlements DCP (CASD)
No Number	Rural Lands DCP (CASD)
No Number	State of the Environment Report (CASD)
No Number	Statement of Affairs (CASD)
No number	Summary of Affairs (CASD)
No Number	Sustainable Water DCP (CASD)
No Number	Tree Preservation Order (CASD)
No Number	Duffy Avenue- Westleigh DCP (CASD)
No Number	Managing Land Contamination
No Number	Urban Runoff Management Code
COMSLS 1	Provision of Branch Libraries
COMSPSCS 1	Council Cash and Non-Cash Donations and Grants
COMSPSCS 2	Youth Services
COMSPSCS 3	Aged Services
CSC 1	Council's Spokespersons for Media Enquiries
CSC 2	Council Publications
CSCM 1	Memo of Understanding Between Elected Members and Staff
CSCM 2	Staff Attendance at Public Meetings
CSCM 3	Adoption, Alteration and Review of Policies and Codes
CSCM 4	Council's Involvement in Sponsorship
CSCM 5	Reporting of Corruption, Maladministration and Serious and Substantial Waste
CSCM 6	Public and Community Input
CSCM 7	Community Representation
CSCM 8	Councillors' Questions and Requests of Staff
CSCM 9	Corporate Colours
CSCM 10	Use of Recycled Products
CSCM 11	Organisational Performance Review

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CSCM 12	Grants
CSCM 13	Pecuniary Interest – Consultants Engaged by Council
CSCM 14	Selection and Engagement of Consultants
CSCM 15	Filming in the Shire
CSCM 16	Standards for Customer Service
CSFM 1	Tenders
CSFM 3	Investment of Surplus Funds
CSFM 4	Loan Borrowings
CSFM 5	Use of Funds Generated by Land Property Sales
CSFM 6	Land Acquisition Restricted Asset Account
CSFM 7	Debt Retirement and Capital Projects Restricted Asset Account
CSFM 8	Parks Development Restricted Asset Account
CSFM 9	Lease Financing
CSISAS 1	Mayoral Interviews
CSISAS 3	Attendance at Conferences (Elected Members)
CSISAS 4	Interstate and Overseas Travel
CSISAS 5	Public Forum
CSISAS 6	Freedom of Speech
CSISAS 9	Council Resolutions
CSISAS 10	Councillors' Questions and Memos
CSISAS 12	Delegation of Authority to Grant Lease/Licence Agreements
CSISAS 13	Use of Council Buildings by Kindergartens
CSISAS 14	Lease/Licence of Council Land
CSISAS 15	Document Access Policy
CSISAS 16	Provision of Information to and Interaction Between Councillors and Staff
CSISAS 17	Councillors' and Officers' Legal Expenses
CSISITS 1	Computer Technology
CSISITS 2	Computer Software Code of Ethics
CSISITS 3	Use of Computer Software on Privately Owned Computer Equipment
ESEEC 3	Hawking and Peddling
ESEEC 4	Roadside Selling
ESEEC 5	Control of Placement of Waste Containers and Waste Trailers and/or Building Materials on Footways, Nature Strips and Road Shoulders
ESFC 1	Bush Fire Control
ESPCM 1	Litter Bins
ESPCM 2	Public Places – Cleanliness
ESPCM 3	Cleaning of Council Buildings
ESWM 1	Recycling of Waste Matter
ESWM 2	Provision of Solid Waste Management Services
ESWM 3	Waste Containers
ESWM 4	Proposed Developments – Waste Storage
ESWM 5	Recycling Logo
ESWM 6	Sullage Depot
ESWM 7	Sullage Collection
PSA 1	Proposed Council Developments
PSA 2	Submission and Early Release of Applications
PSA 3	Fire Safety Inspections
PSA 4	Delegated Approval of Development Applications and Building Applications
PSA 5	Minimum Construction Requirements – Food Premises
PSA 6	Sewage and Waste Treatment
PSA 10	Telecommunication Facilities
PSS 1	On-Site Stormwater Detention
PSS 3	Concrete Footpaths in New Subdivisions
PSS 4	Naming of Roads
PSSTP 1	Strategic Town Planning
PWCBF 1	Blasting
PWPE 1	Outdoor Staff Corporate Attire
PWRF 1	Carriageway Widths
PWRF 2	Footpath Levels
PWRF 3	Alignment Levels
PWRF 4	Opening of Roads and Footpaths

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PWRF 5	Street Signs
PWRF 6	Street Lighting
PWRF 7	Vehicular Crossings
PWRF 8	Contributions for Construction of Kerbing and Guttering and Footpaths
PWRF 9	Footpath Widths
PWRF 10	Provision of Infrastructure
PWRF 11	Maintenance of Infrastructure
PWRF 12	Civil Infrastructure in Heritage Conservation and Selected Areas
PWRF 13	Allocation of Funding for Road Improvement Projects
PWTRSCP 1	Light Traffic Thoroughfares
PWTRSCP 2	Parking Restrictions in Council Car parks
RSUL 1	Garden Competition
SSHR 2	Smoke Free Environment
SSHR 3	Concessional Leave
SSHR 4	Industrial Agreement Severance Payments
SSHR 5	Equal Employment Opportunity
SSOD 1	Organisation Development
SSOHS 1	Occupational Health and Safety
SSQS 1	Environmental Management System
SSSD 1	Competitive Provision of Services and Security of Employment
tba	Customer Service Request Logging
tba	Discretionary Internally Restricted Asset Accounts
tba	Purchasing and Contracting Sustainability
tba	Records Management
tba	Animal Circuses
tba	Road Closures and Special Event Traffic Management
tba	Investigation of Complaints Against Councillors

## SECTION 2 – STATEMENT OF AFFAIRS

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

## SECTION 3 – CONTACT ARRANGEMENTS

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

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

Inspection of these documents may be undertaken at Council's Administration Centre, 296 Pacific Highway, Hornsby, 8.30am to 5.00pm Monday to Friday.

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

R J Ball,  
 General Manager  
 (www.hornsby.nsw.gov.au)

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

In accordance with Section 14 (2) (d) (i) of the Freedom of Information Act 1989, it is indicated that, as required by Section 12 of the Local Government Act 1993, everyone is entitled to inspect the current version of the following documents free of charge:

- the Council's Code of Conduct
- the Council's Code of Meeting Practice
- Annual Report
- Annual financial reports
- Auditor's report
- Management Plan
- EEO Management Plan
- the Council's policy concerning the payment of expenses incurred by, and the provision of facilities to, Councillors
- the Council's Land Register
- Register of investments
- Returns of the interests of Councillors, designated persons and delegates
- Returns as to candidates' campaign donations
- Business papers for Council and Committee meetings (but not including business papers for matters considered when a meeting is closed to the public)
- Minutes of Council and Committee meetings (but not including minutes of a meeting or any part of a meeting that is closed to the public other than the recommendations of that meeting)
- any codes referred to in this Act
- Register of delegations
- Annual reports of bodies exercising delegated Council functions
- Applications under Part 1 of Chapter 7 for approval to erect a building and associated documents.
- Development applications (within the meaning of the Environmental Planning and Assessment Act 1979) and associated documents.
- Annual reports of bodies exercising delegated Council functions
- Local policies adopted by the Council concerning approvals and orders
- Records of approval granted, any variation from local policies with reasons for the variation, and decisions made on appeals concerning approvals
- Records of building certificates
- Plans of land proposed to be compulsorily acquired by the Council
- Leases and licences for use of public land classified as community land
- Plans of management for community land
- Environmental planning instruments, development control plans and plans made under Section 94AB of the Environmental Planning and Assessment Act 1979 applying to land within the council's area
- the Statement of Affairs, the Summary of Affairs and the register of policy documents required under the Freedom of Information Act 1989.
- Departmental representatives' reports presented at a meeting of the Council in accordance with Section 433.

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

**A. Community and Corporate Services Division:**

- (i) Corporate Services Section:
  1. Policy Register
  2. Delegations of Authority Register
  3. Code of Conduct

4. Policy on Civic Office Expenses and Facilities
  5. Meeting Code of Practice
  6. EEO Management Plan & EEO Policy
  7. Occupational Health & Safety Policy
  8. Rehabilitation Policy
  9. Minutes of Council Meetings
  10. Reports of Committee Meetings
  11. Internal Reporting Policy – Protected Disclosures Act 1994
  12. Conflicts of Interest Policy
  13. Email and Internet Usage Policy.
- (ii) Library Section:
1. 2000/2001 Annual Report
  2. Library Management Plan
  3. Library Collection Development Policy
  4. Library Policy Register
  5. Procedure Manuals
  6. Cultural Policy.
- (iii) Community Services Section:
1. General
    - Disabled Access Policy
    - Child Protection & Abuse Prevention Policy/Guidelines
    - Social Plans:
      - Executive Summary
      - Families with Children
      - Older People
      - Young People
      - Women
      - People with Disabilities
      - Indigenous Communities
      - Multicultural Communities
  2. Long Day Care – Penshurst
    - Centre Information Brochure
    - Policy Statement – Children Collected after the Licensed Hours
    - Conditions of Enrolment
    - Enrolment Form
    - Waiting List Information Leaflet and Application Form.
    - Agreement Forms -
      - Permission for Staff to Act in Case of Emergency or Accident
      - Authorisation for Collection of Child
    - Permission for Publicity
    - Permission for Observations
    - Conditions of Enrolment (Procedures, etc.)
    - Students Policy & Agreement
    - Parent/Staff Handbook
    - Policies & Procedures Manual containing 41 various policies and procedures relating to the operation and functioning of the Centre
    - Medication Authorisation Form
      - Long term
      - Short term
      - Chronic Illness Management Plan
    - Working With Children Check – Consent Form and Prohibited Persons Declaration.
  3. Family Day Care
    - Agreement Forms (Carers)
      - Vacancy Form
      - Health & Hygiene
      - Home Safety Check
      - Direct Banking Authority

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

- Cancellation Policy
- Continuation Booking Form
- 7. Community Services Complaints Policy & Procedure, Registration Form and Monitoring Form.

**B. Business and Financial Services Division:**

1. 2000/2001 Annual Report
2. 2002/2005 Management Plan (Incorporating Pricing Policy) \$30.00
3. 2001/2002 Annual Accounts
4. 2002/2003 Program Budget

**C. Engineering Division:**

1. Specifications for supply of materials/services:
  - 1.1 Pavement Profiling
  - 1.2 Pavement Patching
  - 1.3 Crack Sealing
  - 1.4 Ready Mix Concrete
  - 1.5 Soil and Leaf Litter
  - 1.6 Construction of Concrete Vehicular Crossings, Kerb & Gutter and Paving Work
  - 1.7 Laying of Paving Blocks
  - 1.8 Plant Hire
  - 1.9 Waste Removal from Council's Depot
  - 1.10 Line Marking
  - 1.11 Turf
  - 1.12 Licensed Builder
  - 1.13 Licensed Plumber
  - 1.14 Licensed Electrician
  - 1.15 Air conditioning Maintenance
  - 1.16 Tree Pruning
  - 1.17 Stump Grinding
2. Subdivision Code
3. Checklist for Subdivision Applications (Torrens Title)
4. Checklist for Strata Subdivision Applications
5. Checklist for Procedures to register a Stormwater Easement
6. Checklist for Building Certificate (317AE) Requirements
7. Information Sheets to Construct Vehicular Crossings
8. Specification for Laying Paving Blocks in Footpaths/Vehicular Crossings.
9. Specification for Pavers in Hurstville C.B.D.
10. Road Opening Permit.
11. Review of Environmental Effects
12. Works Notification Letter
13. Tree Preservation Order
14. Application for Tree Lopping/Removal
15. Permit for use of Council Reserve
16. Student Enquiry Form.
17. St. George DISPLAN (Disaster Management Plan)
18. Street Tree Management Plan
19. Parks Plan of Management
20. Sports Grounds Plan of Management
21. Natural Areas Plan of Management
22. General Community Use Areas Plan of Management
23. Laying of Drainage Pipes – Specification No.6.

**D. Development & Health and Policy, Planning & Environment Divisions:**

1. Local Orders Policy.
2. Code for Commercial Use of Public Footways
3. Code for Private Tennis Courts.
4. Swimming Pool and Spa Code.
5. Code for the Erection of Fences Adjacent to Public Roads.

6. Code for the Erection of Outbuildings.	
7. Food Premises Code.	
8. Code for Single Dwelling Houses.	
9. Temporary Food Premises Code.	
10. Approvals Have Changed (What you need to know about the new system for development approvals)	
11. Development Application Guide (5 steps to preparing a development application)	
12. Precautions to Prevent Erosion, Sedimentation and Water Pollution from Building Sites, including Policy Statement – Soil and Water Management on Building Sites.	
13. Interim Residential Development Control Plan	\$22.00
14. Interim Residential Development Control Plan Map	\$22.00
15. Development Control Plan No. 2 – Car Parking	\$22.00
16. Development Control Plan No. 4 – Hurstville Town Centre	\$38.50
17. Development Control Plan No. 5 – Siting of Microwave Towers	\$22.00
18. Development Control Plan No. 6 – Child Care Centres	\$22.00
19. Development Control Plan No. 7 – Industrial Lands	\$22.00
20. Development Control Plan No. 9 – Melvin Street South & Edgbaston Road	\$22.00
21. Development Control Plan No. 10 – Small Lot Housing	\$22.00
22. Development Control Plan No. 11 – Dual Occupancy	\$22.00
23. Development Control Plan No.12 – Beverly Hills	\$22.00
24. Development Control Plan No.14 – Exempt and Complying Development	\$22.00
25. Development Control Plan No.15 – Contaminated Land	\$22.00
26. Development Control Plan No. 17 – Neighbourhood Notification & Advertisement of Development Proposals	\$22.00
27. Development Control Plan No.18 – Crime Preventing Through Environmental Design	\$22.00
28. Development Control Plan No.19 – Access and Mobility	\$22.00
29. Outdoor Advertising Development Control Policy	\$22.00
30. Amusement Centre Code	\$22.00
31. Hurstville Local Environmental Plan, 1994 – Various Amendments	\$22.00
32. Hurstville Local Environmental Plan Map, 1994	\$27.50
33. Residential Strategy – Stage 1.	\$22.00
34. Hurstville Snapshot 2000	\$33.00
35. Environmental Audit of Foreshore Areas in Hurstville	\$33.00
36. Section 94 Contribution Plans:	
No. 1 – Car Parking & Traffic Management	\$22.00
No. 2 – Open Space	\$22.00
No. 3 – Drainage	\$22.00
No. 4 – Community Services & Facilities	\$22.00
No. 5 – Management	\$22.00
No. 6 – Library & Information Services	\$22.00

### SECTION 3 – CONTACT ARRANGEMENTS

The following details are provided to assist members of the public with any enquiries they may need to make with regard to FOI matters.

Mr Paul Dawson  
 FOI Co-ordinators  
 Hurstville City Council  
 Civic Centre  
 City Mall  
 MacMahon Street  
 HURSTVILLE NSW 2220  
 PO Box 205  
 HURSTVILLE BC NSW 1481  
 Telephone: 9330-6222  
 Facsimile: 9330-6223.  
 Email: [hccmail@hurstville.nsw.gov.au](mailto:hccmail@hurstville.nsw.gov.au)



In many instances information may be provided or access given to documents by simply making a request either in person or by telephone. Should Hurstville City Council decline to provide information or give access to documents in response to a request of this nature, the applicant may consider making a formal application for access under the provisions of the FOI Act.

FOI applications may be lodged in person with the FOI Co-ordinator referred to above and may also be posted to the FOI Co-ordinator at the postal address above.

Applications must be made in writing supplying all the details required under the FOI Act and be accompanied by the relevant fee.

Hurstville City Council will advise the applicant of its decision within twenty-one (21) days from the date the application is received. In cases where the applicant is dissatisfied with the decision handed down, the applicant may lodge an appeal.

The appeal can be in the form of an internal review conducted by Hurstville City Council, a review by the Ombudsman or an appeal to the District Court.

Further details of how to apply for an internal review are included later in this section. The FOI Act should be consulted where a review by the Ombudsman is to be sought or where an appeal is to be made to the District Court.

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

**SECTION 1 – POLICY DOCUMENTS**

**Policy Register**

- 1.01 Advertising, Interview and Appointment of Council Staff Policy
- 1.02 Building over Junee Shire Council Sewer Mains Policy
- 1.03 Code of Conduct
- 1.04 Code of Meeting Practice
- 1.05 Complaints Management Policy
- 1.06 Conflicts of Interests Policy
- 1.07 Contractors Insurance Policy
- 1.08 Corruption Prevention Policy
- 1.09 Development Approvals – refund of fees to charitable bodies policy
- 1.11 Disposal of Council Land and Buildings Policy
- 1.12 Employee Assistance for Attraction of Staff Policy
- 1.13 Employee Expenses Assistance Policy
- 1.14 Employee Handbook and Safety Manual
- 1.15 Equal Employment Opportunity Policy
- 1.16 External Signs & Advertising on buildings within the Heritage Conservation Area
- 1.17 Food Vending Vehicles & Temporary Food Premises Policy
- 1.18 Footpaths – Inspection & Maintenance Policy
- 1.19 Guidelines for Television and Film Production Shots Policy
- 1.20 Harassment Prevention Policy
- 1.21 Heritage Conservation Area – Development Application Fees Policy
- 1.22 Horse Stables Policy
- 1.23 Indoor Staff Wardrobe Policy
- 1.24 Itinerant Vendors and Standing Stalls Policy
- 1.25 Occupational Health, Safety & Rehabilitation Policy
- 1.26 Official Misconduct Policy
- 1.27 Parks & Reserves – Consumption of Alcohol Policy
- 1.28 Payment of Expenses and Allowances to Councillors Policy
- 1.29 Privacy & Personal Information Policy
- 1.30 Private Employment by Staff Policy
- 1.31 Provision of Information to and Interaction Between Councillors and Staff Policy
- 1.32 Purchasing Policy
- 1.33 References for Council Employees Policy
- 1.34 Relocation of Existing Dwellings Policy
- 1.35 Road Inspection & Maintenance Policy
- 1.36 Roads – Tree Removal – Road Reserves
- 1.37 Salary Sacrifice Policy
- 1.38 Smoke Free Working Environment Policy
- 1.39 Study Assistance Policy
- 1.40 Temporary On-site Accommodation whilst building a Private Residence Policy
- 1.41 Use of Council Vehicles/Plant & Equipment Policy

**OTHER POLICY DOCUMENTS**

- 2.01 Advertising Code
- 2.02 Building Line Policy
- 2.03 Bush Fire Procedure
- 1.10 DCP No. 1 Exempt & Complying Development
- 2.04 DCP No. 2 Crawley Estate
- 2.05 DCP No. 3 Urban Development
- 2.06 DCP No. 5 Tathra Estate
- 2.07 DCP No. 7 John Potts Drive Estate
- 2.08 DCP No. 10 Rural Residential & Rural Small Holdings
- 2.09 DCP No. 11 Temporary on Site Residential Accommodation
- 2.10 DCP No. 12 Re-siting of Existing Buildings
- 2.11 DCP No. 13 Building over and near sewer mains
- 2.12 DCP No. 14 Community Consultation on DAs
- 2.13 Disaster Plan – Flood of Murrumbidgee River
- 2.14 Food Premises Code
- 2.15 Library Services Policy
- 2.16 Local Approvals Policy
- 2.17 Local Environmental Plan – Junee Shire Council Area
- 2.18 On-the-Spot Fines Policy
- 2.19 Records Policy
- 2.20 Recycling Policy
- 2.21 Stormwater Disposal Code
- 2.22 Subdivision Code
- 2.23 Swimming Pool Fencing Policy
- 2.24 Work on Private Property Policy

**REFERENCE DOCUMENTS**

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

**SECTION 3 – CONTACT ARRANGEMENTS**

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

The General Manager  
Junee Shire Council  
Belmore Street  
JUNEE NSW 2663  
Telephone: (02) 6924 1277  
Fax: (02) 6924 2497  
Hours: 9.00 am to 5.00 pm, Monday to Friday

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

Kempsey Shire Council's Policy Documents are as follows:

<b>Policy</b>	<b>No.</b>
25 Year Club	7.67
Abandoned Shopping Trolleys	13.1
Access to Rural Subdivisions	13.8
Accident/Incident Reporting – Staff	7.48
Accounts – Debts Recovery	11.1
Accounts – Fees and Charges – Sewerage Charges	21.1
Accounts – Plant Hire and Private Works	21.2
Accounts – Signing of Cheques	11.2
Advertising of Development Applications	23.1
Aged and Invalid Persons Units – Application for Tenancy of Rental Units	11.3
Allocation of Sporting Fields	12-2
Assistance to Organisations – Grant Applications and Project Management	11.4
Awards – Cultural/Literary	21.4
Awards – Sporting Achievements	21.3
Beaches – Beach Bathing – Beach Inspectors	12.3
Beaches – Motor Vehicles on Beaches	23.17
Beaches – Use of Surfcraft in Horseshoe Bay	12.4
Building Alignments	23.2
Building Disposal of Roofwater	13.3
Building Temporary Occupation of caravans or garages	23.15
Bush Fire Hazards – Abatement	9.02
Busking	11.5
Camping Grounds – Goolawah Reserve Racecourse – Delicate	10.1
Caravan Parks/Camping Grounds – Caretakers Authorities	10.2
Career Development Policy	7.71
Carer's leave	16.1
Carnivals and concerts, Circuses etc on Council property	11.6
Cattle feed lots establishment of	23.3
Cemeteries and Memorial Garden Policy	11.21
Chemical Sensitivity	22.1
Child Protection	M11.20
Civic Centre Use – Hire of Council Chambers	11.7
Clyde Street Mall	11.14
Code of Conduct	24.8
Code for Food – Commercial Home Catering	23.18
Code for Food – Commercial Premises	23.19
Code for Food – Markets, Bazaars, Stalls and the like	23.20
Code for Practice for the Protection of Buildings from Subterranean Termites	23.4
Committee Meeting arrangements	24.13
Committees under Section 377 of the Local Government Act 1993	24.12
Community Consultation Additional docs. Strategy & Matrix	24.16
Complaints and Compliments Policy – Council activities	24.17
Computer Co-ordination Policy	11.18
Conflict of interest	24.9
Consumption of alcohol on public reserves	21.5

Contributions to Works for Footpaving	22.2
Contributions to Works for Kerbing and Guttering	22.3
Control of Noxious Weeds	12.5
Corporate uniform	7.24
Council meeting arrangements	24.14
Council publications – subscriptions	21.6
Council purchase cards	7.74
Council quarry operations drilling and or blasting rock	12.6
Council vehicles – provision and use	7.26
Councillors and staff – interaction and provision of information to	24.1
Damage to water meters	10.4
Demolition	13.2
Development and other applications – Refund of Fees	23.5
Disability Access	21.8
Disconnection of Water Supply for payment	10.3
Disposal of Assets	10.9
Disposal of roofwater	13.3
Distribution of Council and Management Policies	
Dogs – Control and Registration	13.4
Dogs – Keeping of and Kennels	13.5
Donations and Grants and Subsidies	21.7
Employee Grievances	7.68
Employee inductions	7.5
Equal Opportunity Provision	7.6
Events Management	21.22
Extension of water mains	20.6
Farm Land Rating	21.9
Flood Plain Management Strategy	23.6
Food Surveillance Programme	13.7
Footpath – Cycleway Risk Management	11.9
Formal interview	7.60
Freedom of Information	21.10
General Manager – Delegation of Authority	24.2
Gifts and benefits	24.7
Hardship – relief to ratepayers	21.11
Height of buildings	23.7
Helicopter landing sites in the shire other than on Council owned and controlled property	12.8
Helicopter landings on Council owned and controlled property	12.7
Hepatitis B injection	7.36
Higher grade pay	7.23
Holidays – Local public	21.12
Hours of work	7.22
Implementation of Water restrictions	20.1
Incentive Policy – Sports facility develop and maint. strategy	12.9
Industrial land – Council owned	20.2
Insurance	11.10
Internal Licencing Policy	7.73
Internal reporting of corruption maladministration	24.5
Interview expenses	7.1
Investment of Funds	21.13
Jet Ski Hire	23.8
Land lease of Council property and roads – agistment rights	20.3
Lateral transfer, redeployment and job redesign	7.35
Learning and development	7.25
Leasing of Public Areas for Restaurants or Cafes	23.9
Leave without pay	7.41
Legal Proceedings Litigation	14.1
Library Fees and charges	11.11
Library loans	11.12
Limiting access to staff and inf. by members of public	24.15
Local approvals policy (LAP)- replaced by DCP 30 Exempt & Complying Development	23.10

Loans to sporting clubs	21.14
Maintenance of subdivisions	13.9
Mall – Clyde Street	11.14
Mayor – Delegation of Authority	24.3
Mobile phones – provision of	7.33
Occupational Health and Safety Policy	7.28
Operation of Tree Preservation Order	23.11
Outdoor Religious Activities	21.15
Parking Code	23.12
Passive smoking	7.34
Payment of Expenses to Mayor and Councillors	24.4
Personnel files	7.20
Provision of Access roads to rural residential areas	22.5
Public gates – public grids	12.11
Purchasing of goods and services to the value of \$100,000	10.5
Rating – vacant flood prone land	21.17
Receipts – Issue	11.15
Recruitment of Directors	7.7
Recruitment and Selection Process	7.3
Reference and information services	11.16
Reimbursement of removal expenses	7.2
Replying to Correspondence	11.19
Reporting Breaches of the Council Code of Conduct	24.10
Rewards Vandalism	21.18
Rezoning Applications	23.13
Risk Management	11.17
Roadside Stalls and Street Vending	23.14
Salary System Policy	7.32
Sale of goods public places	23.21
Saleyard Liveweight Selling and general operation	20.4
Schools Policy – Use of sports fields and facilities	12.12
Service Purchaser – Provider relationship	14.2
Signs as remote supervision	11.18
Special Sporting events	12.13
Sponsorship signs on sporting grounds	22.8
Sponsorship	24.11
Sporting fields	12.14
Staff appointments – equal opportunity provisions	7.6
Staff – communication meetings	7.86
Staff – Council vehicles – provision and use	7.26
Staff – Fair Treatment	7.60
Staff and Human Resources Files	7.20
Staff – Hours of Work	7.22
Staff – Learning and Development	7.25
Staff – Occupational Health and Safety Policy	7.28
Staff – Personal Protective Equipment	7.49
Staff – Protection from UV Radiation	7.30
Staff – Recruitment and Selection	7.3
Staff Accident – Incident reporting	7.48
Staff appointments recruitment of directors	7.7
Staff appointments – Equal Opportunity Provisions	7.6
Staff Appointments – Induction	7.5
Staff Appointments – Interview Expenses	7.1
Staff Appointments – Reimbursement of removal expenses	7.2
Staff Corporate Uniform	7.24
Staff Military Leave	7.46
Staff Human Resources Files	7.20
Staff Provision of Mobile	7.33
Staff Rehabilitation Policy	7.29
Staff Sick Leave – application	7.40
Staff Tea Room – meeting room	7.80

Staff telephones	7.21
Staff travelling, accomm. and sustenance expenses – payments to staff	7.27
Staff Use of Email	7.38
Staff Use of the Internet	7.39
Staff Working from home	7.37
Staff – 25 year club	7.67
Staff – calculation of accrued employees leave entitlements	7.65
Staff – Council vehicles – provision and use	7.26
Staff – Hepatitis B Injection	7.36
Staff – Higher Grade Pay	7.23
Staff – Internal Licensing for Operators of Council Plant	7.73
Staff – Lateral Transfer, redeployment and job redesign	7.35
Staff – Leave without pay	7.41
Staff – Long Service Leave	7.42
Staff – Passive Smoking	7.34
Staff – Presentation	7.66
Staff – Private Use of Council equipment	7.70
Staff – Provision of Credit Cards	7.47
Staff – Resignation due to ill health	7.62
Staff – retirement counselling	7.63
Staff – salary packaging	7.69
Staff – salary system	7.32
Staff – State Emergency Services and Bush Fire Brigades	7.43
Staff – Use of Email	7.38
Staff – Vehicle accident investigation	7.31
Staff – Working alone	7.72
Staff – Working on Union Picnic Day	7.44
State Emergency Services and Bush Fire Brigades	7.43
Street Lighting on Public Roads	22.7
Street Naming	22.6
Street Stalls and Mall	21.19
Sunblinds over Council property – mall development	13.6
Supply and connect. of water to private prop. and mains ext.rural areas	10.6
Telephones	7.21
Termination Clearance Procedures	7.56
Travelling, accommodation and sustenance expenses	7.27
Vehicle Accident Investigation	7.31
Use of email	7.38
Use of internet	7.39
Use of Private Vehicles for Council work	7.50
Water charges non-rateable land	21.21
Water Connections Marginal Supply situations	10.7
Water meters	10.8
Water storage	23.16
Water supplies for community purposes	20.5
Working alone policy	7.72
Working from home	7.37
Working on Union Picnic Day	7.44
Works Committee meeting arrangements	24.6
Works Over-Expenditure	21.20

## SECTION 2 – STATEMENT OF AFFAIRS

A Statement of Affairs was prepared and published in June 2004. Copies are available free of charge from Council.

**SECTION 3 – CONTACT ARRANGEMENTS**

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

Council's Address is

Civic Centre  
45-53 Elbow Street  
PO Box 78  
WEST KEMPSEY NSW 2440  
Telephone: (02) 6566 3200  
Facsimile: (02) 6566 3205  
Email: [ksc@kempsey.nsw.gov.au](mailto:ksc@kempsey.nsw.gov.au)  
Internet: [www.kempsey.nsw.gov.au](http://www.kempsey.nsw.gov.au)  
Hours: 8.30 am to 4.30 pm, Monday to Friday

Appointments may be arranged outside these hours if necessary.



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

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

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

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

- South Werri Reserve, Geering St Surf Club, Tennis Club & Reserve
- North Kiama Neighbourhood & Child Care Centres
- Illuka Reserve, Kiama Downs
- Black Head Reserve
- Cathedral Rocks Reserve
- Gainsborough Chase Reserve
- Gainsborough Oval Community Land
- Jones Beach Reserve
- Kaleula Point Reserve
- Kendalls Beach Reserve
- Loves Bay Reserve
- Minnamurra Headland Reserve
- Minnamurra River Reserve
- South Werri Reserve
- Sports Grounds
- Stead Reserve
- Walkers Beach Reserve
- Werri Headland Boat Harbour Reserve
- Werri Beach Reserve
- Minnamurra River Estuary
- Environmental planning instruments, development control plans and plans made under section 94AB of the Environmental Planning & Assessment Act 1979 applying to land within Council's area as follows:
  - Local Environmental Plans:
    - Kiama Local Environmental Plan No 5
    - Kiama Local Environmental Plan 1996
    - Kiama Local Environmental Plan 1996 (Amendment No 1)
    - Kiama Local Environmental Plan 1996 (Amendment No 2)
    - Kiama Local Environmental Plan 1996 (Amendment No 3)
    - Kiama Local Environmental Plan 1996 (Amendment No 5)
    - Kiama Local Environmental Plan 1996 (Amendment No 8)
    - Draft Kiama Local Environmental Plan 1996 (Amendment No 60) – Advert.
    - Draft Kiama Local Environmental Plan 1996 (Amendment No 60) – Explanation
    - Draft Kiama Local Environmental Plan 1996 (Amendment No 60) – Instrument
    - Draft Kiama Local Environmental Plan 1996 (Amendment No 60) – Map Sheet 1
    - Draft Kiama Local Environmental Plan 1996 (Amendment No 60) – Map Sheet 2
    - Draft Kiama Local Environmental Plan 1996 (Amendment No 60) – Map Sheet 3
    - Draft Kiama Local Environmental Plan 1996 (Amendment No 60) – Map Sheet 4
    - Draft Kiama Local Environmental Plan 1996 (Amendment No 60) – Map Sheet 5
    - Draft Kiama Local Environmental Plan 1996 (Amendment No 60) – Map Sheet 6
    - Draft Kiama Local Environmental Plan 1996 (Amendment No 60) – Map Sheet 7
    - Draft Kiama Local Environmental Plan 1996 (Amendment No 60) – Map Sheet 8
    - Draft Kiama Local Environmental Plan 1996 (Amendment No 60) – Map Sheet 9
    - Draft Kiama Local Environmental Plan 1996 (Amendment No 60) – Map Sheet 10
    - Draft Kiama Local Environmental Plan 1996 (Amendment No 40) – Advertisement
    - Draft Kiama Local Environmental Plan 1996 (Amendment No 40) – Explanation
    - Draft Kiama Local Environmental Plan 1996 (Amendment No 40) – Instrument
    - Draft Kiama Local Environmental Plan 1996 (Amendment No 40) – Map
    - Draft Kiama Local Environmental Plan 1996 (Amendment No 40) – Master Plan Opt
    - Draft Kiama Local Environmental Plan 1996 (Amendment No 40) – Master Plan Opt
  - Development Control Plans:
    - Kiama DCP No 1 – Medium Density Development in Certain Residential Estates
    - Kiama DCP No 3 – Rural Home Hosting
    - Kiama DCP No 5 – Beachlands Estate
    - Kiama DCP No 6 – Integrated Housing
    - Kiama DCP No 7 – Dual Occupancy
    - Kiama DCP No 8 – Building Height and Residential Amenity
    - Kiama DCP No 9 – Pre Schools and Child Care Centres
    - Kiama DCP No 10 – Byrne's Run
    - Kiama DCP No 11 – Cottage Industry
    - Kiama DCP No 12 – Multiple Dwelling Housing in Residential Zones

- Kiama DCP No 13 – Kiama Town Centre Urban Design Guidelines – Extract
- Kiama DCP No 14 – Gerringong Town Centre
- Kiama DCP No 15 – Beachlands Estate – Amendment No 1
- Kiama DCP No 16 – Silver Hill/Cedar Ridge – Amendment No 2
- Kiama DCP No 17 – West Kiama – Amendment No 2
- Kiama DCP No 18 – Energy Smart Homes – Amendment No 2
- Kiama DCP No 20 – Exempt and Complying Development (Amendment No )
- Kiama DCP No 22 – Barney Street Quarry
- Kiama DCP No 24 – Elambra Estate – Amendment No 1
- Kiama DCP No 25 – Waste & Recycling Guide
- Kiama DCP No 28 – South Kiama Drive & David Smith Place
- Kiama DCP No 31 – Landscape Guidelines
- Kiama DCP No 35 – Rural Dwelling Siting & Design Guidelines
- Kiama DCP No 36 – Building Lines & Foreshore Building Lines
- Kiama DCP No 37 – Contaminated Land
- Draft DCP No 23 – Cedar Grove Estate
- Draft DCP No 23 – Masterplan Map
- Draft DCP No 23 – Contaminated Land
- Section 94 Contributions Plans:
  - Kiama Section 94 Contributions Plan No 1 – Municipal Wide Contributions Plan
  - Kiama Section 94 Contributions Plan No 2 – Northern Region
  - Kiama Section 94 Contributions Plan No 3 – Southern Region
  - Kiama Section 94 Contributions Plan No 4 – Carparking Contribution (Kiama)
  - Kiama Section 94 Contributions Plan No 5 – Carparking Contribution (Gerringong)
  - Kiama Section 94 Contributions Plan No 6 – Carparking Contribution (Jamberoo)
  - Kiama Section 94 Contributions Plan No 7 – West Kiama Urban Release Area
  - Kiama Section 94 Contributions Plan No 7a – Cedar Ridge/Silver Hill
- The Statement of Affairs, the Summary of Affairs and the Register of Policy Documents required under the Freedom of Information Act 1989
- Department representatives reports presented at a meeting of the Council in accordance with section 433 of the Local Govt Act

Other documents as follows:

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

- Airspace Above Roads – Leasing
- Alcohol Free Zones – Restaurant Legislation
- Animals – Circuses
- Animals – Companion Management
- Bank Facilities – Credit Cards
- Budget Estimates – Structure & Presentation
- Building application/approval records
- Camping & Caravanning
- Child Abuse – Notification
- Childrens' services policy
- Christmas Carols by Candlelight
- Clean Fill
- Code of Conduct
- Committees – Recording Membership
- Complaints Handling
- Council Meeting Practice
- Council Meetings – Confidential Committee
- Council Meetings – Deferrals
- Council Meetings – Meeting Dates
- Council Meetings – Pre-meeting Briefing
- Councillors' ALGWA – Expenses
- Councillors – Conferences – Reporting
- Councillors – Declaration of Interest
- Councillors – Expenses & Facilities
- Councillors – Invitations
- Councillors – Mayoral Election

- Development application/consent records
- Disabled access policy
- Disaster plans
- Dual Occupancy Subdivision – Fee
- Dwellings – Houses on Undersized Rural
- Dwellings Rural – Distances Between
- Dwellings – Rural – Roofing
- Effluent – Disposal
- Effluent – Pumpout
- Electric Vehicles – Use of
- Emergency Management – Dangerous
- Employee handbook, including staff code of conduct
- Energy Smart Homes
- Film Permit – Children’s Television Drama
- Film-Illawarra
- Flexible Working Hours – Indoor
- Flood prone land policy
- Food premises code
- Footpaths – Street Level Advertising
- Grants – KADAC
- Grants – MEG
- HACC – Policy & Procedures
- Harassment Prevention
- Hiring of community halls policy
- Home Hosting Facilities
- Home Hosting
- In Kind Contributions
- Indemnity Insurance – Building
- Internal reporting policy for the purposes of the Protected Disclosures Act
- Labour Market Programs
- Land Sales – GM Delegation
- Landfill
- Landfill – Use of Blast Furnace Slag
- Leave-EAs
- Library services policy
- Library – Word Processing Service
- Lifeguard Services
- Memorial Seats
- Murals & Sculptures
- Naming of parks and reserves policy
- Overhead Cabling
- Parking Standards for Multi-Unit Housing
- Pest Control – Termites in Buildings
- Plan of Management – Sporting Fields
- Policy – Councillors’ Access to Information and their Interaction with Staff
- Private use of council vehicles policy
- Public Roads – Lease of
- Public Access
- Rainwater Storage Tanks – Installation
- Records Management
- Recruitment Selection & Appointment
- Recycling policy
- Rehabilitation
- River Bank Rehabilitation
- Road Transport Corridors – Principles
- Section 101 Approvals – Advertising
- Security – Business Premises
- Sewerage Scheme – Jamberoo
- Skateboard Facility
- Smoking in the workplace policy
- Staff-Flexible Working Hours – Indoor

- Storage Areas
- Stormwater Drainage
- Strategic asset management program (parks and reserves)
- Street Level Advertising Signage
- Studios
- Study Assistance
- Trade Waste & Refuse Disposal
- Tree Preservation Order
- Uniform Policy 1999
- Vacation care Operational guidelines
- Vehicles – Disposal of
- Vehicles – Replacement
- Waste Disposal – Non-Urban Areas
- Watercraft

## **SECTION 2 – STATEMENT OF AFFAIRS**

Council's most recent Statement of Affairs made under Section 14 (1) (a) can be located at Council's website at [www.kiama.nsw.gov.au](http://www.kiama.nsw.gov.au) or is available from Council's Public Officer Mr Michael Rankin on (02) 4232 0444.

