

Government Gazette

OF THE STATE OF
NEW SOUTH WALES

Number 206

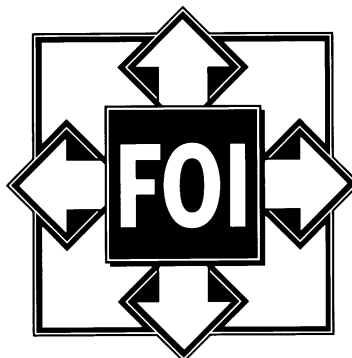
Friday, 31 December 2004

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Summary of Affairs

FREEDOM OF INFORMATION ACT 1989

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



**FREEDOM OF
INFORMATION**
YOUR RIGHT TO KNOW

Part 2

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

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

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

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

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

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

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

People Management and Development Policies

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

General

- Administrative Circulars

SECTION 2 – STATEMENT OF AFFAIRS

The New South Wales Auditor-General

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

The New South Wales Audit Office

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

Functions

The Audit Office conducts:

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

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

Publications

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

Auditor-General's Reports – Performance Audits

Agency or Issue Examined	Title of Performance Audit Report or Publication	Date Tabled in Parliament or Published
Department of Commerce	Shared Corporate Services: Realising the Benefits including guidance on better practice	3 November 2004
Department of Ageing, Disability and Home Care	Home Care Service	13 October 2004
Department of Education and Training	School Annual Reports	15 September 2004
NSW Department of Health Ambulance Service of NSW	Transporting and Treating Emergency Patients	28 July 2004

Agency or Issue Examined	Title of Performance Audit Report or Publication	Date Tabled in Parliament or Published
Fleet Management	Meeting Business Needs	30 June 2004
National Parks & Wildlife Service	Managing Natural and Cultural Heritage in Parks & Reserves	16 June 2004
Follow-up of Performance Audits	Controlling and Reducing Pollution From Industry (2001)	12 May 2004

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

Auditor-General's Reports – Financial Audits

Volume Five 2004	Tabled 1 December 2004
Volume Four 2004	Tabled 17 November 2004
Volume Three 2004	Tabled 27 October 2004
Volume Two 2004	Tabled 19 May 2004
Volume One 2004	Tabled 25 February 2004

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

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

Auditor-General's Reports – Protected Disclosures

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

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

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

Special Reports to Parliament

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

Other Publications

Guides to Better Practice

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

Awareness

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

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

Professional Update

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

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

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

Access to Office Documents

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

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

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

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

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

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

Application Fees/Charges

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

SECTION 3 – CONTACT ARRANGEMENTS

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

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

Freedom of Information Coordinator
Level 15, 1 Margaret Street
SYDNEY NSW 2001
Telephone (02) 9275 7100
Fax (02) 9275 7200

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

The following documents are available:

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

Inter-Governmental and Regulatory Reform Branch

- Implementing Competition Policy and Microeconomic Reform in NSW: an Overview by the NSW Government
- NSW Government Policy Statement on the Application of Competitive Neutrality
- NSW Government Policy Statement on Legislation Review
- NSW Government Policy Statement on the Application of National Competition Policy to Local Government
- From Red Tape to Results: Government Regulation, a Guide to Best Practice (March 1995)
- Green Paper: Regulatory Innovation - Regulation for Results
- Reports to the National Competition Council on the Application of National Competition Policy in NSW for the periods 1995-97, 1997, 1998, 1999, 2000, January 2001 - March 2002, and March 2003
- Follow-up to 2003 Annual Report to the National Competition Council on the Application of National Competition Policy in New South Wales. June 2003
- New South Wales submission to the Commonwealth Treasurer in response to the National Competition Council's 2003 assessment of governments' progress in implementing National Competition Policy and related reforms.
- Consulting on Reform – a Consultation Framework for Review of Anti-Competitive Legislation (August 1997).
- Guidelines for the Review of Regulation of the Professions Under National Competition Policy (COAG Committee on Regulatory Reform – 1999)
- Policy Summary of the Competitive Neutrality Complaints Handling Mechanism

Social Policy

- Fair Go, Fair Share, Fair Say - NSW Social Justice Directions Statement (October 1996)
- Guidelines for Assessing Social Impacts (December 1997)
- Participation and the NSW Policy Process (March 1998)
- Supporting People and Strengthening Communities – NSW Social Justice Directions Statement (February 2000)
- Social Justice Budget Statement 2004-05.

Office of Drug and Alcohol Policy**Drugs**

- The Seven Point Plan 1999
- NSW Drug Summit Communiqué May 1999
- NSW Drug Summit Government Plan of Action July 1999
- Report of the Working Party on the Use of Cannabis for Medical Purposes August 2000
- NSW Drug Summit – Partnerships for Change: Report of Progress, July 2001
- Cabramatta: A Report on Progress, April 2002

- Report on Consultation on the Findings and Recommendations of the Working Party on the Use of Cannabis for Medical Purposes, July 2001
- A Brief Guide to Evaluation For the NSW Drug Summit Programs March 2001
- Heroin: An Assessment Current Situation: Trends and Political Risks for Australia and NSW November 2002

Alcohol

- NSW Summit on Alcohol Abuse Interim Report December 2003
- Communiqué from the Summit on Alcohol Abuse August 2003
- Talking About Grog: Recommendations August 2003
- Youth Alcohol Forum: Recommendations August 2003
- NSW Summit: Preliminary Background Paper
- Program Policy and Financial Audit
- NSW Alcohol Summit Community Information Sheet /Submission Guidelines, June 2003
- Outcomes of the NSW Summit on Alcohol Abuse 2003: Changing the Culture of Alcohol Use in New South Wales, May 2004
- Outcomes of the NSW Summit on Alcohol Abuse 2003: Changing the Culture of Alcohol Use in New South Wales, Key Initiatives, May 2004

Greenhouse & Sustainable Development

- New South Wales State Implementation Plans. July 1999
- Sustainable Solutions for the Future
- Kyoto Protocol Ratification Advisory Group Report
- Climate Change in NSW September 2004
- NSW Tackles Greenhouse
- NSW Greenhouse Action Plan: New Greenhouse Initiatives 1998
- NSW Greenhouse Action Plan: Greenhouse Action Update 1998

Other

- Report of the Committee of Inquiry into the Sale of the NSW Electricity Assets (August 1997)
- Report of Inquiry Into Operation of Valuation of Land Act (October 1999)
- NSW Salinity Summit 2000 Communiqué
- NSW Salinity Strategy
- Review of the Health Care Complaints Act 1993: Introductory Paper
- Report of the Special Commission of Inquiry into the Medical Research and Compensation Foundation.

SECTION 2 – STATEMENT OF AFFAIRS

The Cabinet Office's most recent Statement of Affairs was published in the 2003-04 Annual Report - copies of the Statement can be obtained (free of charge) by contacting the Manager FOI and Privacy.

SECTION 3 – CONTACT ARRANGEMENTS

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

Mr Simon Carroll
Manager, FOI and Privacy
Level 32, Governor Macquarie Tower
1 Farrer Place
SYDNEY NSW 2000
Telephone: (02) 9228-4441
8.30 AM - 5.30 PM

Applications made pursuant to the Freedom of Information Act 1989 concerning the Cabinet Office should be in writing, be accompanied by the \$30 application fee and be directed to the Manager FOI and Privacy, at the above address.

FREEDOM OF INFORMATION ACT 1989**Section 14(1)(b) and (3)****SUMMARY OF AFFAIRS****of the****THE CHILDREN'S HOSPITAL AT WESTMEAD****(F.O.I. Agency No. 1293)****SECTION 1 – POLICY DOCUMENTS**

Department of Health Circulars and Guidelines at

<http://internal.health.nsw.gov.au/fcsd/rmc/cib/circulars/>http://www.health.nsw.gov.au/public-health/clinical_policy/guidelines/index.html

Area Health Service and Public Hospital Manuals

NSW Health Policy and Procedure Manuals at

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

Organisational Chart

Hospital Strategic Plan

Hospital Policies and Manuals

ACHS EQuIP Guidelines

Annual Report (published November of each year)

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

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

Mrs Aisha Kattar

Freedom of Information Officer

Medical Record Department

The Children's Hospital at Westmead

Locked Bag 4001

WESTMEAD NSW 2145

Phone: (02) 9845 2356

FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)
SUMMARY OF AFFAIRS
of the
ENERGYAUSTRALIA
(FOI Agency No. 1791)

INTRODUCTION

The Freedom of Information Act 1989 (FOI) came into effect on 1 July, 1989. Under the provisions of Section 14 of the Act, this document is EnergyAustralia's Summary of Affairs for the six-month period ending 31 December 2004.

Copies of this document may be obtained free of charge from the FOI Coordinator or from all EnergyAustralia business offices.

All of the documents listed are covered by copyright. Copies that are provided must not be reproduced in whole or in part, or stored in a computer or imaging system without written permission of EnergyAustralia.

FOI CONTACT

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

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

A meeting can be arranged by prior appointment.

FOI Coordinator
EnergyAustralia Building
570 George Street, Sydney
Telephone: (02) 9269 2941
Facsimile: (02) 9269 2830

or post to:

FOI Coordinator
EnergyAustralia
GPO Box 4009
SYDNEY NSW 2001

STATEMENT OF AFFAIRS

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

SECTION 1 – POLICY DOCUMENTS

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

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

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

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

au free of charge.

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

1. ELECTRICITY PRICING AND ACCOUNTS

- D Domestic Tariffs Price List
- D Business Tariffs Price List
- D Miscellaneous Charges Price List
- D Network Price List
- D Network Pricing Strategy Statement
- D Network Annual Pricing Report
- D Calculating Network Price Components

2. ELECTRICITY SUPPLY AND INSTALLATION

- B Standard Form Customer Connection Contract, June 2002
(new release due December 2004)
- B Standard Form Customer Supply Contract
- B Information Guide to the Electricity Supply
- D Annual Electricity System Development Review - 2003
- ENOS Electricity Network Operation Standards (replaced ES2 - Electricity Supply Standards in July 2004)
- ES 1 Customer Supply Information and Local Service and Installation Rules
- ES 3 Metering Installations
- ES 4 Service Provider Authorisation
- ES 5 Charges for Network Miscellaneous and Monopoly Services
- ES 8 Capital Contributions Guidelines
- ES 9 Agreement for the Supply to Developments
- ES 10 Requirements for the Supply to Developments
- NCP7 Application of Network Use of System Charges
- NS104 Network Project Design Plans \$10
- NS109 Design Standards for Overhead Developments \$10
- NS110 Specification for Design Standards for URD (Sydney) \$10
- NS111 Specification for Design and Construction Standards for URD Subdivisions (Newcastle and Upper Hunter Region) \$20
- NS112 Design Standards for Commercial/Industrial Developments \$10
- NS113 Site Selection and Civil Design Standards for Chamber Type Substations \$10
- NS114 Electrical Design Standards for Chamber Type Substations \$10
- NS115 Electrical Construction Standards for Chamber Type Substations \$10
- NS116 Design Standards for Distribution Earthing \$10
- NS117 Design Standards for Kiosk Type Substations \$10
- NS118 Specification for Street Lighting Design Standards (Sydney) \$10
- NS119 Specification for Street Lighting Design Standards (Newcastle) \$10
- NS122 Specification for Pole Mounted Distribution Substation Construction \$20
- NS124 Specification for Overhead Service Connections (100 to 400 Amps) \$10
- NS125 Specification for LV Overhead Conductors \$10
- NS126 Specification for HV Overhead Conductors \$10
- NS127 Specification for Low Voltage Cable Joints & Terminations \$10
- NS128 Specification for Pole Installation & Removal \$10
- NS129 11kV Joints & Terminations – Paper Insulated Lead Covered Cables \$10
- NS130 Specification for Laying of Underground Cables up to 22kV \$10
- NS135 Specification for the Design and Construction of Overhead Sub-Transmission Lines \$10

- NS136 Assessment and Management of Low Voltage Parallels \$10
- NS137 Multi Function Standards \$10
- NS140 Construction Standards for Kiosk Type Substations (Sydney) \$10
- NS141 Specification for Site Selection for Kiosk Type Substations \$10
- NS142 Construction Standards for Kiosk Type Substations (Hunter) \$10
- NS143 Easements \$10
- NS148 Overhead Line Support, Street Light Column and Pillar Numbering \$10
- NS149 Drawing Content for Chamber Type Substations, Control Points, Cable Risers and Ductlines \$10
- NS156 Working Near or Around Underground Cables \$10
- NS158 Labelling of Mains and Apparatus \$10
- NS161 Specification for Testing of Cables after Installation \$10
- NS162 Specification for the Installation of Communication Cables and Ductlines and Substations \$10
- NS165 Construction Work in Substations \$10
- NS167 Positioning of Poles and Lighting Columns \$10
- NS168 Specification for the Design and Construction of Underground Sub-Transmission Lines \$10
- NS169 Telecommunications Installations on EnergyAustralia HV Transmission Towers \$10
- NS170 Network Access and Security – Locks and Keys \$10
- NS171 Firestopping in Substations \$10
- NS172 Design Requirements for Cable Jointing Pits and Vaults \$10
- NS177 11kV Joints (including Transition Joints) and Terminations - Polymeric Insulated Cables \$10
- NS178 Metering and Indication Requirements for Sub-Transmission Systems and Zone Substations \$10
- NS179 Vegetation Safety Clearances \$10
- NS183 Installation of Private Attachments on EnergyAustralia Poles \$10
- NUS100 Field Recording of Network Assets \$10
- NUS103 Fire Bans \$10
- NUS146 Safety Inspection Procedure for Working on Poles \$10
- NUS151 Work In Confined Spaces \$10
- NUS174 Environmental Procedures \$10
- NRS102 Working on Poles with Mobile Phone Transmitter Installations \$10
- NRS145 Pole Inspection & Treatment Procedures \$10
- NRS166 Line Inspection \$10

3. NETWORK PLANS

- D Customer Installation Safety Plan \$10
- D Bush Fire Risk Management Plan \$10
- D Network Management Plan \$10
- D Public Electrical Safety Awareness Plan \$10
- D Tree Safety Management Plan \$10

4. GENERAL

- B Freedom of Information - Summary of Affairs
- B Annual Reports - Various years
- D Quality Policy for relevant businesses
- D Safety Policy
- D Environmental Policy
- D Privacy Policy

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

SECTION 1 – POLICY DOCUMENTS

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

Publications

Annual Report
Community & Environment Report 2004
Environmental Brochure
Eraring Power Station Brochure
Cooling Water Fact Sheet
Emissions Fact Sheet
Land Management Fact Sheet

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

Eraring Energy
Level 16
227 Elizabeth Street
SYDNEY NSW 2000
Telephone: (02) 8268 4200
Facsimile: (02) 9261 2967
Monday to Friday (9.00am – 5.00pm)

Or post to:

Eraring Energy
PO Box A2238
SYDNEY SOUTH NSW 1235

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****FSS TRUSTEE CORPORATION****December 2004****SECTION 1 – POLICY DOCUMENTS**

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

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

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

SECTION 2 – STATEMENT OF AFFAIRS

The most recent Statement of Affairs for FTC was published in the 2003-2004 Annual Report for First State Super and the FSS Trustee Corporation. The Statement is available on the website at www.firststatesuper.nsw.gov.au. A copy of the Statement of Affairs can also be obtained (free of charge) by contacting the Freedom of Information Co-ordinator.

SECTION 3 – FREEDOM OF INFORMATION CONTACT POINT

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

The Freedom of Information Co-ordinator
FSS Trustee Corporation
PO Box 1229
Wollongong DC NSW 2500

Telephone: (02) 4253 1662
Facsimile: (02) 4253 1469

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

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

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****HUNTER INTERNATIONAL SPORTS CENTRE TRUST**

Under the terms of the Freedom of Information Act 1989, Section 14, Part 2, (1)(b) and (3), the Department/Trust is required to publish an up-to-date, bi-annual, Summary of Affairs.

- Identify policy documents and publications
- Identify the most recent statement of affairs
- Identify the contact details for obtaining access to the Department's/Trust's documents and publications

SECTION 1 – POLICY DOCUMENTS

Annual Report Financial Year 2002 /2003

SECTION 2 – STATEMENT OF AFFAIRS

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

Leigh Maughan Honorary Secretary Hunter International Sports Centre Trust PO Box 83 New Lambton NSW 2305

SECTION 3 – CONTACT DETAILS FOR OBTAINING ACCESS TO INFORMATION

Access to documents held by the Hunter International Sports Centre Trust and subject to the Freedom of Information Act can be obtained by contacting Leigh Maughan on Telephone 02 49 52 1133 or Facsimile 02 49 52 5118 or by writing to the above address.

The Trust Office is located within EnergyAustralia Stadium 294 Turton Road New Lambton, Newcastle NSW.

Office hours are 9.00AM to 3.00PM Monday to Friday inclusive.

FREEDOM OF INFORMATION ACT 1989**Section 14(1)(b) and (3)****SUMMARY OF AFFAIRS****of the****HUNTER WATER CORPORATION****December 2004****SECTION 1 – POLICY DOCUMENTS, MANUALS AND BROCHURES**

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

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

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

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

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

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

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

Facsimile: (02) 4979 9661

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

State Library of NSW

Premiers Department Library

Library of the Parliament of NSW; and

National Library of Australia

Newcastle Regional Library

Hunter Water Corporation Library

FREEDOM OF INFORMATION ACT 1989**Section 14(1)(b) and (3)****SUMMARY OF AFFAIRS****of the****THE JUDICIAL COMMISSION OF NEW SOUTH WALES****(Agency No. 1640)**

The following information is provided in accordance with Section 14 of the Freedom of Information Act 1989.

SECTION 1 – POLICY DOCUMENTS

Accounting Manual
Annual Report
Code of Conduct
Continuing Judicial Education Policy
Energy Management Plan
Equal Employment Opportunity Management Plan
Fraud Prevention and Control Plan
Grievance Handling Procedures
Harassment Policy
Performance Management Policy
Strategic Plan
Protected Disclosures Internal Reporting Policy
Use of Employer Communication Devices
Records Management Policy
Email Policy
Corporate Credit Card Policy
Disability Strategic Plan
Waste Reduction and Purchasing Policy

SECTION 2 – STATEMENT OF AFFAIRS**Introduction**

The Judicial Commission of New South Wales is an independent statutory corporation established under the Judicial Officers Act 1986. It is part of the judicial arm of the New South Wales Government.

Functions

The Commission's major functions under the Act are to –

- Assist the courts to achieve consistency in imposing sentences;
- organise and supervise an appropriate scheme for the continuing education and training of judicial officers; and
- examine complaints against judicial officers.

The Commission may also –

- give advice to the Attorney General on such matters as the Commission thinks appropriate; and
- liaise with persons and organisations in connection with any of its functions.

Structure

The Commission consists of ten members, including its President, the Chief Justice of New South Wales. A staff of 36 supports the Commission.

Section 5 of the Judicial Officers Act 1986 provides that the Commission shall comprise six Official Members and four other Members appointed by the Governor on the nomination of the Minister. The Official Members are –

- the Chief Justice of New South Wales;

- the President of the Court of Appeal;
- the President of the Industrial Relations Commission;
- the Chief Judge of the Land and Environment Court;
- the Chief Judge of the District Court; and
- the Chief Magistrate

Of the appointed Members, section 5(5) of the Judicial Officers Act provides that –

- “one shall be a legal practitioner nominated following consultation by the Minister with the President of the New South Wales Bar Association and the President of the Law Society of New South Wales”; and
- Three are to be nominated following consultation by the Minister with the Chief Justice and be persons who in the opinion of the Minister have “high standing in the community”.

Public Participation in Commission Policy

There are no provisions pursuant to the Judicial Officers Act 1986 for public involvement in the Commission’s policy development or implementation.

Categories of Documents Held by the Commission

Official documents of the Commission are stored in files held on the Commission’s premises.

These files fall into the following principal categories –

- Administration
All aspects of the Commission’s internal administration, including budget and finance matters, correspondence and accommodation. Education, research and computer related files are also held within the administration group.
- Staff matters
Including files relating to recruitment, staff training, staff members’ personal files and salaries.
- Contracts and tendering
The Judicial Information Research System has given rise to a number of documents, many of which still contain commercially sensitive material.
- Commission matters
Minutes, agenda and business papers relating to meetings convened by and held at the Commission.
- Complaints
Files and documents relating to complaints against judicial officers.

The Commission’s files are generally not available for inspection and documents in relation to complaints are subject to secrecy provisions and are thereby classed as exempt documents.

Publications

The publications of the Commission are detailed in its Annual Report. The following list of publications are available for inspection and purchase from the Commission:

- Annual Report 1994-95
- Annual Report 1995-96
- Annual Report 1996-97
- Annual Report 1997-98
- Annual Report 1998-99
- Annual Report 1999-2000
- Annual Report 2000-01
- Annual Report 2001-02
- Annual Report 2002-03
- Annual Report 2003-04

Research Monographs

- 1 The Use of Custodial Sentences and Alternatives to Custody by NSW Magistrates, 1990
- 2 Community Service Orders: Views of Organisers in NSW, 1991
- 3 Community Service Orders and Periodic Detention as Sentencing Options: A Survey of Judicial Officers in New South Wales, 1991

- 4 Sentencing Juvenile Offenders and the Sentencing Act 1989 (NSW): The impact of legislative and administrative changes in the Children's Court 1982-1990, 1991
- 5 A Critical Review of Periodic Detention in New South Wales, 1992
- 6 Sentencing Drug Offenders. Analysis of Sentences Imposed in the Higher Courts of NSW: 25 September 1989 to 31 December 1991, 1992
- 7 "Special Circumstances" under the Sentencing Act 1989 (NSW), 1993
- 8 Alcohol as a Sentencing Factor: A Survey of Attitudes of Judicial Officers, 1994
- 9 Sentence Indication Hearings Pilot Scheme, 1994
- 10 Sentenced Homicides in NSW 1990-1993, 1995
- 11 The Evidence of Children, 1995
- 12 Judicial Views about Pre-Sentence Reports, 1995
- 13 The Sentencing Act 1989 and its Effect on the Size of the Prison Population, 1996
- 14 Magistrates' Attitudes to Drink-Driving, Drug-Driving, and Speeding, 1997
- 15 Child Sexual Assault, 1997
- 16 Sentencing Disparity and the Gender of Juvenile Offenders 1997
- 17 Sentencing Disparity and the Ethnicity of Juvenile Offenders 1998
- 18 Periodic Detention Revisited, 1998
- 19 Sentencing Drug Offenders: Analysis of sentences imposed in the higher courts of New South Wales, 1 January 1993-31 December 1997, 1999
- 20 Apprehended Violence Orders: A survey of magistrates, 1999
- 21 Sentencing dangerous drivers in New South Wales: Impact of the Jurisic guidelines on sentencing practice, 2002
- 22 Circle Sentencing in New South Wales: A Review and Evaluation, 2003
- 23 Sentenced Homicides in New South Wales 1994-2001
- 24 MERIT – Magistrates Early Referral Into Treatment Program – A survey of magistrates
- 25 Sentencing Offenders convicted of Child Sexual Assault

Education Monographs

Fragile Bastion, 1997

A Matter of Judgment, 2003

The Role of the Judge, 2004

Sentencing Trends & Issues Papers

- 1 The Children's Court, March 1991
- 2 The Impact of Truth in Sentencing: Part 1 — The Higher Courts, March 1992
- 3 The Impact of Truth in Sentencing: Part 2 — The Local Courts, June 1992
- 4 Sentencing in the Court of Criminal Appeal, February 1993
- 5 Common Offences in the Local Court, March 1994
- 6 Common Offences in the Higher Courts, July 1994
- 7 Sentencing Homicide: The Effect of Legislative Changes on the Penalty for Murder, June 1994
- 8 From Murder to Manslaughter: Partial Defences in New South Wales — 1900 to 1993, December 1994
- 9 Common Offences in the Children's Court, May 1995
- 10 Sentencing Drink Driver Offenders, June 1995
- 11 "Sentenced to the Rising of the Court", January 1996
- 12 The Use of Recognizances, May 1996
- 13 Sentencing Deception Offenders Part 1 — Local Court, June 1996
- 14 Sentencing Deception Offenders Part 2 — Higher Courts, October 1996
- 15 Driving Causing Death: Section 52A of the Crimes Act 1900, May 1997
- 16 An Overview of Sentence and Conviction Appeals in the NSW Court of Criminal Appeal
- 17 Kidnapping, July 1998
- 18 Common Offences in the Higher Courts 1990-1997, August 1998

- 19 Sentencing Offenders in the Local Courts, February 2000
- 20 Sentencing Female Offenders in NSW, May 2000
- 21 Protective Custody and Hardship in Prison, February 2001
- 22 Conviction and Sentence Appeals in the New South Wales Court of Criminal Appeal 1996–2000, February 2002
- 23 Sentencing Mentally Disordered Offenders: The Causal Link, September 2002
- 24 Bail: An Examination of Contemporary Issues, November 2002
- 25 Sentencing Methodology: Two-tiered or Instinctive Synthesis? December 2002
- 26 Sentencing Trends for Armed Robbery and Robbery in Company: The Impact of the Guideline in R v Henry, February 2003
- 27 Sentencing Drink-Driving Offenders in the NSW Local Court, March 2003
- 28 Common Offences in the Local Court, September 2003
- 29 Suspended Sentences in New South Wales, November 2003
- 30 Common Offences and the Use of Imprisonment in the District and Supreme Courts in 2002
- 31 The Use and Limitations of Sentencing Statistics, October 2004

Bulletins and Journals

Judicial Officers Bulletin
The Judicial Review

The Commission has published jointly with the Lawbook Company a Sentencing Manual which is generally available as a resource for all legal practitioners and the public.

The Commission produces bench books for each jurisdiction which are confidential and only available to the particular court. An exception is the Criminal Trial Courts Benchbook which is available on the Commission's website (www.judcom.nsw.gov.au)

The following publications are available without charge from the Commission's FOI Co-ordinator:

- Statement of Affairs
- Summary of Affairs
- Judicial Commission Information Brochure
- Complaints Against Judicial Officers Brochure
- Judicial Information Research System Brochure
- The Judicial Review Brochure
- Presentation Pointers Brochure

Access to Documents for the Purpose of Alteration

The Commission holds no personal records of any member of the public. No arrangements exist for the public to change any documents held by the Commission. Staff (including former staff) do not need to use Freedom of Information to access their personal files.

SECTION 3 – CONTACT ARRANGEMENTS

Enquiries and Access to Commission Information

Enquiries concerning Freedom of Information and access to documents for inspection and purchase from the Judicial Commission can be made between 8.30 a.m. and 5.00 p.m. Monday to Friday and should, in the first instance, be directed to Mr. Mario Devjak, Freedom of Information Co-ordinator, Judicial Commission of New South Wales, 5th Floor, Thakral House, 301 George Street, Sydney NSW 2000. Telephone (02) 9299 4421. Facsimile (02) 9290 3194. E-mail: judcom@judcom.nsw.gov.au. Home page: www.judcom.nsw.gov.au.

Requests for access to documents should be in writing and accompanied by a \$30.00 application fee plus GST of \$3.00. The application should also provide sufficient information to enable the correct document(s) to be identified.

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

Landcom is a State-Owned Corporation established under the State Owned Corporations Act 1989 and the Landcom Corporation Act 2001. It is one of the largest urban developers in New South Wales and is a major participant in the property development industry.

SECTION 1 – POLICY DOCUMENTS

Landcom holds the following documents which are available for public viewing:

- Code of Conduct
- Privacy Policy
- Annual Report 2003-2004
- Sustainability Report 2004
- Water Sensitive Urban Design Policy
- Energy Smart Communities Policy
- Managing Urban Stormwater: Soils and Construction
- Contractors/Consultants Conditions of Engagement Policy
- Tenders
- Priority Numbering System
- Homesite Ballot System
- Stakeholder Consultation Workbook

SECTION 2 – STATEMENT OF AFFAIRS

Landcom's Statement of Affairs, outlining the structure, functions and operations of Landcom, is available from the Freedom of Information Officer free of charge.

SECTION 3 – CONTACT ARRANGEMENTS

Policy documents and Statement of Affairs can be inspected and / or purchased at the Landcom office at:

Level 2, Riverbank Corporate Centre
330 Church Street
Parramatta NSW 2150

Landcom Reception is open during business hours
Monday – Friday from 8.00 a.m. – 6.00 p.m.

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

The FOI Coordinator
Landcom
P O Box 237
Parramatta NSW 2124

Enquires regarding Landcom documents are to be directed to the FOI Coordinator on Ph: (02) 9841 8600 or by facsimile on (02) 9841 8688.

FREEDOM OF INFORMATION ACT 1989
Section 14(1)(b) and (3)
SUMMARY OF AFFAIRS
of
LEGAL AID COMMISSION OF NEW SOUTH WALES
(FOI Agency No. 48)
July 2004 – December 2004

SECTION 1 – POLICY DOCUMENTS

- Access Issues for Employees and Visitors with a Physical Disability
- ALAO Office Instructions
- Annual Reports
- Business Plans
- Client Service Strategy
- Commitment to Service
- Code of Conduct
- Confidentiality within the Commission
- Corporate Plan
- Disability Policy and Disability Action Plan
- EEO Annual Reports
- Ethnic Affairs Policy Statement Policy and Self Assessment Report
- Exit Interview Policy
- First Aid Policy
- Flexible Work Practices Policy
- Fraud Corruption Prevention Plan
- Gender Neutral Language
- Health Assessment Policy
- Lateral Transfer Policy
- Legal Aid Policies (1987 to date)
- Legal Aid Prosecution Policy and Procedure
- Means Test Guidelines
- No Smoking in the Workplace
- Policies in Brief
- Policy Manual
- Pre Purchased Leave Policy
- Protected Disclosure Policy
- Records Management Procedures
- Resolving Grievances and Disputes Policy
- Strategic Office Accommodation Management Plan
- Strategic Plan
- Worker's Compensation and Injury Management Policy

SECTION 2 – STATEMENT OF AFFAIRS:

The most recent Legal Aid Commission Statement of Affairs was published in June 2004.

SECTION 3 – CONTACT ARRANGEMENTS:

Requests under the FOI Act for information or access to documents or further information about the Commission's policy documents should be directed to:

The FOI Officer
Legal Aid Commission
323 Castlereagh Street
Sydney NSW 2000
PO Box K847
Haymarket NSW 1238

or

DX 5 Sydney
Telephone: (02) 9219 5034
Facsimile: (02) 9219 5038
Internet: www.legalaid.nsw.gov.au

FREEDOM OF INFORMATION ACT 1989
Section 14(1)(b) and (3)
SUMMARY OF AFFAIRS
of the
MINE SUBSIDENCE BOARD
(FOI Agency No. 303)

SECTION 1 – POLICY DOCUMENTS

The Board has the following policy documents, which may be accessed for information:

Accounting Manual
Agendas and Minutes of Board Meetings
Annual Reports
Code of Conduct
Complaint Handling Procedures
Corporate Plan
Delegations Manual
Ethnic Affairs Policy Statement
EEO Policy
Guarantee of Service
Internal Reporting Procedures for Protected Disclosures Act
IT (Computer) Strategic and Contingency Plans
Manual of Fraud Prevention Control
Buying Property and Building in a Mine Subsidence District
Claiming for Mine Subsidence Damage
Appeal Rights and Review Procedures for Claims
Staff and Personnel Handbook
Policy and Procedures Manual
Use of Consulting Engineers
Release of Consultants Reports
Publication of Research Reports and Papers
Benefit of Doubt
Appearances Before the Board
Elimination of Danger
Payments, Purchase of Properties
Payments, Cash Compensation
Repairs, General
Repairs, Tenders
Pre-mining Inspections
Investment
Payment of Accounts
Purchasing
Tendering for Works up to \$20,000

SECTION 2 – STATEMENT OF AFFAIRS

The Board's Statement of Affairs has been published in its 2003/04 Annual Report.

SECTION 3 – CONTACT ARRANGEMENTS

Access to documents held by the Mine Subsidence Board and subject to the FOI Act must be made by written application accompanied by a fee of \$30. An hourly fee of \$30 applies. In regard to personal affairs, the first 20 hours of processing are free. The application should be directed to:

Freedom of Information Co-ordinator
Mine Subsidence Board
PO Box 488G
NEWCASTLE 2300

Prior to making an application, it is suggested that the applicant contact 4908 4300, as some information may be provided as part of a free community service.

