

# *Government Gazette*

OF THE STATE OF  
NEW SOUTH WALES

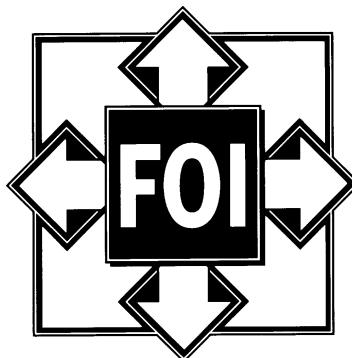
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## Summary of Affairs

# **FREEDOM OF INFORMATION ACT 1989**

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



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

### **Part 3**

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

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

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

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

of

**ALBURYCITY****FOI Agency No. 2070****SECTION 1 – POLICY DOCUMENTS**

The following documents are available for public inspection:

- Adjoining Owners Notifications
- Agendas for Council and Committee Meetings
- Annual Report
- Auditors Report
- Building Approval Records
- Building Certificate Records
- Corporate Plan (see Management Plan)
- Delegations of Authority
- Development Applications/Consent Records
- Emergency Management Plan
- Investment Register
- Land Register
- Minutes of Open Council and Committee Meetings
- Pecuniary Interest Returns of Councillors and Designated Persons
- Policy Register (includes the following policies):

**Administrative Internal Policies**

- Absentee Policy
- Annual Leave in Non-Peak Periods Policy
- Appeals Policy
- Banked Rostered Days Off Policy
- Carparking – AlburyCity Administration Building (Amended)
- Corporate Uniform Policy
- Corporate Credit Card Policy
- Disciplinary Policy
- Electronic (E-mail) Policy
- Fleet Safe Policy
- Flexible Work Arrangements Policy
- Gathering Information Policy
- Grievance and Dispute Policy
- Higher Duties Policy
- Internal Reporting Policy
- Internet Access Policy
- Military Leave Policy
- Motor Vehicle Policy
- Performance Management Action Plan Policy
- Problem Solving/Grievance/Dispute Procedures
- Return to Work Program
- Salary Packaging Policy
- Salary System Policy
- Staff Recognition Policy
- Staff Exit Policy
- Staff Training and Education Policy

**External Public Policies**

- Albury Services Board Guiding Principles
- Access to the Built Environment

- ACPAC/Subsidised Use Of
  - Audit Committee Charter
  - Banners for Display Policy
  - Camping on Lake Hume Foreshore
  - Child Protection Policy
  - Code of Conduct for Councillors, Staff and delegates
  - Code of Meeting Practise
  - Complaints Management Policy
  - Cultural Plan 2004/2005 – 2008/09
  - Community and Social Planning Policy
  - Debt Recovery Policy
  - (EEO) Equal Employment Opportunity Policy
  - Fees and Charges Policy – AlburyCity Council Sportsgrounds
  - Financial Assistance Policy
  - Footpaths Policy
  - General
    - Albury Lawns and Monumental Cemeteries and Crematorium
    - Sewer Mains – Construction of building adjacent to or over mains
    - Tree preservation order
  - Investment Policy
  - Local Government Environment Plan 2000 – Albury
    - DCP and LEP Policies Index
  - Media Liaison Policy
  - No Smoking Policy
  - Occupational Health, Safety and Rehabilitation Policy Statement
  - Payment of Expenses and Provision of Facilities for Councillors
  - Permits for Roadside Timber Collection
  - Pigeon Policy – (Keeping of Pigeons)
  - Public Notification Policy
  - Recruitment and Selection Policy
  - Council Revenue Policy
  - Sheds in the Residential (low density) zone and residential areas of the township zone
  - Risk Management Policy
  - Signs as remote supervision Policy
  - Sponsorship Policy
  - Street and Outdoor Activities Policy (Incorporating Street Advertising)
  - Street Parades, Marches, Rallies and Other Public Assemblies Policy and Guidelines
  - Tendering Policy – Post May 2005
  - Trade Waste Policy
  - Unsealed Roads in the Rural (Living ) Zone
  - Volunteer Policy
  - Water Supply in the Living Zone – Local Policy
  - Workplace Harassment Policy
  - Youth Policy
- Plans of Management for Community Land
  - Register of Committees and Working Parties
  - Section 94 Contribution Plans
  - State of the Environment Report

## SECTION 2 – STATEMENT OF AFFAIRS

AlburyCity has published a Statement of Affairs in accordance with section 14 of the Freedom of Information Act 1989, as at 30 December 2005. This document is available for inspection at the Council's offices, 553 Kiawa Street, Albury, between the hours of 8.30am and 5.00pm, Monday to Friday.

**SECTION 3 – CONTACT ARRANGEMENTS**

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

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

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

of the

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

Below is an index of Council's Policy Manual. The complete Policy Manual is stored electronically and the index can be accessed via the Web [www.armidale.nsw.gov.au](http://www.armidale.nsw.gov.au). Policies can be requested by contacting the Public Officer, refer contact details at the end of this report.

**CORPORATE**

	<i>Date of Adoption</i>	
POL001*-Corporate	Economic Development and Incentives Policy	July 2003
POL002*-Corporate	Environment Policy	September 2000
POL003*-Corporate	Complaints Management	September 2000
POL004*-Corporate	General Conditions for Sponsorship Arrangements•	September 2000
POL005*-Corporate	Competitive Testing Policy	September 2000
POL007*-Corporate	Internal Reporting Policy	September 2000
POL008-Corporate	Appointment of a Delegated Committee Under Section 555 of the Local Government Act 1993	September 2000
POL009-Corporate	Community Contributions Policy	December 2003
POL010-Corporate	Freedom of Information Policy	September 2000
POL011-Corporate	Sister City and Overseas Friendship Policy	September 2000
POL110-Corporate	Rural Fire Service	February 2005
POL112-Corporate	Smoking in the Workplace Policy	October 2000
POL114*-Corporate	Disaster Recovery Plan (Revised Aug 2005)	October 2000
POL115-Corporate	Records Management Policy	October 2000
POL116-Corporate	Private Work Policy	October 2000
POL121*-Corporate	Disability Action Plan	September 2004
POL128-Corporate	Asset Sustainability	August 2001
POL137-Corporate	Library Collection Development Policy	July 2003
POL143*-Corporate	Community Social Plan	October 2004
POL144*-Corporate	Library Community Information Display	December 2004
POL145*-Corporate	Museum Collection Management	February 2005
POL146*-Corporate	Privacy Management Plan	February 2005
POL149-Corporate	Principles of Multiculturalism•	March 2005
POL150-Corporate	Hire of Banner Poles for Promotion of Events and Conferences	

**DRAINAGE AND TOTAL CATCHMENT MANAGEMENT**

POL037*-Drainage	Stormwater Drainage and Flooding	October 2000
POL038*-TCM	Floodplain Management Policy	December 2003

**EXECUTIVE**

POL013*-Executive	Payment of Expenses and Provision of Facilities to Councillors	August 2001
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**ENGINEERING**

POL119*-Engineering	Engineering Code	September 2000
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**FINANCE**

POL020-Finance	Trust Fund	October 2000
POL021-Finance	Depreciation of Non-Current Assets	October 2000
POL022-Finance	Joint Ventures	October 2000
POL023-Finance	Elimination Entries	October 2000
POL024-Finance	Cost Allocation	October 2000
POL025-Finance	Asset Accounting	October 2000
POL026-Finance	Significant Accounting Policies	October 2000
POL027-Finance	Corporate Credit Cards	October 2000
POL152-Finance	Investment Policy	July 2005

**PARKS**

POL120*-Parks	Urban Streetscape Plan	May 2000
POL122-Parks	Tree Removal and Tree Root Encroachment	May 2001
POL123-Parks	Tree Valuation	May 2001
POL124-Parks	Street Trees and Solar Collectors	May 2001
POL125-Parks	Street Tree Maintenance by Residents	May 2001
POL127-Parks	Cost Sharing for the Retention of Street Trees Under Power Lines	August 2001
POL132-Parks	Grazing on Charleston Willows	August 2002
POL133-Parks	Footpath Obstructions	August 2002
POL138*-Parks	Armidale Greening Plan	September 2003
POL140*-Parks	Plan of Management for Charlston Willows	April 2004
POL147*-Parks	Sportsgrounds – Plan of Management	November 2004
POL148*-Parks	Parks – Plan of Management	November 2004

**PERSONNEL**

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

**REGULATORY**

POL048*-Regulatory	Armidale Local Approvals Policy and Development Control Plan 1999	September 2000
POL049*-Regulatory	Residential Development Code	September 2000
POL050*-Regulatory	Parking Code 2005	July 2005
POL051*-Regulatory	Industrial Development Code	September 2000
POL052*-Regulatory	Enterprise 10 Zone Development Code	September 2000
POL053*-Regulatory	Draft Outdoor Advertising Code	September 2000
POL054*-Regulatory	Control of Advertisements Code	September 2000
POL055*-Regulatory	Heritage Conservation Guidelines	September 2000
POL056*-Regulatory	Geotechnical Hazards Code	September 2000
POL057*-Regulatory	Design for Access and Mobility Code	August 2002
POL058*-Regulatory	Water and Sewerage Headworks Contribution Policy	May 2003
POL059*-Regulatory	Armidale Contributions Plan	September 2000
POL060*-Regulatory	Dumaresq Section 94 Contributions Plan	September 2000
POL061a*-Regulatory	Food Premises Code	March 2002
POL061b*-Regulatory	Food Vending Vehicles and Temporary Food Premises Code	Sept 2000
POL062*-Regulatory	Self Service Food Industry Code of Practice	September 2000
POL063*-Regulatory	Keeping of Animals (Urban Areas) Policy	September 2000
POL064*-Regulatory	Street Vending Control and Outdoor Eating Areas Policy	September 2000
POL065*-Regulatory	Development Related Security Policy	January 2005
POL066*-Regulatory	Public Car Parking Policy	September 2000
POL067*-Regulatory	Advertising Signs/Merchandising Tables	September 2000
POL068*-Regulatory	Landscaping and Tree Planting Policy	September 2000
POL069*-Regulatory	Amusement Machines Policy	September 2000
POL070*-Regulatory	Relocation of Buildings	September 2000
POL071*-Regulatory	Local Place Naming Policy	March 2005
POL072*-Regulatory	Contaminated Land Policy	June 2005
POL073*-Regulatory	Thermal Insulation of a Dwelling Policy	September 2000
POL074*-Regulatory	Servicing of Rural Allotments Policy	September 2000
POL075*-Regulatory	Road Intersections (Line of Sight) Policy	September 2000