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

## **SECTION 3 – CONTACT ARRANGEMENTS**

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

The FOI Co-ordinator  
Kiama Council  
11 Manning Street  
PO Box 75  
KIAMA NSW 2533  
Telephone: (02) 4232 0444  
Facsimile: (02) 4232 0555  
email: [council@kiama.nsw.gov.au](mailto:council@kiama.nsw.gov.au)

## FREEDOM OF INFORMATION ACT 1989

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

### SUMMARY OF AFFAIRS

of the

### KOGARAH COUNCIL

#### SECTION 1 – POLICY DOCUMENTS

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

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

- Section 94 Contribution Plan No. 3 – Hurstville Town Centre/Carparking
- Section 94 Contribution Plan No. 4– Hurstville Town Centre/Streetscape
- Section 94 Contribution Plan No. 9 – Kogarah Council Libraries
- Management Plan
- EEO Management Plan
- Information and Interaction between Councillors and Staff
- Councillor Fees, Expenses and Facilities Policy
- Privacy and Personal Information Management Plan
- Procedure on Reporting Corruption, Maladministration and Serious and Substantial Wastage
- Register of Delegations
- Local policies adopted by Council concerning Approvals and Orders
- Environmental Planning Instruments, Development Control Plans and plans made under section 94AB of the Environmental Planning and Assessment Act 1979 applying to land within the council's area
- Contaminated Land Policy
- Tree Preservation Order Policy
- Code for Commercial Use of Footways
- Mobile Food Vending Policy
- Food Premises Code
- Environmental Site Management Policy
- Statement of Affairs. Summary of Affairs and the register of Policy Documents required under the Freedom of Information Act 1989
- Private Boxes and Media Facilities (Jubilee Oval)
- Media Policy
- Councillors – Appreciation of Service Policy
- Suburb Boundaries – Guidelines for Review
- Drainage Easement Dedication
- Streets – Sale of Vehicles
- Neighbour Notification – Park Improvements
- Library – Photographs
- Median Strip Closure
- Information Signs
- Advertising
- Advertising Inserts in Rate Notices
- Smoking in the Workplace
- Council Vehicles – Emblems
- Rezoning Applications
- Policy Statement – Community Development and Services
- Protected Disclosures Policy
- Internet, Email and Computer Software Security and Usage Policy
- Draft Plans of management for community land:
  - Moore Reserve
  - Empress Reserve
  - Carss Bush Park and Todd Park
  - Generic Plan of Management for all Bushland Areas
  - Generic Plan of Management for all Sports Grounds
  - Generic Plan of Management for all Neighbour Parks
  - Plan of Management Poulton Park Area
  - Plan of Management Northcote Street Reserve
  - Plan of Management Augusta Park
  - Plan of Management Spooner Park
  - Plan of Management Beverley Park
  - Plan of Management Parkside Drive Tennis Centre
- Stormwater Guidelines (June 1999)
- Corporate Records Policy
- Leasing of Community Land and Buildings

Copies may be purchased at \$65.00 each:

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

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

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

#### GENERAL DOCUMENTS

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

#### SECTION 2 – STATEMENT OF AFFAIRS

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



**SECTION 3 – CONTACT ARRANGEMENTS**

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

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

Mr James Brown  
Public Officer  
Kogarah Municipal Council  
Customer Service Centre  
84 Railway Parade  
Locked Bag 8  
KOGARAH NSW 2217  
  
Telephone: (02) 9330 9408  
Facsimile: (02) 9330 9560  
Email: [kmcmail@kogarah.nsw.gov.au](mailto:kmcmail@kogarah.nsw.gov.au)  
Internet: [www.kogarah.nsw.gov.au](http://www.kogarah.nsw.gov.au)

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

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

**SECTION 1 – POLICY DOCUMENTS**

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

**Civic Management**

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

**Corporate & Communications**

- Customer Request and Complaints Policy
- Community Consultation Policy

**Community Services**

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

**Finance & Business Development**

- Investment of Surplus Funds
- Purchasing Policy
- Tendering Policy

**Open Space**

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

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

### Planning and Environment

- Ku-ring-gai Planning Scheme Ordinance and Associated Zoning Maps
- Interim Development Orders Current Nos 29, 78, 79
- Interim Development Orders Repealed 28, 30-77
- Draft Local Environmental Plans Exhibited:
  - 139, 165, 168, 175, 185, 186, 189, 191, 192, 196, 200
- Ku-ring-gai Local Environmental Plans Repealed:
  - 1, 2, 3, 4, 6, 7, 8, 9, 11, 12, 15, 16, 17, 18, 19, 25, 26, 27, 28, 29, 31, 32, 34, 35, 38, 39, 40, 46, 48, 49, 50, 51, 71, 79, 81, 82, 83
- Ku-ring-gai Local Environmental Plans Current:
  - 10, 13, 14, 22, 23, 33, 37, 41, 42, 45, 54, 55, 58, 60, 62, 64, 65, 67, 70, 72, 73, 74, 75, 76, 77, 84, 85, 86, 87, 89, 90, 92, 94, 95, 96, 97, 100, 101, 102, 103, 105, 106, 109, 110, 112, 113, 114, 116, 117, 118, 120, 121, 123, 124, 125, 129, 130, 131, 133, 134, 137, 138, 140, 143, 146, 147, 149, 155, 157, 158, 159, 160, 162, 163, 169, 170, 171, 172, 174, 177, 179, 180, 183, 188, 190, 194, 197
- Ku-ring-gai (Consolidating) Local Environmental Plan 1987
- Ku-ring-gai (Heritage Conservation) Local Environmental Plans 1-9, 11, 12, 13, 14, 17, 22
- Ku-ring-gai Draft (Heritage Conservation) Local Environmental Plans 10, 16, 18, 19, 20, 21, 26
- Draft Conservation Area, East Gordon – DLEP 25
- House Numbers – kerb painted
- Development Control Plan Nos:
  1. 14-20 Link Road, St Ives – Certified 7.1.87
  2. Kintore Street, Wahroonga – Certified 29.4.89
  3. 1-19 Bent Street, Lindfield – Not proceeded with Council Resolution 1.9.87
  4. 49-51 Burns Road, Wahroonga – Certified 17.8.88
  5. Area generally bounded by 19 Pacific Highway, North Shore Railway Line, Boundary Street and Pacific Highway, Roseville – Not made
  6. Development in Residential Zones – Superseded by DCP 38
  7. Business Centres – Abandoned – Council Resolution 4.9.90
  8. Professional Consulting Rooms – Certified 26.9.89, Amended 11.10.89
  9. 1-7 Bent Street, Lindfield – Not proceeded with Council Resolution 5.6.90
  10. 66-96 Pacific Highway, Roseville – Not made
  11. Pymble Business Centre – Superseded by DCP 14
  12. Town Houses and Villa Houses – No longer relevant with repeal of SEPP No 28
  13. Former St Ives Public School, 6-10 Porters Lane, St Ives – to be prepared
  14. Business Centre – Certified 8.8.95
  15. Dual Occupancy and Associated Subdivision – Policy document with amendment – Council Resolution 29.8.95
  16. 134-138 Eastern Road, Wahroonga – Certified 30.9.92
  17. CSIRO Land – Bradfield Road, West Lindfield – Certified 15.1.97
  18. ‘Hillcrest’ 324-346 Mona Vale Road, St Ives – Certified 13.12.93
  19. ‘Uralba’ 75 Livingstone Avenue, Pymble – Certified 22.6.94
  20. 2-4 Mona Vale Road, Pymble – Certified 27.7.94
  21. 803-805 Pacific Highway, Gordon – Certified 7.7.94
  22. 67, 69-71, 73-75 Clissold Road, Wahroonga – to be prepared
  23. 9-15 Curagul Road, North Turramurra – Amended 6.12.94, Certified 16.12.94
  24. Properties adjoining Bushland – not made.
  25. Dual Occupancy Development – Policy Document
  26. Masada College, Wolseley Road, Lindfield – To be prepared
  27. 986 Pacific Highway and 2-4 Bloomsbury Avenue, Pymble – Certified 15.1.97
  28. Advertising Signs – Certified 17.4.96
  29. 153-165 Grosvenor Road, Wahroonga – Certified 6.12.96
  30. 71-81, 68-72 Maxwell Street, 270-280 Kissing Point Road, South Turramurra – Draft
  31. Access – Certified 14.5.97
  32. Exeter Road, Wahroonga – Certified 12 March 1996
  33. 9, 11, 15, 17, 19 Bent Street, Lindfield – Certified 9.4.97

34. Milner Royd – 1379 Pacific Highway, Turramurra – Certified 28.8.96
35. 1022-1028 Pacific Highway, Pymble – Certified 6.8.97
36. 1142-1180 Pacific Highway, Pymble – Certified 21.5.97
37. 66 Livingstone Avenue, Pymble – Certified 26.11.97
38. Residential Design Manual – (4/2/2002)
39. 10 Post Office Street, Pymble and 6 & 8 Park Crescent, Pymble – Certified 8.4.98
40. Construction and Demolition Waste Management – Certified 5.6.98
41. 75 Junction Road, Wahroonga – Certified 16.12.98
42. Regulation of Brothels – Certified 7.5.99
43. Car Parking – Certified 25.11.98
44. 414 Pacific Highway, Lindfield – Certified 28.4.99
45. 33, 35-41 Billyard Avenue, Wahroonga – Draft
46. Exempt and Complying Development – Certified 1/1/2001
47. Water Management – Adopted March 2004
48. Medium Density – Adopted 12/12/2001
50. 414-420 Bobbin Head Road, Turramurra – Adopted 5/3/2002
52. 986 Pacific Highway & 5 Suakin Street, Pymble
54. Outdoor Dining (Draft)
55. Multi-Unit Housing (Draft)

#### **Codes and Policies (Planning & Environment)**

- Subdivision Code
- Code for use of Reflective Glass
- Code for Service Stations, Petrol Fill Points and Associated Services
- Code for Housing for Older People and People with a disability
- Code for Control of Group Homes in Ku-ring-gai Municipality
- Policy on Child Care Centres
- Code for Control of School Development
- Policy on Preparation of Environmental Impact Assessments
- Ku-ring-gai Draft Section 94 Contributions Plan 2004-2009 – Residential Development
- Ku-ring-gai Section 94 Contributions Plan 2000
- Ku-ring-gai Section 94 Contributions Plan No 1
- Ku-ring-gai Section 94 Contributions Plan: 324-346 Mona Vale Road, St Ives ‘Hillcrest’
- Ku-ring-gai Section 94 Contributions Plan: 9, 9A, 11 & 15 Curagul Road, North Turramurra
- Ku-ring-gai Section 94 Contributions Plan: West Lindfield Business Centre Car Parking
- Ku-ring-gai Section 94 Contributions Plan: Wahroonga Business Centre Car Parking
- Ku-ring-gai Section 94 Contributions Plan: SEPP5 Housing
- Guidelines for Development of Heritage Properties
- Guidelines for the Submission of Additional Information for Development Applications to Demolish Heritage Items
- Design Guidelines for Business Centres Development
- Telecommunications Code
- Policy – Dual Occupancy Development and Associated Subdivision (only for applications under ‘preserved development’ – SEPP 25 Amendment 4)
- Dual Occupancy Development Control Code (adopted 8/4/03)
- Cowan Creek Catchment Stormwater Management Plan
- Lane Cove River Catchment Stormwater Management Plan
- Middle Harbour Catchment Stormwater Management Plan
- Policy for Notification of Applications for Development Consent and Building Activity
- Policy for Siting Satellite Dishes
- Code for the Control and Regulation of Noise on Building Sites
- Policy for Placement of Waste Containers & Waste Trailers on Footpaths, Native Strips and Roads
- Policy for Control of Building Materials on Footpaths, Nature Strips and Roads
- Inter-allotment Drainage Schemes
- National Food Premises Code
- Tennis Court Retention Ponds safety
- Clothing Bins – Placement of Used Clothing Bins
- Water Conservation Protocol
- Lead in Buildings Policy
- Local Approvals Policy
- Energy Efficient Housing Policy

- Policy for Control of Demolition of Buildings
- Development Control Plan No 40 and Policy for Construction and Demolition Waste Management
- Dispute Resolution Policy
- Termite Protection Policy
- Ku-ring-gai Heritage Study 1987
- Ku-ring-gai Heritage Study – Aboriginal Sites – 1988
- Contaminated Land Management Policy 2004

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

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

#### **Technical Services**

- Directional Signs on State and Regional Roads
- Drainage Easements
- Fencing
- Fleet Management & Driver Safety – Conditions of Use
- Footpath Policy and Procedures for footpath repairs and maintenance
- Hornsby Ku-ring-gai Local Disaster Plan (Local DISPLAN)
- Hornsby Ku-ring-gai Local Emergency Operations Centre – Standing Operating Procedures
- Kerb and Gutter Construction
- Ku-ring-gai Traffic Advisory Committee
- Ku-ring-gai Traffic Committee
- Parking of Vehicles on Footpaths
- Prioritising Capital Works
- Public Lighting – Lighting of Scouts and Guides' Premises on Council Land
- Public Lighting – Residential Streets
- Public Lighting – Shading of Lamps
- Road Hierarchy

- Road Maintenance & Repairs Policy and Procedures 1/3/2004
- Road Openings – General Conditions
- Road Safety Strategic Plan
- Secondary Road 2043 – Future Work
- Secondary Road 2043 – Load limit
- Standing Restrictions at Driveways
- State and Regional Roads Funding to Local Government
- Stormwater Drainage Manual and Management
- Street Lighting
- Street Name Plates
- Street Parking near Transport Terminals and Commercial Centres
- Streets with Load Limits
- Traffic and Transport Policy
- Traffic Facilities – Approval
- Vehicular Access Crossings: Access Driveway Grades
- Vehicular Access Crossings: Maintenance & Repair
- Vehicular Access Crossings: Specification for Construction of Gutter and Footpath Crossings

## SECTION 2 – STATEMENT OF AFFAIRS

Ku-ring-gai Council's most recent Statement of Affairs is for the year ending June 2004.

## SECTION 3 – CONTACT ARRANGEMENTS

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

Mr G. O'Rourke  
Public Officer  
Ku-ring-gai Council  
818 Pacific Highway  
GORDON NSW 2072  
Locked Bag 1056  
PYMBLE NSW 2073  
Telephone: (02) 9424.0888  
Fax: (02) 9424.0880  
Email: [kmc@kmc.nsw.gov.au](mailto:kmc@kmc.nsw.gov.au)

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

Brian Bell,  
General Manager

**FREEDOM OF INFORMATION ACT 1989****Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****COUNCIL OF THE CITY OF LAKE MACQUARIE****FOI Agency No. 2162****SECTION 1 – POLICY DOCUMENTS****General Documents**

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

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

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

**Policy Documents****Acquisitions**

- Acquisition of Land for Public Purposes

**Administration**

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

- Confidentiality of Council Minutes
- Confidentiality at Council & Committee Meetings
- Corporate Product Exchange/Refund Policy
- Council Inspection Committees
- E-mail Procedures
- Flying of Flags at Council's Administration Centre
- Freedom of Information
- Privacy Management Plan
- Provision of Electoral Rolls
- Provision of Facilities & Payment of Expenses to Councillors
- Public Access Policy – Committee/Council Meetings
- Reimbursement of Expenses – Councillors and Staff
- Response Times for Written Correspondence
- Sister City Administration
- Smoke Free Workplace
- Special Rate Main Street Program
- Tender & Quotation Policy
- Use of Council's Crest and Logo
- Councillors – Protected Disclosure Act Internal Reporting
- Staff – Protected Disclosure Act Internal Reporting

#### **Art Gallery**

- Acquisition Policy
- De-Accession of Artworks Policy

#### **Asset Management**

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

#### **Building**

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



**Community Facilities**

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

**Community Services**

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

**Councillors**

- Email Filtering for Councillors

**Engineering**

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

**Environmental Services**

- Abandoned Shopping Trolleys
- Bed and Breakfast & Guest House Accommodation
- Commercial Home Catering Code
- Connection of Premises to Sewer
- Conversion of Septic Tanks for Rainwater Storage & Garden Irrigation
- Environmental Policy
- Food Premises Construction Code
- Food Vending Vehicles Code
- Garbage Services – Repair or Replacement of Failed or Damaged 240L Wheeled Garbage Containers
- Health Services – Swimming Pool Standards
- Inspection of Amusement Devices
- Keeping of Dogs
- Noise Control Policy
- Noise Transmission – Ordinance 70, Local Government Act 1993
- Outdoor Dining
- Protection of Watercourses & Drainage Channels

- Requirements for One Day Food Stalls
- Skin Penetration
- Storage of Wheeled Garbage Containers
- Vertebrate Pest Policy
- Waste Reduction and Procurement Policy

**Finance**

- Accounting Policy
- Corporate Sponsorship
- Debt Recovery Policy
- Donations & Financial Assistance by Council – Section 356 Local Government Act 1993
- Investment Policy

**Human Resources**

- Code of Conduct
- Harassment Policy

**Information Technology**

- Software Piracy Policy

**Library**

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

**Planning**

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

**Policies**

- Operation of Policies Codes and Practices Procedures

**Public Relations**

- Advertising of Council Activities

**Roads**

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

**Staff**

- Admittance to Hospital of Council Employees, Councillors and their Spouses
- Reimbursement of Staff Telephone Accounts Policy

**Subdivision**

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

**Additional Policy Documents are:**

Borrowers' Registration (Library)  
Development Signage – Trial Notification Policy  
Discards (Library)  
Donations (Library)  
Inter Library Loans (Library)  
Reciprocal Borrowing Rights (Library)  
Charlestown Occasional Childcare Policies & Procedures  
Lake Macquarie Family Day Care Policies & Procedures  
LMCC Disaster Plan  
Tourism Development Strategy  
Building Code of Australia  
Car Park Code  
Erosion Control – LMCC  
Fire Management Plan  
Pollution Control Manual for Urban Stormwater (SPCC)  
Urban Erosion and Sediment Control (NSW SCS)  
Residential Flat Code  
Freedom of Information Procedures Manual  
General Records Disposal Schedule for Local Government  
Ombudsman's FOI Policies and Guidelines  
Schedule of Fees and Charges  
Lake Macquarie Estuary Process Study  
Lake Macquarie Estuary Management Plan  
Lower Hunter and Central Coast Regional Environmental Management Strategy  
Construction Works Manual  
Flood Plain Management Policy  
Tender Specifications for Contract Plant  
Heritage Conservation  
Lake Macquarie Local Environment Plan 2004  
Advancing Lake Macquarie – Business Plan  
Non Centre Based Employment Strategy  
Industrial Land Study  
Lake Macquarie Stormwater Management Plan  
Lake Macquarie Coastline Management Plan  
Fauna Habitat and Vegetation/Biodiversity Scheme

**SECTION 2 – STATEMENT OF AFFAIRS**

The Statement of Affairs for Lake Macquarie City Council as at 30 June 2004 is available at no cost

**SECTION 3 – CONTACT ARRANGEMENTS**

Enquires concerning access to documents may be directed to either:

Mr Gary Brown  
Manager Management Planning and Communication  
Public Officer

or

Ms Lyn Pund  
Records Coordinator  
Lake Macquarie City Council  
PO Box 1906  
HUNTER REGION MAIL CENTRE NSW 2310  
Telephone: (02) 4921 0333  
Fax: (02) 4958 7257  
Email: [council@lakemac.nsw.gov.au](mailto:council@lakemac.nsw.gov.au)

# FREEDOM OF INFORMATION ACT 1989

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

### SUMMARY OF AFFAIRS

of the

### LANE COVE COUNCIL

#### SECTION 1 – POLICY DOCUMENTS

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

#### POLICIES

- Advertising structures
- Animals
- Dog signs
- After hours impounding facilities
- Keeping of animals policy
- Appeals – development and building applications
- Bill posters

- Notification of applications for development proposals
- Ground levels related to floor levels to be shown on plans
- Carports
- Plaza – shop awnings
- Plumbing
- Power poles
- Solar hot water services
- Residential flat requirements
- Hoardings
- Site controls
- Strata title units development applications
- Ventilation code
- Natural ventilation of public garages
- Battleaxe allotments – building upon handle
- Inclinators
- Australian height datum
- Kindy Cove Child Care Centre – aims and objectives
- Kindy Cove Child Care Centre – management
- Loan of equipment to community groups
- Purchase orders – community groups
- Lease of property to clubs and organisations
- Financial support
- Hire charges – council civic centre
- Financial assistance to community groups
- Consultants' submissions and reports
- Councillor/s
- Written reports of conferences
- Meeting with the public
- Entry by councillors on invitation
- Payment of expenses and provision of facilities to councillors
- Conflicts of interest
- Review of council's policies
- Register of legal opinions
- Council's logo
- Land and property portfolio
- Affixing of council's seal
- Australian made goods
- Purchasing policy
- Use of local contractors
- Competitive neutrality complaints handling mechanism
- Delegation of authority – mayor
- Council involvement in litigation
- Delegation of authority – deputy mayor
- Delegated authority
- Illegal uses
- Section 149 certificates
- Trade waste control
- solar access
- development application fees
- bond/bank guarantees – development/building applications involving significant trees
- reflective glass in external walls
- developments – expression of opinion
- models of development proposals
- development conditions of consent – non residential uses
- Drainage policy
- Display of goods on footpaths
- Display of goods on council footpaths
- Exhibitions of policies – environmental services
- Common boundary fences
- Tennis courts – fences
- Contributions to common boundary fences

- Expenditure not to exceed estimate – report by officers
- Application for grants
- Proceeds from sale of library books
- Properties acquisition and open space – 4 year programme
- Reserves
- Flag poles
- Foreshore development
- Rock faces and flora
- Boat sheds
- Council’s involvement in community services
- Community profile
- Use of chlorofluorocarbons
- House numbering by private companies
- Internal reporting policy
- Internal reporting procedure
- Internet and e-mail management policy
- Battleaxe subdivisions
- Strata subdivisions
- Subdivisions – garbage collection areas
- Subdivision applications – easements through reserves
- Subdivision undersized lots
- Library buildings and safety
- Commercial use of the library
- Membership identification criteria
- Library hours
- Library borrowing – number of items
- Period of loans
- Photocopiers – public
- Security
- Censorship
- The collection
- Donations of materials to the library
- Display of community notices
- Outreach services
- Marjorie Propsting Memorial Library
- Junior library
- Fees and related income
- Corporate library
- Local government collection
- Local history collection
- Publications by the library
- Privacy and library records
- Library charges
- Stock withdrawal and replacement
- Shorelink policies and procedures
- Photographing of the lane cove municipality on a regular basis
- Use of mechanical rock pick machines
- Open space – dual occupancy
- Exemption from restriction
- Off street parking contribution
- No parking – road marking across driveways
- Playing fields in schools
- Use of herbicides
- Horses in reserves
- Medical examination prior to employment
- Designated employees – disclosure of interest
- Gratuities
- Private works by members of council’s staff
- Computers – use of
- Council vehicles – contract staff
- Council vehicles – leaseback arrangements

- Sick leave – extended periods
- Sick leave incentive scheme
- Defence force reserves – council support
- Work experience – senior high school students
- Trainee schemes
- Flexi-time rules – civic centre & library
- Personal clothing
- Equal employment opportunity policy
- Industry training
- Staff performance review
- Depot staff uniforms
- Guidelines for payment of overtime
- Rehabilitation programme
- Leave without pay
- Senior staff attendance at conferences
- Workplace harassment policy
- Training and education policy
- Smoke free workplace
- Health & safety policy statement
- Grievance handling procedure
- References under seal
- Substance abuse policy
- Physical access policy
- Replacement of plant
- Rain water tanks
- Council archives policy
- Definition of a “record”
- Categories of council records
- Stages in the treatment of non-current records
- Disposal of council records
- Preservation of archives
- Archives – access
- Access to council records
- Access to information under the provisions of the local government act 1993
- Proposed rezonings
- Rezoning request
- Notification policy – amending LEP’S & DCP’S
- Risk management policy
- Public liability insurance – civic centre
- Liability for negligent misstatement
- Public liability claims – procedure
- Motor vehicle policy
- Trees & tree root damage claims policy
- Street furniture
- Street lamps
- Swimming pools
- Freeways
- Through traffic
- Lower speed limits
- Construction zones
- Tree preservation and landscape policy
- Policy for the preservation of significant trees
- Displays in the plaza
- Umbrellas in the plaza
- Use of plaza – charity street stalls
- Plaza structural alterations
- Performances in the plaza
- Pathway – lane cove plaza to council lane
- Lane cove swimming pool – use by schools
- Sale of council assets
- Council’s office – signs in foyer



- Civic centre artwork/information boards
- Signposting for privately owned public facilities
- Tables and chairs in the plaza (and lane cove shopping centre) for commercial restaurant use
- Filling
- Walls supporting footpaths
- Longueville road shopping centre
- Vehicular access to properties
- Second vehicle access
- Drainage easements
- Council works notification
- Vehicular access to multi-unit housing
- Youth week
- Youth policy statement

## SECTION 2 – STATEMENT OF AFFAIRS

Council's Statement of Affairs was published on 30 June 2004 and is available for purchase at a cost of \$5.00.

## SECTION 3 – CONTACT ARRANGEMENTS

Enquiries regarding Council's policy documents should be directed to:

The FOI Co-ordinator  
Lane Cove Council  
PO Box 20  
LANE COVE NSW 1595  
Telephone: (02) 9911 3525  
Hours: 8.30 am and 5.00 pm, Monday to Friday

Peter Brown,  
General Manager

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

**SECTION 1 – POLICY DOCUMENTS**

- Code of Conduct
- Code of Meeting Practice
- Management Plan
- Development Control Plan – Daalbata Road – Repealed June 2003
- Development Control Plan – Gruie Street – Repealed June 2003
- Disaster Plan
- EEO Management Plan
- Expenses and Facilities Policy
- Financial Management Plan
- Local Approvals Policy
- Applicable Local Environmental Plans
- Local Orders Policy
- Minutes of Council Meetings
- Policy Register
- Pricing Policy
- Section 94 Contribution Plan – Gruie Street – Repealed June 2003
- Section 94 Contribution Plan – Daalbata Road – Repealed June 2003
- State of the Environment Report
- Leeton and Yanco Peripheral Area Contribution Plan 2003

**SECTION 2 – STATEMENT OF AFFAIRS**

The latest Leeton Shire Council's Statement of Affairs is 30 June 2004.

**SECTION 3 – CONTACT ARRANGEMENTS**

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

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

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

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

**SECTION 1 – POLICY DOCUMENTS**

**Community Services**

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

**Corporate & Information Services**

- Access to Council files/ non release of documents identifying complainants
- Annual Reports
- Business Papers/Minute Books – Council & Committee Meetings
- Code of Councillor Conduct and Practice
- Code of Meeting Practice
- E-Mail Policy
- E-Mailing of Information to Councillors
- Fees and Charges (July 2004 to June 2005)
- Filming in the Municipality of Leichhardt (Standard Conditions of Approval)
- Financial Statements (July 2002 – June 2003)
- Internet Policy
- Management Plan (July 2004 to June 2005)
- Privacy Management Plan
- Provision of Expenses/Facilities for Councillors
- Register of Council Policies
- Skips on Public Roadways Policy
- Street Stalls Policy

**Employee Services**

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

**Environmental Management**

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

**Infrastructure & Service Delivery**

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

**SECTION 2 – STATEMENT OF AFFAIRS**

Published June 2004 pursuant to the requirements of the Freedom of Information Act 1989, Sec. 14 (2).

Designated Inquiry Officer:

George Georgakis  
Administration Manager  
Telephone: (02) 9367 9121

**SECTION 3 – CONTACT ARRANGEMENTS**

Council's policy documents may be inspected by appointment between 8.30am – 6.00pm weekdays at:

Administrative Centre  
7-15 Wetherill Street  
LEICHHARDT NSW 2040

Peter Head,  
General Manager

# FREEDOM OF INFORMATION ACT 1989

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

### SUMMARY OF AFFAIRS

of the

### LISMORE CITY COUNCIL

FOI Agency No. 2166

#### SECTION 1 – POLICY DOCUMENTS

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

##### Policies, Codes & Practices

- Code of Conduct
- Code of Meeting Practice
- Corporate /Management / Financial Plan
- Contributions Plan Lismore March 2004 – Section 94 includes
  - Open Space
  - Community Facilities
  - Transport
  - State Emergency Services
  - Rural Fire Services
- Delegations of Authority
- Disaster Plan/Emergency Management Plan/Emergency Services Policy (review in progress of the Flood Emergency Procedure)
- Equal Employment Opportunity Management Plan
- Employment Related Codes
- Expenses & Facilities Policy
- Fence Policy/Code
- Internal Reporting Policy
- Local Approvals Policy
- Local Orders Policy
- Minutes of Committee Meetings
- Minutes of Council Meetings
- Plans of Land Proposed to be Compulsorily Acquired By Council (see Just Terms Comp. Act 1991)
- Plans of Management for Community Lands -
 

Public Land	Lismore Park
Heritage Park	Tucki Tucki Creek
Weston Park	Hepburn Park
Kadina Park	Adam Gilchrist Park
Lismore Lake	Sportsground (generic)
- Policy Register
- Pricing Policy / Revenue Policy
- Procedures Manual
- Records Procedures
- Recycling Policy
- Social Impact Assessment Policy
- State of the Environment Report
- Social & Community Plan
- Local Orders Policy / Guidelines for Keeping of Animals for Domestic Purposes
- Local Orders Policy for the Practice of Hairdressing
- Code of Conduct – City Safe Program
- Landfill Environmental Management Plan – ( LEMP ) Wyrallah Road Waste Facility
- Contaminated Lands Policy

**Development Control Plans**

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

**Local Environmental Plan**

Lismore Local Environmental Plan 2000

Community Services & Facilities Plans

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

**Other Documents**

General Specifications

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

**SECTION 2 – STATEMENT OF AFFAIRS**

A copy of Council's most recent Statement of Affairs was prepared on 18 December 03 and can be obtained by contacting the Public Officer, Lismore City Council.

**SECTION 3 – CONTACT ARRANGEMENTS**

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

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

**SECTION 1 – POLICY DOCUMENTS**

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

**Section A – Governance and Corporate Policies**

- Code of Meeting Practice
- Equal Employment Opportunity
- Harassment in the Workplace
- Employee Grievance/Disputes
- Bullying in the Workplace
- Disciplinary Procedures
- Code of Conduct
- Secondary Employment
- Internal Reporting
- Employee Assistance Program
- HIV/AIDS
- Disposal of Surplus Equipment/Scrap and Low Assets
- Donations
- Training Policy
- Approved Students Educational/Training Institutes
- Employee Leave Balances
- Drugs, Alcohol and Medication in the Workplace
- Working in Hot Conditions, Skin Cancer and Employee Clothing
- Safety Helmet, Footwear and Eye Protection
- Passive Smoking Policy
- Incident and Accident Reporting and Investigation
- Code of Dress
- Occupational Rehabilitation
- Payment of Expenses and Provision of facilities to Councillors
- Staff Travelling Expenses
- Customer Service and Complaints Handling
- Civil Emergency Leave
- Volunteers Working on Council Worksites
- Suspension of Driver's Licence
- Damage, Loss/Theft of Personal Property or Personal Effects
- Child Protection
- Communications Strategy
- Investments
- Risk Management
- Internet, E-mail and Web Browsing
- Computer Equipment and Software
- Contract Staff – Private Use of Vehicle
- Non-contract Staff – Private Use of Vehicle
- Occupational Health & Safety Code
- Human Resources Manual

**Section B – Infrastructure & Technical Policies**

- Banner Advertising
- Cemeteries – Quirindi and Villages
- Guidelines for Development and Subdivision Works
- Naming of Council Assets

- Footpath Policy
- Vehicle Crossings
- Playground Policy
- Plant Policy

### **Section C – Environment and Community Services Policies**

- Village Development Program
- Structures on Footpaths and Council Land
- Water Supply – Rural Dwellings
- Electricity Supply to Rural Subdivisions
- Dwelling Relocation
- Library Internet use
- Temporary Occupation
- Sustainable Development
- Footpath Dining
- Notification of Adjoining Landowners Policy
- Property Leasing Policy
- Risk management Policy
- Section 94 Contributions
- Small Feedlots Policy
- Stock on Public Roads & Public Places Policy
- Swimming Pool Fencing Policy
- Tree Preservation Order
- Work on Private Property Policy

### **Council's Management Plan consisting of:**

- Corporate Objectives
- Principal Activities and Services
- Statement of Business Activities
- Statement of Human Resource Activities
- Statement of Equal Employment Opportunity
- State of Activities to Protect Environmentally Sensitive Areas
- Annual Statement of Revenue Policy
- Fees and Charges
- Budget Estimates
- Performance Targets

Advertising Code  
 Annual Report  
 Auditors Report  
 Building Application / Approval Records  
 Building Certificate Records  
 Building Line Policy  
 Bushfire and Emergency Manuals  
 Business Papers  
 Competitive Neutrality Complaints Management Policy  
 Committee Structure  
 Council & Committee Meeting Register  
 Debt Recovery Policy  
 Delegations of Authority Register  
 Development Application / Consent Records  
 Development Control Plan – Quirindi Township 1991  
 Development Policy / Council Profile  
 Disaster Recovery Plan  
 Disclosures Register  
 Hiring of Council Facilities Policy  
 Investment Register  
 LEMP – Quirindi Garbage Depot  
 Local Approvals Policy  
 Local Orders Policy  
 Minutes of Committee Meetings



Minutes of Council Meetings  
Personal and Privacy Information Act.

## **SECTION 2 – STATEMENT OF AFFAIRS**

A copy of the Council's most recent Statement of Affairs may be obtained by contacting the Freedom of Information Co-ordinator.

The Council's Statement of Affairs provides information on the following:

- Structure and function of the Council;
- Public Access to Council;
- Public participation in the decision making process.

## **SECTION 3 – CONTACT ARRANGEMENTS**

Access to documents held by the Council may be arranged, during business hours, by contacting:

- Public Officer
- PO Box 152
- QUIRINDI NSW 2343
- Telephone: (02) 67 461755
- Fax: (02) 67 463255
- Email: [lpesc@lpesc.nsw.gov.au](mailto:lpesc@lpesc.nsw.gov.au)
- Hours: 8.30 am to 4.30 pm, Monday to Friday

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

**SECTION 1 – POLICY DOCUMENTS**

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

- Access to Documents
- Alternate Dispute Resolution Policy
- Business Recovery Plan
- Central Library Meeting Room Policy
- Children's Services Policies (various)
- Code of Conduct
- Code of Meeting Practice
- Community Donations Policy
- Community Facilities Policies (various)
- Complaints Management Policy
- Conference Policy
- Corporate Sponsorship Policy
- Corruption Prevention Policy
- Councillors Access to Information and Their Interaction with Staff
- Delegation of Authority Register
- Development Control Plans (various)
- Development of Parks & Reserves – Community Consultation
- Disability Action Plan
- Fees & Charges
- Fencing – Public Reserve
- Francis Greenway Centre Usage Policy
- General Advertising Policy
- Homelessness Policy
- Human Resources Policies (Various)
- Internal Investigations Policy
- Internal Reporting Policy
- Internet Policy
- Language Aid Policy
- Library Display and Exhibitions Policy
- Library Membership Policy
- Liverpool City Events & Festivals Policy
- Liverpool Local Environment Plan 1997
- Liverpool Social Plan
- Management Plan
- Media Policy
- Mobile Phone Policy
- Motor Vehicle Management Policy
- Occupational Health and Safety Policy
- One 4 All Policy
- Payment of Expenses and Provision of Facilities to Councillors
- Playground Equipment
- Policy and Procedure Development Policy
- Public Access Internet Policy
- Purchase of Computer Equipment by Staff
- Privacy Management Plan
- Procurement Manual
- Service and Communication Policy
- Youth Policy

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**SECTION 2 – STATEMENT OF AFFAIRS**

A Statement of Affairs for the Liverpool City Council (as required under the Freedom of Information Act) is dated July 2004 and is available from the Public Officer, Liverpool City Council at no cost.

**SECTION 3 – CONTACT ARRANGEMENTS**

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

The Public Officer  
Liverpool City Council  
Locked Bag 7064  
LIVERPOOL BC NSW 1871  
Telephone: (02) 9821 9309  
Facsimile: (02) 9821 9532  
E-Mail: [d.tuxford@liverpool.nsw.gov.au](mailto:d.tuxford@liverpool.nsw.gov.au)

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

**SECTION 1 – POLICY DOCUMENTS**

The Council maintains the following Policy Documents:

Policy Manual

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

Accrument of Long Service Leave  
Complaints Management  
Incident/Accident Investigation  
Drugs & Alcohol in the Workplace  
Occupational Health and Safety Consultation  
Bush Fire & Emergency Manuals  
Developer Contributions Plan  
Lockhart Shire Council Local Environmental Plan  
Code of Conduct  
Equal Employment Opportunity Management Plan  
Management Plan 2004/2007  
Minutes of Committee Meetings  
Minutes of Council Meetings  
Revenue Policy (see Management Plan)  
State of the Environment Report (see Annual Report)  
Annual Report  
Auditors Report  
Business Papers  
Disclosures Register  
Land Register  
Investments Register  
Social Plan

## **SECTION 2 – STATEMENT OF AFFAIRS**

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

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

The most recent Statement of Affairs was published on 4 December, 2003.

## **SECTION 3 – CONTACT ARRANGEMENTS**

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

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

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

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

**SECTION 1 – POLICY DOCUMENTS**

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

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

**Various Plans**

City wide S:94 Contributions Plan.

**Development Control Plans**

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

- Advertising/Notification of Development Application
- Commercial and Retail Policy
- Car Parking Requirements
- Brothels and Sex Industry Establishments
- On-site Sewage Management Systems

### **Policy Documents**

#### **ADVERTISING SIGNS**

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

#### **APPROVALS**

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

#### **ART GALLERY**

- Policies

#### **BUILDINGS**

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

#### **CIVIL MATTERS**

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

#### **COUNCIL MATTERS**

- Becoming Competative
- Building & Development Applications – Councillors and Staff
- Closure of Council's Administration Offices Christmas and New Year
- Code of Conduct
- Code of Meeting Practice
- Community Buildings
- Complainants – Dealing with Difficult
- Displan
- Erosion and Sediment Control
- Internal Reporting Systems for Disclosure
- Interstate and Overseas Travel

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

#### **COMMUNITY AND SOCIAL WELFARE**

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

#### **CONTRACTS**

- Demolition

#### **DOG CONTROL**

- Dog Catching Cage, Use Of
- Dog Control Facilities

#### **DONATIONS**

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

#### **DRAINAGE**

- Improvements Over Drainage / Urban Drainage

#### **FENCES**

- Dividing Fences
- Fencing on Street Boundaries – Erection of

#### **FILMING**

- Filming Protocol

#### **FINANCE**

- Budgeting
- Income From Grazing
- Goods and Services Tax
- Interest on Investments
- Investment Strategy
- Reserved/Restricted Asset Policy
- Significant Account Policy
- Contribution to Time Payment
- Write Off on Debtors – Rates, Charges and Services
- Credit Facilities at Waste Depot

#### **FLOOD**

- Flood Liable Land

#### **GRANTS**

- Grants – Applications



**HEALTH MATTERS**

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

**HERITAGE (INCLUDING CBD/MALL HERITAGE AREA)**

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

**INSURANCE**

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

**KERB, GUTTERING & FOOTPATH CONSTRUCTION**

- Kerb, Guttering and Footpath – Construction
- Kerb, Guttering and Footpath – Charges

**LAND & COUNCIL BUILDINGS**

- Land Acquisition, Development and Sale
- Disposal of Fill From Construction Sites
- Payment of Agent's Fees
- Sale of Council Owned Land
- Property Development Unit
- Policy of LEP'S and Council Land

**LIBRARY**

- Freedom of Collection and Access for Local Government Libraries
- Charges to Users
- Library Policy
- Sponsorship Opportunities for Libraries

**NOXIOUS WEEDS & AQUATIC PESTS**

- Eradication in Urban Areas of the city

**PARKING**

- Off Street Car Parking
- Access to Parking by Commercial Developers Where Parking Contributions have been Paid – Belmore Road, Lorn

**PARKS AND GARDENS**

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

**PLANNING MATTERS**

- Central Maitland Draft LEP
- Central Maitland General Landscape and Hunter River Frontage
- Commercial Centres of Maitland
- Cycle ways Study
- Ecologically Sustainable Development
- LEPS and Council Land
- Street Construction – Morpeth Conservation Planning Study
- Part V of the Environment Planning and Assessment ACT 1979
- Notification of Subdivision Applications
- Tree Preservation and Control

**PLANT AND EQUIPMENT**

- Purchase or Replacement
- Resource Sharing
- Plant & Equipment – Replacement
- Private Use Light Vehicle Leaseback
- Sale of Obsolete Council Property

**PRIVATE PIPELINES**

- Private Pipelines in Road Reserve

**PRIVATE WORKS**

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

**PROCUREMENT**

- Procurement Policy

**RATES**

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

**RECORDS**

- Records Management Policy

**RISK MANAGEMENT**

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

**ROADS**

- Discharge of Water into Streets
- Method of Determining Routine Rd Maintenance Contributions for Extractive Industries
- Morpeth Road access to Reserves
- Neighbourhood Watch and Safety House Signs
- Adopt a Road Program
- Roadside Tributes
- Formation of Road Maintenance Rolling Works Programme

**SIDEWALK STALLS**

- Sidewalk sales & Doorknock Appeals

**STREET LIGHTING**

- Rurally zoned Areas – Street Lighting

**SUB-DIVISIONS**

- Accessways to Battle-Axe Blocks
- Council's Residential Subdivision Sealing of Pathways
- Housing Commission Project – Metford, Precinct No 2 – Footpath Paving Agreement
- Installation of Underground Telephone and Electricity Cables In Residential Subdivisions
- Provision of Inter-Allotment Drainage in all Future Subdivisions
- Residential Subdivisions Standards
- Sealing of Roads in Premix
- Survey Requirements
- Notification of Subdivision Applications

**SWIMMING POOLS**

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

**TENDERS**

- Tendering Procedures
- Tender Discounts

**TOURISM**

- Bed and Breakfast Establishments
- Marketing Strategy – Maitland Tourism
- New England Highway (15) Promotion Committee
- Steamfest
- Thornycroft Truck Working Party
- Maitland City Town Crier

**TOWN HALL**

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

**TRANSPORT MATTERS**

- Activities on Public Roads
- Bus Shelters
- Construction Zones
- Local Traffic Authority Committees
- Vehicular Crossings
- Coal Traffic – Use of Residential Streets

**VOLUNTEERS**

- Volunteers Policy

**VANDALISM**

- Reward – Vandalism
- Vandalism Control

**WASTE**

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

**SECTION 2 – STATEMENT OF AFFAIRS**

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

**SECTION 3 – CONTACT ARRANGEMENTS**

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

Group Manager  
Finance and Administration/Public Officer  
Maitland City Council  
High Street  
PO Box 220  
MAITLAND NSW 2320  
Telephone: (02) 4934 9752  
Hours: 8.30 am to 5.00 pm, Monday to Thursday and 8.30 am to 4.30 pm Fridays.

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

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

**SECTION 1 – POLICY DOCUMENTS**

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

Accounts – Available Working Capital  
Advertisements  
Advertising  
A-Frame Signs and Merchandise Offered for Sale  
Armoured Vehicles – Provision for Parking  
Awards – Manly Civic Design  
Banners – Display Of Banners Within Council Controlled Properties And Reserves  
Beach Management  
Beaches And Reserves – Commercial Filming – Conditions And Charges  
Blasting Permits  
Boat Building In Residential Areas  
Builders' Rubbish Containers  
Caretakers – Residential Caretakers In Council Buildings  
Circuses – The Operation Of Circuses With Exotic Animals In Manly  
Circus – Limitation On Performances  
Clean Air – Complaints  
Clearing Of Shrubs And Undergrowth  
Closed Circuit Television Protocol – Administration Building  
Closed Circuit Television Protocol – Carparks  
Clubs And/Or Organisations – Remission Of Rates  
Committees – Appointment Of Councillors  
Committees – Section 355 Committees – Audit Fees  
Community Groups – Financial Assistance  
Complaints Management Policy  
Consultation – Community Consultation Protocol  
Corner Splays – Acquisition Of  
Corner Splays – Council To Meet Costs  
Corner Splays – Notification On Certificates  
Corporate Image  
Council And Committee Meetings – Length Of Meetings  
Council Meetings – Availability Of Agenda Papers To Public  
Council Chamber – Seating Arrangements  
Council Letterhead – Council Committees And Areas Of Activity – Signing Of Correspondence  
Councillors – Committee Membership Not Appointed By Council  
Councillors – Personal Accident Insurance – Authorisation To Attend Functions  
Councillors – Reports From Council Officers  
Cultural Policy  
Debt Recovery – Warrants Of Commitment – Authorisation Of  
Development Application Approval  
Development Application – Fees For Heritage Buildings  
Development Control Plan – Residential Zone  
Dog Management – Urban Dog Management  
Dinghies – Storage Of Dinghies On Council Foreshores  
Donations – Items Of Park Furniture  
Drainage Easements – Construction Over  
Driveways – Non-Standard Construction  
Election Campaigning – Federal, State & Local Government Elections  
Elections – Poll Of Electors To Be Held In Conjunction With Ordinary And Extraordinary Elections Of

## Council

Environmental Levy Component Of Rate – Increase In Annual Contribution  
Financial Assistance To Cultural Groups  
Financial Reporting – Measures Of Council Liquidity  
Footpath Trading  
Garbage Charges – Surf Clubs, Scout And Guide Halls In Council Reserves  
Garbage Containerisation Service – Size Of Containers  
Graffiti  
Hire Boat Operations – Beaches And Reserves  
Hoardings – Placing Of Hoardings At Construction Or Demolition Sites  
Honorary Rangers  
Insurance – Premsure – Elected Representatives  
Leases – Council Property – Maintenance Of By Lessee/Licensee  
Leases – Council Property – Payment Of Rates & Charges By Lessee  
Library -Borrowers Policy  
Library – Commercial Sponsorship Of Library Activities  
Library – Statement On Freedom Of Collection, Access, Use And Librarian’s Role  
Library – Local History  
Manly Art Gallery & Museum – Acquisitions And Exhibitions Policy  
Manly Art Gallery & Museum – Free Admission For Children On Organised Tours  
Manly Art Gallery & Museum – Collection On Local History  
Manly Art Gallery & Museum – Presentation Of Paintings Purchased From Funds Raised By Former Ladies Auxiliary  
Manly Art Gallery & Museum – Support For Local Artists  
Manly Art Gallery & Museum – Waiving Of Fees  
Mayor And Councillor’s Remuneration Fees  
Neighbourhood Watch And Safety House Scheme  
Noise Complaints – General  
Nuclear Weapons – Abolition And World Peace  
Open File Policy  
Overgrowth Of Vegetation  
Pamphlets & Leaflets – Distribution On Public Roads And In Shopping Centres  
Parking – Policy – Manly Central Business District  
Parking – Issuing Of Designated Parking Permits  
Parking – Provision For Designated Parking Spaces For Armoured Vehicles  
Parking Permits – Manly Life Saving Club Inc/ Manly Community Centre  
Parks And Reserves – Use Of By Junior Sports  
Poll Of Electors To Be Held In Conjunction With Ordinary And Extraordinary Elections Of Council  
Precinct Committees  
Pricing Policy Goods & Services  
Printing And Stationery – Use Of Recycled Paper  
Property Acquisition Reserve Fund  
Prosecutions – Withdrawal Of  
Public Liability Insurance  
Public Sculpture Policy  
Rates – Pensioners – Accrual Of Rates & Charges & Writing Off Interest  
Reconciliation Between Indigenous And Non-Indigenous Australians  
Recycling – Events And Promotions  
Reserves – Exclusive Use For Private Functions  
Reserves – Outdoor Furniture – Dedication  
Road Reserves – Outdoor Eating Areas – Licensing Of  
Road Reserve – Lease For Parking As A Development Application Condition  
Road Reserve Leases – Adjacent And Conjoining Parent Lot  
Road Reserves – Driveways  
Road Reserve Nature Strips  
Seawalls – Construction And Replacement  
Senior Citizens’ Centre  
Shopping Trolleys – Impoundments  
Signs – Council Projects – Displaying Of  
Signs – Direction  
Signs – A-Frame Signs And Merchandise Offered For Sale

Signs – Public Telephones  
 Sister Cities – Policy On Visits To Council By Overseas Tourists  
 Skateboards & Bicycles On The Corso – Control Of  
 Skateboards, Bicycles And Rollerskates On The Ocean Beach Walkway  
 Smoking – Council Owned Buildings  
 Solar Hot Water Installations (Building Applications)  
 Special Events (Road Closures) Traffic And Transport Management Plan  
 Sponsorship – Council Activities And Events  
 Sport And Recreation Facilities In Manly – Guiding Principles  
 Stalls – Constituent Interviewing By Local Members  
 Stormwater Runoff  
 Strata Subdivisions – New And Old Buildings – Car Parking  
 Strata Subdivisions – Old Buildings  
 Swimming Centre, Manly – Complimentary Season Passes To Elite Athletes  
 Swimming Pools – Fencing Of  
 Swimming Pools (Private) – Leaking  
 Sydney Water  
 Tenders – Lobbying Of Councillors  
 Tourism Policy  
 Trading Activities – Hawking & Vending On Public Reserves, Roads & Public Places  
 Tree Preservation Order  
 Trees – Lopping For Electricity Transmission Lines  
 Trees – Lopping For Views  
 Trees – Removal Of “Ficus” Varieties  
 Trees – Ringbarking, Poisoning, Root Damage  
 Unemployment Relief Schemes  
 Vehicular Crossing And Layback Openings  
 Vehicle Crossing Construction – Colour Of Concrete  
 Vehicle Crossings – Maintenance Of Unpaved Crossings  
 Vehicle Crossings/Driveways – Non Standard  
 Vehicle Crossings – Payment For Pavement Of Road Shoulders  
 Vehicle Crossings To Private Property – Temporary Construction In Asphalt – Payment By Owners  
 Vehicle Crossings – Use Of Uni-Pave Concrete Blocks  
 Warringah Freeway And Public Transport – Manly Warringah  
 Waste Minimisation – Functions And Events In Manly  
 Water Courses – Piping Of  
 Wentworth Street Redevelopment – Access To Corso Properties

### **Development and Local Environment Plans & Policies**

#### **LEP**

Manly Local Environmental Plan 1988 as Amended

#### **DCP**

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

#### **POLICY DOCUMENTS**

Manly Section 94 Contribution Plan  
 Manly Town Centre Urban Design Guidelines 2002  
 Balgowlah Shopping Centre Urban Design Controls 1999  
 (a) Balgowlah Shopping Centre Urban Design Plan 1999  
 (b) Balgowlah Shopping Centre Design Plan 1999 Appendix

Manly Code for the Protection against Termite Attack 1996  
Manly Development Control Policy for Manly Cove  
Manly Specification for Stormwater Drainage 2003  
    (a) Manly Specification for On-site Stormwater Management 2003  
    (b) Specification for On-site Stormwater Management 2003 Appendix Maps  
Manly Specification for Civil Infrastructure, Development & Subdivisions 2003  
Manly Council Contaminated Lands Policy 2003.