Email: mail@minesub.nsw.gov.au

Web Site: www.minesub.nsw.gov.au

FREEDOM OF INFORMATION ACT 1989
Section 14(1)(b) and (3)
SUMMARY OF AFFAIRS
of the
MOTOR ACCIDENTS AUTHORITY
(FOI Agency No. 2275)
31 December 2004

SECTION 1 – POLICY DOCUMENTS

The MAA has the following policy documents:

- 10 Step Guide to Recruitment (March 2002)
- A Chiropractors guide to the NSW Motor Accidents Scheme (April 2003)*
- A Physiotherapist's guide to the NSW Motor Accidents Scheme (March 2003)*
- A providers to Decisions Guide on Reasonable and Necessary Treatment, Rehabilitation and Attendant Care (June 2002)*
- Suspension of NSW CTP Licences
- Applications for NSW CTP Licences
- Assets Disposal (March 2003)
- Care and support services: Communication procedures for the NSW Motor Accidents Scheme (February 2004)*
- CARS Assessors' Code of Conduct (October 2004)
- CARS Assessors' Remuneration Schedule (June 2004)
- CARS Assessors' Selection Criteria (October 2004)
- CARS Assessors' Terms of Engagement (October 2004)
- Case management in the Motor Accidents Scheme (2003)*
- Claims Assessment Guidelines (December 1999)*
- Claims Handling Guidelines (as amended in July 2004)*
- Claims Register Access
- Code of Conduct (April 2002)
- Corporate Governance Statement (December 2002)*
- Electronic Messaging and Internet Access Policy (June 2000)
- Equal Employment Opportunity Management Plan 2003-06 (June 2003)
- Ethnic Affairs Priorities Statement and Implementation Plan 2003-2006 (May 2003)
- Exit Interview Programme (October 2004)
- Flexible Working Hours Agreement (June 2002)
- FOI Statement of Affairs (December 2004)
- Grievance Management Policy and Procedures (March 2002)
- Guidelines for levels of attendant care for people who have a spinal cord injury and can claim under the Motor Accidents Scheme* (March 2002)
- Guidelines for organising neuropsychological assessments and reports for NSW CTP claims (August 2000)*
- Harassment Free Workplace (March 2002)
- Induction Policy (June 2001)
- Information Management & Technology Strategic Plan
- Injury Management Project Funding 2002-2003*
- MAA Corporate Plan 2003-2006 (2004 revision)
- MAA Disability Plan 2003-06 (June 2003)
- MAA DRIVES24 User Guidelines (January 2004)

- MAA Internal Communication (May 2003)
- MAA Job Evaluation Policy (August 2001)
- MAA Medical Guidelines – Guidelines on the assessment of the degree of permanent impairment of an injured person (March 2000)*
- MAA Road Safety Strategy 1999-2000*
- MAAS Procedures Manual – covering internal procedures in the areas of registry, preliminary assessments, medical appointments, additional correspondence, CARS exemptions and assessments, MAS reports, MAS reviews
- Market Practice Guidelines
- MAS Assessors “Guidelines for review panellist of the Medical Assessment Service” (June 2001)
- MAS Assessors code of conduct (July 2003)
- MAS Assessors remuneration schedules (August 2003)
- MAS Assessors’ report and certificate formats (July 2003)
- MAS Assessors selection criteria treatment and impairment
- MAS Assessors terms of engagement (July 2003)
- MAS Assessors’ “Information for conducting a medical assessment under S 61 of the Motor Accidents Compensation Act 1999” (July 2003)
- Matching client needs and support worker skills in the NSW Motor Accidents Scheme (August 2003)*
- Medical Assessment Guidelines (August 2001)*
- Mergers and Takeovers involving NSW CTP Insurers
- Mobile Phone Policy (August 2004)
- Premium Determination Guidelines
- Privacy Management Plan (August 2004)
- Protected Disclosures Policy & Guidelines (February 2002)
- Rehabilitation Communication Procedures for the NSW CTP Scheme (April 2003)*
- Resolving Medical Disputes – What to do if you and your CTP insurer have a disagreement about your treatment, rehabilitation and/or attendant care services (January 2001)*
- ROADS – Review of Achievements and Development Scheme (September 2000)
- Schedule of Premium Relativities
- Section 45 Interim Dispute Resolution Procedure
- Treatment, Rehabilitation and Attendant Care Guidelines for Conditionally Licensed CTP Insurers (May 2004)*
- Treatment, Rehabilitation and Attendant Care Guidelines for Currently Licensed CTP Insurers (May 2004)
- Use of Taxis (March 2002)
- Waste Reduction and Purchasing Plan 2003-2006 (July 2003)
- Working from Home Policy and Procedures (August 2002)

Arrangements can be made to obtain copies of any of these documents or to inspect them at the MAA’s premises between 9:30 am and 3:30 pm on working days by contacting the FOI Coordinator.

* The Motor Accidents Authority maintains a website. Documents marked with an asterisk are available from the MAA’s website at www.maa.nsw.gov.au.

The website includes a wide range of information for the public on Green Slips, road safety issues, guides for people injured in a motor vehicle accident and for those who have lost a relative. The website also provides access to the MAA’s Annual Report.

Part of the website is also dedicated to industry professionals who work with the Motor Accidents Scheme. Industry professional information includes many of the statistical papers, rehabilitation guidelines and reports, insurer guidelines and information to solicitors listed, including links to the Motor Accidents Compensation Act 1999.

SECTION 2 – FOI STATEMENT OF AFFAIRS

The MAA's Statement of Affairs is published in the Annual Report each year. Copies of the Statement of Affairs can be obtained by contacting the FOI Coordinator.

SECTION 3 - CONTACT ARRANGEMENTS

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

FOI Coordinator
Motor Accidents Authority
Level 22, 580 George Street
SYDNEY NSW 2000

Prior to making a formal request, applicants are encouraged to discuss their request with the FOI Coordinator by telephoning 1300 137 131.

David Bowen
General Manager

FREEDOM OF INFORMATION ACT 1989
Sections 14(1)(b) and (3)
SUMMARY OF AFFAIRS
of the
MOTOR VEHICLE REPAIR INDUSTRY AUTHORITY

SECTION 1 – POLICY DOCUMENTS

- Code of Conduct
- Ethnic Affairs Policy Statement
- Fraud control strategy and policy
- OH&S Policy Statement
- Privacy Management Plan
- Prosecution Policy
- Protected Disclosures Policy
- Records Management Policy
- Rehabilitation Policy and Procedures
- Show Cause and Disciplinary Policy
- Suspension of Licences Policy and Procedures
- Waste Reduction and Purchasing Plan

SECTION 2 – STATEMENT OF AFFAIRS

The Statement of Affairs for the Motor Vehicle Repair Industry Authority (dated December 2002) is available to the public in accordance with the arrangements set out below.

SECTION 3 – CONTACT ARRANGEMENTS

The documents listed above are available for inspection at the office of the Motor Vehicle Repair Industry Authority, 239 Great North Road, Five Dock. Requests for access to the Authority's documentation under the Freedom of Information Act must be made in writing to the Legal Officer with a \$30 application fee - phone 02 9712 2200. The office hours of the Authority are 8.30am - 5.00pm, Monday to Friday.

FREEDOM OF INFORMATION ACT 1989**Section 14(1)(b) and (3)****SUMMARY OF AFFAIRS****of the****NEWCASTLE SHOWGROUND & EXHIBITION CENTRE TRUST**

Under the terms of the Freedom of Information Act 1989, Section 14, Part 2, (1)(b) and (3), the Trust is required to publish an up-to-date, bi-annual, Summary of Affairs.

- Identify policy documents and publications
- Identify the most recent Statement of Affairs
- Identify the contact details for obtaining access to the Trust's documents and publications

SECTION 1 – POLICY DOCUMENTS

2003 - 2004 Annual Report
Plan of Management

SECTION 2 – STATEMENT OF AFFAIRS

The most recent Statement of Affairs of the Trust was published in the Trust's 2003 – 2004 Annual Report which is available from the Freedom of Information Manager at the Trust office – C/- Newcastle Entertainment Centre, Brown Road, Broadmeadow, 2292.

SECTION 3 – CONTACT DETAILS FOR OBTAINING ACCESS TO INFORMATION

Access to documents held by the Trust and subject to the Freedom of Information Act can be obtained by contacting the Trust office.

Contact Person: Chris Blanch

Position: Secretary

Address: PO Box 280, Waratah NSW 2298

Phone: (02) 4921 2100

Fax: (02) 4921 2199

Hours of Operation: Monday – Friday, 9.00am – 5.00pm

FREEDOM OF INFORMATION ACT 1989**Section 14(1)(b) and (3)****SUMMARY OF AFFAIRS****of the****NSW BUSINESSLINK PTY LTD****and****NSWBUSINESSLINK****SECTION 1 – POLICY DOCUMENTS**

Nil

SECTION 2 – STATEMENT OF AFFAIRS

NSW Businesslink Pty Ltd (company) and NSWBusinesslink (department) were formed on 1 July 2004. Formerly, NSWbusinesslink was a unit of the Department of Housing.

The NSW Businesslink Pty Ltd and NSW Businesslink Annual Report will in future constitute the Statement of Affairs under Section 14 (1) (a) of the Freedom of Information Act.

SECTION 3 – CONTACT ARRANGEMENTS

Enquiries regarding Freedom of Information or requests to obtain or inspect information in relation to NSW Businesslink Pty Ltd and NSW Businesslink can be made in the first instance to:

Manager, Company Secretariat

Corporate Office

NSW Businesslink Pty Ltd

23 – 31 Moore Street

Liverpool NSW 2170

Telephone: (02) 9765 3012

Facsimile: (02) 9765 3015

Hours: 8.30am – 5.00pm, Monday to Friday except Public Holidays

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

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

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

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

37. Health and Fitness for Firefighters
38. Human Resources Framework
39. Human Resource Services Guide
40. Information Management Framework
41. Information and Communication Technology Strategic Plan 2004-2007
42. Information Management and Technology Policy Statements
 - Brigades Intranet
 - The Internet
 - Data management
 - Software Licencing Responsibilities
 - Creation of Internet/Intranet Sites and Pages
 - Information Security Policy
43. Littering Policy
44. Managing False Alarms Policy
45. Media Policy
46. Memorandum of Arrangement between Airservices Australia and the NSW Fire Brigades
47. Memorandum of Understanding between the Commonwealth, the NSW Fire Brigades and the Rural Fire Service of NSW for Commonwealth Contributions for Fire Services
48. Memorandum of Understanding between the NSW Department of Corrective Services and the NSW Fire Brigades
49. Memorandum of Understanding between the Royal Australian Navy and the NSW Fire Brigades for fires and hazardous material incidents involving Navy ships and establishments
50. Memorandum of Understanding between the NSW Fire Brigades and the Environment Protection Authority
51. Memorandum of Understanding between the NSW Fire Brigades and the Ambulance Service of NSW
52. Memorandum of Understanding between the NSW Fire Brigades and CSIRO Built Environment.
53. Memorandum of Understanding with EnergyAustralia
54. Memorandum of Understanding between NSW Fire Brigades and the Open Training and Education Network
55. Memorandum of Understanding between NSW Fire Brigades, Oberon Shire Council, and CSR Limited
56. Memorandum of Understanding between the NSW Fire Brigades and the Snowy Mountains Hydro Electric Authority
57. Memorandum of Understanding between the NSW Fire Brigades and the NSW Rural Fire Service
58. Memorandum of Understanding between the NSW Fire Brigades and the State Emergency Service
59. Memorandum of Understanding between the NSW Fire Brigades and Shell Refining Australia
60. Memorandum of Understanding between the NSW Fire Brigades and the Museum of Fire
61. Memorandum of Understanding between the NSW Fire Brigades and the ACT Fire Brigade
62. Memorandum of Understanding between the NSW Police and the NSW Fire Brigades on the Shared Use of an Aircraft
63. Mutual Aid Agreements for local government areas between the NSW Fire Brigades and the NSW Rural Fire Service
64. Mutual Aid Agreement between the NSW Fire Brigades and State Emergency Service: Information Sharing
65. Mutual Aid Agreement between the NSW Fire Brigades and RAAF Defence Orchard Hills
66. Mutual Aid Agreement with the CFA (Victoria) for Albury/Wodonga
67. NSW Fire Brigades Pay Rates and Awards
68. Non-operational Filming Policy

69. Occupational Health and Safety Policy
70. Occupational Health and Safety Policy – Consultation Arrangements for Firefighters
71. Office Accommodation Strategic Plan
72. Operations Bulletins
73. Operational Risk Management Policy
74. Operational Water Use Policy
75. Employee Service Policies
 - Administration Staff Induction Policy
 - Agency Temps Policy
 - Attendance at Court Policy
 - Band Members - Special Leave
 - Consultants
 - Contractors
 - Contractors Onsite Code of Conduct
 - Duty to Consult on the Design of Fire Stations and Other Buildings
 - Employee Housing Manual
 - Employee Travel Manual
 - Flexible Work Practices Handbook
 - Gifts and Personal Benefits
 - Grievance Resolution Policy and Procedures
 - Guidelines for Policy Development
 - Handover of Positions
 - Harassment Prevention Policy
 - Induction Policy and Manuals for Administrative and Support Staff, Permanent Firefighters, Retained Firefighters, Trades Employees and Work Experience Students
 - Insurance for personal effects and private property
 - Job Evaluation Policy
 - Jury Duty Policy
 - Mobile Phone Policy
 - Official Travel - Incoming Visitors to Australia
 - Official Travel - Overseas
 - Official Travel - Within Australia
 - Position Creation Process
 - Professional Development Training Policy
 - Recredit of Annual and Long Service Leave when Sick
 - Retained Firefighters' Personal Files - policy and procedures
 - Secondary Employment Policy A&C Staff
 - Separation Policy
 - Statutory Declarations
 - Study Time Policy
 - Telephone Monitoring and Checking
 - Telephone Subsidy Policy
 - Variations to Staffing of Retained Brigades
 - Work Plan Policy
 - Working from Home Agreement
 - Working from Home - Policy and Procedures
76. Passing through Toll Gates Policy
77. Policy on Dual Occupancy, Battle Axe, Private Residential Estates
78. Pre-incident Planning Guidelines
79. Privacy Management Plan
80. Procedures for AFA Third Party Services Provision

81. Records Management Policy and Procedures Manual
82. Records Disaster Management Plan
83. Records Disposal Schedule
84. Records Strategic Plan
85. Recordkeeping Policy
86. Regional Human Resources and Administration Manual
87. Regional Service Delivery Plans
88. Rescue Training Policy
89. Retained Firefighters Personnel Procedures Manual
90. Return to Work Policy
91. Risk Management Policy
92. Safety Bulletins
93. Security Policy
94. Security Alert Policy
95. Service Level Agreement between the NSW Fire Brigades and NSW Rural Fire Service for Communication of Emergency Calls and Related Information
96. Total Asset Management Strategies 2005-2006
97. Sponsorship Policy
98. Standard Operational Guidelines
99. Standing Orders
100. Station Training Program
101. Statistical Research Papers:
 - Fires in the home
 - Children causing fires
 - Incendiary and Suspicious Fires 1987-1993
 - Socio-economic characteristics of communities and fires
 - Deaths from residential property fires in NSW July 1991-June 1996
 - NSWFB Incidents and responses: a ten year review
102. Waste Reduction and Recycled Purchasing Policy
103. Water supply for battleaxe blocks/subdivision policy

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

SECTION 2 – STATEMENT OF AFFAIRS

The 2003/2004 Annual Report describes the NSW Fire Brigades' functions, structure and objectives and includes information on performance indicators, and types of documents held.

SECTION 3 – CONTACT ARRANGEMENTS

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

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

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

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

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

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

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

General and Policy Documents

Strategic Plan

Annual Report 2003/04

Brochure "A profile of the NSW Food Authority"

Memorandum of Understanding between Department of Health and NSW Food Authority (commencement by 31 December 2004 anticipated)

Memorandum of Understanding between Department of Primary Industries and NSW Food Authority (commencement by 31 December 2004 anticipated)

Memorandum of Understanding between the Commissioner of Police and the Director-General of the NSW Food Authority

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

NSW Food Regulation Partnership – Issues and Options

Service Level Agreement for the provision of food testing services with Western Sydney Area Health Service

Fact Sheets

Media Releases

Food S@fety Bytes (electronic newsletter)

Executive Outcomes (electronic newsletter)

Code of Conduct

Fraud and Corruption Control Prevention Policy

Information paper "A New Approach to Food Safety"

National Risk Validation Project - Final Report (2002)

Science and Research Activities in the NSW Food Authority – A Directions Paper

Industry Specific Documents***Transport***

Code of Practice for Food Transport

Health Care

Circular 2003/33 - Control of Food borne Listeriosis in Health Care Institutions- Food Borne Illnesses
Food Safety Baseline Survey of NSW Hospital and Aged Care Businesses

Dairy Industry

Dairy Test Manual

NSW Dairy Manual

Code of Practice for the Collection of Milk from Dairy Farms

Code of Practice for Dairy Buildings

General Circulars

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

Meat Industry

Guide to Food Safety Programs for a Retail Meat Premises

The New South Wales Standard for construction and hygienic operation of retail meat premises

Memorandum of Understanding between SafeFood and Australian Quarantine and Inspection Service (AQIS):
Audit of Export Registered Poultry Meat Processing Premises – November 2000

Memorandum of Understanding between SafeFood/NSW Health/Local Government and Shires Associations:
Food Safety Responsibilities for Retail Meat Premises - August 2000

Memorandum of Understanding between SafeFood and National Parks and Wildlife Service (NPWS):
Rationalisation of Inspection Services for Kangaroo Field Chillers - September 2000

General Circulars

Seafood Industry

Seafood Safety Manual

Environmental Sampling Procedures (Shellfish and Water).

NSW Shellfish Program Operations Manual

NSW Aquaculture Shellfish Harvest Area Water Bacteriology and Phytoplankton Survey Data

Metal Contamination of Major NSW Fish Species Available for Human Consumption

Code of Practice for Depuration of Oysters in NSW

Code of Practice for Fishers

Code of Practice for Seafood Premises

Food Safety Program for Farmed Oysters

Food Safety Program for Oyster Processors

Food Safety Program for Commercial Fishers

Food Safety Program for Fishing Co-operatives

General Circulars

Plant Industry

Regulatory Impact Statement Plant Products

Plant Products Manual

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

NSW Food Authority documents: May be made available to the public through the NSW Food Authority's Consumer and Industry Contact Centre (see details below). Most of the documents listed are also available free of charge from the NSW Food Authority's website (www.foodauthority.nsw.gov.au).

A fee is charged for the following documents:

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

- Code of Practice for Depuration of Oysters in NSW - \$10 plus postage and handling
- Seafood Safety Manual - \$55.00 plus postage and handling

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

NSW FOOD AUTHORITY OFFICES

Head Office

6 Avenue of the Americas

NEWINGTON NSW 2127

PO Box 6682, SILVERWATER NSW 1811

Office Hours: Monday to Friday 8.30 am to 5.00 pm.

Telephone: (02) 9741 4777

Facsimile: (02) 9741 4888

e-mail info@foodauthority.nsw.gov.au

Internet <http://www.foodauthority.nsw.gov.au>

Consumer and Industry Contact Centre

Hours: Monday to Friday 8.30 am to 5.30 pm Phone: 1300 552 406

Fax: (02) 9647 0026

E-mail: contact@foodauthority.nsw.gov.au

The NSW Food Authority also has regional offices in Taree, Belmont, Lake Illawarra, Wagga Wagga, Albury, Bathurst, Coffs Harbour, Ourimbah and Queanbeyan.

FREEDOM OF INFORMATION ACT 1989**Section 14(1)(b) and (3)****SUMMARY OF AFFAIRS****of the****NSW INDEPENDENT COMMISSION AGAINST CORRUPTION (ICAC)**

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

ADMINISTRATION

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

PUBLICATIONS

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

Investigation Reports

- Report on investigation into the introduction of contraband into the metropolitan remand and reception centre, Silverwater – September 2004.
- Report on investigation into safety certification and training in the NSW construction industry – June 2004.
- Report on investigation into conduct of the Hon. J. Richard Face – June 2004.
- Report on investigation into the introduction of contraband into the High Risk Management Unit at Goulburn Correctional Centre – February 2004.
- Report on investigation into the alleged misreporting of hospital waiting list data – February 2004.
- Report on investigation into Mr Glen Oakley's use of false academic qualifications – December 2003.
- Report on investigation into certain applications made to the Department of Fair Trading for building and trade licences – November 2003.
- Report on investigation into the conduct of an officer of Integral Energy – September 2003.
- Report on investigation into the theft of zoological specimens from the Australian Museum between 1997 and 2002 and related matters – September 2003.
- Report on investigation into the conduct of the Rail Infrastructure Corporation and other in relation to Menangle Bridge – September 2003.
- Report on investigation into the conduct of certain officers of the New South Wales Grain Board – August 2003.
- Report on an investigation into the conduct of the Hon. Malcolm Jones MLC – July 2003.
- Investigation into dealings between Thambiah Jeevarajah, an engineer employed by the Department of Housing, and the construction company Australian Colour Enterprises Pty Limited – May 2003.
- Investigation into handling of applications for public housing by an officer of the Department of Housing – May 2003.
- Report on investigation into conduct concerning the Woodward Park project – February 2003.
- Investigation into the conduct of officers and students at University of Technology, Sydney – August 2002.
- Report into corrupt conduct associated with development proposals at Rockdale City Council – July 2002.
- Report on investigation into matters concerning John Kite and the National Parks and Wildlife Service – December 2001.
- Report on an investigation into matters arising from a Ministerial Statement to the Legislative Assembly on 10 April 2001 – August 2001
- Garbage, drains and other things – An examination of conduct of two Liverpool City Council contractors – July 2001

- Corrupt networks – Report into the conduct of a technical specialist in the State Rail Authority- April 2001
- Report on investigation into aspects connected with an alleged indecent assault at Parliament House on 14/15 September 2000 – December 2000
- Investigation into the Conduct of Staff of the Roads and Traffic Authority and others in relation to Re-birthing of Stolen Motor Vehicles – November 2000
- Investigation into Conduct of Officers of South Sydney Council (published as Appendix 1 to the 1999-2000 Annual Report) – September 2000
- Investigation into Parliamentary Travel (The Hon John Murray MP) (published as Appendix 2 to the 1999-2000 Annual Report) – September 2000
- Investigation into Aspects of the Greyhound Racing Industry – August 2000
- Investigation into the Department of Corrective Services: Fifth Report: Two Escapes – April 2000
- Conduct of Mr Sam Masri, Former Purchasing Officer, Liverpool City Council – November 1999
- Report on Investigation into the Conduct of an Officer of the Environment Protection Authority – November 1999
- Investigation into the Department of Corrective Services Fourth Report: Abuse of Official Power and Authority – November, 1999
- Investigation into travel allowance and expense claims by the Councillors of the New South Wales Aboriginal Land Councils – October 1999
- Investigation into Sydney Ferries: Dishonest creation and use of “live” tickets by former staff of Sydney Ferries at Manly Wharf (1994 to 1997) – October 1999
- Investigation into the Disposition of Funds Remaining in the Accounts of the Former Illawarra Development Board (1987-1990) – October 1999
- Investigation into Conduct at Local Council Waste Depot Weighbridges at St Peters and Elsewhere – June 1999
- Investigation into the Department of Corrective Services Third Report: Betrayal of Trust: The activities of two correctional officers – June 1999
- Investigation into Aboriginal Land Councils in New South Wales: Investigation Volume - June 1999.
- Investigation into allegations made by Louis Bayeh against the Member for Londonderry, Paul Gibson MP – December 1998
- Investigation into Parliamentary and Electorate Travel: Second Report Analysis of administrative systems and recommendations for reform – December 1998
- Investigation into the Department of Corrective Services: Second Report: Inappropriate Relationships with Inmates in the Delivery of Health Services – November 1998
- Investigation into the Conduct of an Alderman on Fairfield City Council – November 1998
- Investigation into the Conduct of a Senior Inspector with the Department of Gaming and Racing – September 1998
- Investigation into the Disposal of Waste and Surplus Assets in Transgrid, Pacific Power and Integral Energy – June 1998
- Investigation into Corruption in the Former State Rail Authority of New South Wales – June 1998
- Investigation into Parliamentary and Electorate Travel: First Report – April 1998
- Investigation into the Glebe Morgue – March 1998
- Investigation into the Department of Corrective Services—First Report: The Conduct of Prison Officer Toso Lila (Josh) Sua and matters related thereto – February 1998
- Investigation into the Conduct of: George Bertoncello of Lane Cove Council, Nazem Bechara in relation to certain Councillors of Holroyd City Council and Vittorio Fasan and Antonio Cavallaro and their dealings with Fairfield City Council – November 1997
- Circumstances Surrounding the Offering of no Evidence by the NSW DPP on an All Grounds Appeal at the Lismore District Court on 25 May 1995 – June 1997
- Investigation Concerning the 1993 Byron Residential Development Strategy and Associated Matters – April 1997
- The Public Employment Office Evaluation of the Position of Director-General, Department of Community Services – November 1996

- Charter of Aircraft by the Police Air Wing – October 1996
- Investigation Concerning the Chairman of Stewards of the Harness Racing Authority of New South Wales – August 1996
- Purported Termination of Employment of Jeffrey Horner & Edwin Chenery by Southern Mitchell Electricity – January 1996
- Investigation into Circumstances Surrounding the Payment of a Parliamentary Pension to Mr P M Smiles – First Report February 1995, Second Report April 1996
- Investigation into Randwick City Council – February 1995
- Investigation into the RTA and Property Disposal – February 1995
- Interim Report on Investigation into Alleged Police Protection of Paedophiles – September 1994
- Treatment of Staff Complaints in a Minister's Office – August 1994
- Investigation into Matters Relating to Police and Confidential Information – June 1994
- Investigation into Collins v Ryan – January 1994
- Investigation into the Conduct of Brian Zouch – November 1993
- Investigation into the Office of the Ombudsman – June 1993
- Integrity in Public Sector Recruitment – March 1993
- Investigation into the State Rail Authority – Northern Region – March 1993
- Investigation into the Use of Informers – Volumes 1 & 2 – January 1993
- Investigation into the State Rail Authority - Trackfast Division – September 1992
- Investigation into the Unauthorised Release of Government Information. Vol 1, 2 & 3 – August 1992
- Investigation into the Conduct of Peter Blackmore – July 1992
- Investigation into the Sydney Water Board and Sludge Tendering – May 1992.
- Investigation into Local Government, Public Duties and Conflicting Interest – March 1992
- Investigation into the New South Wales Film Corporation and Pepper Distribution – March 1992
- Investigation into Road Works in the Shire of Kyogle – January 1992
- Investigation into the Planning and Building Department of South Sydney Council – December 1991
- Investigation into the Maritime Services Board and Helicopter Services – July 1991
- Investigation into Tendering for Vinyl Floor Products – July 1991
- Investigation into Police and Truck Repairers – May 1991
- Investigation concerning Neal and Mochalski – April 1991
- Investigation into Sutherland Licensing Police – February 1991
- Investigation relating to Stait Dainford and Waverley Council – January 1991
- Investigation into Harassing Telephone call made to Edgar Azzopardi – December 1990
- Investigation into Drivers Licensing, Volumes 1 & 2 – December 1990
- Investigation into the Walsh Bay Redevelopment Project – October 1990
- Investigation into Dealings between Homfray Carpets and the Department of Housing – September 1990
- Investigation into the Randwick College of TAFE – August 1990
- Investigation into Registration of DP787 368 at the Land Titles Office – July 1990
- Investigation into North Coast Land Development – July 1990
- Investigation into the Silverwater Filling Operation – February 1990
- Investigation Relating to the Raid on Frank Hakim's Office – December 1989
- Investigation Relating to the Park Plaza Site – October 1989

Corruption Prevention Reports

- Developing a statement of business ethics – June 2004.
- Providing advice on corruption issues: A Guide For Members of NSW Parliament – June 2004.
- Providing advice on corruption issues: A Guide For NSW Government Councillors – June 2004.
- Facilitators guide: In Whose Best Interest – February 2004.

- Fact Finder. A 20 step guide to conducting an inquiry in your organisation – November 2003.
- Regulation of secondary employment for Members of the NSW Legislative Assembly. Report to the Speaker of the Legislative Assembly – September 2003.
- Taking the devil out of development: recommendations for statutory reform. Position paper. December 2002.
- Fighting Fraud: Checklists – November 2002.
- Fighting Fraud: Guidelines for state and local government – November 2002.
- Do It Yourself Corruption Resistance Guide – November 2002.
- No Excuse for misuse: A snapshot guide – November 2002.
- No excuse for misuse: Preventing the misuse of council resources. Guidelines 2 – November 2002.
- Taking the whiff out of waste: A snapshot guide – November 2002.
- Taking the whiff out of waste: Guidelines for managing corruption risks in the waste sector – November 2002.
- Degrees of Risk. A corruption risk profile of the New South Wales University sector – August 2002.
- Managing an organisation through an ICAC investigation: Practical advice for management – August 2002.
- No excuse for misuse: Preventing the misuse of council resources – May 2002.
- Taking the devil out of development – Exploring corruption risks in local government administration of development applications. Interim report – May 2002.
- Responding to Fraud. An ICAC Discussion Paper – April 2002.
- Taking the whiff out of waste. Identifying the potential corruption risks in the waste sector. Discussion Paper – April 2002.
- Do it Yourself Corruption Resistance Guide – March 2002.
- Codes of Conduct. The next stage – March 2002.
- Recruitment and Section. Navigating the best course of action – March 2002.
- Taking the devil out of development – Exploring corruption risks in administration of development applications by local councils – November 2001.
- Preserving Paradise. Good governance guidance for small communities – Lord Howe Island – November 2001.
- Members of non-English speaking background communities; obstacles to reporting corrupt conduct – Discussion Paper – November 2001.
- eCorruption; eCrime Vulnerabilities in the NSW Public Sector; Summary Report – September 2001.
- Managing Risk reducing corruption risks in local government. Guidelines; 1 Taking the com out of contracting – September 2001.
- The First Four Steps – Building organisational integrity – April 2001;
- The Need to Know – eCorruption and Unmanaged Risk – February 2001.
- Investigation into Parliamentary and Electorate Travel: Third Report Analysis of administrative systems and recommendations for reform – November 1999
- Report on Investigation into Aboriginal Land Councils in New South Wales: Implementation Progress Report – October 1999
- How to Handle the Effects of an ICAC Investigation: A Guide for Public Sector Managers – June 1999
- Gifts, Benefits or Just Plain Bribes?: Guidelines for Public Agencies and Officials – June 1999
- Best Practice, Best Person: Integrity in Public Sector Recruitment and Selection – May 1999
- Strategies for Corruption Prevention in Government Regulatory Functions – March 1999
- Strategies for Managing Post Separation Employment Issues – September 1998
- Accountable Health and Building Inspections: Recommendations for Local Government - June 1998
- Report on Investigation into Aboriginal Land Councils in New South Wales: Corruption Prevention and Research Volume and Summary – April 1998
- Internal Investigations Handbook – October 1997
- Direct Negotiations in Procurement and Disposals: Dealing Directly with Proponents - June 1997

- Managing Post Separation Employment - Discussion Paper - April 1997
- Under Careful Consideration: Key Issues for Local Government - March 1997
- Implementation of Recommendations from the ICAC Investigation into the Relationship between Police and Criminals - February 1997
- Probity Auditing: When, Why and How – December 1996
- And Now a Word from our Sponsor - September 1995
- Contracting for Services: Probity Checklist Brochure - July 1995
- Contracting for Services: the Probity Perspective - May 1995
- Internal Reporting Systems - February 1995
- Corruption Prevention and Plant Hire – An Evaluation – October 1994
- Monitoring Cash Handling in Public Hospitals – August 1994
- Taken for Granted? – Better Management of Government Grants Brochure – July 1994
- Taken for Granted? – Better Management of Government Grants – March 1994
- Trips and Traps–Travel in the NSW Public Sector – February 1994
- Pitfalls or Probity–Tendering and Purchasing Case Studies – July 1993
- Review of ICAC Code of Conduct – May 1993
- Department of Housing Maintenance Contracts– Monitoring Report – April 1993
- Local Government Speaks! – March 1993
- Just Trade? Proceedings of Seminar on the ICAC Report on the Unauthorised Release of Government Information – February 1993
- Plant Hire (Heavy Machinery) – December 1992
- Secondary Employment of NSW Police Officers – August 1992
- Department of Health–Cash Handling in Public Hospitals – July 1992
- Allocation of Boat Moorings by the NSW Waterways Authority – March 1992
- In Whose Interest–18 Issues to Consider – March 1992
- Purchase and Sale of Local Government Vehicles – December 1991
- Roads and Traffic Authority–Driver Licensing (Executive Summary) – April 1991
- 19 Key Issues–The First Two Years – March 1991
- Department of Housing–Maintenance Contracts (Executive Summary, Findings and Recommendations) – February 1991

Research Publications

- Community attitudes to corruption and the ICAC – December 2003.
- Profiling the NSW public sector. Functions, risk and corruption resistance strategies – January 2003.
- Corruption Trouble-shooting; Lessons learnt from ICAC research about identifying and dealing with corruption hot spots – November 2001.
- Corruption resistance strategies: researching risks in local government; research findings summary – June 2001.
- Corruption ... Who wants to know? Report summary of the ICAC's research survey – Unravelling Corruption II – April 2001.
- ICAC Ethical Culture Survey Kit – November 2000.
- What is an ethical culture? Key issues to consider in building an ethical organisation. Summary report – September 2000.
- Community and Journalists' Attitudes to Corruption and the ICAC – June 1999
- NSW Journalists: What Do They Know About Corruption and the ICAC? – June 1999
- Tips From the Top: Senior NSW Public Sector Managers Discuss the Challenges of Preventing Corruption – April 1999
- Case Management in New South Wales Correction Centres – March 1999
- Private Contractors' Perceptions of Working for the New South Wales Public Sector, Report and Summary – February 1999
- Ethics: the key to good management – December 1998

- Report on Investigation into Aboriginal Land Councils in New South Wales: Research Evaluation – July 1998
- Report on Investigation into Aboriginal Land Councils in New South Wales: Corruption Prevention and Research Volume and Summary – April 1998
- Minimising Corruption: Some Lessons from the Literature – January 1998
- Monitoring the Impact of the NSW Protected Disclosures Act 1994 Phases 3 & 4: NSW Public Sector Employee Attitudes to Reporting Corruption – November 1997.
- Monitoring the Impact of the NSW Protected Disclosures Act, 1994 Encouraging NSW Public Sector Employees to Report Corruption – November 1997
- Review of ICAC Curriculum Kit: Ethics & Enterprise—A life cycle of a business – August 1997
- Corruption and Related Issues: An Annotated Bibliography – May 1997
- Community Attitudes to Corruption and the ICAC 1996 – May 1997
- Community Attitudes to Corruption and the ICAC 1995 – March 1996
- Unravelling Corruption: A Public Sector Perspective. Survey of NSW Public Sector Employees' Understanding of Corruption and Their Willingness to Take Action. Research Report and Summary Report – March 1994
- Community Attitudes to Corruption and the ICAC: ICAC Public Attitude Survey – March 1994
- Inquisitorial Systems of Criminal Justice & the ICAC: A Comparison – November 1994

EDUCATION PUBLICATIONS

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

OTHER PUBLICATIONS

Annual Reports

- Annual Reports 1989 2003.