POL077*-Regulatory	Swimming Pool Code	September 2000
POL078*-Regulatory	Mall Market Operations Policy	July 2002
POL079*-Regulatory	Pay for Parking Policy	September 2000
POL080*-Regulatory	Armidale Flora and Fauna Study	September 2000
POL081*-Regulatory	On-site Sewage Management Strategy	September 2000
POL082*-Regulatory	Busking Policy	November 2002
POL083*-Regulatory	Roadside Tributes Policy	September 2000
POL084*-Regulatory	Site-Specific Development Control Plans	September 2000
POL085*-Regulatory	Site-Specific Contribution Plans	September 2000
POL102*-Regulatory	Subdivisions – Development Control Plan No. 1	September 2000
POL103*-Regulatory	Erection of Dwellings – Development Control Plan No. 2	September 2000
POL104*-Regulatory	Environment Protection (Scenic Zone) Development Control Plan No. 3	September 2000
POL105*-Regulatory	Bed and Breakfast Operations – Development Control Plan No. 6	September 2000
POL106*-Regulatory	Exempt and Complying Development – Development Control Plan No. 7	September 2000
POL108*-Regulatory	Dog Boarding and Breeding Establishments – Development Control Plan No. 5	September 2000
POL109-Regulatory	Electric Fences in Rural Areas	September 2000
POL130-Regulatory	Sex Industry Development Control Plan	October 2001
POL131-Regulatory	Joint Companion Animals Management Plan	May 2002
POL134-Regulatory	Ambient Air Quality (Woodsmoke)	February 2003
POL135-Regulatory	Aquatic Centre Patron Code of Conduct	November 2004
POL139*-Regulatory	On Site Waste Disposal Policy	December 2003

#### **RISK MANAGEMENT**

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

#### **ROADS**

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

#### **TRANSPORT**

POL098-Transport	Armidale Regional Airport – Fees and Charges	May 2001
POL099-Transport	Armidale Regional Airport – Car Rental Concessions	September 2000
POL100-Transport	Armidale Regional Airport – Groundsman’s Residence	September 2000

#### **UTILITIES**

POL039-Utilities	Water Supply	September 2000
POL045*-Utilities	Liquid Trade Waste Policy	August 2002
POL046*-Utilities	Liquid Trade Waste Pricing Policy	August 2002
POL047*-Utilities	Policy for the Financing of Water Supply and Sewerage Infrastructure	September 2000
POL136*-Utilities	Backflow and Cross Connection Prevention Guidelines	January 2003
POL151-Utilities	Domestic Rainwater Tanks	June 2005
POL153-Utilities	Water Supply Demand Management Plan 2005	July 2005
POL154-Utilities	Water Supply Drought Management Plan 2005	July 2005



**SECTION 2 – STATEMENT OF AFFAIRS**

The annual Statement of Affairs for Armidale Dumaresq Council was published on 30 June 2005 and is available for inspection at Council's Customer Service Counter, Civic Administration Building, 135 Rusden Street, Armidale and also at the Library in Faulkner Street, Armidale. The Statement contains the following information:

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

**SECTION 3 – CONTACT ARRANGEMENTS**

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

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

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

**SECTION 1 – POLICY DOCUMENTS**

Council holds the following policy documents as defined in the Freedom of Information Act 1989. Each document is available for inspection or purchase or copies of individual pages may be obtained, at the address given in Section 3 below.

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

**SECTION 2 – STATEMENT OF AFFAIRS**

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

**SECTION 3 – CONTACT ARRANGEMENTS**

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

Mr Bob Stockham  
Public Officer  
Ashfield Municipal Council  
260 Liverpool Road  
Ashfield NSW 2131  
Telephone: (02) 9716 1800  
Facsimile: (02) 9716 1911  
Email: ashcncl@ashfield.nsw.gov.au  
Web: www.ashfield.nsw.gov.au  
Hours: Monday to Friday (8.40am – 5.00pm)

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

Dr David Niven,  
General Manager

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

Auburn Council maintains the following Policy Documents:

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

- Provision of Information to and Interaction Between Councillors and Staff
- Public – Filming
- Purchasing
- Quorum – Fixing Of
- Rates – Pensioner Application – Applications for Review
- Refunds
- Road and Footpath Restoration
- Road Pavement Design on Regional Arterial Roads Rehabilitation Policy and Procedure
- Signs – Advertising
- Sponsorship
- Stormwater Drainage
- Street Lighting
- Street Trading
- Tape Recording of Council Meetings
- Town Hall Rental
- Trade Waste Containers
- Tree Preservation Order

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

The Council's most recent Statement of Affairs has been prepared to 30 June, 2005. This is available for inspection at Council's Administration Building.

## **SECTION 3 – CONTACT ARRANGEMENTS**

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

Director Business and Finance  
Auburn Council  
P O Box 118  
Auburn NSW 1835  
Telephone: (02) 9735 1222  
Facsimile: (02) 9643 1120

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

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

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

**Council Policies**

- A01 Amphitheatre
- B01 Busking
- B02 Banner Poles
- C01 Caravan Parks – Holiday Vans (Long Term Casual Occupants)
- C02 Caravan Parks – Long Term Residents
- C03 Child Protection
- C04 Civic Expenses and Facilities
- C05 Corruption Prevention
- C06 Code of Conduct
- C07 Code of Meeting Practice
- D01 Donations – Financial Assistance
- D02 Donations – Community Halls – Capital Works Assistance
- D03 Donations – Rates and Charges
- D04 Donations – Assistance with Council Fees for Community Groups
- D05 Donations – Australian Representation
- D06 Donations – In-Kind Assistance for Sporting and Cultural Events and Community Works on Public Land
- D07 Donations – Insurance for Environmental Volunteer Groups
- E01 Erosion and Sedimentation Control
- F01 Footpaths and Cycleways – Inspection, Evaluation and Maintenance
- F02 Fundraising for Community Groups
- F03 Footpath Display
- F04 Filming
- H01 Hardship Assistance for Rates and Annual Fees
- I01 Investments
- I02 Interaction between Councillors and Staff
- M01 Markets
- O01 On-Site Sewage Management Plan
- P01 Protected Disclosures
- P02 Privacy Management Plan
- P03 Public Art
- R01 Richmond Room Hiring Conditions
- S01 Special Events
- T01 Trade Waste
- V01 Vehicle Signs
- W01 Website Direct Links

**Planning Documents – Development Control Plans**

- Ballina Local Environmental Plan
- Ballina Shire DCP No. 1 (Urban Land)
- Ballina Shire DCP No. 3 (Coastal Hazard Protection, Lennox Head)
- Ballina Shire DCP No. 4 (Ballina Airport – Aircraft Noise)
- Ballina Shire DCP No. 5 (Bed and Breakfast Establishments)
- Ballina Shire DCP No. 6 (Alstonville Village Centre Enhancement)

Ballina Shire DCP No. 7 (Exempt and Complying Development)  
Ballina Shire DCP No. 8 (Lennox Head Village Centre)  
Ballina Shire DCP No. 9 (Energy Smart Homes)  
Ballina Shire DCP No. 10 (Brothels)  
Ballina Shire DCP No. 11 (Mosquitoes)  
Ballina Shire DCP No. 12 (Newrybar Scenic Escarpment)  
Ballina Shire DCP No. 13 (Stormwater Management)  
Ballina Shire DCP No. 14 (Advertising Signage)  
Ballina Shire DCP No. 15 (Wollongbar Expansion)  
Ballina Shire DCP No. 16 (Vegetation Management)  
Ballina Shire DCP No. 17 (Coastal Hazard Protection Lennox Head)

#### **Section 64 (EPA) – Developer Servicing Plans**

Water Supply Infrastructure Development Servicing Plans  
Sewerage Infrastructure Development Servicing Plans  
Section 94 (EPA) – Developer Contribution Plans  
Ballina Road  
Ballina CBD Car Parking  
Community Facilities and Open Space  
Heavy Vehicle Traffic  
Lennox Head CBD Parking  
Parks and Reserves  
Planning Studies and Administration

#### **Site Specific – Plans of Management**

Generic Plan of Management for Community Land  
Williams Reserve

#### **Environmental – Plans of Management**

Northlakes and Lakeside Estates  
Urban Stormwater

#### **Human Resources Policies and Procedures**

HRC01 Carers Leave  
HRD01 Drug and Alcohol Misuse  
HRE01 Education Assistance  
HRE02 EEO Management Plan  
HRE03 Electronic Mail (Email)  
HRH01 Harassment Prevention  
HRI01 Immunisation (Staff)  
HRL01 Loss of Licence  
HRM01 Maternity Leave  
HRO01 Occupational Health and Safety (Statement)  
HRR01 Recruitment and Selection  
HRS01 Smoke Free Workplace  
HRS02 Salary System  
HRS03 Software Usage  
HRS04 Staff Support  
HRS05 Salary Sacrifice  
HRT01 Travelling Allowance  
HRV01 Vehicle – Light  
HRU01 Uniform Policy Indoor Staff

#### **Other Documents**

Annual Management Plan  
Annual Report  
Ballina Aerodrome Emergency Procedures Manual  
Ballina District Bushfire Management Plan  
Ballina Floodplain Management Study  
Lake Ainsworth Management Plan  
Lennox Head Community Aspirations Strategic Plan  
Lennox Head Structure Plan  
Local Disaster Plan

Privacy Management Plan  
Recreational Boating Study  
Records Management Plan  
Shaws Bay, East Ballina Estuary Management Plan – Vol 1 Estuary Processes Study Report  
Shaws Bay, East Ballina Estuary Management Plan – Vol 2 Estuary Management Study and Plan Report  
Social Plan  
State of the Environment Report and Snapshot  
Tendering Procedure  
Wardell and Cabbage Tree Island Flood Study  
Wardell Strategic and Landuse Plan  
Wardell Community Based Heritage Study

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

The Council's latest Statement of Affairs was produced in June 2005 and is available on Council's website [www.ballinacouncil.com.au](http://www.ballinacouncil.com.au)

## **SECTION 3 – CONTACT ARRANGEMENTS**

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

Applications are to be addressed to:

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



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

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

Access Charter

Advertising Policy

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

Annual Management plans, including –

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

Annual Reports, including audited financial statements

Attendance at Seminars and Conference

Bike Plan

Biodiversity Strategy

Business Continuity Plan

Business Investment Strategy

Catchment Management Strategy

Childrens and Families Strategy

City Health Plan

Code of Conduct

Code of Council Meeting Practice

Codes and Standards for Public Health Issues

Codes for Buildings

Commercial use of Footways Policy

Communication Protocol

Community Events Policy

Community Safety Strategy

Contaminated Land Management Policy

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

Council's Land Register of Operational and Community Land

Councillor returns of pecuniary interests

Cultural Plan

Dealing with Difficult Customers Policy

Development Control Plans – various

Disability Discrimination Act (DDA) Action Plan

Disclosure of Information – Complaints and Objections

Environmental Policy

Electoral Funding Act returns of Candidates

Footway Mowing Policy

Genetically Modified Crops Policy

Grants and Donations Policy

Human Resources/Personnel Management Policies including –

- Counselling and Disciplinary Actions
- EEO
- Employee Assistance Programs
- Employee Education Policies
- Harassment