## **SECTION 2 – STATEMENT OF AFFAIRS**

The most recent Statement of Affairs held by Council was published June 2004.

## **SECTION 3 – CONTACT ARRANGEMENTS**

A request under the Freedom of Information Act for access to documents held by Council must be made by written application accompanied by a fee of \$30.00 (No GST). Applications should be directed to -

The General Manager  
Attention: Manager Administration  
Manly Council  
PO Box 82  
MANLY NSW 1655

Enquiries may be directed to the Administration Officer by telephone (02) 9976 1500 between the hours of 8.30 am and 5.00 pm Monday to Friday.



**Freedom of Information Act 1989**  
**Section 14 (1) (b) and (3)**

**SUMMARY OF AFFAIRS**  
**of the**  
**MARRICKVILLE COUNCIL**

**SECTION 1 – POLICY DOCUMENTS**

**CORPORATE SERVICES**

**Administrative Services**

- Information (Access to)
- Disclosure of Interests by Councillors and Designated Officers
- Access to Submissions Regarding Building, Development and other Applications and Council proposals
- Code of Meeting Practice
- Code of Conduct
- Street Trading
- Answering Correspondence
- Preparation of Addendums
- Printing & Stationery
- Inclusion of Information in Business Paper for Council and Committee Meetings
- Councillors' Access to Information
- Payment of Expenses and Provision of Facilities to Councillors
- Conflicts of Interest
- Delegations of Authority Register
- Petitions Guidelines and Procedures
- Tenders & Quotations Procedure
- Complaints Handling Procedure
- Constitution of Committees and Committee Delegations 1999
- Code of Councillor Practice
- Internal Reporting Policy
- ICAC Matters
- Guidelines for Dealing with Competitive Neutrality Complaints
- Procedure for the Disposal of Scrap and Low Value Assets
- General Manager's Circulars in relation to policy matters:
  - 2/92 Guidelines for Answering Correspondence
  - 3/92 Occupational Health & Safety (Manual Handling) Regulations, 1991
  - 4/92 Guidelines for deliveries to Aldermen; and for making arrangements for Conferences, Seminars, Inspections involving Aldermen
  - 5/92 Administrative Guidelines for Reports to Council, and Recording of Minutes; and Guidelines for inclusion of Addendums on Council Business Agendas
  - 6/92 Local Ethnic Affairs Policy Statement (LEAPS) – Introduction of "Language Spoken at Home" Indicator
  - 9/92 Procedures for accepting and complying with Subpoenas
  - 10/92 Council's EEO Policy – Appointment of an EEO Committee
  - 1/93 Update of Council's Equal Employment Opportunity (EEO) Policy
  - 2/93 Council's Community Language Policy – Introduction of Language Allowance
  - 3/93 Customer Relations
  - 4/93 New Sick Leave Provisions
  - 5/93 Call Accounting Software: Policy in relation to use of Telephone System for Private Calls
  - 10/93 Fines under the Occupational Health & Safety Act – Reminder to Staff
  - 10/94 Guidelines for deliveries to Councillors
  - 2/95 Guidelines for Workplace Committees
  - 3/95 Investigation of Accidents
  - 4/95 Rehabilitation Program
  - 6/95 Implementation of the Salary System

- 7/95 New Local Government (State) Award
- 8/95 Non-Smoking in the Workplace Policy
- 9/95 Engaging in Outside Work
- 10/95 Council's Salary System
- 10A/95 New Local Government (State) Award
- 11/95 Job Evaluation Appeals
- 12/95 Illegal Use of Computer Software
- 12A/95 Council's Salary System
- 13/95 Council's Proposed Salary System
- 15/95 Council's Adopted Salary System and \$150.00 Bonus Payment in recognition of performance
- 1/96 Council's Smoke Free Workplace Policy & Guidelines
- 2/96 The Protected Disclosures Act
- 3/96 Personal Information Update and Equal Employment Opportunity Information
- 5/96 Council-wide Diary and Council Publications Checklist
- 6/96 Staff Selection Procedures
- 1/97 File Management & Maintenance
- 3/97 Administration Building Security
- 4/97 Procedures for dealing with ICAC and NSW Ombudsman
- 5/97 Communicating with the Media
- 10/97 Guidelines for reporting possible corrupt conduct to the General Manager and Independent Commission Against Corruption
- 1/98 Guidelines for Dealing With Competitive Neutrality Complaints.
- 2/98 New Public Access to Information Policy.
- 01/00 Workers Compensation
- 05/00 Reporting of Accidents Near Misses and Dangerous Occurances
- 06/00 Disciplinary Action
- 07/00 Communicating with the Media – What to do when a journalist calls you
- 08/00 Revised Email and internet usage guidelines
- 10/00 EEO Information
- 01/03 Guidelines for reporting and dealing with conflicts of interest

## **Employee Services**

### **Human Resource Planning**

Occupational Health & Safety  
 Equal Employment Opportunity  
 Smoke-Free Work Place  
 Recruitment, Hiring & Induction  
 Conditions of Employment  
 Conditions of Leave  
 Pay & Allowances  
 Termination of Employment  
 Security – Employee Records  
 Redundancy  
 Redeployment  
 Filling of Vacant Position of Director  
 Uniforms – Dress Code  
 Recruitment & Selection Guidelines and Procedures  
 Training Plan  
 Sexual Harassment  
 Travel Policy for Staff on Council Business  
 Hazardous Substances  
 Risk Management  
 Training & Development – Study Assistance  
 SAFE System- Safe And For the Environment  
 Studies Assistance Policy  
 Guidelines for Dealing with Workplace Agression

### **Finance**

Revenue and Pricing Policy  
 Rates Collections by Agencies

Stores & Materials  
Inspection of Vouchers  
Council's Banker  
Debt Recovery  
Builder's Services Deposits  
Purchasing – Local Preference  
Procedures Manual  
Auditors Report  
Financial Statements  
Investment Register  
Non-Rateable Garbage Policy  
Rates and Charges – General  
Rates and Charges – Pensioners  
Sundry Debtors  
Internal Restriction (Reserves)  
Investment Policy  
Selective Purchasing – Restrictions relating to persons doing, or willing to do, business in, or with  
Burma  
Operating Budget  
Resources Plan  
Fees and Charges

**Information Systems**

System Security (Computers)  
Information Systems Disaster Recovery Plan  
Information Systems/ Technology Strategy 2002- 2005  
Security Policies and Procedures Handbook

**Corporate Development**

Management Plan  
Strategic Plan

**Corporate Review**

Continuous Quality Improvement

**Legal Services**

Legal Services Management Plan 2003-2004

**Approvals/Monitoring/Planning**

Code for Industrial Zoned Development  
Marrickville Contributions Plan 1996 (s.94)  
Nuclear Free Policy  
Code for the Control of Erection of Signs & Advertising Structures  
Building Certificate Records  
Development Application consent register  
Marrickville Housing Needs Study  
Stormwater and On-site Detention Code  
Development Control Plans:

- DCP 17, Abergeldie Estate Conservation Area
- DCP 19, Parking Strategy
- DCP 21, Guidelines to Regulate the Establishment of Brothels
- Draft DCP 22, Petersham Park, Stanmore North & Camperdown Heritage Conservation Areas
- DCP 23, Petersham Railway Precinct
- DCP 27, Controls for Site Waste and Management and Minimisation
- DCP 28, Urban Design Guidelines for Business Centres
- DCP 29, Contaminated Land Policy and Development Controls
- DCP 30, Cooks River Flood Plain
- DCP 31, Equity of Access and Mobility
- DCP 32, Energy Smart Water Wise
- DCP 34, King St. & Enmore Rd Heritage & Urban Design
- DCP 35, Urban Housing, Volumes 1 & 2

- DCP 36, Exempt and Complying Development
- DCP 38, Community Safety
- DCP 39, Development Notification Policy
- DCP 40, Warne Place, South Marrickville
- DCP 41, Barwon Park Triangle, St. Peters

#### Local Environmental Plans:

- MLEP 2001, Marrickville LGA
- MLEP 2001 (Amendment No. 1), 1-3 Coronation Avenue, Petersham
- MLEP 2001 (Amendment No. 2), 163A-181 New Canterbury Road & part 15 The Boulevard, Petersham
- MLEP 2001 (Amendment No. 3), 36-38 Oxford Street, Newtown
- MLEP 2001 (Amendment No.4), Rezoning of Former Arterial Road and Arterial Road Widening Reservations
- MLEP 2001 (Amendment No. 5), 287 Victoria Road, Marrickville
- MLEP 2001 (Amendment No. 6), 1-7 Macaulay Road, Stanmore
- MLEP 2001 (Amendment No. 7), 58-64 Salisbury Road, Stanmore
- MLEP 2001 (Amendment No. 8), 2-6 Bridge Road, Stanmore
- MLEP 2001 (Amendment No. 9), Rezoning of 24 Gordon Street, Petersham  
Rezoning of and Schedule 2 requirements for 24-26 Perry Street, Marrickville  
1-13 Garners Avenue, Marrickville  
Renaming and arrangement of Schedule 2 (MLEP 2001)  
Replacement of clause 45 (MLEP 2001) with new clause
- MLEP 2001 (Amendment No. 10), Reclassification / rezoning of Council Owned Car Parks
- MLEP 2001 (Amendment No. 11), Brothels, Not Proceeded With
- MLEP 2001 (Amendment No. 12), Warne Place, South Marrickville
- MLEP 2001 (Amendment No. 13), 39 Francis Street, Marrickville
- MLEP 2001 (Amendment No. 14), Barwon Park Triangle, St Peters
- Draft MLEP 2001 (Amendment No. 15), Princes Highway Bulky Goods Cluster, St Peters
- MLEP 2001 (Amendment No. 16), 1 Albert Street, St Peters
- MLEP 2001 (Amendment No. 17), 159 Princes Highway, St Peters
- MLEP 2001 (Amendment No. 18), 115-117 Constitution Road, Dulwich Hill
- MLEP 2001 (Amendment No. 19), 5 Croyden Street, Petersham
- MLEP 2001 (Amendment No. 20), 1 Goodsell Street, St Peters
- Draft MLEP 2001 (Amendment No. 21), Heritage Conservation areas for current DCP areas of Abergledie Estate, and King Street / Enmore Road
- Draft MLEP 2001 (Amendment No. 22), Site consolidation restrictions for multi-use housing in Residential 2(A) zones
- MLEP 2001 (Amendment No. 23), 2-4 Railway Road, Sydenham
- Draft MLEP 2001 (Amendment No. 24), Rezoning of Tempe/ St Peters Lands including Redundant Freeway Corridor Land
- Draft MLEP 2001 (Amendment No. 25), New Heritage Controls – Marrickville Heritage Study Review, 2001

#### Environmental Services

State of the Environment Report 2000  
 Local Action 21 – Environmental Strategy  
 Cooks River Foreshore Strategic Plan  
 Environment Management System Management Plan 2003/4  
 Waste Reduction and Procurement Policy 2000  
 Environmental Management General Policy 2002

#### COMMUNITY SERVICES

##### Library Services

Collection Development Policy  
 Technical Services  
 Adult Services  
 Membership Guidelines  
 Local Studies  
 Ethnic Services  
 Information Services  
 Children's & Youth Services

Outreach Services  
Lending  
Library Materials Disposal  
Community Information Database  
Library Publications

### **Children's Services**

Children's Services – General  
Children's Service Strategic Plan  
Marrickville South Families and Children  
Research Project Final Report

### **Community Development**

Local Ethnic Affairs Policy Statement  
Community Planning & Support  
Social Plan  
Access for People with Disabilities  
Community Profile, Marrickville L.G.A.  
Marrickville Small Grants Scheme  
Food Services  
Access Policy  
Sister Cities Policy  
Disability, Discrimination Act, Action Plan  
Statement of Commitment to Aboriginal People  
Marrickville Seniors Centre Policy  
Regugee Position Statement (November 2002)

### **Communications & Cultural Services**

Street Stalls, Markets and Busking  
Use of Chrissie Cotter Gallery  
Community Communication  
Mainstreet Policy  
Public Art Policy  
Sponsorship  
Annual Report

### **Recreation Facilities**

Use of Council's Community Halls  
Facilities for Community Organisations  
Operation of Swimming Pools  
Marrickville Recreation Strategic Plan

## **TECHNICAL SERVICES**

### **Parks & Reserves**

Sporting & General Park Facilities Leasing & Hire  
Use of Parks & Reserves  
Tree (& Street Tree Policy Guidelines)  
Council's Sports Fields Pricing Policy  
Tree Management Policy  
Open Space Plan  
Plans of Management Community Land Checklist -

- Street Closures & Plazas
- Neighbourhood Parks
- Pocket Parks
- Marrickville Oval
- Camperdown Memorial/Rest Park
- Arlington Reserve
- Camdenville Park
- Henson Park
- O'Dea Reserve
- Enmore Park

- Steel Park
- Mackey Park
- Tempe Reserve
- Dibble Avenue Waterhole
- Petersham
- Camperdown
- Alex Trevallion
- Ryan Playground
- Simpson Reserve
- Jarvie Park
- Marrickville Golf Course
- Warren Park
- Sydenham Green
- Mahoney Reserve
- Kendrick Park
- McNeilly Park

Tree Preservation Order 2001

Plans of Management and Park Development Notification Policy

### **Engineering**

Management of Street and Trunk Stormwater Drainage

Traffic & Transport

Local Approvals Policy for the Placement of Waste Storage Containers

Street Lighting

Grass Verge Mowing

Vehicular Crossings

Stormwater Drainage in Developments

Stormwater Detention & Sediment Control Plan

Weed Control

Resident Consultation for Civil Works

Road Safety Strategic Plan 2002-2007

Naming of Unnamed Road and Lanes

Filming Rights in the Marrickville Area

Cooks River Floodplain Management Study

Cooks River Floodplain Management Plan

Angle Parking in Residential Streets

Port Jackson South Catchment Stormwater Management Plan

Cooks River Stormwater Management Plan

Lower Parramatta River Catchment Management Plan

Pedestrian Access & Mobility Plan (PAMP)

Marrickville Bicycle Strategy

King Street, Enmore Road Urban Design Study

Disaster Recovery Plan

Emergency Management Plan

### **Business Units**

Plant, Vehicle & Equipment

### **Property Services**

Signs

Dividing Fences

Footway Cafes & Restaurants

“A” Frames, other advertising structures display goods for sale

Register of Council owned Land

Garbage Collection

Recycling

Street Cleansing

Regulation – General

Littering/Dumping

Abandoned Vehicles

Footpath Obstructions

Footpath Obstructions – Car Parking  
Street Vending  
Backyard Burning  
Offensive Noise of Dogs  
Dog Control  
Placement of Waste Storage Containers for Recycled Clothing in a Public Place

## **SECTION 2 – STATEMENT OF AFFAIRS**

Council's Statement of Affairs is published on 30 June each year and is available free of charge.

## **SECTION 3 – ACCESS TO POLICY DOCUMENTS – CONTACT ARRANGEMENTS**

Requests for access to documents in the possession of Marrickville Council should be directed to:

The Public Officer  
Marrickville Council  
2-14 Fisher Street  
PETERSHAM NSW 2049  
Telephone: (02) 9335 2023

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**FREEDOM OF INFORMATION ACT 1989**  
**Section 14 (1) (b) and (3)**  
**SUMMARY OF AFFAIRS**  
**of the**  
**MID WESTERN REGIONAL COUNCIL**

**SECTION 1 – POLICY DOCUMENTS**

- Code of Conduct
- Code of Meeting Practice
- EEO Management Plan
- Expenses and Facilities Policy

All other policies from the former Mudgee, Rylstone and Merriwa Shire Councils.

**SECTION 2 – STATEMENT OF AFFAIRS**

The Council's most recent Statement of Affairs is that dated June, 2004. Copies may be obtained at no cost by contacting the Council's Manager Administration – Mudgee.

**SECTION 3 – CONTACT ARRANGEMENTS**

Enquiries concerning the Council's Statement of Affairs, Summary of Affairs, the inspection and purchase of policy documents and making a Freedom of Information application should be made during office hours, Monday to Friday from 8.00 am to 4.30 pm to:

Mr Ian Roberts  
Manager Administration – Mudgee  
Mid Western Regional Council  
PO Box 156  
MUDGEE NSW 2850  
Telephone: (02) 6372 5888  
Facsimile: (02) 6372 5815



**FREEDOM OF INFORMATION ACT 1989****Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****MOSMAN MUNICIPAL COUNCIL****FOI Agency No. 2176****SECTION 1 – POLICY DOCUMENTS**

1.1 The following documents are available for inspection by members of the public free of charge during ordinary office hours, i.e. Monday, Wednesday to Friday, 8.30 am to 5.00 pm and Tuesday, 8.30 am to 7.00 pm:

- Council's Code of Conduct
- Council's Code of Meeting Practice
- Annual Report
- Annual Financial Reports
- Auditors' Report
- Management Plan (MOSPLAN)
- Social/Community Plan
- EEO Management Plan
- Council's Policy concerning the payment of expenses incurred by, and the provision of facilities to Councillors
- Council's Land Register
- Register of Investments
- Returns of the interests of Councillors, designated persons and delegates
- Returns as to candidates' campaign donations
- Agendas and business papers for Council and Committee Meetings (but not including until the relevant date determined under Section 10E of the Local Government Act 1993, business papers for matters considered when a meeting is closed to the public)
- Minutes of Council and Committee Meetings, but restricted until the relevant date determined under Section 10E of the Local Government Act 1993 (in the case of any part of a meeting that is closed to the public) to the recommendations of the meeting
- The register of business papers and minutes referred to in Section 10E(6)
- Any Codes referred to in the Local Government Act
- Register of Delegations
- Applications under Part 1 of Chapter 7 (Local Government Act) for approval to erect a building, and associated documents
- Development Applications (within the meaning of the Environmental Planning and Assessment Act 1979) and associated document
- Local policies adopted by the Council concerning approvals and orders
- Records of approvals granted any variation from local polices with reasons for the variation, and decisions made on appeals concerning approvals
- Records of building certificates
- Plans of land proposed to be compulsorily acquired by Council
- Leases and licences for use of public land classified as community land
- Plans of management for community land
- Environmental Planning Instruments, development control plans made under Section 94AB of the Environmental Planning and Assessment Act 1979 applying to land within the Council's area
- Statement of Affairs, the Summary of Affairs and the Register of Policy documents required under the Freedom of Information Act 1989
- Electoral Rolls for each of the Council's four (4) wards as at September 1999
- Register of Council's policies
- Pricing Policy
- Customer Response Policy
- Complaints Policy
- Mosman Economic Review
- Local Solutions to Local Crime and Safety Issues, a Collaborative Management Plan with Harbourside Local Area Command

Council with the exception of Electoral Rolls, has copies of these documents available for taking away either free of charge or on payment of copying charges, according to Council's policy.

1.2 Documents produced by Council and available for sale:

- Local Environmental Plans
- Development Control Plans
- Off-Street Carparking Code
- State of the Environment Report
- Organisations Manual
- Management Plan (MOSPLAN)
- Social/Community Plan
- Food Code
- Stormwater Pollution Control Code
- Contract Tender Documents
- Mosman Heritage Review (Godden Mackay 1996)
- Special Event Management Policy Statement/Operations Manual
- Building returns
- Food Premises Construction and Fitout Code
- Building Service Corporation (Contracts)
- Bathers Pavilion and its surrounds Plan of Management
- Mosman Plan of Management for parks and Natural Bushland
- Mosman Heritage Study, 1998 (Travis Partners)
- Mosman Urban Design Study 1990 (McDonald McPhee)
- Draft Residential Development Control Plan 1990 (McDonald McPhee)
- Open Space Study, Vol 1 1994 (Hepper Marriott)
- Plan of Management for Balmoral Reserves
- Public Domain Improvement Program for Spit and Mosman Junction Shopping Centres
- Rawson Park and Surrounds Draft Plan of Management
- Recreational Needs Assessment Study 2000 (Suter & Assoc)
- Rosherville Reserve, Clifton Gardens and Sirius Cove-m Development Control Plan Guidelines 1993 (Lester Firth)
- Section 94 Contributions Plan for Public Carparking in Spit Junction Town Centre
- Section 94 Contributions Plan Open Space
- Spit Waterside Land Use Management Plan 1989 (GHD)
- Public Register under Provisions of Environmental Operations Act (1997)
- Stormwater Management Plans/Port Jackson and Middle Harbour
- Stormwater Pollution Control Code
- Assessment of Existing Traffic Conditions in Mosman (Geoplan 1999)
- Comprehensive Origin and Destination Survey (ERM 2000)
- Community Portrait of Mosman compared with Sydney

## **SECTION 2 – STATEMENT OF AFFAIRS**

The most recent Statement of Affairs was published as at 30 June 2004.

## **SECTION 3 – CONTACT ARRANGEMENTS**

Enquiries regarding Freedom of Information matters or access to documents may be directed to Mr Max Glyde, Director Corporate Services who has been appointed as Council's Public Officer as follows:

Mr Max Glyde  
Public Officer  
Mosman Municipal Council  
PO Box 211  
SPIT JUNCTION NSW 2088  
Telephone: 9978 4000

**FREEDOM OF INFORMATION ACT 1989****Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****MULWAREE SHIRE COUNCIL****FOI Agency No. 2178****SECTION 1 – POLICY DOCUMENTS**

The Council has the following documents available for public inspection:

- Statement of Corporate Objectives.
- Code of Meeting Practice.
- Returns of the interest of Councillors, designated persons and delegates.
- Management Plan.
- Section 94 Contributions Plan 2003 – 2008.
- Development Control Plans.
  - Run-O-Waters Garden Estate
  - Tallong Park Estate
  - Unserviced Village Zones
  - Poultry Farm Development
  - Dwelling Houses and Class 10 Buildings
  - Rural Subdivision for Dwelling Houses
- Guidelines/Plans/Strategies
  - Bed and Breakfast and Farmstay Establishments
  - Burial of a Body on Private Land
  - Cluster Housing in Residential Zones
  - Companion Animals Act
  - Dealing with Council on Health and Building Matters
  - Dual Occupancy
  - DRIVES System Procedure
  - Erosion & Sediment Control for Buildings, Industry and Intensive Agriculture
  - Exempt Development
  - Farm Forestry
  - Fire Protection Guidelines for Developers and Home Owners
  - Goulburn and Mulwaree Demographic Profile and Projections
  - Identifying Integrated Developments
  - Illegal Dumping of Waste
  - Installation, Operation, Maintenance and Surveillance of On-Site Sewage Management Facilities for Single Households
  - Keeping of Pigs
  - Local Initiative in Water Conservation and Protection in Mulwaree Shire – Oct 2002
  - Notification of Development Applications to Neighbours
  - Onsite Sewage Management Strategy
  - Open Space and Recreation Strategy – Marulan
  - Production of Noxious Weeds Management Programs
  - Provision of Services to Development – Telstra Network
  - Purchasing a Property – What Information can Council Provide 2002/2003
  - Rabbit Farming & Processing
  - Rural Subdivision – Agriculture
  - Rural Subdivision – Other Purposes
  - Settlement Strategy – November 2003
  - Threatened Species in Mulwaree Shire
  - Water Tanker Operators
- Mulwaree/Goulburn Displan (Disaster Plan)
- Mulwaree Local Environmental Plan 1995, – As Amended
- Community Land Plans of Management

- Policy Register including policies referring to:
  - Access to Council Documents
  - Calling, Opening and Consideration of Tenders/Quotations
  - Child Protection
  - Claims against Council
  - Closing of Office – Special Occasions
  - Code of Conduct for Councillors and Staff
  - Commercial Filming in Council area
  - Competitive Neutrality – Complaints
  - Competitive Provision of Services
  - Complaints Handling
  - Condition for 5 year Road Lease
  - Corporate Protocol
  - Customer Contact Protocol
  - Debt Recovery
  - Directional Signage
  - Disposal of Impounded Items
  - Distribution of Business Paper and Minutes
  - Drug and Alcohol Policy
  - Equal Employment Opportunity
  - Employee Induction Handbook
  - Formulation of Policies
  - Freedom of Information
  - Internal Reporting – Model Policy
  - Internal Reporting – Protected Disclosures
  - Local Approvals
  - Media Policy
  - Motor Vehicle Provision and Replacement
  - Order of Business – Council Meetings
  - Payment for Untaken Sick Leave
  - Payment of Donations
  - Payment of Expenses and Provision of Facilities to Mayor & Councillors
  - Placing of Advertisements
  - Public Liability Insurance
  - Public Notification (Development Applications)
  - Rehabilitation
  - Resolutions to be Actioned
  - Risk Management
  - Roads – Permission to Use
  - Safety Handbook
  - Sale of Land for Unpaid Rates
  - Section 94 and 64 Payments by Credit Card
  - Separation, Re-Use, reprocessing and recycling of waste received at Woodlawn
  - Smoke Free Working Environment
  - Straying Stock on Council Roads
  - Training Assistance Policy
  - Use of Council Seal
  - Use of Electronic Mail and Internet Facilities
  - Use, Operation and Maintenance of Chainsaws
  - Workers Compensation and Rehabilitation Process
- Annual Financial Reports.
- Auditors Reports.
- Annual Report.
- Register of Investments.
- Business Papers of Open Council and Committee Meetings.
- Minutes of Open Council and Committee Meetings.

**SECTION 2 – STATEMENT OF AFFAIRS**

Council's Statement of Affairs, which generally describes the structure and function of the Council, public access to Council and public participation in policy development was published in June 2003. Copies are available free of charge from the Council.

**SECTION 3 – CONTACT ARRANGEMENTS**

Enquiries concerning Freedom of Information and access to policy documents should be directed to:

The Public Officer  
Greater Argyle Council  
Locked Bag No 22  
GOULBURN NSW 2580  
Telephone: (02) 4823 7400  
Facsimile: (02) 4821 1504  
Hours: 8.00am to 4.30pm.

**FREEDOM OF INFORMATION ACT 1989****Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****UPPER HUNTER SHIRE COUNCIL****(Formerly Murrurundi Shire Council)****FOI Agency No. 2181****SECTION 1 – POLICY DOCUMENTS**

Advertising Sign Code  
Building Line Policy  
Building Over Sewer Mains Policy  
Bushfire and Emergency Manuals  
Code of Conduct  
Code of Meeting Practice  
Community Services Policy  
Delegations of Authority Register  
Development Control Plan – Exempt and Complying Development  
Development Incentive – Rate Moratorium  
E.E.O. Management Plan  
Emergency Management Plan  
Erection of Fences, Screen Walls & Courtyard Walls  
Expenses and Facilities Policy  
Fees & Charges  
Fence Roads, Motor By-Passes and Public Gates on Roads  
Financial Management Plan  
Hiring of Community Halls Policy  
Keeping of Horses animals and birds  
Legal Actions – Ability to Commence – Policy  
Local Approvals Policy  
Local Orders Policy  
Local Roads Category System  
Management Plan  
Minutes of Committee Meetings  
Minutes of Council Meetings  
Murrurundi Local Environmental Plan, 1993  
Nine Day fortnight Scheme  
Notification of Adjoining Owners Policy  
Occupational Health and Safety Code  
Parking in Council's Depot  
Plans of Management for Community Land  
Plant Replacement Policy  
Private Use of Council Vehicles Policy  
Risk Management Policy  
Road Maintenance Priority Policy  
Section 94 Contributions plans  
Sewerage Mains Extension Policy  
State of the Environment Report  
Subdivision Code  
Swimming Pools – Erection and Use Policy  
Use of Tape Recorders at Council Meeting  
Waste Collection Service  
Water Mains Extension Policy  
Work on Private Property Policy

**SECTION 2 – STATEMENT OF AFFAIRS**

The most recently published Statement of Affairs for Murrurundi Council is included in the Annual Report to 30 June 2003 and copies are available from the Public Officer.

**SECTION 3 – CONTACT ARRANGEMENTS**

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

The Public Officer  
Upper Hunter Shire Council  
C/- 47 Mayne Street  
PO Box 90  
MURRURUNDI NSW 2338  
Telephone: (02) 6546 6205  
Facsimile: (02) 6546 6599

Please note that Murrurundi Shire Council was dissolved by Proclamation of the Governor of NSW on 17 March 2004.

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

**SECTION 1 – POLICY DOCUMENTS**

The Council's Statement of Affairs contains a list of all Council publications including guidelines and other policy documents. Some additional policy documents are listed below:

- Annual Report – Period ended 30 June 2003
- Annual Financial Reports – Period ended 30 June 2003
- Auditors Report – Period ended 30 June 2003
- Bribes, Gifts and Benefits Policy and Register
- Cemetery Register
- Child Protection Policy
- Codes
  - Hairdressing, Beauty and Skin
  - Swimming Pools
  - Food Premises and Food Vehicles
  - Keeping of Dogs and Erection of Kennels
- Code of Conduct
- Code of Meeting Practice
- Community Plan
- Councillors Expenses and Facilities Policy
- Delegations of Authority Register
- Denman Management Plan 2003
- Denman Management Strategy 2003
- Development Control Plans
  - DCP 1 Off Street Parking Guidelines
  - DCP 2 Industrial Development Land Use
  - DCP 3 MBK Urban Housing Code
  - DCP 4 Eastern Land Bank
  - DCP 5 Muswellbrook Signage Code
  - DCP 6 Floodprone Land
  - DCP 7 Section 94 Contribution /Community Enhancement Plan
  - DCP 8 Guidelines for Subdivisions and Auspec
  - DCP 9 Erosion and Sediment Control
  - DCP 10 Re-zoning and DA's involving contaminated land
  - DCP 11 South Muswellbrook Strategic Study
  - DCP 12 Exempt and complying developments
  - DCP 13 Construction and Design Specifications
  - DCP 14 Trade Waste Approvals Policy
  - DCP 15 Muscle Creek Rural Residential Development
  - DCP 16 Sex Industry Policy
- Disaster Plans (Local Emergency Management Plan)
- Elections 2004 – Various Content.
- EEO Management Plan
- Fees and Charges Policy
- Financial Management Plan
- Freedom of Information Documents (Statement and Summary of Affairs)
- Greenhouse Reduction Strategy
- Interests of Councillors and designated persons
- Investments Register
- Land (Council) Register
- Leases and licences for public land
- Local Environmental Plan



Making Muswellbrook Shire Strategic Plan  
 Management Plan – Period ending 30 June 2004  
 Minutes and agendas of Committee & Council Meetings  
 Plans of land proposed to be compulsorily acquired by Council  
 Plans of Management for Community Land
 

- Bowman Park
- Simpson Park
- Victoria Park
- Brennan Park
- Karoola Park
- Highbrook Park
- Hunter Park
- Muswellbrook Town Hall
- Senior Citizens and Community Centre -Muswellbrook
- Denman Memorial Hall

 Operating Plans
 

- Olympic Park
- Weeraman Fields

 Policy Register  
 Privacy Management Plan and Code of Practice  
 Private Use of Council Vehicle Policy  
 Protected Disclosure Act Internal Reporting System  
 Occupational Health and Safety Policy  
 Revenue Policy  
 Skin Penetration Register  
 State of the Environment Report – Period ending 30 June 2003  
 UH Northern Regional Environmental Management Strategy  
 Urban Stormwater Management Plan  
 Water Cooling Systems Register

## SECTION 2 – STATEMENT OF AFFAIRS

The most recently published Statement of Affairs for the Muswellbrook Shire Council is dated December 2003. The Statement provides the following information:

- Public Participation in Policy Development
- How Council's Functions Affect the Public
- Structure and Functions of the Department
- Kinds of Documents Held

Copies are available from the Public Officer.

## SECTION 3 – CONTACT ARRANGEMENTS

Access to documents can be obtained at the Administration Centre, 157 Maitland Street, Muswellbrook NSW 2333. Some documents are available on Council's website [www.muswellbrook.nsw.gov.au](http://www.muswellbrook.nsw.gov.au)

The Council's Public Officer is Mr Steve McDonald, telephone 6549 3710, fax 6549 3701 access hours 9.00 am to 4.30 pm Monday to Friday.

Email: [council@muswellbrook.nsw.gov.au](mailto:council@muswellbrook.nsw.gov.au)

All applications shall be made to the General Manager or Public Officer in writing. The cost of F.O.I applications, all applications \$30.00, processing charge is \$30.00 per hour. Other details of fees can be obtained from the Public Officer

It is strongly recommended that members of the public contact the Public Officer before lodging FOI applications to ensure that documents are available or can be made available when required.

Council has adopted a Privacy Management Plan which sets out its policies and practices for dealing with privacy and personal information. The plan is accessible at Council's Administration Centre.

A person's rights of access under the Privacy legislation are quite separate from his or her rights under the Freedom of Information legislation, but are limited to "personal information" as defined in the Privacy legislation.

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

**SUMMARY OF AFFAIRS**  
**of the**  
**NARRABRI SHIRE COUNCIL**

**SECTION 1 – POLICIES**

<i>Policy Title</i>	<i>Version</i>	<i>Policy No.</i>	<i>Location</i>
<b>ADMINISTRATION &amp; MISC</b>			
Keeping and Affixing of Council Seal	28 May 2004	AD.000-00.2	PR
Privacy Management Plan	20 June 2000	AD.268-00.1	PR
Alcohol Free Zones Policy	18 December 2001	AD.602-01.1	PR
Motor Vehicle Policy	16 November 1999	FL.286-99.1	PR
<b>COUNCIL MEETINGS &amp; COUNCILLORS</b>			
Code of Meeting Practice	16 August 2003	CL.369-03.2	PR
Council Committee Structure	2004	CL.000-00.1	PR
Public Addresses to Council	19 May 1998	CL.289-98.1	PR
Payment of Expenses and Provision of Facilities to Councillors	20 March 2001	CL.070-01.4	PR
<b>FINANCE</b>			
Contributions and Donations Policy		FI.924-94.1	PR
Revenue Policy – Water and Sewer	15 April 1997	FI.251-97.1	PR
Water Usage Charges – Hardship Provisions	20 July 1999	FI.375-99.1	PR
Procurement Policy	16 December 2003	FI.582-04.1	PR
Revenue Policy	18 June 2002	FI.279-02.1	PR
<b>HEALTH, BUILDING AND PLANNING</b>			
Legal Opinions Policy (Planning Matters)	18 November 1997	HB.888-97.1	PR
Development Control Plans			
Medium Density Development	19 January 1993		PR
Subdivision Code	20 February 1996	HB.147-96.1	PR
Parking Code	19 January 1993	HB.094-93.1	PR
Exempt and Complying Development	15 August 2000	HB.416-00.1	PR
Building Line	20 February 1996	HB.147-96.2	PR
Building Near Sewer and Stormwater Mains	20 February 1996	HB.147-96.3	PR
Drainage to Buildings	20 February 1996	HB.147-96.4	PR
Encroachments onto Public Roads	20 February 1996	HB.147-96.5	PR
Landfill Development	19 February 2002	HB.006-02.1	PR
Outdoor Advertising	19 December 2000	HB.644.00.1	PR
Requirements for Tourist Accommodation	March 2001		PR
Water Supply to Buildings	20 February 1996	HB.147-96.6	PR
Development Notification Policy	19 January 1993	HB.094-93.1	PR
<b>PARKS, GARDENS AND RESERVES</b>			
Narrabri Lawn Cemetery Plaques and Plinths	19 March 1998	PG.172-98.1	PR
<b>ROADS</b>			
Public Gates and Grids on Public Roads	21 September 1999	RD.356-99.1	PR
<b>WATER AND SEWER</b>			
Liquid Trade Waste Policy	19 February 2002	WS.047-02.1	PR
Sewer Junction Connection Policy	19 December 2000	WS.637-00.2	PR
Water Service Connection Policy	19 December 2000	WS.637-00.1	PR

<i>Policy Title</i>	<i>Version</i>	<i>Policy No.</i>	<i>Location</i>
<b>HUMAN RESOURCES</b>			
Occupational Health and Safety Policy	15 April 2003	HR.182-02.1	PR
Three Days Special Leave	25 March 1997		SPR
Area Zone Annual Leave	25 March 1997		SPR
Staff Conference Expenses	25 March 1997		SPR
Defence Force Reserves	25 March 1997		SPR
Staff Housing Rentals	25 March 1997		SPR
Interview Expenses	25 March 1997		SPR
Pre-employment Medical Examinations	25 March 1997		SPR
Annual Picnic Day	25 March 1997		SPR
Removal Expenses	25 March 1997		SPR
Telephone Installations Private Residence	25 March 1997		SPR
Staff Christmas Functions	25 March 1997		SPR
Staff Vehicle Leases	16 November 1999	HR.680-99.1	SPR
Salaried Staff – RDO System (Guidelines)	25 March 1997		SPR
Staff Personal Study Provisions	25 March 1997		SPR
Leave without pay	25 March 1997		SPR
Annual Leave Policy	15 November 1994	HR.1164-94.1	SPR
Code of Conduct	20 February 2001	HR.018-01.1	SPR
Interview Policy	July 1991		SPR
Long Service Policy	July 1991		
Medical Policy	15 November 1994	HR.1164-94.1	SPR
Picnic Day Policy	15 November 1994	HR.1164-94.1	SPR
Salary Structure	21 September 1999	HR.511-99.1	SPR
Protected Disclosures Act	18 February 1997	HR.106-97.1	SPR
Removalist Policy	July 1991		SPR
Staff Conference Expenses Policy	15 November 1994	HR.1164-94.1	SPR
Staff Rental Policy	15 November 1994	HR.1164-94.1	SPR
Staff Uniform Policy	21 November 2000	HR.561-00.1	SPR
Staff Christmas Function Policy	15 November 1994	HR.1164-94.1	SPR
Study Leave Policy	18 July 1995	HR.730-95.1	SPR
Telephone Reimbursement Policy	15 November 1994	HR.1164-94.1	SPR
Vehicle Lease Back Policy	17 May 1994	HR.439-94.1	SPR
Return to Work Policy	15 April 2003	HR.1332-03.1	SPR
<b>OTHER DOCUMENTATION</b>			
Staff Delegations of Authority	June 2004		DR
Narrabri Aerodrome Procedures Manual	3 December 2001		RD
Narrabri Aerodrome Emergency Procedures	24 July 2002		RD
Local Environmental Planning Instruments			
Narrabri LEP No. 2 (as amended)	1986		RD
Narrabri LEP No. 5 (as amended)	1988		RD
Narrabri LEP (as amended)	1992		RD
Section 94 Contributions Plan	17 April 2001	HB.133-01.1	RD
Section 64 Plan			RD
State of the Environment Report			RD
Narrabri Shire Council Local Displan	2 July 1999	R03/0057	RD
Narrabri District Bushfire Management Plan	30 April 1998	R03/0056	RD
Narrabri District Fuel Reduction Management Plan	18 July 1997	R03/0056	RD

**KEY**

PR – Policy Register

SPR – Staff Policy Register

DR – Delegations Register

RD – Reference Document/Database

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

**SECTION 1 – POLICY DOCUMENTS**

Code of Conduct  
Code of Meeting Practice  
Equal Employment Opportunity (EEO) Manual  
Management Plan 2004/2007  
Protected Disclosures – Internal Reporting System  
Safety Practice Policy  
Bush Fire Management Plan  
Local Area Disaster Plan  
Aerodrome Management Plan  
Confined Spaces Manual  
Road Asset Management System  
Water Asset Management System  
Sewer Asset Management System  
Local Environment Plan 1991  
Nallabooma Park Rural Residential Subdivision Code  
Narrandera Heritage Study  
Industrial Development Control Plan  
Corella Woods Residential Subdivision Covenant and Fencing Code  
National Food Premises Code  
Local Approvals Policy  
Local Orders Policy  
Section 94 Contribution plans  
Code for Residential Flat Buildings  
State of the Environment Report  
Water Supply Headworks Contribution Policy  
Delegation of Authority  
Councillors Expenses and Facilities Policy  
Minutes of Meetings – Council and Committee  
Policy Register  
Building Control Policies  
Bush Fire Control Policies  
Community Facilities Policies  
Employment and Safety Policies  
Finance and Rating Policies  
Health and Environment Policies  
Noxious Weeds Policy  
Operational Policies  
Advertising Structures And Signs  
Bush Fire Control  
Emergency Management  
Fees And Charges  
Finance  
Garbage Service  
Occupational Health and Safety  
Parks Gardens and Reserves  
Plant Hire and Private Works  
Trees and Nature Strips  
Subdivision  
Planning Policies

Parks and Recreational Policies  
Plant Policy  
Tendering Policy  
Roads and Public Works Policies  
Tourism Promotional Policy  
Records Management Policy  
Sewerage Local Fund Policies  
Water Supply Local Fund Policies  
Annual Report  
Auditors Report  
Business Papers  
Disclosures Register  
Land Register  
Investment Register  
Building Certificate Records  
Building Application/Approval Records  
Development Application/Consent Records

## **SECTION 2 – STATEMENT OF AFFAIRS**

A copy of Council's most recent Statement of Affairs (as at December 2003) can be obtained from Council's Freedom of Information Officer, at the address shown below.

## **SECTION 3 – CONTACT ARRANGEMENTS**

Applications and/or enquiries regarding Freedom of Information should be directed to:

Mr M. Hiscox  
Freedom of Information Officer  
Narrandera Shire Council  
141 East Street  
NARRANDERA NSW 2700  
Telephone: (02) 6959 5510  
Fax: (02) 6959 1884  
Email: [martin.hiscox@narrandera.nsw.gov.au](mailto:martin.hiscox@narrandera.nsw.gov.au)  
Website: [www.narrandera.nsw.gov.au](http://www.narrandera.nsw.gov.au)  
Hours: 8.15 am to 4.30 pm

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**FREEDOM OF INFORMATION ACT 1989**  
**Section 14 (1) (b) and (3)**  
**SUMMARY OF AFFAIRS**  
**of the**  
**NARROMINE COUNCIL**  
**FOI Agency No. 2186**

**SECTION 1 – POLICY DOCUMENTS**

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

1. Annual Report
2. Code of Conduct
3. Code of Meeting Practice
4. General Policy Register
5. Narromine Shire Council Development Control Plan
6. Narromine Shire Council LEP
7. Management Plan
8. Business Papers for Council and Committee Meetings
9. Minutes of Council and Committee Meetings
10. Register of Disclosure of Interests
11. State of Environment Report
12. Contribution Plan
13. Delegation of Authority Register
14. Disaster Plan
15. EEO Plan
16. Expenses and Facilities Policy (for Councillors)
17. Financial Management Plan
18. Internal Reporting Policy (for purposes of Protected Disclosure Act)
19. Plans of Management for Community Land
20. Section 94 Contribution Plan
21. Subdivision Code
22. Advertising Code (for structures and commercial signs)
23. Notification of adjoining owners policy
24. Building Line policy
25. Fees and Charges policy
26. Flood Prone Land Policy
27. Occupational Health and Safety Code
28. Private Use of Council Vehicles Policy
29. Smoke Free Work Environment Policy
30. Auditors Report
31. Land Register
32. Investment Register
33. Building Certificate Records
34. Building application/approval records
35. Development application/consent records

**SECTION 2 – STATEMENT OF AFFAIRS**

Narromine Council's Statement of Affairs is currently available for inspection at Narromine Council Chambers 124 Dandaloo Street Narromine and may be obtained by contacting the Public Officer.

**SECTION 3 – CONTACT ARRANGEMENTS**

Requests for access to documents held by Narromine Council and subject to the Freedom of Information Act 1989 should be accompanied by a \$30.00 application fee and directed in writing to:

The Public Officer  
Narromine Council  
PO Box 115  
NARROMINE NSW 2821

Enquiries may be directed to the Public Officer, Mrs V. Roberts, by telephoning (02) 6889 9999, Monday to Friday between 8.30 am and 5.00 pm.

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

**SECTION 1 – POLICY DOCUMENTS**

The following policy and information documents are available for inspection free of charge. Copies of some of the documents are available for a set fee, as listed in the fees and charges register and others for a photocopying charge. Other information documents are available from Council, and Council should be contacted directly for further details.