ICAC Corporate Brochures

- Our statement of business ethics.
- Reporting corruption to the ICAC.
- Introducing the ICAC: A Guide For NSW Public Officials.
- Introducing the ICAC: A Guide For The NSW Community.
- Servicing the NSW Community.
- ICAC functions.
- What is corruption?
- Thinking about blowing the whistle? How to make a protected disclosure. State agencies.
- Thinking about blowing the whistle? How to make a protected disclosure. Local government.

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

CORPORATE INFORMATION

ICAC Strategic Plan 2003-2007 – June 2003.

Independent Commission Against Corruption – Code of Conduct and Ethics – September 2002.

Information for Witnesses.

The Operations Review Committee.

Inquisitorial Systems of Criminal Justice and the ICAC: A Comparison – November 1994.

In Whose Interest – 18 Issues to Consider – March 1992.

19 Key Issues – The First Two Years – March 1991.

Corporate Plan 1995 – 1998 and 1998–2001

ICAC Code of Conduct

STATEMENT OF AFFAIRS

The Statement of Affairs of the New South Wales Independent Commission Against Corruption has been printed as part of the Commission's 2002-03 Annual Report. Copies of the Annual Report are available from the Commission free of charge, and copies are also available for inspection at the State Library, and other deposit libraries under the Copyright Act.

CONTACT ARRANGEMENTS

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

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

ICAC contact details:

Address: ICAC
Level 21, 133 Castlereagh Street
SYDNEY NSW 2001

Postal Address: ICAC
GPO Box 500
SYDNEY NSW 2001

DX: DX 557 SYDNEY

Web Site: <http://www.icac.nsw.gov.au>
Main business hours: 9am – 5pm Monday to Friday

Telephone Enquiries: (02) 8281 5999

Toll Free: 1800 463 909

Facsimile: (02) 9264 5364

The Hon. Jerrold Cripps QC
Commissioner

FREEDOM OF INFORMATION ACT 1989
Section 14(1)(b) and (3)
SUMMARY OF AFFAIRS
of the
NSW LOTTERIES CORPORATION
(FOI Agency No. 53)

SECTION 1 – POLICY DOCUMENTS

NSW Lotteries Corporation holds the following documents which are available for public viewing:

- Lotto Rules
- Lotto Strike Rules
- OZ Lotto Rules
- Powerball Rules
- 6 From 38 Pools Rules
- Lucky Lotteries Rules
- Instant Scratchies Rules
- Advertising Code of Practice
- Annual Reports
- Australian Lotteries Industry Code of Practice
- “How to Play” pamphlets for all games
- “It’s now even easier to claim your prizes” brochure
- “Join the Players Club” brochure
- NSW Lotteries Privacy Policy brochure
- NSW Lotteries Code of Conduct
- Brochures relating to the NSW Lotteries’ Policy for Appointing Agencies

In addition to highlighting the Rules applying to entry forms, tickets and playing instructions, the game rules also include information on the determination of prizes and procedures for claiming and the payment of prizes.

The following legislation relates to the conduct of our games and the operation of NSW Lotteries Corporation:

- NSW Lotteries Corporatisation Act, 1996
- Public Lotteries Act, 1996
- State Owned Corporations Act, 1989

SECTION 2 – STATEMENT OF AFFAIRS

The most recent Statement of Affairs has been published in the 2003/04 Annual Report and copies of the Statement may be obtained (free of charge) by contacting the FOI Coordinator.

SECTION 3 – CONTACT ARRANGEMENTS

Formal requests made under the Freedom of Information Act for access to documents held by NSW Lotteries Corporation should be accompanied by a \$30 application fee and directed to:

The FOI Coordinator
NSW Lotteries Corporation
2 Figtree Drive, Homebush Bay NSW 2127

Arrangements can also be made to view the documents listed above between the hours of 9 am and 5 pm, Monday to Friday by contacting the FOI Coordinator at the above address or by telephoning (02) 9752 5783.

FREEDOM OF INFORMATION ACT 1989**Section 14(1)(b) and (3)****SUMMARY OF AFFAIRS****of the****NSW MARITIME AUTHORITY****December 2004****SECTION 1 – POLICY DOCUMENTS**

NSW Maritime's Policy Documents are listed below:

- (i) Corporate Plan and Division Plans.
- (ii) Policy Files held in the Records Section.
- (iii) Policy and Procedure Manuals - containing policy and procedures relevant to recreational boating, commercial vessels, environmental assessments, boating plans, mooring plans of management, property, personnel, and administrative matters.
- (iv) Capital Works Policy and Procedures Manual.
- (v) Land Owner's Consent Manual.
- (vi) Depths in Berths and Fairways Policy dated 5 January 2000.
- (vi) Privacy Management Plan dated 1 July 2000.
- (vii) Provision of Hydrographic and Geotechnical Data Guidance Note, revised December 2001.
- (viii) Land Owner's Policies including various Guidance Notes such as Guidelines for the Siting, Design, Construction and Maintenance of Waterside Structures.
- (ix) Sharing Sydney Harbour dated August 2003 (a joint policy with DIPNR).
- (x) Boat Storage Policy Sydney Harbour dated June 2004 (a joint policy with DIPNR).

SECTION 2 – INFORMATION DOCUMENTS

- (i) Annual Report.
- (ii) NSW Boating Handbook.
- (iii) NSW Tides 2004/2005.
- (iv) NSW Maritime The Way Forward 2004-05
- (v) Waterways Asset Development & Management Program Information Kit and Application Form.
- (vi) Sydney's Aquatic Events A Boating Guide.
- (vi) Educational pamphlets entitled:
 - Alcohol and Water Don't Mix!
 - Aquatic Licences
 - Be Bright. Think Safety at Night
 - BoatCode Agencies
 - Boats 'n Bars – a Safety Guide
 - Boat Smart From The Start
 - Boating on Iron Cove
 - Built-in security for your boat – BoatCode
 - Carbon Monoxide Poisoning
 - Determining the Length of Your Vessel
 - Easy Pay (telephone payments)
 - Don't Make Waves
 - Hypothermia
 - I've Gone Boating (a magnet and collaborative distribution with AMSA)
 - Keep Your Boat Afloat! Buoyancy Saves Lives
 - Leave Only Water In Your Wake
 - Mooring Licence Conditions

- Noise Annoys
 - Personal Watercraft in Sydney
 - Pittwater No Wash Zone
 - Procedure For Changing a Lessee
 - Proof of Identity
 - Safety Equipment Checklist
 - Sail Boarding in the Waters of Sydney Harbour
 - Ski Safe To Be Safe
 - Small Craft Safety
 - Some People Go Overboard – Overloading Boats
 - Switch to A 406 (a collaborative distribution with AMSA)
 - Take Note When Hiring A Boat
 - Traffic Separation & No Wash Zone – Blackwattle Bay and Rozelle Bay
 - Wash Your Boat
 - What To Know Before You Tow
 - Your Boating Fees At Work
- (vii) Port of Eden – Port Information Sheets
- (viii) Port of Yamba – Port Information Sheets

SECTION 3 – STICKERS

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

SECTION 4 – INFORMATION VIDEOS/DVDS/MAPS

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

SECTION 5 – STATEMENT OF AFFAIRS DOCUMENT

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

SECTION 6 – CONTACT ARRANGEMENTS

Requests for copies of the NSW Maritime's Policy & Information Documents, Statement & Summary Of Affairs Documents, posters, stickers and videos should be directed to:

Miss Tonette Kelly
Legal Manager/Freedom Of Information Co-Ordinator
NSW Maritime
Locked Bag 5100
CAMPERDOWN NSW 1450
Phone: (02) 9563 8648

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

SECTION 7 – HOURS OF OPENING AND LOCATION OF NSW MARITIME OFFICES

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

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

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

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

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

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – INQUIRIES UNDER THE FREEDOM OF INFORMATION ACT

Inquiries can be directed to the F.O.I. Officer by telephone on (02) 6391 3020, or by fax on (02) 6391 3098. Requests for access to documents should be accompanied by a \$30.00 application fee and directed in writing to:

The Freedom of Information Officer
NSW Rural Assistance Authority
Locked Bag 23
ORANGE NSW 2800
email: rural.assist@raa.nsw.gov.au

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

FOI PROCEDURES AND CONTACT POINT

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

The Executive Officer
Sporting Injuries Committee
Level 4, 100 Donnison Street
Gosford NSW 2250

Enquiries may be directed to the Executive Officer by telephoning (02) 4321-5392 or facsimile (02) 9287-5392.

STATEMENT OF AFFAIRS

The Committee's most recent Statement of Affairs was published June 2004 and may be obtained (free of charge) by contacting the Executive Officer.

POLICY DOCUMENTS

The Committee has the following documents:

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

In giving decisions concerning the amount of benefits the Committee acts within the requirements of the Sporting Injuries Insurance Act, 1978 and takes into consideration similar or like past cases and leg

FREEDOM OF INFORMATION ACT 1989

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

SUMMARY OF AFFAIRS

of the

NSW TREASURY

(FOI Agency No. 8)

Updated as at 31 December 2004

SECTION 1 – POLICY DOCUMENTS

Office of Financial Management (OFM)

NSW

Gov't Working with Government – Policy & Guidelines for Private Financed Projects White Paper *Date Issued*
Nov 2001

Treasury Policy and Guidelines Papers

TPP 04-4	What You Do and Why AN Agency Guide to Defining Results and Services	Oct 2004
TPP 04-3	Total Asset Management (Tam) Policy	Aug 2004
TPP 04-2	Government Guarantee Fee Policy for Government Businesses	Jul 2004
TPP 04-1	NSW Government Procurement Policy	Jul 2004
TPP 03-6	State Owned Corporation Indemnity Policy	Oct 2003
TPP 03-4	Tax Equivalent Regime for Government Businesses	Jun 2003
TPP 03-3	Financial Reporting Code For Budget Dependent General Government Sector Agencies	May 2003
TPP 03-2	Accounting Policy – Valuation of Physical Non-Current Assets at Fair Value	May 2003
TPP 03-1	Fringe Benefits Tax manual	Mar 2003
TPP 02-7	Capital Structure Policy for Government Businesses	Sep 2002
TPP 02-5	Treasury Management Policy	Sep 2002
TPP 02-4	Guidelines for Assessment of Projects of State Significance	Jul 2002
TPP 02-3	Financial Distribution Policy for Government Business	Jun 2002
TPP 02-1	Policy Statement on the Application of Competitive Neutrality – Policy & Guidelines Paper	Jan 2002
TPP 01-5	Guidelines for Budget Funding & Savings Requirements for Public Sector Wage Agreements	Dec 2001
TPP 01-3	Guide to Economic Performance Measurement for General Government Agencies	Aug 2001
TPP 01-2	Guidelines for Pricing of user charges	Jun 2001
TPP 00-4	Financial Management Framework for the General Government Sector	Dec 2000
TPP 00-3	Guidelines for Capitalisation of Expenditure in the NSW Public Sector	Jun 2000
TPP 99-6	Energy Trading Policy for Generators	Oct 1999
TPP 99-5	Energy Trading Policy for Retailers	Oct 1999
TPP 99-3	Goods & Services Tax (GST) Compliance Plan for Public Sector Agencies	Jun 1999
TPP 99-2	Review of Credit Card Use – Best Practice Guide	Jun 1999
TPP 99-1	Economic Appraisal – Principles and Procedures Simplified	Mar 1999
TPP 97-4	Guidelines for Financial Appraisal	Jul 1997
TPP 97-3	Risk Management and Internal Control Toolkit [4 volumes]	Sep 1997
TPP 97-2	Guidelines for Economic Appraisal	Jun 1997
TPP 96-1	Retail Competition in Electricity Supply	Jun 1996
TPP 95a	Statement of Best Practice – Internal Control and Internal Audit	Jun 1995
TPP 95b	Internal Control Assessment	Jul 1995

Other OFM Publications and Technical Papers (General)

- OFM Annual Report Annually
- Crown Entity Annual Report Annually
- OFM Corporate Plan 2001 – 2004
- OFM Commitment to Service [refer OFM Annual Report] & Corporate Plan Annually
- Treasurer’s Directions
- Treasury Circulars (numbered individually)
- Freedom of Information Statement of Affairs and Summary of Affairs (2004)
- Budget Papers (2004/05) Numbers 1-5 Jun 2003
- Budget Papers 2003/04, 2002/03, 2001/02, 2000/01, 1999/00 and 1998/99 (web only)
- Financial Statements Monthly &
Half Yearly
- Report on State Finances (previously titled Consolidated Financial Statements of the NSW Total State Sector, incorporating the NSW Public Accounts) Annually
- Electricity Reform Statement May 1995
- Managing State Finances: The NSW Experience (Don Nicholls) June 1991

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

Office of State Revenue (OSR)

- Duties - Motor Vehicles Registration Duty Factsheet
- First Home Benefits 2004
- First Home Plus – Duty Discounts - Factsheet
- Pay-roll Tax - Information for Employers Factsheet 2004
- Pay-roll Tax - Payments to Contractors Factsheet 2004
- Land Tax Factsheet 2005 – “What You Need to Know”
- Land Tax Information Booklet 2005
- Parking Space Levy - Factsheet
- Parking Space Levy - Exemptions
- Taxation Administration Act - What You Need to Know
- Unclaimed Money Listings – OSR Website
- The Investigation Process – Information for Clients
- Revenue Rulings (Website)
- Freedom of Information Statement of Affairs and Summary of Affairs (2004)
- OSR Service Commitment (Website)
- OSR Strategic Plan 2005
- OSR Corporate Plan 2004-2005
- OSR People Plan 2005
- Annual Report 2003-2004
- Quarterly Bulletin Newsletter
- OSR Code of Conduct
- FOI Statement of Affairs Annual
- Land Tax Seminar Notes
- Objections and Review – Factsheet
- Petroleum Products Subsidy Scheme in NSW – Factsheet
- Pay-roll Tax Seminar Notes – an “Overview” and “Business Guide”
- State Taxes and your Business – Factsheet
- Privacy and your Personal Information – Factsheet
- Unclaimed Money Information for Claimants – Factsheet
- Duties Seminar Notes

- Insurance Protection Tax
- Unclaimed Money Information for Enterprises
- EDR (Electronic Duties Returns) Factsheet
- Hire of Goods Factsheet
- Insurance Duty Factsheet
- Solve it – Electronic Services Brochure
- OSR Compliance Strategy 2002-2005
- NSW Duties Rates – Factsheet
- Health Insurance Levy and State Ambulance Insurance Plan
- Premium Property Duty – Factsheet
- Vendor Duty – Factsheet

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

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

State Debt Recovery Office (SDRO)

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

The FEB of the SDRO has published two brochures titled

“What will happen if I don't pay my fine?”

“Fine Enforcement System – What does it mean?”

- RTA Sanctions – Information Sheet
- Do You Wish To Have This Fine Heard In Court (annulment application) – Information Sheet
- Information For People With Severe Financial, Medical or Domestic Problems (write-off) – Information Sheet
- Community Service Orders – Information Sheet
- Were You Under 18 At The Time You Committed The Offence (juveniles) – Information Sheet
- What If I Do Not Agree With The SDRO's Decision On My Time-To-Pay or Write-Off Application – Information Sheet

Website: www.sdرو.nsw.gov.au

Email: info@sdرو.nsw.gov.au

State Debt Recovery Office

PO Box A 2571

Sydney South NSW 1235

Telephone 1300 655 805

TTY: (02) 6354 6255

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

Infringement Processing Bureau (IPB)

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

Infringement Processing Bureau

P O Box 999

Hunter Region Mail Centre 2310

Telephone: 1300 138 118

TTY: (02) 9211 3776 (hearing/speech impaired only)

Email: service@ipb.nsw.gov.au

For payments and enquiries: www.ipb.nsw.gov.au

Telephone enquiries: 8.30am to 5.00pm Monday to Friday.

SECTION 2 – STATEMENT OF AFFAIRS

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

Copies are available from the FOI Coordinator at no charge.

SECTION 3 – CONTACT ARRANGEMENTS

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

The FOI Coordinator
Office of State Revenue
NSW Treasury
PO Box 4042
Parramatta NSW 2124

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

FREEDOM OF INFORMATION ACT 1989**Section 14(1)(b) and (3)****SUMMARY OF AFFAIRS****of the****OFFICE OF THE BOARD OF STUDIES****(FOI Agency No. 2336)****Including AUSTRALIAN MUSIC EXAMINATIONS BOARD (NSW)****(FOI Agency No. 1820)****SECTION 1 – POLICY DOCUMENTS****Office of the Board of Studies**

Policy documents relating to the following:

- Assessing and Reporting Using Stage Outcomes - Part 1: Assessment; Part 2: Reporting (1996)
- Assessment, Certification and Examination Manual (2002)
- HSC Assessment in a Standards-Referenced Framework (2003)
- School Certificate Credentialling for Students with Special Education Needs in Stage 5 (1996)
- Assessing students with special education needs: guidelines for the provision of alternative assessment tasks and practical work for students with severe physical and sensory disabilities in Stage 5 and 6 (1995)
- Guidelines for Accelerated Progression (2000)
- Home Education in NSW - Information Package (2004)
- Registered and Accredited Individual Non-government Schools (NSW) Manual (2004)
- Registration Systems and Member Non-government Schools (NSW) Manual (2004)
- Recognition of Prior Learning for the Higher School Certificate (2000)
- Guide to the 2004 School Certificate: Rules and Procedures for Students (2004)
- Studying for the NSW Higher School Certificate – An Information Booklet for Year 10 Students (2004)
- Rules and Procedures for 2005 Higher School Certificate Candidates (2004)
- Statement of Equity Principles (2000)
- Syllabus Development Handbook (2003)
- K-10 Curriculum Framework (2002)
- HSC Distinction Courses Information Booklet (2003)
- School Developed Board Endorsed Courses Guidelines (2004)
- University Developed Board Endorsed Courses Guidelines (2004)
- Annual Report
- Code of Conduct
- Ethnic Affairs Priorities Statement
- Recognition of Overseas Schools
- Staff Handbook
- Disability Action Plan
- Privacy Management Plan
- Board Bulletin – Official Notices
- Corruption Prevention Policy

Aboriginal Education Consultative Group

- NSW AECG Rules of Association
- NSW AECG Complaints Guidelines
- Australian Music Examinations Board (NSW)

Child Protection - Policy
Candidates with Special needs Policy
2005 Teachers' Handbook
2005 Manual of Syllabuses
2005-2006 Manual of Speech Syllabuses

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

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

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

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

Dec 2004.

FREEDOM OF INFORMATION ACT 1989**Section 14(1)(b) and (3)****SUMMARY OF AFFAIRS****of the****OFFICE OF THE OMBUDSMAN****(Agency No. 31)****SECTION 1 – POLICY DOCUMENTS**

This is the Summary of Affairs of the Office of the Ombudsman for the period ending 31 December 2004. The Ombudsman holds the following policy documents as defined in the Freedom of Information Act. Each document is available for inspection or purchase, or copies of individual pages may be obtained at 20c per photocopy, at the address given in Section 3 below.

Inter-agency arrangements

Arrangements between Administrative Decisions Tribunal of New South Wales and the NSW Ombudsman
Complaint Referral and Information Sharing Arrangements under Part 6 of the Ombudsman Act between the NSW Ombudsman, Health Care Complaints Commission, Legal Services Commissioner and NSW Privacy
Determination by the NSW Ombudsman under section 25C (4) of the Ombudsman Act concerning the Catholic Commission for Employment Relations

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

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

Agreements between the Ombudsman and NSW Police regarding exchange of complaint related information

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

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

Memorandum of Understanding between the Ombudsman and the NSW Energy and Water Ombudsman

Memorandum of Understanding between the Ombudsman and the Department of Local Government

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

Class and kind agreements between the Ombudsman and the Police Integrity Commission under the Police Act 1990.

General policies

Access and Equity Action Plan

*Access Control Policy

*Business Continuity Plan

Child Protection Policy

Code of Conduct

Community Services Functions and Powers of the Ombudsman

Compliments and Complaints Policy

Consultation with the Ombudsman under Division 2 of the FOI Act

Disability Action Plan

Disclosure of Information Policy

Ethnic Affairs Priority Statement (being updated)

FOI Standard Letters and Procedures

Guarantee of Service

Harassment Prevention Policy

Internal Reporting Policy – Protected Disclosures Act

Interviewing Complainants Policy and Procedures
Media Policy
Mediation Protocol for the Ombudsman's Office
Privacy Management Plan
Procedure Manual – Child Protection Team
Procedure Manual – Community Services Division – Complaints Procedures (sections 2-3 only – other sections in development)
Procedure Manual – Community Services Division – Complaints Handling Reviews
Procedure Manual – General Team
Procedure Manual – Official Community Visitor Scheme
Procedure Manual – Police Team (currently under revision)
*Procedure Manual – Section 19
Request for Review of Ombudsman Decision Policy
*Secure Monitoring Unit policy and Procedures
Statement of corporate purpose
*Witness Protection Policy and Procedures

Office Management

Accounting Manual
Accounts Payable Policy
Co-Lateral Flexible Working Hours Agreement
Compensation for Loss to Private Property Policy
*Computer Systems Back up and Monitoring Policy
Energy Policy (being updated)
*Information Security Policy
Information Technology Strategic Plan 2004-2007
File/folder plan
Policy Development and Review
Reasonable Adjustment Policy (being updated)
Records Management Policy
*Risk Assessment Policy – Information Security
Style Guide
Total asset management:

- Asset strategy 2004-2007
- Capital investment strategy 2004-2007
- Asset maintenance strategy 2004-2007
- Asset disposal strategy 2004-2007
- Office accommodation strategy 2004-2007

*User password policy
Use of Communication Devices
Use of Office Cars Policy
Waste Reduction and Purchasing Policy (being updated)

Publications and Guidelines

Annual Report 2003/2004 (previous years may also be available or by photocopy)
Annual Report - Law Enforcement (Controlled Operations) Act 1997 for period ending 30 June 2003
Annual Report 2003-2004 - Official Community Visitors (previous years may also be available or by photocopy)
Child Protection:

- Child Protection in the Workplace – Responding to Allegations Against Employees.
- Developing a Child Protection Policy: A Practical Guide for Agencies
- Making a Complaint – Child Protection

Child Protection Fact Sheets:

- No. 1 – Keeping Records
- No. 1 – How We Assess an Agency's Investigation
- No. 3 – Child Protection Legislation: What Employers and Employees Need to Know.
- No. 3 – Planning and Conducting an Investigation
- No. 5 – Responding to Allegations: Responsibilities of heads of agencies
- No. 6 – Developing a Code of Conduct.
- No. 7 – Recognising and Managing Conflict of Interests
- No. 8 – Reviewing your Child Protection Policy – An Agency Self-Assessment Checklist
- No. 9 – Risk Management following an Allegation Against an Employee
- No. 10 – How We Audit Agencies that Provide Services for Children
- No. 11 – Apologies and Child Protection

Community Services Division:

Know Your Rights as a Consumer of Community Services

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

Communicate – Newsletter for the Community Services Sector – December 2003

Official Community Visitors: A Voice for People in Care

Making a Complaint:

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

Community Services Division Fact Sheets:

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

Community Visitors Fact Sheets:

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

General Publications:

- Effective Complaint Handling
- Enforcement Guidelines for Councils
- FOI Policies and Guidelines (2nd Edition available from July 1997 - currently being revised)
- Principles on Obtaining and Distributing Legal Advice
- Protected Disclosures Guidelines (5th Edition)
- Resolving Complaints about Police – A Guide to Who Does What
- Complaint Handler's Tool Kit
- Public Sector Mediation Guidelines
- Options for Redress: Guidelines for Redress for Detriment Arising Out of Maladministration
- Dealing with Difficult Complainants
- Investigating Complaints: A Manual for Investigators
- Better Service and Communications for Councils
- Legislative Review and the NSW Ombudsman
- The New Forensic Procedures Law and the NSW Ombudsman
- Model Internal Reporting Policy for Councils
- Model Internal Reporting Policy for Agencies Other than Councils

General Fact Sheets:

- General Information – What We Do and How We Do It
- Enjoying Yourself (Youth brochure)
- That's not Fair! (Aboriginal brochure)
- Guarantee of Service
- Problems with police?

- Trouble with council?
- Problems in detention?
- Unhappy with an FOI decision?
- The Ombudsman and You (available in community languages)
- Women's Fact Sheet – The Ombudsman and You
- Some tips for making a complaint
- Thinking of blowing the whistle? (public sector agencies)
- Thinking of blowing the whistle? (councils)
- Fine enforcement information sheet

Public Sector Agencies Fact Sheets:

- No. 1 - Apologies by Public Officials and Agencies
- No. 2 - Bad faith, Bias and Breach of Duty
- No. 3 - Conflict of Interests
- No. 4 – Discretionary powers
- No. 5 – Enforcement
- No. 6 – Frankness and Candour
- No. 7 – Handling Complaints

Local Government Fact Sheets:

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

Staffing Policies

Conflict of Interests Policy

Consultative Arrangements Policy

Equal Employment Opportunity Policy and Management Plan

Grievance and Dispute Management policy

Higher Duties Policy

Participation in Management Development Program Policy

Performance Management Policy (being updated)

Performance Management Policy - SES

Secondment Policy (being updated)

Study leave Policy

Working at Home Policy

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

Level 24
580 George Street
Sydney NSW 2000

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

FREEDOM OF INFORMATION ACT 1989**Section 14(1)(b) and (3)****SUMMARY OF AFFAIRS****of the****OFFICE OF THE DIRECTOR OF PUBLIC PROSECUTIONS****31 December 2004**

This Summary of Affairs was prepared pursuant to section 14(1)(b) and 14(3) of the Freedom of Information Act 1989 (the Act).

The prosecution policy of the Office of the Director of Public Prosecutions (ODPP) is set out in the "Prosecution Guidelines of the Director of Public Prosecutions", which was last furnished on 20 October 2003. The Guideline relating to Elections (Guideline 8) was amended on 10 December 2004. A copy of the Guidelines can be obtained from the ODPP web site, <http://www.odpp.nsw.gov.au> or from the ODPP Head Office Library at 265 Castlereagh Street, Sydney, by telephoning any member of the Library staff on (02) 9285 8912 between 9am and 5pm on weekdays. The publication is available at no charge. The publication may be inspected by arrangement with a member of the Library staff at the ODPP Head Office at 265 Castlereagh Street, Sydney.

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

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

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

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

Deputy Solicitor (Legal)
Office of the Director of Public Prosecutions
31 December 2004

FREEDOM OF INFORMATION ACT 1989
Section 14(1)(b) and (3)
SUMMARY OF AFFAIRS
of the
RAIL CORPORATION NEW SOUTH WALES
December 2004

SECTION 1 – POLICY DOCUMENTS

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

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

SECTION 2 – STATEMENT OF AFFAIRS

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

RailCorp commenced operations on 1 January 2004. The State Rail Authority (SRA) and Rail Infrastructure Corporation (RIC) continue as separate entities.

The Statement of Affairs for RailCorp, SRA and RIC are set in the 2003/2004 Annual Reports. The 2003/2004 Annual Reports are available at the following URL www.railcorp.nsw.gov.au/reports__and__publications/annual_reports.

SECTION 3 – CONTACT ARRANGEMENTS

Requests made under the Freedom of Information Act 1989 (NSW) for access to documents should be made as follows:

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

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

The FOI Officer may be contacted at:

Communications Group
Rail Corporation NSW
Level 6
18 Lee Street
Chippendale NSW 2008
Telephone: (02) 8202 2323

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

FREEDOM OF INFORMATION ACT 1989**Section 14(1)(b) and (3)****SUMMARY OF AFFAIRS****of the****RURAL LANDS PROTECTION BOARD AREAS****ARMIDALE RURAL LANDS PROTECTION BOARD**

In accordance with Section 14(1)(b) of the Freedom of Information Act 1989, this summary of the Statement of Affairs of the Armidale Rural Lands Protection Board is provided.

THE BOARD'S POLICY DOCUMENTS

The following policy documents are available at the Board's office for inspection or purchase as indicated—

- Policy statements of the Board
- The Annual Report of Rural Lands Protection Boards, including details of the Armidale Board
- Function Management Plans

THE BOARD'S STATEMENT OF AFFAIRS

The most recent Statement of Affairs is contained in the current Annual Report prepared by the State Council of Rural Lands Protection Boards (please contact the officer referred to below for details).

BOARD'S CONTACT ARRANGEMENTS

Any freedom of information or other inquiries concerning the Board's activities should be directed to —

The Manager (Mr Daryl Paul)
Armidale Rural Lands Protection Board
126-130 Taylor Street (PO Box 110)
Armidale NSW 2350
Telephone number 6772 2366
e-mail – ao@arlpb.nsw.gov.au

The Board's office hours are 8.30am to 4.30pm on weekdays.

BALRANALD RURAL LANDS PROTECTION BOARD

In accordance with Section 14(1)(b) of the Freedom of Information Act 1989, this summary of the Statement of Affairs of the Balranald Rural Lands Protection Board is provided.

THE BOARD'S POLICY DOCUMENTS

The following policy documents are available at the Board's office for inspection or purchase as indicated —

- Policy statements of the Board
- The Annual Report of Rural Lands Protection Boards, including details of the Balranald Board
- Function Management Plans

THE BOARD'S STATEMENT OF AFFAIRS

The most recent Statement of Affairs is contained in the current Annual Report prepared by the State Council of Rural Lands Protection Boards (please contact the officer referred to below for details).