- Injury Management Plan
- Occupational Health and Safety
- Recruitment
- Redundancy
- Rehabilitation Policies and Practices
- Rights of Employees
- Termination
- Use of Internet

Instrument of Delegations

Investment Policy

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

Local Air Quality Management Plan

Neighbour Notification Policy

Multicultural Strategy and Policy

Older Residents Strategy and Policy

Orders and Approvals Policies

Payment of Rates by Pensioners Policy

Plans of Management for Community Land – various

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

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

Privacy Management Plan

Protected Disclosure Policy

Public Lighting Strategy

Public Transport Improvement Plan

Rates Notices – inclusion of Additional Materials Policy

Representation by Bankrupt Lawyer/Solicitor

Results for Ordinary Elections of Council and Extraordinary elections

Road Safety Strategic Plan

Sale of Property Information Policy

Social Plan

Sponsorship of Local Events and Activities Policy

Sport and Recreation Strategy

Sporting Facilities Masterplan

Statement of Commitment – ATSI residents of Bankstown City

Stormwater Drainage and Flood Mitigation Policies

Street Tree Planting and Footpath Strategy

Telecommunications Facilities on Community Land Policy

Tree Roots in underground Sewerage Pipes Policy

Valuation Books

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

Waste Management Strategy

Youth Crime Prevention Plan

Youth Plan

## SECTION 2 – STATEMENT OF AFFAIRS

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

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

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**SECTION 3 – CONTACT ARRANGEMENTS**

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

Manager, Governance and Administration/Public Officer  
Bankstown City Council  
PO Box 8  
Bankstown NSW 1885  
Telephone: (02) 9707 9531  
Facsimile: (02) 9707 9555

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

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

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

Bathurst Regional Council maintains the following documents:

- Adjoining owners notification (see Advertising and Notification of Development Applications DCP)
- Annual Report
- Auditor's Report
- Business papers
- Bathurst Aerodrome – Part 1, Manual
- Bathurst Aerodrome – Part 2, Emergency Plan
- Bathurst Aerodrome – Part 3, Emergency Procedures
- Bathurst CBD Beautification Scheme 1998
- Bathurst CBD Car Parking Strategy 2001
- Bathurst Community Needs Assessment 1999
- Bathurst Conservation Area Management Strategy Pilot Study 2001
- Bathurst City Council Cultural Plan 2000
- Bathurst Demographic Profile 1999
- Bathurst Economic Development Strategy 2003
- Bathurst/Evans Local Disaster Plan
- Bathurst Heritage Study 1990
- Bathurst Housing Strategy 2001
- Bathurst Housing Strategy 2003 Supplementary Report Medium Density Housing
- Bathurst Local Approvals Policy 2000
- Bathurst Local Area Bike Plan 1993
- Bathurst Open Space Study 1993
- Bathurst Pedestrian Access Mobility Plan 2001
- Bathurst Retail Strategy 1999
- Bathurst Signage Strategy 2003
- Bathurst Social and Community Facilities/Services 1999
- Bathurst Strategic Access Plan 2000
- Bathurst Structure Plan 1994
- Bathurst Traffic Study 1997
- Ben Chifley Dam – Dam Safety Emergency Plan
- Blue Green Algae Action Plan
- Building Certificate records
- Building and construction certificate application/approval records
- Car Parking Code
- Cemetery records
- Civil Engineering Construction Specification
- Code of Conduct
- Code of Meeting Practice
- Code for the installation of swimming pools
- Contributions Plans (see Policy Manual Section 94)
- Development Application/consent records
- Delegations Register
- Development Control Plans (see Policy Manual LEP's, DCP's Local Approval Policy)
- Developer Contributions Plans (water and sewerage)
- Disclosures Register
- Evans Heritage Study 1987
- Financial Management Plan
- Floodplain Management Plan
- Food Premises Code (see Bathurst Local Approvals Policy)

- Guidelines for Engineering Works
- Human Resources Management and Employment Relations Policy and Procedures Manual
- Investment Register
- Land Register
- Landscaping Code
- Local environmental planning instruments (Bathurst Local Environmental Plan 1997, as amended, and Bathurst LEP 1997 – Classification of Public Land, Evans Interim Development Order 1980, as amended)
- Local Orders Policy
- Mount Panorama Motor Racing Circuit – Emergency Plan
- Mount Panorama Policy
- Mount Panorama Regional Recreation Study 1984
- Minutes – Committee meetings
- Minutes – Council meetings
- Naming of Parks and Reserves Policy
- Payment of Expenses and Provision of Facilities for Councillors Policy
- Plans of management for community land (parklands, Macquarie River parklands, playgrounds, sportsgrounds, community access areas, drainage reserves)
- Policy Manual
- Private works (see Policy Register)
- Property rate book
- Protection of the Environment Operations Act Register
- Public liability insurance policy
- Purchasing manual
- Revenue Policy (see Financial Management Plan)
- Section 94 Contributions Plan (see Contributions Plans)
- Section 356 Donations Policy
- State of the Environment Report
- Smoke Free Work Environment Policy (see Policy Register)
- Tree Preservation Orders
- Water Supply and Sewage Strategic Business Plan
- Winburndale Dam – Dam Safety Emergency Plan

## SECTION 2 – STATEMENT OF AFFAIRS

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

## SECTION 3 – CONTACT ARRANGEMENTS

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

The General Manager  
Bathurst Regional Council  
Private Mail Bag 17  
Bathurst NSW 2795

Enquiries concerning the procedure for inspecting or purchasing Council's policy documents or Statement of Affairs can be made to Council's Manager Corporate Governance on telephone number (02) 6333 6111.

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

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

**SECTION 1 – POLICY DOCUMENTS**

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

- Access and Equity Policy
- Adopted Income and Expenditure Estimates
- Annual Financial Statements
- Auditors Reports
- Building Certificate Register
- Business Papers and Reports to Committee Meetings
- Business Papers and Reports to Council Meetings
- Code of Conduct
- Code of Meeting Practice
- Community Groups Funding
- Community Profile
- Community Safety Plan
- Delegations of Authority Register
- Development consent register
- Development Control Plans
- Disaster Plan(s)
- Disclosures Register
- E.E.O. Management Plan
- Freedom of Information Policy
- Investment Register
- Library Services Collection Development Policy
- Local Approvals Policy
- Local Environmental Plans
- Management Plans – 1994 to date
- Media Policy
- Minutes of Committee Meetings
- Minutes of Council Meetings
- Pecuniary Interest Register
- Plans of Management for Community Land

Policy Manual adopted on 23 October 2001 and updated thereafter classified as follows:

- Community Services Policies
- Finance Policies
- General Purpose policies
- Planning and Environment Policies
- Staff Policies
- Works Policies
- Public Land Policy
- Privacy Policy
- Public Land Register
- Published Annual Reports
- Quarterly Revised Income and Expenditure Estimates
- Regional Environmental Plans
- Regional Gallery Strategic Plan and Exhibitions Policy
- Revenue Policy-1994 to date
- Social Plan 2005
- State Environmental Planning Policies
- State of Environment Report
- Statement of Affairs under F.O.I. Act

Subdivision Code  
Tree Preservation Code  
Waste Management and Minimisation Strategy

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

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

Published with Council's 2004/2005 Annual Report.

## **SECTION 3 – CONTACT ARRANGEMENTS**

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

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

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

Zingel Place  
Bega N.S.W.

Telephone enquiries can be made to the Manager Corporate Services on telephone number (02) 6499 2277.  
Hours of business: 8.30am to 5.00pm Monday to Friday except Public Holidays

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

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

- Gift Register
- The model code prescribed under section 440(1) and the code of conduct adopted by the council under section 440(3)
- Annual Report
- Annual financial reports
- Auditor's report
- Management plan
- EEO Management Plan
- The council's Policy concerning the payment of expenses incurred by, and the provision of facilities to, Councillors
- The Council's land Register
- Register of investments
- Returns of the interests of Councillors, designated persons and delegates
- Returns as to candidates' campaign donations
- Agendas and business papers for Council and committee meetings (but not including business papers for matters considered when a meeting is closed to the public)
- Minutes of Council and Committee meetings, but restricted (in the case of any meeting or part of a meeting that is closed to the public) to the resolutions and recommendations of the meeting
- Register of delegations
- Annual reports of bodies exercising delegated council functions
- Applications under Part 1 of Chapter 7 for approval to erect a building, and associated documents
- Development applications (within the meaning of the Environmental Planning and Assessment Act 1979) and associated documents
- Local policies adopted by the council concerning approvals and orders
- Records of approvals granted, any variation from local policies with reasons for the variation, and decisions made on appeals concerning approvals.
- Records of building certificates under the Environmental Planning and Assessment Act 1979.
- Plans of land proposed to be compulsorily acquired by the Council.
- Leases and licences for use of public land classified as community land.
- Plans of management for community land.
- Environmental planning instruments, development control plans and plans made under section 94AB of the Environmental Planning and Assessment Act 1979 applying to land within the Council's area.
- The Statement of Affairs, the Summary of Affairs and the register of policy documents required under the Freedom of Information Act 1989.
- Departmental representatives' reports presented at a meeting of the council in accordance with section 433.
- The register of graffiti removal work kept in accordance with section 67C
- Local Emergency Management Plan (Displan)
- Policy Manual, including the following policies
  1. Council Name Badges
  2. Unauthorised Advertising Structure – Removal of
  3. Request for Donations
  4. Street Stalls
  5. Current Investment Practices
  6. Hire of Plant for Council Works
  7. Berrigan Airstrip
  8. Tocumwal Aerodrome
  9. Murray River Water Policy Statement on Water Quality



10. Membership of Associated Organisations
11. Staff Service with the Australian Army Reserve
12. Attendance at Local Government Conferences
13. Housing for Staff Members
14. Mayor's Sedan
15. Hire of Council Sedans, Station Sedans and Utilities by Staff Members (Replaced By No. 90  
– Private Use of Council Vehicles Adopted on 16/7/2003)
16. Use of the Council Chambers – Formal Area
17. Monumental and Lawn Cemeteries
18. Light Vehicle, Truck and Light Vehicle Replacement
19. Fees – Approved First Aid Course
20. Authority to Send Bush Fire Control Units Outside the Council's Area
21. Authority to Send Council Plant Outside the Council's Area in Emergency Situations
22. Rates, Charges and Debt Recovery Policy
23. Hire of Council Plant for Private Works
24. Selection of Staff Members
25. Telephone Usage Policy for Staff
26. Insurance – Risk Management
27. Kerb and Gutter and Footway Construction Contributions
28. Access to Council's Refuse Depot – Special Events
29. Staff Clothing Policy (New Policy Adopted by Council 21/4/04 – See File Clothing 2004)
30. Application for Water Service
31. Application for Sewerage Service
32. Road Openings
33. Salary Policy
34. Dog and Dog Impounding Policy
35. Public Liability Claims Procedure
36. Occupational Health and Safety and Objectives Policy
37. Payment of Expenses and Provision of Facilities
38. Street and Public Place Naming Policy
39. Staff Remuneration Package
40. Purchasing Policy
41. Service Recognition
42. Presentation on Retirement from the Council
44. Smoke Free Environment Policy
45. Pre Employment Medical Policy
46. Rehabilitation Policy
47. Street Banners Policy
48. Annual Christmas Dinner
49. Deferred Debtors
50. Assistance With Legal Expenses
51. Community Development Grants (Revoked 21/5/97)
52. Leave Policy (See Also Policy No. 72 Annual and Other Leave Policy)
53. Conflict of Interest Policy
54. Internal Reporting Policy
55. Domestic Waste Management Charge
56. Rating and Revenue Policy
57. Driveway construction
58. Equal Employment Opportunity Policy Statement
59. Training Policy Statement
60. Quality Policy Statement
61. Long Service Payments
62. Local Approvals Policy
63. Refund of Application Fees
64. Waste Management
65. Customer Request / Suggestion Policy
66. Liability Management Policy
67. Stock Impounding Policy
68. Assistance for Attendance of Individuals at Sporting and Other Events.
69. New Kerbside Garbage Collection Services
70. Water Pricing Policy