Aboriginal Employment Strategy (2003)  
Access Directory 2003  
Access Policy (2003)  
Airshed Management Plan  
Alcohol free zones policy  
Aquatic Facilities Opening Hours – 2004/2005  
Archaeological Management Plan  
Assessment of Boarding Houses Action Strategy  
Auditor's report 2002/2003 (Including Annual Financial Statements 2002/2003)  
Back Packer Tourism Strategy for the City of Newcastle (2001)  
Beaches patrol period (See Aquatic Facilities)  
Beaumont Street urban design study (1991)  
Beresfield Golf Course Business Plan 2003  
Blue Gum Hills Integrated Local Area Plan (1996)  
Car Parking Policy for Newcastle (Draft – 2000)  
Carparking provision for subdivisions  
Cathedral Park: Mulimbah Cottage Heritage Study (1991)  
CBD Urban Design and Heritage Study (1989)  
City Wide Maintenance Policy (2003)  
Civic and Cultural Precinct Statements of Strategic Intent – (2003) & Masterplan (2004)  
Civic Precinct Hiring Agreement (Ticketed Events) – City Hall  
Civic Precinct Hiring Agreement (Ticketed Events) – Civic Theatre  
Civic Precinct Hiring Agreement (Non Ticketed Events) – City Hall  
Civic Precinct Hiring Agreement (Non Ticketed Events) – Civic Theatre  
Civic Precinct Hiring Agreement (Non Ticketed Events) – Wheeler Place  
Code of Conduct  
Code of Meeting Practice  
Commitment by Newcastle City Council to the young people of the City 1997  
Communication Strategy  
Community Development Policy  
Community Facilities Review 1997  
Community Safety Policy  
Community Services Directory  
Community Snapshot Profiles (2001)  
Companion Animal Management Plan  
Complying Development Guidelines  
Constitution – S355 Committee for Management of Parks  
Consultation Policy and Guidelines 2000  
Contaminated Land Planning Guidelines  
Convict lumberyard, Stationmaster's residence and Paymaster's office – conservation policy (1992)  
Corporate Sponsorship of Council Activities  
Council Sponsorship of Community Activities  
Councillors and designated persons – Returns of Interest (Public Officer)  
Crime Prevention Plan for City Centre and Inner City  
Crime Prevention Plan No.2 – Whole of City



Crime Prevention Plan 3 – Mayfield  
Cultural Industry Policy  
Customer Service Policy  
Delegations Register (Electronic copy held in Dataworks)  
Development Application Guide ('DA GUIDE')  
Development Control Plans:  
    DCP 5 Elernmore estate subdivision (1981)  
    DCP 6 Maryland subdivision (1982)  
    DCP 9 Old Caledonian railway corridor between St James Road and Newton Street New Lambton (1983)  
    DCP 10 Part of land bounded by Cardiff Road, Jubilee Road and the City of Lake Macquarie boundary Elernmore Vale (1983)  
    DCP 13 Warabrook estate (Area covered by LEP 30) (1984)  
    DCP 18 Interim policy on floodplain management for the Hunter River floodplain  
    DCP 19 Outdoor advertising code  
    DCP 20 Guidelines for industrial development  
    DCP 21 Ajax Avenue Maryland  
    DCP 22 New Lambton Gardens  
    DCP 23 Elernmore Vale Extension  
    DCP 24 Car parking code  
    DCP 25 Beaumont Street Hamilton commercial centre  
    DCP 26 Minmi conservation study  
    DCP 27 Hope Street locality Wallsend  
    DCP 28 Fletcher (Eastern precinct)  
    DCP 29 Single dwelling and dual occupancy code  
    DCP 31 Warabrook South  
    DCP 32 Darby Street Commercial Precinct  
    DCP 33 Landscape Design Principles & Guidelines  
    DCP 34 South Beresfield Industrial Estate Precinct  
    DCP 35 Harde Avenue Estate Maryland  
    DCP 37 Honeysuckle (Marina Precinct)  
    DCP 39 Hannell Street Wickham  
    DCP 40 City West  
    DCP 41 Kooragang Port and Industrial Areas  
    DCP 42 Fletcher (Western Precinct)  
    DCP 43 Contaminated Land  
    DCP 44 Conservation Area Guidelines  
    DCP 46 Code for Regulation of Brothels and Other Sex Industry Establishments  
    DCP 47 Mixed Use Compatability and Design Guide  
    DCP 48 Land Bounded by Tyrell, Wolfe, Church and Perkins Street, The Hill  
    DCP 49 Public Notification  
    DCP 50 Stormwater Management for Development Sites (1999, Draft Amendments 2003)  
    DCP 51 Energy Smart Homes  
    DCP 52 Former Beaumont Park Site  
    DCP 55 Flood Management for Development Sites (2004)  
        – Assessment Criteria  
        – Technical Manual  
    DCP 56 Waste Minimisation  
    DCP 57 City East Urban Design Guidelines  
    DCP 58 Hamilton South Conservation Area (Draft)  
    DCP 59 Exhibition Homes  
    DCP 60 Former Defence Land – Brunner Road Adamstown  
Draft Newcastle Development Control Plan 2004  
Disability Action Plan 1988  
Dispute Resolution Policy  
Dust Control Guidelines  
Ecologically Sustainable Development Tendering Policy  
Economic Development Strategy for the City of Newcastle (June 2000)  
EEO Management Plan  
Electronic Mail Usage and Internet Access

## Employment Related Policies:

- Recruitment
- Reimbursement of Relocation Expenses
- Reimbursement of travel expenses
- Pre-employment Medical Examination
- Environmental Small Grants Program Guidelines
- Equitable Pricing Policy
- Ethnic Affairs Policy
- Exempt Development Guidelines
- Fees and Charges Register 2003/2004
- Fernleigh Track Implementation Plan – February 1999
- Flags flying – City Hall
- Food hygiene for food handlers
- Food Safe food handler training program
- Footway dining areas in Newcastle
- Foreshore Usage Policy 1996 (Revised) Oct 2003
- GAIN Plan – Greenhouse Action in Newcastle 2001 – 2008
- General Records Disposal Schedule
- Grand piano use Newcastle City Hall function centre
- Guidelines and Constitution for Community Forums
- Guidelines for the Construction and Operation of Hairdressing, Beauty and Skin Penetration Premises
- Hamilton South-east conservation study (1986)
- Honeysuckle Social Impact Assessment and Social Infrastructure Strategy 1997
- Human Services Policy
- Indicators of a Sustainable Community (Reports 1 – 3)
- Installation maintenance air handling policy
- Interaction Between Councillors and Staff
- Investment of temporary surplus funds policy
- Investment Strategy
- Land register (Asset Management Unit City Strategy Group)
- Landscape Structure Plan – 1990
- Lanes, Roads and Footway Ownership Policy (2003)
- Library Business Plan
- Library Collection Development Policy
- Library Service Delivery Model 2002
- Loan Borrowing Policy
- Lower Hunter Urban Housing Development Control Plan Management Plan – 2004/2005 – 2006/2007
- Maryland Minmi structure plan (1994)
- Mobility Maps 2003
- Naming of parks and reserves
- Naming of streets
- Newcastle Central Area Strategy (1992)
- Newcastle Civic Area Urban Design Study (1984)
- Newcastle Coastline Hazard Definition Study (2000)
- Newcastle Coastline Management Study and Plan (2003)
- Newcastle East Heritage Tourism Plan
- Newcastle Local Disaster Plan – (Displan) – 2003 Amended
- Newcastle Environmental Management Plan II (2003)
- Newcastle Flood Policy 2004 Parts A (Principles) & B (Atlas)
- Newcastle Green Spaces Strategy (2000)
- Newcastle Inner Areas Conservation Planning Study
- Newcastle – Lake Macquarie Bike Plan 1996
- Newcastle and Lake Macquarie open space and recreation study 1987
- Newcastle Recreation and Open Space Plan – Oct 1996
- Newcastle Region Art Gallery Acquisitions Policy
- Newcastle Regional Museum Collection Policy (on Internet)
- Newcastle Regional Museum Collection Database (Electronic Record available at Museum and on Internet)
- Newcastle Regional Museum Education Policy (on Internet)
- Newcastle Regional Museum Mission Statement (on Internet)
- Newcastle Stormwater Management Plan (2004)

Newcastle Tourism: Tourism Development Plan (2002)  
Newcastle Urban Strategy and Background Report (1998)  
On Site Sewage Management Strategy  
Park Bookings Policy – December 2003  
Park Memorials Policy  
Parking Permits – Conditions and Eligibility Criteria  
Parking permits – residential  
Parking Strategy for Newcastle Business Plan 1995  
Parking Strategy for Newcastle Business Plan Update 1997  
Payment of expenses and provision of facilities to Lord Mayor and Councillors  
Pecuniary Interest Disclosure Register  
Pedestrian Access Mobility Plan – May 2002  
Plans of Management:  
    Adamstown Park/Myers Park July 1996  
    District Park (1991)  
    Beresfield Golf Course Plan of Management 2003  
    Bushlands – October 2000 – (incorporating Blackbutt Reserve Management Plan and Jesmond Bushland Management Plan)  
    General Community Use Land – October 2000  
    Glendore Community Facility (2003)  
    Heritage Places – Strategic Plan and Plan of Management (Dec 2000) (Amended 2002 and 2003)  
    Jesmond Park, Jesmond Bushland – May 1991  
    Neighbourhood Parks – December 2000 (Amended 2003)  
    Newcastle National Park – December 2000  
    Playgrounds (October 2000)  
    Sportslands (December 2000) (Amended 2003)  
    Tarro Recreation Area (1990)  
    The Foreshore (2000)  
    Wallsend Brickworks Park (2001)  
Policy and Background Statement on Newcastle Mainstreets (2001 revised 2003)  
Position Statement on Public Space (2000)  
Position Statement on Illicit Drugs (2000)  
Procurement Policy  
Pricing Policy Questionnaire  
Public Art and Placemaking Policy 2003  
Public Land Re-Classification Policy – June 2000  
Public Transport Discussion Paper (2000)  
Public Voice Policy  
Register of investments (Held electronically in Corporate Services Group)  
Restricted Assets – Reserves Management Policy  
Risk Control Program – Statement of Commitment  
Road closures – temporary  
Road openings  
Road Safety Strategic Plan 2002 – 2010  
Section 94 Contributions:  
    Plan No. 1 – 2002  
    Plan No. 4 – 1997  
Senior Citizens Centres Policy  
Shoptop housing kit  
Signage Policy for Beaches, Pools, Parks and Reserves (2003)  
Social Equity and Information Technology  
Social Impact Assessment Policy (1999)  
Social Plan – (2000)  
Solid Waste Management Strategy – December 1995  
Sports Policy (June 1998)  
State of the Environment Report 2000-2001; 2001-2002; 2002-2003  
Steel River Strategic Impact Assessment Study  
Stockton Beach Tourist Park Business Plan 2000  
Street Lighting Interim Policy (2002)  
Subdivision Code  
Summary of Affairs

Summerhill Land Use Strategy Study (1996)  
Sustainable Urban Water Policy for Newcastle (2004)  
Swimming Centre Information Brochure  
Temporary Food Premises – Guidelines for  
Termite Management – Position Statement – Nov 2003  
Throsby Creek – Total Catchment Management (Revised 2002)  
Tighes Hill, Wickham, Islington, Maryville planning study (1986)  
Traffic Studies:  
    Adamstown Traffic Study (1993)  
    Broadmeadow Traffic & Parking Study – Final Report  
    Cooks Hill Traffic Management Scheme – Stage 2 Final Report (November 1995)  
    Cooks Hill Traffic Study (1988)  
    Hamilton Parking Study (1992)  
    Hamilton Parking Study (1995)  
    Hamilton Traffic Study (1990)  
    Maryville Traffic Management Scheme (1989)  
    Mayfield Traffic Study (1989)  
    Merewether Traffic Study (1992)  
    Newcastle East Traffic Study (1994)  
    Newcastle Hill Traffic Study (1990)  
    New Lambton Major Traffic Routes Study (1992)  
    Tighes Hill, Wickham, Islington, Maryville Traffic Management Scheme Stage 2 (1993)  
Tree Management Policy (See LEP 2003)  
Urban Design Study for Newcastle's Convict Lumber Yard Precinct (1992)  
Valuation Registers (Rates Department) – Subject to Fee  
Volunteer Protocol (2002)  
Wallsend Cemetery Conservation Report  
Wallsend Heritage Mainstreet Study  
Waste containers on public roads policy  
Wickham Urban Village – A Concept and Strategy Study (1995)  
Wickham Urban Village – Streetscape & Traffic Movement Study

## **SECTION 2 – STATEMENT OF AFFAIRS**

A Statement of Affairs will be prepared and available for inspection from 31 December 2004.

## **SECTION 3 – CONTACT ARRANGEMENTS**

The documents may be inspected during normal business hours at City Administration Centre. Enquiries concerning the documents should be addressed to:

Public Officer  
Newcastle City Council  
282 King Street  
PO Box 489  
NEWCASTLE NSW 2300  
Telephone: (02) 4974 2000  
Fax: (02) 4974 2222

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

- Access to Council Documents
- Complaints
- Corporate Sponsorship
- Councillor Access to Staff
- Customer Service
- Freedom of Information
- Mayor and Councillor Facilities and Benefits
- Mediation
- Open Government
- Precincts
- Procurement Policy
- Use of Council Seal
- Code of Meeting Principles and Practices
- Code of Conduct for Councillors
- Code of Conduct for Staff and Service Providers
- Code of Conduct for Precinct Committees
- Investment
- Personal Treatment Entitlement Card Holder
- Voluntary Rebates to Pensioners for Rates and Charges
- Collection and Recording of Information
- Collection and Recording of Information Guidelines
- Signs as Remote Supervision
- Signs as Remote Supervision Guidelines
- Divisional Policy Statements
- Urban Design Panel
- Child Protection
- Community Centres, Cultural and Recreational Facilities
- Disability Discrimination
- Donations
- Library Collection Development
- North Sydney Arts Committee
- Community Information
- Divisional Policy Statements
- Charitable Recycling Bins
- Filming Within Council Area
- Management of Council Land and Facilities
- Resident Parking Permit
- Use of the Footpath for Outdoor Dining or Displaying of Goods
- Circus
- Keeping of Roosters
- Overhanging Branches
- Public Bin Minimisation

**Human Resources**

- Equal Employment Opportunity
- Harassment
- Grievance Procedures
- HIV/Aids Anti-Discrimination

- Recruitment and Selection
- Recruitment and Selection Procedures
- Employment Screening – Working with Children Check
- Salary System Policy
- Leaseback Vehicles
- Employee Identification: Name Badges
- Employee Identification: Name Badges Procedures
- Employee Identification: Photo ID Card
- Employee Identification: Photo ID Card Procedures
- Long Service Recognition
- Long Service Recognition Procedures
- Driver Incentive Bonus
- Job Share
- Replacement of Stolen and Lost Property
- Industrial Agreements: Indoor and Outdoor Staff
- Home-Based Work
- Council Fleet Vehicle
- Equipment Allocation
- Salary Sacrifice
- Flexi-Time
- Travel Assistance
- Internal Reporting – Protected Disclosures
- Internal Reporting – Protected Disclosures Procedures
- Alcohol/Drugs in the Workplace
- Alcohol/Drugs in the Workplace Procedures
- Confidentiality of Employee Information
- Traffic Regulations – Council Vehicles
- Web Access & E-mail Policy
- E-mail Monitoring Guidelines
- Telephone & Voicemail Policy
- Service 1st Telephone Standards
- Attendance/Absenteeism
- Attendance/Absenteeism Procedures
- Parental Leave
- Parental Leave Procedures
- Voluntary Bush Fire Fighting
- Defence Forces Reserve Leave
- Sick Leave – Payment on Termination Policy
- Leave Without Pay
- Concessional Leave
- Bereavement Leave
- Counselling & Disciplinary
- Counselling & Disciplinary Procedures
- Dismissal Guidelines
- Drivers involved in Accidents
- PPA Appeals Process
- Service First Award Scheme Policy
- Training & Development
- Training & Development Procedures
- Education Assistance
- Education Assistance Procedures
- Summary of the Education Assistance Policy
- Occupational Health & Safety
- Rehabilitation
- Smoking in the Workplace
- Personal Protective Equipment (PPE)
- Personal Protective Equipment (PPE) Procedures
- Health Assessment
- Health Assessment Procedures
- Manual Handling
- Manual Handling Procedures

- First Aid
- Injury Incident Management Procedures
- Employee Assistance Program (EAP)
- Employee Assistance Program (EAP) Procedures
- Workers Compensation Procedures
- Redundancy
- Redeployment
- Resignation

## **SECTION 2 – STATEMENT OF AFFAIRS**

North Sydney Council's most recent Statement of Affairs (30th June 2004) is available to the public free of charge from the Public Officer, or on the North Sydney Council website at [www.northsydney.nsw.gov.au](http://www.northsydney.nsw.gov.au).

## **SECTION 3 – CONTACT ARRANGEMENTS**

Members of the public seeking access to North Sydney Council's policy documents are invited to make initial contact with the Public Officer who can arrange for copies of documents to be made available. Alternatively, they may be viewed on the Council's web site at [www.northsydney.nsw.gov.au](http://www.northsydney.nsw.gov.au)

The Public Officer is available during normal business hours of 9.00 am – 5.00pm, Monday to Friday. Contact by phone should be made prior to a personal visit.

Public Officer  
North Sydney Council  
200 Miller Street  
NORTH SYDNEY NSW 2060  
Telephone: 9936 8114  
Email: [council@northsydney.nsw.gov.au](mailto:council@northsydney.nsw.gov.au)

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

**SECTION 1 – POLICY DOCUMENTS**

Policy documents produced by The Oberon Council are as follows:

Management Plan including:

- Equal Employment Opportunity Policy
- Revenue Policy

Annual Report

Annual Financial Reports

Auditors Reports

Development Contributions Plan 2000

- Parts A, B, C and D
- Incorporating the Section 94, The Stormwater, and the S64 Water Supply Water Authorities Act 1987, Water Supply Headworks Contribution Plan and the Sewer Supply Headworks Contribution Plan.

Development Control Plan 2001

- A – Rural 1(a)
- B – Subdivision
- C – Residential
- D – Commercial and Industrial
- E – Advertising and Signage
- F – Car Parking
- G – Tourism
- H – Notification
- I – Rural
- J – Titania Park
- K – Riverdale and Llambada
- L – Cunynghame Park
- M – Complying Development
- N – Exempt Development

Oberon Local Environmental Plan 1998

State of the Environment Report

Plan of Management for Community Land – Residential Rural Reserves

Waste Management Plan

Oberon Disaster Plan

Register of investments

Returns of the interests of councillors, designated persons and delegates

Business papers for council and committee meetings (but not including business papers for matters considered when a meeting is closed to the public)

Minutes of council and committee meetings (but not including minutes of a meeting or any part of a meeting that is closed to the public other than the recommendations of that meeting)

Records of approvals granted and decisions made on appeals concerning approvals

Records of building certificates

Leases and licences for use of public land classified as community land

Policy on Code of Meeting Practice

Policy for Code of Conduct

Policy for Payment of Travelling Expenses to Councillors

Policy for Councillor Procedures for Dealing with Concerns Regarding Staff

Policy for Discussion of Employee Entitlements

Policy for Interpreting the Financial Statements

Policy on Questions from the Public

Policy for Negotiations between Parties

Policy for Tea and Coffee



Policy for Advertising in the Press  
Policy on Appointment of Solicitors  
Policy for Internal Reporting under the Protected Disclosures Act 1994  
Policy on Staff Attendance at Training Courses  
Policy on Payment for Staff Training Courses  
Policy for Payment of Sick Leave Bonus  
Policy for Long Service of Employees  
Policy for Gratuity Payments to Staff on Termination of Employment  
Policy for Corporate Uniforms  
Policy for Rental Payment of Telephones installed in Homes of Staff Member  
Policy for Private Leasing of Council Owned Vehicles  
Policy for Occupational Health & Safety  
Policy for Staff Engagements – Medical Fitness  
Policy for Debt Recovery and Write-Off of Unrecoverable Debts  
Policy for Determining Dominant Use of Residential/Business Properties for Rating Purposes  
Policy for Pensioner Concessions in Respect of Previous Years  
Policy for Donation of Non-Rateable Sewerage Charges  
Policy for Water Meter Levy on Fire Services  
Policy on the Provision of Water to the Golf Club  
Policy on Stepped Tariff for Major Water Consumers  
Policy for Tenders  
Policy for Granting of Donations to Charitable Bodies  
Policy for Donations to Staff Christmas Parties  
Policy for Use of the Care Car  
Policy on Equal Treatment of Developments  
Policy on Oberon Local Approvals – Neighbour Notification  
Policy on Agricultural Land Classification  
Policy for Rural Subdivisions – Noxious Weed Control  
Policy for Disposal of On-Site Waste Water  
Policy on Sewage Management Exemptions  
Policy for Absorption Trenches  
Policy for Resiting of Buildings  
Policy for Issue of Building Certificates  
Policy for Release of Subdivision Certificates  
Policy for Lapsing of Development Consents  
Policy on Determination of Applications for Tourism Development  
Policy for Street Furniture  
Policy for Placement of Electricity Pits  
Policy on Underground Electricity Distribution in the Village of Oberon  
Policy for Energy Efficient Housing in Oberon  
Policy for Energy Efficient Building Award  
Policy for Development Application Fees for Sporting Clubs  
Policy for Refund of Development Application Fees  
Policy for Wind Monitors  
Policy for Trainee Study Scholarship Mentoring Program  
Policy on Food Establishment Inspections  
Policy for the Operation of Street Vending Vehicles  
Policy on People who Spit in the Street  
Policy for Calculation of S94 Contributions for Commercial Premises  
Policy for Payment of S94 Contributions for Gravel Extraction  
Policy for S94 Contributions Plan for Car Parking  
Policy for Faulty Resin at Garbage Depot  
Policy for Recycling Receipts  
Policy for Issuing SEINS Fines under the Companion Animals Act & Impounding Act  
Policy for Registration and Microchipping of Companion Animals  
Policy for Stock Travelling within the Village of Oberon  
Policy for Stock Impounding Outside of Oberon Area  
Policy on Swimwear at Swimming Pool  
Policy for use of Swimming Pool by School Groups  
Policy for Free Entry to the Swimming Pool on Australia Day  
Policy for Land Acquisition for Roadworks

Policy for Road Standards for Subdivisions  
Policy for Accesses to Rural Properties  
Policy for Conditions Applying to the Erection of Public Gates & Grids  
Policy on Construction of Kerb and Gutter  
Policy for Federal Financial Assistance Grants Road Funding  
Policy for B-Double Route in Industrial Subdivision  
Policy for Roadside Trees and Shrubs  
Policy for Removal of Trees from Council Road Reserves  
Policy for Tree Management – Advance Energy  
Policy for Street Lighting – Advance Energy  
Policy for Advertising on Bus Shelters  
Policy on Dirty Water Damages  
Policy for Obtaining Easements  
Policy for Sale of Surplus Equipment  
Policy for the Offering of a Reward for Vandalism  
Policy for Clean-Up Campaign  
Policy for Trainee Study Scholarship Mentoring Program  
Policy for Council's Involvement in Land Development  
Policy on Acceptance of Offers on Land  
Policy for Conditions Applying to the Conduct of Car Rallies on Council Roads  
Policy for Conditions Applying to the Conduct of Car Rallies Where Council Roads are Used as Transport Sections Only  
Policy for Conditions Applying to the Conduct of Touring Road Events  
Policy for Display of Tourism Brochures

## **SECTION 2 – STATEMENT OF AFFAIRS**

The Oberon Council's most recent Statement of Affairs is for the year ending 30 June 2004.

## **SECTION 3 – CONTACT ARRANGEMENTS**

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

Arrangements to inspect or purchase policy documents may be made by contacting the following officer between 8.30am and 4.30pm on week days.

The Public Officer  
The Oberon Council  
137-139 Oberon Street  
PO Box 84  
OBERON NSW 2787

**FREEDOM OF INFORMATION ACT 1989****Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****ORANGE CITY COUNCIL****FOI Agency No. 2192****SECTION 1 – POLICY DOCUMENTS**

The following documents are available for public inspection:

- Access for People with Disabilities
- Accrued Leave
- Acquisitions – Regional Gallery
- Ageing and Disability Funding
- Ageing and Disabilities Services – Development and Provision
- Ageing and Disability Services, HACC Service Standards Policies and Procedures Manual
- Alcohol & Drug Free Workplace
- Annual Leave
- Banners in CBD
- Best Practice – Gathering Information
- Bin Exchange Policy
- Botanic Gardens – Exclusive Use
- Building over and/or adjacent to sewers
- Cabonne Shire Residents – Water Supply
- Carers Leave
- Carers Leave – Birth of a Child
- Casual Employment
- Certificates of Service and References
- Chemical Safety
- Childrens Services (Policies Procedures and Safety Guidelines)
- Christmas Parties – Neighbourhood Street
- Civic Emergencies Leave
- Clothing Recycling Bins in Public Places
- Code of Conduct
- Community Consultation
- Community Communication Strategies for Development Proposals
- Community Services – Planning and Development
- Competitive Neutrality Complaints
- Concrete Footpath Charges
- Construction Sites – Time of Work
- Construction Zones
- Contaminated Lands
- Contaminated Material – Agreement for Testing, Treatment and Disposal
- Council Investments
- Council's Pricing Policy
- Councillors – Payment of Expenses and Provision of Facilities
- Customer Service Guarantee
- Decisions – Regional Traffic Committee
- Delegations/Sub-Delegations to Mayor and General Manager
- Development Activity – Public Notice
- Development Control Plan and Codes within the Development and Technical Services Divisions
- Directional Signs Policy to Include Churches
- Disciplinary Policy
- Driveways – Alterations and Maintenance
- EEO Grievance Policy
- Email Policy
- Equal Employment Opportunity

- Exhibitions – Regional Gallery
- Eye Protection
- Family Day Care
- Family Day Care Caregivers
- Family Leave
- Fixed Term Employment
- Food Premises – National Code for the Construction and Fitout of
- Footpath Maintenance
- Gallery – Acquisitions
- Gallery – Art Rental Scheme
- Gallery – Charging for Exhibitions
- Gallery – Exhibitions
- Gallery – Usage for Commercial Project Ventures
- General Manager & Mayor – Delegations/Sub delegations
- Hand-Held Computer and PDA (Personal Digital Assistant)
- Hearing Protection Policy
- HIV/AIDS in the Workplace
- Internet Policy
- Internet Public Use Policy
- Itinerant Retailers
- Job Sharing
- Kerb and Gutter Charges to Adjoining Owners
- Land Sales
- Leave for Civic Emergencies
- Leave Without Pay
- Local Approvals Policy
- Long Service Leave
- Lost Property
- Lucknow and Spring Hill – Connections to Sewerage System from Outside Village Boundary
- Manual Handling
- Medical Services
- Meeting Practice Code
- Microcomputer Usage
- Military Leave
- Neighbourhood Street Christmas Parties
- Noise Control
- Non-English Speaking Services
- Notebook Policy
- Noxious Weeds
- Olympic Pool – Admission Charges
- Paid Work Outside Council
- Parental Leave
- Parking – Off Street Provisions
- Parks, Recreational Areas and Sportsgrounds – Signs as Remote Supervision
- Part-Time Employment
- Payment of Employees
- Personnel File
- Pricing Policy (Council's)
- Private Work Orders
- Private Works on Roadways
- Protected Disclosures Act 1994
- Public Art
- Public Notice – Development Activity
- Rates – Scout and Girl Guide Association
- Rates and Charges – Recovery Action
- Reflectorised Street Numbering
- Rehabilitation
- Remuneration
- Removable Storage Device Access
- Residential Services
- Risk Management & Insurance

- Roads and Traffic Authority Drives Database Access
- Rural Connections – Water Supply
- Safety
- Safety Helmet
- Salary System
- Sale of Council Property and Carparking
- Sediment and Erosion Control
- Shopping Trolleys and Articles Abandoned
- Sick Leave (Sick Leave Without Pay)
- Smoking – Prohibition in Workplace and Hired Venues
- Sponsorships with Economic Development Justification
- Street Furniture
- Temporary Employment
- Theatre and Function Centre – Free Use of
- Theatre Objectives
- Theatre Technical Services – Provision of Estimates
- Training, Education and Development
- Tree Planting in Rural Areas
- Trees & Tree Roots
- Trees – Park Planting
- Trees – Street Planting
- UV Policy for Outdoor Workers
- Volunteer Worker Policy
- Water Service and Charging Policy
  - Cabonne Shire Water Users
  - Fire Services
  - Kidney Dialysis
  - Multiple Dwelling Developments
  - Multiple Meter Properties
  - Private Water Schemes
  - Reduction in Account Due to Leakage
  - Sale of Water
  - Single Residential Dwellings
  - Testing of Meters
  - Water Meter Boxes – Ownership and Responsibility
  - Water Service Downsizing
  - Water Service & Charging (Water Services)
  - Debt Collection – User Pays Water
- Water Supply – Rural Connections
- Water Supply – Cabonne Shire Residents (Cargo Road/Lake Canobolas Water Main)
- Whistle Blowers Act (Protected Disclosures Act 1994)
- Whiteway Lighting
- Work Experience
- Workplace Display Material
- Workplace Grievance

**Other documents available for public inspection**

- Orange Local Environmental Plan 2000
- Development Control Plan 2004
- Orange Development Control Plan 1/99 – Exempt & Complying Development
- Development Control Plan 2/99 – Ploughman’s Valley
- Development Control Plan – Development in the vicinity of Perc Griffith Way
- Development Contribution Plan 1999
- Orange Urban Release Strategy
- Business Centres Development Strategy
- Local Disaster Plan
- State of the Environment Report
- Airport Emergency Plan
- Bushfire Operation Plan
- Recruitment Selection Procedures and Grievance Procedures
- Management Plan 2003/2006

- Waste Management Plan
- Local Order Policy – for the Keeping of Domestic Animals
- Minutes of Committee Meetings
- Minutes of Council Meetings
- Plans of Management for Community Land

**Formally adopted**

- Spring Street Children's Centre
- Yarrawong Children's Centre
- Courallie Park (incorporating the Children's Centre)
- Orange Function Centre
- Glenroi Oval
- Bloomfield Park
- Sir Jack Brabham Park
- Lake Canobolas Kiosk
- Parks and sportsgrounds in the suburb of Glenroi
- Parks and reserves in the suburb of Glenroi
- Playgrounds in the suburb of Glenroi
- Small parks in the suburb of Calare
- Parks and playgrounds in the suburb of Calare
- Parks in the suburb of Bletchington
- Parks and sportsgrounds in the suburb of Bowen
- Small parks and playgrounds in the suburb of Warrendine
- Car parks in the central business district of Orange
- Gosling Creek Reservoir
- Spring Creek Dam
- Parks, playground and sportsgrounds in the suburb of Bletchington
- Lake Canobolas Park (incorporating the Canobolas Scout Camp)
- Parks and reserves in the Rosewood Estate
- Ploughmans Creek
- Sportsgrounds and playgrounds in the Bel-Air Estate in the suburb of Calare
- Parks and reserves in the suburbs of Warrendine and Calare
- Reserves in the Bel-Air Estate in the suburb of Calare
- Playgrounds and reserves in the suburb of Warrendine
- Parks and reserve in the suburb of Bowen
- Local and Neighbourhood Parks

**Additional documents**

- Annual Report
- Auditors Report
- Community Plan
- Social Plan
- Disclosures Register
- Safety Plan
- Land Register
- Investments Register
- Building Certificate Records
- Building Application/Approvals Records
- Development Application/Consent Records

**SECTION 2 – STATEMENT OF AFFAIRS**

The most recent Statement of Affairs for Orange City Council is dated 28 June 2004.

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**SECTION 3 – CONTACT ARRANGEMENTS**

General Manager  
Mr Allen Dwyer  
Orange City Council  
PO Box 35  
ORANGE NSW 2800  
Telephone: (02) 6393 8000  
Facsimile: (02) 6393 8199

OR

Public Officer  
Mrs Michelle Catlin  
Orange City Council  
PO Box 35  
ORANGE NSW 2800  
Telephone: (02) 6393 8000  
Facsimile: (02) 6393 8199

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

**SECTION 1 – POLICIES/DOCUMENTS**

**1. STATUTORY**

Annual Report  
Code of Conduct  
Code of Meeting Practice  
Delegations of Authority Register  
Development Control Plans  
EEO Management Plans  
Employment related codes  
Environmental Planning Instruments  
Expenses and Facilities Policy (concerning the payment of expenses incurred by, and in the provision of facilities to, Councillors)  
Internal Reporting Policy (for the purposes of the Protected Disclosures Act)  
Local Approvals Policy  
Local Environmental Planning Instruments  
Local Orders Policy  
Management Plan  
Minutes of Committee Meetings  
Minutes of Council Meetings  
Plans of Management for Community Land  
Policy Register  
Pricing Policy (see Management Plan)  
Privacy Management Plan  
Revenue Policy (see Management Plan)  
Section 94 Contributions Plans  
State of the Environment Report

**2. POLICIES ADOPTED BY PITTWATER COUNCIL**

Access Driveways and other Streetscape Infrastructure  
Adequacy of Structural Design  
Adhoc Rezoning for Multi Unit Housing in Pittwater  
Advertising – Private – Directional Signs Located on Public Property – Interim Policy  
Aerosol Art Sites in the Pittwater Area  
Agenda Papers – Procedure for Public Release  
Aggregation of Values for Rating Purposes  
Amending Council Policies  
Amusement Devices and/or Public Stands  
Angle Parking on Public Roads  
Arrest of Persons – Powers of Council Officers  
Attacks on Councillors and Staff Members – Meeting  
Beach and Rockpool Management  
Beach Inspector – Life Guard Service  
Brothels in Pittwater  
Builder's Licensing Board Agency  
Builders Restoration Fee  
Building Height Controls in Flood Prone Areas  
Building Waste Containers – Placement on Public Roads  
Bush Fire Control – Warringah/ Pittwater Bushfire District  
Cargo Wharf at Church Point – Operation Regulations  
Car Parking Areas – Free



Cemetery – Mona Vale (Turimetta)  
Children's Services  
Church Point/Bayview Catchment – Interim Policy – Water Management  
Circuses  
Civic Design Award  
Clothing Recycling Bins on Council Controlled Land – Control and Regulation  
Coastal Environment Centre – Conditions of Hire and Charges  
Community Centres  
Concealed Driveways and/or Mirrors  
Construction of Seawalls and Erosion Control Measures  
Construction Zones  
Contributions – New Kerb and Guttering – New Footway – Non Rateable Properties  
Corporate Guidelines for the Calling of and Conduct of Public Meetings, Public Consultations and Public Forums  
Development Applications – Process  
Development Applications  
Development Applications – Determination  
Development Applications – Policies at Date of Determination  
Development Application by Councillors – Council Staff  
Development Applications Previously Approved by the Elected Council – Amendment of  
Development Applications – Youth Space  
Development Applications – Sepp 5 Development  
Die Back of Trees – Awareness and Prevention Program  
Disability Discrimination Action Plan  
Disposal of Council Owned Plant and Equipment  
Dog Control  
Dog Population  
Economic Policy 2001  
Emergency Water Supply – Fees  
Fees and Charges – Guidelines for Determining – User Pays Principles  
Film Permit Policy and Conditions  
Financial Assistance – Community Organisations – Guidelines  
Flood Risk Management Policy for Pittwater June 2001  
Food Premises  
Freedom of Collection and Access for Local Government Libraries  
Geotechnical Risk Management Interim Policy for Pittwater  
Golf Courses – Mona Vale and Palm Beach – Approval of Fees  
Graffiti Policy (SHOROC)  
Helicopter Landings on Council Owned and Controlled Property  
Horses on Private Premises  
In-sink Food Waste Disposers – Ban on Installation  
Interallotment Drainage Policy – Subdivisions  
Interest Earned on Contributions Levied and Security Deposits Held  
Investment Policy  
Kerbing and Guttering Charges – Debt Recovery – Pensioners  
Kimbriki Waste Disposal Depot – Free Access  
Lakeside Caravan Park  
Landscape Management Policy  
Landscape & Vegetation Management  
Land – Disposal of Surplus  
Loan Borrowing Policy – Infrastructure Replacement and Creation  
Mail Outs – Exclusion of Enclosures  
Media/ Communications Policy  
Mediation Policy  
Mobile Phone Tower Locational Policy  
Multiple Access – Special Crossings  
Multiple Occupancy Breaches  
Naming of Streets and Pathways  
Noise Nuisance from Building Operations  
Non Compliant Development Applications  
Nuclear Policy – Pittwater

Numbering of Properties  
Open Air Concerts  
Opening of Public Buildings  
Parking – Issue of Annual Permits – Waiving of Parking Fees  
Parking Arrangements – Reciprocal – Pittwater and Warringah Councils  
Pittwater Festival  
Pittwater Foreshore and Ocean Front Access Policy  
Plaques – New Civic Buildings  
Policy for the Payment of Expenses and Provision of Facilities to the Mayor, Deputy Mayor and Councillors  
Powerboat Racing Events  
Privacy and Personal Information Protection Act 1998 – Privacy Management Plan  
Private Trees Threatening Council’s Stormwater Lines  
Private Pipeline Approvals  
Prohibited Activities on Council and Public Reserves  
Public Collections/Appeals  
Public Property Vandalism – Reward for Successful Prosecution  
Public Reserves and Other Land – Resumption for Public Utilities  
Public Schools – Community Access – Use of School Playing Fields  
Question Time for Residents – Council Meetings  
Rate Collection and Recovery  
Rates on Leased Council Property/Facilities  
Rebates and Accruals of Pensioners Rates, Domestic Waste Charges and Interest  
Receipts – Issue of  
Recognition of Community Service – Awards  
Redundancy & Redeployment Policy  
Registration of Contractors for Construction of Special Crossings  
Regulatory Process – Permanent Section – Sydney Lakeside Narrabeen  
Relief from Rate Increases – Hardship in First Year of New Valuations  
Requirements for the Subdivision of Land in Sensitive Areas – Barrenjoey Peninsula & Pittwater Areas  
Reserves, Beaches and Headlands Booking Policy  
Road Reserves – Private Use of  
Sale of Drainage Reserves  
Scotland Island – Emergency Water Supply  
Setbacks to Creekline Corridor – Warriewood Valley Stage 1  
Significant Tree Removals  
Signs – “Caution Children Playing in the Street”  
Signs – Councils Facilities  
Site Inspections with Council’s Staff – Development Application Matters  
Smoke Free Zone around Council’s Playgrounds  
Speed Restriction – Signs on Public Reserves and Car Parks  
Sponsorship Policy  
Sports Grounds Facilities  
Sports Ground – Allocation of Use  
Storage of Craft – Dinghies/Boats  
Street Furniture and Bus Shelters – Provision in Partnership with the Private Sector  
Street Levels  
Street Lighting Committee  
Subdivision Road Works – Security Deposits and Bonds  
Submission of Draft Reports/Documents to Councillors  
Surf Club Buildings – Maintenance  
Surf Life Saving Movement  
Temporary Storage on Council Reserves  
Tennis Liaison Committee  
Tourism Policy – Regional Tourism Plan (SHOROC)  
Traffic Control Facilities – Traffic Management – Delegation of Powers to Council from the Roads and Traffic Authority  
Traffic Generating Development – State Environmental Planning Policy No. 11 – Delegation Of Powers to Council from the Roads and Traffic Authority  
Transport Policy – Regional (SHOROC)

Urban Stormwater – Intergrated Policy  
Vehicle Access to all Roadside Development  
Vertical Utility Service Connections  
Volunteer Bush Regeneration – Guidelines  
Watercourse Preservation  
Water Management for Subdivision & Development Applications in Bayview/ Church Point Catchment  
Winter Education Program  
Working from Home Policy

## **SECTION 2 – STATEMENT OF AFFAIRS**

Persons wishing to inspect or obtain the Council's most recent Statement of Affairs published under the provisions of the Freedom of Information Act 1989, should contact the Council's Manager, Business and Administration/Public Officer, telephone 9970 7222 or attend the Council's offices at the address and times referred to below. Persons wishing to purchase a copy of Council's current Statement of Affairs are required to pay a fee of \$10.00 per copy.

## **SECTION 3 – CONTACT ARRANGEMENTS**

Copies of the Council's Policy Register may be inspected by contacting:

The Council's Manager  
Business and Administration/Public Officer  
Unit 11  
5 Vuko Place  
WARRIEWOOD NSW 2102  
Telephone: (02) 9970 1111  
Hours: Monday – Thursday 8.00 am to 6.00 pm, Friday 8.00 am to 5.00 pm

The Summary of Affairs, Statement of Affairs and Council's Policy Register may be viewed on Council's Internet Site at [www.pittwaterlga.com.au](http://www.pittwaterlga.com.au).

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

**SECTION 1 – POLICY DOCUMENTS**

Port Stephens Council's Policy Register is reproduced below. Policy documents are available to interested persons. Some are free of charge while others incur a fee, depending on the nature of the document. Council's Accessing Information policy was amended in May 1998 to ensure that all members of the public receive consistent access to information on request. The policy clarifies the documentation available to the general public without the need for a Freedom of Information application and how to apply for documentation that requires a Freedom of Information application.

**POLICY INDEX (as at 18.06.2003)**

- 2004 Port Stephens Community Profile
- 30 Year Plan
- Accessing Information
- Advertising Signs
- Aircraft Noise Exposure
- Alcohol in Parks and Reserves
- Alicetown Reserve Management Plan
- Areas Affected by Flooding and/or Inundation
- Beach Vehicle
- Best Value
- Budget Control & Authorisation
- Bus Shelters
- Business Development Funding
- Busking on Footways
- Cash Investment Policy
- Casual Street Stalls
- Cemeteries
- Central Business Districts
- Child Protection
- Code of Conduct
- Code of Meeting Practice
- Communication Consultation Strategy
- Community & Recreation Clubs Loans
- Community and Cultural Markets
- Community Awards
- Community information and communication
- Community Services Policy
- Community Consultation
- Companion Animal Management Plan
- Competitive Neutrality
- Complaints/Requests Handling
- Contaminated Land Policy
- Contribution to works for Kerb and Gutter construction
- Control of Open Burning Policy
- Corporate Sponsorship
- Council Prosecutions
- Credit Control and Hardship
- Development within the Explosive Safe Zone
- Disability Access
- Dog Exercise areas
- Dog Noise Strategy

Electricity payment for Sporting Reserves  
Employment of Apprentices/Trainees  
Enforcement of Restricted Parking Areas Regulation at Newcastle Airport  
Entertainment Licence  
Equal Employment Opportunity  
Erosion & Sediment Control  
Footway Dining Areas in Port Stephens  
Footway and Cycleways  
Foreshore Dinghy Storage  
Gathering Information  
Governance Panel Protocol  
Hairdressing, Beauty and Skin penetration Premises – Guidelines for operation and construction.  
Investment Policy  
Karuah Local Area Plan  
Karuah Urban Management Plan and Guidelines  
LD 1 Development Guidelines- Raymond Terrace Heritage Precinct  
LD10 Development Guidelines – George Street, Karuah Residential Subdivision  
LD11 Development Guidelines – Wallalong Rural Residential Subdivision  
LD12 Development Guidelines – Cross Street Seaham Rural Residential Subdivision  
LD13 (DCP50) Development Guidelines-Fern Bay Residential Subdivision  
LD14 Development Guidelines – Koala Bay Estate, Tanilba Bay  
LD15 Nelson Bay (West)  
LD4 Development Guidelines – Nelson Bay Commercial Area  
LD5 Development Guidelines – Heatherbrae Industrial Area  
LD6 Development Guidelines – Taylors Beach Industrial Area  
LD7 Development Guidelines – Richardson Road, Raymond Terrace Residential Subdivision  
LD8 Development Guidelines – Medowie Rural Residential Subdivision  
LD9 Development Guidelines – Medowie Central Residential Subdivision  
Local Approvals Policy for the Conversion of Septic Tanks for Rainwater Storage  
Local Area Plan to Reduce Greenhouse Gas Emissions in Port Stephens  
Local Orders Policy Decommissioning of Septic Tanks  
Media Liaison Policy  
Multicultural Affairs  
National Food Premises Code  
Nelson Bay CBD & Foreshore Parking Strategy  
Nelson Bay Foreshore Masterplan  
Newcastle Airport Strategic Policy  
No Smoking in Council Owned or Managed Buildings  
Notices of Motion  
Onsite Sewerage Management Strategy  
Parking Regulations at Newcastle Airport  
Pecuniary Interest Policy & Procedures  
Petition  
Planning Matters to be reported to Council  
Port Stephens Generic Sportsground Plan of Management  
Port Stephens Library Public Internet Policy  
Port Stephens Urban Settlement Strategy  
Port Stephens Local Environmental Plan 2000  
Port Stephens Youth Council Code of Meeting practice  
Privacy Management Plan  
Procedures for Requests to Amendment LEP 2000  
Property Investment and Development Policy  
Protected Disclosures – Internal Reporting  
PS1 Urban Housing & Dual Occupancy Guidelines  
PS10 Building Standards and Notification Procedures for Development Applications  
PS11 Controls for Site Waste Management and Minimisation  
PS2 Parking and Traffic Guidelines  
PS4 Commercial & Industrial Development Guidelines  
PS5 Home Employment Guidelines  
PS6 Bed and Breakfast Establishments  
PS7 Keeping of Dogs for Commercial Purposes

PS8 Guidelines for Exempt and Complying Development  
PS9 Energy Smart Homes  
Public Access to Records after 30 years  
Purchasing  
Purchasing Card Policy  
Raymond Terrace Local Area Plan  
Reimbursement Policy for Councillors  
Requests for Assistance – Legal Costs  
Requests for Financial Assistance  
Requisition of funds by Councillors  
Restricted Funds  
Risk Management Policy  
Road naming guidelines  
Road Assessment & Maintenance  
Road Safety Strategic Plan  
Roadside Tributes & Memorials  
Rural West Local Area Plan  
Sale of Council owned property  
Section 94 Plan – Karuah/Swan Bay  
Section 94 Plan – Medowie  
Section 94 Plan – Raymond Terrace  
Section 94 Plan – Rural East  
Section 94 Plan – Tilligerry Peninsula  
Section 94 Plan – Tomaree Peninsula  
Section 94 Plan- Fern Bay  
Section 94 Plan- Western Area  
Senior Citizens Clubs  
Smoke free zone  
Social Policy  
Street Trading by Organisations  
Subdivision Code – Engineering Practices  
Subdivision Guidelines  
Sustainability Policy  
Telecommunications Policy & Associated telecommunications & Radio Communications Guidelines  
Temporary Structures on Footways  
Tenancy Policy  
Urban Rainwater Tank Policy  
Use of Organochlorides  
Volunteers  
Waste reduction and procurement

## SECTION 2 – STATEMENT OF AFFAIRS

The Council's current Statement of Affairs was produced as part of Council's Annual Report and is dated 30 November 2003. Council's Annual Report 2002/2003 and Management Plan 2004-2007 are available free of charge.