BOARD'S CONTACT ARRANGEMENTS

Any freedom of information or other inquiries concerning the Board's activities should be directed to –

The Executive Officer (Ms Ann Duryea)
Balranald Rural Lands Protection Board
82 Market Street (PO Box 9)
Balranald NSW 2715
Telephone number (03) 5020 1691
e-mail – balrlpb@iinet.net.au

The Board's office hours are 8.30am to 5.00pm on weekdays.

BOMBALA RURAL LANDS PROTECTION BOARD

In accordance with Section 14(1)(b) of the Freedom of Information Act 1989, this summary of the Statement of Affairs of the Bombala Rural Lands Protection Board is provided.

THE BOARD'S POLICY DOCUMENTS

The following policy documents are available at the Board's office for inspection or purchase as indicated –

- Policy statements of the Board
- The Annual Report of Rural Lands Protection Boards, including details of the Balranald Board
- Function Management Plans

THE BOARD'S STATEMENT OF AFFAIRS

The most recent Statement of Affairs is contained in the current Annual Report prepared by the State Council of Rural Lands Protection Boards (please contact the officer referred to below for details).

BOARD'S CONTACT ARRANGEMENTS

Any freedom of information or other inquiries concerning the Board's activities should be directed to –

The Manager (Ms Mandi Stevenson)
Bombala Rural Lands Protection Board
106 Maybe Street (PO Box 23)
Bombala NSW 2632
Telephone number 6458 3055
e-mail – bomrlpb@bigpond.com

The Board's office hours are 8.45am to 5.00pm on weekdays.

BOURKE RURAL LANDS PROTECTION BOARD

In accordance with Section 14(1)(b) of the Freedom of Information Act 1989, this summary of the Statement of Affairs of the Bourke Rural Lands Protection Board is provided.

THE BOARD'S POLICY DOCUMENTS

The following policy documents are available at the Board's office for inspection or purchase as indicated –

- Policy statements of the Board
- The Annual Report of Rural Lands Protection Boards, including details of the Bourke Board
- Function Management Plans

THE BOARD'S STATEMENT OF AFFAIRS

The most recent Statement of Affairs is contained in the current Annual Report prepared by the State Council of Rural Lands Protection Boards (please contact the officer referred to below for details).

BOARD'S CONTACT ARRANGEMENTS

Any freedom of information or other inquiries concerning the Board's activities should be directed to –

The Executive Officer (Ms Linda Marsh)
Bourke Rural Lands Protection Board
36 Mitchell Street (PO Box 24)
Bourke NSW 2840
Telephone number 6872 2322
e-mail – bourkerlpb@bigpond.com.au

The Board's office hours are 9.00am to 5.00pm on weekdays.

BRAIDWOOD RURAL LANDS PROTECTION BOARD

In accordance with Section 14(1)(b) of the Freedom of Information Act 1989, this summary of the Statement of Affairs of the Braidwood Rural Lands Protection Board is provided.

THE BOARD'S POLICY DOCUMENTS

The following policy documents are available at the Board's office for inspection or purchase as indicated–

- Policy statements of the Board
- The Annual Report of Rural Lands Protection Boards, including details of the Braidwood Board
- Function Management Plans

THE BOARD'S STATEMENT OF AFFAIRS

The most recent Statement of Affairs is contained in the current Annual Report prepared by the State Council of Rural Lands Protection Boards (please contact the officer referred to below for details).

BOARD'S CONTACT ARRANGEMENTS

Any freedom of information or other inquiries concerning the Board's activities should be directed to –

The Manager (Mr Roger D'Arcy)
Braidwood Rural Lands Protection Board
170 Wallace Street (PO Box 97)
Braidwood NSW 2622
Telephone number 4842 2536
e-mail – braidwoodrlpb@bigpond.com

The Board's office hours are 9.00am to 5.00pm on weekdays.

BREWARRINA RURAL LANDS PROTECTION BOARD

In accordance with Section 14(1)(b) of the Freedom of Information Act 1989, this summary of the Statement of Affairs of the Brewarrina Rural Lands Protection Board is provided.

THE BOARD'S POLICY DOCUMENTS

The following policy documents are available at the Board's office for inspection or purchase as indicated –

- Policy statements of the Board
- The Annual Report of Rural Lands Protection Boards, including details of the Brewarrina Board
- Function Management Plans

THE BOARD'S STATEMENT OF AFFAIRS

The most recent Statement of Affairs is contained in the current Annual Report prepared by the State Council of Rural Lands Protection Boards (please contact the officer referred to below for details).

BOARD'S CONTACT ARRANGEMENTS

Any freedom of information or other inquiries concerning the Board's activities should be directed to –

The Executive Officer (Ms Emma Crowley)
Brewarrina Rural Lands Protection Board
24 Bathurst Street (PO Box 3)
Brewarrina NSW 2839
Telephone number 6839 2047
e-mail – brewarrinarlpb@bigpond.com

The Board's office hours are 9.00am to 3.30pm on weekdays.

BROKEN HILL RURAL LANDS PROTECTION BOARD

In accordance with Section 14(1)(b) of the Freedom of Information Act 1989, this summary of the Statement of Affairs of the Broken Hill Rural Lands Protection Board is provided.

THE BOARD'S POLICY DOCUMENTS

The following policy documents are available at the Board's office for inspection or purchase as indicated –

- Policy statements of the Board
- The Annual Report of Rural Lands Protection Boards, including details of the Broken Hill Board
- Function Management Plans

THE BOARD'S STATEMENT OF AFFAIRS

The most recent Statement of Affairs is contained in the current Annual Report prepared by the State Council of Rural Lands Protection Boards (please contact the officer referred to below for details).

BOARD'S CONTACT ARRANGEMENTS

Any freedom of information or other inquiries concerning the Board's activities should be directed to –

The Executive Officer (Ms Ruth Holmes)
Broken Hill Rural Lands Protection Board
Adelaide Road (PO Box 279)
Broken Hill NSW 2880
Telephone number (08) 8087 3378
e-mail – brokenhill@rlpb.org.au

The Board's office hours are 9.00am to 5.00pm on weekdays.

CASINO RURAL LANDS PROTECTION BOARD

In accordance with Section 14(1)(b) of the Freedom of Information Act 1989, this summary of the Statement of Affairs of the Casino Rural Lands Protection Board is provided.

THE BOARD'S POLICY DOCUMENTS

The following policy documents are available at the Board's office for inspection or purchase as indicated –

- Policy statements of the Board
- The Annual Report of Rural Lands Protection Boards, including details of the Casino Board
- Function Management Plans

THE BOARD'S STATEMENT OF AFFAIRS

The most recent Statement of Affairs is contained in the current Annual Report prepared by the State Council of Rural Lands Protection Boards (please contact the officer referred to below for details).

BOARD'S CONTACT ARRANGEMENTS

Any freedom of information or other inquiries concerning the Board's activities should be directed to –

The Manager (Mr Peter Baum)
Casino Rural Lands Protection Board
147 Barker Street (PO Box 158)
Casino NSW 2470
Telephone number 6662 3166
e-mail – casrlpb@nor.com.au

The Board's office hours are 8.30am to 4.30pm on weekdays.

CENTRAL TABLELANDS RURAL LANDS PROTECTION BOARD

In accordance with Section 14(1)(b) of the Freedom of Information Act 1989, this summary of the Statement of Affairs of the Central Tablelands Rural Lands Protection Board is provided.

THE BOARD'S POLICY DOCUMENTS

The following policy documents are available at the Board's office for inspection or purchase as indicated –

- Policy statements of the Board
- The Annual Report of Rural Lands Protection Boards, including details of the Central Tablelands Board
- Function Management Plans

THE BOARD'S STATEMENT OF AFFAIRS

The most recent Statement of Affairs is contained in the current Annual Report prepared by the State Council of Rural Lands Protection Boards (please contact the officer referred to below for details).

BOARD'S CONTACT ARRANGEMENTS

Any freedom of information or other inquiries concerning the Board's activities should be directed to –

The Manager (Mr Tim Johnston)
Central Tablelands Rural Lands Protection Board
169A Havannah Street (PO Box 20)
Bathurst NSW 2795
Telephone number 6331 1377
e-mail – general.manager@ctrlpb.org.au

The Board's office hours are 8.00am to 5.00pm on weekdays.

COBAR RURAL LANDS PROTECTION BOARD

In accordance with Section 14(1)(b) of the Freedom of Information Act 1989, this summary of the Statement of Affairs of the Cobar Rural Lands Protection Board is provided.

THE BOARD'S POLICY DOCUMENTS

The following policy documents are available at the Board's office for inspection or purchase as indicated –

- Policy statements of the Board
- The Annual Report of Rural Lands Protection Boards, including details of the Cobar Board
- Function Management Plans

THE BOARD'S STATEMENT OF AFFAIRS

The most recent Statement of Affairs is contained in the current Annual Report prepared by the State Council of Rural Lands Protection Boards (please contact the officer referred to below for details).

BOARD'S CONTACT ARRANGEMENTS

Any freedom of information or other inquiries concerning the Board's activities should be directed to –
The Executive Officer (Ms Carmel Harland)
Cobar Rural Lands Protection Board
Broomfield Street (PO Box 52)
Cobar NSW 2835
Telephone number 6836 2081
e-mail – rlpb@cobar.net.au

The Board's office hours are 8.30am to 4.30pm on weekdays.

CONDOBOLIN RURAL LANDS PROTECTION BOARD

In accordance with Section 14(1)(b) of the Freedom of Information Act 1989, this summary of the Statement of Affairs of the Condobolin Rural Lands Protection Board is provided.

THE BOARD'S POLICY DOCUMENTS

The following policy documents are available at the Board's office for inspection or purchase as indicated –

- Policy statements of the Board
- The Annual Report of Rural Lands Protection Boards, including details of the Condobolin Board
- Function Management Plans

THE BOARD'S STATEMENT OF AFFAIRS

The most recent Statement of Affairs is contained in the current Annual Report prepared by the State Council of Rural Lands Protection Boards (please contact the officer referred to below for details).

BOARD'S CONTACT ARRANGEMENTS

Any freedom of information or other inquiries concerning the Board's activities should be directed to –
The Manager (Mr Hanley Armstrong)
Condobolin Rural Lands Protection Board
32 Bathurst Street (PO Box 100)
Condobolin NSW 2877
Telephone number 6895 2152
e-mail – condo@rlpb.org.au

The Board's office hours are 8.30am to 5.00pm on weekdays.

COOMA RURAL LANDS PROTECTION BOARD

In accordance with Section 14(1)(b) of the Freedom of Information Act 1989, this summary of the Statement of Affairs of the Cooma Rural Lands Protection Board is provided.

THE BOARD'S POLICY DOCUMENTS

The following policy documents are available at the Board's office for inspection or purchase as indicated –

- Policy statements of the Board
- The Annual Report of Rural Lands Protection Boards, including details of the Cooma Board
- Function Management Plans

THE BOARD'S STATEMENT OF AFFAIRS

The most recent Statement of Affairs is contained in the current Annual Report prepared by the State Council of Rural Lands Protection Boards (please contact the officer referred to below for details).

BOARD'S CONTACT ARRANGEMENTS

Any freedom of information or other inquiries concerning the Board's activities should be directed to –

The Manager (Ms Lyndsey Jamieson)
Cooma Rural Lands Protection Board
5 Dawson Street (PO Box 29)
Cooma NSW 2630
Telephone number 6452 1122
e-mail – cooma.admin@rlpb.org.au

The Board's office hours are 8.30am to 5.00pm on weekdays.

COONABARABRAN RURAL LANDS PROTECTION BOARD

In accordance with Section 14(1)(b) of the Freedom of Information Act 1989, this summary of the Statement of Affairs of the Coonabarabran Rural Lands Protection Board is provided.

THE BOARD'S POLICY DOCUMENTS

The following policy documents are available at the Board's office for inspection or purchase as indicated –

- Policy statements of the Board
- The Annual Report of Rural Lands Protection Boards, including details of the Coonabarabran Board
- Function Management Plans

THE BOARD'S STATEMENT OF AFFAIRS

The most recent Statement of Affairs is contained in the current Annual Report prepared by the State Council of Rural Lands Protection Boards (please contact the officer referred to below for details).

BOARD'S CONTACT ARRANGEMENTS

Any freedom of information or other inquiries concerning the Board's activities should be directed to –

The Manager (Ms Carol Emmott)
Coonabarabran Rural Lands Protection Board
89 John Street (PO Box 108)
Coonabarabran NSW 2357
Telephone number 6842 1300
e-mail – cbnrlpb@bigpond.com

The Board's office hours are 8.30am to 5.00pm on weekdays.

COONAMBLE RURAL LANDS PROTECTION BOARD

In accordance with Section 14(1)(b) of the Freedom of Information Act 1989, this summary of the Statement of Affairs of the Coonamble Rural Lands Protection Board is provided.

THE BOARD'S POLICY DOCUMENTS

The following policy documents are available at the Board's office for inspection or purchase as indicated –

- Policy statements of the Board
- The Annual Report of Rural Lands Protection Boards, including details of the Coonamble Board
- Function Management Plans

THE BOARD'S STATEMENT OF AFFAIRS

The most recent Statement of Affairs is contained in the current Annual Report prepared by the State Council of Rural Lands Protection Boards (please contact the officer referred to below for details).

BOARD'S CONTACT ARRANGEMENTS

Any freedom of information or other inquiries concerning the Board's activities should be directed to –

The Manager (Ms Marie Dawson)
Coonamble Rural Lands Protection Board
15 Tooloon Street (PO Box 40)
Coonamble NSW 2829
Telephone number 6822 1588
e-mail – coonamblerlpb@bigpond.com.au

The Board's office hours are 8.20am to 5.00pm on weekdays.

DUBBO RURAL LANDS PROTECTION BOARD

In accordance with Section 14(1)(b) of the Freedom of Information Act 1989, this summary of the Statement of Affairs of the Dubbo Rural Lands Protection Board is provided.

THE BOARD'S POLICY DOCUMENTS

The following policy documents are available at the Board's office for inspection or purchase as indicated –

- Policy statements of the Board
- The Annual Report of Rural Lands Protection Boards, including details of the Dubbo Board
- Function Management Plans

THE BOARD'S STATEMENT OF AFFAIRS

The most recent Statement of Affairs is contained in the current Annual Report prepared by the State Council of Rural Lands Protection Boards (please contact the officer referred to below for details).

BOARD'S CONTACT ARRANGEMENTS

Any freedom of information or other inquiries concerning the Board's activities should be directed to –

The Manager (Ms Narelle Rodway)
Dubbo Rural Lands Protection Board
96 Victoria Street (PO Box 6082)
Dubbo NSW 2830
Telephone number 6882 2133
e-mail – rlpbdubbo@crt.net.au

The Board's office hours are 8.30am to 5.00pm on weekdays.

FORBES RURAL LANDS PROTECTION BOARD

In accordance with Section 14(1)(b) of the Freedom of Information Act 1989, this summary of the Statement of Affairs of the Forbes Rural Lands Protection Board is provided.

THE BOARD'S POLICY DOCUMENTS

The following policy documents are available at the Board's office for inspection or purchase as indicated –

- Policy statements of the Board
- The Annual Report of Rural Lands Protection Boards, including details of the Forbes Board
- Function Management Plans

THE BOARD'S STATEMENT OF AFFAIRS

The most recent Statement of Affairs is contained in the current Annual Report prepared by the State Council of Rural Lands Protection Boards (please contact the officer referred to below for details).

BOARD'S CONTACT ARRANGEMENTS

Any freedom of information or other inquiries concerning the Board's activities should be directed to –

The Manager (Ms Sharon Daishe)
Forbes Rural Lands Protection Board
46 Sherriff Street (PO Box 897)
Forbes NSW 2871
Telephone number 6852 1688
e-mail – forbes@frlpb.org.au

The Board's office hours are 8.30am to 5.00pm on weekdays.

GLOUCESTER RURAL LANDS PROTECTION BOARD

In accordance with Section 14(1)(b) of the Freedom of Information Act 1989, this summary of the Statement of Affairs of the Gloucester Rural Lands Protection Board is provided.

THE BOARD'S POLICY DOCUMENTS

The following policy documents are available at the Board's office for inspection or purchase as indicated –

- Policy statements of the Board
- The Annual Report of Rural Lands Protection Boards, including details of the Gloucester Board
- Function Management Plans

THE BOARD'S STATEMENT OF AFFAIRS

The most recent Statement of Affairs is contained in the current Annual Report prepared by the State Council of Rural Lands Protection Boards (please contact the officer referred to below for details).

BOARD'S CONTACT ARRANGEMENTS

Any freedom of information or other inquiries concerning the Board's activities should be directed to –

The Manager (Ms Dianne Lamborne)
Gloucester Rural Lands Protection Board
15 Isabella Street (PO Box 76)
Wingham NSW 2429
Telephone number 6553 4233
e-mail – glourlpb@midcoast.com.au

The Board's office hours are 8.00am to 4.00pm on weekdays.

GOULBURN RURAL LANDS PROTECTION BOARD

In accordance with Section 14(1)(b) of the Freedom of Information Act 1989, this summary of the Statement of Affairs of the Goulburn Rural Lands Protection Board is provided.

THE BOARD'S POLICY DOCUMENTS

The following policy documents are available at the Board's office for inspection or purchase as indicated –

- Policy statements of the Board
- The Annual Report of Rural Lands Protection Boards, including details of the Goulburn Board
- Function Management Plans

THE BOARD'S STATEMENT OF AFFAIRS

The most recent Statement of Affairs is contained in the current Annual Report prepared by the State Council of Rural Lands Protection Boards (please contact the officer referred to below for details).

BOARD'S CONTACT ARRANGEMENTS

Any freedom of information or other inquiries concerning the Board's activities should be directed to –
The Manager (Mr Alan Kerlin)
Goulburn Rural Lands Protection Board
181 Bourke Street (PO Box 67)
Goulburn NSW 2580
Telephone number 4821 2522
e-mail – goulburn.rlpb@bigpond.com

The Board's office hours are 8.30am to 5.00pm on weekdays.

GRAFTON RURAL LANDS PROTECTION BOARD

In accordance with Section 14(1)(b) of the Freedom of Information Act 1989, this summary of the Statement of Affairs of the Grafton Rural Lands Protection Board is provided.

THE BOARD'S POLICY DOCUMENTS

The following policy documents are available at the Board's office for inspection or purchase as indicated –

- Policy statements of the Board
- The Annual Report of Rural Lands Protection Boards, including details of the Grafton Board
- Function Management Plans

THE BOARD'S STATEMENT OF AFFAIRS

The most recent Statement of Affairs is contained in the current Annual Report prepared by the State Council of Rural Lands Protection Boards (please contact the officer referred to below for details).

BOARD'S CONTACT ARRANGEMENTS

Any freedom of information or other inquiries concerning the Board's activities should be directed to –
The Manager (Mr Neville Collins)
Grafton Rural Lands Protection Board
54 Victoria Street (PO Box 21)
Grafton NSW 2460
Telephone number 6642 3699
e-mail – grafton@rlpb.com.au

The Board's office hours are 8.30am to 4.30pm on weekdays.

GUNDAGAI RURAL LANDS PROTECTION BOARD

In accordance with Section 14(1)(b) of the Freedom of Information Act 1989, this summary of the Statement of Affairs of the Gundagai Rural Lands Protection Board is provided.

THE BOARD'S POLICY DOCUMENTS

The following policy documents are available at the Board's office for inspection or purchase as indicated –

- Policy statements of the Board
- The Annual Report of Rural Lands Protection Boards, including details of the Gundagai Board
- Function Management Plans

THE BOARD'S STATEMENT OF AFFAIRS

The most recent Statement of Affairs is contained in the current Annual Report prepared by the State Council of Rural Lands Protection Boards (please contact the officer referred to below for details).

BOARD'S CONTACT ARRANGEMENTS

Any freedom of information or other inquiries concerning the Board's activities should be directed to –

The Manager (Mr Ian Clingan)
Gundagai Rural Lands Protection Board
87 Sheridan Street (PO Box 21)
Gundagai NSW 2722
Telephone number 6944 1588
e-mail – gundagai@gundagairlpb.com.au

The Board's office hours are 9.00am to 5.00pm on weekdays.

HAY RURAL LANDS PROTECTION BOARD

In accordance with Section 14(1)(b) of the Freedom of Information Act 1989, this summary of the Statement of Affairs of the Hay Rural Lands Protection Board is provided.

THE BOARD'S POLICY DOCUMENTS

The following policy documents are available at the Board's office for inspection or purchase as indicated –

- Policy statements of the Board
- The Annual Report of Rural Lands Protection Boards, including details of the Hay Board
- Function Management Plans

THE BOARD'S STATEMENT OF AFFAIRS

The most recent Statement of Affairs is contained in the current Annual Report prepared by the State Council of Rural Lands Protection Boards (please contact the officer referred to below for details).

BOARD'S CONTACT ARRANGEMENTS

Any freedom of information or other inquiries concerning the Board's activities should be directed to –

The Manager (Ms Filomena Pingiaro)
Hay Rural Lands Protection Board
56 Lachlan Street (PO Box 21)
Hay NSW 2711
Telephone number 6993 1403
e-mail – hay@rlpb.com.au

The Board's office hours are 9.00am to 5.00pm on weekdays.

HILLSTON RURAL LANDS PROTECTION BOARD

In accordance with Section 14(1)(b) of the Freedom of Information Act 1989, this summary of the Statement of Affairs of the Hillston Rural Lands Protection Board is provided.

THE BOARD'S POLICY DOCUMENTS

The following policy documents are available at the Board's office for inspection or purchase as indicated –

- Policy statements of the Board
- The Annual Report of Rural Lands Protection Boards, including details of the Hillston Board
- Function Management Plans

THE BOARD'S STATEMENT OF AFFAIRS

The most recent Statement of Affairs is contained in the current Annual Report prepared by the State Council of Rural Lands Protection Boards (please contact the officer referred to below for details).

BOARD'S CONTACT ARRANGEMENTS

Any freedom of information or other inquiries concerning the Board's activities should be directed to –

The Executive Officer (Mr Ernie Nancarrow)
Hillston Rural Lands Protection Board
180 High Street (PO Box 33)
Hillston NSW 2675
Telephone number 6967 2507
e-mail – hillstonrlpb@bigpond.com.au

The Board's office hours are 8.30am to 4.30pm on weekdays.

HUME RURAL LANDS PROTECTION BOARD

In accordance with Section 14(1)(b) of the Freedom of Information Act 1989, this summary of the Statement of Affairs of the Hume Rural Lands Protection Board is provided.

THE BOARD'S POLICY DOCUMENTS

The following policy documents are available at the Board's office for inspection or purchase as indicated –

- Policy statements of the Board
- The Annual Report of Rural Lands Protection Boards, including details of the Hume Board
- Function Management Plans

THE BOARD'S STATEMENT OF AFFAIRS

The most recent Statement of Affairs is contained in the current Annual Report prepared by the State Council of Rural Lands Protection Boards (please contact the officer referred to below for details).

BOARD'S CONTACT ARRANGEMENTS

Any freedom of information or other inquiries concerning the Board's activities should be directed to –

The Manager (Ms Kathy Patten)
Hume Rural Lands Protection Board
462 Wagga Road
Lavington NSW 2641
Telephone number 6040 4210
e-mail – hume_rlpb@bigpond.com

The Board's office hours are 8.30am to 5.00pm on weekdays.

HUNTER RURAL LANDS PROTECTION BOARD

In accordance with Section 14(1)(b) of the Freedom of Information Act 1989, this summary of the Statement of Affairs of the Hunter Rural Lands Protection Board is provided.

THE BOARD'S POLICY DOCUMENTS

The following policy documents are available at the Board's office for inspection or purchase as indicated –

- Policy statements of the Board
- The Annual Report of Rural Lands Protection Boards, including details of the Hunter Board
- Function Management Plans

THE BOARD'S STATEMENT OF AFFAIRS

The most recent Statement of Affairs is contained in the current Annual Report prepared by the State Council of Rural Lands Protection Boards (please contact the officer referred to below for details).

BOARD'S CONTACT ARRANGEMENTS

Any freedom of information or other inquiries concerning the Board's activities should be directed to –

The Manager (Ms Mary Steepe)
Hunter Rural Lands Protection Board
98 John Street
Singleton NSW 2330
Telephone number 6572 2944
e-mail – hunter.rlpb@hunterlink.net.au

The Board's office hours are 8.30am to 4.30pm on weekdays.

KEMPSEY RURAL LANDS PROTECTION BOARD

In accordance with Section 14(1)(b) of the Freedom of Information Act 1989, this summary of the Statement of Affairs of the Kempsey Rural Lands Protection Board is provided.

THE BOARD'S POLICY DOCUMENTS

The following policy documents are available at the Board's office for inspection or purchase as indicated –

- Policy statements of the Board
- The Annual Report of Rural Lands Protection Boards, including details of the Kempsey Board
- Function Management Plans

THE BOARD'S STATEMENT OF AFFAIRS

The most recent Statement of Affairs is contained in the current Annual Report prepared by the State Council of Rural Lands Protection Boards (please contact the officer referred to below for details).

BOARD'S CONTACT ARRANGEMENTS

Any freedom of information or other inquiries concerning the Board's activities should be directed to –

The Manager (Ms Sue Kerin)
Kempsey Rural Lands Protection Board
83 Belgrave Street (PO Box 108)
Kempsey NSW 2440
Telephone number 6562 7822
e-mail – sue.kerin@rlpb.org.au

The Board's office hours are 8.00am to 5.00pm on weekdays.

MAITLAND RURAL LANDS PROTECTION BOARD

In accordance with Section 14(1)(b) of the Freedom of Information Act 1989, this summary of the Statement of Affairs of the Maitland Rural Lands Protection Board is provided.

THE BOARD'S POLICY DOCUMENTS

The following policy documents are available at the Board's office for inspection or purchase as indicated –

- Policy statements of the Board
- The Annual Report of Rural Lands Protection Boards, including details of the Maitland Board
- Function Management Plans

THE BOARD'S STATEMENT OF AFFAIRS

The most recent Statement of Affairs is contained in the current Annual Report prepared by the State Council of Rural Lands Protection Boards (please contact the officer referred to below for details).

BOARD'S CONTACT ARRANGEMENTS

Any freedom of information or other inquiries concerning the Board's activities should be directed to –
The Manager
Maitland Rural Lands Protection Board
53 New England Highway
Maitland NSW 2320
Telephone number 4932 8866
e-mail – maitlandrlpb@bigpond.com.au

The Board's office hours are 8.30am to 4.30pm on weekdays.

MILPARINKA RURAL LANDS PROTECTION BOARD

In accordance with Section 14(1)(b) of the Freedom of Information Act 1989, this summary of the Statement of Affairs of the Milparinka Rural Lands Protection Board is provided.

THE BOARD'S POLICY DOCUMENTS

The following policy documents are available at the Board's office for inspection or purchase as indicated –

- Policy statements of the Board
- The Annual Report of Rural Lands Protection Boards, including details of the Milparinka Board
- Function Management Plans

THE BOARD'S STATEMENT OF AFFAIRS

The most recent Statement of Affairs is contained in the current Annual Report prepared by the State Council of Rural Lands Protection Boards (please contact the officer referred to below for details).

BOARD'S CONTACT ARRANGEMENTS

Any freedom of information or other inquiries concerning the Board's activities should be directed to –
The Executive Officer (Ms Vicki Jackson)
Milparinka Rural Lands Protection Board
Briscoe Street
Tibooburra NSW 2880
Telephone number (08) 8091 3306
e-mail – milprlpb@bigpond.com

The Board's office hours are 8.30am to 5.00pm on weekdays.

MOLONG RURAL LANDS PROTECTION BOARD

In accordance with Section 14(1)(b) of the Freedom of Information Act 1989, this summary of the Statement of Affairs of the Molong Rural Lands Protection Board is provided.

THE BOARD'S POLICY DOCUMENTS

The following policy documents are available at the Board's office for inspection or purchase as indicated –

- Policy statements of the Board
- The Annual Report of Rural Lands Protection Boards, including details of the Molong Board
- Function Management Plans

THE BOARD'S STATEMENT OF AFFAIRS

The most recent Statement of Affairs is contained in the current Annual Report prepared by the State Council of Rural Lands Protection Boards (please contact the officer referred to below for details).

BOARD'S CONTACT ARRANGEMENTS

Any freedom of information or other inquiries concerning the Board's activities should be directed to –

The Manager (Mr Peter Cousins)
Molong Rural Lands Protection Board
36 Bank Street
Molong NSW 2866
Telephone number 6366 8505
e-mail – rlpbmolong@cww.octec.org.au

The Board's office hours are 9.00am to 5.00pm on weekdays.

MOREE RURAL LANDS PROTECTION BOARD

In accordance with Section 14(1)(b) of the Freedom of Information Act 1989, this summary of the Statement of Affairs of the Moree Rural Lands Protection Board is provided.

THE BOARD'S POLICY DOCUMENTS

The following policy documents are available at the Board's office for inspection or purchase as indicated –

- Policy statements of the Board
- The Annual Report of Rural Lands Protection Boards, including details of the Moree Board
- Function Management Plans

THE BOARD'S STATEMENT OF AFFAIRS

The most recent Statement of Affairs is contained in the current Annual Report prepared by the State Council of Rural Lands Protection Boards (please contact the officer referred to below for details).

BOARD'S CONTACT ARRANGEMENTS

Any freedom of information or other inquiries concerning the Board's activities should be directed to –

The Manager (Ms Lindy Goodman)
Moree Rural Lands Protection Board
203 Balo Street (PO Box 253)
Moree NSW 2400
Telephone number 6752 8012
e-mail – moreebrd@crt.net.au

The Board's office hours are 8.00am to 5.00pm on weekdays.

MOSS VALE RURAL LANDS PROTECTION BOARD

In accordance with Section 14(1)(b) of the Freedom of Information Act 1989, this summary of the Statement of Affairs of the Moss Vale Rural Lands Protection Board is provided.

THE BOARD'S POLICY DOCUMENTS

The following policy documents are available at the Board's office for inspection or purchase as indicated –

- Policy statements of the Board
- The Annual Report of Rural Lands Protection Boards, including details of the Moss Vale Board
- Function Management Plans

THE BOARD'S STATEMENT OF AFFAIRS

The most recent Statement of Affairs is contained in the current Annual Report prepared by the State Council of Rural Lands Protection Boards (please contact the officer referred to below for details).

BOARD'S CONTACT ARRANGEMENTS

Any freedom of information or other inquiries concerning the Board's activities should be directed to –

The Manager (Mr Graham South)
Moss Vale Rural Lands Protection Board
61 John Street (PO Box 141)
Camden NSW 2570
Telephone number 4655 9165
e-mail – admin@mvrplb.org.au

The Board's office hours are 9.00am to 5.00pm on weekdays.

MUDGEES-MERRIWA RURAL LANDS PROTECTION BOARD

In accordance with Section 14(1)(b) of the Freedom of Information Act 1989, this summary of the Statement of Affairs of the Mudgee-Merriwa Rural Lands Protection Board is provided.

THE BOARD'S POLICY DOCUMENTS

The following policy documents are available at the Board's office for inspection or purchase as indicated –

- Policy statements of the Board
- The Annual Report of Rural Lands Protection Boards, including details of the Mudgee-Merriwa Board
- Function Management Plans

THE BOARD'S STATEMENT OF AFFAIRS

The most recent Statement of Affairs is contained in the current Annual Report prepared by the State Council of Rural Lands Protection Boards (please contact the officer referred to below for details).

BOARD'S CONTACT ARRANGEMENTS

Any freedom of information or other inquiries concerning the Board's activities should be directed to –

The Manager (Mr Jeff McQuiggin)
Mudgee-Merriwa Rural Lands Protection Board
112 Market Street (PO Box 31)
Mudgee NSW 2850
Telephone number 6372 1866
e-mail – mudrlpb@hwy.com.au

The Board's office hours are 9.00am to 5.00pm on weekdays.

MURRAY RURAL LANDS PROTECTION BOARD

In accordance with Section 14(1)(b) of the Freedom of Information Act 1989, this summary of the Statement of Affairs of the Murray Rural Lands Protection Board is provided.

THE BOARD'S POLICY DOCUMENTS

The following policy documents are available at the Board's office for inspection or purchase as indicated –

- Policy statements of the Board
- The Annual Report of Rural Lands Protection Boards, including details of the Murray Board
- Function Management Plans

THE BOARD'S STATEMENT OF AFFAIRS

The most recent Statement of Affairs is contained in the current Annual Report prepared by the State Council of Rural Lands Protection Boards (please contact the officer referred to below for details).