71. Heat Stress Policy
72. Annual and Other Leave Policy
73. Reimbursement of Relocation Expenses Policy
74. E-Mail Policy
75. Child Protection Policy
76. Capital Grants and Contributions Policy
77. Drainage Corridors Fire Reduction Policy
78. Tourism Policy
79. Constructed Footpath Risk Management Policy
80. Administration of Contributory Footpath and Kerb and Gutter Schemes Pursuant to Clauses 217, 218 and 219 of the Roads Act 1993
81. Public Information Policy
82. Berrigan Shire Library Service Collection Policy
83. Internet Usage Policy
84. Drug and Alcohol Free Workplace Policy
85. Tourism Funding Policy
86. Public Internet Usage
87. Attendance of Councillors at Community Meetings and Events
88. Water Trading Policy
89. Policy for Volunteering in Berrigan Shire
90. Private Use of Council Vehicles
91. Council Involvement in New Enterprises
92. Tender Evaluation Policy
93. Tocumwal Aerodrome Runway 04/22
94. Risk Management
95. Road Opening Policy
96. Investment Strategy
97. Potable Water Supplies to Rural Residential Residences Outside Village Boundaries.

The following Codes and Plans are also available for viewing:

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

**SECTION 2 – STATEMENT OF AFFAIRS**

Copies of the statement of affairs of the Council, which was prepared as at 30 June 2005, may be purchased from the Council for \$5.00.

**SECTION 3 – CONTACT ARRANGEMENTS**

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

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

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

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

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

Abandoned Vehicles  
Aboriginal Reconciliation  
Aboriginal Signage  
Access and Equity  
Animals  
Aquatic Centres  
Art – Public Art  
Awards – Building  
Brick Veneering Code  
Bus Routes  
Carports, Awnings, Pergolas, Garages and Small Extensions to Dwellings  
Children’s Services  
Christmas Promotions  
Community Buses  
Community Communication, Consultation and Participation  
Complaints and Compliments  
Construction Zones  
Contaminated Lands  
Council Buildings and Properties  
Council Plant  
Cultural  
Disabled Persons Parking  
Disposal of Furniture, Office and Computer Equipment  
Dogs  
Drugs  
Electricity and Street Lighting  
Emeritus Mayor  
Energy Smart Homes  
Email and Internet  
Equal Employment Opportunity  
Execution of Documents – Power of Attorney  
Fences, Screen Walls and Building Lines for Dwellings  
Festivals  
Filming in City Areas  
Financial Assistance to Community Organisations  
Financial Assistance to Sportspeople and Representatives in the fields of Arts/Culture and Education  
Financial Reviews  
Fire Control  
Firearms in Council Buildings  
Flags  
Flood Level Information (major creeks)  
Food Premises  
Flooding Overland  
Footpaths  
Fraud Prevention  
Fringe Benefits Tax  
Garbage and Waste Services  
Geographical Names

Graffiti Removal  
Guidelines for the Operation of Slow Combustion Heaters  
Halls and Community Neighbourhood Centres  
Hardship – Pensioners  
Health Plan  
Heritage Register  
Historical Sites  
House Numbering  
Information  
Insurance  
Internal Reporting  
Keys of the City and Honorary Citizenship  
Land Acquisition, Disposal and Dedication  
Laneway Closure Procedure  
Leases and licences for use of public land classified as community land  
Leases, Licenses  
Legal Matters  
Library  
Livestock and Large Animals  
Local Air Quality Management Plan  
Local Approvals  
Local Orders – Keeping of animals on private property  
Local Policies concerning building and development approvals  
Management Committees – Parks and Community Facilities  
Naming and Renaming of Roads  
Naming of Shopping Centres  
Noise Nuisance  
Obstructions by Advertising Signs, Vehicles  
Occupational Health and Safety  
On-site Sewage Management  
Outdoor Eating  
Parks, Reserves and Playing Fields  
Parklea Release Area Contribution Plan  
Path Paving  
Payment of Expenses and Provision of Facilities to Councillors  
Pollution Control – Stormwater Quality Control  
Privacy Management Plan  
Protected Disclosures  
Procurement Procedure  
Rates and Debt Recovery  
Records Management  
Recycling  
Roads  
Roadside Memorials  
Sewage  
Soil Erosion and Sedimentation Control  
Sporting Activities  
Staff  
State Environmental Planning Policies  
Street Parties  
Suburb Names  
Swimming Pool Code  
Telecommunications Cabling  
Tenders and Contracts  
Tobacco and Alcohol  
Tree Preservation Controls  
Vehicles  
Vehicular and Gutter Crossings  
Western Sydney Regional Organisation of Councils

Workers Compensation

## SECTION 2 – STATEMENT OF AFFAIRS

The Statement of Affairs produces a Statement of Affairs and is available by contacting the officers named below.

## SECTION 3 – CONTACT ARRANGEMENTS

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

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

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

Mr Craig Dalli  
Freedom of Information Officer

or

Mr Ken Marsh  
Governance Services Co-ordinator  
Blacktown City Council  
Civic Centre  
Flushcombe Road  
Blacktown NSW 2148  
Telephone:• (02) 9839 6000  
Fax:• (02) 9831 1961  
Email: council@blacktown.nsw.gov.au  
**Hours:** 8.30am – 4.30pm

General Manager,  
Blacktown City Council

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

**SECTION 1 – POLICY DOCUMENTS**

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

Code of Conduct  
Code of Meeting Practice  
Local Approvals Policy  
Local Orders Policy  
Local Disaster Plan  
District Fire Plan of Operations  
Policy Register  
Community Directory  
Section 94 Plan  
Tree Preservation Order  
Safe Operating Procedures  
Human Resources Policy Register  
Management Plan 2005/2010  
Audited Annual Financial Reports 2004/2005  
Auditors Reports  
Statement of Affairs  
Register of Investments  
Local Environmental Plan 1993  
Development Control Plan 1999  
Annual Report – 2004/05  
Register of Disclosures  
Community Plan  
Community Profile  
Community Access Plan  
Cultural Plan  
Minutes of Open Council Meetings  
EEO Management Plan  
State of the Environment Report  
Policy on the Payment of Expenses and Provision of Facilities to Councillors

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

**SECTION 2 – STATEMENT OF AFFAIRS**

A copy of Council's most recent Statement of Affairs (as at June 30, 2005) is available for inspection or purchase from Council.

**SECTION 3 – CONTACT ARRANGEMENTS**

Kim Corrie  
Director Corporate and Customer Services  
Bland Shire Council  
PO Box 21  
Shire Street  
West Wyalong NSW 2671  
Telephone: (02) 6972 2266  
Fax: (02) 6972 2145  
Email: [council@blandshire.nsw.gov.au](mailto:council@blandshire.nsw.gov.au)  
Website: [www.blandshire.nsw.gov.au](http://www.blandshire.nsw.gov.au)  
Hours: 8.30 am – 5.00 pm

Frank Zaknich, General Manager

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

Acknowledgment of Correspondence  
Advance Energy Agency Agreement  
Aerial Fire Fighting  
Air Conditioning  
Annual Financial Statements  
Annual Report  
Asset Registration  
Asset Replacement Program  
Auditor's Report  
Barry Water Supply - Electricity Accounts  
Blayney Shire Community Cemetery Forum  
Blayney Shire Council Bush Fire Control Committee  
Building Alignment  
Business Papers and Minutes (excluding Closed Meetings)  
Capital Works Program  
Carer's Leave Policy  
Chemical Incidents  
Child Protection Policy  
Code of Conduct  
Code of Meeting Practice  
Community and Operational Lands Register  
Community Celebrations - Public Liability Insurance  
Complaints Management  
Conflict of Interest Code  
Corporate Records Manager  
Councillor Expenses  
Delegates Register  
Development Application/Approval Register  
Development Consent - Advertising  
Development Control Plans (DCPs)  
Disaster Management Manual  
Disclosures Register  
Dog Numbers in Urban Areas  
Donation - Public Liability Insurance  
Donation - Scholl Presentation Nights - Mayoral Allowance  
Drug and Alcohol Policy  
E-mail and Internet Policy  
Emergency Procedures  
Employee Work Clothing  
Equal Employment Opportunity Management Plan



Estimates of Income and Expenditure  
Fees and Charges Schedule  
Footpath Maintenance Strategy  
Footpath Risk Management  
General Advertising in Council Road Reserves  
Grievance Handling Policy and Procedure  
Gutter Crossing  
Hazardous Waste Incident  
Immunisation Clinics  
Impounding - Tethered Stock  
Inala Retirement Units  
Incinerator Burning Off  
Internal Reporting Policy  
Interview Expenses  
Investment Portfolio Review  
Investment Register  
Issuing of Receipts  
Keeping of Horses  
Kerb and Gutter Contribution  
Lee Hostel Committee Agency Agreement  
Legionnaires Disease - Emergency Management Plan  
Line Marking on Local Roads  
Local Environment Plan (LEP)  
Long Service Leave  
Loss of Licence Policy and Procedures  
Lyndhurst Recreation Ground  
Management Plan  
Media Spokesperson  
Metal Cladding of Buildings  
Motor Vehicle Replacements  
Motor Vehicles - ABS Braking  
Notification of Adjoining Owner - Rural Subdivisions  
Notification of Building Applications  
Occupation of Caravans  
Occupational Health and Safety Policy  
On Site Sewerage Management  
Onsite Disposal of Effluent  
Plan of Management of Community Land  
Plant Account Financial Operation  
Plant and Equipment Use  
Playground Equipment Risk Management  
Privacy Management Plan  
Private Tree Planting on Footpaths  
Private Works  
Privet Trees  
Protective Clothing and Equipment Policy for Outdoor Workers  
Public Halls and Community Centre Policies

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Public Notice Format  
Purchase of Goods and Services  
Purchase of Motor Vehicles and Plant  
Rate Category Objection - Farmland  
Rate Recovery Procedure  
Rating Categories  
Recognition of Service of Council Employees  
Records Management Policy Manual  
Recruitment Procedures  
Removal Expenses  
Removal of Timber from Road Reserves  
Reserve Funds (Interest of Investments)  
Reserves of the Defence Forces  
Return to Work Policy  
Revenue Policy  
Road and Street Names  
Rural Bus Stops Access Policy  
Rural Road Maintenance Strategy  
Seasonal Ground Hire Charges  
Secondary Employment Policy and Procedures  
Section 64 Plan  
Section 94 Plans  
Self Enforcing Infringement Notice System (SEINS)  
Show Conflict with Circus  
Sick Leave  
Smoke-Free Workplace Policy  
Sporting Fields  
Sporting Fields - Line Marking  
Staff Telephone Subsidy  
State of the Environment Report  
Stormwater Management Plan  
Street Trees  
Subdivision - Provision for Footpaths  
Tank Water Storage - New Buildings  
Temporary Street Closure  
Tender Procedure  
Trade Waste  
Use of Footpaths  
UV Policy  
Vandalism Reward  
Vittoria Bush Fire Brigade  
War Memorials Maintenance  
Working Alone Policy

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

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

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**SECTION 3 – CONTACT ARRANGEMENTS**

Access to the above documents may be arranged by contacting Council's Public Officer.