## SECTION 3 – CONTACT ARRANGEMENTS

Arrangements to obtain access to or copies of any of the Council's policy documents and Statement of Affairs or requests for access to other documents under Freedom of Information can be made by contacting:

Mr Tony Wickham  
Governance Officer  
Port Stephens Council  
116 Adelaide Street (old Pacific Highway)  
PO Box 42  
RAYMOND TERRACE NSW 2324  
DX21406 Raymond Terrace  
Telephone: (02) 4980 0255  
Fax: (02) 4983 1194  
E-mail: [council@portstephens.nsw.gov.au](mailto:council@portstephens.nsw.gov.au)  
Hours: 8.30am to 5.00pm, Monday to Friday

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

**SECTION 1 – POLICY DOCUMENTS**

The Council has adopted policies and procedures concerning a multitude of topics.

A complete copy of the Policy Register and Index to Policies is available at the Council's Office at 257 Crawford Street, Queanbeyan.

**SECTION 2 – STATEMENT OF AFFAIRS**

The Greater Queanbeyan City Council's most recent Statement of Affairs was published in its Annual Report 2004.

**SECTION 3 – CONTACT ARRANGEMENTS**

Details of the procedures for inspecting and purchasing the Council's policy documents are available from:

The Public Officer  
257 Crawford Street  
QUEANBEYAN NSW 2620  
Telephone: (02) 6298 0534  
Hours: 8.30 am to 5.00 pm business days.

Requests under the Freedom of Information Act for access to documents must be in writing and accompanied by a \$30 application fee.

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

**SECTION 1 – POLICY DOCUMENTS**

**PART 1**

**1.0 COUNCIL MATTERS, MAYOR, COUNCILLORS AND STAFF.**

1.01 COUNCIL MATTERS.

- 1.01.01 Procedure for Making New Policies.
- 1.01.01A Procedure for Review of Policies.
- 1.01.02 Council and Committee Meetings – Standing Orders and Arrangements. (Code of Meeting Practice)
- 1.01.03 Legal Matters – Solicitors.
- 1.01.04 Community Service Awards.
- 1.01.05 Nuclear Free Zone – City Of Randwick.
- 1.01.06 Botany Bay – Dredging.
- 1.01.07 Kingsford-Smith Airport & Second Sydney Airport Site.
- 1.01.08 Eastern Suburbs Railway – Extension.
- 1.01.11 Council in Recess – Procedure.
- 1.01.12 Delegation of Authority – Health, Building and Planning Committee.
- 1.01.13 Common Seal – Procedure for Affixing.
- 1.01.15A Delegation of Authority – Works Committee.
- 1.01.17 Delegation of Authority – Community Services Committee.
- 1.01.18 Delegation of Authority – Civic Affairs Committee (Recipients of community & civic awards only).
- 1.01.19 Delegation of Authority – Administration & Finance Committee.

1.02 MAYOR.

- 1.02.01A Delegation of Authority – Mayor.
- 1.02.02 Delegation of Authority – Mayor and General Manager Jointly.
- 1.02.03 Public Statements to the Press – Council Spokesman.
- 1.02.04 Sister Cities – Distribution of Funds to Mayor and Councillors during Visits.

1.03 COUNCILLORS.

- 1.03.01 Electoral Roll – Provision to Councillors.
- 1.03.04 Annual Estimates – Submission of Draft Estimates to Councillors.
- 1.03.05 Information Required by Council Member.
- 1.03.06 Newspaper Publications by Councillors.
- 1.03.10 Councillors' Expenses and Provision of Facilities.
- 1.03.11 Code of Conduct – Councillors

1.04 MAYOR, COUNCILLORS AND STAFF.

- 1.04.01 Code of Conduct Guidelines.
- 1.04.03 Code of Councillor Practice.
- 4.4.04 Internal Reporting System.
- 4.4.05 Provision of Information to and Interaction Between Councillors & Staff.

**PART 2**

**2.0 GENERAL MANAGER'S OFFICE.**

- 2.01.02 Response – Written Enquires/Request from Public.
- 2.01.04 Delegation of Authority – General Manager & Staff.
- 2.01.06 Council and Committee Meetings – Authority to vary dates and times.



**PART 3****3.0 GOVERNANCE, MANAGEMENT & INFORMATION SERVICES****3.01 GENERAL ADMINISTRATION.**

- 3.01.01 Public Collections/Appeals.
- 3.01.02 Staff Social Club.
- 3.01.03 Records Disposal Schedule.
- 3.01.05 Proclamation as a City and Restructuring of Departments – Administrative Arrangements.
- 3.01.07 Local Ethnic Affairs Policy Statement.
- 3.01.08 Document and Correspondence Administration.
- 3.01.09 Local Government Act 1993 – Administrative Arrangements.
- 3.01.10 Acknowledgement of Incoming Correspondence.
- 3.01.11 Guidelines for the Engagement and use of Consultants.
- 3.01.12 Open Access to Objection and Support Letters – Local Approval Applications and Development Applications.
- 3.01.13 Purchasing.
- 3.01.14 Tendering.
- 3.01.15 Risk & Insurance – Risk Management Policy.
- 3.01.16 Risk & Insurance – Signs as Remote Supervision.
- 3.01.17 Risk & Insurance – Gathering Information.

**3.02 FINANCE.**

- 3.02.01 Equipment Acquisition.
- 3.02.02 Donations and Expenditure under Section 504; Subsidies under Sections 298(2), 358 and 364.
- 3.02.03 Council Contracts with Companies.
- 3.02.04 Reserve – Employees Leave Entitlements.
- 3.02.05 Petty Cash Limit.
- 3.02.06 Rates – Pensioners Accruing Rates and Charges.
- 3.02.07 Investments – Surplus Cash
- 3.02.08 Bank Guarantees
- 3.02.09 Sponsorship Principles.
- 3.02.10 Funding Source – Non-Budgeted Expenditure

**3.03 PROPERTY.**

- 3.03.01 Randwick Town Hall – Hire.
- 3.03.02 Council Buildings – Solar Energy.
- 3.03.03 Use of Council Chamber and Meeting Rooms, etc.

**3.04 PERSONNEL.**

- 3.04.01 Provision of Vehicles for Senior Officers.
- 3.04.02 Private Use of Council Vehicles.
- 3.04.05 Flexible Working Hours Scheme.
- 3.04.24 Corporate Credit Cards – Non-issue of.
- 3.04.25 Letters of Commendation to staff after 15 Years' Service.
- 3.04.26 Attendance of Staff at Conferences & Seminars.
- 3.04.27 Staff Code of Conduct.

**3.05 COMMUNITY SERVICES.**

- 3.05.01 Accessible Environment for Disabled People.
- 3.05.03 Ethnic Policy and Migrant Services.
- 3.05.04 Group Use of Library and Community Services Bus.

**PART 4****4.0 ASSET & INFRASTRUCTURE SERVICES****4.02 PLANT AND VEHICLES.**

- 4.02.01 Motor Vehicle Fleet – Replacement.

**4.03 PERSONNEL**

- 4.03.01 Safety Boots.
- 4.03.02 Protective Clothing, Headwear and Sunscreens.

**4.04 PUBLIC RESERVES AND PLACES.**

- 4.04.01 Encroachments – Public Places and Reserves.
- 4.04.02 Bonfires and Fireworks – Council Land.
- 4.04.03 Use for Circuses.
- 4.04.04 Control of Recreational Vehicles.
- 4.04.05 Bus Seats at Bus Stops
- 4.04.06 Clothing Bins and Other Non-Council Collection Services on Public Land Under Council's Control.
- 4.04.07 Smoking in the Public Place

**4.05 PUBLIC BEACHES.**

- 4.05.01 Closure of Beaches.
- 4.05.02 Vending on Beaches.

**4.07 WORKS.**

- 4.07.01 Construction of Crossings and Re-instatements.
- 4.07.02 Crossings and Entrances – Contributions.
- 4.07.03 Kerbing and Guttering – Replacement of Stone Constructions.
- 4.07.04 Street Lights – Shading.
- 4.07.05 Tree Preservation Order and Protection of Trees.
- 4.07.06 Tree Policy.
- 4.07.07 Sewerage/Stormwater Drain Blockage Policy
- 4.07.08 Tree Shrouding Policy
- 4.07.09 Significant Street Tree Removals – Public Notification

**4.08 DEVELOPMENT APPROVALS.**

- 4.08.01 Private Stormwater Code.
- 4.08.02 Development Application Conditions.

**PART 5****5.0 ENVIRONMENTAL SERVICES****5.01 GENERAL MATTERS.**

- 5.01.04 Street Address Numbering and Re-Numbering

**5.02 HEALTH MATTERS.**

- 5.02.01 Food Premises Code.
- 5.02.03 Collection of Trade Waste from Community Service Organisations.
- 5.02.04 Garbage Collection – Not in Approved Containers.
- 5.02.06 Code for Keeping of Pigeons.
- 5.02.07 Variations in Licensed Trading Hours.

**5.03 BUILDING MATTERS.**

- 5.03.16 Code for Construction and Use of Food Vending Vehicles.
- 5.03.17 Code for Construction and Use of Temporary Food Premises.
- 5.03.22 Local Approvals Policy.

**PART 6****6.0 PLANNING AND ENVIRONMENT**

- 6.01.02 Development Consents – General Conditions of Approval.
- 6.01.03A Multi-unit Housing – Interim Arrangements – Assessment of Applications.
- 6.01.04 Amusement Centres.
- 6.01.10 Balcony Enclosures on Residential Flat Buildings.
- 6.01.11 Conservation in Struggletown.
- 6.01.12 Development Control Plan No. 20 – Restaurants on Public Road Footpaths, Airspace above Roads and Public Land.
- 6.01.15 Development Control Plan No. 6 – Frenchman's Road, Kemmis Street & Clovelly Road Shopping Centre.
- 6.01.17 Development Control Plan No. 8 – Military Road and Bunnerong Roads, Matraville (Oil Refinery Site).
- 6.01.20 Development Control Plan No. 11 – 3-21 Wolseley Road, Coogee.
- 6.01.21 Plan of Management No. 1 – Glebe Gully.
- 6.01.22 Subdivision Code

- 6.01.23 Heritage Development.
- 6.01.24 Development Consents – Time Limit.
- 6.01.25 Development Assessment Committee.
- 6.01.26 City Council Housing Policy.
- 6.01.27 Development Control Plan – Parking.
- 6.01.28 Development Control Plan – Randwick Junction Business Centre.
- 6.01.29 Contaminated Land.
- 6.01.30 Development Control Plan – Eastern Suburbs Memorial Park.
- 6.01.31 Development Control Plan – Maroubra Beach Commercial Precinct.
- 6.01.32 Development Control Plan – Multi Unit Housing.
- 6.01.33 Development Control Plan – Dwelling Houses & Attached Dual Occupancies.
- 6.01.34 Environmental
- 6.01.35 Development Control Plan – Exempt & Complying Development.
- 6.01.36 Development Control Plan – Backpacker Accommodation.
- 6.01.37 Rainwater Tanks.

## **PART 7**

### **7.0 LIBRARY SERVICES.**

- 7.01.02 Membership.
- 7.01.03 Opening Hours.
- 7.01.04 Loans.
- 7.01.05 Fees and Charges.
- 7.01.06 Literacy and the Library.
- 7.01.07 Reservations/Inter Library Loans.
- 7.01.08 Randwick Branch Library – Hire of Meeting Room.
- 7.01.09 Bowen Library – Hire of Vonnie Young Auditorium.
- 7.01.10 Facsimile Transmissions – Access To.
- 7.01.11 Microcomputers – Public Use.
- 7.01.12 Photocopiers – Public Use.
- 7.01.13 Typewriter – Public Use.
- 7.01.14 Photographs – Reproduction.
- 7.01.15 Library Internet Access

### **Administrative Registers and Documentation**

- State of the Environment Report.
- Financial Statements.
- Management Plan (incl. Pricing Policy, Revenue Policy).
- Minutes of Committee Meetings and Business Papers.
- Minutes of Council Meetings and Business Papers.
- Policy Register.
- Local Government Records General Disposal Authority 4.
- Local Government Records General Disposal Authority 10.
- Complaints Management Policy.
- Annual Report.
- Auditors' Report.
- Rolls of Electors.
- Disclosures Register (Councillors & Staff).
- Investments Register.
- Social Plan.
- Privacy Management Plan

### **Asset and Infrastructure Services Documents**

- Coastal Walkway Brochure.
- Kingsford Commercial Centre Townscape Masterplan.
- Randwick Local Disaster Plan (DISPLAN).
- Private Stormwater Code.
- Civil Design and Development Code.
- Randwick Street Tree Master Plan 2002
- Landscape Furniture and Finishes Manual.
- Tree Preservation Order 1999.
- Noxious Weeds Guide.

- Landscape Code (draft – not yet adopted – will be a DCP).
- Coogee Beach and Foreshore Draft Plan of Management 1997.
- Gordon's Bay Plan of Management 1994.
- Malabar Beach and Foreshore Plan of Management 1995.
- Malabar Headland Draft Plan of Management 1990.
- Maroubra Beach Plan of Management Overview 1996.
- Clovelly Bay Draft Plan of Management 2001.
- Heffron Park Plan of Management & Masterplan.
- Pioneers Park Plan of Management 1992.
- South Coogee Coastal Reserves Plan of Management 1987.
- Latham Park Plan of Management 1985.
- Glebe Gully Plan of Management 1985.
- City Open Space and Recreation Plans of Management (COSRPOM) 1996. Incorporating Strategic Plan and 8 Generic Plans of Management, Regional Parks, District Parks, Neighbourhood Parks, Pocket Parks, Civic Parks, Beach and Coastal Reserves, Remnant Bushland and Road Side Reserves.
- La Perouse Historic Plan of Management.
- Gordon's Bay and Clovelly Bay Stormwater Management Plan 1996.
- Investigation of Water Pollution Treatment Works at Coogee, Maroubra and Malabar Beaches 1996.
- Randwick City Council Recreation Facility Management and Development Plan 1998:
- Heffron Park Swimming Centre
- Heffron Park Tennis Complex
- Clovelly Seabreeze Kiosk Heritage Significance Assessment 1998.
- Urban Design Study of Randwick & The Spot Shopping Centres 1994.
- Randwick City Council Bicycle Plan 1998.
- Maroubra Beach & Environs Master Plan 1998.
- Frenchman's Bay Draft Plan of Management 2002.
- Malabar Beach & Foreshore Landfill Remediation & Rehabilitation – Environmental Site Characterisation Final 2002.

### **Planning and Environment Documents**

#### **(a) Development Control Plans**

- DCP No. 6 Land bounded by Kemmis St, Frenchman's Rd & Clovelly Rd, Randwick.
- DCP No. 8 Military Road & Bunnerong Road, Matraville.
- DCP No. 11 3-21 Wolseley Road.
- DCP No. 13 Bunnerong Power Station, Matraville.
- DCP No. 16 Kingsford Commercial Centre.
- DCP No. 18 Randwick Bus Depot, Cnr King & Dangar Streets, Randwick.
- DCP No. 19 Matraville Town Centre.
- DCP No. 20 Restaurants on Public Road Footways, Airspace Above Roads & Public Land.
- DCP No. 21 Amusement Centres.
- DCP No. 22 The Spot & Surrounds.
- DCP Outdoor Advertising.
- DCP Backpacker Accommodation.
- DCP Dwelling Houses & Attached Dual Occupancies.
- DCP Eastern Suburbs Memorial Park.
- DCP Kensington Town Centre 2002.
- DCP Exempt and Complying Development.
- DCP Maroubra Beach Commercial Precinct.
- DCP Multi-Unit Housing.
- DCP Parking.
- DCP Randwick Junction.
- DCP Defence Site Bundock & Avoca Streets Randwick.
- DCP Public Notification of Development Proposals & Council Plans.
- DCP Maroubra Junction Town Centre.
- Draft DCP West Kensington Heritage Conservation Area.
- Draft DCP North Randwick Heritage Conservation Area.
- Draft DCP Prince Henry Hospital Site.

**(b) Local Environmental Plans**

- Randwick LEP 1998 (and Amendments).

**(c) Other Planning & Building Documents**

- Building Certification Services Information Sheet.
- Building Certificate Register.
- Building Application/Approval Register.
- Construction Certificate Register.
- Complying Development Certificate Register.
- Local Approvals Register.
- Construction Certificate & Principal Certifying Authority Information Sheets.
- Randwick Development Application Guide.
- Principal Certifying Authority Agreement.
- Fire Safety & Essential Services Information Sheets.
- Housing Strategy.
- Integrated Development Information Sheet.
- Local Approvals Information Sheet.
- Maroubra Beach Urban Design Planning Strategy.
- Randwick City Council Section 94 Contributions Plan (1999).
- Randwick Housing Affordability & Access Study.
- Register of Development Applications.
- Register of Subdivision Certificates.
- Register of Strata Subdivision Applications.
- Sediment & Erosion Control Information Sheet.
- Bill Posters Information Sheet.
- Rezoning Land Information Sheet.
- Design Review Panel Information Sheet.
- Randwick LEP 1998 Information Sheet.
- Acid Sulfate Soils Information Sheet.
- Heritage Information Sheet.
- Sydney Airport Planning & Noise Impacts Information Sheet.

**Community & Library Documents**

- Children's Services Pamphlet
- Social Plan
- Guides to Library Services (Various Categories).
- Resource Lists (Various Categories).
- Ephemera (Various Categories).
- Multicultural Advisory Committee Brochure.
- Home Maintenance & Modification Service Brochure.
- Home & Community Care Services Brochure.
- Collection Development Policy.
- Marketing & Promotion Plan.
- LINCS Database (Community Information).

**SECTION 2 – STATEMENT OF AFFAIRS**

The most recent annual Statement of Affairs of the Randwick City Council was published effective 30th June, 2004, and is available at a cost of \$5.00. Copies of the Statement of Affairs are available for perusal at all Council Libraries listed at the bottom of this page and also at:

Government Publications Librarian  
The State Library of N.S.W  
Macquarie Street  
SYDNEY NSW 2000

Serial Processing Unit  
National Library of Australia  
CANBERRA ACT 2600

Premier's Department Library  
Level 15  
Governor Macquarie Tower  
1 Farrer Place  
SYDNEY NSW 2000

The Librarian  
Parliament of NSW  
Macquarie Street  
SYDNEY NSW 2000

**SECTION 7 – CONTACT ARRANGEMENTS**

Many of the documents listed in this Summary of Affairs are readily available at the Council's Office and Libraries as detailed below. However, should the particular item being sought not be available through these avenues, members of the public are invited to contact the Freedom of Information Officer who will arrange for them to be supplied.

Copies of this Summary may be obtained, at no cost, by contacting the Freedom of Information Officer at Randwick City Council, 30 Frances Street, Randwick. (Phone: 9399.0999).

Fees for the supply of documents listed in this Statement are applicable in some cases, whilst others are available free of charge. All of the documents are covered by copyright and must not be reproduced without the express approval of the General Manager of the Council.

The Freedom of Information Officer is available during normal business hours of 8.30 am to 5.00 pm and, to avoid any inconvenience, contact should first be made by telephone prior to a personal visit.

FOI Officer  
Administrative Centre  
30 Frances Street  
RANDWICK NSW 2031  
Telephone: (02) 9399 0999  
Facsimile: (02) 9319 1510

Randwick Branch Library  
Royal Randwick Shopping Centre  
Belmore Road (Cnr Short Street)  
RANDWICK NSW 2031  
Telephone: (02) 9399.6966  
Facsimile: (02) 9399.7358

Bowen Library  
669-673 Anzac Parade  
MAROUBRA NSW 2035  
Telephone: (02) 9314 4888  
Facsimile: (02) 9314 4780

Matrville Branch Library  
1203 Anzac Parade  
MALABAR NSW 2036  
Telephone: (02) 9661 6192  
Facsimile: (02) 9661 6863

G. Messiter,  
General Manager.

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**FREEDOM OF INFORMATION ACT 1989**  
**Section 14 (1) (b) and (3)**  
**SUMMARY OF AFFAIRS**  
**of the**  
**RICHMOND RIVER COUNTY COUNCIL**  
**Floodplain Management**

**SECTION 1 – POLICY DOCUMENTS**

- Code of Conduct
- Code of Meeting Practice
- Delegations of Authority
- Equal Employment Opportunity
- Expenses and Facilities
- General Policy Register
- Management Plan incorporating:
  - 3-Year Forward Plan
  - Revenue Policy
- Minutes of Council Meetings
- Occupational Health and Safety Policy
- Organisational Structure
- Policy Register

**Other Documentation**

- Annual Report
- Annual Financial Reports
- Auditor's Report
- Business Papers

**SECTION 2 – STATEMENT OF AFFAIRS**

Council's Statement of Affairs can be inspected at Council's office during normal business hours – 8.30 am to 5.00 pm.

**SECTION 3 – CONTACT ARRANGEMENTS:**

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

Mr Paul Muldoon  
General Manager  
Richmond River County Council  
218-232 Molesworth Street  
PO Box 230  
LISMORE NSW 2480  
Telephone: (02) 6621 8314  
Fax: (02) 6622 1181  
Email: [floodplain@rrcc.nsw.gov.au](mailto:floodplain@rrcc.nsw.gov.au)

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

**SECTION 1 – POLICY DOCUMENTS**

The following policy documents are available in Council's office for inspection (free of charge) or purchase as indicated:

- Council's Code of Conduct
- Council's Code of Meeting Practice
- Annual Report
- Annual Financial Reports
- Auditor's Report
- Management Plan
- EEO Management Plan
- Council's policy concerning the payment of expenses incurred by, and the provision of facilities to, Councillors
- Council's Land Register
- Register of Investments
- Returns of the interests of Councillors, designated persons and delegates
- Returns as to candidates' campaign donations
- Agendas and business papers for council and committee meetings (but not including business papers for matters considered when part of a meeting is closed to the public)
- Minutes of Council and Committee meetings, but restricted (in the case of any part of a meeting that is closed to the public), to the resolutions and recommendations of the meeting
- Any Codes referred to in this Act
- Register of Delegations
- Annual Reports of bodies exercising delegated council functions
- Applications under Part 1 of Chapter 7 for approval to erect a building, and associated documents
- Development Applications (within the meaning of the Environmental Planning and Assessment Act 1979) and associated documents
- Local policies adopted by the Council concerning approvals and orders
- Records of approvals granted, any variation from local policies with reasons for the variation, and decisions made on appeals concerning approvals
- Records of Building Certificates under the Environmental Planning and Assessment Act 1979
- Plans of land proposed to be compulsorily acquired by the council
- Leases and licences for use of public land classified as community land
- Plans of management for community land
- Environmental planning instruments, development control plans and plans made under section 94AB of the Environmental Planning and Assessment Act 1979 applying to land within the council's area
- The Statement of Affairs, the Summary of Affairs and the register of policy documents required under the Freedom of Information Act 1989
- Departmental representatives' reports presented at a meeting of the council in accordance with section 433
- The register of graffiti removal work kept in accordance with section 67A.

Copies of these documents may be purchased at a cost of \$0.55 per page (minimum charge \$2.00).

**SECTION 2 – STATEMENT OF AFFAIRS**

The most recent Statement of Affairs of the Council is that for June 2003. Copies may be purchased from Council at a cost of \$0.55 per page (minimum charge \$2.00).



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**SECTION 3 – CONTACT ARRANGEMENTS**

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

Mr W. S. Halcrow  
Public Officer  
Richmond Valley Council  
Corner Walker Street and Graham Place  
Locked Bag 10  
CASINO NSW 2470  
Telephone: (02) 6660 0312  
Facsimile: (02) 6662 5198  
Hours: 8.15 am to 4.30 pm, Monday to Friday

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**FREEDOM OF INFORMATION ACT 1989**  
**Section 14 (1) (b) and (3)**  
**SUMMARY OF AFFAIRS**  
**of the**  
**RIVERINA WATER COUNTY COUNCIL**

**SECTION 1 – POLICY DOCUMENTS**

- Code of Conduct
- Code of Meeting Practice
- Consultative Committee
- Delegations of Authority
- Equal Employment Opportunity Management Plan
- Expenses and Facilities
- General Policy Register
- Management Plan
- Minutes of Council Meetings
- Occupational Health & Safety Policy
- Occupational Health and Safety Rehabilitation Policy
- Organisational Structure
- Privacy Management Plan
- Register of Investments
- Returns of the Interest of Councillors and Designated Persons
- Safety Management Plan
- Strategic Business Plan
- Water Pricing

**Other documentation**

- Annual Financial Reports
- Annual Report
- Auditor's Report
- Business Papers

**SECTION 2 – STATEMENT OF AFFAIRS**

Council's Statements of Affairs can be inspected at Council's office during normal office hours – 8.30 am to 4.00 pm.

**SECTION 3 – CONTACT ARRANGEMENTS**

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

Mr Gerald Pieper  
General Manager  
Riverina Water County Council  
91 Hammond Avenue  
PO Box 456  
WAGGA WAGGA NSW 2650  
Telephone: (02) 6922 0608  
Fax: (02) 6921 2241  
Email: admin@rwcc.com.au

**FREEDOM OF INFORMATION ACT 1989****Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****ROUS WATER****Regional Water Supply Authority****SECTION 1 – POLICY DOCUMENTS**

- Code of Conduct
- Code of Meeting Practice
- Competitive Neutrality Policy
- Classification of Council Land
- Delegations of Authority
- Employment Related Codes:
  - Code of Staff Conduct
  - Equal Employment Opportunity Management Plan
  - Equal Employment Opportunity Policy
  - Grievance Resolution Policy and Procedure
  - Job Regrading/Reclassification
  - Performance Management and Development
- Expenses and Facilities
- Management Plan incorporating:
  - 3-Year Forward Plan
  - Revenue Policy
  - Pricing Policy
- Minutes of Council Meetings
- Occupational Health and Safety Policy
- Organisational Structure
- Policy Register
- Privacy Management Plan
- Regional Water Supply Strategy
- Regional Water Demand Strategy
- Rocky Creek Dam:
  - Logging in Catchment
  - Recreational Activities

**Other documentation**

- Annual Report
- Annual Financial Reports
- Auditors' Report
- Business Papers
- Disclosures Register
- Land Register
- Private Use of Council Vehicles Policy
- Water Cycle Management Review

**SECTION 2 – STATEMENT OF AFFAIRS**

Rous Water's Statement of Affairs can be inspected at the administration office during normal business hours – 8.30 am to 5.00 pm.

**SECTION 3 – CONTACT ARRANGEMENTS:**

Any enquiries concerning Rous Water's activities should be directed to:

Mr Paul Muldoon  
General Manager  
Rous Water  
218-232 Molesworth Street  
PO Box 230  
LISMORE NSW 2480  
Telephone: (02) 6621 8055  
Fax: (02) 6622 1181  
Email: [water@rouswater.nsw.gov.au](mailto:water@rouswater.nsw.gov.au)

**FREEDOM OF INFORMATION ACT 1989****Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****CITY OF RYDE****FOI Agency No. 2203****SECTION 1 – POLICY DOCUMENTS****Civic Services**

A Guide to Long Day Care Centres in the City of Ryde  
A Guide to Preschools in the City of Ryde  
A Guide to Resources, Support and Advisory services for Families and Children in the City of Ryde  
Access and Equity Policy  
Annual Report 2002/2003  
Business Papers/Minutes of Committee & Council Meetings  
Code of Conduct  
Code of Good Governance  
Community Arts Policy  
Community Buildings Strategy  
Community Information Directory  
Community Services Customer Complaints Policy  
Competitive Neutrality Complaints Policy  
Confidential Information Protocol for Councillors and Staff  
Directory of Services for People with a Disability  
Disability Discrimination Act Action Plan  
Delegations Register  
Disclosures Register for Councillors & Senior Staff  
Guidelines for the Management of Ryde Library and Information Services resources on loan to Home  
Library Service Institutional Members  
Language Aide Policy  
Management Plan 2003/2006  
Media Policy  
Multi-Purpose Use of Council Meeting Facilities Policy  
Plain English Policy  
Policy on Payment of Expenses & Provision of Facilities for Mayor & other Councillors  
Possum Information  
Protected Disclosures Information Booklet  
Register of Pecuniary Interests  
Ryde Community Grants Program – Guidelines & Application Form (CDSE)  
Ryde/Hunters Hill Home Modification and Maintenance Service Brochure  
Ryde/Hunters Hill Home Modification and Maintenance Service – Policy and Practice Manual  
Ryde Library and Information Services Membership Conditions  
Ryde Library and Information Services Toys at North Ryde Branch Library  
Schools and Outside School Hours Care  
Social Plan 2000  
Sponsorship Policy  
Vacation Care Program – Staff Information and Procedures Manual  
Volunteers Policy

**Environmental Planning**

Acid Sulphate Soil  
Bed & Breakfasts – Establishment Guidelines  
Building Application/Approval Records – only upon request  
Building Certificate Records  
Bushfire Prone Land Information Sheet  
Charges Stormwater Drainage System – Design Guide

Contaminated Land: Planning Guidelines for Contaminated Land  
Development Contribution Plan  
Development Application/Approval Records – only upon request  
Development Control Plan Register  
Development Control Plans including Draft Development Control Plans  
Development Criteria:  
    Section 1 – Driveways  
    Section 3 – Title Encumbrances  
    Section 4 – Public Civil Works  
Environmental Enforcement Levy  
Food Stalls: Requirements for One Day Temporary Food Stalls  
Footpath Activity Policy  
Garbage & Recycling: Standard Requirements for the Construction of Garbage & Recycling Cart Storage  
    Areas for Residential Buildings  
General Housing Specifications  
Having Your Say – What happens to your comments on Development Applications  
Having Your Say – Development Committee  
Hotwater Systems Information Sheet  
Integrated Development Information  
Legionnaires' Disease: NSW Code of Practice for the Control of Legionnaires Disease  
Local Environmental Plans Register  
Local Environmental Plans  
National Code for the Construction and Fitout of Food Premises  
National Code for Food Vending Vehicles and Temporary Food Stalls  
North Ryde Industrial Area  
On-site Dispersal Stormwater Drainage Systems – Design Guide  
Pre-lodgement – Information Package  
Residential Development Strategy 1996 – Improving Housing Choice & Housing Opportunities  
Residential Flat Building Code  
Ryde Planning Scheme Ordinance  
Slope Instability Risk Zones  
State of the Environment Report  
Subdivision Code  
Waste Containers: Conditions for Temporary Placement of Waste Container or Skip on Footpath

**Public Works and Services**

Arborist Report Information Sheet  
Conditions of Use of Grounds & Amenities  
Conditions for Road Closures/Street Parties  
Guidelines for the Submission of a Tree Preservation Application  
Information on Gutter and Footway Crossings for Vehicular Access to Normal Single Residences  
Information Relating to Special Purpose Signs  
Recycling & Waste Guide  
Register of Plans of Management for Parks  
Ryde Local Disaster Plan  
Significant Tree Register Policy  
Subdivisional Road Requirements  
Temporary Access through Public Reserves & Parks  
Tree Preservation Order & Tree Management Policy  
Tree Selection Information Sheet  
Waste Services Booklet  
Wildlife in your Backyard

**Corporate Services**

Audited Financial Statements of Account for the year ended 30 June 2003  
Code of Behaviour  
Conditions of Employment Policies  
Employee Relations Policies  
Equity & Diversity Policies

Induction Policies  
Information Technology Policies  
Investment Policies and Register  
Land Register  
Occupational Health & Safety Policies  
Resourcing Policies  
Remuneration & Benefits Policies  
Procurement Policies  
Records Management Policies

## **SECTION 2 – STATEMENT OF AFFAIRS**

City of Ryde's most recent Statement of Affairs is dated June 2003.

## **SECTION 3 – CONTACT ARRANGEMENTS**

Requests for access to and copies of policy documents should be directed to:

The Customer Service Centre  
Civic Centre  
1 Devlin Street  
RYDE NSW 2112  
Telephone: (02) 9952 8222  
Fax: (02) 9952 8070  
Email: [cityofryde@ryde.nsw.gov.au](mailto:cityofryde@ryde.nsw.gov.au)  
Website: [www.ryde.nsw.gov.au](http://www.ryde.nsw.gov.au)  
Hours: 8.30 am to 4.30 pm, weekdays

Requests for access to other documents under the Freedom of Information Act should be directed to The Freedom of Information Officer, City of Ryde at the above details.

NOTE: Access to these documents is also provided subject to the provisions of the Privacy and Personal Information Protection Act 1998.

**FREEDOM OF INFORMATION ACT 1989****Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****UPPER HUNTER SHIRE COUNCIL  
(being the former Scone Shire Council)****SECTION 1 – POLICY DOCUMENTS****POLICY & PROCEDURES MANUAL INDEX FOR 2003**

- 01 Commercial Activities
- 02 Community Relations
  - 02.04 Awards (Prizes)
    - Hunter McLoughlin Memorial Citizenship Award
  - 02.24 Sponsorships
    - 02.24.01 Approval Basis
- 03 Community Services
  - 03.16 Service Provision
    - Family Day Care joint Partnership
- 04 Corporate Management
  - 04.15 Procedures
    - 04.15.01 Signing Forms and Correspondence
    - 04.15.02 Delegations of Authority
    - 04.15.03 Communication Devices
    - 04.15.04 Acceptable Use of Internet and Email
    - Making of Public Announcements
    - Business Paper Presentation
    - Signing Section 603 Certificates
    - Armed Hold Up
    - Bomb Threat Procedure
    - Incident Report
    - Emergency Evacuation Office Premises
- 05 Council Properties
  - 05.02 Acquisitions & Disposals
    - Replacement Programme
  - 05.08 Maintenance
    - Installation of Equipment
- 06 Customer Service
  - 06.10 Registration
    - Customer Service – Register of Complaints
    - Customer Service – Works Request
    - Competitive Neutrality Complaints
- 07 Development & Building Controls
  - 07.04 Inspections
    - Private Pool Inspections
  - 07.11 Policy
    - Erection of Fences, Screen Walls & Courtyard Walls
    - Fire Safety in Existing Buildings
    - Disposal Methods Asbestos Waste
    - Adjoining Owners Notification
    - Application to Erect Building
    - Alignments
    - Builders Hoardings
    - Building over Sewer Mains
    - Maintenance Fire Safety in Buildings
    - Occupation/Use of Moveable Dwellings
    - Resited Dwellings



- Sanitary Services
- Approvals
- Advertising Signs – A Frame
- Relocated Dwellings
- Flood Control – Interim Policy
- Restrictions as to user Aberdeen Valley View Estate
- Erection of Hay Sheds
- Code for Development of Land in Industrial Area
- Code for the Erection of Residential Flat Buildings
- Code for the Provision of Off Street Parking
- Development Control Plan – Kelly St
- One Off Functions
- Code for Construction & Operation Hair Dressing, Beauty & Skin Penetration Premises
- Attached Dwellings
- Fees for Dwelling Houses
- Land Filling of
- Cut & Fill Guidelines
- Site Inspections & Deputations to Environmental Services Committee
- Easement/Right of Way Access
- Code for Display of Advertising Structures
- Conduct of Bed & Breakfast Establishments
- Access Policy
- Development Control Satur IV Residential Subdivision
- 08 Economic Development
  - 08.14 Service Provision
    - Permanency of Scone Aerodrome
- 09 Emergency Services
- 10 Energy Supply & Telecommunications
- 11 Environmental Management
- 12 Financial Management
  - 12.04 Banking
    - 12.04.02 Cash Books/Sheets
      - 12.04.02.01 Scone Visitor Information Centre
    - 12.04.04 Credit Cards
    - Access to Council Money/Keys
    - Cashiers Shortages/Overs
    - Receipt Book Register
    - Imprest Cash Handling
  - 12.07 Creditors
    - Payment of Goods & Services
    - Warrant
  - 12.08 Debtors
    - Billing Complaints
    - Deferred Payments
    - Debt Recovery – Outstanding Rates, Water & Sundry Debtor Charges
    - Kerb & Gutter Accounts
    - Recognition of Income Grant
  - 12.09 Fees & Charges
    - Landing Fees
    - Charges and Fees – Exemptions
    - Responsibility for Payment of Fees
    - Casual Use Charge
    - Refund Fees
  - 12.11 Investments
    - Investments
  - 12.17 Procedures
    - 12.17.01 Hire of Community Halls & Meeting Rooms
  - 12.22 Sponsorships
    - 12.22.01 Donations

- 13 Governance
  - 13.05 Council Meetings
    - Closed Meetings
    - Questions Without Notice
  - 13.06 Councillors
    - 13.06.01 Benefits
    - 13.06.01.01 Payment of Expenses & Provision of Facilities
    - 13.06.02 Code of Conduct
    - 13.06.03 Code of Meeting Practice
    - Declaration of Interest
    - Payment of Councillors Fees
- 14 Government Relations
- 15 Grants & Subsidies
- 16 Information Management
  - 16.03 Freedom Of Information
    - Freedom of Information
    - Legal Documents
  - 16.12 Procedures
    - 16.12.01 Email Mailbox Storage
  - 16.14 Records Management
    - 16.14.03 Disposal of Records
    - Anonymous Letters
    - Handling Correspondence
    - Personnel Records
    - Inwards Mail
    - Tax File Number Security
- 17 Information Technology
  - 17.14 Planning
    - Information Services Use as a Strategic Resource
- 18 Land Use & Planning
  - 18.05 Planning
    - 18.05.06 Management Plans
      - 18.05.06.01 Scone Golf Course
      - 18.05.06.02 Jefferson Park
      - 18.05.06.03 Bill Rose Sports Complex
      - 18.05.06.04 Youth Hostel, Segenhoe Rd, Scone
- 19 Laws & Enforcement
  - 19.06 Investigations
    - Investigation of Complaints by ICAC, DLG, ACCC, Ombudsma
  - 19.07 Licensing
    - Street Entertainment Approvals
    - Night Time Open Air Entertainmen
  - 19.08 Local Laws
    - Abandoned Shopping Trolleys
    - Alcohol Free Zone
  - 19.12 Policy
    - 19.12.06 Fundraising in Kelly St and Environs
  - 19.17 Standards
    - 19.17.01 Animal Code
    - Circus & Captive Animals
    - Animals where Tethered
    - Establishment of Pound
    - Reimbursement Fees & Charges
    - Keeping of Animals
    - Limit Number of Dogs
- 20 Legal Services
  - 20.01 Advice
    - Joint Transactions
  - 20.12 Tendering
    - Appointment of Solicitors

- 21 Parks & Reserves
  - 21.15 Service Provision
    - Jefferson Park St Andrews Street Reserve
    - Passive Recreation Parks Restrictions to Use
- 22 Personnel
  - Training Courses – Reporting
  - Training & Development
  - Travel & Accommodation Expenses
  - 22.07 Employment Conditions
    - 22.07.01 Allowances
      - 22.07.01.01
      - 22.07.01.02
      - 22.07.01.03
      - 22.07.01.04 Interest free loan for Information Technology Equipment
      - 22.07.01.05 Issue of Materials to Employee
      - 22.07.01.06 Motor Vehicle Private Use
      - 22.07.01.07 Sole Staff and Interrupted Meal Breaks
    - 22.07.03 Code of Conduct
      - 22.07.03.01 Secondary Employment
    - Incidental Use of Council Equipment
    - 22.07.08 Hours of Work
      - 22.07.08.01 RDO Roster
      - 22.07.08.02 RDO
      - 22.07.08.03 Time in Lieu
    - 22.07.14 Competency
    - 22.07.14 Competency Assessment
  - Housing
    - Corporate Uniforms – Office Staff
  - Internet Access
  - Expenses
    - Payment of Bonus
    - Payroll Payments
    - Removal Expenses
    - Rental Subsidy & Council Residences
    - Salary Review
    - Use of Skills – Remuneration
  - Computers for Senior Staff
  - 22.09 Equal Employment Opportunity (EEO)
    - Equal Employment Opportunity (EEO)
  - 22.10 Establishment
    - Description Guidelines
  - 22.13 Leave
    - 22.13.01 Annual & Long Service Leave
    - 22.13.02
    - 22.13.03
    - 22.13.04
    - 22.13.05
    - 22.13.06
    - 22.13.07 Leave without Pay
      - Australian Defence Force
      - Civil Emergencies Leave
  - 22.17 Occupational Health & Safety
    - 22.17.06 Health Promotion
      - 22.17.06.01 Alcohol and other Drugs
    - Alcohol and Other Drugs
    - OH&S
      - Rehabilitation Policy
      - Smoke Free Areas
      - Smoking
  - 22.19 Performance Appraisal
    - 22.19.01 Development and Performance Review

- 22.23 Recruitment
  - 22.23.07 Process Chart
    - 22.23.07.01 Process Chart Casual Field Office Technical Services
    - Pre Employment Medical
    - Appointment on Merit
    - Type of Employment Contract
    - Staffing Request and Recommendation for Appointment
    - Appointment Resources
- 22.26 Separations
  - Retirement
  - Clearance Final Pay
- 23 Plant Equipment & Stores
  - 23.01 Acquisition
    - Buy Local
  - 23.07 Fleet Management
    - Motor Vehicle Private Use
    - Use of Motor Vehicles
    - Utilisation of Corporate Cards
  - 23.16 Stores
    - Stock Discrepancies
    - Requisition, Ordering, Receipt, Issue & Return of all Goods & Services
    - Procedure: Requisition, Ordering, Receipt, Issue, Return and Payment of all Goods & Services
    - Materials Acquisition and Control Obsolete Slow Moving or Scrap Material
    - Sales Tax Exemption
  - 23.17 Tendering
    - Tender System Control
    - Competitive Tendering for Council Services
- 24 Public Health
  - 24.11 Monitoring
    - Food Recall
- 25 Rates & Valuations
- 26 Recreation & Cultural Services
- 27 Risk Management
  - 27.03 Policy
    - 27.03.01 Gathering Information
  - 27.07 Risk Assessment
    - 27.07.02 Corruption Prevention
      - 27.07.02.01 Corruption, Maladministration, Serious & Substantial Waste
      - 27.07.02.02 Bribes, Gifts and Benefits
    - 27.07.06 Public Liability
      - 27.07.06.01 Paths Roads Signs Maintenance and Inspection
- 28 Roads
  - 28.09 Maintenance
    - Bridges – Weight Limits
    - Public Gates and Grids
    - Resumptions
    - Obstruction to Footpath & Roads
    - Dust Seal Criteria
  - 28.12 Naming
    - 28.12.01 Road and Lanes
- 29 Sewerage & Drainage
- 30 Traffic & Transport
- 31 Waste Management
- 32 Water Supply
  - 32.13 Monitoring
    - Taking of Private Water Supply Samples
  - 32.17 Policy
    - Connection to Rural Properties
    - Single Service Connection

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**SECTION 2 – STATEMENT OF AFFAIRS**

A copy of Council's Statement of Affairs prepared in December 2003 is available for inspection.