BOARD'S CONTACT ARRANGEMENTS

Any freedom of information or other inquiries concerning the Board's activities should be directed to –

The Manager (Ms Chris McFarlane)
Murray Rural Lands Protection Board
6 Jerilderie Street (PO Box 117)
Jerilderie NSW 2716
Telephone number (03) 5886 1203
e-mail – murray@rlpb.com.au

The Board's office hours are 9.00am to 5.00pm on weekdays.

NARRABRI RURAL LANDS PROTECTION BOARD

In accordance with Section 14(1)(b) of the Freedom of Information Act 1989, this summary of the Statement of Affairs of the Narrabri Rural Lands Protection Board is provided.

THE BOARD'S POLICY DOCUMENTS

The following policy documents are available at the Board's office for inspection or purchase as indicated –

- Policy statements of the Board
- The Annual Report of Rural Lands Protection Boards, including details of the Narrabri Board
- Function Management Plans

THE BOARD'S STATEMENT OF AFFAIRS

The most recent Statement of Affairs is contained in the current Annual Report prepared by the State Council of Rural Lands Protection Boards (please contact the officer referred to below for details).

BOARD'S CONTACT ARRANGEMENTS

Any freedom of information or other inquiries concerning the Board's activities should be directed to –

The Manager (Ms Eslyn Johns)
Narrabri Rural Lands Protection Board
101 Barwan Street (PO Box 18)
Narrabri NSW 2390
Telephone number 6792 2533
e-mail – narrabri@rlpb.com.au

The Board's office hours are 8.00am to 5.00pm on weekdays.

NARRANDERA RURAL LANDS PROTECTION BOARD

In accordance with Section 14(1)(b) of the Freedom of Information Act 1989, this summary of the Statement of Affairs of the Narrandera Rural Lands Protection Board is provided.

THE BOARD'S POLICY DOCUMENTS

The following policy documents are available at the Board's office for inspection or purchase as indicated –

- Policy statements of the Board
- The Annual Report of Rural Lands Protection Boards, including details of the Narrandera Board
- Function Management Plans

THE BOARD'S STATEMENT OF AFFAIRS

The most recent Statement of Affairs is contained in the current Annual Report prepared by the State Council of Rural Lands Protection Boards (please contact the officer referred to below for details).

BOARD'S CONTACT ARRANGEMENTS

Any freedom of information or other inquiries concerning the Board's activities should be directed to –

The Manager (Mr Chris Wills)
Narrandera Rural Lands Protection Board
8 Bolton Street (PO Box 11)
Narrandera NSW 2700
Telephone number 6959 2322
e-mail – ndarlpb@iinet.net.au

The Board's office hours are 9.00am to 5.00pm on weekdays.

NORTHERN NEW ENGLAND RURAL LANDS PROTECTION BOARD

In accordance with Section 14(1)(b) of the Freedom of Information Act 1989, this summary of the Statement of Affairs of the Northern New England Rural Lands Protection Board is provided.

THE BOARD'S POLICY DOCUMENTS

The following policy documents are available at the Board's office for inspection or purchase as indicated –

- Policy statements of the Board
- The Annual Report of Rural Lands Protection Boards, including details of the Northern New England Board
- Function Management Plans

THE BOARD'S STATEMENT OF AFFAIRS

The most recent Statement of Affairs is contained in the current Annual Report prepared by the State Council of Rural Lands Protection Boards (please contact the officer referred to below for details).

BOARD'S CONTACT ARRANGEMENTS

Any freedom of information or other inquiries concerning the Board's activities should be directed to –

The Manager (Mr Tony Eshman)
Northern New England Rural Lands Protection Board
332 Grey Street (PO Box 108)
Glen Innes NSW 2370
Telephone number 6732 1200
e-mail – nnerlpb@northnet.com.au

The Board's office hours are 8.30am to 5.00pm on weekdays.

NORTHERN SLOPES RURAL LANDS PROTECTION BOARD

In accordance with Section 14(1)(b) of the Freedom of Information Act 1989, this summary of the Statement of Affairs of the Northern Slopes Rural Lands Protection Board is provided.

THE BOARD'S POLICY DOCUMENTS

The following policy documents are available at the Board's office for inspection or purchase as indicated –

- Policy statements of the Board
- The Annual Report of Rural Lands Protection Boards, including details of the Northern Slopes Board
- Function Management Plans

THE BOARD'S STATEMENT OF AFFAIRS

The most recent Statement of Affairs is contained in the current Annual Report prepared by the State Council of Rural Lands Protection Boards (please contact the officer referred to below for details).

BOARD'S CONTACT ARRANGEMENTS

Any freedom of information or other inquiries concerning the Board's activities should be directed to –

The Manager (Ms Deborah King)
Northern Slopes Rural Lands Protection Board
19 Stephen Street (PO Box 13)
Warialda NSW 2402
Telephone number 6729 1528
e-mail – ao.nsrtpb@northnet.net.au

The Board's office hours are 8.30am to 5.00pm on weekdays.

NYNGAN RURAL LANDS PROTECTION BOARD

In accordance with Section 14(1)(b) of the Freedom of Information Act 1989, this summary of the Statement of Affairs of the Nyngan Rural Lands Protection Board is provided.

THE BOARD'S POLICY DOCUMENTS

The following policy documents are available at the Board's office for inspection or purchase as indicated –

- Policy statements of the Board
- The Annual Report of Rural Lands Protection Boards, including details of the Nyngan Board
- Function Management Plans

THE BOARD'S STATEMENT OF AFFAIRS

The most recent Statement of Affairs is contained in the current Annual Report prepared by the State Council of Rural Lands Protection Boards (please contact the officer referred to below for details).

BOARD'S CONTACT ARRANGEMENTS

Any freedom of information or other inquiries concerning the Board's activities should be directed to –

The Manager (Ms Samantha Griffiths)
Nyngan Rural Lands Protection Board
58 Cobar Street (PO Box 45)
Nyngan NSW 2825
Telephone number - 6832 1008
e-mail – nyngan@rlpb.com.au

The Board's office hours are 8.30am to 5.00pm on weekdays.

RIVERINA RURAL LANDS PROTECTION BOARD

In accordance with Section 14(1)(b) of the Freedom of Information Act 1989, this summary of the Statement of Affairs of the Riverina Rural Lands Protection Board is provided.

THE BOARD'S POLICY DOCUMENTS

The following policy documents are available at the Board's office for inspection or purchase as indicated –

- Policy statements of the Board
- The Annual Report of Rural Lands Protection Boards, including details of the Riverina Board
- Function Management Plans

THE BOARD'S STATEMENT OF AFFAIRS

The most recent Statement of Affairs is contained in the current Annual Report prepared by the State Council of Rural Lands Protection Boards (please contact the officer referred to below for details).

BOARD'S CONTACT ARRANGEMENTS

Any freedom of information or other inquiries concerning the Board's activities should be directed to –

The Manager (Mr Geoff Corboy)
Riverina Rural Lands Protection Board
394 Hay Road (PO Box 61)
Deniliquin NSW 2710
Telephone number – (03) 5881 1055
e-mail – riverina.admin@rlpb.org.au

The Board's office hours are 8.30am to 5.00pm on weekdays.

SOUTH COAST RURAL LANDS PROTECTION BOARD

In accordance with Section 14(1)(b) of the Freedom of Information Act 1989, this summary of the Statement of Affairs of the South Coast Rural Lands Protection Board is provided.

THE BOARD'S POLICY DOCUMENTS

The following policy documents are available at the Board's office for inspection or purchase as indicated –

- Policy statements of the Board
- The Annual Report of Rural Lands Protection Boards, including details of the South Coast Board
- Function Management Plans

THE BOARD'S STATEMENT OF AFFAIRS

The most recent Statement of Affairs is contained in the current Annual Report prepared by the State Council of Rural Lands Protection Boards (please contact the officer referred to below for details).

BOARD'S CONTACT ARRANGEMENTS

Any freedom of information or other inquiries concerning the Board's activities should be directed to –

The Manager (Mr Trevor Drowley)
South Coast Rural Lands Protection Board
34 Auckland Street (PO Box 16)
Bega NSW 2550
Telephone number – 6492 1283
e-mail – bega@scrlpb.com.au

The Board's office hours are 8.30am to 5.00pm on weekdays.

STATE COUNCIL OF RURAL LANDS PROTECTION BOARDS

In accordance with Section 14(1)(b) of the Freedom of Information Act 1989, this summary of the Statement of Affairs of the State Council of Rural Lands Protection Boards is provided.

The State Council is the governing body of the 48 Rural Lands Protection Boards in NSW. It is comprised of nine members elected by the Boards. Among other things, the State Council has oversight of the operations of the Boards under the Rural Lands Protection Act 1998. The State Council is responsible to the Minister for Primary Industries.

THE STATE COUNCIL'S POLICY DOCUMENTS

The following policy documents are available at the State Council's office for inspection or purchase as indicated –

- The Annual Report of State Council and the Boards
- Charter of Service

- Privacy Management Plan
- Code of Accounting Practice
- Code of Conduct
- Administration Manual
- Rangers Manual
- Occupational Health and Safety Manual
- Strategic Plan

THE STATE COUNCIL'S STATEMENT OF AFFAIRS

The most recent Statement of Affairs is contained in the current Annual Report prepared by the State Council (please contact the officer referred to below for details).

THE STATE COUNCIL'S CONTACT ARRANGEMENTS

Any inquiries about the operations of State Council or the Boards should be directed to –

The Office Coordinator (Ms Kerri-Ann Landry)
State Council of Rural Lands Protection Boards
161 Kite Street (Locked Bag 21)
Orange NSW 2800
Telephone number – 6391 3242
e-mail – kerri-ann.landry@rlpbnsw.org.au

Inquiries about freedom of information matters should be directed to the State Council's Regulatory Manager, Mr Clyde Alchin at the above address. His telephone number is 6391 3679 and his e-mail address is .

clyde.alchin@rlpbnsw.org.au

The State Council's office hours are 8.30am to 5.30pm on weekdays.

TAMWORTH RURAL LANDS PROTECTION BOARD

In accordance with Section 14(1)(b) of the Freedom of Information Act 1989, this summary of the Statement of Affairs of the Tamworth Rural Lands Protection Board is provided.

THE BOARD'S POLICY DOCUMENTS

The following policy documents are available at the Board's office for inspection or purchase as indicated –

- Policy statements of the Board
- The Annual Report of Rural Lands Protection Boards, including details of the Tamworth Board
- Function Management Plans

THE BOARD'S STATEMENT OF AFFAIRS

The most recent Statement of Affairs is contained in the current Annual Report prepared by the State Council of Rural Lands Protection Boards (please contact the officer referred to below for details).

BOARD'S CONTACT ARRANGEMENTS

Any freedom of information or other inquiries concerning the Board's activities should be directed to –

The Manager (Ms Marie Hensley)
Tamworth Rural Lands Protection Board
102 Brisbane Street (PO Box 500)
Tamworth NSW 2340
Telephone number – 6766 5899
e-mail – ao.tamworth@rlpb.com.au

The Board's office hours are 8.30am to 5.00pm on weekdays.

TWEED-LISMORE RURAL LANDS PROTECTION BOARD

In accordance with Section 14(1)(b) of the Freedom of Information Act 1989, this summary of the Statement of Affairs of the Tweed-Lismore Rural Lands Protection Board is provided.

THE BOARD'S POLICY DOCUMENTS

The following policy documents are available at the Board's office for inspection or purchase as indicated –

- Policy statements of the Board
- The Annual Report of Rural Lands Protection Boards, including details of the Tweed-Lismore Board
- Function Management Plans

THE BOARD'S STATEMENT OF AFFAIRS

The most recent Statement of Affairs is contained in the current Annual Report prepared by the State Council of Rural Lands Protection Boards (please contact the officer referred to below for details).

BOARD'S CONTACT ARRANGEMENTS

Any freedom of information or other inquiries concerning the Board's activities should be directed to –

The Manager (Mr Brian McInnes)
Tweed-Lismore Rural Lands Protection Board
79 Conway Street (PO Box 16)
Lismore NSW 2480
Telephone number – 6621 2317
e-mail – tlrlpb@ceinternet.com.au

The Board's office hours are 9.00am to 5.00pm on weekdays.

WAGGA WAGGA RURAL LANDS PROTECTION BOARD

In accordance with Section 14(1)(b) of the Freedom of Information Act 1989, this summary of the Statement of Affairs of the Wagga Wagga Rural Lands Protection Board is provided.

THE BOARD'S POLICY DOCUMENTS

The following policy documents are available at the Board's office for inspection or purchase as indicated –

- Policy statements of the Board
- The Annual Report of Rural Lands Protection Boards, including details of the Wagga Wagga Board
- Function Management Plans

THE BOARD'S STATEMENT OF AFFAIRS

The most recent Statement of Affairs is contained in the current Annual Report prepared by the State Council of Rural Lands Protection Boards (please contact the officer referred to below for details).

BOARD'S CONTACT ARRANGEMENTS

Any freedom of information or other inquiries concerning the Board's activities should be directed to –

The Manager (Mr Lance Beamish)
Wagga Wagga Rural Lands Protection Board
17 Trail Street (PO Box 513)
Wagga Wagga NSW 2650
Telephone number – 6921 3034
e-mail – waggarlpb@waggarlpb.nsw.gov.au

The Board's office hours are 8.30am to 5.00pm on weekdays.

WALGETT RURAL LANDS PROTECTION BOARD

In accordance with Section 14(1)(b) of the Freedom of Information Act 1989, this summary of the Statement of Affairs of the Walgett Rural Lands Protection Board is provided.

THE BOARD'S POLICY DOCUMENTS

The following policy documents are available at the Board's office for inspection or purchase as indicated –

- Policy statements of the Board
- The Annual Report of Rural Lands Protection Boards, including details of the Walgett Board
- Function Management Plans

THE BOARD'S STATEMENT OF AFFAIRS

The most recent Statement of Affairs is contained in the current Annual Report prepared by the State Council of Rural Lands Protection Boards (please contact the officer referred to below for details).

BOARD'S CONTACT ARRANGEMENTS

Any freedom of information or other inquiries concerning the Board's activities should be directed to –

The Manager (Ms Patricia Brooks)
Walgett Rural Lands Protection Board
75 Fox Street (PO Box 32)
Walgett NSW 2832
Telephone number – 6828 1047
e-mail – walgett_rlpb@bigpond.com

The Board's office hours are 8.30am to 5.00pm on weekdays.

WANAARING RURAL LANDS PROTECTION BOARD

In accordance with Section 14(1)(b) of the Freedom of Information Act 1989, this summary of the Statement of Affairs of the Wanaaring Rural Lands Protection Board is provided.

THE BOARD'S POLICY DOCUMENTS

The following policy documents are available at the Board's office for inspection or purchase as indicated –

- Policy statements of the Board
- The Annual Report of Rural Lands Protection Boards, including details of the Wanaaring Board
- Function Management Plans

THE BOARD'S STATEMENT OF AFFAIRS

The most recent Statement of Affairs is contained in the current Annual Report prepared by the State Council of Rural Lands Protection Boards (please contact the officer referred to below for details).

BOARD'S CONTACT ARRANGEMENTS

Any freedom of information or other inquiries concerning the Board's activities should be directed to –

The Executive Officer (Ms Lois Harrison)
Wanaaring Rural Lands Protection Board
Vicary Street
Wanaaring NSW 2840
Telephone number – 6874 7749
e-mail – wrlpb@bigpond.com

The Board's office hours are 9.00am to 5.00pm on weekdays.

WENTWORTH RURAL LANDS PROTECTION BOARD

In accordance with Section 14(1)(b) of the Freedom of Information Act 1989, this summary of the Statement of Affairs of the Wentworth Rural Lands Protection Board is provided.

THE BOARD'S POLICY DOCUMENTS

The following policy documents are available at the Board's office for inspection or purchase as indicated –

- Policy statements of the Board
- The Annual Report of Rural Lands Protection Boards, including details of the Wentworth Board
- Function Management Plans

THE BOARD'S STATEMENT OF AFFAIRS

The most recent Statement of Affairs is contained in the current Annual Report prepared by the State Council of Rural Lands Protection Boards (please contact the officer referred to below for details).

BOARD'S CONTACT ARRANGEMENTS

Any freedom of information or other inquiries concerning the Board's activities should be directed to –

The Executive Officer (Mr Trevor Ablett)
Wentworth Rural Lands Protection Board
230 Adams Street (PO Box 70)
Wentworth NSW 2648
Telephone number – (03) 5027 3064
e-mail – wrlpb@hotmail.net.au

The Board's office hours are 8.30am to 5.00pm on weekdays.

WILCANNIA RURAL LANDS PROTECTION BOARD

In accordance with Section 14(1)(b) of the Freedom of Information Act 1989, this summary of the Statement of Affairs of the Wilcannia Rural Lands Protection Board is provided.

THE BOARD'S POLICY DOCUMENTS

The following policy documents are available at the Board's office for inspection or purchase as indicated –

- Policy statements of the Board
- The Annual Report of Rural Lands Protection Boards, including details of the Wilcannia Board
- Function Management Plans

THE BOARD'S STATEMENT OF AFFAIRS

The most recent Statement of Affairs is contained in the current Annual Report prepared by the State Council of Rural Lands Protection Boards (please contact the officer referred to below for details).

BOARD'S CONTACT ARRANGEMENTS

Any freedom of information or other inquiries concerning the Board's activities should be directed to –

The Executive Officer (Mr Ian Donald)
Wilcannia Rural Lands Protection Board
43 Woore Street (PO Box 11)
Wilcannia NSW 2836
Telephone number – (08) 8091 5070
e-mail – wrlpb@bigpond.com.au

The Board's office hours are 8.30am to 5.00pm on weekdays.

YASS RURAL LANDS PROTECTION BOARD

In accordance with Section 14(1)(b) of the Freedom of Information Act 1989, this summary of the Statement of Affairs of the Yass Rural Lands Protection Board is provided.

THE BOARD'S POLICY DOCUMENTS

The following policy documents are available at the Board's office for inspection or purchase as indicated –

- Policy statements of the Board
- The Annual Report of Rural Lands Protection Boards, including details of the Yass Board
- Function Management Plans

THE BOARD'S STATEMENT OF AFFAIRS

The most recent Statement of Affairs is contained in the current Annual Report prepared by the State Council of Rural Lands Protection Boards (please contact the officer referred to below for details).

BOARD'S CONTACT ARRANGEMENTS

Any freedom of information or other inquiries concerning the Board's activities should be directed to –

The Manager (Mr Kim Turner)
Yass Rural Lands Protection Board
12 Mitchell Street (PO Box 10)
Yass NSW 2582
Telephone number – 6226 1155
e-mail – yassrlpb@ozemail.com.au

The Board's office hours are 8.00am to 4.30pm on weekdays.

YOUNG RURAL LANDS PROTECTION BOARD

In accordance with Section 14(1)(b) of the Freedom of Information Act 1989, this summary of the Statement of Affairs of the Young Rural Lands Protection Board is provided.

THE BOARD'S POLICY DOCUMENTS

The following policy documents are available at the Board's office for inspection or purchase as indicated –

- Policy statements of the Board
- The Annual Report of Rural Lands Protection Boards, including details of the Young Board
- Function Management Plans

THE BOARD'S STATEMENT OF AFFAIRS

The most recent Statement of Affairs is contained in the current Annual Report prepared by the State Council of Rural Lands Protection Boards (please contact the officer referred to below for details).

BOARD'S CONTACT ARRANGEMENTS

Any freedom of information or other inquiries concerning the Board's activities should be directed to –

The Manager (Mr Peter Brown)
Young Rural Lands Protection Board
93-93A Main Street (PO Box 46)
Young NSW 2594
Telephone number – 6382 1255
e-mail – young.admin@rlpb.org.au

The Board's office hours are 8.00am to 5.00pm on weekdays.

FREEDOM OF INFORMATION ACT 1989
Section 14(1)(b) and (3)
SUMMARY OF AFFAIRS
of the
SAS TRUSTEE CORPORATION
December 2004

SECTION 1 – POLICY DOCUMENTS

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

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

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

SECTION 2 – STATEMENT OF AFFAIRS

The most recent Statement of Affairs for STC was published in June 2004. The Statement is available on the website at www.statesuper.nsw.gov.au and is also published in STC's Annual Report. A copy of the Statement of Affairs can also be obtained (free of charge) by contacting the Freedom of Information Co-ordinator.

SECTION 3 – FREEDOM OF INFORMATION CONTACT POINT

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

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

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

FREEDOM OF INFORMATION ACT 1989**Section 14(1)(b) and (3)****SUMMARY OF AFFAIRS****of the****DEPARTMENT OF STATE AND REGIONAL DEVELOPMENT****31 December 2004****SECTION 1 – POLICY DOCUMENTS AND PUBLICATIONS**

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

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

Policy

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

Corporate

Business First (four issues) – a newsletter for business and industry
DSRD Annual Report
Guide to Services and Support
Investment email newsletter (4 issues) (2003-2004)
NSW Competitiveness Report (2003-2004)
NSW Trade and Investment Centre brochure
Sydney – First for Business promotional video
The NSW Country Embassy brochure

Industry

Australian Technology Showcase CD-ROM
Australian Technology Showcase flyer
Australian Technology Showcase Snapshot e-newsletter
Beijing Olympics Brief - newsletter
BioFirst Strategy
BioFirst website brochure
Biotechnology CD-ROM and online Directory
Biotechnology e-newsletter
Biotechnology events email (monthly)
Biotechnology Investment brochure
Discover NSW Wine and Food Trails
Food Bytes e-newsletter
Food Innovation brochure 2003
NSW Aquaculture Industry Directory 2004
NSW Building Industry Directory 2003-2004
NSW First for Aquaculture

NSW First for Planted Forests
NSW Food Industry Directory 2004-05
NSW Halal Business Directory 2003/04
NSW Innovation Council Report on IT Business Matchmaking in Western Sydney Project
Sydney NSW; Focussing on Optical Technologies
Western Sydney IT Cluster "Events & Opportunities" email (monthly)
Western Sydney IT Cluster e-newsletter
Western Sydney IT Cluster flyer
Western Sydney IT Cluster's capabilities for the Education Sector
Western Sydney IT Cluster's capabilities for the Healthcare Sector

Investment

Business Allies Program
Business Migration Flyer (A4 flyer) (2003-2004)
Doing Business in New South Wales (A5 booklet) (2003-2004)
Information and Communications Technology
Manufacturing
Meet in Sydney - First for Business (CD-ROM)
Shared Service Centres in Sydney, New South Wales (2003-2004)
Sydney, a top player in digital media (2003-2004)
Sydney, Australia Financial Services (2003-2004)
Sydney Australia your business location
Sydney - First for Business at a Glance
Sydney - First for Biotechnology (CD-ROM)

Regional

A Guide to Services and Support
Agribusiness Alternatives Program flyer
Business Relocation Guide
Business Relocation Prospects
Central Coast - Smart Region, Smart Choice (CD-Rom)
Central Coast - A Better Business Environment
Country Lifestyles Program Case Study – CEZ Open for Inspection Project
Developing Regional Resources Program flyer
Developing Regional Resources Case Study-Murray Valley Trail
Developing Regional Resources Case Study- Australian Cotton Exhibition Centre Narrabri
Developing Regional Resources Case Study- Western Research Institute Ltd
Developing Regional Resources Case Study – Gloucester Gourmet Foods Co-operative
Funding Business Growth – a guide to raising capital (2003-2004)
IRIS Report, A Statistical Guide to the Illawarra Region (2003-2004)
IRIS Research, Profile Illawarra (2003-2004)
Main Street/Small Towns Program
New Market Expansion Program flyer
Putting Regional NSW on the Menu (2003-2004)
Regional Economic Transition Scheme Case Study - Gunnedah
Regional First
Regions of NSW - The Hunter Economic Powerhouse of NSW
Regions of NSW, Illawarra Centre for Technology, Tourism and Industry – Flyer
Regional Business Development Scheme flyer
Riverina Regional Development Board Higher Education Needs Study (2003-2004)

Salinity Business Opportunities in NSW
Small Towns - Big Growth flyer (2003-2004)
Town & Villages Futures Program flyer (2003-2004)
Your community - your future flyer (2003-2004)

Small Business

Small Business Big Impact
Small Business Development Programs
Small Business Fact Sheets:
 Business Planning
 Business Security
 Business Structure
 Buying a Business
 Client Service
 Commercial Leases
 Electronic Commerce
 Employment Conditions
 Getting Started
 Insurance
 Intellectual Property
 Marketing
 Raising Finance
 Surviving in Business
 Taxation
Small Business Fact Sheets in Arabic
Small Business Fact Sheets in Khmer
Small Business Fact Sheets in Korean
Small Business Fact Sheets in Vietnamese
Aboriginal Business Newsletter
Aboriginal Business Case Studies
Aboriginal Business Action Workshops
Aboriginal Business Development Programs
BioBusiness Program
Brief on Business Life Cycle for Small Business
Brief on Electronic Commerce for Small Business
Brief on Finance for Small Business
Brief on Information Technology for Small Business
Brief on Business Networks
Business Advisory Services
Business Clusters Program
Cleaner Production Case Studies
Directory of Aboriginal Business Programs
Guide to Developing An Aboriginal Business
Home Based Business Action Program
Homebiz Kit: Grow your own business at home CD-ROM
Home Based Business Case Studies
Innovation Services
Innovation Clusters Program
Innovation Services Case Studies
International Trade Missions and Market Visits Program
Independent Market Visit Program

NSW-Asia Business Advisory Council
NSW Environment Industry Directory of Exporters CD-ROM
NSW Exporters Network
NSW Trade and Investment Brochure in Mandarin Chinese
Profiting From Experience - Establishing yourself in small business Starter Kit for Over 50's
Profits from Cleaner Production – A Self-Help Tool for Small to Medium Sized Businesses (with NSW Environment Protection Authority)
Securing our Manufacturing Future – Small Business Manufacturing to 2015 and Beyond
Small Business Case Studies
Small Business Month Flyer
Stepping Up Program
Systems and Technologies Diagnostic
Service Exports Toolkit: 10 steps to successful service exporting Booklet and CD-ROM with Export Diagnostic
The Business Centre, Parramatta
Tourism Business Services
Trade Services Case Studies
Women in Business Mentor Program
Women in Business Regional Program
Women in Business Growth Strategies Workshops
Women in Business Case Studies

Retail Tenancy Unit
Retail Tenancy Unit Dispute Resolution Kit
Web-site Promotion Sheet

SECTION 2 – STATEMENT OF AFFAIRS

The Department of State and Regional Development's Annual Report (describing the operations, functions, and the structure of the organisation) will serve as the Department's latest Statement of Affairs. The 2003-2004 Annual Report, published November 2004, is available free of charge from the Communications Unit (see contact details below).

SECTION 3 – CONTACT ARRANGEMENTS

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

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

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

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

FREEDOM OF INFORMATION ACT 1989
Section 14(1)(b) and (3)
SUMMARY OF AFFAIRS
of the
STATE LIBRARY OF NEW SOUTH WALES
December 2004

SECTION 1 – POLICY DOCUMENTS

The following is a list of State Library Policies:

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

SECTION 2 – STATEMENT OF AFFAIRS

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

A copy of the most recent Statement of Affairs may also be obtained by contacting the Records Management Coordinator (details below).

SECTION 3 – CONTACT ARRANGEMENTS

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

- Freedom of Information Contact Officer
- State Library of NSW
- Macquarie Street
- Sydney NSW 2000
- Phone: (02) 9273 1796
- E-mail: records@sl.nsw.gov.au

Arrangements can be made to inspect the policy documents listed under 1 above, between 10am and 4pm, Monday to Friday, by contacting the Freedom of Information Contact Officer.

FREEDOM OF INFORMATION ACT 1989**Section 14(1)(b) and (3)****SUMMARY OF AFFAIRS****of the****STATE WATER CORPORATION****December 2004****OVERVIEW**

State Water Corporation is a State Owned Corporation established under the State Owned Corporations Act 1989 and the State Water Corporation Act 2004. State Water manages and operates 18 major and 14 rural dams, and some 200 weirs across NSW. Its core business is providing services to about 6,200 'regulated river' customers, including irrigation corporations, country town water supply authorities, farms, mines and electricity generators. Services include providing water allocations from dams, billing and metering. State Water is also responsible for the safety, reliability and cost efficient management of dams, other water storage structures and related assets.

SECTION 1 – POLICY DOCUMENTS

The following policy documents are available

1. Additional Responsibility Allowance
2. Authorisations Manual
3. Call- Outs in Exceptional Circumstances
4. Contractor/ sub- contractor Safety Requirements
5. Contractor/ sub- contractor Site Safety Specifications
6. Customer Issues Management Policy
7. Customer Service Charter
8. Electrical Safety
9. Financial Administration & Human Resources manual
10. Freedom of Information Procedures
11. Guidelines for Developing Safe Work Method Statements
12. Hazard Identification, Assessment, Control & Review Inspection
13. Hazardous Substances Management Manual
14. Housing Policy
15. Motor Vehicle Safe Driving Policy
16. Motor Vehicle Selection Policy
17. Office Safety
18. OH&S Policy
19. Privacy & Personal Information Policy
20. Project Safety Management
21. Records Management
22. Return to Work/ Workers Compensation Policy, Roles and Procedures
23. Safety Management Manual
24. Satellite Telephones Protocols
25. State Water Leave Management Policy
26. State Water Operating Protocols
27. State Water Media Protocol
28. Storage and Use of Agricultural Chemicals
29. Telephone Policy
30. Water "Over- Use" Policy

31. Working from Home Policy and Procedures
32. Workplace Aggression & Violence Guidelines

SECTION 2 – STATEMENT OF AFFAIRS

State Water Corporation became corporatised on 1 July 2004. Prior to this, State Water was a commercial business of the Department of Energy and Utilities from 2 April 2003.

The Statement of Affairs for State Water are set out in the Department of Energy and Utilities 2002/ 2003 Annual Report.

SECTION 3 – CONTACT ARRANGEMENTS

Access to these general policy documents may be arranged by contacting the Risk

Management Coordinator directly while formal access to detailed information may be arranged by contacting:-

Risk Management Coordinator
State Water Corporation
Level 5,
10 Valentine Avenue
PARRAMATTA NSW 2150

Telephone: (02) 9895 7585

Facsimile: (02) 9895 7245

FREEDOM OF INFORMATION ACT 1989
Section 14(1)(b) and (3)
SUMMARY OF AFFAIRS
of the
SUPERANNUATION ADMINISTRATION CORPORATION
(trading as Pillar Administration)
as at 31 December 2004

SECTION 1 – POLICY DOCUMENTS

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

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

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

SAC Freedom of Information Policy Documents

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

SECTION 2 – STATEMENT OF AFFAIRS

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

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

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

Pillar Administration
PO Box 1229
Wollongong DC NSW 2500

SECTION 3 – PROCEDURES AND CONTACT POINT

Arrangements may be made to obtain copies of the documents listed, or to inspect them between the hours of 10:00 am and 4:00 pm by contacting the Freedom of Information Coordinator at Old Springhill Rd Coniston NSW 2521, or by writing to:

The Freedom of Information Coordinator
Pillar Administration
PO Box 1229
Wollongong DC NSW 2500

Enquiries may be directed to the Freedom of Information Coordinator by telephone (02) 42531478 or by facsimile (02) 42 531467.

Peter Cormack
Chief Executive Officer
Pillar Administration

FREEDOM OF INFORMATION ACT 1989
Section 14(1)(b) and (3)
SUMMARY OF AFFAIRS
of the
SYDNEY CATCHMENT AUTHORITY
December 2004

SECTION 1 – POLICY DOCUMENTS

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

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

SECTION 2 – STATEMENT OF AFFAIRS

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

The statement of affairs provides information on:

- Structure and functions of the SCA.
- Description of the ways in which the functions of the SCA affect members of the public.
- Manner in which the public can participate in the formation of the SCA's policy and the exercise of the SCA's functions.
- Description of the various types of documents usually held by the SCA.
- Procedural arrangements for public access to the SCA's documents.
- Provision for the amendment of the SCA's records concerning the personal affairs of a member of the public.

SECTION 3 – CONTACT ARRANGEMENTS

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

The application should be addressed to:

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

Access to policy documents, unless otherwise stated, are free of charge and access can be arranged by contacting the FOI Co-ordinator on telephone number 4725 2103, facsimile 4725 2520, by email on hotmail@sca.nsw.gov.au, or in person at the address below between the hours of 8.30am and 5pm, Monday to Friday.