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

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

Telephone: (02) 6368 2104  
Email: [council@blayney.nsw.gov.au](mailto:council@blayney.nsw.gov.au)  
Hours: 9:00am to 5:00pm, Monday to Friday

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

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

Corporate Structure

Committee Structure

Code of Conduct

Code of Meeting Practice

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

Delegations of Authority Register

Bombala Local Disasters Plan (DISPLAN)

EEO Management Plan

Model Policy for Interaction between Councillors and Staff

Internal Reporting Policy

Employment Codes• Bombala Council Award Restructuring Policy

- Bombala Council Training Policy
- Bombala Council Salary System

Bombala Local Environment Plan, 1990 (as amended)

Expenses and Facilities Policy

Internal Reporting Policy

Provision of Information to and Interaction between Councillors and Staff Policy

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

Community Land Management Plan• Sportsgrounds

- Parks and Gardens
- General Community Use

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

Privacy Management Plan

Minutes of Council and Committee Meetings

Policy Register (containing decisions by Council and forming policy)

Revenue Policy

State of the Environment Report

Tenders and Purchasing Policy

Notification of Adjoining Owners Policy (see Local Approvals Policy)

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

Building - Conditions of Approval

Bombala Bush Fire Emergency Management Plan

Flood Prone or Floodway Lands – Minimum Floor Levels Policy

Food Premises Policy

Smoking in the Workplace Policy

Annual Report•

Auditors Report

Disclosures Register  
Land Register  
Investment Register  
Development Applications Register

## **SECTION 2 - STATEMENT OF AFFAIRS**

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

## **SECTION 3 - CONTACT ARRANGEMENTS**

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

Mrs Robin Guthrie

FOI Officer

Bombala Council

71 Caveat Street

BOMBALA NSW 2632

Telephone: (02) 6458 3555 Fax: (02) 6458 3777 Email [council@bombala.nsw.gov.au](mailto:council@bombala.nsw.gov.au)

D L Rawlings

GENERAL MANAGER

December, 2005

**FREEDOM OF INFORMATION ACT 1989****Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****BOOROWA COUNCIL****(December 2005)****SECTION 1 – POLICY DOCUMENTS**

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

- The Council's Code of conduct
- 2005 / 2006 Management Plan
- Annual Financial Reports
- Auditors Report
- Boorowa Social Plan
- Physical Activity Strategic Plan
- The Council's policy concerning the payment of expenses incurred by, and the provision of facilities to, Councillors
- Register of Investments
- Returns of interest of Councillors, designated persons and delegates
- Business papers for Council and Committee meetings (but not including business papers for matters considered when a meeting is closed to the Public)
- Minutes of Council and Committee Meetings (but not including Minutes of a Meeting of any part of a Meeting that is closed to the public other than the recommendations of that Meeting)
- Any codes referred to in the Local Government Act 1993
- Child Protection Policy
- Councils General Policy Register
- Local policies adopted by the Council concerning approvals and orders
- Records of building certificates
- Environmental planning instruments, development control plans and plans made under Section 94AB of the Environmental Planning and Assessment Act 1979 applying to land within the Councils area
- The statement of affairs, the summary of affairs and the register of policy documents required under the Freedom of Information Act 1989.
- All files and other documents of a non-confidential nature

**SECTION 2 – STATEMENT OF AFFAIRS**

Statement for the period ended 31/12/2005 available on request.

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

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

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

The application should be made to:

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

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

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

**SECTION 1 - POLICY DOCUMENTS**

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

- Council's Code of Conduct
- Council's Code of Meeting Practice
- Annual Report
- Annual Financial Reports
- Auditor's Report
- Management Plan
- EEO Management Plan
- Council's policy concerning the payment of expenses incurred by, and the provision of facilities to, councillors
- Council's Land Register
- Register of Investments
- Returns of the interests of councillors, designated persons and delegates
- Returns as to candidates' campaign donations
- Business Papers for Council and Committee meetings (but not including business papers for matters considered when a meeting is closed to the public)
- Minutes of Council and Committee meetings, but restricted (in the case of any meeting or part of a meeting that is closed to the public) to minutes of:
  - (a) the recommendations of the meeting, other than recommendations concerning the proposed acquisition of land at a public auction; and
  - (b) such other matters as the Council or Committee resolves should be made public.
- Contributions Plans
  - S.94 Contributions Plan No. 1, 2 and 3
  - Mascot Station Precinct – 94 Contributions Plan
  - Draft S94 Contributions Plan 2005
- Development Control Plans
  - Access DCP
  - Off-Street Parking DCP
  - Mascot Station Precinct DCP
  - DCP No. 29 - Waste Management & Minimisation Guidelines
  - Aircraft Noise DCP
  - Extended Public House Trading Hours DCP
  - Container Terminals DCP & Similar Facilities Handling Containers
  - Amusement Centres
  - 235-237B Bay Street, Pagewood
  - 28-40 Lord Street, Botany
  - 1365 Botany Road, Botany
  - 14a Baker Street, Botany
  - 25-27 Green Street, Banksmeadow
  - Energy Efficiency
  - DCP No. 24 - Notification of Development Applications
  - DCP - Exempt and Complying Development
  - DCP No. 25 - Moore and Baker Street, Banksmeadow

- 26A Bunnerong Road, Daceyville
- Building Design and Construction DCP
- Stormwater and Drainage System Guidelines
- DCP No. 30 - Botany/Randwick Industrial Area Land Use Safety Study
- DCP No. 32- Landscape
- DCP No. 34 - Contaminated Land
- Draft DCP No. 36 - Daceyville Conservation Area
- DCP No. 33 - Industrial Development
- Draft DCP 41 Outdoor Advertising
- Subdivision DCP No. 7
- DCP No. 37 – Heritage Conservation
- DCP No. 38 – Houses and Ancillary Structures
- DCP No. 40 – Environmental Protection of Wetlands
- Draft DCP No. 42 – Waste & Recycling Industrial Development
- DCP No. 44 – Swimming Pools
- DCP No. 45 – Residential Development on two former nursery sites at Mascot
- DCP No. 31 – Pemberton & Wilson Street Precinct
- DCP No. 35 – Multi unit housing and residential flat building
- Draft DCP 48 – Gardens R Us site
- Emergency Management Plan
- Fence Policy
- Contaminated Land Policy
- Financial Management Plan
- Internal Reporting Policy
- Local Environmental Planning Instruments and Amendments - Botany Local Environmental Plan 1995
- Policy Register
- Pricing Policy
- Procedure Manuals exist for a number of Council activities
- Records/Disposal Policy
- Register of delegations
- Revenue Policy
- State of the Environment Report
- Tree Preservation Order
- Local Policies adopted by the Council concerning approvals and orders
- Records or Approvals granted and decisions made on appeals concerning Approvals
- Records of Building Certificates
- Plans of land proposed to be compulsory acquired by the Council
- Leases and Licences for use of public land classified as community land
- Plans of Management for community land
- Environmental Planning instruments, development control plans and plans made under Section 94AB of the Environment Planning and Assessment Act 1979 applying to land within the Council=s area
- Privacy Management Plan
- Statement of affairs, the summary of affairs and the register of policy documents required under the Freedom of Information Act 1989

## SECTION 2 - STATEMENT OF AFFAIRS

The most recent Statement of Affairs (June 2005) may be obtained by contacting the Administration Office, 141-143 Coward Street, Mascot, 2020.

## SECTION 3 - CONTACT ARRANGEMENTS

Principal Officer for Freedom of Information details:

Deputy General Manager  
Public Officer



Address for inspection of Policy Documents and Statement of Affairs:

Administration Office  
141-143 Coward Street  
MASCOT NSW 2020

Inspection may be undertaken:

Monday to Friday - 9 am to 4 pm

Mailing address: PO Box 331  
MASCOT NSW 1460

Phone: 9366 3666

Fax: 9366 3777

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

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

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

- S149 Certificate Register.
- Subdivision Register.
- Contaminated Land Register.
- S121ZP Certificate Register
- Development Control Plans:
  - 1 - Residential Development
  - 2 - Commercial Development
  - 3 - Heritage Development
  - 4 - Industrial Development
  - 5 - Neighbour Notification
  - 6 - Outdoor Advertising
  - 7 - Keeping of Horses
  - 8 - Rural Small Holdings
  - 9 - Exempt and Complying Development
  - 10 - Contaminated Land - Other Than Lead
  - 11 - Contaminated Land - Lead Management
  - 12 - Stormwater Collection, Usage and Disposal

## (II) POLICY DOCUMENTS

Access and Equity  
Access to Library Services  
Acquisition and Loan of Objects Relating to Cultural Heritage  
Approved Students - Education/Training Institutions  
Asset Management  
Broken Hill City Art Gallery - Acquisitions  
Broken Hill City Art Gallery - Appraisals  
Broken Hill City Art Gallery Loan of Art Works to Council  
Broken Hill City Art Gallery Loan of Works to External Locations  
Broken Hill City Art Gallery Reporting Procedures  
Broken Hill Entertainment Centre Conditions of Hire  
Broken Hill Filming Policy  
Child Protection - Employment Screening  
Child Protection - Mandatory Reporting  
Claims Information  
Code of Business Practice  
Code of Dress  
Code of Meeting Practice  
Community Assistance Policy  
Community Consultation  
Compliance  
Computer Equipment & Software  
Complaints Management  
Conduct of Government Instrumentality Functions  
Conflicts of Interest  
Construction of Paving on Public Footways  
Councillor Support Policy  
Cultural Policy  
Damage, Loss/Theft of personal property or personal effects  
Debt Collection Policy  
Directional Signs  
Disciplinary Procedures