**SECTION 3 – CONTACT ARRANGEMENTS**

Documents may be inspected at Council's Administration Office during the hours of 8.30am to 4.30pm each day, excluding Public Holidays.

The public may be able to access documents by mail, telephone or in person, subject to the requirements relating to personal information contained in the PPIPA, Council's Privacy Management Plan and the relevant Privacy Codes of Practice.

Verbal enquires should be directed to either Mrs Katrina Kemp, Records Officer, or Mr Wayne Cossens, Director of Corporate Services, on (02) 6540 1100.

Written requests should be addressed to:

Mr Daryl Dutton  
Acting General Manager,  
Scone Shire Council  
PO Box 208  
SCONE NSW 2337  
Phone: (02) 6540 1100  
Facsimile: (02) 6545 2671  
Email: [council@scone.nsw.gov.au](mailto:council@scone.nsw.gov.au)

Council has a pre-printed application form to assist applicants in this process. Before applications are considered, the appropriate fee must be paid.

**FREEDOM OF INFORMATION ACT 1989****Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****SHELLHARBOUR CITY COUNCIL****FOI Agency No. 2207****SECTION 1 – POLICY DOCUMENTS**

Aerodrome Policy  
Alcohol Consumption – Public Halls  
Alcohol Consumption – Public Reserves  
Amusement Devices  
Animals – Residential Areas  
Annual Report (produced annually)  
Appointment of Senior Staff  
Asbestos Code  
Backyard Burning  
Beaches and Pools  
Blackbutt Youth Centre – Strategic Plan  
Builders' Obligations  
Building Control  
Building Sites – Sediment Control  
Camping Areas  
Car Parking Policy  
Cemeteries Policies  
Child Care centres and pre-schools  
Code of Conduct – Councillors and Staff  
Code of Conduct – Swimming Pools  
Code of Meeting Practice  
Commercial Home Catering  
Council Chambers – Albion Park  
Council Land Sales  
Cultural Diversity Policy  
Delegations – Mayor, Councillors and Staff  
Disabled Access Policy  
Dogs – General  
Donations Policy  
Drainage Easements and Open Drains  
Earthquake Code  
Elections and Election Material  
Employee Induction Guide  
Environment – Protection of Lake Illawarra and Coastal Policy  
Environment – Koala Habitat Protection Policy  
Environmental Policy  
Equal Employment Opportunity Management Plan  
Extension of Credit & Debt Recovery  
Fee Reduction Policy  
Food Strategy  
Investment  
Legionnaires Disease  
Library – Lending Policy  
Library – Reciprocal Membership Policy  
Management Plan – Councils Activities (5 year) and Revenue Policy (1 year)  
Management of Council Property by Community Organisations  
Minutes of Council Meetings and Committee Meetings – SEPARATE REGISTER  
Museum – Collection Conservation

Offences by Minors  
Parking for Disabled – Infringement Notices  
Payment of Expenses & Provision of Facilities to Councillors  
Personal Water Craft (PWC)  
Plastic Garbage Bags  
Playground Equipment – Safety Check List  
Privacy Management Plan  
Protective Disclosures Act – Internal Reporting  
Provision of Council Motor Vehicles  
Public Halls  
Public Reserves/Sportsfields/Parks – Naming, Wet Weather, Circuses  
Purchase of Goods, Plant and Materials  
Rates Policy  
Recycled Products – Unbleached Stationary  
Register of Disclosures of Interest of Councillors  
and Designated Officers – SEPARATE REGISTER  
Returns as to Candidates' Campaign Donations  
(produced every 4 years) –SEPARATE REGISTER  
Risk Management  
Roads – Miscellaneous  
Shellharbour City Centre Car Parking  
Shellharbour City Council – Use of Name  
Shellharbour City Stadium Strategic Plan  
Social Impact Assessment Policy  
Social Plan  
Sponsorship  
Sportsfields – Leasing & Licensing  
Spraying of Blackberries  
Subdivisions – Miscellaneous  
Temporary Accommodation for Aged Persons  
Trees – Miscellaneous  
Use of Vehicles on Beaches within the Shellharbour LGA  
Waste Management Strategy (2002)  
Occupational Health & Safety Policy  
Rehabilitation Policy and return to Work Program  
Alcohol & Drug Policy  
Sun Protection Policy  
No Smoking Policy

#### **Corporate Health & Safety**

Occupational Health & Safety Policy  
Rehabilitation Policy and Return to Work Program  
Alcohol & Drug Policy  
Sun Protection Policy  
No Smoking Policy

#### **Local Environmental Plan No. 2000**

This plan covers the Shellharbour City Council Local Government Area. It provides opportunities for residential, commercial and industrial development, and open space, rural and environmental protection areas.

#### **Development Control Plans**

Advertising Structures & Advertisements  
Albion Park – Aerodrome – Buffer Area  
Albion Park Commercial Centre  
Albion Park Public School Site (Formerly)  
Albion Park Rural Residential  
Ash Avenue – Albion park – Residential  
Blackbutt – Rural/Residential  
Commercial Development  
Complying Development  
Dunmore Lakes Estate

Dunmore Wetlands  
Draft Advertising & Identification Signs  
Draft Exempt Development  
Draft Shellcove  
Energy Smart  
Exempt Development  
Flinders Lakeview Estate Development  
Industrial Development  
Lake Entrance Rd, Blackbutt  
Lakeview Estate Site 7200  
Landscape Guidelines  
Macquarie Rivulet Delta  
Medium Density  
Motor Showrooms  
Notifications Policy  
On-Site Waste Water Management for Single Residences  
Residential DCP No 99/4  
Residential Infill Development  
Residential Subdivision  
Section 94 Works-in-Kind Policy  
Service Stations  
Shell Cove Stages 1-5 & 7a & b  
Shell Cove Road – House No's 4-44  
Shellharbour City Centre  
Shellharbour Road School Site (Tawarra)  
Shellharbour Township Commercial  
Sidewalk Eating Areas  
Telecommunications Facilities  
Tullimbah Village  
Warilla Beach  
Waste Minimisation & Management

#### **Plans of Management for Community Land**

Management plans set out the overall aim, objectives and performance targets, statement of means, performance assessments and, if applicable, lease/licence details etc. Council welcomes any enquiries on its Management Plans and plans are available for viewing by the public. The major management plans include:

Albion Oval  
Albion Park Showground  
Albion Park Swimming Pool and adjacent areas  
Alex Hoffman Park  
Barrack Heights Sportsfield  
Bardsley Park  
Bass Point  
Blackbutt Reserve  
Con O'Keefe Oval  
Croome Regional Sporting Complex  
Darcy Dunster Reserve  
Geoff Shaw Oval  
Hooker Park (Ces Glenholmes Oval)  
Howard Fowles Oval  
Jack Brown Oval  
Keith Bond Oval  
Keith Grey Oval  
Keith Hockey Oval  
King Memorial Park  
King Mickey Park  
L. R. Mood Park  
McDonald Park  
Morley Park  
Oak Flats Swimming Pool and adjacent areas



Oakleigh Park  
Panorama Oval  
Pelican View Reserve  
Reddall Reserve  
Ron Costello Oval  
Rotary Park  
Shellharbour Reserve includes Shellharbour Swimming Pool  
Skiway Park  
War Memorial Park includes Warilla Swimming Pool

#### **Section 94 Contributions Management Plans**

Original Document, First Review, Second Review, Third Review, Fourth Review and Fifth Review. The above includes support documents:

Open Space Plan  
Blackbutt/Flinders Recreation Facilities Study  
Albion Park Recreation Facilities Study

### **SECTION 2 – STATEMENT OF AFFAIRS**

The Statement of Affairs 2003 under this Section is contained in Council's Annual Report and is available free of charge by contacting the Public Officer. The Annual Report which incorporates Council's Statement of Affairs includes, Council's Charter, Councillors information, the role of Mayor/Councillors and General Manager, the Council's Organisational Structure, its Principal Activities and Services and its policy on public participation at Council Meetings. Inspection of the Statement of Affairs can be made at Council's Libraries and Administration Building (Lamerton House) during normal operating hours.

### **SECTION 3 – CONTACT ARRANGEMENTS**

Documents are available for inspection free of charge in accordance with Section 12 of the Local Government Act 1993, Council's photocopying charge for Documents under Section 12 is \$1.00 for the first page then 30c for each additional page.

Applications for access to information held by Shellharbour City Council under the Freedom of Information Act 1989, must be made using Council's FOI application form or in writing stating the application is under FOI. The applicant must supply all the details required under the Freedom of Information Act. The current fee for an application is \$30.00. In some circumstances other charges may apply.

Applications and enquiries relating to Policy Documents and access to Council records can be made to:

Public Officer  
Shellharbour City Council  
Level 2  
Lamerton House  
Shellharbour Square  
PO Box 155  
SHELLHARBOUR CITY CENTRE NSW 2529  
Telephone: (02) 4221 6111  
Hours: 8.45 am and 4.30 pm, Monday to Friday (Public Holidays excepted)

**FREEDOM OF INFORMATION ACT 1989****Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****SHOALHAVEN CITY COUNCIL****FOI Agency No. 2208****SECTION 1 – POLICY DOCUMENTS**

The following policy documents are open for inspection. Certain documents are available for purchase whilst others would be subject to a photocopying charge:

Abseiling and Rockclimbing Policy  
Acceptance of Tenders (reports to Council)  
ACCESSIBLE LIVING Checklist of Development Requirements  
ACCESSIBLE LIVING Design Guidelines  
ADULT SHOPS (Premises Selling Sexually Explicit Products) – Guidelines  
Advertising – Local Newspapers  
AGED PERSONS – Accommodation – Establishment  
Aged Persons Accommodation Guidelines  
Animal Control Dogs – Council Caravan Parks and Public Beaches\*  
Animal Control Dogs – Prohibited Specific Beaches and Areas  
Anzac Day Services – Wreath Laying Ceremonies  
Asset Management Plan – Bridges  
Beaches – Motor Vehicle Access  
BED and BREAKFAST Guidelines  
Best Practice Water, Sewerage & Trade Waste Pricing  
BUILDING CODE Minimum Building Requirements  
BUILDING HEIGHT and AMENITY Residential Areas – Policy to Control  
BUILDING LINE Burrill Lake Foreshore  
BUILDING LINE Penguin Head Rd Culburra  
BUILDING LINES – for small lots approved prior to DCP 100  
BUILDING LINES Front in South Nowra Industrial Area  
BUILDINGS Flinders Estate – Zincalume Roofs  
BUILDINGS Floor Heights – Sussex Inlet Commercial Area  
BUILDINGS Garages on Vacant Allotments of Land  
BUILDINGS Setbacks – Tasman Park Estate – 2 (c) Zone  
BUILDINGS Setbacks – Tasman Park Estate – Rural Zone  
BUILDINGS Storm Water Drainage Control – “Slab on Ground” Construction  
BUILDINGS Temporary Movable in Residential Areas for Aged and Disabled Persons  
BUILDINGS Use of Reflective Building Materials – Coastal and Rural Areas  
BUILDINGS Water Supply – Use of Water Tanks  
BURIALS – Private  
Burrill Lake Estuary and Catchment Management Plan  
Bus Shelter Sheds – Sites  
Bushfire Equipment  
Camping Areas – Council Dog Control Caravan Parks & Camping Areas  
Camping Areas – Council Dog Control Council Caravan Parks & Beaches  
CAR PARKING CODE Development Control Plan No. 18  
CARAVAN PARKS PERMANENT OCCUPANCY – Design Guidelines for  
CARAVANS Parking of for Commercial/Community Activities  
Cemeteries Purchase of Sites  
Cemeteries, Crematorium and Memorial Garden Policy  
Coastal Reserves Risk Management Procedure  
Code of Conduct  
Collection Development Policy – South Coast Co-Operative Library Service

COMMUNITY CONSULTATION for Subdivision and Development Applications and the Formulation of  
 Development Guidelines and Policies  
 Community Consultative Body – Recognition of Community Committees  
 Community Consultative Body – Recognition of Progress Associations  
 Community Forums – Guidelines for the Conduct of  
 Community Plan – Executive Summary  
 Community Plan – Youth Services Strategy  
 Community Service Obligation  
 Conjola Regional Sewerage Scheme – Connection Policy  
 Conservation Management Plan for Nowra Showground  
 CONTAMINATED LAND – Potentially  
 Council Meetings – Addendum Reports  
 Council Meetings – Code of Meeting Practice  
 Council Meetings – Council Committees  
 Council Meetings – Deputations – Policy & Planning Committee  
 Council Meetings – Pecuniary Interest Staff – Preparation of Reports  
 Council Members – Payment of Expenses & Provision of Facilities  
 Council Owned Premises – Rental Review  
 CROSS CONNECTION and BACKFLOW PREVENTION  
 CULBURRA BEACH Development Control Plan No. 48 (Amendment No. 1)  
 Currarong Natural Resources Management Strategy  
 Defect and Risk Management Inspection Procedure  
 Deferment of S.64 Headworks Charges, Policy for  
 Delegation of Authority – Urgent Matters  
 Development – Built Environment  
 Development – Coastal Areas  
 Development – Hazardous Industries  
 Development – Highways & Arterial Roads  
 Development – Housing Residential Zones  
 Development – Land Retention – Canada St Cunjurong Point  
 Development – Main Centre Strategy  
 Development – Natural Hazards (other than flood or bushfire)  
 Development – New Development Areas  
 Development – Nuclear Industries & Activities  
 Development – Public Utilities – Electricity  
 Development – Public Utilities – Water & Sewer  
 Development – Urban Expansion of Cambewarra Village  
 DEVELOPMENT APPLICATION Fees – Waiving of – Community and Charitable Organisations  
 DEVELOPMENT APPLICATIONS – Funeral Parlours & Crematories  
 DEVELOPMENT APPLICATIONS Carparking Contribution – Corner Blocks  
 DEVELOPMENT APPLICATIONS Determination – Draft Development Control Plans and Draft Policies  
 DEVELOPMENT APPLICATIONS Dog Kennels – Calymea St Nowra  
 DEVELOPMENT APPLICATIONS Industrial Premises – Retailing Space  
 DEVELOPMENT CONTROL PLAN REGISTER  
 Development Control Plans – Landowner’s Advice  
 DEVELOPMENT Tourist Accommodation Design – Permanent Occupation  
 Disability Discrimination Act Action Plan  
 Dogs Off Leash Schedule  
 Donations Policy  
 Drainage Easements – Maintenance of Watercourses  
 DRAINAGE EASEMENTS Piping in Old Subdivisions  
 DRIVEWAY ACCESS Private Properties  
 DUAL OCCUPANCY – Subdivision Restriction  
 DUAL OCCUPANCY Guidelines (Development Control Plan 57)  
 Effluent Pumpout Charges  
 EFFLUENT REMOVAL – Pumpout Services  
 Effluent Reuse on Sporting Fields  
 Emplacement of Plaques & Other Artefacts in Council’s Parks & Reserves Policy

Energy Efficiency Guidelines (2.47Mb)  
EXEMPT and COMPLYING DEVELOPMENT Development Control Plan No. 89  
Fair Trading – Dedication of Land for Major Infrastructure Projects  
FENCES BOUNDARY and COURTYARD WALL CODE Single Dwellings  
FENCES Erection – Private Swimming Pools and Spas  
Festivals – Council Support  
Film and Video Production  
Fire Hydrants in Rural Areas, Provision of  
Flag Protocol – Australian Aboriginal Flag  
Flood Compatible Materials for Minor Extensions  
Flood Height and Floor Levels in Riverview Road Area (Infill Development)  
Flood Planning Levels – Lower Shoalhaven River Floodplain (Shoalhaven Heads Design Entrance Scenario)  
FLOOD POLICY – Flood Levels  
FLOOD POLICY – Interim – Caravan Parks on Flood Prone Land  
FLOOD POLICY Interim  
FOOD – COMMERCIAL HOME CATERING Code  
FOOD – FOOD PREMISES Code  
FOOD – MOBILE FOOD STALLS/VEHICLES and TEMPORARY FOOD PREMISES  
FORESHORE AREAS Residential Development – Development Control Plan No. 62  
Frequency of Water Billing – Residential Properties  
GARAGE SALES  
Generic Plan of Management – General Community Use  
Generic Plan of Management – Natural Areas  
Generic Plan of Management – Parks  
Generic Plan of Management – Sportsgrounds  
Guidelines for Integrating the Principles of Ecologically Sustainable Development into SCC Activities  
HACC CENTRES – Future Direction (Community Services)  
HALLS – Use and Hire of Halls and Facilities for Commercial Sale of Goods  
HOME ACTIVITY Guidelines (Development Control Plan 109)  
Icon Parks Policy  
Industrial Development – Public Relation Courtesies  
Investment Policy  
Kangaroo Valley – Planning Issues & Policies  
Kerb and Guttering – Charges Applicable  
Kerb and Guttering – Cycleway/Footpath – Charges Applicable  
Land Acquisition – Advice to Owners  
LANDSCAPING of the Princes Highway – Nowra Urban Areas  
Leave – Special Military  
Library Policy – Children  
Library Policy – General  
Liquid Trade Waste Discharge to Council's Sewer  
Living Futures Shoalhaven Community Safety Plan (previously SCAT)  
Local Ethnic Affairs Policy Statement (LEAPS)  
Major Alterations to Existing Dwellings in Flood Prone Areas  
Management Committees – Delegation of Powers  
Management Committees – Playing Fields Subsidies  
MARKETS Operation of  
MEDIUM DENSITY HOUSING Development Control Plan 71  
Narrawallee Inlet Natural Resources Management Strategy  
No Charge Tipping Vouchers  
Noxious Weed – Control and Eradication  
Noxious Weed – Control in Lakes and Ponds within Parks  
Occupational Health & Safety  
On-site Sewerage Management – Conjola Regional Sewerage Scheme  
OUTDOOR EATING  
Pensioner Rates & Charges Arrears

Pensioner Rates – Interest Free period  
Plan of Management for Berrara Creek Flats  
Plan of Management for Crookhaven Headland  
Plan of Management for Gannet Beach  
Plan of Management for Greys Beach & The Grotto  
Plan of Management for Hazel Rowbotham Reserve  
Plan of Management for Kings Point Foreshore  
Plan of Management for Mahogany Creek Reserve  
Plan of Management for Termeil Coastal Reserves  
Plan of Management for White Sands / Voyager Memorial Parks  
Plant Replacement – Plant replacement Reserve  
Playground Strategy  
Policy for “No Charge” Tipping of Storm Damaged Materials at Waste Depots  
Policy for Provision of Local Area BMX Circuits  
Policy for the Provision of Local Skate Parks  
Pressure Sewer Policy  
Privacy Management Plan  
Prosecutions – Advance Publicity  
Provision of Water & Sewer Infrastructure (Rezoning, Major Developments & SEPP 5 Developments)  
Public Amenities – Construction Standard  
Public Reserves – Hire of Pleasurecraft  
Public Reserves – Hire of Pleasurecraft – Assignment of Lease  
Public Reserves – Improvement by Adjacent Owners  
Public Reserves – Waiving of Fees (fund raising purposes)  
Public Reserves – Waiving of Fees (not profit expected from event)  
Ratepayer Financing – K&G and Footpaths  
Rates & Other Monies – Delegation of Authority to Write Off  
Rates – Overdue Interest Rate  
Rates – Pensioner Interest Charges  
Recreation Facilities – Playground Equipment – Construction & Replacement  
Recreation Strategy  
Regional Services Corridor – North Nowra/Bomaderry  
Rehabilitation Policy  
Requests for Council Support for Rural Road Closures  
Reserve Naming  
Retention & Destruction of Records (Incorporated in Code of Conduct)  
Retirement Villages, Policy for S 64 Contribution Assessment of  
Rezoning – Bomaderry  
Rezoning – Procedures for Requests  
Risk Management Policy  
Risk Management Procedures – “Signage as Remote Supervision”  
Risk Management Procedures – Footpaths  
Risk Management Procedures – Gravel Roads  
Risk Management Procedures – Sealed Roads  
Road & Street Naming – Bomaderry Area  
Road & Street Naming – City of Shoalhaven  
Road & Street Naming – Crown Roads & Private Roads  
Road Closures – Temporary  
Road Sealing – Contributions  
Roads – Design Standards  
Roadside Environment Management Plan  
Rural Water Supply Policy  
SAND DUNES – Risks of Building on  
SECOND HAND DWELLINGS Relocation of  
Section 64 Contributions-Industrial Development- Water & Sewerage Headworks Charges  
SECURITY GRILLS and GATES  
SEPP No. 1 APPLICATIONS Woollamia Rd Woollamia  
Service Level Standard – Replying to Correspondence

Services – Public Utility – Provision within Footpaths  
SEWAGE MANAGEMENT On Site – Development Control Plan No. 78  
SEWERAGE SYSTEM (Council's) Connection of Properties to  
SEWERAGE/WATER Minor Mains Extension Policy  
SEWERS Policy for Building Over  
Shoalhaven City Mayor's Relief Fund Committee Rules  
Shoalhaven Tourism Board Guidelines  
Sick Leave – Payment of Untaken  
SIGNS – IDENTILITE Policy  
Signs – Industrial Estates  
SIGNS – Interim Multi Panel Directional Sign Policy  
SIGNS – Public Information Signs  
Signs – Reserve Signage Standard  
Signs – Reserves – Policy Direction  
Signs – Standard Street and Suburb  
Signs – Tourism – Highway and Fingerboard  
SIGNS Strategy for the City of Shoalhaven – DCP 82  
Sponsorship Policy  
Sporting Facilities – Sports Tourism – Upgrading  
Sports Facilities Plan – 2016  
Sports Fields – Usage  
Staff Gratuities upon Retirement  
STORMWATER PROTECTION ON BUILDING SITES – Guidelines for  
STREETSCAPE in NOWRA CBD Guidelines for Paving and Tree Planting – Development Control Plan  
No. 80  
SUBDIVISION CODE – Development Control Plan No. 100  
Subdivisions – Payment of Water Services  
Subdivisions – Sewerage Works Contribution  
SUBDIVISIONS Rural Development – Leebold Hill Road Parish of Cambewarra  
SUBDIVISIONS Sewerage and Water Reticulation  
SUBDIVISIONS Uncompleted Works and Services  
SUBDIVISIONS Workers Dwellings – Use of SEPP No. 1  
Swan Lake/Berrara Creek Natural Resources Management Strategy  
Swimming Pools – Unsupervised  
TERMITE PROTECTION Policy  
TOURISM DEVELOPMENT in Rural Areas (Development Control Plan 63)  
Tree Management Policy  
Tree Management Policy – Public Land  
Tree Planting – School Groups  
Uniforms – Council Employees  
Uniforms – Customer Service Unit  
VERONS ESTATE – Interim Policy  
Voluntary User Contributions Policy (Sport Facilities)  
Walking Tracks Strategy  
Wastewater Non-Urban Availability Policy  
Water & Wastewater Services to Non Property Owners  
Water Availability and Connection Policy  
Water Hydrant Standpipe Extraction Policy  
Water Meter Services – Down Size, Disconnection or Nominal Sizing of  
Water Rates – Rural Properties  
Water Supply by Agreement – Levels of Service  
WEDDINGS – Receptions in Public Parks  
Weight and Length Restrictions – Kangaroo Valley Road  
WHARVES and JETTIES  
Writing Off Water Charges

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**SECTION 2 – STATEMENT OF AFFAIRS**

The Freedom of Information Act 1989 requires the production of a Statement of Affairs by 30 June of each year. Copies are available free of charge from the Information Officer.

**SECTION 3 – CONTACT ARRANGEMENTS**

Access to Shoalhaven City Council's policy documents can be arranged through the Information Officer during office hours. Contact by telephone should be made prior to making a personal visit.

For further information contact:

Information Officer  
City Administrative Centre  
Bridge Road  
NOWRA NSW 2541  
Telephone: (02) 4429 3366

Correspondence should be addressed to:

The General Manager  
Shoalhaven City Council  
PO Box 42  
NOWRA NSW 2541

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

**SECTION 1 – POLICY DOCUMENTS**

Policy Manual incorporating:

Program Policies

- Above-ground Water Tanks (Urban Areas)
- Additional Meter Readings
- Annual Performance Review
- Boundary Fences
- Carparking – Dwelling Houses
- Cemeteries
- Commercial Properties
- Communicable Diseases – Employees
- Community Facilities Management
- Community Participation & Consultation
- Complaints Handling
- Control of Vegetation Encroaching on Council's Structures in Waterways
- Councillors – Payment of Expenses and Provision of Facilities
- Council's Role as a sponsor of Community Services
- Council's Role as a provider of Community Services
- Counselling – Resolution of Day-to-Day Performance Issues
- Courtesy Grading
- Customer Service Training
- Debt Policy
- Deceased Estates (Rural)
- Designated persons
- Development Applications
- Disciplinary Procedures
- Dogs
- Donations – Granting of Financial Assistance
- Drug and Alcohol
- Employee Assistance Program
- Employment of Casual Staff
- Employment of Temporary Staff
- Engagement of Contractors
- First Aid
- Geographic Names
- Grievance Procedures
- Guidelines for the Use of Contractors
- Internet Usage
- Investments
- Leave Without Pay
- Legal Advice and Representation
- Living on site whilst building a dwelling house
- Loan Repayment Ratio Levels
- Manual Handling
- Media Policy
- Minutes of Council and Committee meetings
- Motor Vehicles – Private Use Light Vehicle Fleet
- Occupational Health & Safety
- Occupational Rehabilitation
- Opening of Tenders



Orientation and Induction Program  
Plant Hygiene  
Plant Replacement  
Protected Disclosures Act  
Provision of Public Toilet Facilities  
Range and level of Community Services & Facilities  
Recruitment and Selection  
Risk Management – Approvals to conduct activity on Council or Public lands  
Rural Smallholding Development  
Rural Water Supply Assessment  
Salary System  
Sewerage Billing and Charging Policy  
Signing of Council and Committee Minutes  
Signs  
Skin Care and Clothing Policy  
Software Code of Conduct  
Special Leave for Military Service  
Street Trading and Vending  
Study Assistance  
Tourism – Council’s Role  
Trade Practices Act  
Trade Waste Service  
Training Policy  
Use of Penalty Notices for Offences under Noxious Weeds Act 1993  
Variation of Covenant  
Water Billing and Charging Policy  
Water Conservation and Management  
Youth Employment  
Codes of Practice  
Meeting Procedures  
Code of Conduct  
Human Resource Manual  
Exit Interview  
Probationary Guidelines for new employees  
Communicable Diseases – Employees  
Salary System  
Training Plan  
Recruitment and Selection  
Harassment in the Workplace  
Bonding of Works and Services  
Access Roads for Rural Development including subdivision  
Guidelines for Management Committees  
Guidelines for Purchase and Sale of Motor Vehicles and Plant  
Motor Vehicle Lease Agreement and Fleet Management Conditions  
Protected Disclosures Act – Model Internal Reporting Policy  
Trade Practices Act – Its Application and its effect on Council Activities  
Complaints Handling  
Guidelines for Advisory Committees  
Delegations  
Management Plan incorporating  
Summary Information – Organisation structure  
Working Documents  
Statement of Revenue Policy and Fees and Charges  
Budget  
Financial Statements and Auditor’s Reports  
Local Environmental Plans  
Bush Fire Services Management Plan  
Social Plan

**Development Control Plans – Adopted**

- A1 – Introduction to the Development Control Plan
  - A2 – Schedule of Amendments
  - A3 – Activities in Public Places
  - B1 – Building Construction Standards
  - B2 – Bed and Breakfast Accommodation
  - C1 – Off-Street Carparking
  - C2 – Construction Certificates
  - C3 – Contaminated Land
  - C4 – Complying Development
  - C6 – Cobbin Estate – Stages 1 and 2
  - D1 – Definitions
  - D2 – Development Applications
  - D3 – Dividing Fences Act 1991
  - D4 – Dual Occupancy in Rural Residential Areas
  - E1 – Energy Conservation
  - E2 – Erosion and Sediment Control
  - E3 – Exempt Development
  - F1 – Food Premises – Construction and Fitout
  - F2 – Food Handling and Hygiene/Temporary Food Premises
  - F3 – Flood Liable Land
  - H1 – High Country Estates – Stages 1 and 2
  - H2 – Holiday Dwellings
  - I1 – Integrated Approvals
  - I2 – Industrial Development
  - L1 – Local Government Act Approvals
  - L2 – Landscaping
  - N1 – Notification of Development Applications
  - O1 – On-Farm Tourist Accommodation
  - P1 – Planning Focus Meetings
  - P2 – Use of Public Land for Commercial Purposes
  - R1 – Residential Development
  - R3 – Revegetation Works
  - S1 – State Environmental Planning Policy No. 1 – Rural
  - S2 – Sewage Management
  - S3 – Street Vending
  - S4 – State Environment Planning Policy No 1 – General
  - S5 – Subdivisions
  - T1 – Tree Lopping and Removal – Urban Areas
  - T3 – Temporary Occupation of Land
  - W1 – Water Sensitive Urban Design
- Snowy River Disaster Plan  
Snowy Mountains Airport Aerodrome Emergency Plan  
Minutes of Council and Committee meetings  
State of the Environment Report  
Annual Report – Section 428

**SECTION 2 – STATEMENT OF AFFAIRS**

The Statement of Affairs was last published in December 2003

**SECTION 3 – CONTACT ARRANGEMENTS**

Enquiries to:

The Freedom of Information Officer  
2 Myack Street  
PO Box 143  
BERRIDALE NSW 2628  
Telephone: (02) 6450 5195  
Hours: 8.00 am to 4.30 pm, weekdays.

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**FREEDOM OF INFORMATION ACT 1989**  
**Section 14 (1) (b) and (3)**  
**SUMMARY OF AFFAIRS**  
**of the**  
**COUNCIL OF SUTHERLAND SHIRE**  
**FOI Agency No. 2212**

**SECTION 1 – POLICY DOCUMENTS**

The council has available for inspection and purchasing (where relevant) the following current policy documents:

**Children Services**

Child Protection Policy & Procedures  
Voluntary Code of Practice for Out of School Hours Service

**Civil Works**

Civil Works carried out in conjunction with Subdivision and Developments  
Piping of Existing open Drains in Private Residential Properties where Subdivision is not involved  
Reconstruction and Maintenance of Private Roads or Rights-of-way  
Vehicular Footpath Crossings in Road Reserves  
Vehicular Footpath Crossings across Public Roads

**Communication**

Advertisements that request Public Comment During the Christmas Period  
Invitations or Requests for Aboriginal involvement in Council arranged Events  
Mayor's Message Guidelines  
Media and Public Comment Policy  
Newsletter (Our Shire) Editorial Policy

**Community Grants**

Annual Grants  
Funding of Charities and Community Based Organisations  
Heritage Grants – Local Public Guidelines  
Miscellaneous Grant Applications under Section 356

**Community Services**

Aboriginal Reconciliation Statement  
Access Policy  
Crime Prevention Plan  
Homelessness Policy  
Menai Community Safety Plan  
Miranda Local Area Command Liquor and Gaming Accord  
Partnership Protocol with the NSW Police in the Assessment of Development Applications  
Shiresafe Street Camera Programme – Code of Practice  
Sutherland Local Area Command Licensed Premises Liquor Accord  
Volunteers Guidelines  
Volunteers Policy

**Cultural Events**

Community Arts  
Exhibition Policy for the Hazelhurst Regional Gallery & Arts Centre  
Filming Policy

**Engineering**

Dredging

**Environmental**

Biodiversity  
 Clean Waters Policy  
 Community Partnering Policy  
 Contaminated Land  
 Environment Fund – Policy for Operation and Investment  
 Greenweb Strategy  
 Integrated Transport Policy  
 Issuing of Section 149 Certificates -Advice on Properties within 4.8 km of Lucas Heights  
 Local Air Quality  
 Response to Sewage Bypass Notification at Cronulla Sewage Treatment Plant  
 Sustainable Timbers Policy

**Finance & Purchasing**

Advances by Council  
 Allocation of Priorities  
 Get It Green Purchasing  
 Interest Payable on Security Bonds  
 Investment for Cash Balances  
 Petty Cash Policy and Procedures February 2004  
 Purchasing Policy & Procedures  
 Rate Recovery  
 Treatment of Incomplete Works  
 Voluntary Pensioner Rebate

**Governance****Conduct**

Codes of Conduct for:

- Community Representatives
- Councillors, staff and delegates of Council
- Precinct Residents' Associations

**Council, Committee and Sub-Committee Meetings**

- Arranging Site Inspections or Meetings for Councillors
- Code of Meeting Practice
- Community Presentations to Committees of Council
- Process and Rules for the Independent Hearing & Assessment Panel
- Provision of Child Care at Sub-Committees
- Recommendations that require resources or funds
- Special Committee and Council Meetings

**Expenses & Facilities**

Conference Attendance Reports  
 Interstate and Overseas Travel  
 Payment of Expenses and provision of facilities to Councillors  
 Travel and Conference by Councillors, General Manager and Directors

**General**

Conflicts of Interest Policy and Guidelines  
 Council Seal  
 Councillor Access to Information  
 Customer Response  
 Display of Election Material – Council Election  
 Gifts, Benefits & Hospitality  
 Internal Ombudsman Guidelines  
 Lodgement of Disclosure of Interest Returns  
 Non-Disclosure of Name of Complainants  
 Privacy Management Plan  
 Secondary Employment  
 Sponsorship

**Reporting**

- Whistleblower's Policy [Internal Reporting System (Protective Disclosures Act)]
- Local Government Association Annual Conference
- Lot & DP numbers in Reports to Council
- Tender Reports to Council

**Information Technology**

Information Security  
Internet E-mail  
Internet Usage  
Microsoft Access Development Query Use  
On-line Service Strategy

**Legal Services**

Legal Actions Initiated against Council by Community Groups  
Legal Assistance – Councillors & Staff

**Libraries**

Library Acquisition  
Material for Public Display in Council's Libraries

**Parks & Trees**

E G Waterhouse National Camellia Gardens – Funeral Ceremonies and Memorial Services  
Miranda Park Circuses  
Public Fracas in Reserves or Parks  
Replacement of Playground Equipment  
Tree and Bushland Vegetation Preservation Order  
Urban Tree  
Volunteers Bushcare Policy

**Personnel**

Training & Study  
    Study Assistance Program  
    Training Policy  
Workplace  
    Alcohol and Other Drugs  
    Corporate Uniform  
    Counselling & Discipline  
    Equal Employment Opportunity Grievance  
    Equal Employment Opportunity – Management Plan for 2001/2005 and Grievance Procedure  
    Hepatitis A  
    Language Aide  
    Occupational Health, Safety and Rehabilitation Management System  
    Parental Leave  
    Use of Council Resources  
    Working From Home Policy and Procedures  
    Workplace Bullying

**Planning and Assessment**

Breach of Practice by Private Certifiers  
Consideration of Development Applications submitted by Council  
Dealing with incomplete or non-compliant applications  
Development Application Decision Techniques & Mediation Policy  
Enforcement of non-compliance with Orders 21 & 22 issues under S124 LGA 1993  
Native Title Strategy – Wik Amendments  
Private Certification of Development Applications – a Policy for Enforcement of Conditions of Consent  
Rezoning Applications in Prohibited Areas

**Property**

A Frame Advertising Boards  
Clothing Appeal Collection Bins  
Kerb House Numbering  
Leases to Community Groups  
Naming of Public Facilities  
Open Space Land Acquisition Policy  
Outdoor Seating Areas in Cronulla Plaza and Peryman Place  
Outdoor Seating Areas, excluding Cronulla Plaza and Peryman Place  
Public Liability Insurance Cover for Hirers of Council's Community Halls, Parks and Reserves

Release and Relocation of Drainage Easements  
Short Term Access over Fire Trails

**Roadways**

Prevent Rubbish Skips and Dumpsters on Roads  
Use of Roads for Community Events

**Sport & Recreation**

Active Playing Field Service Plan  
Night Competition Games Upon Active Open Space

**Stormwater Management**

On-Site Stormwater Detention – Policy and Technical Specification  
Stormwater Management – Model Policies and Guidelines

**Strategic Planning**

Community Consultation  
Competition Policy – The Next Steps in Reform  
Precinct Residents' Associations Policy  
Strategic Management Cycle

**Telecommunications**

Procedures for Mobile Phones  
Telecommunication Code of Practice

**Waste Services**

Additional Garbage Capacity Policy  
Bin Contamination Policy  
Bin Service Requirements Policy  
Domestic Waste Service Collection

**SECTION 2 – STATEMENT OF AFFAIRS**

The Council of Sutherland Shire has produced a Statement of Affairs, as at 30 June 2004. The Statement is available to the public by contacting Council's Freedom of Information Officer or on Council's Website: [www.sutherland.nsw.gov.au](http://www.sutherland.nsw.gov.au).

**SECTION 3 – CONTACT ARRANGEMENTS**

Access to policy documents can be arranged through contacting Council's Freedom of Information Office during office hours. Initial contact should be made in writing or telephone. The details are:

Freedom of Information Officer  
Sutherland Shire Council  
4-20 Eton Street  
Locked Bag 17  
SUTHERLAND NSW 2232  
Telephone: (02) 9710 0190  
E-mail: [ssc@ssc.nsw.gov.au](mailto:ssc@ssc.nsw.gov.au)  
Hours: 8:30 am and 4.30 pm, Monday to Friday.

**FREEDOM OF INFORMATION ACT 1989****Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****TEMORA SHIRE COUNCIL****FOI Agency No. 2216****SECTION 1 – POLICY DOCUMENTS**

Temora Shire Council maintains the following documents available for public inspection:

- Annual Report;
- Annual Financial Statements including Auditor's Report;
- Management Plan including EEO Management Plan, Community Land Plan, and Social Plan
- Returns of the interests of Councillors, designated persons and delegates;
- Business Papers and Minutes for Council and Committee Meetings (excluding items deemed Confidential);
- Register of Delegations;
- Records of Building Certificates.

Policy Register containing the following policies:

- Amusement Devices – Pin Ball Machines
- Building and Building Lines
- Industrial Buildings
- Operation of Effluent Recycling Scheme
- Firebreaks
- Issue of Burning Off Permits
- Keeping of Horses
- Noxious Plant Control
- Construction and Use of Swimming Pools
- Town Hall Lettings
- Operation of Street Stalls
- Local Environment Plan (Currently Being Updated)
- Use of Caravan Park and Recreation Areas
- Nixon Park
- Lake Centenary
- Tree Pruning (Currently Being Updated)
- Staff Training and Appraisal
- Saleyard Truck Washing Bay
- Hire of Heavy Plant
- Development and Building Notification Approvals
- Payment of Expenses and Provision of Facilities
- Dwelling – Removal Code – Aria Park and Springdale
- Code of Conduct
- Code of Meeting Practice
- State of the Environment
- Accreditation and Certification Protocol – Private Building Surveyors
- Use of Council Equipment by Employees Outside of Working Hours
- Local Approvals Policy
- Third Party Purchase
- Casual Use – Temora Saleyards
- Staff and Council Presentations
- Staff Uniforms
- Street Banners
- Plant Replacement
- Izumizaki Agricultural Bursary
- Recreation Centre Policy
- Tendering Policy

- Local Purchase Policy
- Employee Incentive Scheme
- Complaints Handling Procedure
- Policy for Discharge of Liquid Trade Waste into Council's Sewer
- Guidelines for Television and Film Production Shoots
- Managing Conflicts of Interest
- Provision of Information to and Interaction Between Councillors and Staff
- On-site Sewage Management Plan
- Debt Recovery Plan
- Code of Practice – Section 355 Committees
- Privacy and Personal Information Management Plan
- Amenity Tree Management Plan
- Model Privacy Management Plan
- Street Closure Policy
- Child Protection Policy
- Email and Internet Usage Policy
- Human Resources Policy (currently being updated)
- Housing
- Cemetery
- Sporting Fields
- Rating Policy
- Commercial Properties in Residential Areas
- Aged Care Facilities
- Vandalism
- Pre School
- Use & Hire of Mobile Stage
- Street Lighting
- Investment Policy
- Road & Footpath Inspections Policy
- First Aid Policy
- Risk Management Policy
- Policy for Grazing of Stock on Councils Roads
- Environmental Management Policy
- Manual Handling
- Procedures for Remote Supervision Signs at Councils Parks, Reserves, Sporting Fields
- Working at Heights Policy
- Protective Clothing and Protective Equipment Policy
- Volunteer Risk Management Policy
- Gathering Information Policy

### SECTION 3 – CONTACT ARRANGEMENTS

Requests under the Freedom of Information Act for access to documents held by Temora Shire Council must be made by written application. No immediate fee is payable.

Applications should be addressed to:

The Public Officer  
Temora Shire Council  
PO Box 262  
TEMORA NSW 2666

Enquiries may be directed to:

Mr Steve Firth  
Telephone: (02) 6977 1099  
Hours: 8.00 am and 4.30 pm, Monday to Friday

G. C. Lavelle,  
General Manager



**FREEDOM OF INFORMATION ACT 1989****Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****TENTERFIELD SHIRE COUNCIL****FOI Agency No. 2217****SECTION 1 – POLICY DOCUMENTS**

Tenterfield Shire Council maintains the following documents available for public inspection:

Annual Reports  
Auditors Reports  
Budget Review  
Building Application/Approval Records  
Building Certificate records  
Business Papers  
Code of Conduct for Local Government  
Code of Meeting Practice  
Consultative Committee Policy  
Contribution Plan – Section 94  
Contribution Plan – Car Parking Tenterfield CBD  
Delegation of Authority Register  
Development Application/Consent Records  
Development Control Plan for Development on land within Zone 2 (v) (Village or urban in Tenterfield)  
Disclosures Register  
Employee Handbook  
Equal Employment Opportunity Management Plan  
Local Approvals Policy  
Management Plan & Revenue Policy (including Financial Forecast for period)  
Minutes of Committee Meetings  
Minutes of Council Meetings  
Occupational Health and Safety Committee Policy  
Parks and Reserves Management Plan  
Plant Replacement Program  
Privacy Management Plan  
Saleyards Management Plan  
Social Plan  
State of the Environment Report  
Subdivision Code  
Tenterfield Local Environmental Plan  
Tenterfield Memorial Baths Management Plan  
Tenterfield Shire Road Network Management Plan  
Training Plan and Policy  
Water & Sewerage Headworks Contribution Policy  
Workplace Assessment Committee Policy

**Council's Policy Register** (which contains the following adopted policies of Council)

**General**

- Accounting Policy
- Acting General Manager
- Charitable Appeals
- Community Donations/Contributions
- Competitive Neutrality Complaints
- Debt Recovery
- Designated Persons
- Expenditure Authority for the Mayor and General Manager

- Fund Raising Stalls
- Insurance Claims
- Investment
- Internet, Email and Computer Usage
- Library – Borrowings
- Library – Family History Group
- Library – Internet Users
- Library – Library and Information Services
- Library – Collection Development Policy
- National Framework for Women in Local Government
- Payment of Expenses and Provision of Facilities to Councillors
- Policy Register Distribution
- Provision of Information to and interaction between Councillors and Staff
- Purchase of Goods Locally
- Rental of Council Residence – General Manager
- Rental of Council Residence – Other Staff
- Reserve Funds
- Resource Sharing
- School of Arts – Collections Acquisition & Deaccession Policy & Procedural Manual
- Special Exhibitions Collection Policy
- Sponsorship – Centenary of Federation
- Submissions
- Transfer of Land in Payment of Rates
- Writing Off of Debts

#### **Works and Services**

- Access to Properties
- Delegation for Purchases – Minor Plant Items
- Demand Management –Tenterfield Water Supply
- Demand Management – Urbenville Water Supply
- Footpaths – Paving
- Gutter Crossings
- Kerb and Gutter – Contributions (Corner Lots)
- Kerb and Gutter – Replacement of Granite Gutter Blocks
- Maintenance of Accesses
- Maintenance of Nature Strips and Road Verges
- Motor Vehicles – Council Transfers
- Motor Vehicles – Delegation for Purchase of Light Vehicles
- Plant Operations, Servicing and Maintenance
- Property – Disposal of Obsolete/Surplus Property
- Public Gates and By-Passes
- Roadside Memorials/Commemorative Markers
- Safe Operation, Maintenance & Servicing of Hired Plant
- Signage – Bed & Breakfast (B & B) Establishments
- State Emergency Service – Agreement with Kyogle Council
- Temporary Closure of Town Streets
- Tenterfield CBD Works Procedures
- Water – Rural Connections
- Water – Service Connections
- Workshop Access

#### **Planning and Development**

- Approvals – Sandwich Board
- Building Control – Building Lines
- Council Property – Pianos
- Excessive Vegetation Control in Residential Areas
- Impounding – Abandoned Motor Vehicles
- Memorial Hall Fees
- Noxious Weeds
- On-site Sewage Management
- Sewerage – Septic Tank Connections

- Street Vending
- Subdivision – Road Naming
- Water Supplies & Sewerage Services – Contributions to Water and Sewer Main Extensions

#### **Human Resources**

- Camping Out
- Conference, Seminar & Training Expenses
- Corporate Uniform
- Child Protection
- Education Expenses
- Emergency Preparedness
- Employment Screening
- Grievance and Dispute Procedure
- Interview Expenses
- Leave – Emergency Services Duty
- Leave – Picnic Day
- Leave – Rostered-Days-Off
- Motor Vehicles Private Use
- Occupational Health and Safety – Electrical Inspection of Construction Tools
- Occupational Health and Safety – Lifting Using Chains and Slings
- Occupational Health and Safety – Traffic Control at Work Sites
- Outdoor Staff Clothing and Personal Protective Equipment (PPE)
- On-Site Facilities
- Occupational Health and Safety – Chainsaws
- Occupational Health and Safety – First Aid
- Occupational Health and Safety
- Personnel Files
- Protected Disclosures
- Recognition of Services
- Re-evaluation of a Position Grade
- Removal Expenses
- Salary System
- Staff Appointments
- Staff Benefits
- Telephone Allowances
- Workplace Smoking

#### **SECTION 2 – STATEMENT OF AFFAIRS**

Council's Statement of Affairs dated 30 June 2003 has been prepared and is available from Council's office for perusal.