Sydney Catchment Authority
Level 2, 311 High Street
PENRITH NSW 2750

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

SECTION 1 – POLICY DOCUMENTS

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

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

FOI Officer: Mr Bernie Lamerton
General Manager - Corporate Services
Hours Of Access: 9.00am to 5.00pm, Monday to Friday
Location: Trust Office
Moore Park Road
Paddington
Postal Address: GPO Box 150
Sydney NSW 2001
Phone: (02) 9360 6601
Fax: (02) 9360 1319
E-mail: reception@scgt.nsw.gov.au

FREEDOM OF INFORMATION ACT 1989
Section 14(1)(b) and (3)
SUMMARY OF AFFAIRS
of the
SYDNEY HARBOUR FORESHORE AUTHORITY
December 2004

SECTION 1 – POLICY DOCUMENTS

The following documents are available free of charge:

- Access Plan for People with Disabilities
- Asset Management Strategy
- Australian Technology Park Annual Report 2003/2004
- Code of Conduct for Board Members
- Code of Conduct for SHFA Staff
- Commercial Outdoor Seating Policy in Darling Harbour
- Commercial Outdoor Seating Policy in The Rocks and Circular Quay
- Commercial Signage Policy in Darling Harbour
- Cooks Cove Development Corporation Annual Report 2003/2004
- Customer Request Management Service
- Foreshore Promenade Policy
- Fraud and Corruption Prevention Strategy
- Liquor Licensing Policy
- Luna Park Reserve Trust Annual Report 2003/2004
- Outdoor Events Policy
- Privacy Management Plan
- Public Advertising and notification of Development Applications Policy
- Records Management Policy and Program
- SHFA Environmental Management Plan 2003-2006
- SHFA Rangers Policy
- Sydney Harbour Foreshore Authority Annual Report 2003/2004
- The Rocks Commercial Signage Policy
- The Rocks Heritage Management Plan
- The Rocks Lighting Policy
- The Rocks Wayfinding Signage Policy
- Waste Reduction and Purchasing Policy.

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

SECTION 2 – STATEMENT OF AFFAIRS

A copy of the Authority's most recent Statement of Affairs may be obtained by visiting www.shfa.nsw.gov.au or by contacting the Freedom of Information Coordinator on (02) 9240 8823.

SECTION 3 – CONTACT ARRANGEMENTS

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

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

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

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

SECTION 1 – POLICY DOCUMENTS

General

Annual Report 2003-2004	No charge
Parklands 2020 (Upgraded Concept Plan for Sydney Olympic Park Parklands)	\$40.00
Parklands Plan of Management	\$200.00
Sydney Olympic Park Authority Access Guidelines (First Edition - June 2002)	No charge
Abattoir Heritage Precinct Conservation Management Plan	\$25
Millennium Parklands Heritage Precinct Conservation Management Plan	\$25
Disability Action Plan 2002 - 2005	No charge
Sydney Olympic Park Map	No charge
Sydney Olympic Park Master Plan - May 2002	\$25.00
Sydney Olympic Park Masterplan CADD Map	\$65.00
Design and Image Guidelines for Events - July 2003	No charge
Outdoor Advertising Identification and Promotional Signage	No charge

Environment

State of Environment Report 2003	No charge
Sustainability Strategy 2002	\$25.00

Organisational Policies & Procedures

Child Protection Policy	No charge
Code of Conduct	No charge
Commercial Concessions Guidelines	No charge
Corruption Prevention Strategy	No charge
Engagement of Service Contractors and Consultants	No charge
FOI Policy	No charge
Grievance Handling Policy	No charge
Harassment Prevention Policy	No charge
Occupational Health & Safety Policy	No charge
Parking Policy – Sydney Olympic Park	No charge
Privacy Management Plan	No charge
Procurement Policy and Procedures	No charge
Records Management and Corporate Information Services Policy and Standards	No charge

SECTION 2 – STATEMENT OF AFFAIRS

Sydney Olympic Park Authority was created by the Sydney Olympic Park Authority Act 2001 as a statutory authority, with responsibility to manage the public assets of Sydney Olympic Park - open space, venues, parklands and development areas. The Authority commenced operations on 1 July 2001 and reports to the Treasurer and Minister for State Development.

The objects of the Act are to make all reasonable attempts to:

- (a) ensure that Sydney Olympic Park becomes an active and vibrant town centre within metropolitan Sydney, and

- (b) ensure that Sydney Olympic park becomes a premium destination for cultural, entertainment, recreation and sporting events, and
- (c) ensure that any new development carried out under or in accordance with this Act accords with best practice environmental and town planning standards, and
- (d) ensure the protection and enhancement of the natural heritage of the Millennium Parklands.

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

SECTION 3 – CONTACT ARRANGEMENTS

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

Manager, Policies and Procedures
Sydney Olympic Park Authority
7 Figtree Drive
SYDNEY OLYMPIC PARK NSW 2127
Ph: (02) 9714 7157
Fax: (02) 9714 7151
Email: enquiries@sopa.nsw.gov.au
Internet: www.sopa.nsw.gov.au

Business hours are 8.00 am – 5.30 pm Monday to Friday.

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

SECTION 1 – POLICY DOCUMENTS

Policy documents held by the Sydney Opera House Trust include:

- Annual report
- Corporate and Strategic Plans
- EEO Management Plan
- Code of Conduct
- Guarantee of Service
- Ethnic Affairs Priorities Statement
- Corporate Policy Manual
- Privacy Management Plan

Agendas and Minutes of the Trust and other Committee Meetings, administrative memoranda, correspondence, reports and working papers relating to the carrying out of the functions of the Trust.

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

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

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

FREEDOM OF INFORMATION ACT 1989**Section 14(1)(b) and (3)****SUMMARY OF AFFAIRS****of the****SYDNEY WATER CORPORATION****Sydney - Illawarra - Blue Mountains****(FOI Agency No. 1658)****31 December 2004****SECTION 1 – POLICY DOCUMENTS**

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

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

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

SECTION 2 – STATEMENT OF AFFAIRS

Sydney Water can provide a Statement of Affairs, which is available by contacting the Freedom of Information Officer on telephone (02) 9350 6083.

SECTION 3 – INQUIRIES REGARDING FREEDOM OF INFORMATION

All inquiries regarding Freedom of Information at Sydney Water should be directed in the first instance to the Freedom of Information Officer on telephone (02) 9350 6083. This includes requests for copies of the Summary, requests for copies of policy documents and formal applications for access to documents. Inquiries may be made Monday to Friday between 8.30am and 4.30pm.

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

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

FREEDOM OF INFORMATION ACT 1989

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

SUMMARY OF AFFAIRS

of the

DEPARTMENT OF TOURISM SPORT AND RECREATION

CONTENTS

- Tourism New South Wales' policy documents and publications
- NSW Sport and Recreation's policy documents
- Integrated Department of Tourism, Sport and Recreation policy documents
- Contact details for obtaining access to the Department's documents

Note: The Department of Tourism, Sport and Recreation was established on 29 August 2003. The new department incorporates Tourism New South Wales and NSW Sport and Recreation. Policy documents for both agencies are currently under review for the purpose of consolidation. For the purpose of this Summary information has been reported as either: TNSW (Tourism New South Wales), SR (Sport and Recreation) or a consolidated policy DTSR (Department Tourism, Sport and Recreation).

Key:

TNSW: Tourism New South Wales

SR: NSW Sport and Recreation

DTSR: Department Tourism, Sport and Recreation

SECTION 1 – POLICY DOCUMENTS

Department of Tourism, Sport and Recreation

Ethics and Conduct

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

Human Resources

Placement Policy	DTSR
Equity Management Policy	SR
Employment or Engagement of Human Resources	DTSR
Job Valuation Policy	SR
Community Language Allowance Scheme	SR
Recruitment and Selection	DTSR
Sick Leave	SR
Merit Selection Techniques	SR
ODEOPE Merit Selection	SR
Appointment/Deployment of Staff	SR
Temporary Appointment policy	TNSW
Induction Policy	DTSR
Induction Program	SR
Probation Policy	DTSR
Access to Selection Committee Documents	TNSW
Employee Separation and Procedure	TNSW
ES – Termination of Employees	SR

Departure Policy	SR
Management of Breaches of Discipline	SR
Harassment/Bullying	SR
Harassment Prevention	DTSR
Work Experience	SR
Return to Work Policy	SR
Short Term Absences (Family)	SR
Higher Duties	SR
Career Break & Part Time Employment	SR
Job Sharing	SR
Transferred Officers Award	TNSW
Equal Opportunity	TNSW
Employment Health Assessment	TNSW
Managing Unsatisfactory Performance	DTSR
Performance Development	TNSW, SR, DTSR
Training and Development	TNSW
Learning and Development	SR
Study Assistance	TNSW
Salary Sacrifice	TNSW
No Smoking	TNSW
Staff Award	TNSW, DTSR
Flexible Working Hours	TNSW, SR
Work Life Resource Kit	TNSW
Carers	SR
Carers Room	TNSW
Leave Entitlement to Observe Religious duties	SR
Travel Pass Scheme	SR
Online Leave Processing	SR
Mentoring Program	TNSW
Occupational Health & Safety	SR
Occupational Health & Safety Policy	TNSW
Immunisation – OH&S	SR
Injury Management Plan	TNSW
First Aid Policy – First Aid Program	SR
Use of Water Bottles	SR
Departmental Circulars	SR
Hepatitis A & B Immunisation	SR
Industrial Instruments including Awards, registered Enterprise Agreements & Premiers Department Guidelines	SR
Joint Consultative Committee Terms of Reference	SR
Policy on Solicitors Requests	SR
Purchase of Gifts	SR
Salary Packaging for non-SES employees	SR
Transferred Officers Self-Removal	SR
Workers Compensation Claims/Injury Management System	SR
Workplace Rehabilitation Program	SR
Disability Action Plan	TNSW
Disability Plan and Policy	TNSW
Directions	
Corporate Credit Card	TNSW, SR
Cab Charge/Taxi Policy	DTSR

Tourism Specific

Familiarisation	TNSW
Entertainment	TNSW
Meeting Protocols	TNSW
Telephone Etiquette	TNSW
Marketing Strategy 2003 - 2006	TNSW
TNSW Masterplan to 2020	TNSW
Regional Flagship Events Funding Application Guidelines	TNSW
	TNSW
Regional Tourism Action Plan	TNSW
Backpacker Development Plan	TNSW
Indigenous Tourism	TNSW

Delegations – Financial & Non-Financial

Delegation of Authority to Incur Expenditure	DTSR
Non-Financial Delegations	DTSR

Procurement/Fleet/Mobiles

Procurement Policy	TNSW
Use of Consultants	TNSW, SR, DTSR
State Contracts Control Board	SR
Motor Vehicle	TNSW
Use of 100% Private or Novated Vehicles for Business Travel	TNSW
Mobile Phone (Interim)	TNSW, SR

Records

Protocols for Acceptable Use of the Internet and Electronic Mail	TNSW, SR
Recordkeeping Policy and Guidelines	SR
Records Management Policy	DTSR
Electronic Mail (E-Mail) Policy Statement	DTSR
Records Management Procedures	DTSR
Recordkeeping Procedures Manual (Field Staff)	TNSW
TRIM Training Manual – General Users	DTSR
Annual Report	TNSW, SR
FOI Procedures	DTSR

Privacy Protection

Internal Reporting (Protected Disclosures)	DTSR
Privacy Policy	TNSW, SR
Incident Reporting Procedures	SR

Corporate Web Site

Corporate Web Site Content	TNSW, SR
Internet Home Page Address	TNSW

Planning and Evaluation

Corporate Plan	SR
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Media/Speeches/Conferences

Media Policy and Procedures	TNSW, SR
Staff Attendance at External Conferences	SR

Ministerial

Guidelines for the Preparation of Ministerial Documents	DTSR
Guidelines for Statutory Requirements & Boards/Trusts	DTSR

Risk Management/Project Management**Agency**

Risk Management Guidelines	TNSW
Project Management Guidelines	TNSW

Travel

Travel policy and Procedures	TNSW
Air Travel bookings	SR
Review of Meal/Travel Allowances	SR
Frequent Flyer Points	TNSW, SR

Public Liability

Public Liability insurance	SR
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Sport and Recreation Specific

Advertising Guidelines	SR
Child Protection	SR
Child Protection System	SR
Working with Children Check	SR
Prices for Residential Programs: International Bookings	SR
Fees – Swimsafe and Residential Programs	SR
Uniform Policy	SR
Centre and Academy Accommodation and Meals Policy	SR
Safe Sports Facilities	SR
Employee High Performance Athletes Assistance Program	SR
Gender Equality Policy for Centre Program Staff	SR
Sun Protection Policy	SR
Childcare Guidelines for NSW Sport & Recreation & Fitness Organisations	SR
Ethnic Affairs Priorities Statement	SR
Kids in Gyms	SR
Sexual Harassment Policy & Guidelines for NSW Sporting Organisations, Athletes & Officials	SR
Boxing Authority of NSW Instructions	SR
Boxing and Wrestling Control Act 1986	SR
DSR Regional Academy Policies/Procedures	SR
Motor Vehicles Sports (Public Safety) Act 1985	SR
Mount Panorama Motor Racing Act 1989	SR
NSW Water Safety Framework (under review)	SR
Serology Testing for Professional Boxers	SR
Assistant Instructor Training Manual	SR
Policy and Procedures for the Administration of Medication at NSW Sport & Recreation Centres and Academies	SR
Scholarship Scheme for High Performance Athletes with a Disability (under review)	SR
Sponsorship Policy	SR
Regional Sports Facility Program	SR
Low Interest Loans & Guaranteed Loans	SR
Capital Assistance Program	SR
Program Procedures for Program at Centres and Academies	SR
Women's Sport Leaders Scholarship Program	SR
Duke of Edinburgh Award Scheme Handbook & Operations Manual	SR
Outdoor Education Resources Manual	SR

Emergency Procedures

Emergency Control Policy – Procedures Checklist	TNSW, SR
Hazardous Substances Policy	SR

Finance

Accounts Payable Performance	SR
GST (Supplier Tax Invoices)	SR
GST Grants to Local government	SR
Internal Transactions	SR
Accounting Req-Internal Transfers	SR
Petty Cash Claim Procedure	TNSW
Chart of Accounts	SR
Using Oracle Financial Guide	SR
Out of Pocket Expenses	SR

Miscellaneous

Departmental Committees	SR
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Information Technology

Employee Communication Devices	TNSW, SR
IT Strategic Plan	SR, TNSW
Voicemail Protocols	TNSW
Telephone Etiquette Protocol	TNSW
Information Security Policy	DTSR
Network Acceptable Use Policy (draft)	DTSR
ITP020006 : Using Passwords	DTSR

Corporate Communication

Administration Corporate Communication	SR
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PUBLICATIONS – TOURISM NEW SOUTH WALES**Tourism Business Information**

Name of Publication	Cost
Is the Tourism industry for You?	Free
Tourism Business information	Free
Get Connected: Tourism New South Wales website program	Free
Understanding the Backpacker Market	Free
Ecotourism (incorporating) the “Fitzroy Falls Ecotourism Charter”	\$22.00
Indigenous Tourism – product Development Principles	Free
Wine Tourism Development information	Free
The Business of Attractions: A Guide to Accounting and Performance Reporting for the Attractions Industry	Free
Tourism Business Information Facts Sheets	Free
Industry Promotion Facts Sheets	Free

Consumer Publications

New South Wales Holidays Brochures	Free
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Trade publications

International Travel Planner 2003/04 – Sydney and New South Wales	Free
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Research Publications

New South Wales Tourism Profile, Year Ended December 2002	Free
Regional Tourism Profiles, Year end June 2002	Free

Targeting Sydney's International Visitors	Free
The New Zealand Tourist Market to New South Wales	Free
Sydney Day Tours Market	Free
Sydney Accommodation Study Supply and Demand Analysis – 1999-2007	Free
Regional Accommodation Analysis, Northern Rivers Tropical NSW	Free
Valuing Tourism: Methods and Techniques	\$47
Anxiety to Access	Free
Tourism Survey Kit	\$33
Wine Tourism Research Cellar Door Survey	Free

Planning Publications

Towards 2020 – New South Wales Tourism Masterplan	\$30
New South Wales Tourism Masterplan to 2010	\$27.50
Tourism New South Wales Action Plans	Free
– Food & Wine Tourism Plan 2000	
– New South Wales Backpacker Development Action Plan	
International Sales and Operations Marketing Manual	Free
New South Wales Nature Tourism Discussion Paper	Free
The Business of Attractions: A Guide to Accounting and Performance Reporting for the Attractions Industry	Free
The Sydney Tourism Attractions Signposting Strategy 1999-2002	Free

Information Technology

Get Connected – Information Pack	Free
www.visitnsw.com.au	Public Internet Site
State Tourism Data Warehouse	Free

Corporate Publications

Annual Report 2004-2005	Free
TNSW Strategic Plan 2002-2005	Free

Miscellaneous

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

SECTION 2 – STATEMENT OF AFFAIRS

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

Tourism

Level 2, Tourism House
55 Harrington Street
The Rocks, SYDNEY NSW 2000
Ph: (02) 9931 1111
Fax: (02) 9931 1424

Sport and Recreation

6 Figtree Drive
HOMEBUSH BAY NSW 2127
Ph: (02) 9006 3700
Fax: (02) 9006 3800

SECTION 3 – CONTACT DETAILS FOR OBTAINING ACCESS TO INFORMATION

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

Tourism

Level 2, Tourism House
55 Harrington Street
The Rocks, SYDNEY NSW 2000
Ph: (02) 9931 1111
Fax:(02) 9931 1424

Sport and Recreation

6 Figtree Drive
HOMEBUSH BAY NSW 2127
Ph: (02) 9006 3700
Fax: (02) 9006 3800

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

FREEDOM OF INFORMATION ACT 1989**Section 14(1)(b) and (3)****SUMMARY OF AFFAIRS****of****TRANSGRID****31 December 2004**

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

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

SECTION 1 – POLICY DOCUMENTS

Strategic Policies are developed and reviewed by various Business Units throughout TransGrid. They are as follows:

- Asset Management
- Compliance Programs
- Contract Liability Management
- Corporate Credit Cards
- Corporate Protective Security
- Corporate Sponsorships
- Customer Complaint Handling
- Customer Relations
- Dispute Management System
- Electric and Magnetic Fields and Electromagnetic Fields
- Employee Recognition Function
- Employment Conditions
- Entertainment and Other Hospitality
- Environment
- External Correspondence
- Financial Management
- Graduate Development
- Health and Safety Policy
- High Speed Protection and Intertripping Services
- High Voltage Equipment Protection Policy
- Information Technology
- Injury Management
- Inventory and Warehousing
- Motor Vehicles Allocations
- NEM Compliance Management
- Overseas Travel
- Performance Management and Employee Development
- Purchase and Distribution of Gifts
- Purchasing
- Quality
- Records

Rehabilitation
Reliability and Quality of Supply
Remuneration and Benefits
Research and Development
Risk Management
Strategic and Business Planning
Substation Voice and Modem Services
Treasury
Telecommunications
Telecommunication Network
Unregulated Work
Use of Information Technology Resources
Workforce Diversity

SECTION 2 – STATEMENT OF AFFAIRS

The most recent information relating to TransGrid's Statement of Affairs was included in the 2004 TransGrid Annual Report.

SECTION 3 – CONTACT ARRANGEMENTS

Location:

TransGrid
Levels 9 - 12
201 Elizabeth Street
SYDNEY

Postal Address:

TransGrid
PO Box A1000
SYDNEY SOUTH NSW 1235
DX 1122 SYDNEY
Telephone: (02) 9284 3000
Facsimile: (02) 9284 3456

Enquires:

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

Natalie Nacinovic
Email: Natalie.Nacinovic@transgrid.com.au
Telephone: (02) 9284 3521 - Facsimile: (02) 9284 3522
Monday to Friday (8.30am - 4.30pm)

FREEDOM OF INFORMATION ACT 1989**Section 14(1)(b) and (3)****SUMMARY OF AFFAIRS****of the****TRANSPORT INFRASTRUCTURE DEVELOPMENT CORPORATION****December 2004****SECTION 1 – POLICY DOCUMENTS**

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

- Code of Conduct
- Freedom of Information Policy
- Occupational Health and Safety Policy
- Probity Policy
- Safety Management Policy

The nature of TIDC projects involves the preparation of many other categories of documents, including construction management plans, design management plans, urban design and landscaping plans, and environmental management plans. Updates of project progress and TIDC policies may be accessed in several ways, including free access via the internet at www.tidc.nsw.gov.au.

SECTION 2 – STATEMENT OF AFFAIRS

TIDC is a State Owned Corporation, which was established on 1 January 2004 under the Transport Administration Act 1988. The purpose of TIDC is to develop major railway systems and other major transport projects, in an efficient, effective and financially responsible manner.

The Statement of Affairs for TIDC is included in TIDC's 2004 Annual Report. The Annual report is available at the website: www.tidc.nsw.gov.au.

SECTION 3 – CONTACT ARRANGEMENTS

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

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

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

The FOI Officer may be contacted at:

The Freedom of Information Officer
Transport Infrastructure Development Corporation
Level 7, Tower A, Zenith Centre
821-823 Pacific Highway
Chatswood NSW 2067
Telephone: (02) 9200 0200

Office hours are between 8.30am and 5.30pm Monday to Friday (excluding public holidays). Members of the public seeking access to documents are asked to telephone the FOI Officer before visiting as the documents may be available on the TIDC website, by mail, free of charge or for a small fee.

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****MACQUARIE UNIVERSITY****SECTION 1 – POLICY DOCUMENTS****1.1 Policies within the Macquarie University Act****1.1.1 By-laws relating to**

Interpretation
The University Council
Election of Members of Council
The Use of the Common Seal
The Election of and Powers of Chancellor and Deputy Chancellor
The Powers of the Vice-Chancellor and other University Officers,
Disciplinary Provisions
Management and Administration
Matriculation
Courses and Degrees
Convocation
Fees
Arms of the University
Academic Costume
Student Misconduct and Discipline
Affiliation of Residential Colleges
University Residential Accommodation

1.1.2 Regulations and Rules relating to

Academic Costume
Academic Senate - its composition, conduct of meetings
Convocation - composition of Standing Committee, conduct of meetings
Fees - including Student Activities Fee, Continuing Education Fees, Tuition Fees for Specified Postgraduate Courses, Higher Education Contribution Scheme, Overseas Students Fees, Late Fee, Housing Occupation Fee, etc.
University Housing, - composition of Board, conditions of licence.
Interdisciplinary Centres
Schools - election of Head of School, composition of Schools, conduct of School meetings
Bachelor Degree - requirements of courses, non-compliance, discontinuance of studies etc.
Rules Governing the Enrolment of Students
Rules Governing the Admission of Students who are not candidates for an Award
Graduate Diploma Rules
Diploma in Community Management Rules
Rules Governing Students' Conduct in Examinations
Rules for Higher Doctoral Degrees
Rules for Doctoral Degrees
Rules for the Degree of Master by Research
Rules for the Degree of Master by Coursework

Rules for Postgraduate Diplomas
Rules for Postgraduate Certificates
Rules on Charges for Examinations, Academic Records, Replacement Testamurs

1.2 Other Policy Documents

1.2.1 Policies Relating to the Conduct of Council Meetings

Policy on Council Meeting procedures - Confidential Items
Policy on Addresses to Council by Members of the University Community

1.2.2 Policies Relating to Social Legislation

Equal Opportunity Policy
Occupational Health and Safety Policy
Freedom of Information Policy
Policy on Safety in the Workplace
Policy on Safety - Children in Laboratories
Policy on Protective Clothing

1.2.3 Policies Relating to Courses and Awards

Policy on Admission to Degrees and Diplomas
Policy on Special Admissions
Policy on Advanced Standing
Policy on Externally funded Post Graduate Scholarships
Policy on Externally funded Under Graduate Scholarships
Policy on Awards of Prizes
Policy on Awards of Medals
Policy on Award of Degrees and Diplomas
Policy on Australian Postgraduate Awards

1.2.4 Policies Relating to Students

Policy on Enrolments
Policy on Changes to Enrolment Program
Policy on Confidentiality of Scholarship Rankings
Policy on Continuing Education Courses
Policy on Discrimination and Harassment
Policy Guidelines on Electronic Harassment
Grievance Policy for Students
Policy on Theses Moratoria
Policy on Thesis Submission
Policy on Non-Traditional Thesis Submission
Policy on Student Discipline
Policy on Appeals against Student Discipline
Policies on Assessment of Students' Work
Policy on Appointment of Examiners for Research Theses
Code of Supervisory Practice (Research Degree Candidates)
Policy on Examinations
Policy on Disposal of Examination Transcripts
Policy on Plagiarism
Policy on Assessment Procedures
Policy on Student Publications
Policy on Racial Discrimination to Students
Policy on Student Loan Funds
Policy on Student Welfare Service

Policy on Concurrent Enrolment
Policy on Availability of Student Examination Scripts, Marks and Grades
Policy Concerning Students with Disabilities
Policy on Residential Schools
Policy on Confidentiality of Information on Student Files

1.2.5 Policies relating to Human Resources

The Macquarie University Enterprise Agreement 2003-2006 covers a whole range of policies related to staffing the University including -

Advertising for Academic Staff
Academic Salaries
Salaries (General Staff)
Establishment of and Appointment to Chairs
Conditions of Academic Appointments
Appointment of Academic Directors or Assistant Directors
Appointment of Heads of Schools
Academic Appointments on Probation
Procedures for Academic Promotion
Appointment of Emeritus Professor
Academic Tenure
Grants-in-Aid to attend Australian and Overseas Conferences
Exchange/Secondment to other Institutions
Removal and Travel Expenses
Long Service Leave
Maternity/Paternity/Adoption Leave
Recreation Leave (Academic Staff)
Recreational Leave (General Staff)
Repatriation
Outside Studies Program Leave
Outside Employment
Selection Procedures for Academic Staff
Allowances for Travel and Entertainment
Appointment of General Staff (Temporary and Part-Time)
Grant-in-Aid - Staff Development
Study Leave - Staff Development
Overtime (General Staff)
Job Rotation
Salary Allowances for Jury Service
Code of Good Conduct
Procedures for Dealing with Misconduct in Research

1.2.6 Policies relating to Financial Administration

Financial Management Handbook
Policy on General Investment
Policy on Borrowings
Policy on Acceptance of Donations and Grants
Policy on Grants
Policy on Investment
Policy on Accounting Procedures
Policy on Printing Charges - Sale in Bookshop
Policy on Financial Planning

In determining whether to make a payment, Accounts Payable adheres to established policies and to statutory requirements as set out in the Public Finance and Audit Act 1983 No. 152.

Policy on Contribution to Infrastructure charges

Asset Management Policy and Procedures

1.2.7 Policies relating to Control on Campus

Macquarie University Campus Development Plan 2004

Policy on Hiring of University Space to Outside Organisations

Policy on Refurbishment Works Division and Office Accommodation

Furniture and Furnishing Handbooks

Policy on Maintenance of Buildings and Premises

Policy on Use of Land and Facilities

Policy on Naming of Buildings

Policy on Manning of Buildings and Grounds

Policy on Plaques and Posters on Campus

Policy on Installation of Telephones, Duplex Lines and Telex

Policy on Traffic and Parking

Policy on Travel Service for University

1.2.8 Policies relating to the conduct of research

Macquarie University Research Manual

Academic Manual - Research Section

Macquarie University Intellectual Property Policy

Macquarie University Commercialisation Policy

Macquarie University Invention Disclosure Procedure

Macquarie University Staff Consultancy Policy

Macquarie University Establishment and Management of Divisional and University Research Centres

Joint NHMRC/AVCC Statement and Guidelines on Research Practice (conduct)

Macquarie University Publications Categories for the Internal Allocation of Research Quantum

Macquarie University Code of Supervisory Practice applicable to Research Degree Candidates

Vancouver Protocol (ethics of authorship)

1.2.9 Policies relating to animal ethics

Australian Code of Practice for the Care and Use of Animals for Scientific Purposes NHMRC 6th edition 1997

NSW Animal Research Act 1985 No. 123

NSW Animal Research Amendment Act 1997 No. 25

NSW Animal Research Regulation 1995

NSW Poisons and Therapeutic Goods Regulation 2002

1.2.10 Policies relating to human ethics

National Statement on the Ethical Conduct of Research involving Humans, NHMRC 1999

Commonwealth Privacy Act 1988

NSW Privacy and Personal Information Act 1998 No.133

Health Records and Information Privacy Act 2002 No.71

NSW Child Protection Act 2000

1.2.11 Policies relating to ethics (Biosafety)

Gene Technology Act 2000

Gene Technology Regulations 2001 (Office of the Gene Technology Regulator)

1.2.12 Policies relating to computing services

Policy on Security and Rules Governing The Use Of The Computing and Communications Facilities at Macquarie University

IT Guidelines for Campus
Policy on Copyright
Policy on Accessibility Guidelines
Policy on Epublishing
Policy on Modem use
Rules for Staff / Student Accounts
Rules for Remote Access for Students (OzEcampus)
Rules for Staff Every-one / Student Alerts, Current Alerts
Policy on Operational hours & Maintenance

1.2.13 Other Policies

Policy on Macquarie University Records
Policy on Museums and Collections
Policy on University Centres
Policy on Committee Membership
Policy on Honorary Awards
Policy on Discipline for Sexual Harassment
Policy on Publishing Assistance
Policy on Statistics
Policy on Works of Art - Official Portraiture
Policy on Writing Style
Policy on Selection of Residents for Housing
Policy on Teaching Programs Publications
Policy on Intellectual Property
Policy on Availability of Various Forms of the Convocation Roll

SECTION 2 – STATEMENT OF AFFAIRS

The University's latest Statement of Affairs is incorporated within its 2003 Annual Report. The Statement of Affairs is published in three places and it can be found at pages 25 to 32 of the hardcopy Macquarie University Annual Report 2003. The respective URLs for the Statement of Affairs are

- <http://www.reg.mq.edu.au/Sections/Publications/Homepage/StatementofAffairs.pdf>; and
- <http://www.reg.mq.edu.au/Sections/Publications/Homepage/2StatementofAffairs.pdf>

Copies of the Annual Report are available free of charge from the
Publications Unit

Office of the Registrar and Vice-Principal
Macquarie University NSW 2109
Telephone (02) 9850 7381

While the URL's mentioned above are located within the web site structure the University has been mindful of the first time website visitor who will be searching for these vital publications. By selecting the front-page option About Macquarie a person can access the Annual Report, Summary of Affairs, and Statement of Affairs at the URL of <http://www.mq.edu.au/about/>.

If a website visitor searched on the term - Freedom of Information – then the highest score (of four stars) would be for the URL http://www.cal.mq.edu.au/p2/pt2f_081.htm which is part of the University Calendar. At this URL there is a hyperlink for the Freedom of Information Officer that can be clicked to locate the full contact details of Mr Lachlan Morgan – Manager Records and Archives Services and Macquarie University Freedom of Information Officer. Macquarie University has now renewed and published its Freedom of Information Policy.

The Macquarie University Policy Statement – Information Access Freedom of Information can be found at the URL of -

<http://www.reg.mq.edu.au/Sections/Publications/Homepage/FOI.pdf>

SECTION 3 – CONTACT ARRANGEMENTS**3.1 Specific Policies**

Inquiries should be directed, in the first instance, to the Officer indicated in the appropriate area. In general, personal inquiries should be made between 9.00 am and 5.00 pm Monday to Friday.