Disposal of Assets  
Disposal of Council Real Estate  
Disposal of Unwanted Plant, Equipment and Surplus Stock  
Dispute Resolution  
Donations and Gifts (Broken Hill City Art Gallery)  
Drug and Alcohol Free Workplace  
Drug and Alcohol Programme  
Dumper Hire  
E-mail-Internet policy  
Employee Assistance Programme  
Employee Leave Balances  
Employee Travelling Expenses - In Relation to Workers' Compensation Claims  
Employment of Contractors  
Engagement and Training of Apprentices  
Equal Employment Opportunity  
Fire Safety in Existing Buildings  
Food Hawker and Vendor Regulations  
Footway Restaurants / Outdoor Settings  
Format of Business Paper  
Fraud Control  
Freedom of Information  
Gifts, Benefits and Bribes  
Grievances Policy  
HIV/AIDS  
Harassment  
Health and Building Surveyors Staff Training  
Heritage Restoration Fund - Loan Funds  
Human Services  
Illegal Vehicular Passage on Footpaths  
Improvements of Nature Strips  
Installation of Planters in Argent Street  
Interaction between Councillors and Staff  
Investment  
Issuing Certificates of Service and References  
Keeping of Pigeons - Residential Area  
Land Acquisition Policy  
Land Development  
Landscaping on Nature Strips  
Lane Widening  
Leasing/Licensing of Council Properties  
Legionnaire's Disease  
Library  
Management Policy - GeoCentre  
Media Policy  
Mobile Phone Policy  
Model Code of Conduct for Local Councils in NSW  
Motor Vehicle Pool System and Private Lease  
Motor Vehicle Usage Policy  
Nuclear Waste Policy

Occupational Health and Safety  
 Occupational Rehabilitation  
 Places of Public Entertainment  
 Privacy Policy  
 Protected Disclosures  
 Provision of Reserves for Employees' Leave Entitlement  
 Public Art Policy  
 Purchasing  
 Records Management Policy  
 Removal of Oleander Bushes  
 Residential Buildings - Conservation  
 Risk Management Policy  
 Secondary Employment  
 Security of Taxation File Numbers  
 Signage of Major Tourist Attractions  
 Social Policy  
 Sponsorship  
 Statement of Ethical Principles  
 Stormwater Drainage Systems  
 Suspension of Driver's Licence  
 Tendering  
 Training  
 Travel on Council Business  
 Tree Planting on Nature Strips  
 Tree Removal and Tree Root Encroachment Prevention Policy  
 Vandalism Reward System  
 Volunteers  
 Waiving of Notice Preparation Fees - Protection of the Environment Operations Act  
 Waste Services  
 Workers' Compensation Claims Management  
 Working in Hot Conditions, Skin Cancer and Employee Clothing  
 Workplace Smoking Policy

## SECTION 2 – STATEMENT OF AFFAIRS

Council's Statement of Affairs comprises three documents, Council's current Annual Report, Summary of Affairs and 2005/2006 Management Plan.

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

Administrative Centre  
 Blende Street  
 Broken Hill

Charles Rasp Library  
 Blende Street  
 Broken Hill

## SECTION 3 – CONTACT ARRANGEMENTS

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

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

Personal applications may be made to Ms. Rafferty during normal office hours, 9.00 am to 5.00 pm, Monday to Friday, at Council's Administrative Centre, Blende Street, Broken Hill, telephone (08) 80802222 or facsimile (08) 80881702.

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

**SECTION 1 - POLICY DOCUMENTS**

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

**COUNCILLORS (ELECTED REPRESENTATIVES)**

- Councillors' Conference attendance
- Councillors' Travel interstate and overseas
- Councillors' Use of Council photocopiers
- Councillors' Access to Information & Interaction with Staff
- Councillors' Prosecution for Disorder
- Councillors' Expenses and Facilities Policy
- Decision making to be within Local Government's Charter under the Local Government Act
- Interaction with Staff
- Late Items Policy (for Council and Committee Meetings)
- Mayoral Chain
- Meeting Practice, Code of
- Petitions Received – report to Council
- Play of Australian National Anthem at Council Meetings
- Protocol for Determining Matters to be listed on Agendas for Council & Committee Meetings
- Representation on Local Traffic Committee
- Staff Resignations – report to Council
- Training, Education & Support of Elected Members

**CORPORATE**

- Access/Swipe Cards
- Authority Names & Address Register
- Code for Use of Overt Safety Cameras in Council's Customer Service Area
- Code of Conduct
- Competitive Neutrality - Complaints Management System
- Complaints Policy and Procedures
- Computer Directory Structure
- Community Safety & Crime Prevention Plan 2004-2009
- Conferences & Seminars
- Contracts & Leases Execution of
- Crisis Communication Plan
- Delegations of Authority - Position Statement
- Distribution of Political Material by an Political Organisation or Individual at Burwood Council Events
- Execution of Contracts by the General Manager
- Pecuniary Interest Guidelines
- Protected Disclosures Act 1994- Internal Reporting Policy
- Involvement of Council in joint projects with Government Departments
- Setting Up Council Committees

- Social Plan 2004-2009
- Sub-delegations by the General Manager - Position Statement
- Receipt of Management of Confidential Documents
- Reports to Councillors - Content for reports in Business Papers
- Reports to Councillors – Section 96 Modifications
- Road Closures Guidelines
- Reports to Councillors – Content for reports in Business Papers
- Use of Recycled Paper
- Risk Management
- Risk Management – Strategic Plan
- Risk Management Manager’s Handbook
- Sponsorship Policy
- Sister/Friendship City & Foreign Delegations
- Tendering & Procurement
- Terms of Reference - Committees
- Privacy Management Plan
- Purchasing Guidelines
- Community Grants Program – Guidelines
- Fitzroy Centre Policy documents
- Local Ethnic Affairs Policy

#### **HUMAN RESOURCES**

- Staff - Blood Donations
- Staff - Cash Handling Procedures
- Staff – Child Protection
- Staff – Concessional Leave
- Staff - Concessional Leave – Part Time Staff
- Staff – Complaints Resolution
- Staff – Code of Conduct
- Staff - Disciplinary Procedures
- Staff - EEO Policy and Management Plan
- Staff – Employees’ Handbook
- Staff - First Aid
- Staff - Grievance Procedures
- Staff – Guidelines for the Provision of Information to Customers
- Staff – Induction Procedures
- Staff - Interstate Travel and Overseas Expenses
- Staff - Interview Expenses
- Staff - Internet and Electronic Mail Policy for the use of
- Staff - Language Aides
- Staff - Leave Without Pay Policy
- Staff - Long Service Leave Requirements
- Staff – Maternity Leave
- Staff – Parental Leave
- Staff – OH&S Policy
- Staff – Performance Management
- Staff – Guidelines for Vehicle Usage
- Staff – Redeployment
- Staff - Recognition of Service
- Staff - Recruitment and Selection
- Staff – Rehabilitation Policy

- Staff – Termination of Employment
- Staff - Salary Policy & System – Statement of Intent
- Staff - Time off in lieu of overtime
- Staff - Use of Council photocopiers
- Staff – Use of Language Aides
- Staff - Training and Development
- Staff – Workers Compensation Guidelines
- Staff - Workplace Planning and Review

#### **TECHNICAL SERVICES & OPERATIONS**

- Advertising - signboards and articles on footpaths
- Building and household waste containers
- Burwood Park- Use of for Festivals & Major Gatherings
- Collection of discarded needles and syringes
- Collection of money on roadways
- Control of Traffic – Large Building Operations
- Number of Dogs permitted on any premises
- Parking on footpaths
- Pedestrian Facilities - Notification to Access Committee
- Protocols for Community Notifications
- Residential Parking Scheme
- Regulation of the placement of building waste containers
- Road Opening Permit Code
- Roads, Code for Activities Affecting
- Road Temporary Closure (including Festivals)
- Standing Plant
- Street Parties
- Street Trading
- Street Tree Management Strategy Volume 1 – Policy Matters
- Street Tree Management Strategy Volume 2 – Internal Procedures
- Street Tree Management – Appendices & References
- Storm water Management Code
- Traffic Light Collections
- Tree Preservation Order Policy
- Use of Sporting Fields
- Vehicle Crossings - second crossing
- Vehicular Crossing Policy

#### **FINANCE**

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



**PLANNING & ENVIRONMENT**

- 12 Everton Road, Strathfield – Local Environment Plan No. 41
- 1-3 Byer Street – Local Environment Plan No. 45
- 197 Burwood Road, Croydon Park – LEP No. 67
- 59 Park Road, Burwood & Right of Way – Local Environment Plan No. 49
- 59 Wentworth Road – Local Environment Plan No. 51
- 6 Wychbury Avenue, Croydon – LEP No. 62
- 84 Queen Street, Croydon – Local Environment Plan No. 53
- 84-86 The Boulevarde, Strathfield – Local Environment Plan No. 55
- Advertising Signs – Development Control Plan No. 9
- Appian Way Conservation Area – Development Control Plan No. 4
- Brothels – Local Environmental Plan No. 38 (draft)
- Brothels – Development Control Plan No. 13 (draft)
- Burwood Area No 1 – Development Control Plan (Railway Pde/Conder St/Nicholson St/Wentworth Rd)
- Burwood Consolidated Development Control Plan (draft)
- Burwood Section 94 Contributions Plan 2005 (draft)
- Burwood Planning Scheme Ordinance (BPSO) (as amended by various Local Environmental Plans)
- Car Parking – Development Control Plan No. 22
- Carports, Code for
- Child Care Development Control Plan No. 26
- Cintra Estate (Rosa Brady) Conservation Area – LEP No. 61
- Community Consultation Protocol
- Commercial Buildings Locality/Streetscape Analysis
- Contamination – Dealing with Rezoning, Development & Building Applications on known or Potentially Contaminated Sites
- Dual Occupancy – Development Control Plan No. 21
- Economic Development Strategic Plan
- Exempt & Complying Development – Development Control Plan No. 12
- Exempt & Complying Development – Local Environment Plan No. 47
- Garages – Development Control Code
- Fences on Heritage Premises – Development Control Plan No. 3
- Fences, Code for Front and Side Return
- Grosvenor Street – Development Control Plan No. 1
- Landscaping Code
- Liverpool Road/Byer Street Precinct – Development Control Plan No. 14
- Liverpool Road/Byer Street Precinct – Local Environment Plan No. 50
- Locality/Streetscape Analysis for Commercial Buildings
- Locality/Streetscape Analysis for Residential Flat Buildings
- Locality/Streetscape Analysis for Single House Residential Areas
- Lucas & Cheltenham Roads Precinct – Development Control Plan No. 16
- Malvern Hill Conservation Area – Development Control Plan No. 5
- Marmaduke Street – Development Control Plan No. 2
- Mechanical Parking Systems, Guidelines for the Use of
- Notification of Development Applications – Development Control Plan No. 6
- Outdoor Eating Policy
- Post Supported Street Verandahs Burwood Town Centre – Development Control Plan No. 7