#### **SECTION 3 – ACCESS TO INFORMATION**

Members of the public wanting access to Council's documents are asked to make contact with the Public Officer, who is able to arrange for copies of documents to be made available. This Officer will also advise the appropriate place and times should the documents be required for inspection.

Requests for information in terms of the Freedom of Information Act (other than the policy documents listed above), are to be made in writing (an application form is available) accompanied by the appropriate fee. Applications are to be addressed to the Public Officer, Tenterfield Shire Council. The Public Officer is available during Council business hours of 9.00 a.m. to 4.30 p.m. Monday to Friday at the address below, and contact should be made prior to attending:

The Public Officer  
Tenterfield Shire Council  
PO Box 214  
TENTERFIELD NSW 2372  
Telephone: (02) 6736 1744  
Facsimile: (02) 6736 2669  
Email: council@tenterfield.nsw.gov.au

**FREEDOM OF INFORMATION ACT 1989****Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****TUMUT SHIRE COUNCIL****FOI Agency No. 2219****SECTION 1 – POLICY DOCUMENTS**

Tumut Council has the following documents available for inspection:

**Management Documents**

1. Urban Stormwater Management Plan
2. Sporting Facilities in the Tumut Shire – Plans of Management
3. Tree Committee – Terms of Reference
4. Waste Recycling Committee – Terms of Reference
5. Management Plan 2001/2004
6. Social Action Plan for Tumut Shire Council
7. Strategic Plan for the Management of Public Land in the Tumut Shire
8. Generic Plan for Significant Sportsfields – Plan of Management
9. Generic Plan for Small Neighbourhood Parks & Playgrounds
10. On-site Sewage Management Plan
11. Works Unit Business Plan
12. Works Unit Capability Statement
13. Strategic Business Plan for Water & Sewerage Systems
14. Fees and Charges
15. Budget – 1 year
16. Budget – 10 years
17. Aerodrome operations, maintenance & emergency
18. Trade Practices Act
19. Tumut River Greenbelt Management Plan
20. Access Committee – Terms of Reference
21. Aboriginal Liaison Committee – Terms of Reference
22. Tumut Aerodrome Committee – Terms of Reference
23. Risk Management & Safety Committee – Terms of Reference
24. Wondalga Quarry Committee – Terms of Reference
25. Youth Matters Committee – Terms of Reference
26. Consultative Committee – Terms of Reference

**Staff & Councillors**

27. Career Enhancement
28. Salary
29. Loss of Licence
30. Recruitment and Selection
31. Volunteer
32. Records Management
33. Internet and Email
34. Drug and Alcohol in the Workplace
35. Corruption Prevention Policy
36. Making of Rescission Motions
37. Appointment of Public Officer
38. Conferences, Seminars and Leave
39. Employee Awards
40. Leaseback Vehicles
41. Management of Remuneration Packages
42. Mayoral/General Manager meeting
43. Payments to Councillors
44. Reimbursement of Expenses – Staff

45. Sick Leave
46. Time Off in Lieu (Toil) – Staff
47. Use and Custody of the Common Seal
48. Council Delegate Reports
49. Child Protection
50. Workers Compensation
51. Rehabilitation
52. Noise Control
53. No Smoking in the Workplace
54. Manual Handling
55. Hearing Protection
56. Occupational Health & Safety
57. Occupational Health & Safety Committee Constitution
58. Chemical Safety
59. Employee Assistance Program
60. Eye Protection
61. HIV/AIDS in the Workplace
62. Training & Education Assistance for Employees
63. Service and Communications
64. Complaints
65. Protection from Ultraviolet Radiation
66. Consultative Committee Constitution
67. Family Leave (see Code of Conduct)
68. Information/Interaction between Councillors/staff -ICAC(see Code of Conduct)
69. Council Code of Conduct
70. Council Conflict of Interest (see Code of Conduct)
71. Council Protected Disclosures (see Code of Conduct)
72. Code of Meeting Practice
73. Staff Manual
74. Staff Training & Education
75. Award Restructuring
76. Disability Access Committee – Constitution & Policy
77. Grievance & Harrassment
78. Competency Based Assessment
79. Equal Employment Opportunity – Management Plan
80. Disciplinary
81. Immunisation
82. Competitive Neutrality – Complaints & Procedures
83. Casual Employment
84. Leave without Pay
85. Strategy for the formation of Self-managing teams
86. Family Friendly Employment
87. Special Leave
88. Uniform – Corporate
89. Risk Management & Safety
90. Union Picnic Day
91. Cadetship Program
92. Electrical Tagging/Testing
93. Certificates, Applications & Orders

### **Planning**

94. Building Inspection
95. Local Approvals
96. Local Orders
97. Dwarf Walls
98. Illegal Building Work
99. Industrial Land
100. Private Water Service
101. Processing Development Applic. construction cert. & complying Development Cert.
102. Property Addressing
103. Recycled Buildings

104. Temporary accommodation in Caravans
105. Access to Tumut Town Common
106. Alcohol Free Zones
107. Building over Sewerage Mains
108. Cemeteries
109. Crown Roads
110. Disposal at Waste Recycling Centres
111. Dining Areas & Displays on Footpaths
112. Ecologically Sustainable Development
113. Fairway Drive Access
114. Footpath and Pedestrian ways
115. Kerb and Gutter
116. Leash free dog exercise area
117. Metal Clad Buildings
118. Private Development of Public Land
119. Prohibited camping on Crown Reserve
120. Roadside stall
121. Stock Grid
122. Stock or vehicle loading ramps
123. Street tree
124. Street naming
125. Town Planning – Dwellings in general business zones
126. Tree preservation
127. Urban Fencing
128. Use of structural engineers
129. Verandahs over footpaths
130. Water Supply Connection
131. Rainwater Tank
132. Adelong Commercial Area
133. Building Lines
134. Disposal of Liquid Trade Waste
135. Developer Contribution Plan – Water & Sewerage Supply
136. Environmental Auditing of Industrial Premises
137. Street Stalls
138. Development Control Plan No. 5 – Brothels
139. Development Control Plan No. 3 – Carparking
140. Street Parking Control
141. State of Environment Report
142. Septic Tank Code
143. Orchard Planning Near Rural Dwelling – Planning
144. Tumut Local Environmental Plan
145. Rural Local Environmental Study & Urban Strategy
146. Development Control Plan No. 1 – Talbingo
147. Residential Development Control 1(1 & 2 Storey Low Density Development)
148. Urban Subdivision Code
149. Rural Subdivision Code
150. Industrial Development Code
151. Access – Disability
152. Development Control Plan No. 2 – Rural Residential Development
153. Section 94 Contribution Plan
154. Contaminated Land
155. Car Parking Strategy – Tumut Town Centre
156. Extension of Sealed Road Network
157. Road Service Crossings
158. Development Control Plan No. 4 – Public Notification
159. Development Bonds & Maintenance Bonds
160. Submitting a Building Application
161. Applying for Demolition Approval
162. Applying for Approval for installing a Solid Fuel Heater
163. Applying for Approval to occupy Incomplete Building
164. Applying for Approval to Install a Septic Tank/Waste Treatment Device

165. Installation of Rain Water Tanks in Residential Areas
166. Submitting A Development Application
167. Home Occupation/Home Industry
168. Change of Use
169. Landscape Planning Guidelines
170. Applying for Rural Dwelling Approval
171. Applying for Subdivision Approval
172. Submitting an Application for a Place of Public Entertainment
173. Control of Urban Trees
174. Erosion Control Guidelines for Building Sites
175. Development Application Process
176. Television & Film Production Shoots
177. Industrial Strategy
178. Private Sewerage Service (Pumping System)
179. Directional Signs
180. Tree Preservation Order
181. Maintenance of Public Roads & Access
182. Display of Private Second Hand Vehicles for Sale
183. Riverglade Wetlands Management Plan
184. Direction Directional Signs
185. Development Control Plan No. 7 – Rural Tourist Accommodation
186. Development Control Plan No. 6 – Industrial
187. Development Control Plan No. 8 – Residential Fencing
188. Development Control Plan No. 9 – Development of Cedar Crescent & Quandong Avenue
189. Provision of Rural School Bus Routes & Bus Stops

#### **Finance**

190. Arrangements to settle accounts
191. Exemptions for Gate Charges at Waste Recycling Ctr
192. Cashiering
193. Debt Recovery
194. Gifts, Donations and Exemptions
195. Financial Management

#### **Commercial Operations**

196. Tendering
197. Plant Replacement
198. Economic Development
199. Caravan Park operations
200. Provision of Contract Services by Council
201. Granite quarry
202. Regional Tourist Signpost Strategy
203. Local Tourism Plan
204. Tourism Management Program 1994
205. Council Caravan Parks – 10 year strategy
206. Lease of Council Land

#### **Emergency Services, Community Services, Health, Sport & Recreation, Weeds**

207. Fire Station
208. Flood Plain Management
209. Bushfire training
210. Bush Fire Danger Period
211. Fire Prevention in Pine Plantations
212. Overgrown allotments
213. Rural Fire Service Equipment
214. Rural Fire Service Organisation
215. Rural Fire Appliance
216. Activities during fire bans
217. Bush Fire Brigade Constitution
218. Tumut District Bushfire Management Plan
219. Tumut Bushfire Local Training Plan

220. Tumut Bushfire Standing Operating Procedures
221. Bushfire Risk Management Plan
222. Use of Council Plant at Bushfires
223. Electronic Equipment Usage
224. Food Safety
225. Sale of Tobacco Products
226. Sportsground and Facilities Users
227. Sport & Recreation Committee – Terms of Reference
228. Allocation of Sports grounds
229. Noxious Weeds Management
230. Access Policy
231. Community Service Placements
232. Montreal Theatre
233. Community & Welfare Services
234. Interaction with the Business Community

## **SECTION 2 – STATEMENT OF AFFAIRS**

The Council's Statement of Affairs will be produced in the 2003/04 Annual Report.

## **SECTION 3 – CONTACT ARRANGEMENTS**

Members of the public requiring access to Council's documents are asked to make contact with the Public officer, who is able to arrange for copies of documents to be made available. The Public Officer will also advise the appropriate place and times should the documents be required for inspection.

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

The Public Officer and the Freedom of Information Officer are both available during Council business hours of 9.00am to 5.00pm Monday to Friday at the address below and contact should be made prior to attending:

Mr Rob McMillan  
Public Officer / Freedom of Information Officer  
Tumut Council  
76 Capper Street  
TUMUT NSW 2720  
Telephone: (02) 6947 0555  
Facsimile: (02) 6947 3999  
Email: [rmcmillan@tumul.nsw.gov.au](mailto:rmcmillan@tumul.nsw.gov.au)



**FREEDOM OF INFORMATION ACT 1989****Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****UPPER HUNTER SHIRE COUNCIL****(Formerly Merriwa Shire Council)****SECTION 1 – POLICY DOCUMENTS**

Subject to the Freedom of Information Act 1989, Upper Hunter Shire Council Merriwa office holds the following policy documents which may be inspected free of charge. Copies of such documents are available for purchase at Council's standard photocopy charge:

## Access

- Access and Equity

## Accounts

- Debt Recovery

## Advertising

- Media
- Structures
- Temporary Structures

## Aged Units

- Rental

## Animals

- Stock Impounding

## Appeals

- Street Stalls

## Baths

- Commercial Swimming Lessons

## Cemetery

- Burials on Private Property
- Lawn

## Committees

- Section 355

## Commons

- Riding of Motorcycles

## Complaints

- Handling

## Conferences and Seminars

- Expenses

## Contractors

- Employment

## Correspondence

- Formal Communication with the State of NSW
- Formal Communication with the Commonwealth of Australia

## Council

- Operations

## Council Meetings

- Closed Sessions of Council
- Distribution of Minutes
- Resolutions
- Resolutions Outstanding
- Notices of Ordinary Meetings and Notices of Business
- Order of Business
- Outside of Merriwa

## Councillors

- Elected Members' Fees and Facilities
- Gifts, Bribes and Inducements

**Development**

- Advertising and Notification of Development Applications
- Bus Parking Areas
- Inspections Where Council is Appointed the Principal Certifying Authority
- Provision of Facilities in rural Outbuildings

**Disco Equipment**

- Conditions of Hire

**Donations**

- School Book Prizes

**Elections**

- Mayor and Deputy Mayor

**Financial Management**

- Investments
- Merriwa Pre-School Kindergarten

**Food Premises**

- National Code

**Gravel**

- Royalties

**Halls**

- Conditions of Hire

**Insurance**

- Occupiers' Liability – Casual Hirers of Council Facilities
- Claims Against Council

**Kerb, Guttering, Footpath Paving & Vehicular Crossings**

- Contributions
- Payment by Instalments

**Low Incoming Housing Units**

- Rental

**Merriwa Art Prize & Photography Exhibition**

- Purchase of Exhibit

**Merriwa Festival of the Fleeces**

- Remuneration of Co-ordinator/Director

**Plant**

- Replacement Under \$40,000 Capital Value
- Replacement of Leaseback Vehicles

**Public Facilities**

- Access for the Disabled

**Ramps**

- Public Gates and Motor Bypasses

**Records**

- Management

**Recreational Facilities**

- Sports Ovals
- Sports Ovals – Training/Wet Weather
- Merriwa Showground

**Risk Management**

- Footpaths/Cycleways
- Gathering Information
- Signs as Remote Supervision
- Trees and Tree Roots

**Roads**

- Access
- Maintenance of Shire Roads
- Maintenance

**Sewage Management**

- Biosolids Program
- Installation of Septic Tanks within Merriwa Township
- On-site Strategy

**Sewer and Water Extensions**

- Capital Contributions

## Showground

- Hire of Roach Pavilion for Accommodation Purposes

## Staff

- Occupational Health and Safety
- Drugs and Alcohol
- Passive Smoking & Smoke Free Workplace
- UV and Protective Clothing
- Working in Isolation

## Tenders

- Sale of Council Property

## Theft &amp; Vandalism

- Reward

## Trees

- In Streets
- Removal

## Waste Management

- Discharge of Liquid Trade Waste into Council's Sewer
- Extended Producer Responsibility
- Recycling
- Replacement/Repair of Mobile Garbage Bins

## Water

- Accounts
- Local Rate
- Pricing for land Zoned 1(a) and 1(c)

## Youth

- Consultation
- Child Protection

A list of Council's Policies relating to Human Resources is as follows:

- Apprentices and Trainees
- Certificates of Service and References
- Complaints Against Staff
- Compulsory training
- Council Property & Equipment
- Drugs and Alcohol
- Equal Employment Opportunity
- Gifts, Bribes and Inducements
- Grievance and Dispute
- Harassment Free Workplace
- Induction
- Interview Expenses
- Licences
- Medicals
- Occupational Health and Safety
- Optional Training
- Organ Donors
- Personnel Files
- Presentations
- Private Works
- Protected Disclosures
- Protective Clothing and Equipment
- Residences
- Residential Rental
- Safety Boots
- Selection Criteria
- Selection Panel
- Smoke Free Zones
- Telephone Rental
- Training – Tertiary Costs
- Uniforms
- Union Representatives' Attendance at Conferences

- Vacancy advertising
- Vacant Positions
- Workers' Compensation, Injury and Near Misses

## **SECTION 2 – STATEMENT OF AFFAIRS**

The most recent Statement of Affairs was published as part of Council's Annual Report for the period ending 30 June 2003. Council's Annual Report for 2002/2003 and Management Plan for 2004-2007 are available free of charge.

## **SECTION 3 – CONTACT ARRANGEMENTS**

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

Mrs Susan Duggan  
Public Officer  
Upper Hunter Shire Council – Merriwa office  
PO Box 111  
MERRIWA NSW 2329  
Telephone: (02) 6548 2109  
Facsimile: (02) 6548 2340  
E-mail: [council@merriwa.com](mailto:council@merriwa.com)  
Hours: 8.30 am to 5.00 pm, Monday to Friday

**FREEDOM OF INFORMATION ACT 1989****Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****URANA COUNCIL****FOI Agency No. 2223****SECTION 1 – POLICY DOCUMENTS**

Council maintains the following Policy Documents:

**Policy Manual**

- Payment of Councillors and Mayoral Fees, Expenses and Facilities
- Protected Disclosures & Internal Reporting System
- Code of Conduct
- Local Approvals Policy 1996
- Building Control
- Bush Fire Service Policy & Standard Operating Procedures
- Urana Local Environment Plan 1990
- Development Control Plans
- Code of Meeting Practice
- Housing for Staff Members
- Equal Opportunity Management Plan
- Occupational Health & Safety Policy
- Rehabilitation Policy Statement
- Private Use of Council Vehicles by Staff
- Selection and Appointment of Staff Members
- Agreement Nine Day Working Fortnight
- Smoking in the Workplace
- Delegations of Authority
- Hire of Plant for Council works
- Access to crossings to private properties
- Floodplain Management Policy
- Light Vehicle, Truck & Light Plant Replacement
- Attendance at Annual Conferences
- Noxious Weeds Control
- Hire of Plant for Council Works
- Use of Council Roads by Agricultural Aircraft
- Road Openings
- Policy for Infringements under SEINS
- Tree Plantations
- Hiring of Community Halls
- Council Road Reserves

**Management Plan**

- Management Plan 2003/2004 to 2005/2006
- Training Policy (See Management Plan)
- Pricing Policy (See Management Plan)
- Bush Fire & Emergency Manuals
- Corporate Plan
- Disaster Plan
- Emergency Management Plan
- Section 94 Contributions Plan
- Minutes of Committee Meetings
- Minutes of Council Meetings
- Revenue Policy (See Management Plan)
- State of the Environment Report (See Annual Report)
- Annual Report

Auditors Report  
Business Papers  
Disclosures Register  
Investment Register

## **SECTION 2 – STATEMENT OF AFFAIRS**

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

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

## **SECTION 3 – CONTACT ARRANGEMENTS**

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

Mr John Hunt  
General Manager  
Urana Shire Council  
30-32 William Street  
PO Box 55  
URANA NSW 2645  
Telephone: (02) 6920 8205  
Hours: 8.30 am and 5 pm, Monday to Friday

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

**SECTION 1 – POLICY DOCUMENTS**

Wagga Wagga City Council is constituted under the Local Government Act 1993 and has the following documents available at the Council's office for inspection:

- Access to Private Property
- Auditors Report
- Building Application – Approval Records
- Building Certificate Records
- Development Application/Construction Certificate – Consent Records
- Code of Conduct
- Code of Meeting Practice
- Delegations of Authority Register
- Development Control Plans
  - Development Control Plan No. 1 – Amusement Machines & Amusement Centres
  - Development Control Plan No. 2 – Road Traffic & Arterial Road Network Strategy
  - Development Control Plan No. 3 – Flood Mitigation Strategy
  - Development Control Plan No. 4 – Drainage Strategy
  - Development Control Plan No. 5 – Sewer Strategy
  - Development Control Plan, 1986
  - Draft Rural Development Control Plan
- Development Control Plan Amendments
  - Development Control Plan, 1986 – Amendments Numbered 1 – 60 inclusive
- Disclosures Register
- Engineering Guidelines for Subdivisions
- Environmental Management System Manuals
  - Narrung Street Waste Water Treatment Plant
  - Koorungal Waste Water Treatment Plant
  - Forest Hill Waste Water Treatment Plant
  - Wagga Wagga City Council Pumping Stations
- Equal Employment Opportunity Management Plan
- Flood Operations Manual
- Garbage Rates and Services
- Internal Reporting Policy (for Protected Disclosures)
- Local Environmental Planning Instruments
  - Wagga Wagga Local Environmental Plan, 1985
  - Wagga Wagga Local Environmental Plan – Reclassification of Public Land
  - Wagga Wagga Rural Local Environmental Plan, 1991
- Local Environmental Planning Instruments Amendments
  - Wagga Wagga Local Environmental Plan – Reclassification of Public Land
  - Wagga Wagga Local Environmental Plan, 1985 – Amendments numbered 2 to 5 and 7 to 39 inclusive
  - Wagga Wagga LEP, 1985 & IDO No's 9 & 11 – (Amendment number 6)
  - Wagga Wagga Local Environmental Plan, 1991 – Amendments numbered 1 to 9 inclusive
- Management Plan
- Minutes of Committee Meetings
- Minutes of Council Meetings
- Occupational Health and Safety Practices Manual
- Operating Manuals
  - Narrung Street Waste Water Treatment Plant
  - Koorungal Waste Water Treatment Plant
  - Forest Hill Waste Water Treatment Plant
  - Uranquinty & Tarcutta Treatment Plant

- Payment of Expenses and Provision of Facilities to the Mayor and Councillors
- Plans of Management for Community Land
  - Pomingalarna Park
  - Willans Hill
  - Duke of Kent Oval
  - Norman Duck Oval
  - Ashmont Oval
  - Rawlings Park – Bushland Reserve
  - Belling Park
  - French’s Field
  - Humula Recreation Reserve, Playground and Village
  - Parkland, Corner of Koorinal Road and Kulgoa Street
  - Hopwood Park
  - Wiradjuri Reserve
  - Sherwood Avenue Park
  - Surveyor Townsend Park
  - Brunskill Avenue Park
  - Fife Street Open Space
  - Glen Murray Reserve
  - Small Street Reserve
- Privacy Management Plan
- Privacy Code of Practice for Local Government
- Section 94 Contributions Plan
- Social Plan 1998
- State of the Environment Report
- Trade Waste Guidelines
- Tourism Wagga Wagga – Strategic Plan
- Tree Preservation Order

All internal policies of the Council are included in the policy register.

## SECTION 2 – STATEMENT OF AFFAIRS

Council produced its first Statement of Affairs in June 1994 and has produced other Statements of Affairs as at June in each year following. These documents can be viewed at Council’s office. The Statement of Affairs is included each year in Council’s Annual Report.

## SECTION 3 – CONTACT ARRANGEMENTS

Any enquiries under the Freedom of Information Act concerning Council’s activities should be directed to:

Mr Michael McCauley  
Public Officer  
Wagga Wagga City Council  
PO Box 20  
WAGGA WAGGA NSW 2650  
Telephone: (02) 6926 9297  
Fax: (02) 6926 9199  
Email: [mccauley.michael@wagga.nsw.gov.au](mailto:mccauley.michael@wagga.nsw.gov.au)

Documents can be accessed and may be inspected at the Wagga Wagga Civic Centre during ordinary office hours. The Wagga Wagga Civic Centre is located on the corner of Baylis and Morrow Streets, Wagga Wagga and the normal hours of operation are 9.00am to 5.00pm Monday to Friday.



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

**SECTION 1 – POLICY DOCUMENTS**

The Council has available for inspection and purchase (where relevant) the following policy documents:

1. 2003 to 2006 warringah PLAN – includes the revenue policy
2. 2003/2004 Fees and Charges
3. Investment Register
4. Delegations Register
5. State of the Environment Report 1999/2001/20020
6. Minutes of Council/Committees
  - Council Meeting
  - Local Approvals Committee
  - Services Committee
  - Governance Committee
  - Strategy Committee
7. Plans of Management
  - Aboriginal Heritage Assessment – JJ Melbourne Hills Memorial Reserve and adjoining community land Allenby Park, November 2000
  - Berry Reserve & Adjoining foreshores, June 2000
  - Brookvale Park, September 2002
  - Coastal Lands Plan of Management, September 2002
  - Dee Why Valley & South Creek Open Space Corridor, November 1996
  - Dee Why Lagoon Wildlife Refuge Plan of Management, August 2002
  - District Park, April 2002
  - Griffith Park, October 1999
  - Jamieson Park, April 2000
  - JJ Melbourne Hills Plan of Management, July 2001
  - John Fisher Park & Surrounds, November 2001
  - Manly Warringah War Memorial Park, July 1998
  - Red Hill & Golden Grove Parks, July 2000
  - Walter Gors Reserve, November 2000
8. Warringah Local Environmental Plan 2000
9. Warringah Section 94 Development Contributions Plan 2001
10. Warringah Tree Preservation Order
11. EEO Policy
12. Warringah Pittwater Manly Disaster Plan
13. Warringah Pittwater Bush Fire Service Standard Operating Procedures
14. Cultural & Heritage Strategy, September 2002
15. Northern Sydney Aboriginal Social Plan
16. Recreation Strategy
17. Environmental Strategy
18. Reconciliation Strategy
19. Library Strategic Plan
20. Policy Register (detailed list below)

**Policies**

- Aged Services
- Allocation of Funds from the Sale of Council Real Properties
- Appeals to the Land and Environment Court
- Approval of Circus Performances
- Art and Object – Collection Policy
- Art in Public Spaces

- Asset Management Policy
- Bad Debts
- Beach Services
- Builders' Security Deposits
- Bush Fire Brigade Telephone Account Reimbursement (\*\*)
- Caravans
- Civic Receptions
- Clothing Recycling Bins Control & Regulation
- Code for the Conduct of Meetings
- Code of Conduct and Manual
- Commercial Preparation of Food
- Common Vehicular Access to Multiple Properties
- Communications Systems
- Community Centres
- Community Consultation Policy
- Community Facilities Management Policy
- Community Notice Boards Policy
- Companion Animal Numbers in Residential Areas (Res 2a)
- Construction Zones
- Contributions for new Kerbing and Guttering Construction
- Corporate Image and Identity
- Council Consideration of Reserve & Sporting Field Lease Applications
- Council Files
- Council Tennis Courts
- Cultural Development Grants
- Cultural Policy
- Dealing with Parties Involved in Legal Proceedings with Council
- Debt Recovery Pensioners' Kerb & Guttering Charges
- Decisions/Delegations during Christmas/New Year recess
- Development Applications – Policy for the Handling of Unclear, Non Conforming or Insufficient Applications
- Development Applications Relating to Trading Hours under the Liquor Act 1982
- Development Guidelines for Collaroy/Narrabeen Beach
- Discretionary Grants to Individuals and Community Organisations
- Disposal of Minor Surplus Road Reserve
- Dog Complaints
- Dog Control – Free Run Areas
- Enforcement of Court Action
- Film Permits Council Land
- Financial assistance to Community Organisations- Community Development
- Financial Contributions towards Legal Costs incurred by Other Councils
- Flood Narrabeen Lagoon
- Footpath Levels
- Freedom of Collection and Access for Local Government Libraries
- General Manager's Policy for Handling Competitive Neutrality Complaints
- Golf Course under the Control of Council
- Graffiti Policy
- Grants Program
- Helicopter Landings on Council Owned and Controlled Property
- Illegal Dumping of Materials
- Illegal Land Uses
- Illegal Works & Environmental Offences Policy
- Independent Public Hearing Panel
- Information Management Policy
- Interim Building and Development Guidelines for Collaroy-Narrabeen-Fisherman's Beach
- Interim Policy on the Management of the Commercial Use of Beaches, Reserves and Buildings/ Facilities in Warringah
- Investment Policy
- Keeping of non-companion animals on residential premise
- Kerb and guttering- special crossings, paving of footways
- Kimbriki Recycling & Waste Disposal Centre – Free Access – Community Organisation

- Kimbriki Recycling & Waste Disposal Centre – Principles for Fees & Recyclable Waste
- Lagoon Breakout – Beach closure
- Land Acquisition Open Space along Collaroy/Narrabeen Beachfront
- Leasing of Council Residential Properties
- Library Services
- Maintenance of Council Buildings
- Maintenance of Surf Club Buildings
- Management of Hair-Dressing and Skin Penetration Premises
- Media Policy
- Mediation Policy
- Memorials & Plaques
- Minor Encroachments/ Constructions & Road Reserve Lease Policy
- Naming of Parks and Reserves
- Narrabeen Lagoon Entrance Management
- Numbering of Properties
- Occupation of Dwellings for Home Stay Students
- On-Site Sewage Management Systems for Non-Sewered Areas
- Outdoor eating area policy
- Out-of-Area Assistance for Bush Fire Emergencies
- Outstanding Community Service Awards
- Payment of Expenses incurred by, and provision of facilities to, the Mayor, Deputy Mayor and Councillors
- Physical Access Policy
- Placement of Building Waste Containers on Public Roads
- Plans of Management Public Open Space, Policy of
- Powers of Council Officers to Arrest Persons
- Printing/Photocopying Policy
- Progress of Council Building Projects
- Prohibited activities on Council and Public Reserves
- Property Acquisition (Negotiation on Purchase Price)
- Proposing New Policies, Amending Existing Policy and Rescinding Obsolete Policies
- Prosecution Non Payment of Tipping Fees, Fees Kimbriki Waste & Recycling Centre
- Prosecutions and Legal Action
- Public Buildings – Openings and Plaques
- Purchasing, Contracting & Engagement of Consultants or Professional Services under Delegated Authority
- Quality Customer Service
- Rates and Charges Recovery Action
- Real Estate Valuations
- Rebate of Pensioners' Rates and Charges Policy
- Registration of Contractors Construction of Vehicle Crossings
- Regulation of Car Parking Areas on Reserves
- Relief from Rates Hardship Resulting From Land Valuation Changes
- Removal of Private Trees Threatening Council Stormwater Lines
- Risk Management Policy – Interim
- Road Drainage – Natural Watercourses
- Signs at Community Centres
- Sports Ground Facilities
- Stormwater Drainage Policy
- Street Name & Community Facilities Name Signs
- Street Tree Planting
- Surf Life Saving Movement
- Tree Preservation Order
- Use of Council Chambers and Meeting Rooms
- Use of Credit Card and Cabcharge facilities
- Vandalism Council Buildings
- Vehicle Access to all Roadside Development
- Warringah Aquatic Centre
- Warringah Council Policy for the Provision and Use of a Mayoral Vehicle
- Warringah Design Guidelines – Public Space
- Warringah Nuclear Free Zone

- Water Drainage – Natural Watercourses
- Water Storage for Domestic and Rural Fire Fighting Purposes

## **SECTION 2 – STATEMENT OF AFFAIRS**

Pursuant to Section 14 (1A) of the Freedom of Information Act 1989, the Statement of Affairs describes the structure, functions and operations of the Council; the various documents held; and arrangements for communication. The Statement of Affairs for the period ending 30 June 2004 is available for inspection free of charge or purchase for 30 cents per page of text or \$10.00 for the full copy (includes GST) from the Customer Service Counter or by contacting Council's Records Manager on (02) 9942 2111.

## **SECTION 3 – CONTACT ARRANGEMENTS**

Persons wishing to inspect or obtain copies of Council's policy documents or most recent Statement of Affairs, should enquire at the Customer Service Counter or contact Council's Records Manager, during office hours, at:

Civic Centre  
725 Pittwater Road  
DEE WHY NSW 2099  
Telephone: (02) 9942 2111  
Hours: 8.30 am-5 pm, Monday to Friday

Please contact the Records Manager by telephone prior to a personal visit to inspect or purchase documents to ensure that your request receives prompt attention.

This Summary of Affairs is available for inspection free of charge, or purchase at cost of \$5.00 (includes GST).

Council's delegations, policies, procedures and other documents are under review and have been the subject of progressive changes throughout 2004. Many of the documents listed below are available on Warringah's website: [www.warringah.nsw.gov.au](http://www.warringah.nsw.gov.au)

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

The listed policy documents are held for public inspection free of charge at Waverley Council's Offices. If the document is also available for purchase, a price has been listed.

Council also maintains records relating to many subjects including properties, legal documents, personnel and minutes of Council meetings. These records are usually available for inspection for free except in cases where refusal of access is determined according to the Freedom of Information Act 1989, the Privacy and Information Personal Protection Act 1998 or in other cases which are sub judice or relating to property valuations/transactions or other matters specified as confidential by Council.

**List of Policies**

Access and Equity Policy – Aboriginal and Torres Strait Islanders	
Access – People with a Disability DCP No. 26 – June 1999	\$30
Advertising Signs and Structures DCP No.8 – July 1991 (last amended June 1994)	\$30
Advertising and Notification of Development Applications – DCP No. 29 – March 2002	\$30
Affordable Housing Strategy – August 1996	
Aged Housing – Plan of Management	\$30
Annual Financial Reports	
Annual Report 2002/2003	
Appeals to Council – Guidelines 2001	
Arnold Street – Guidelines for development on unmade portion – Draft (DCP 32)	\$30
Audit of Accounts	
Bicycle and Car Parking – DCP No.14 – November 1994 (last updated June 2003)	\$30
Birrell Street (197), Waverley, – DCP 21	\$30
Blood Borne Communicable Diseases Policy	
Boarding Houses/Backpackers/Bed & Breakfast – DCP No.12 – May 1997/ (Last amended November 2001)	\$30
Bondi Beach Urban Design Control DCP, October 1998	\$30
Bondi Junction Commercial Centre Traffic and Transport Study – April 1994	\$10
Bondi Junction Design Framework and Technical Manual	
Bondi Junction Exempt and Complying Development DCP – January 2001	\$30
Bondi Junction Local Environmental Plan 1991 (with map)	\$35
Bondi Junction Mall Market Policy	
Bondi Junction Urban Design Control Plan (last amended February 2002)	\$30
Bondi Park – Carnivals for Charitable Organisations	
Bondi Park and Pavilion Plan of Management	\$10
Bondi/Waverley School of Arts Plan of Management	
Bondi to Bronte Coastal Walk Study	
Boundary Fences	
Bronte Residential Character Study (Draft 2002)	
Bronte Park Plan of Management	\$15
Bronte Road (27-33) and 80 Ebley Street Bondi Junction DCP No. 16 – April 1996	\$30
Brothels (Draft DCP 22)	\$30
Building Applications Register	
Building Waste Containers	
Burial Rights to Grave Plots	
Bush Regeneration Project Guidelines	
Business Papers (Produced Monthly for all Council and Committee Meetings)	\$850 per annum
Character Study Bronte Beach, Dover Heights and Queens Park (Draft November 2000)	
Charing Cross Conservation Area DCP No.6 – October 1990 (last amended 1998)	\$30
Child Care Centres DCP No.5 – December 1991 (last amended September, 2002)	\$30

Child Care Centres – Relief Staff Guidelines	
Child Care Centres, Operational Policies for	
Child Care Facilities – Plan of Management	
Children’s Services Policy	
Clothing and Collection Bins	
Close Circuit Television Policy	
Coastal Reserves Plan of Management (Draft)	\$10
Coastal Walk User Study	
Code of Practice – Amenities for Construction Work	
Code of Conduct (updated 2003)	
Code of Councillor Practice (updated 2003)	
Code of Meeting Practice (last amended September, 2000)	\$10
Committees of the Council: Structure and Responsibilities	
Collection Management Policy (Waverley Library Service).	
Community Crime Prevention DCP No.9 – April 1992 (last amended July, 1998)	\$30
Community Bus Policy	
Community Markets Policy	
Community Safety Plan	
Community Services for Older People – Planning and Provision Of	
Community Services Leasing Policy	
Community Services Policy	
Conflict of Interest Policy	
Construction Work Code of Practice	
Consultation Policy and Guidelines	
Contaminated Land DCP No. 28 – February, 2000	\$30
Correspondence Policy Statement	
Corruption Prevention Plan	
Councillors – Declaration of Interests	
Councillors and Staff – Travelling and Sustenance Allowance	
Council Property Register	
Crime Reduction Through Design DCP No 9 – June 1998	\$30
Defence Forces – Reserve Training	
Delegation of Authority – Register	
Development Consent Register	
Discrimination and Harassment Policy	
Disability Action Plan and Access Policy	
Dover Heights Bowling Club DCP No. 23 – June 1998	
Dover Heights & Queens Park Residential Character (Draft 2001)	
Drain Blockage Policy	
Dual Occupancy Policy DCP No. 20- March, 1998	\$30
Dwelling House Development DCP No. 2 – May, 1999 (last updated May 2003)	\$30 (Draft)
Economic Development Policy & Guidelines	
Energy Smart Homes Policy, DCP No. 13 – April, 1999	\$30
Equal Employment Opportunity Management Plan and Grievance Procedures	
Equal Employment Opportunity Grievance Procedures	
Equal Employment Opportunity Management Plan and Policy	
Exempt and Complying Development DCP No. 27, September, 1999	\$30
Footpath Gardens	
Footpath Seating for Restaurants DCP No. 15 – August 1997 (last amended July, 1999)	\$30
Garbage Receptacles – Approved	
Genetically Engineered/Modified Foods	
Grievance Procedures	
Guidelines for Acquiring/Leasing Council Property	
Hazardous Substances Policy	
Heritage Conservation DCP No.18 – July 1997	\$30
Heritage Study	\$125 for complete set
Higher Duties Policy	
Hot Water Systems – Safety	
Housing – Criteria for Selection of Tenants for Council Properties	
Housing Policy – September, 1990	\$10
Housing for Older People Policy	

Injured Workers Reporting Procedures	
In Line Skating – Bondi Beach Promenade	
Integrated Stormwater Management Plan	
Internal Reporting Policy – Protected Disclosures	
Internet and Electronic Mail Guidelines	
Investment Policy	
Landscaping of Traffic Management Devices – Guidelines 2001	
Leasing of Community Facilities Policy	
Leaseback of Council Vehicles	
Leave Without Pay Guidelines	
Library Policy and Objectives 1986, as amended 1989	
Lifeguard Operations Manual	
Local Approvals Policy: Activity Applications	
Local Approvals Policy: Display of Goods on Footpath	
Local Approvals Policy: Moveable Footway Signs	
Local Orders Policy	\$30
Local Waste Management Plan – May, 1999.	
Management Plan 2003-2006	
Managing Conflict of Interest Policy	
Meeting the Religious and Ceremonial Obligations of Staff	
Mobile Phone Towers Policy (Draft) – May 1997	
Model Telecommunications DCP	\$30
Motor Vehicle Users Manual	
Multi Cultural Policy	
Multi Unit Housing DCP No. 1 – April 1998	\$35
No Smoking Policy	
Occupational Health and Safety Constitution and Safety Policy	
Occupational Health and Safety Handbook	
Ocean Street (36-38) Bondi – DCP No. 25	\$30
Offshore Sandmining	
Ozone Protection Policy	
Participative Work Design Guidelines	
Part Time Work Guidelines	
Pay Policy	
Payment of Expenses and Provision of Facilities to Councillors	
Pensioner Rates	
– Payment by Instalments	
– Penalty for Late Payment	
Performance Management Guidelines	
Personnel and Staff Position File Procedures	
Pesticides Policy	
Power Boats – Control of	
Privacy Management Plan (2002)	
Precinct Policy	
Privacy Management Plan	
Probation and Management of New Employees: Procedures	
Procurement of Goods and Services Policy	
Protected Disclosures Policy	
Protective Clothing and Equipment Code of Practice	
Public Art Policy	
Rates – Deferment of – Pensioners (see Pensioner Rates)	
Records Management Policy	
Recreation Needs Survey 1992	
Recruitment Procedures Manual	
Reducing Crime Through Design DCP No.9	\$30
Reference under Seal	
Register of Investments	
Rehabilitation Procedures Policy	
Renewable Timbers Policy	
Report – Traffic Capacity Bronte Road & Ebley Street – March 1997	

Residential Development Guidelines for 6-38 Blenheim Street and 167-171 Bronte Road, Waverley, – DCP No.7 – November 1990	\$30
Residential Guidelines for 25-29 Hollywood Avenue, Bondi Junction DCP No.10 – March 1993	\$30
Residential Guidelines for 6 Paul Street, Bondi Junction DCP No.11 – December 1992	
Residential Strategy – August 1996	\$10
Responsible Dog Ownership Policy (Draft)	
Retirement Age	
Retirement/Resignation – Date of Termination	
Returns of Interests of Councillors, Designated Persons and Delegates	
Returns as to Candidates' Campaign Donations	
Risk and Emergency Management Manual	
Roller Shutters and Grills on Shopfronts in Oxford Street Mall	
Roscoe Street (west) Onslow Street and Wills Avenue, Bondi Beach. DCP No. 24 – November, 1998 (last amended October, 1999)	\$30
Roscoe Street (91), Bondi Beach, DCP No. 17 – September, 1997	\$30
Sale – Small Parcels of Land	
Section 94 Contribution Plan – October 2003	\$30
Sewerage/Stormwater Drain Blockage Policy	
Shopping Trolleys – Abandoned	
Sick Leave Absenteeism Management Policy	
Significant Tree Register	
Site Waste Minimisation Strategy and Management DCP No. 19 – December 1997 (last amended March, 1999)	\$30
Skills and Performance Assessment Procedures	
Small Parks Plan of Management (Draft)	
Social Plan Volume 1, 2000 & Volume 2	
Solar Hot Water Systems	
Sponsorship Policy and Guidelines	
SSROC Greenhouse Strategy for Southern Sydney	\$15
Staff – Appointment	
Staff – Christmas Leave	
Staff Handbook	
State of Environment Report 2002/2003	
Statement of Affairs	
Street Trading Policy	
Stormwater Policy	
Stormwater Management Plans (Waverley area) Draft	
Studies Assistance Guidelines	
Sun Protection Guidelines	
Technical Manual – Landscape Design	
Telecommunications Facilities DCP (draft)	\$30
Temporary and Casual Employment Guidelines	
Thomas Hogan Reserve Plan of Management (Draft)	
Tourism Policy and Visitor Management Strategy (Draft 2002)	
Training Plan	
Transportation Policy (2002)	
Tree Management Plan – Planting Policy	
Tree Preservation Order	
Visitor and Tourism Strategy (November 2002)	
Visitor & Tourism Strategy	
Waste Avoidance and Resource Recovery Plan	
Waste Collection – Rear loading Compactor vehicles – Guidelines	
Waste Reduction Strategy	
Waverley Affordable Housing Study – July 1996	
Waverley Affordable Housing Program – April 1999	
Waverley Aged Housing Plan of Management	
Waverley Child Care Plan of Management	
Waverley Community Living Project Policy and Procedures Manual	
Waverley Council Style Guide	\$20
Waverley and Woollahra Joint LEP Bondi Junction Commercial Centre 1991	\$30



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Waverley and Woollahra Bondi Junction Commercial Centre Urban Design DCP	
Waverley and Woollahra Bondi Junction Commercial Centre DCP (Draft)	\$30
Waverley and Woollahra Local Disaster Plan	
Waverley Local Environmental Plan 1996 with amendments	\$30
Waverley Local Environmental Plan 1996 – LEP Zoning map	\$35
Waverley Local Environmental Plan 1996 – LEP Heritage map	\$25
Waverley in the Mid 90's `Profile and Forward Plan of Community Needs – 1994 (individual chapters available)	
Waverley Park Plan of Management	\$10
Youth Services Policy	

## SECTION 2 – STATEMENT OF AFFAIRS

The 2003 Statement of Affairs for Waverley Council is available from Waverley Council Chambers. Telephone (02) 9369 8129.

## SECTION 3 – CONTACT ARRANGEMENTS

Request for information and access to documents can be directed to:

Bronwyn Kelly  
Director Corporate and Technical Services  
Waverley Council  
PO Box 9  
BONDI JUNCTION NSW 2022  
Telephone: 9369 8115

Formal requests under the Freedom of Information Act 1989 and Privacy and Personal Information Protection Act 1998 must be made in writing and be accompanied by payment of a \$30.00 application fee.