3.1.1 Student Related Policies

Assistant Registrar
Undergraduate Studies
Office of the Registrar & Vice-Principal
Macquarie University NSW 2109
Telephone (02) 9850 7327

Manager Postgraduate Studies (coursework)
Office of the Registrar & Vice-Principal
Macquarie University NSW 2109
Telephone (02) 9850 7342

Manager, Higher Degree Research Unit (research)
Vice-Chancellor's Office
Macquarie University NSW 2109
Telephone (02) 9850-7769

3.1.2 Human Resources and Related Policies

Director, Human Resources
Workplace Relations and Services
Macquarie University NSW 2109
Telephone (02) 9850 9700

3.1.3 Policies relating to Financial Matters

Director, Financial Services and Bursar
Level 1, Building E11A
Macquarie University NSW 2109
Telephone (02) 9850 7201

3.1.4 Policies relating to Equal Employment Opportunity

Manager, Equal Employment Opportunity
Building E11A
Macquarie University NSW 2109
Telephone (02) 9850 7471

3.1.5 Policies relating to Occupational Health & Safety

Manager, Occupational Health and Safety
Human Resources
Macquarie University NSW 2109
Telephone (02) 9850 9723

3.1.6 Policies relating to animal ethics**3.1.7 Policies relating to ethics (human)****3.1.8 Policies relating to ethics (Biosafety)**

The Ethics Officer
Research Office
Building E11A
Macquarie University NSW 2109
Telephone (02) 9850 7854

3.1.9 Policies relating to the conduct of research

The Director, Research and Research Training
Research Office
Building E11A
Macquarie University NSW 2109
Telephone (02) 9850 8611

3.2 General Inquiries

Non-specific inquiries should be directed to the
The Freedom of Information Officer
Building E11A
Macquarie University NSW 2109
Telephone (02) 9850 7362

3.2.1 Privacy Inquiries

The Privacy Contact Officer
Building E11A
Macquarie University NSW 2109
Telephone (02) 9850 7362

3.3 The University Calendar

The University Calendar is published in three volumes –

1. The Handbook of Undergraduate Studies
2. The Handbook of Postgraduate Studies
3. The Calendar of Governance, Legislation and Rules

The University Calendar is the official handbook published each year by the University. It is intended for use by prospective, new and continuing students, academic and administrative staff, other university and industrial colleagues, and the general public as the official reference to Macquarie University. The Calendar of Governance, Legislation and Rules includes the Macquarie University Act, By-laws, Regulations and Rules. This publication may be purchased from the Cashier, Level 1, Lincoln Building, and Macquarie University. The cost is \$7 or if posted, \$3 including postage and packing (within Australia) (outside Australia the cost is \$25). A web edition of the 2004 University Calendar is located at the URL: <http://www.cal.mq.edu.au/> along with archive editions for the years – 1997, 1998, 1999, 2000, 2001, 2002, and 2003.

FREEDOM OF INFORMATION ACT 1989
Section 14(1)(b) and (3)
SUMMARY OF AFFAIRS
of the
SOUTHERN CROSS UNIVERSITY
10 December 2004

SECTION A – THE UNIVERSITY’S POLICY DOCUMENTS

For the purposes of this Summary of Affairs issued in December 2004 in accordance with sections 14 and 15 of the NSW Freedom of Information Act 1989 the key Policy Documents of Southern Cross University (“the University”) are:

- (i) University Calendar;
- (ii) Student Handbook;
- (iii) University Council Minutes; and
- (iv) Other relevant University Policy documents

(“the Policy Documents”).

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

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

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

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

(i) University Calendar

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

Welcome from the Vice Chancellor

General Information

Summary of 2004 Principal Dates and Teaching Weeks.

Principal Dates for 2004

Strategic Plan

Organisation

Introduction

Organisation Chart

Council, Boards and Committees Chart

Principal Officers and Senior Staff

Governance of the University

Members of Council

Members of Academic Board (including functions of Academic Board and Sub-Committees)

Southern Cross University Act 1993

Southern Cross University By-Law 2000

Standing Orders of Southern Cross University Council

Rules for Conduct of Elections for Members of Council

Awards, Scholarships and Prizes

Honorary Awards

Scholarships

Bursaries

Prizes

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

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

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

How to use the 2004 Student Handbook

Campus Addresses and Contact Information

Principal Teaching Dates for 2004 (including Summary)

Divisions of the University

Division of Arts

Division of Business

Division of Health and Applied Sciences

Student Services and Information

Contents

Student Services

Study Information

General Information

Course Information

List of Courses – alphabetical by award level

Areas of Study – alphabetical

Details of Courses – alphabetical by award level

 Certificates and Diplomas

 Associate Degrees

 Bachelor's Degrees

 Bachelor's Honour Awards

 Postgraduate Coursework Awards

 Master's by Thesis Awards

 Doctor of Awards

 Doctor of Philosophy (PhD)

Description of Units

Termination Guide

Alphabetical Listing of Units
Unit Descriptions by Unit Code

Rules

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

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Maps

(iii) University Council Minutes

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

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

(iv) Other relevant policy documents

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

University Organisation & Governance

- Southern Cross University Act 1993 (NSW)
- Southern Cross University By-Laws (1993)
- Equal Employment Opportunity and Affirmation Action
- Policy for People with Disabilities
- Health Records and Information Privacy Act 2002
- Higher Education Support Act 2003 (Cth)
- Sexual Harassment Policy
- Use of University Name and Logo
- Intellectual Property Policy
- Copyright
- Freedom Of Information
- Privacy Management Plan
- Records Management Policy
- Code of Conduct
- Guidelines for Commercial Activities Procedure
- Risk Management Policy and Procedures

Teaching and Learning

- Academic Planning, Performance and Evaluation
- Course and Subject Approval Procedures
- Minimum Enrolment Guidelines
- Subject Quota Guidelines
- Scholarship and Prizes Approval Process
- Admission to Undergraduate Courses
- Advanced Standing
- Policy Guidelines for Double Degrees
- Enrolment and Re-enrolment procedures
- Special Consideration and Special Examination Policy

- Plagiarism
- Policy and Guidelines on Non Discriminatory Language Practice and Presentation
- Rules for Student Discipline
- Student Grievance Procedure
- Policy on Ethical Object by Students to the use of Animals and Animal Products in Coursework subjects
- Tuition Fees
- Rules relating to Student fees and charges

General Course Rules

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

Research

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

Information Technology

- Computing Conditions of Use Policy
- Email Policy
- Internet Access Services (IAS) System Policy
- Network Policy
- Remote Access Policy
- Software Policy
- Web Hosting and Publishing Policy

Human Resources

1. General Guidelines

- Introduction
- Equal Opportunity and Affirmative Action Policy
- Close Personal Relationships Policy
- Code of Conduct
- Conflict of Interest
- Corruption Prevention
- Protected Disclosures Policy

2. Employment Guidelines

- Recruitment and Appointment Policy (under review)
- Policy on Adjunct and Visiting Appointments
- Probation Policy
- Variation in Employment Fractions

3. Academic Specific Matter Guidelines

- Academic Hours of Work and Availability
- Academic Position Classification Standards
- Academic Promotions Policy
- Academic Promotions Procedures
- Academic Promotions - Guidelines to Applicants
- EEO Guidelines for Academic Promotion Committees

4 Occupational Health and Safety Guidelines

- Policy Statement
- Rules
- First Aid
- Smoking On Campus
- Alcohol and Other Substances of Abuse
- Occupational Health and Safety Committee
- Driving Times Policy
- Personal Protective Equipment Policy (under review)
- Blood Borne Pathogens Policy
- Fieldwork Safety Policy (under review)
- Injury Management and Rehabilitation Policy
- Workers' Compensation Policy
- Parking Policy

5. Industrial Relations' Guidelines

- Awards and Enterprise Agreements
- Appeal Procedures
- Complaints and Grievances

6. Other Human Resources' Guidelines

- Work Experience Students Policy
- Non-discriminatory Language Guidelines
- Personal Relationships Policy
- Sexual Harassment Policy
- Change of Name Policy
- Family and Work Policy
- Policy on Staff with Disabilities

SECTION B – ANNUAL REPORT/STATEMENT OF AFFAIRS

The University's most recent Annual Report/Statement of Affairs was issued on 20 April 2004. The Annual Report contains details of administrative and academic activities, financial accounts and controlled entities for the calendar year of the University. The contents of the Annual Report include the following:

Letter to the Minister dated 20 April 2004**Table of Contents**

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The Vice-Chancellor's Introduction

Section 1: Report of Operations**1.1 Charter****1.2 Strategic Directions**

Vision
Mission
Commitments
Priorities

1.3 Performance Reporting

Key Performance Indicators
Benchmarking

1.4 Access and Geographic Locations

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Campuses and University Centres

1.5 Management and Structure

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Other Committees
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1.6 Report of the Executive Director and Vice-President (Corporate Services)

Management and Activities
Financial and Resource Management
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1.7 Summary Review of Operations

Research
Student Enrolments
Program Development and Administration
Innovative Initiatives
International Engagement
Regional Engagement
Community Involvement
Industry and Professional Links
Student Support
Links with other Organisations and Institutions

1.8 Guarantee of Service

Quality Assurance
Program Reviews
Consumer Response

1.9 Promotion

Documents and Publications
International Marketing
Overseas Travel

Section 2: Financial Report

Statement by Members of the Council

2.1 Southern Cross University

Independent Audit Report

Statement of Financial Performance for the Year Ended 31 December 2003

Statement of Financial Position as at 31 December 2003

Statement of Cash Flows for the Year Ended 31 December 2003

Notes to the Financial Statements for the Financial Year Ended 31 December 2003

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1.6 Report of the Executive Director and Vice-President (Corporate Services)

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Graph 2: 2002-2003 Operating Expenses

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Figure 1: Academic and General Staff (Persons) 1999 - 2003

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Table 3: Full-time and Fractional Full-time Staff (FTE) by Gender and Level 1994 - 2003

Graph 4: Number of Workers Compensation Claims 2003

Graph 5: Workers Compensation Claims 2001-2003

Graph 6: Number of Incidents and Accidents - 2003

1.7 Summary Review of Operations

Table 4: Student Enrolments 1999 - 2003

Graph 7: Actual Enrolment Processing – Comparative Chart 2001 to 2003

The Annual Report is available at no cost from the Director of Marketing, Southern Cross University, PO Box 157, Lismore, telephone (02)6620 3506 and/or on the University's website at www.scu.edu./docs/annual_report/.

SECTION C – ACCESS TO THE UNIVERSITY'S POLICY DOCUMENTS

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

Madeleine Love

University Legal Officer, FOI and Privacy Officer

Southern Cross University

PO Box 157, Lismore NSW 2480

Email: mlove@scu.edu.au

Telephone: (02) 6620 3186

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

Malcolm Marshall
University Council Secretary
Southern Cross University
PO Box 157, Lismore NSW 2480
Website Address: www.scu.edu.au/admin/council
Telephone: (02) 6620 3973

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

SECTION 1 – POLICY DOCUMENTS

Policy Library

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

Policy Library - Contents

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

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

- Conduct and Discipline
 - Academic Integrity*
 - Code of Ethical Academic Conduct - The University and Its Students: Responsibilities and Expectations
 - Intellectual Property Policy
 - Policy on Student Academic Integrity
 - Procedures for Dealing with Student Academic Dishonesty
 - Codes of Conduct*
 - Code of Conduct for Residents
 - Code of Ethical Academic Conduct - The University and Its Students: Responsibilities and Expectations
 - Code of Practice for Research Higher Degree Candidature
 - Joint NHMRC / AVCC Statement and Guidelines on Research Practice
 - Provision of Education for International Students – AVCC Code of Practice and Guidelines
 - Residential Licence Conditions
 - Grievances and Mediation*
 - Grievance Procedure for Students
 - University Grievance Officer Role
 - Mediators Role
 - Grievance Enquiry Team Role
 - Your Rights to Review and Appeal under the FOI Act 1989 (NSW)
 - Misconduct and Discipline*
 - Procedures for Dealing with Student Academic Dishonesty
 - Student Discipline Rules
 - Personal and Professional Integrity*
 - Council Meeting Protocols
 - Ethical and Safety Aspects of Student Class Experiments and Practical Exercises Utilised Within the Teaching Program of The University of Newcastle
 - Meetings Protocols
 - Policy on Alcohol and Other Drugs
 - Policy on Harassment
 - Policy on Inclusive Language
 - Policy on Prejudicial Relationships
 - Policy on Racism
 - Receipt of Gifts by Members of the University
 - Risk Management Policy
 - Work, Study and Family Responsibilities Policy
 - Research Ethics and Integrity*
 - Code of Practice for Research Higher Degree Candidature
 - Intellectual Property Policy
 - Policy on Student Academic Integrity
 - Procedures for Dealing with Student Academic Dishonesty
 - University Values*
 - Institutional Strategic Plan 2003 - 2006
 - Use of Information, Technology and University Resources*
 - Copyright Law
 - Guidelines for Acceptable Use of the Internet
 - IT Security Policy
 - Library Use Policy

- Privacy Management Plan
- Privacy, the University and You
- Use of Computing and Communication Facilities
- Web Publishing Policy
- Enrolment and Graduation
 - Academic Dress Rules
 - Admission and Enrolment - Rules
 - Changing - Enrolment
 - Cross-Institutional Enrolment
 - Leave of Absence (Enrolment)
 - Rules Governing Graduation
- Environment
 - Awareness and Promotion Plan (Environment)
 - Energy Management Plan
 - Hanging Pictures, Framed Posters or Photographs
 - Natural and Built Environment Plan
 - Paper Usage Action Plan
 - Policy on Naming Rights – Buildings, Facilities, Academic Positions, Medals, Scholarships and Prizes
 - Poster and Banner Policy
 - Resource Use/Waste Management Plan
 - Transport Management Plan
 - Water Management Plan
- Equity and Diversity
 - Code of Conduct for University Chaplains
 - Cultural Sensitivity Book
 - Ethnic Affairs Priority Statement
 - Gender Inclusiveness
 - Policy on Harassment
 - Policy on Inclusive Language
 - Policy on Prejudicial Relationships
 - Policy on Racism
 - Policy on Students with a Disability
 - Student Equity Plan 2004 - 2006
 - Work, Study and Family Responsibilities Policy
- Examinations and Other Assessment
 - Appeals Procedure – Research Thesis Examination
 - Assessing for Learning – Underlying Principles
 - Assessment Item Cover Sheet
 - Code of Ethical Academic Conduct – The University and its Students: Responsibilities and Expectations
 - Copyright Law
 - Examination Rules
 - Formal Examinations
 - Missing an Examination
 - Policy on Course Outlines
 - Policy on Extensions of Time for Assessment Items, Deferred Assessment and Special Consideration for Assessment Items and Formal Written Examinations
 - Policy on Student Academic Integrity

- Procedure for Review of Grades (Courses commenced in 2003)
- Procedures for Addressing Unsatisfactory Progress
- Procedure for Dealing with Student Academic Dishonesty
- Procedures Governing University Medals
- Publication of Student's Results in Assessment
- Review of Final Result
- University Counselling Service – Policy in Relation to Special Consideration
- Use of Calculators and Other Devices in Formal Examinations
- Use of English Dictionaries in Formal Examinations
- Fees and Charges
 - Refunds
 - Refund Policy for Full Fee Paying International Students in Australia
 - Student Indebtedness
- Health and Safety
 - Critical Incidents Handbook
 - Emergency Procedures - Callaghan Campus
 - Emergency Procedures - Central Coast Campuses
 - Ethical and Safety Aspects of Student Class Experiments and Practical Exercises Utilised Within the Teaching Program of The University of Newcastle
 - Failure of Essential Services - Callaghan Campus and Newcastle CBD
 - Failure of Essential Services – Ourimbah Campus
 - First Aid Officer Procedures
 - Guidelines and Regulations for Implementation of the Alcohol and Other Drugs Policy
 - Guidelines for Infection Prevention and Control for Blood Borne Pathogens
 - Guidelines for Safe Working with Electricity
 - Halls of Residence Infection Control
 - Minimum Standards for Blood Collection from Students, Staff or Others during Teaching and Research Activities
 - Occupational Health and Safety Act – Summary of the Main Provisions
 - Occupational Health and Safety Policy
 - Occupational Noise Policy
 - Policy on Alcohol and Other Drugs
 - Policy on First Aid
 - Policy on Laser Safety Eye Examinations for Laser Workers
 - Protective Clothing and Footwear in Laboratories Policy
 - Radiation Safety Manual
 - Risk Management Implementation Plan
 - Risk Management Policy
 - Smoke-free Environment Policy
 - Sports Medicine Australia Policy on Infectious Diseases
- International Applicants/Students
 - English Proficiency for Research Higher Degree Candidates
 - English Proficiency Policy
 - Education Provision For International Students – AVCC Code of Practice and Guidelines
 - Refund Policy for Full Fee Paying International Students in Australia
- Library and Information Services
 - Checklist for Website Preparedness
 - Checklist for Website Preparedness - Exceptions
 - Copyright Law

- Guidelines for Acceptable Use of the Internet
- IESD Computing Laboratories - Bookings Policies
- Information Access Policy
- IT Security Policy
- Library Use Policy
- Privacy Management Plan
- Privacy, the University and You
- Scholarly Information Resources and Access Policy
- Use of Computing and Communications Facilities
- Web Publishing Policy
- Parking and Vehicles
 - Damage to Vehicles
 - Motor Vehicle Entry Fee Policy
 - Traffic and Parking Rules
- Postgraduate Students
 - English Proficiency for Research Higher Degree Candidates
 - Higher Research (Doctoral) Degrees
 - Postgraduate Coursework Programs
- Research Higher Degrees
 - Admission and Enrolment Procedures (Research Higher Degree Candidates)
 - Appeals Procedure – Research Thesis Examination
 - Audio and Video Taping (Human Research Ethics)
 - Code of Ethical Academic Conduct – the University and its Students: Responsibilities and Expectations
 - Code of Practice for Research Higher Degree Candidature
 - Collaborative Research and Ethics Approval (Human Research Ethics)
 - Copyright (Research Higher Degree Candidates)
 - Deception (Human Research Ethics)
 - Effective Surveillance and Monitoring of Projects (Animal Ethics)
 - English Proficiency for Research Higher Degree Candidates
 - Entry of Animals into Approved Protocols (Animal Care & Ethics)
 - Extension of Approval to Cover Funding Applications (Human Research Ethics)
 - Guidelines for Confidentiality (Animal Care & Ethics)
 - Guidelines on Research Practice (AVCC website)
 - Higher Research (Doctoral) Degree Rules
 - Intellectual Property Policy (Research)
 - Joint NHMRC/AVCC Statement and Guidelines on Research Practice (AV-CC Website)
 - Letterhead for Information Documents (Human Research Ethics)
 - Minimum Standards for Blood Collection from Students, Staff or Others during Teaching and Research Activities
 - Minimisation of Animal Number used in Research and Teaching - Part A (Animal Care & Ethics)
 - Minimisation of Animal Number used in Research and Teaching - Part B (Animal Care & Ethics)
 - Monitoring of animals used for research or teaching purposes (Animal Care & Ethics)
 - Overheads Policy (Research)
 - Policy on Student Academic Integrity
 - Preparation and Submission of Research Higher Degree Theses
 - Procedures for Dealing with Student Academic Dishonesty
 - Procedures for the Allocation and Selection of Research Scholarships
 - Publication of Teaching Evaluation Outcomes (Human Research Ethics)

- Publication (Research)
 - Research in Schools (Human Research Ethics)
 - Responsibilities of Chief Investigators (Animal Care & Ethics)
 - Rules Governing Postgraduate Research Scholarships
 - Students as Subjects - Research Activities
 - Telephone Interviewing (Human Research Ethics)
 - The Use of Native Animals in Research (Animal Care & Ethics)
 - The Use of S4 and S8 Drugs (Animal Care & Ethics)
 - Training and professional development of ACEC members (Animal Care & Ethics)
 - Witness to Participant's Signature (Human Research Ethics)
 - Scholarships and Prizes
 - Postgraduate Research Scholarships - Rules
 - Procedures for the Allocation and Selection of Research Scholarships
 - University Undergraduate Scholarships - Rules
 - Security
 - Emergency Procedures – Callaghan Campus
 - Emergency Procedures – Central Coast Campuses
 - Failure of Essential Services - Callaghan Campus and Newcastle CBD
 - Failure of Essential Services - Ourimbah Campus
 - Security Patrol
 - University Bodies and Committees
 - Acts and By-Laws:*
 - Higher Education (Amalgamation) Act 1989
 - University of Newcastle Act 1989
 - University of Newcastle By-law
 - Institutional Strategic Plan 2003-2006
 - Miscellaneous*
 - Council Meeting Protocols
 - Meetings Protocols
 - Teaching and Learning Management Plan
 - University Bodies and Officers:*
 - Audit Committee Charter
 - Boards of Studies Rules and Schedules
 - Constitution of the Academic Senate
 - Council Election Rules
 - Establishment of Faculties and Other Bodies (Excluding Schools)
 - Rules Governing Faculties (including Faculty Boards)
 - Rules Governing Schools and use of the title "Dean"
 - Rules Governing the Operation of the Standing Committee of Convocation
 - Officers of the University
 - Making of Rules by the Vice-Chancellor
 - Role of Chancellor and Deputy Chancellor
 - Rules Concerning Pro Vice-Chancellors, Assistant Deans and other Faculty Officers
 - Selection of Chancellor
- Policy Library for Staff** <http://www.newcastle.edu.au/policy/staff.html>
- Awards, Programs and Courses
 - Academic Dress Rules
 - Annual Reports on Programs

Boards of Studies Rules and Schedules
 Combined Degree Programs
 Fourth Year Honours Programs – AVCC Guidelines
 Internal Program Transfer Policy
 Policy on Course Outlines

Program Rules and Schedules

Higher Research (Doctoral) Degrees
 Master Degrees by Research
 Postgraduate Coursework Programs
 Undergraduate Awards

Procedures for Revision of Programs
 Procedures for Undertaking a Program Review
 Posthumous Awards
 Procedures for Planning and Approval of New Programs
 Protocol for the Administration of Summer School

- Computing, Library and Records
 - Checklist for Management of Electronic Records
 - Checklist for Website Preparedness
 - Checklist for Website Preparedness - Exceptions

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Copyright Law
 Copyright Warning Notices
 Electronic Copying - a Short Guide
 How the Copyright Act Applies - Flowcharts
 Information Access for Universities: Commentary and Answers to Frequently Asked Questions about Copyright (local access only)
 Part VA - Audio-Visual Copying and Communication Guidelines (local access only)
 Part VB - Electronic Copying and Communication Guidelines (local access only)

File Notes

Guidelines for Acceptable Use of the Internet
 Guidelines for Managing Your Electronic Mail
 Guidelines for the Approval of and Variation to Academic Subject Codes on NUSTAR.
 IESD Computing Laboratories - Bookings Policies
 Information Access Policy
 IT Security Policy
 Library Use Policy
 Privacy Management Plan
 Privacy, the University and You
 Protected Disclosures – see Internal Reporting Policy - staff
 Records and Their Disposal
 Records Management Policy
 Scholarly Information Resources and Access Policy
 Selection and Ordering Library Resources
 Staff Use of University Libraries
 Supply of Windows Based Desktop Computers
 Use of Computing and Communications Facilities
 Web Publishing Policy

- Conduct, Ethics and Values

Academic Integrity

Code of Ethical Academic Conduct – the University and Its Students: Responsibilities and Expectations

Core Skills for Graduates
Intellectual Property Policy
Intellectual Property Rights – entry in 2000 Enterprise Agreement – Academic Staff
Policy on Student Academic Integrity
Procedures for Dealing with Student Academic Dishonesty

Codes of Conduct
Code of Conduct – Staff
Code of Conduct for University Chaplains
Code of Ethical Academic Conduct – the University and Its Students: Responsibilities and Expectations
Code of Practice for Australian University Philanthropy – AVCC Guidelines
Code of Practice for Research Higher Degree Candidature
Joint NHMRC / AVCC Statement and Guidelines on Research Practice
Provision of Education for International Students – AVCC Code of Practice and Guidelines

Conflict of Interest
Conflict of Interest – Policy (for members of the Council and Senior Staff)
Disclosure of Potential Areas of Conflict of Interest – Explanatory Notes
Policy on Avoiding Conflicts of Interest
Policy on Prejudicial Relationships

Grievances and Mediation
Dispute Settling Procedure – Academic Staff
Dispute Settling Procedure – General Staff
Grievance Procedures for Staff
 University Grievance Officer Role
 Grievance Advisors Role
 Mediators Role
 Grievance Enquiry Team Role
Mediation and Facilitation in the Event of a Disagreement – Academic Staff
Mediation and Facilitation in the Event of a Disagreement – General Staff
Your Rights to Review and Appeal under the FOI Act 1989 (NSW)

Misconduct and Discipline
Action for Unsatisfactory Performance During Probation Employment – Academic Staff
Misconduct Investigation Committee – Academic Staff
Misconduct Investigation Committee and Subsequent Action by the Vice-Chancellor – General Staff
Termination and Discipline – Academic Staff
Termination of Employment – General Staff
Unsatisfactory Performance – Academic Staff
Unsatisfactory Performance – General Staff
Unsatisfactory Performance Review Committee – Academic Staff
Unsatisfactory Performance Review Committee and Subsequent Action by the Vice-Chancellor – General Staff

Personal Behaviour
Bullying and Workplace Violence
Policy on Alcohol and Other Drugs
Policy on Harassment
Policy on Inclusive Language
Policy on Racism
Receipt of Gifts by Members of the University
Work, Study and Family Responsibilities Policy

Professional Responsibility and Integrity

Council Meeting Protocols

Critical Issues Media Management Plan

Ethical and Safety Aspects of Student Class Experiments and Practical Exercises Utilised With the Teaching Program of the University of Newcastle

Fraud and Corruption Prevention

Guidelines on Commercial Activities

Meetings Protocols

Picket Line Protocols

Policy on Consultancy

Policy on Delegation of Authority

Public Comment – entry in Code of Conduct

Risk Management Policy

Reporting on Inappropriate Conduct

Internal Reporting Policy – Staff

Research Ethics and Integrity

Code of Practice for Research Higher Degree Candidature

Intellectual Property Policy

Intellectual Property Rights - entry in 2000 Enterprise Agreement – Academic Staff

Policy on Student Academic Integrity

Procedures for Dealing with Student Academic Dishonesty

University Values

Institutional Strategic Plan 2003 – 2006

*Use of Information, Technology and University Resources**Copyright*

Copyright Law

Copyright Warning Notices

Electronic Copying - a Short Guide

How the Copyright Act Applies - Flowcharts

Information Access for Universities: Commentary and Answers to Frequently Asked Questions about Copyright (local access only)

Part VA - Audio-Visual Copying and Communication Guidelines (local access only)

Part VB - Electronic Copying and Communication Guidelines (local access only)

Guidelines for Acceptable Use of the Internet

Hire and Use of University Facilities – Policies and Procedures

IT Security Policy

Library Use Policy

Privacy Management Plan

Privacy, the University and You

Records and Their Disposal

Records Management Policy

Staff Use of University Libraries

Use of Computing and Communications Facilities

Web Publishing Policy

- Equity and Diversity
 - Bullying and Workplace Violence
 - Code of Conduct – Staff
 - Code of Conduct for University Chaplains
 - Cultural Sensitivity Book

- Equity and EEO Matters – Academic Staff
- Equity and EEO Matters – General Staff
- Ethnic Affairs Priority Statement
- Gender Inclusiveness – Academic Staff
- Gender Inclusiveness – General Staff
- Grievance Procedures for Staff
 - University Grievance Officer Role
 - Grievance Advisors Role
 - Mediators Role
 - Grievance Enquiry Team Role
- Policy on Avoiding Conflicts of Interest
- Policy on Harassment
- Policy on Inclusive Language
- Policy on Prejudicial Relationships
- Policy on Racism
- Policy Statement on Affirmative Action and Equal Employment Opportunity
- Student Equity Plan 2004 - 2006
- Student With a Disability Policy
- Work, Study and Family Responsibilities Policy
- Your Rights to Review and Appeal under the FOI Act 1989 (NSW)
- Financial Services and Policies
 - Aircraft Hire/Charter
 - Assets and Attractive Items
 - Authority to Incur Hospitality Expenditure
 - Bookshop Advice Form Procedures (Course Notes)
 - Capital Works and Major Contracts - Policy and Procedures
 - Code of Practice for Australian University Philanthropy - AVCC Guidelines
 - Controlled Substances (Radioactive Materials) - Policy and Procedures
 - Damage to Vehicles
 - Diners Travel Card - Policy and Procedures
 - Disposal of Surplus and Obsolete/Unserviceable Equipment
 - Donations to the University
 - Engagement of Employees/Sub-Contractor Individuals/Companies
 - Field Excursions
 - Fringe Benefits Tax
 - Fuel Cards
 - Furniture, Building Alterations and Air Conditioning - Purchasing
 - General Debtors – Billing
 - Guidelines on Commercial Activities
 - Guidelines for Strategic Initiative Funding 2004
 - Incurring Hospitality Expenditure
 - Mobile Phones - Purchasing and Use
 - Ordering Animals (Research)
 - Overheads Charges on University Contracts
 - Petty Cash
 - Policy on Approval of Lotteries (including Raffles)
 - Policy on Delegation of Authority
 - Policy on Naming Rights – Buildings, Facilities, Academic Positions, Medals Scholarships and Prizes
 - Policy on Solicitation – Donations and Contributions that Support Research and Other Activities

- Pool/Fleet Vehicle Policy
- Postgraduate Students - Travel Allowance
- Purchase Requisitions and Purchase Orders
- Purchasing Office Supplies
- Purchasing of Computers
- Purchase of Vehicles
- Quotations and Tenders - Policy and Procedures
- Refunds
- Reimbursement of Fees and Charges for Staff Development Training
- Subsistence Allowance - International Travel
- Tobacco Funding
- University Donor Recognition Policy
- Use of Faculty/School/Division Vehicles
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<http://www.ccc.newcastle.edu.au/webservices/webpublishing-policy.htm>

Faculty Policies affecting students are located at:

Faculty of Business and Law

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

Faculty of Education and Arts

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

School of Education Student Placement Policy

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

Faculty of Engineering and Built Environment

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

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

<http://www.eng.newcastle.edu.au/current/industry.html>

Faculty of Health

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

Faculty of Science and Information Technology

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

SECTION 2 – STATEMENT OF AFFAIRS

The University's most recent Statement of Affairs, made in accordance with Sections 14 and 15 of the Freedom of Information Act 1989 (NSW) is dated June, 2004.

The Statement of Affairs includes information on:

- The University's Structure and Functions
- The way those functions affect the public
- How the public may participate in University policy development

- The kinds of documents the agency holds
- How members of the public may access and amend University documents

The Statement is available on the University website at <http://www.newcastle.edu.au/services/foi>, or at minimum cost from the Office of the Deputy Vice-Chancellor.

SECTION 3 – CONTACT ARRANGEMENTS

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

Deputy Vice-Chancellor
Level 2, The Chancellery
The University of Newcastle
University Drive
CALLAGHAN NSW 2308
Phone: (02) 4921 5114
Fax: (02) 4921 7060
Email: deputy-vc@newcastle.edu.au

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

FREEDOM OF INFORMATION ACT 1989**Section 14(1)(b) and (3)****SUMMARY OF AFFAIRS****of the****UNIVERSITY OF NEW ENGLAND****December 2004****A – UNE POLICY DOCUMENTS**

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

- the annually published, University of New England Handbook, the most recent of which was printed in January 2004 and is titled The University of New England 2004 Handbook;
- on UNE webpages; and
- those for which hard copies are held in the Records Management Office as well as in the office of origin and application.