- Residential Flat Buildings – Development Control Plan No. 18
- General Residential Development – Development Control Plan No. 8
- Section 94 Contributions Plan for Road & Traffic Facilities (Plan No 1)
- Section 94 Open Space Contribution Plan (Plan No 2)
- Section 94 Off-Street Car Public Parking Plan (Plan No 3)
- Section 94 Contributions Plan for Burwood Town Centre Community Facilities (Plan No 4)
- Section 94 Contributions Plan for Westfield Burwood (Plan No 5)
- Single Dwelling Houses, Code for
- Special Uses 5B (Railways) Zone – Development Control Plan 34
- Subdivisions Guidelines for Single Dwelling Residential Development
- Tangarra Street, Croydon Park No.s 1-3 Local Environmental Plan No. 59
- Townhouses – Development Control Plan No. 20 (Draft)
- Waste Management – Development Control Plan No. 17

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

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

- Annual Budget
- Annual Fire Safety Statement
- Annual Report (Statutory)
- Annual Report (Community)
- Annual Statement of Accounts
- Consents and Approvals, Register of
- The Vision Document – Incorporating: The Burwood Strategic Planning Review and Town Centre Masterplan – March 2004
- Building Certificates, Record of
- Agendas for Council and Committee Meetings
- Corporate Strategic Plan
- Disclosure of Interests and Other Matters, Register of
- Fees and Charges Schedule of
- Fire Detection and Alarm Systems for Dwellings - information handout
- Fire Safety Certificate/Interim Fires Safety Statement
- Gift Register
- Land Register
- Management Plan
- Minutes of Council and Committee Meetings
- Plans of Management for Community Land
- Pricing Policy ( See Management Plan)
- Privacy Management Plan
- Revenue Policy (See Management Plan)
- State of the Environment Report

#### **SECTION 2 - STATEMENT OF AFFAIRS**

Burwood Council's Statement of Affairs as at 31 December, 2004 is available for inspection at Burwood Council Chambers, 2 Conder Street, Burwood and the Burwood Central Library, 2-4 Marmaduke Street, Burwood.

**SECTION 3 - CONTACT ARRANGEMENTS**

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

The Public Officer  
Burwood Council  
2 Conder Street  
BURWOOD NSW 2134

or

PO Box 240  
BURWOOD NSW 1805

Telephone: • (02) 9911-9911  
Fax: (02) 9911-9900  
Email: [council@burwood.nsw.gov.au](mailto:council@burwood.nsw.gov.au)

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

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

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

**SECTION 1 – POLICY DOCUMENT**

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

1. Governance
  2. Management & Corporate Services
  3. Council Finances
  4. Tourism & Promotion
  5. Emergency Services
  6. Community Services
  7. Economic Development
  8. Environmental Health
  9. Environmental Planning & Building Regulations
  10. Waste Management
  11. Animal Control
  12. Council Property & Assets
  13. Transport Infrastructure
  14. Town Beautification, Parks, Sporting & Recreational Facilities
  15. Noxious Weeds
  16. Water
  17. Sewerage
- Management Plan 2005/2006 incorporating:
    - Budget to 30 June 2006
    - Five Year Financial Plan
    - Fees and Charges for 2005/2006
    - Rating Summary 2005/2006
    - Strategic Plan 2005/2006
    - Social Plan 2004/2009
  - Cabonne Council LEP and Amendments
  - Development Control Plans
    - Cabonne DCP No. 1 – Spring Glen Rural Small Holdings
    - Cabonne DCP No. 2 – West Canowindra Rural Small Holdings
    - Cabonne DCP No. 4 – Longs Corner Road Rural Small Holdings
    - Cabonne DCP No. 5 – General Rural Zones
    - Cabonne DCP No. 6 – Rural Small Holdings
    - Cabonne DCP No. 7 – North St Canowindra Industrial
    - Cabonne DCP No. 8 – North Molong Industry
    - Cabonne DCP No. 9 – Strathnook Lane Rural Small Holdings
    - Cabonne DCP No. 10 – Molong Flood Prone Land
    - Cabonne DCP No. 12 – Weemelah Rural Small Holdings
    - Cabonne DCP No. 13 – Advertising Signage in Conservation Areas
    - Cabonne DCP No. 15 – Relocatable Homes
  - Contributions Plans
    - Roading Contributions Plan – General Rural Zones
    - Roading Contributions Plan – Rural Small Holdings Zone
    - Bushfire Services Contributions Plan
  - Guidelines
    - Guidelines for Rural Subdivisions – Concessional Lots

**SECTION 2 – STATEMENT OF AFFAIRS**

Cabonne Councils' Statement of Affairs as at the 30 June 2005 has been published as part of Councils' Annual Report and may be obtained contacting the Public Officer.

**SECTION 3 – CONTACT ARRANGEMENTS**

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

Ms Rosemary Adams

Public Officer

Cabonne Council

P.O. Box 17

MOLONG NSW 2866

Telephone: (02) 6392 3200

Facsimile: (02) 6392 3260

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

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

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

**SECTION 1 - POLICY DOCUMENTS**

**1. Policy documents held by Council**

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

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

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

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

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

**SECTION 2 - STATEMENT OF AFFAIRS**

The Statement of Affairs as required under Section 14(2) of the Freedom of Information Act, 1989, has been issued each year as required with the last statement issued in June, 2005. A copy is available at no cost from Council's website, or from the Freedom of Information Co-ordinator.

**SECTION 3 - CONTACT ARRANGEMENTS**

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

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

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

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

**FREEDOM OF INFORMATION ACT 1989**  
**Section 14 (1) (b) and (3)**  
**SUMMARY OF AFFAIRS**  
**of the**  
**CAMPBELLTOWN CITY COUNCIL**  
**(F.O.I. Agency No. 2099)**

**3(A) - POLICY DOCUMENTS**

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

**CITY WORKS DIVISION****Engineering**

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

**Property and Parks**

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

**COMMUNITY SERVICES DIVISION****Community and Cultural**

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

Policy 4304	Youth Development
Policy 4305	Aged Services
Policy 4306	Information Networks
Policy 4307	Aboriginal Advisory Committee
Policy 4308	Grants Under Section 356
Policy 4309	Donations to Individuals, Community Organisations, Sports, Cultural and Arts Representatives
Policy 4310	Community Services Policy
Policy 4401	Children's Services
Policy 4402	Vacation Activities Program

### Healthy Lifestyles

Policy 4501	Operation of Classes in Extreme Heat
Policy 4502	Fees for Professional Service Provider Use of Council Recreation Facilities
Policy 4503	Membership Timestops
Policy 4504	Reviewing the Leisure Services Procedures Manual
Policy 4505	Swimming Achievement Awards
Policy 4506	Fitness Member Structure
Policy 6202	Educational Cycleway - Use and Operation
Policy 6203	Hire of Playing Fields
Policy 6204	Booking of Swimming Centres for School Carnivals
Policy 6207	Coaches Attendance at Significant Competitions

### CORPORATE GOVERNANCE DIVISION

Management Plans 2002 - 2006

Code of Conduct

Code of Meeting Practice

Code of Tendering and Purchasing Procedures

Local Ethnic Affairs Policy Statement (LEAPS)

Statement of Accounting Policy

Annual Statements of Account

Register of Delegations

Business papers for Council and Committee meetings (but not including business papers for matters considered when a meeting is closed to the public).

Minutes of Council and Committee meetings (but not including business papers for matters considered when a meeting is closed to the public).

Policy 1101	Recognition of Service - Councillors
Policy 1102	Procedure for Addressing Council Committees
Policy 1103	Disposal of Equipment - Procedure
Policy 1104	Confidential Business Papers
Policy 1105	Councillor's Lounge
Policy 1106	Payment of Expenses and Provision of Facilities to the Mayor, Deputy Mayor and Councillors
Policy 1107	Councillors' Access to Information and Interaction with Staff
Policy 1108	Questions from Councillors
Policy 1109	Recording of General Business Items at Committee
Policy 1110	Code of Conduct
Policy 1111	Conduct of Meetings
Policy 1112	Policy Production and Review (DRAFT)
Policy 1113	Electronic Forms and Documents Register
Policy 1114	Protected Disclosures and Internal Reporting
Policy 1115	Reporting corruption Mal Administration and Serious & Substantial Wastage (DRAFT)
Policy 1202	Use of Electronic Mail (E-Mail) on Council's Computer Network
Policy 1203	Recognition of Long Service by Council Employees
Policy 1205	Release of Staff – Fire Fighting Purposes
Policy 1223	Incentive Award System



Policy 1228	Volunteer Workers
Policy 1230	Provision of Management Audit Services Within the Organisation
Policy 1239	Manual Handling
Policy 1259	Complaints Handling
Policy 1270	Harassment Prevention
Policy 1272	Reporting of Safety Related Incidents & Hazards
Policy 1275	Council's Orientation Program Contractors
Policy 1277	Purchasing Policy
Policy 1278	Operations Manual
Policy 1280	Ensuring Year 2000 compliance in purchasing of goods and services
Policy 1281	Vehicle Allocation
Policy 1291	Employment Screening
Policy 1297	Higher Grade Pay
Policy 1298	Job Share Employment
Policy 1299	Redeployment
Policy 1301	Grants - Sport, Cultural and Arts Representatives
Policy 1302	Parks and Reserves Names
Policy 1304	Council Flags - Use of
Policy 1305	Council City Colours and Emblem
Policy 1307	Annual Report
Policy 1308	Provision of Public Telephones in Council Halls and Community Centres
Policy 1309	Policy Production and Review
Policy 1310	Policy Production and Review
Policy 1311	Council Sponsorship of Community Activities and Facilities
Policy 1312	Sponsorship of Council Activities and Facilities by External Organisations and Individuals
Policy 1313	Media Policy
Policy 1401	Rate Recovery Procedures
Policy 1402	Cashiers Shortages
Policy 1403	Accounting Practices Statement
Policy 1404	Allocation of Annual Subsidies - Section 504, 358, 364/2
Policy 1405	Payment of Wages and Salaries
Policy 1406	Forms of Release - Insurance Claims on Council
Policy 1407	Investment
Policy 1408	Overhead Charges Applicable to Private Works
Policy 1409	Sundry Debtors Recovery Procedures
Policy 1410	Kerbing and Guttering Construction
Policy 1411	Occupational Rehabilitation
Policy 1412	Worker's Compensation Make-Up Pay
Policy 1413	Worker's Compensation
Policy 1414	Unclaimed Monies
Policy 1415	Accounting Practices
Policy 1416	Initial Notification and Provisional Liability
Policy 1417	Workers Compensation Claim
Policy 1501	Disciplinary Action
Policy 1502	Mobile Phones
Policy 1503	Attendance at Funerals
Policy 1504	Child Protection
Policy 1505	Defence Forces Reserves Leave
Policy 1506	Reimbursement of Interview Expenses
Policy 1507	Payment of Untaken Sick Leave
Policy 1508	Release of Staff For Fire Fighting Purposes
Policy 1509	Release of staff for out of area fire fighting assistance
Policy 1510	Smoking in the workplace
Policy 1511	Release of Staff for State Emergency Services Duties
Policy 1512	Staff Exchange Program between Campbelltown City Council and Koshigaya City Office
Policy 1513	Carers Leave
Policy 1514	Grievance Handling Procedures
Policy 1515	Job Description Policy
Policy 1516	Equal Employment Opportunity