Waverley Council's Offices are located on the Corner of Bondi Road and Paul Street, Bondi Junction, 2022. These offices are open to the public from 8.30am to 5.00pm Monday to Friday. Waverley Library is at 32-48 Denison Street, Bondi Junction and is open Monday to Friday from 10.00am to 9.00pm, Saturdays from 9.30am to 3.00p.m and on Sundays from 1.00pm to 5.00pm.

Kim Anson,  
General Manager

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

**SECTION 1 – POLICY DOCUMENTS**

Council has the following policy documents, registers, reports, codes, Local Environmental Plans and Development Control Plans available for inspection:

**Administrative**

- Advertising
  - \* Amplification – election campaigning
  - \* Council’s ovals
  - \* Litter Bins
  - \* Public Telephone Boxes
- Anonymous Material
- Complaints Handling Procedures
- Contracts
- Corporate Image
- Council Flyers
- Council Agendas
- Council Seal
- Documents – Amending/Reviewing
- Exhibition of Items
- Files – Access To
- Freedom of Information Act – File access/tape recordings of Council meetings, etc
- Freedom of Information – Ombudsman Guidelines
- Interviews & Calls – Documenting of same
- Key to the City
- Management, Audit & Reporting Procedures in Relation to Out-sourced Projects
- Mobile Phones
- Personal Computers
- Petitions
- Plaques – history detail/corporate image
- Representations to Governments
- Street Numbering
- Surveillance Camera Tapes – Access
- Tenders

**Building/Development/Planning**

- Building Applications – Private Certification
- Building Certificates
  - \* Refund of Fees No 1
  - \* Refund of Fees No 2
- Building Setback Controls – Gibbes St/Eastern Valley Way – Light Industrial Area
- Buildings – Judgement of Height
- Contributions Plan – Carparking
- Council-owned land – Owner’s Consent Building/Development Applications
  - Development Applications
    - \* Assessment when Council is applicant
    - \* Assessment by Community Services
    - \* Conditions of Consent – Artarmon Industrial Area
    - \* Public Display
- Demolition of Structures
- Dividing Fences Act – Council Responsibilities

- Extended Trading Hours – Car dependent activities
- Fees – DAs/BAs – Heritage Controls
- Floor Space Bonus – Designation of Community Facilities
- Informal Planning Meetings
- Linen Plans – Release of
- Local Approvals Policy
- Mediation in Approval Process (by an external Mediator)
- Neighbour Notification
  - \* Section 149A (Bldg Certs)
  - \* Policy for Building Works & Development Applications
  - \* Development Applications – on-site requirements
  - \* Copies to Councillors – BAs/DAs
  - \* Proposed Conservation Areas
- Rezoning – Exhibition of Documents
- Setbacks – Pacific Highway
- Single Dwelling Houses & Associated Buildings incl. garages, carports & driveways – Criteria for Assessment
- Site Excavation Work & Rock Removal
- Skateboard Ramps
- Stormwater Pollution Control
- Telecommunications Towers
- Trees on Site Plans

### Community

- Access Policy Statement
- Access and Equity Policy
- Child Care Facilities – Guidelines for Development
- Commission/Charities – Chatswood Town Centre
- Community Copying Service
- Community Grants & Subsidy Scheme – Cash Grants
- Council Crest – Use of by Community Organisations
- Display of Publicity Banners
- Endorsement of Local Community Organisations
- Floor Space Bonus – Designation of Community Facilities (**go to Building**)
- Internet Access
- Long Day Care Centres
- Meeting Venues – (for use by Progress Associations)
- On-going Concessional Hire of Council Facilities
- One-off Concessional Hire of Council Facilities
- Recycling Receptacles in Public Places
- S356 Donations to Charity Groups
- Sponsorship
- Sports Assistance Scheme
- Tennis Courts – Lighting of
- Waste Free Events

### Council and Councillors

- Local Govt Assoc. Annual Conference Attendance
- Conferences – Reporting (For payment of expenses, etc. please refer to policy for payment of expenses/provision of facilities to Councillors)
- Code of Conduct
- Committees
  - \* Committee Meeting/Function Times
  - \* Council Committees
  - \* Recommendations of Committees involving expenditure
  - \* Non-S377 Committees – General Administration
  - \* S377 – Advertising of Vacancies (**go to Administration**)
  - \* S377 Committees – General Administration
- Council Meetings
  - \* Addressing Meetings
  - \* Code of Meeting Practice

- \* Delivery of Business Paper/Additional Items
- \* Format of Meetings/General
- \* Staff Matters – staff input (**go to Human Resources**)
- \* Tape Recordings
- Councillors
  - \* Access to Information & Interaction with Staff
  - \* Car Parking
  - \* Code of Conduct
  - \* Conflicts of Interest
  - \* Gifts & Benefits
  - \* Legal Assistance
  - \* Payment of Expenses & Provision of Facilities
  - \* Protected Disclosures Act 1994
  - \* Contacting Council’s Legal Advisers
- Inspection Committee (Procedures)
- Ward Inspections – Delegation of Authority & Procedures

### **Finance/Purchasing**

- Cashier’s Shortages
- Expenditure on Plant/Equipment
- Filming Fees
- Investments
- Petty Cash – Expenditure of
- Purchasing
- Rates – Brochures with notices
- Recycling Crates – Loss of
- Refunds – School Holiday Activity Centres
- S 356 Donations to Charitable & Community Groups (go to Community)
- Veterinary Costs – Seized Dogs

### **Human Resources**

- Children’s Services Division – General hygiene & communicable diseases
- Code of Conduct
- Conferences – Attendance by employees
- Council Vehicles – Private use of
- Gratuities
- Higher Grade Pay
- Interest-Free Loans
- Local Govt Assoc. Annual Conference – Staff attendance
- Public Service Medal Nomination
- References for staff
- Rehabilitation Policy/Procedure
- Safety
  - \* Policy
  - \* Personal Protective Clothing & Equipment
- Service Awards
- Smoking in the Workplace
- Staff Matters – Senior staff input when Council deals with staff matters
- Staff – Pre-employment Medical Examination
- See also Human Resources Policies and Procedures Manual

### **Open Space**

- Artarmon Industrial Area – Footpath paving/street tree planting
- Bushcare Program
- Horses – Grazing of on open land
- Mowing of nature strips
- Noxious Weed Bamboo
- Park Furniture (memorial plaques)

- Sporting Fields/Ovals
  - \* Line Marking
  - \* Sunday use for Competitions
  - \* Provision of Lighting
- Street Trees
  - \* Lopping
  - \* Tree Planting generally

### **Property**

- Bicycle Parking Spaces – Administration building
- Bookings – Conditions of Hire – Civic Centre/Bailey Hall
- Footway Merchandise Display Policy
- Footway Restaurant Policy
- Property Maintenance – Leased Premises
- Civic Centre – Removal of Scenery by Musical Societies
- Trumper Pavilion – Chatswood Oval – Use of Kitchen
- Tennis Courts – Northbridge (hire of)
- Tennis Courts – Lease of
- Sale or Lease of Council Land

### **Roads/Footpaths/Drains**

- Damage to private sewer mains from roots growing in nature strips and public parks
- Drainage Contribution Plan
- Inter-allotment drainage
- Kerb ramps – wheelchairs
- Kerb crossings – construction/materials
- On-site stormwater detention
- Rainwater Tanks
- Street Signs – House Numbering

### **Traffic/Transport/Parking**

- Bicycle Racks – Provision of
- Bus Shelters
- Carparking Facilities – Foreshore areas zoned Residential 2(a) from Forsyth Park to Clive Park

### **ENVIRONMENTAL PLANNING INSTRUMENTS**

- Willoughby LEP 1995 (as amended)
- Willoughby LEP 2000 (Chatswood Town Centre) No.3
- Regional Environmental Plan No 5, Chatswood City Centre (as amended)

### **PARKS PLANS OF MANAGEMENT**

- Bicentennial Reserve and Flat Rock Gully
- Forsyth Park (includes Northbridge Baths)
- Willoughby, Bales, OH Reid Memorial, Naremburn and Greville Street Parks
- Castlecove Park and Castlecove Golf Course
- Griffin Reserves Castlecrag
- West Ward Parks
- Sportsfields
- Chatswood CBD Parks
- Generic Bushland
- East Ward Parks
- Foreshore Cottages Castlecrag
- Naremburn Ward Parks
- Northbridge Ward Parks
- Middle Harbour Ward Parks
- Cortile Reserve, Castlecrag

### **SECTION 94 CONTRIBUTION PLANS**

- Open Space, Recreation and Community Facilities
- Child Care
- Drainage

- Car Parking
- Road and Traffic/Transport Management
- St Leonards Roadworks
- Chatswood City Centre – Open Space & Recreation Facilities

#### **DEVELOPMENT CONTROL PLANS**

- Naremburn Public School and Professional Service Centre
- 2 Transport Requirements for Development
- 4 Chatswood Fringe Area
- 5 Professional Consulting Rooms in Residential Areas
- 8 West Artarmon – Naremburn – St Leonards
- 11 Gore Hill Interchange
- 13 Amusement Centres in the Mandarin Centre
- 14 Acces, Mobility and Adaptability
- 15 Multi Unit Residential Developments for 2(b), 2(c) and 2(d) zones
- 16 Dwelling Houses, Dual Occupancy and Boarding Houses in Residential Zones
- 17 St Leonards Station site
- 19 Heritage and Conservation
- 20 Advertisements and Advertising Structures
- 21 Regulations of Brothels
- 22 Residential Development in Business Zones
- 23 Willoughby Local Housing Program
- 24 207 Pacific Highway
- 25 Exempt and Complying Development
- 27 Notification
- 30 Sustainable Development
- 31 63 Archer Street
- 32 Railway Street Site

#### **MANAGEMENT PLAN AND BUDGET 2000-2005**

Council has created a Management Plan and Budget that details Council's vision, goals and strategic planning for the period 2000-2005

#### **SECTION 2 – STATEMENT OF AFFAIRS**

In accordance with the Freedom of Information Act, a Statement of Affairs was prepared during December 2000.

#### **SECTION 3 – CONTACT ARRANGEMENTS**

Enquiries and requests for access to documents held by Council should be directed to:

The Public Officer  
Willoughby City Council  
PO Box 57  
CHATSWOOD NSW 2057  
Telephone: (02) 9777 1000  
Fax: (02) 9411 8309 or  
Email: [email@willoughby.nsw.gov.au](mailto:email@willoughby.nsw.gov.au)  
Hours: 8:30 am to 5:00 pm, Monday to Friday (except Public Holidays).

Information on Council services and activities and Council Minutes and Agendas can be obtained via Council's Internet Site: [www.willoughby.nsw.gov.au](http://www.willoughby.nsw.gov.au)

John C. Owen,  
General Manager

**FREEDOM OF INFORMATION ACT 1989****Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****WINGECARRIBEE SHIRE COUNCIL****FOI Agency No. 2236****SECTION 1 – POLICY DOCUMENTS**

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

Adjoining owners notification (see Notification of Adjoining Owners Policy)  
Advertising Code  
Annual Report  
Arts and Culture Policy  
Auditors Report  
Budget (see also Management Plan)  
Building application/approval records  
Building Line Policy  
Business Papers  
Code of Conduct  
Code of Meeting Practice  
Contributions Plans (see also Section 94 Contributions)  
Delegations of Authority Register  
Development application/consent records  
Development Control Plans  
Disaster Plan  
Disclosures Register (see also Pecuniary Interest Returns)  
EEO Management Plan  
Expenses and Facilities Policy (concerning the payment of expenses incurred by, and in the provision of facilities to Councillors)  
Internal Reporting Policy (for the purposes of the Protected Disclosures Act)  
Investment Register  
Library Annual Report  
Local Environmental Plans  
Land Register  
Local Approvals Policy  
Management Plan  
Minutes of Committee Meetings  
Minutes of Council Meetings  
Motor Vehicle Policy (see Private Use of Council Vehicles Policy)  
Notification of Adjoining Owners Policy  
Occupational Health and Safety Code  
Organisational Employment related Policies  
Pecuniary Interest Returns (see also Disclosures Register)  
Plans of management for community land  
Policy Register  
Pricing Policy (see also Management Plan)  
Private Use of Council Vehicles Policy  
Rehabilitation Policy  
Revenue Policy (see also Management Plan)  
Section 94 Contributions Plans (see Contributions plans)  
Smoke Free Work Environment Policy  
State of the Environment Report  
Statement of Affairs – FOI  
Summary of Affairs – FOI  
Subdivision Code  
Tendering Policy

**SECTION 2 – STATEMENT OF AFFAIRS**

A Statement of Affairs as at 30 June 2004 has been prepared in accordance with Section 14 (1) and (2) of the Freedom of Information Act and is available for inspection during office hours at the Civic Centre, Elizabeth Street, Moss Vale.

**SECTION 3 – CONTACT ARRANGEMENTS**

Council has procedures in place for accessing information, which require completion of a 'File Access Request' form, to record requests and to facilitate ease of access, in accordance with Section 12 of the Local Government Act. Any reasonable request for access to documents held by Council is considered and wherever possible access will be arranged free of charge. However, photocopying charges will apply.

If information is not available under Section 12 of the Local Government Act then a person may make a formal application under the Freedom of Information Act for access to documents held by Council. Formal applications must be made in writing accompanied by a fee of \$30.00 and addressed to:

The Freedom of Information Officer  
Wingecarribee Shire Council  
PO Box 141  
MOSS VALE NSW 2577

Documents may be inspected during office hours at:

The Civic Centre  
Elizabeth Street  
Moss Vale NSW  
Hours: 8.30 am to 4.30 pm, Monday to Friday

Inquiries may be directed to the Freedom of Information Officer by telephoning (02) 4868 0888 during business hours.



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

**SECTION 1 – POLICY DOCUMENTS**

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

**A LOCAL ENVIRONMENTAL PLANS**

Illawarra Planning Scheme Ordinance  
Wollongong Local Environmental Plan No 38 (as amended)  
City of Wollongong Local Environmental Plan 1990 (as amended)

**B DEVELOPMENT CONTROL PLANS (as amended)**

DCP 1 Railway Street, Corrimal  
DCP 3 Market Square Park  
DCP 6 Commercial and Industrial Standards  
DCP 7 Kirrang Avenue, Wollongong  
DCP 9 Residential Standards Part 1 and Part 2  
DCP 11 Baywood Avenue, Dapto  
DCP 12 Surfside Drive, Port Kembla  
DCP 15 Coledale  
DCP 17 William James Drive, Cordeaux Heights  
DCP 18 Surfside Drive, Port Kembla  
DCP 19 Point Street, Bulli  
DCP 20 Cordeaux Heights Estate  
DCP 21 Fords Road, Thirroul  
DCP 22 Otford Village  
DCP 23 Small Rural Holdings, West Dapto  
DCP 24 Porters Farm, Mount Keira  
DCP 26 “The Byrn”, Mount Keira  
DCP 28 Cox’s Avenue/Daniel Street, Corrimal  
DCP 29 Mount Kembla Village  
DCP 31 Cordeaux Road and William James Drive, Mount Kembla  
DCP 32 Pioneer Beach Estate, Woonona  
DCP 33 Princes Highway, Bulli Pass  
DCP 34 Helensburgh Commercial Centre  
DCP 35 Old Drive-in Site, Fairy Meadow  
DCP 36 Hopman Crescent/Nolan Street, Berkeley  
DCP 37 Paynes Road, West Dapto  
DCP 38 Gloucester Boulevard/Gallipoli Street, Port Kembla  
DCP 39 Horsley, West Dapto  
DCP 40 Kembla Grange Equestrian Estate  
DCP 41 Springhill Road, Coniston  
DCP 42 Heritage Development  
DCP 43 For the Keeping of Pigeons  
DCP 44 Cormack Avenue, Dapto  
DCP 45 Reddalls Road, West Dapto  
DCP 46 Fair Trading  
DCP 47 Yallah Tourism Zone  
DCP 48 Notification of Development and Building Applications  
DCP 49 Multi Dwelling Development  
DCP 50 O’Briens Road Figtree  
DCP 00/6 Industrial Land at Berkeley

**C CODES, POLICIES AND GUIDELINES**

Shop Top Housing Policy  
Dual Occupancy and Granny Flat Policy  
Tree Preservation Order  
Informal Planning Conference Policy  
Guidelines for the Management of Stormwater from Developments in the City of Wollongong  
Requirements for On-site Detention Storage  
Manual of Requirements for the Subdivision of Private Lands  
Guidelines for the Provision of Child Care Facilities  
Local Ethnic Affairs Policy Statement  
Policy for the Development of Land which is or is likely to be subjected to Subsidence or Slip  
Policy for the Demolition of Buildings  
Policy for the Erection of Fences  
Waterproofing of Wet Area Code  
Development of Sloping Sites Code  
Code to reduce the Susceptibility of a Building to Termite Attack without the use of Chemicals  
Code for Outdoor Advertising Signs  
Code for Assessment of Potential Noise associated with Development  
Control of Food Premises Code  
Code for Construction and use of Food Vending Vehicles  
Section 94 Contribution Plans  
Policy for the Construction of Retaining Walls  
Urban Consolidation Policy  
Policy for Public Access to Information  
Records Procedures  
Staff Policy  
Purchasing Policy  
EEO Policy  
Internal Reporting Policy  
Code of Safety  
Local Approvals Policy  
Accounting Policies  
Risk Management Policy  
Code of Ethics for Contractors  
Alcohol Free Zones Policy  
Major Events Policy  
Policy for Wollongong CBD Parking  
Policy for Car Parking at North Beach  
Siting of Telecommunications Facilities  
Policy for Brothels, Escort Agencies, Therapeutic Massage Clinics, Sex Shops  
Keeping of Animals or Birds  
Disposal of Impounded Items  
Illawarra Emergency Bush Fire Plan  
Waste Collection and Disposal from Premises  
Kerbside House Numbering  
Bed and Breakfast Accommodation  
Use of Fill at Construction Sites  
Policy on Exempt Development  
Policy on Complying Development  
Notification Policy for Development Proposals  
Development Application Referral Guidelines to Access Committee  
Local Area Policy for Central City Urban Design Assessment

**D GENERAL PUBLICATIONS**

Code of Conduct  
Code of Meeting Practice  
Annual Report  
Annual Financial Reports  
Auditor's Report  
Management Plan

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Policy for Payment of Expenses incurred by and the provision of facilities to Councillors  
Council's Land Register  
Register of Investments  
Returns of the Interests of Councillors and designated persons  
Business Papers for Council and committee Meetings  
Minutes of Council and Committee Meetings  
Register of Delegations  
Records of Approvals granted and decisions made on Appeals concerning Approvals  
Records of Building Certificates  
Plans of Land proposed to be compulsorily acquired by the Council  
Leases and Licences for use of Public Land classified as Community Land  
Plans of Management for Community Land  
Register of Council Policies

## **SECTION 2 – STATEMENT OF AFFAIRS**

Council's Statement of Affairs dated 30 June 2004 is available free of charge from the Public Officer.

## **SECTION 3 – CONTACT ARRANGEMENTS**

Enquiries in relation to access to documents held by Council may be made to:

Ms Lyn Marley  
The Public Officer  
Wollongong City Council Administration Building  
41 Burelli Street  
WOLLONGONG NSW 2500  
Telephone: (02) 4227 7092  
Hours: 9.00 am to 5.00 pm weekdays

# FREEDOM OF INFORMATION ACT 1989

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

### SUMMARY OF AFFAIRS

of the

### WOOLLAHRA COUNCIL

### FOI Agency No. 2239

#### SECTION 1 – POLICY DOCUMENTS

The Council has the following Policy documents available for public inspection and/or sale.

##### a. Local Environmental Plans

- Woollahra LEP 1995.
- Woollahra LEP No 27 – relevant to Strickland House, Vaucluse

##### b. Development Control Plans

- Residential Development Control Plan 1999.
- Woollahra Residential Development Control Plan 1998 (limited application)
- Residential Development Control Plan 1995.
- Development Control Plan for Off-Street Car Parking Provisions and Servicing Facilities.
- Bishopscourt Development Control Plan.
- The Edgecliff Commercial Centre Development Control Plan.
- Double Bay Centre Development Control Plan.
- Development Control Plan for School and College Development.
- Development Control Plan for No 9 Cooper Park Road, Bellevue Hill.
- Development Control Plan for Access to and Within Buildings.
- Hawthornden Development Control Plan.
- Development Control Plan for 188 Oxford Street Paddington [Royal Hospital for Women DCP].
- Babworth House Development Control Plan.
- Paddington Development Control Plan.
- Rose Bay Centre Development Control Plan.
- Development Control Plan for 118 Wallis St, Woollahra.
- Development Control Plan for part of 13 Albert Street, Edgecliff.
- Woollahra Development Control Plan – Exempt & Complying Development.
- Development Control Plan for Advertising and Notification of Development Applications and Applications to Modify Development Consents
- Watsons Bay Development Control Plan.
- Woollahra Heritage Conservation Area Development Control Plan.
- Residential Development Control Plan 2003.
- Kilmory Development Control Plan.
- Telecommunications and Radiocommunications DCP

##### c. Codes

- Landscape Code (11/7/88).
- Code for the Control of Fencing (25/6/84; amended 9/7/84/ re-affirmed 23/9/85).
- Code for Tennis Courts (27/3/89).
- Code for Siting of Swimming Pools (27/9/82).
- Code for Spa Pools, Hot Tubs and Similar Structures (13/6/89).
- Private Stormwater Code (1/2/90).
- Code for Television Antenna and Radio Transmitters/Aerials (13/3/89).
- Code for Satellite Communication Dishes and Similar Structures (13/3/89)
- Code for the Installation of Solar Hot Water Heating (9/5/88)
- Code for Building Sites (14/3/91)
- Code for the Control and Regulation of Noise on Building Sites (13/6/89).
- Food Premises Code (9/6/88).
- Facilities and Servicing Code – Shopping Centres and Groups of Shops (12/3/84).
- Footpath Restaurant Code (12/3/79; amended 26/5/86; 21/1/90).
- Code for Advertising Signs (1987).

- A Code relating to the Provision of Off-Street Car Parking Space and Servicing Facilities (12/7/78) (Applies to the Bondi Junction Commercial Centre only).
- Underground Cabling Code 1997
- Mobile Phone Towers & Public Health Code (1997)

**d. Policies, Strategies, Guidelines**

- Policy for the Application of State Environmental Planning Policy No 1 – Development Standards (20/1/86).
- Medical and Para-Medical Consulting Rooms (22/5/78).
- Development Control Guidelines for the Provision of Foreshore Open Space and Access (26/8/91).
- Urban Run-Off Management Strategy (27/5/91).
- Urban Tree Management Policy (Nov.97), which contains Tree Preservation Order (25/8/75; amended 16/1/96).
- Double Bay Strategic Plan (26/6/95)
- Amusement Centre Policy (1980)
- Heritage Report Information Requirements for development within conservation areas
- Heritage Report Information Requirements for development within conservation items
- Heritage Report Information Requirements for demolition of buildings within the Woollahra Municipality
- Unauthorised Uses, Buildings or Works (approved 12 July 1999)
- Playground Policy (11/3/2002)
- Playground Strategy (11/3/2002)
- Community Partnership Program (26/8/2002)

**e. General Publications**

- Code of Meeting Practice
- Payment of Expenses and Provision of Facilities to the Mayor, Deputy Mayor and Councillors Policy
- Register of Disclosures by Councillors and Designated Persons
- Code of Conduct
- Register of Council Policies
- Annual Report
- Annual Financial Report and Estimates
- Auditors Report
- Management Plan
- State of Environment Report
- Statement of Affairs
- Register of Investments
- Register of Delegations
- Register of Building Certificates
- Minutes of Council and Committee Meetings
- Business Papers for Council and Committee Meetings
- Councillors Access to Information & Their Interaction with Staff Policy
- Soil & Water Management 1998
- Significant Trees Register – July 1991
- Tree Preservation Order
- Special Requirements for Structural Details for Earthquake Design (Nov 1995)
- Guidelines for Selection and Engagement of Consultants.
- Protected Disclosures Policy
- Workplace Change
- DA Register
- Development Consent Register
- Woollahra Social Plan 2002-2005
- Conflict of Interest Policy
- Privacy Management Plan
- Committee Policies and Procedures
- Application Assessment Panel Policy and Procedures

**f. Section 94 Contribution Plans**

- Woollahra Section 94 Contribution Plan (2002)
- Royal Hospital for Women Section 94 Contribution Plan (9/2/98)

**g. Plans of Management**

In accordance with the Local Government Amendment (Community Land Management) Act 1998, the Council is currently revising all Plans of Management. Until this process is finalised, the Plans of Management already adopted (below) will apply:

- Rushcutters Bay Park (1998)
- Yarranabee Park (1998)
- Redleaf (1997)
- Woollahra Park (2001)
- Cooper Park (2001)
- Trumper Park (1996)
- Robertson Park (1996)
- Christison Park (1996)
- District Park (1996)
- Natural Area (Foreshore) (1996)
- Local Parks (1995)
- Regional Parks (1996)
- General Community Use (1996)
- McKell Park (1995)
- Drainage Reserves (1997)
- Harbourview Park (2001)
- Sir David Martin Reserve (1997)
- Lyne Park (2003)

**SECTION 2 – STATEMENT OF AFFAIRS**

Council has published a Statement of Affairs as at June 2004.

**SECTION 3 – CONTACT ARRANGEMENTS**

Copies of these documents are available from the:

Customer Service Centre  
Woollahra Council  
536 New South Head Road  
PO Box 61  
DOUBLE BAY NSW 1360  
Telephone: (02) 9391 7000  
Fax: (02) 9391 7044  
Email: [records@woollahra.nsw.gov.au](mailto:records@woollahra.nsw.gov.au)

## FREEDOM OF INFORMATION ACT 1989

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

### SUMMARY OF AFFAIRS

of the

### WYONG SHIRE COUNCIL

#### SECTION 1 – POLICY DOCUMENTS

The following is a list of the policy documents held by the Council of the Shire of Wyong.

<i>Policy Document</i>	<i>Contact Officer</i>
Code of Conduct	Manager Governance and Community Services
Equal Employment Opportunities Management Plan	Personnel and Industrial Relations Officer
Policy - Councillor Expenses	Manager Governance and Community Services
Local policies concerning approvals and orders	Senior Administration Officer, Development Services
Code of Meeting Practice	Manager Governance and Community Services
Plans of management for community land	Administrative Supervisor, Strategic Planning
Environmental planning instruments and development control plans	Manager Development Services
Register of delegations	Manager Governance and Community Services
Manual of Standard Procedures	Manager Governance and Community Services
Procedure for Protected Disclosures - Internal Reporting Policy	Director Corporate and Community Services
Procedure for Engagement and Management of Consultants and Professional Service Contractors	Director Corporate and Community Services
Procedure for Opening and Calling Tenders	Manager Governance and Community Services
Personnel Policy, Procedures and Practices Manual	Manager Staff Services
Development Contributions Plan	Contributions Officer
Policy Manual	Manager Governance and Community Services
Procedure for Use of Council Seal	Manager Governance and Community Services
Provision of Information between Councillors and Staff	Manager Governance and Community Services
Purchasing Manual	Supply Manager
Business papers and minutes of council and committee meetings open to the public	Manager, Governance and Community Services
Regional environmental plans	Director of Health and Development
Management Plan 2004/2005	Finance Manager
Local environmental plans	Director of Health and Development
Environmental impact studies	Manager, Development Services
Development applications	Customer Service Officer
Register of development consents	Customer Service Officer
Building approval list	Customer Service Officer
Register of building certificates	Senior Administration Officer, Development Services
Privacy Management Plan and codes of practice	Public Officer
Records of approvals granted and the result of appeals against approvals/refusals of applications	Senior Administration Officer, Development Services
Annual financial reports of Council	Finance Manager
Annual reports of organisations undertaking functions delegated by Council	Public Officer
Returns of donations made to candidates for election to council	Director, Corporate and Community Services
Notices of property transfer	Manager Governance and Community Services
Valuation records	Finance Manager
Auditor's reports	Finance Manager

Register of investments	Finance Manager
Local government inspectors' reports	Director, Corporate and Community Services
Disclosures of interests by councillors and designated staff	Manager, Governance and Community Services
Annual reports of council	Manager, Governance and Community Services
Council's land register	Property Manager
Plans of land to be compulsorily acquired by Council	Property Manager
Leases and licences for use of community Land	Property Manager
Stormwater Management Plan	Environmental Manager
State of the Environment Reports	Environmental Manager
Flood studies	Design Engineer (Flooding)

## SECTION 2 – STATEMENT OF AFFAIRS

A statement of affairs of the Wyong Council for the twelve months to June 30, 2004, has been published outlining the structure of council, the decision-making process and how the public may partake in that process, and elaborating on the central policy documentation that may be accessed. A copy of the document may be obtained free of charge by writing to the General Manager, Wyong Council, PO Box 20, Wyong, 2259, by telephoning the Public Officer on 02 4350 5306, or by e-mail to "wsc@wyong.nsw.gov.au".

## SECTION 3 – CONTACT ARRANGEMENTS

These documents may be inspected at Council's Civic Centre, Hely Street, Wyong, between the hours of 8.30 am and 4.30 pm from Monday to Friday, (excepting public holidays), by arrangement with the nominated officer, or by enquiring at the Customer Services Counter. It is strongly suggested that an appointment be made beforehand. Enquiries can also be made at the Tuggerah Information Centre situated in the Westfield Shopping Centre, or at the branch offices located in The Entrance Road, The Entrance, and at the Lakehaven Shopping Centre. Telephone enquiries should be directed to the Public Officer on (02) 4350 5306, by fax on (02) 4351 2098 or by email at wsc@wyong.nsw.gov.au. Apart from hard-copy access, many documents are also available on Council's website at [www.wyong.nsw.gov.au](http://www.wyong.nsw.gov.au)

Apart from access to the above-listed public documentation, there are other procedures that might allow public access to records that are not classified as public documents. Section 12 (6) of the Local Government Act requires that access to other documents be permitted, unless they are exempt by provisions contained in Section 12 (7), or unless there are overriding public interest issues involved. In addition, the Freedom of Information Act, 1989, applies to local authorities, and this means that access is to be granted to other documentation concerning the affairs of individuals, organisations, companies and the council itself, unless those documents are determined by Schedule 1 to that act to be exempt from public access.

K. Yates,  
General Manager



## **GOVERNMENT DEPARTMENTS/STATUTORY AUTHORITIES**

### **FREEDOM OF INFORMATION ACT 1989**

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

#### **SUMMARY OF AFFAIRS**

**of**

#### **JUSTICE HEALTH**

On the 1st July 2004, Corrections Health Service changed its name to Justice Health – Community, Courts, Custody in recognition of the expanding role undertaken by the Service in a variety of settings other than just in the adult correctional system. Justice Health now provides health services to adolescents in detention, to police cells and courts, and to people released from custody and their families through community based projects.

The Summary of Affairs of Justice Health covers operations and clinical care provided within NSW Correctional Centres, the Long Bay Hospital, Periodic Detention Centres, Court and Police Cell Complexes, Community Liaison, the Correctional Centre Release Treatment Scheme, the NSW State-wide Forensic Directorate and Juvenile Justice Centres.

Operations:	Executive Office, Long Bay Hospital
Medical Records:	Joint Records Centre, Silverwater
Clinics:	Bathurst, Berrima, Brewarrina, Broken Hill, Cessnock, Cooma, Dillwynia, Emu Plains, Glen Innes, Goulburn, Grafton, Ivanhoe, John Morony I and II (Windsor), Kirkconnell, Lithgow, Mannus, Mid North Coast, Malabar Special Programs Centre, Metropolitan Medical Transient Centre, Metropolitan Remand and Reception Centre, Mid North Coast, Mulawa, Oberon, Parklea, Parramatta, Silverwater, Special Purpose Centre, St Heliers and Tamworth.
Long Bay Hospital:	A, B, C, D wards.
Periodic Detention Centres:	Bathurst, Broken Hill, Campbelltown, Grafton, Mannus, Norma Parker, Parklea, Silverwater, Tamworth, Tomago (Newcastle) and Wollongong.
Police Cells:	Campbelltown, Dubbo, Moree, Newcastle, Lismore, Port Macquarie, Parramatta, Penrith, Surry Hills and Wollongong
Court Liaison:	Burwood, Campbelltown, Central Sydney, Dubbo, Gosford, Lismore, Liverpool, Moree, Parramatta, Penrith, Sutherland, Tamworth & Wyong.
Pilot Correctional Centre	
Release Treatment Scheme	Blacktown, Redfern / Waterloo, Wellington
Juvenile Justice Centres	Acmena, Cobham, Frank Baxter, Kariong, Keelong, Orana, Reiby, Riverina, Yasmar, Youth Drug Court.

#### **SECTION 1 – POLICY DOCUMENTS**

The following policies and documents are produced by Justice Health and may be accessed for information. Some documents may incur a fee.

- Governance By-Laws
- Proceedings of committees and working parties
- Justice Health Policy Manual
- Justice Health Corporate Plan 2003 – 2008
- Justice Health/NSW Health Performance Agreement 2003-2004
- Annual Reports
- Annual Accounts
- Newsletters
- Justice Health Code of Conduct and Ethics
- Professional and Ethical Guidelines for Justice Health Staff
- Nursing Unit Management Manual
- Standing Orders
- Critical Operations Standing Operations Procedure Manual
- Methadone Policy Manual
- CHS Sterilisation Manual, April 2001

- NSW Corrections Health Service Forensic Mental Health Services: Challenges and Opportunities
- Aboriginal Health Strategic Plan Care in Context January 2000
- Outline Services Strategic Plan & Preliminary Asset Strategic Plan 2002
- IM&T Strategic Plan
- Inmate Health Survey, 1997
- Inmate Health Survey, 2001
- Mental Illness Among NSW Prisoners 2003
- Hepatitis C – the Challenges, the Response – Strategic Directions 2003-2006
- Clinical Services Plan 2004

## SECTION 2 – STATEMENT OF AFFAIRS

Information relevant to the Statement of Affairs is included in the 2002-2003 Annual Report.

## SECTION 3 – CONTACT ARRANGEMENTS

Inquiries relating to the policy documents, Justice Health Corporate Plan 2003-2008, the Justice Health Annual Report and other documents listed can be made between the hours of 8.30 am and 5.00 pm. Interested parties should contact:

The Executive Office  
Justice Health  
PO Box 150  
MATRAVILLE NSW 2036  
Telephone: (02) 9289 2977

Many of these documents are also available on the Justice Health internet site:  
[www.justicehealth.nsw.gov.au](http://www.justicehealth.nsw.gov.au)

Freedom of Information requests or requests under NSW Health Circular No. 99/68 should be directed to:

Freedom of Information Coordinator  
Joint Records Centre  
Private Mail Bag 144  
SILVERWATER NSW 1811  
Telephone: (02) 9289 5011

**FREEDOM OF INFORMATION ACT 1989****Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****MID NORTH COAST AREA HEALTH SERVICE****SECTION 1 – POLICY DOCUMENTS**

## 1.1 Manuals and Rules of Procedures, Memoranda, etc

- By-laws of the Mid North Coast Area Health Service.
- Mid North Coast Area Health Service Organisation Chart.
- Code of Conduct
- Emergency Handbook
- Purchasing and Storekeeping Manual
- Building and Equipment Manual
- Human Resources Manual and related Employee literature
- Quality Improvement Manuals
- Departmental Procedure Manuals
- Patient Matters Manual
- Waste Management
- Fees Manual
- Disaster Plan, Internal and External
- SHOP – Sexual Health Operational Procedures
- Community Health Service Emergency Procedures Handbook
- Hospital Cleaning Operators and Procedures Manuals
- Delegations Manual

## 1.2 Patient Care Policies and Patient Literature

- Discharge Planning Policy
- Clinical Services Policy Manuals
- RMO's Handbook
- Infection Control Guidelines
- Alcohol and Other Drugs Manual
- Emergency Dept. Brochure
- Hospital Patient's Guide
- Patient Handbook
- Various brochures and information pamphlets.
- Smoke Free Workplace
- Area Renal Services Plan
- Area Clinical Services Plan 2002-2007
- Dementia Care Plan
- Mental Health Plan
- Women's Health Strategic Plan
- Women's Health Nurse Policy
- Domestic Violence Implementation Plan
- Tobacco Plan
- Sexual Health and Hepatitis C Plan
- HIV/Sexual health and Hepatitis C Service Plan 2003 – 2006
- Latex Allergy and Prevention Pamphlet for Health Care Consumers
- HIV/HCV Policy
- Aboriginal Health Plan
- Critical Care Network Plan

## 1.3 Computer Applications

- HOSPAS – Patient Administration System
- HOSBIL – Accommodation and Diagnostic Billing System
- MPAS – Patient Administration System
- Pathology Laboratory System and Billing System

- Preventative Maintenance, Asset Management and Safety Analysis System
- SUNSystem Financial Accounting and Reporting
- VMONEY Sessional Payments System
- Theatre Utilisation
- Rights of Private Practice
- Management Information System
- Emergency Department Information System
- CBORD Dietary System
- Pharmacy Systems
- SHIP – Sexual Health Information System

#### 1.4 Other Documents

- Area Asset Strategic Plan
- Area Strategic Plan
- Information Technology Plan
- Child, Youth and Family Plan
- Environmental Scoping Plan
- Various Documents Associated with Building Redevelopments
- Grading Policy
- Grievance Policy
- PEP – Post Exposure Prophylaxis for occupational & Non-occupational Exposures Policy, Guidelines & Clinical Flowchart
- Protected Disclosures Policy
- Bullying, Harassment and Discrimination Policy
- Code of Conduct
- Reasonable Personal Use of Communication Devices
- Mobile Phone and Pager Policy
- Electronic Messaging Policy
- Network Use Policy
- Internet Use Policy
- Fleet Safe Policy
- Write-off and Deductible fees Policy
- Domestic Service Policy
- Asset Register
- Energy Management Policy
- Food Policy
- Isolation of Plan, Equipment and Building Services Policy
- Orthodontics Policy
- Performance Based Increases Policy
- Permits to work Policy
- Procedure for Signposting Areas Containing Asbestos
- Procedure for testing UPS Un-interruptable Power Supply
- Area Policy Statement
- General Security Policy
- Identification Badging – Inhouse Licensed Security Staff Policy
- Restricted Master Key and Electronic Systems Policy
- Manual Handling Policy
- Fitness to Continue Work, Evaluation by Healthquest and Other Approved Providers Policy
- Mid North Coast Research Ethics Fees Policy
- Clinical Supervision Policy
- Mobile Phone/External Pager Policy
- Telehealth Services – User Charges Policy
- Opportunistic Immunisation Policy
- Ordering of Pathology and Radiology requests and referral to specialists by non-medical clinicians Policy
- Entertainment – Hospitality Expenses Policy
- Payment to Visiting Medical Officers, Visiting Dental Officers and General Practitioners, for Attending Area Health Service Meetings Policy
- Write off of “excess” amounts from private inpatients hospital accounts Policy
- Area Policy Processes including Endorsement and Registration Procedures
- Cash Handling Policy

- Incident Management Policy
- Secondment Policy
- Long Term Residential Care Patients – Smoke Free Workplace
- Identified Special Needs Patients, Smoke Free Workplace Policy
- Expensive Drug Reimbursement Policy
- Monitoring and Follow up of Attempted Access to Inappropriate Internet Sites Policy
- Reconciliation Policy and Procedures for the Management of Local Client Identifiers v1.1 (June 2002)
- Management of a Complaint or Concern about a Clinician
- Employee Relations Related Policies
- Policy, Guidelines and Procedures for involving consumers and community representatives within the Mid North Coast Area Health Service
- Latex Pamphlet for Employees
- Pamphlet for Latex Sensitive Employees

**SECTION 2 – STATEMENT OF AFFAIRS:**

The Statement of Affairs is included in the Annual Report of the Mid North Coast Area Health Service and can be obtained from the contact officer.

**SECTION 3 – CONTACT ARRANGEMENTS:**

For access to the above documents please contact:

Ms Vanessa Edwards  
FOI Coordinator  
Mid North Coast Area Health Service  
PO Box 126  
PORT MACQUARIE NSW 2444

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

**SECTION 1 – POLICY DOCUMENTS**

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

**Final Determination Booklets –**

These booklets include the Final Determinations and the Provisional Listing Determinations made by the Committee. Limited stocks of these booklets for the following years are available at no charge.

1999 Final Determinations

2001 Final Determinations

**Internet**

Determinations made by the Committee are available on the web site of the National Parks and Wildlife Service [www.nationalparks.nsw.gov.au](http://www.nationalparks.nsw.gov.au). Determinations are also available from the National Park and Wildlife Service Information Centre, The Rocks, Sydney and NPWS Visitor Centres and Area Offices. The National Parks and Wildlife Service is part of the Department of Environment and Conservation.

The following final determinations and provisional listing determinations have been made by the Scientific Committee between 1 July 2003 and 30th June 2004. These determinations may include final determinations to list and remove species in the Schedules, change the conservation status of species (eg change a species from a vulnerable species to an endangered species and vice versa) reject proposals to list species and reject proposals to remove species from the Schedules. Refer to the individual determinations for details of the Committee's decision.

**Determinations relating to species nominations and proposals**

Refer to the individual determinations for details of the Committee's decision.

( † - denotes provisional listing of an endangered species on an emergency basis )

*Amytornis barbatus barbatus*, Grey Grasswren

*Asterolasia* sp. "Dungowan Creek"

*Boronia* sp. Shannon Creek

*Bothriochloa biloba*

*Caesalpinia bonduc*

*Carex archeri*

*Centrathera cochinchinensis*

*Ctenotus brooksi*, Wedgesnout Ctenotus

*Cupaniopsis serrata*

*Cyclodomorphus melanops elongatus*, Mallee Slender Blue-tongue Lizard

*Delma australis*, Marble-faced Delma

*Diplodactylus elderi*, Jewelled Gecko

*Diplodactylus stenodactylus*, Crowned Gecko

*Echiopsis curta*, Bardick

*Elyonurus citreus*

*Geniostoma huttonii*

*Gentiana bredboensis*

*Hibbertia puberula*

*Hygrocybe rubronivea*

*Hypsela sessiliflora*

*Lerista xanthura*, Yellow-tailed Plain Slider

*Macronectes halli*, Northern Giant-petrel

*Melaleuca* sp. Megalong Valley, Megalong Valley Bottlebrush

*Mitrasacme pygmaea*

*Notomys fuscus*, Dusky Hopping-mouse  
*Oberonia titania*  
*Oedura rhombifer*, Zigzag Velvet Gecko  
*Panesthia lata*, Lord Howe Island wood-feeding cockroach  
*Peristeranthus hillii*  
*Petrogale penicillata*, Brush-tailed Rock-wallaby  
*Phyllodes imperialis*, southern subspecies of moth  
*Rhynchosia acuminatissima*  
*Rostratula benghalensis australis*, Painted Snipe  
*Solanum amourense*  
*Solanum celatum*  
*Solanum limitare*  
*Xanthosia scopulicola*

#### **Determinations relating to population nominations and proposals**

Refer to the individual determinations for details of the Committee's decision.

- *Eucalyptus parramattensis* C. Hall subsp. *parramattensis* population in Wyong and Lake Macquarie LGAs
- *Dillwynia tenuifolia* population in Baulkham Hills LGA
- *Wahlenbergia multicaulis* population in Auburn, Bankstown, Baulkham Hills, Canterbury, Hornsby, Parramatta & Strathfield LGAs

#### **Determinations relating to ecological community nominations and proposals**

Refer to the individual determinations for details of the Committee's decision.

- Coastal Saltmarsh in the NSW North Coast, Sydney Basin and South East Corner Bioregions
- Coolibah-Black Box Woodland of the northern riverine plains in the Darling Riverine Plains and Brigalow Belt South Bioregions
- *Lagunaria* Swamp Forest on Lord Howe Island
- Littoral Rainforest in the NSW North Coast, Sydney Basin and South East Corner Bioregions
- New England Peppermint (*Eucalyptus nova-anglica*) Woodland on Basalts and Sediments in the New England Tableland Bioregion

#### **Determinations relating to Key threatening process nominations & proposals**

Refer to the individual determinations for details of the Committee's decision.

- Camphor laurel *Cinnamomum camphora* most toxic chemotypes (Reject nomination)
- Death or injury to marine species following capture in shark control programs on ocean beaches
- Entanglement in or ingestion of anthropogenic debris in marine and estuarine environments
- Infection of frogs by amphibian chytrid causing the disease chytridiomycosis
- Introduction of the Large Earth Bumblebee, *Bombus terrestris* (L.)
- Invasion of native plant communities by exotic perennial grasses
- Removal of dead wood and dead trees

## **SECTION 2 – STATEMENT OF AFFAIRS**

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

## **SECTION 3 – CONTACT ARRANGEMENTS**

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

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

FOI applications should be forwarded to:

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