UNE Handbook

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

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Office of the Secretariat
Office of the University Lawyer
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This leads to an Alphabetical Index: <http://www.une.edu.au/rmo/policies/polALPHAindex.html> and to Policies by Major Groupings

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Leave - Trade Union

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Long Service Leave Funding

Long Service Leave Provision Accounts

Low enrolment units guidelines

M

Mail service

Market Loading
Minimum Facilities for UNE Postgraduate Research Students
Minor unit amendments
Minors
Mobile Phones
Motor Vehicles

N

Naming for Facilities at UNE
Needles

O

Ombudsman
Online teaching at UNE

P

Paid Outside Work
Patent
Performance Enhancement - Senior Staff
PhD rules
Plagiarism & Improper Conduct
Plagiarism - Staff information - preventing and detecting
Plagiarism - Student information - avoiding
Policy Development & Management Guidelines
Prior Learning
Privacy
Privacy Management Plan - and resources
Privacy - staff information
Probation - Academic Staff
Professional Confidential Records
Professorial Appointments
Promotion - Academic Level B
Promotion - Academic Level C, D,& E
Promotion - Academic Research only
Promotion - Academic - Guidelines for Applicants
Promotion - Academic - Guidelines for Supervisors
Protected Disclosures
Purchasing

Q

Quality and Standards in Research Higher Degrees (Gold Book PDF) (RTF)
Quality Assurance: Reviews
Quality Assurance - Roles and Structures
Qantas Club Corporate Membership

R

Recognition of Prior Learning
Records
Records Management Procedures
Records Retention & Disposal
Reviews of Units, Courses, Schools, Research Centres/Institutes and Faculties
Residential Schools

S

Salaries - Academic Staff - current rates

Salaries - General Staff - current rates
Salary loading - see Market Loading
Salary packaging - laptop computers
Selection of Staff - see also Staff Selection
Sex Based Harassment
Sex Representation On Decision Making Bodies
Sharps & Needlesticks
Sick Leave
Significant Contracts
Smoke Free Workplace
Staff Selection - Academic Staff
Staff Selection - Deans
Staff Selection - General Staff HEO1-10
Staff Selection - Professorial
Student Conduct
Student Fees and Charges - under review
Student IT Laboratories
Students with a Disability
Study Examination & Graduation Leave - General Staff
Study Leave (Academic Staff)

T

Teaching Quantum - rationale & criteria - report form
Temporary Mobility Parking
Tender Committee
Theatres and Halls - useage policy - conditions of hire
Trade Union Leave - see leave
Traffic & Parking
Travel and Removal Assistance
Travel

U

UNE Web
Uniform credit points
Units with low enrolments
Units not taught for some years - see Teaching Quantum
University Medal
University Ombudsman
University Records
University Room and Building Naming
Unviable units - see under Low enrolment units and Teaching Quantum
Use Of University Seal

V

Vehicles - University
Vice-Chancellor's Awards for Excellence (awaiting documents):

- Equity
- Teaching
- Research
- Service by General Staff

Visitor Parking

W

Web - UNE Web policy
Workforce Planning
Workready
Writing Policies

Y

Yarm Gwanga Child Care Centre Parents

Policies by Major Groupings includes:

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

Academic

- Advanced Standing (and Recognition of Prior Learning)
- Assessment Policy
- Awarding a University Medal
- English Language Admission Requirements
- Graduate Attributes
- Honorary Degrees Policy
- Honorary, Adjunct & Visiting Appointments
- Library Rules
- Low enrolment units guidelines
- Management of the PhD Degree
- Minor unit amendments
- Online teaching at UNE
- Plagiarism & Improper Conduct
- Plagiarism - Staff information - preventing and detecting
- Plagiarism - Student information - avoiding
- Quality Assurance Reviews of Units, Courses, Schools, Research Centres/Institutes and Faculties
- Quality Assurance - Roles and Structures
- Residential Schools
- Student Conduct Rules
- Study Leave
- Teaching Quantum - rationale & criteria - report form (doc)
- Uniform credit points
- University Ombudsman
- Workready

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

Governance

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

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

Equity

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

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

Facilities Management

- Custodial Possession Of Equipment
- Dogs on campus
- Energy Management
- Firearms
- Furniture Standards
- Key and Lock
- Mail Service
- Naming for Facilities at UNE
- Sharps & Needlesticks
- Temporary Mobility Parking
- Theatres and Halls - useage policy - conditions of hire
- Traffic & Parking
- Visitor Parking

Finance and Travel at <http://www.une.edu.au/rmo/policies/polFIN.html>

Finance and travel

- Academic Pursuit Funds
- Asset Disposal
- Corporate Uniform
- Commercial Activities
- Credit Cards
- Direct Deposits to the University Bank Account
- Entrepreneurial Policy
- Financial Administration of "Self Funding" Enterprises
- Financial Administration of Research and Consultancy Projects
- Financial Delegations
- Financial Procedures Manual
- Insurance
- Long Service Leave Funding Policy
- Long Service Leave Provision Accounts Policy
- Motor Vehicle
- Motor Vehicle Allocation and Replacement Policy
- Purchasing
- Qantas Club Corporate Membership
- Significant Contracts
- Student Charges
- Student Fees
- Tender Advisory Committee Composition, Policy and Procedures
- Travel
- Yarm Gwanga Child Care Centre Parent's Policy

Information Technology and Communications at <http://www.une.edu.au/rmo/policies/polITC.html>

Information Technology and Communications

- Computer Laboratories
- Charging For Internet Services
- Charging For Modems
- Computing and Communication Facilities - rules for use
- Conditions of use (all UNE computing systems)
- Departmental Server Requirements

Disk Space
Electronic Communications at UNE
Email Usage
IT Security
Internet Data Privacy Protection
Rules for the Use of University of New England Computing and Communication Facilities
Student Laboratories
Training Computer Laboratory
Mobile Phones
UNE Web

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

Records Management and Copyright

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

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

Research

Animal Research Ethics .
Code of Conduct for Research
Code of Conduct for Research Higher Degrees .
Human Research Ethics
Intellectual Property
Institutes, Centres and Groups - Establishment, Approval, Admin. and Review
Minimum Facilities for UNE Postgraduate Research Students
PhD Rules
Quality and Standards in Research Higher Degrees (Gold Book PDF) (RTF)
Research Involving Children
Research Involving Humans

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

Staff, employment and workplace related

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

Enterprise Agreements and awards

Academic Staff Enterprise Agreement 2001-2003 5.01
General Staff Award 2000 5.06
General Staff Enterprise Agreement 2000-2003 5.05

Policies and related documents

Alcohol and Other Drugs - UNE Staff
Appointment of Head of School 8.15
Associate Dean Appointments 8.21
Associate Dean (Teaching and Learning) Position Statement 8.21A
Associate Dean (Research) Position Description 8.21B
Associate Dean (Entrepreneurial/International) Position Statement 8.21C
Child Care Centre

Children In The Workplace 4.18
 Classifications Committee Role and Responsibility 7.11
 Classifications Process - General Staff 7.12
 Code of conduct for employees 17.01
 Consulting - see Paid Outside Work
 Deceased Employees - payments to estates
 Employment of close relations 9.08
 Equal Employment Opportunity - Affirmative Action 3.02
 Goal Setting Performance Review - Academic Staff 15.02
 Goal Setting Performance Review - General Staff 15.03
 Grievance Mediation 3.06
 Head of School Appointment 8.15
 Head of School Position Description
 Incremental Progression - Academic Staff 12.14
 Incremental Progression - General Staff 12.15
 Internal Reporting/Protected Disclosures 1.09
 Leave - Annual (General Staff) 13.03
 Leave - Annual (Academic Staff) -no current policy
 Leave - Defence Force Reserve 13.18
 Leave - Emergency Services 13.13
 Leave - Family and Community 13.09
 Leave - Sick 13.04
 Leave - Study, Examination & Graduation (General Staff) 16.04
 Leave - Trade Union 13.19
 Market Loading 12.18
 Paid outside work 11.10
 Performance Enhancement - Senior Staff 15.10
 Privacy - HR guidelines regarding staff information 1.12
 Probation - Academic Staff 10.04
 Professorial Appointments 8.14
 Promotion - Academic Level B 14.01
 Promotion - Academic Level C, D,& E 14.02
 Promotion - Academic Research only 14.03
 Promotion - Academic - Guidelines for Applicants
 Promotion - Academic - Guidelines for Supervisors
 Promotion - Academic - Application form
 Salaries - Academic Staff - current rates
 Salaries - General Staff - current rates
 Salary packaging - laptop computers 12.45C
 Selection - General Staff HEO1-10 9.04
 Selection - Professorial 8.14
 Selection - Academic Staff (levels A-D) 9.03
 Sex Based Harassment Policy & Procedures 1997 3.11
 Smoke Free Workplace 4.07
 Travel and Removal Assistance 10.09
 Workforce Planning 6.02

B – MOST RECENT STATEMENT OF AFFAIRS

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

C – INQUIRIES

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

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

D – ADDRESS AND TIMES FOR ENQUIRIES

Enquiries may be made to:

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

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

FREEDOM OF INFORMATION ACT 1989**Section 14(1)(b) and (3)****SUMMARY OF AFFAIRS****of the****UNIVERSITY OF SYDNEY****December 2004****THE UNIVERSITY'S POLICY DOCUMENTS**

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

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

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

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

Statutes and Regulations

The University of Sydney Calendar 2004 contains the relevant statute and regulations. The enabling statute is the University of Sydney Act 1989 (as amended) ("the Act"). By-laws are made pursuant to section 36 of the Act and rules are made pursuant to s. 37 of the Act. Resolutions of the Senate, Academic Board, faculties, colleges, graduate schools and boards of studies are made pursuant to the by-laws and rules.

The relevant sections are:

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

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

University of Sydney (Academic Governance) Rule 2003

Part 1 – Preliminary

Part 2 – Functions and membership of the Academic Board

Part 3 – Chair, Deputy Chair and Chairs of Standing Committees

Part 4 – Meetings and procedures of the Academic Board

Part 5 – Election procedures for the Academic Board

University of Sydney (Authority Within Academic Units) Rule 2003

Preliminary

1. Chapter 8 – University of Sydney By-Law 1999

2. Other University instruments

University of Sydney (Library) Rule 2003

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

University of Sydney (Student Proctorial Panel) Rule 2003

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

University of Sydney (Senate) Rule 2002

University of Sydney (Intellectual Property) Rule 2002

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

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

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

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

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

Part 10 Awarding degrees, diplomas and certificates (Division 4 has been repealed – see University of Sydney (Doctor of Philosophy (PhD)) Rule 2004

University of Sydney (Doctor of Philosophy (PhD)) Rule 2004

Part 1 Preliminary

Part 2 Admission to candidature

Part 3 Supervision

Part 4 Candidature

Part 5 Submission of thesis

Resolutions of the Senate and the Academic Board

Academic Dress

Appointment

Dean, Director or College Principal

Deputy Vice-Chancellor and Pro-Vice-Chancellor: Selection Committee

Vice-Chancellor: procedures for consultation between the Senate and the Academic Board

Control of traffic within the University

Degree of Doctor of Philosophy

Endowment of academic positions

Governance

Election of Principal Officers of the Senate and Committees of the Senate and of the Fellow Referred to in Section 9(6) of the Act

Faculties, Colleges, College Boards, Boards of Studies, Departments, Schools and Committees: Academic Governance

Senate committees

Honorary degrees and honorary fellows

Law Extension Committee

Restriction on Re-enrolment

Semester and vacation dates

Sports unions, SRC and faculty societies, SUPRA, Union, Cumberland Student Guild and SASCA

Student appeals against academic decisions

University Governance

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

Faculty of Agriculture, Food and Natural Resources

Faculty of Architecture

Faculty of Arts

Faculty of Dentistry

Faculty of Economics and Business

Faculty of Education and Social Work

Faculty of Engineering

Faculty of Health Sciences

Faculty of Law

Faculty of Medicine

Faculty of Nursing

Faculty of Pharmacy

Faculty of Rural Management

Faculty of Science

Faculty of Veterinary Science

Australian Graduate School of Management Ltd

Graduate School of Government

Sydney College of Arts
Sydney Conservatorium of Music
Board of Studies in Indigenous Studies
Board of Studies in Music

The terms and conditions of award of many prizes, scholarships and bursaries awarded by the University may be found on the websites of the Research Office (<http://calf.ucc.usyd.edu.au/research/FMPro>) and of the Students Services (http://www.usyd.edu.au/stuserv/finances/financial_assistance_office/index.shtml)

Documents to which the Seal of the University has been affixed

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

Handbooks

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

Other general publications

University policy may also be found in the following publications:

2004 Strategic Budget Planning Document
Annual Report 2003
Business Liaison Office Manual 2003
Equal Employment Opportunity / Affirmative Action Management Plan 2003 - 2004
Equity Plan 2002 - 2004
Finance and Accounting Manual 2002 (as amended)
Student Information Bulletin
International Undergraduate Prospectus
International Postgraduate Prospectus
Privacy Management Plan
Postgraduate Coursework Studies Handbook 2003
Postgraduate Research Studies Handbook 2003
Staff Induction Manual
Manual for Examiners
Statistics Book 2003
University of Sydney Strategic Plan 1999-2004

Other policy documents

University policy is also set out in the following documents:

Academic Board Chair's Nominees
Academic Dress
Academic Honesty in Coursework (plagiarism)
Academic Promotion Appeals
Academic Titles: Conferring of All Academic Titles
Access to Campus
Accident Reporting and Investigation
Admission: Advanced Standing, Credit and Exemption Policy
Admission to Undergraduate Courses
Advertising on Campus
Advertising (recruitment for staff vacancies)

Air Conditioning Policy
Alcohol: Policy and Guidelines on Consumption
Annual Leave and Annual Leave Loading: Academic Staff
Annual Leave Loading
Appeals: Student Appeals Against Academic Decisions - Academic Board Resolutions
Appointment of All Categories of Academic Staff: Policy Document
Appointment of All Categories of Academic Staff: Related Issues: Policy Document Appointment of DVC and PVC
Appointment of VC
Appointments: General staff - appointment on nomination
Appointments: Policy Document on the Appointment of a Dean, Director or College Principal
Asbestos Safety
Assessment and Examination of Coursework
Award Courses and Units of Study - Creation, Variation and Deletion of Awards with Honours: Academic Board Policy
Bequest Policy
Budget: University
Budget: Policy Guidelines 2004
Building works: Approval and Management of
Campus Names
Carcinogenic Substances: Policy for Acquisition, Use and Disposal of Carcinogenic Substances
Career Development Leave for General Staff
Casual Rates of Pay (Academic)
Casual Rates of Pay (General)
Centres: Policy on Establishment, Management and Review
Cessation of Employment - Security Issues
Chair Appointments Committee of Senate
Children: Policy on Children on University Premises
Co-funded University of Sydney Post Graduate Awards: method of award (second semester round)
Complaints: Resolution of Complaints Policy
Confined spaces: Policy on Working in Confined Spaces
Conjoint Ventures in Postgraduate Courses
Consultation with Students
Contract for Goods and Services - External Contractors
Corruption: Reporting corruption, maladministration or serious and substantial waste of public money
Cotutelle Scheme
Course Online Reading Service
Coursework Teaching: Academic Board Resolutions: The Management and Evaluation of
Coursework; Teaching Criteria for Award of Clinical Academic Titles: Level E Criteria for Award of Clinical Academic Titles: Levels A-D Definition of "Subject Coordination" for determining step six level A academic
Degrees conferred ad eundem gradum
Delegations of Authority: Academic Functions
Delegations of Authority: Administrative Functions - 2003
Discretionary Salary Supplementations for Academic Staff
Discrimination prevention policy - your rights and responsibilities
Electronic Access, Policy on Networked Electronic Access - preference over print
Electronic Textbooks, Policy on
Email Virus Scanning Policy
Employment of Casual Academics Policy

English Language Requirements: Postgraduate
Enrolment status: Postgraduate: Discontinuation of Enrolment and Readmission after Discontinuation - Academic Board Resolutions
Environmental Policy
Equal opportunity in education policy
Exchange Policy and Procedures: General Staff
Fire and Other Emergencies in University Buildings
First Aid Policy
Flexible remuneration packaging scheme
Flexible, student-centred learning in the University of Sydney
Freedom of Information Policy
Generic Attributes of Graduates of the University of Sydney
Gift Policy
Harassment Prevention Policy - Your Rights and Responsibilities
Heritage Management Policy
Higher Duties Allowance (HDA)
HIV or Hepatitis: Policy on Students with HIV or Hepatitis B
Incremental Progression: Academic Staff
Information and Communication Technology Resources: Use of University Information and Communication Technology Resources (ICT Resources): Policy
Information Literacy Policy Statement Information Technology Facilities: Acceptable Use of
Injury Management Policy
Insurance: Excess Applicable to Departments
Intellectual Property: University of Sydney (Intellectual Property) Rule 2002
ITC Cache Charging Policy
Leave without pay
Managing Change
Market-based salary loadings
Memorabilia policy
Motor vehicles: Use and management of University-owned motor vehicles
Naming of Buildings and Other Physical Assets
Naming Policy - Positions and Events
Net Pay Disbursements
Notice Requirements for General Staff
OHS Policy
Outside Earnings (Academic)
Overheads Policy for all Research Projects which do not Contribute to the Research Infrastructure Block Grant (RIBG)
Parking: Temporary Free Parking
Parallel teaching of postgraduate and undergraduate students
Performance Management and Development (PM&D)
Policy document determining employee/contractor employment status
Portable Buildings Policy
Postgraduate: Attendance: Postgraduate Courses
Postgraduate Coursework: Responsibility for
Postgraduate: Degree of Doctor of Philosophy
Postgraduate: Distance, Alternative and Flexible Modes of Delivery in Postgraduate Courses
Postgraduate Fellows: Policy on the employment of full-time Masters and Doctoral candidates as Postgraduate Fellows

Postgraduate: Higher Degree Theses - submission and publication
Postgraduate: Length of Candidature and Minimum Credit Point Requirements for Postgraduate Coursework award courses
Postgraduate: Master's degrees and postgraduate awards programs: levels of award, nomenclature and grading systems
Postgraduate: Nature of the PhD
Postgraduate: Oral Examination of PhD Theses at the University of Sydney
Postgraduate: PhD: Appointment of Additional Examiner as Assessor
Postgraduate: PhD Candidature: Maximum Length
Postgraduate: PhD: Submission of Doctor of Philosophy Theses Containing Published Work
Postgraduate: Probationary Candidature and English Expression
Postgraduate Research Higher Degree Training Supervision at the University of Sydney
Postgraduate: Review of Process for Postgraduate Research Students
Postgraduate: Submission of Treatise Containing Published Work
Postgraduate: The use of parallel teaching of postgraduate and undergraduate students in postgraduate courses
Postgraduate: University of Sydney Amendment (Earliest date for submission of a Doctor of Philosophy thesis) Rule 2003
Privacy: University Privacy Policy
Pro-Chancellor: role, appointment and term of office
Probation and Confirmation (Ac) Probation (General Staff) - Policy
Proof-reading and editing theses and dissertations
Purchasing Policy
Quality Assurance and On-line Learning Policy
Recordkeeping: University Recordkeeping Policy
Recruitment and Selection Policy for General Staff
Recruitment: General Staff Appeals (Recruitment and Selection)
Redundancy and Redeployment of General Staff
Remuneration: Policy on the Allocation and Remuneration of Administrative/Managerial
Responsibilities of Deans, Faculty Academic Managers and Heads of Department
Research Fellows: Conditions
Road Closure
Role of Heads of Department and Schools and their Authorities and Delegations
Rostered Days Off (RDOs)
Royal Charter of the University of Sydney
Safe Storage, Handling and Use of Gas Cylinders
Scholarships & Prizes: Academic Board Resolutions
Scholarships & prizes: Establishment and Award of Scholarships and Prizes Scholarships & Prizes: Senate Resolutions
Selection Committees for Academic Staff Positions: Policy Document on Semester and Vacation Dates
Senate: Election of Principal Officers of the Senate and of committees of the Senate and of the Fellow referred to in Section 9(6) of the Act
Smoking: Policy on Smoking in the Workplace
Special Duties Overseas/Australia Special Leave - General and Academic
Special leave – general and academic staff
Staff Special Studies Program Policy and Procedures
Staff development policy - general staff
Still Photography, Filming and Videotaping

Strategies for Academic Staffing Flexibility
 Stu-vac
 Study time policy - general staff
 Sydney Summer School: Policy Document
 Titles of Bosch, Challis, Kellion, McCaughey and Peter Nicol Russell Chairs
 Tobacco Industry Funding
 Traffic and Parking
 University Chair
 University Wide Information System (UWIS) Policy
 Use of University Land and Buildings by Telecommunications Carriers
 VIP Policy
 Voluntary Work/Work Experience Policy
 Web Sites: University Web Sites Privacy Statement
 Workload: The Management of Staff Workload
 Written and Oral Communication Skills of Students

Policy Documents available through the World Wide Web

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

Statement of Affairs

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

Access to the University's policy documents

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

- at the Camperdown Campus

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

Ms Judith Russell
 Director, Corporate Services
 A14
 University of Sydney NSW 2006
 Telephone: (02) 9351 4260

- at the Faculty of Health Sciences

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

- at the Sydney Conservatorium of Music

Mr Raymond Patman
 Faculty Manager
 C81 - Conservatorium of Music
 The University of Sydney
 NSW 2006 Australia
 Telephone: (02) 9351 1257

- at the Sydney College of the Arts

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

- at the Faculty of Rural Management

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

FREEDOM OF INFORMATION ACT 1989
Section 14(1)(b) and (3)
SUMMARY OF AFFAIRS
of the
UNIVERSITY OF TECHNOLOGY
(Agency No. 89)
December 2004

SECTION 1 – POLICY DOCUMENTS

Publications Containing Policies and Procedures

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

UTS Calendar and Handbooks

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

CALENDAR AND FACULTY/INSTITUTE HANDBOOKS	AUSTRALIA	OVERSEAS
UTS Calendar	\$23	\$36
Complete set (Calendar and all handbooks)	\$110	\$152
Business	\$22	\$26
Design, Architecture and Building	\$19	\$22
Education	\$19	\$22
Engineering	\$19	\$22
Humanities and Social Sciences	\$19	\$22
Information Technology	\$19	\$22
Law	\$19	\$22
Nursing, Midwifery and Health	\$17	\$18
Science	\$22	\$26
International Studies	\$19	\$22

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

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

Planning Documents and Reports

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

Resolutions

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

Other Documents**Governance Matters**

- The University of Technology, Sydney, Act 1989 No 69
- The University of Technology, Sydney, By-law 1995
- Rules of the University
- Records Management Policy
- Art Collection Acquisition and Management
- Rules Relating to Council, the Chancellor, Deputy Chancellor and Vice-Chancellor
- Rules on the Election of the Chancellor and Deputy Chancellor and for Academic Board and Faculty Board elections
- Rules Relating to Academic Board
- Standing Orders for the Council and its Standing Committees
- Rule on Academic and Faculty Board Elections
- Standing Orders for the Academic Board
- Attendance at Council Meetings
- Procedures for the Appointment of one Additional Member of Council
- Procedures for the Election of the Convocation Committee
- Pro-Chancellor: procedures for appointment of a member of Council to preside over graduations and other ceremonial occasions in certain circumstances
- Statement on the Confidentiality of Council Procedures and the Responsibility of Members
- Academic Advisory Committees
- Duties and Powers of Faculty Boards
- Equity and Diversity
- Diversity Guidelines for Courses and Subjects
- Ethnic Affairs Priority Statement
- Guidelines for the Use of Non-Discriminatory Language at UTS
- InpUTS Educational Access Scheme
- Policy on Prevention of Harassment
- Equal Opportunity Policy Statement
- Equal Opportunity for Women in the Workplace Plan 2000/2002
- Statement of Principles on Equal Opportunity for Affiliated Bodies and Subsidiaries of UTS
- UTS Aboriginal Education Strategic Plan
- UTS Disability Action Plan
- UTS Equity Plan 2001/2003
- UTS Reconciliation Statement
- Work, Study and Family Responsibilities

Courses and Awards

- Administration of University Prizes and Undergraduate Scholarships (part pertaining to prizes has been superseded)
- Assessment Guidelines
- Award Course Approval and Accreditation Procedures
- Code of Practice for Supervisors and Doctoral Candidates
- Code of practice for supervisors and Honours degree students
- Code of practice for supervisors and Master's by thesis candidates
- Courses and Awards

- Coursework Master's Degrees at UTS Principles
- Disclosure of Assessment Results
- English Language Competency Requirement for Admission to an Offshore Program
- Graduate Certificate Courses
- Guidelines for Acceptance of New Prizes
- Guidelines for Doctoral Degree Oral Examinations
- Guidelines for Double, Combined, Cross-Faculty and Joint Degrees
- Guidelines for the Honours Component in Honours Bachelor's Degrees
- Guidelines for the Introduction of Courses Taught in Languages Other than English (LOTE) or with Teaching Materials in LOTE
- Guidelines on TOEFL/TWL (Test of English as a Foreign Language/ Test of Written Language)
- Guidelines for Master's Degrees
- Honorary Awards Policy
- Information for UTS Staff on Assessment
- Minimum English Language Requirements (work experience)
- Minimum English Language Requirements for Admission to all Courses
- Minimum Guidelines for the Award of Medals
- Policy and Procedures for Administration of University Prizes
- Procedures for Appeal Against Assessment Grades
- Procedures for Presentation and Submission of theses for Higher Degrees
- Procedures for the Conferral of Graduate Certificate Awards
- Short Courses Policy
- Strategic Framework for Approval of Work-Based Learning Awards and Course Planning for Postgraduate Set of Professional Practice Awards
- Suggested Practice for Faculty Consideration of Thesis Examiners' Reports
- Table of grades
- UTS Recognition of Prior Learning (RPL) Policy

Records and Information Technology

- UTS Email Policy
- Guidelines for the Use of Email
- Information Technology Security
- Information Technology Strategic Plan
- Privacy Management Plan
- Recommended Guidelines for Email usage
- Records Policy
- UTS Web Policy

Research

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

- Research Strengths
- Roles of Supervisors
- Selection of Examiners
- University Research Infrastructure Costs

Students

- A credit Point System for UTS
- Academic Progression
- Admission Requirements for Transfer Students
- Advice to Students on Good Academic Practice
- Conditions of Participation for In-Country Study
- Credit Transfer Principles
- Determining priorities for allocation of postgraduate Commonwealth - Funded Student Places
- Determining Priorities for Distributing Australian Postgraduate Awards
- Employment of UTS Students in Industrial Training Positions at UTS
- Grievance Procedures for Graduate Coursework Students
- Guidelines for Assessment of Special Consideration or Alternative Examination
- Guidelines for Deans and Heads of School in Formulating Recommendations on Appeals Against Exclusion
- Guidelines on Determining an Appropriate Penalty for Instances of Misconduct
- Guidelines for the Provision of Study Guides/Lecture Notes to Students
- Guidelines for Summary Exclusion of a Student from a Class or Facility
- Guidelines for Student Loans
- Guidelines Relating to Equipment Permitted in Examination Rooms
- Guidelines: support for research students working off-campus
- Handling of Student Complaints
- Higher Degrees by Research: principles for establishment and management of UTS-sponsored places
- Mediation Guidelines for Grievances of Research Degree Candidates
- Miscellaneous and Extension Students
- Mountain Street Student Residence guidelines for access
- Overseas Student Fees for Repeat or Additional Subjects
- Postgraduate Equity Scholarships
- Postgraduate Students Exceeding Maximum Time for Course Completion
- Principles for the Examination of Research Degree Work which is not Print on Paper
- Privacy of Student Records
- Procedures for Managers Handling Student Complaints
- Recording of Exchange Studies on Academic Transcripts
- Refund of Course Fees for Postgraduate Courses
- Selection Criteria for Undergraduate Admission 2002
- Special Admissions
- Statement of Postgraduate Coursework Students' Rights and Responsibilities
- Student Accommodation
- Student Discipline and Appeal Guidelines
- Student Ombud Terms of Reference

Academic Staff

- Academic Market Loading
- Appeals Against Academic Promotion Decisions
- Appointment of Associate Deans
- Appointment of Clinical Associates, Faculty of Nursing, Midwifery and Health

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

Non-academic Staff

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

Employment

- Code of Conduct
- Education Allowance Policy
- Employee Records
- Guidelines for Performance Management in the Executive Remuneration Scheme
- Guidelines on Payment to be Made to Employees vs Contractors
- Guidelines on Fostering Strategic Partnerships with External Organisations Through Staffing Arrangements
- Guidelines for the Transferability of Service for Long Service Leave and PEP
- Outside Work
- Payment of Travel and Relocation Expenses for New Employees
- Recruitment and Selection Guidelines and Policy
- Relieving Appointments
- Reporting of Suspected Corruption, Maladministration and Serious Waste within UTS
- Resignation
- Retirement
- Staff Grievance
- Staff Secondments/Exchanges
- Staff Selection Guidelines (under review)
- Superannuation
- Temporary Transfer to Fractional Employment
- Voluntary Separation for Academic and Support Staff

Environment, Health and Safety

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

Miscellaneous

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

Policy and Procedures Manuals in Use at the University

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

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

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

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

The University's FOI contact person is:

Mr David Pacey
FOI Coordinator - Governance Support
University of Technology, Sydney
PO Box 123
Broadway NSW 2007
Telephone: (02) 9514 1251
Email: david.pacey@uts.edu.au

Office Hours: 9.00am to 5.00pm

FREEDOM OF INFORMATION ACT 1989**Section 14(1)(b) and (3)****SUMMARY OF AFFAIRS****of the****UNIVERSITY OF WESTERN SYDNEY****(Agency 2280)****December 2004****SECTION 1 – POLICY DOCUMENTS**

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

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

1.1 University of Western Sydney By-Law 2002

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

The By-Law is divided into Parts as follows:

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

1.2 General Rules

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

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

1.3 Policies of the University

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

Board and Senate Secretariat

Course External Advisory Committee
End-On Honours Degree Policy
Plagiarism (included in Student Academic Misconduct)
School Assessment Committees - Terms of Reference and Membership Policy
Emeritus Professor
Fees for Summer and Winter Subjects
Guidelines Regarding Fees for Certain Undergraduate Level Courses
Honorary Awards Policy

Office of Marketing and Communication

Donations, Sponsorships and Bequests - Receipt of Monies
External Relations Protocols
Gift and Benefit Acceptance and Management
Internal Communication
Media
Naming of Physical Property
Promotion and Advertising
Receipting of Scholarship Funds
Sponsorships
University Branding
Web Publishing

Capital Works and Facilities

After Hours Access and Safety
Alcohol and Drug Control Policy
Allocation and Relocation Guidelines for Non-Timetabled Spaces
Dogs on Campus
Environment Management
Firearms and Explosives
Grievance Resolution
Non-Smoking in University Premises and Facilities
Official Noticeboards
Parking
Space Management Policy

Division of Corporate Services

Art Collection and Acquisition
Business Continuity Plan
Code of Conduct
Commercial Activities Guidelines
Crisis Management
Interpreting and Translation
Policy Generation and Amendment
Privacy
Privacy Management Plan
Protected Disclosure
Records and Archives Management
Staff Retreats and Conferences
Student Complaints
Student Misconduct - Non-Academic

Telephone Protocols
UWS Delegations
UWS Legislation
UWS Rules

Finance

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

Human Resources

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

International Office

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

Information Technology

Acceptable Use of IT Resources
Dial in Access
Information Security

Information Technology Equipment Disposal
Information Technology Leasing
Mobile Telephone
Systems Implementation
Email

Office of the University Legal Council

Guidelines on Support Relating to Court Subpoena

Library

Copyright
Library Collection Development and Access
Library Loans

Office of the Academic Registrar

Admissions
Appeals Against Determinations Made in Relation to Student Misconduct
Assessment and Examinations
DEST HECS and Fees Manual 2002
Enrolment
Embedded Honours Policy
Masters (Honours) Rule
Postgraduate Coursework Policy
Professional Doctorate Rule
Progression and Graduation Rules and Procedures
Release of Information About Students
Replacement Testamur
Student Misconduct - Academic
Testamur Nomenclature
Timetabling
Undergraduate Scholarship and Prises Policy

Director, Student Support

Codes of Practice

Office of the DVC (Academic and Services)

Strategic Teaching and Learning Grants
Course Approvals
Dean's Excellence Awards
Information Requirements for a Student's Unit Outline
Information Requirements for a Student's Unit Outline for Courses Offered Through Collaborative Partners Off-Shore
Undergraduate Academic Program Review Student Appeals Policy

Occupational Health and Safety

Accident, Injury, Incident, Hazard Reporting and Investigation
Confined Spaces Policy and Procedure
Contractor Health and Safety Policy and Procedure
Critical Incident Management
Emergency Preparedness
First Aid
Hazard Identification, Risk Assessment and Control Policy and Procedure
Injury Management

Manual Handling Policy and Procedure
New OH&S Legislation - Explanatory Notes for UWS
Occupational Health and Safety
Smoke Free Workplace Policy

Office of the Vice Chancellor

Vice-Chancellor's Excellence Awards

Research Office

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

Research Office and Board and Senate Secretariat

Doctor of Letters and Doctor of Science
Doctor of Philosophy Rule

Social Justice Unit

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

1.5 University Scholarships

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

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

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

1.7 Calendar and Handbooks

The University of Western Sydney Calendar for 2004 is set out in three volumes. Volume 1 – Calendar - Contains UWS rules and other general information about the University

Volume 2 – Undergraduate Handbook – describes undergraduate courses and units

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

1.8 Other General Publications

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

- Annual Report
- Capital Management Plan
- Equal Employment Opportunity/Affirmative Action Plan

- Research Management Plan
- University Strategic Plan
- The Triennial Financial Plan

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

Mr Paul Woloch
Senior Policy Officer
Division of Corporate Services
Werrington North Campus
University of Western Sydney
Locked Bag 1797
SOUTH PENRITH DISTRIBUTION CENTRE NSW 1797
Telephone: 02 9678 7875

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

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

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

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

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

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

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

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