Policy 1517	Job Evaluation
Policy 1518	Leave Without Pay
Policy 1519	Performance Based Salary System
Policy 1520	Occupational Health and Safety Risk Management
Policy 1521	Extended Sick Leave
Policy 1522	Staff - Study and Examination Leave
Policy 1523	Employment Outside Council's Service
Policy 1524	References/Letters of Recommendation/Certificates of Service
Policy 1525	Interview Selection Committees
Policy 1526	Recruitment Advertising
Policy 1527	Appeals Against Unsuccessful Job Applications
Policy 1528	Parental Leave
Policy 1529	Recognition of Long Service
Policy 1530	Harassment Prevention
Policy 1531	Higher Grade Duties
Policy 1532	Employment Screening
Policy 1533	Redeployment
Policy 1534	Salary Sacrifice for Superannuation
Policy 1535	Salary Sacrifice for Child Care Fees
Policy 1536	Salary Sacrifice for Motor Vehicles
Policy 1537	Access to Personnel Files
Policy 1538	Appointment within Grade Range
Policy 1539	Educational Assistance
Policy 1540	Variable Working Hours
Policy 1542	Service Allowance
Policy 1544	Workplace Bullying
Policy 1545	Sick Leave Absences
Policy 1546	Work Place Violence
Policy 1547	Proof of Licence
Policy 1548	Annual Leave
Policy 1601	Workplace Investigation
Policy 1609	Personal Protective Equipment
Policy 1618	Safety, Health and Welfare of Employees
Policy 1623	First Aid
Policy 1633	Chemicals
Policy 1638	Brushcutters
Policy 1639	Fibre and Flexible Steel Wire Rope, Chains and Shackles
Policy 1641	Drugs and Alcohol
Policy 1645	Infection Control - Child Care Centres
Policy 1646	Emergency Evacuation of Council Work Places
Policy 1647	Council's Orientation Program for Contractors
Policy 1648	Site Induction for Contractors
Policy 1650	Manual Handling
Policy 1651	Employee Handbook
Policy 1652	Risk Management
Policy 1701	Learning and Development
Policy 1702	Compulsory Training
Policy 1703	Workplace Orientation
Policy 1704	Attendance by Staff at Training Courses, Seminars and Professional Development conferences
Policy 1705	Work Experience

## PLANNING AND ENVIRONMENT DIVISION

### Planning

Interim Development Orders: Nos 13, 15, 28.

Local Environmental Plans: Nos. D8, 1, 32, 112, 209, 2001, 2002.

Development Control Plans: Nos. 2, 6, 13, 18, 20, 24-27, 29, 33, 38, 44, 45, 46, 47, 49, 54, 56-59, 62, 65, 67, 69, 72-78, 79, 80, 83-89, 90, 91, 92, 95, 96, 104, 105, 107, 109, 111-121

Policy 5110	Erosion and Sediment Control
Policy 5201	Environmental Assessment of Council Developments and Activities
Policy 5204	Retail Plant Nurseries within Scenic Protection/Non-Urban and Rural Zones – DCP No 32
Policy 5205	Exhibition Homes
Policy 5206	Code and Regulations for Places of Public Amusement and Resort
Policy 5207	Location and Control of Service Stations and Convenience Stores
Policy 5208	Motor Vehicles Wreckers, Metal Recyclers, Waste Material Depots and Junk Yards - DCP No 20
Policy 5210	Road construction adjacent to Development Applications involving dwellings
Policy 5211	DCP No 49 - Rural Environmental Protection Subdivision and Dwelling
Policy 5212	Professional Consulting Rooms and Home Occupations in Residential Areas
Policy 5213	Industrial Development
Policy 5215	Laneways in the Ingleburn Industrial Area
Policy 5216	Provision of Open Space
Policy 5219	Contributions in Lieu of Car Parking
Policy 5220	Construction of Roads Adjacent to Open Space
Policy 5221	Restrictions As to User for Unusual Site Conditions
Policy 5222	Removal of Restriction As To User
Policy 5226	Contributions for Subdivision of Dual Occupancy Development
Policy 5227	Appeals - Land and Environment Court
Policy 5233	Campbelltown Contaminated Land Management Policy

### Compliance Services

Code for the Keeping of Pigeons

Code for the Keeping of Dogs for Commercial Purposes

Code for the Conduct of Animal Boarding Establishments

Code for a Food Premises

Code for Places of Public Amusement

Code for Temporary Food Stalls

Code for Keeping of Horses in Residential and Non-residential Areas

Policy 3101	Small Capacity Rain Water Tanks
Policy 3102	Access and Equity - People with Disabilities
Policy 3201	Overgrown Land
Policy 3301	Second-hand Clothing Bins
Policy 3302	A Frame and Free Standing Signs on Footpaths, Roads or Other Public Places
Policy 3303	Abandoned Motor Vehicles
Policy 3304	Unattended/Abandoned Shopping Trolleys
Policy 3305	Trading in Public Places
Policy 3306	Personal Safety – Rangers
Policy 3307	Access to the Roads and Traffic Authority's Driver and Vehicle Information System
Policy 3308	Prosecution and Enforcement
Policy 3401	Development of District Policies
Policy 3402	Notification to Other Agencies
Policy 3403	Notification of Fire/Incident to State Operations/Central East Head Office
Policy 3404	Conducting Debriefs - Rural Fire Service
Policy 3405	Hepatitis B - Rural Fire Service
Policy 3406	Drugs and Alcohol - Rural Fire Service
Policy 3407	Smoking in the Brigade Work Area - Rural Fire Service
Policy 3408	Working on Vehicles and Plant - Rural Fire Service
Policy 3409	Protective Clothing and Accessories - Rural Fire Service
Policy 3410	Use of Protective Clothing - Rural Fire Service
Policy 3411	First/Aid Advanced First Aid Course - Rural Fire Service
Policy 3412	Protocol - Attendance at First Aid Course - Rural Fire Service
Policy 3413	Minor Equipment held at/on Fire Fighting Appliances
Policy 3414	Fire Ground Communication
Policy 3415	Wheel Change on Fire Vehicles

Policy 3416	NSW Rural Fire Service Long Service Badge
Policy 3417	Australian National Medal - Rural Fire Service
Policy 3418	Correspondence to Brigades
Policy 3419	Activation of Communication Personnel - Rural Fire Service
Policy 3420	Expenditure of Council Funds - Rural Fire Service
Policy 3421	Area of Responsibility for Rural Fire Brigades
Policy 3422	Purchase of Equipment by Brigades
Policy 3423	Purchase of Personal Equipment - Rural Fire Service
Policy 3424	Private Use of Brigade Equipment
Policy 3425	Equipment Issued by the Rural Fire Service
Policy 3426	Duties of the Captain in the Administration of Brigades
Policy 3427	Recording of Telephone Calls within the Fire Management Centre
Policy 3428	Eligibility for Appointment as Group Officer/Deputy Group Officer
Policy 3429	Field Officer and Communications Officer Eligibility
Policy 3430	Response Protocols for Group Officers & Brigades with no Officer in Attendance
Policy 3431	Domestic Water Supplies (Tanks/Pools)

### **3(B) - STATEMENT OF AFFAIRS**

Council has prepared a Statement of Affairs as at 31 December 2005 and is available for inspection at Council's offices.

### **3(C) & (D)- ACCESS ARRANGEMENTS, PROCEDURES AND CONTACT POINTS**

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

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

Copies of the above Policy documents may be viewed at:

Campbelltown City Council Administration Building  
Civic Centre  
Corner Queen and Broughton Streets  
CAMPBELLTOWN 2560

between the hours of 8.30am and 4.30pm Monday to Friday.

Paul Tosi

GENERAL MANAGER

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

**SECTION 1 - POLICY DOCUMENTS**

Council has available for inspection the following:

- a) Accessibility Action Plan
- b) Annual Financial Reports
- c) Annual Report
- d) Auditor's Report
- e) Business use of Footpaths
- f) Code of Conduct
- g) Code of Meeting Practice
- h) Community Consultation
- i) Community Grants Program
- j) Council's 2005/2006 to 2007/2008 Management Plan
- k) Council's Code of Conduct
- l) Delegations of Authority Register
- m) EEO Management Plan
- n) Councillor's Expenses and Facilities Policy
- o) Fees & Charges Pricing/Revenue Policy
- p) Heritage & Conservation Controls (March 2000)
- q) Human Resources Policy Manual & Employment Related Codes
- r) Industrial Development Code (Concord Area)
- s) Internal Reporting Policy in reference to the Protected Disclosures Act
- t) Investments Register
- u) Landscaping Manual (Concord Area)
- v) Local Approvals Policy, 1996
- w) Local Ethnic Affairs Policy Statement (L.E.A.P.S.)
- x) Minutes of Council & Committee Meetings
- y) Parks – Plans of Management
- z) Policy Register
- aa) Privacy Management Plan
- bb) Procedures Manual
- cc) Provision of Information to and Interaction between Councillors and Staff
- dd) Records of Building Certificates
- ee) Records Policies
- ff) Recycling Policy
- gg) Small (Individual Grants Program)
- hh) Social Plan
  - ii) State of the Environment Report
  - jj) Stormwater Management Code
- kk) Tree Preservation Order and Policy, Approval System (Concord Area)
- ll) Tree Preservation Order and Tree Management Policy (Drummoyne Area)
- mm) City of Canada Bay Planning Controls:  
 Statutory Planning Instruments including Planning Scheme Ordinance, Local Environmental Plans and Section 94.  
 Development Control Plans, Codes and Policies.  
 (details in this regard can be accessed on Council's Website  
[www.canadabay.nsw.gov.au](http://www.canadabay.nsw.gov.au) or by telephoning Council).

**SECTION 2 - STATEMENT OF AFFAIRS**

Council's Statement of Affairs published in June 2005 is available for inspection.

**SECTION 3 - CONTACT ARRANGEMENTS**

Applications regarding Freedom of Information should be addressed to:

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

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

**FREEDOM OF INFORMATION ACT 1989****Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****CANTERBURY CITY COUNCIL****(F.O.I. Agency No. 2100)****December 2005****SECTION 1 - POLICY DOCUMENTS**

The policy documents held by Council are as follows:

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

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



- Reporting Requirements - Capital Expenditure
- Residential and Commercial Developments Mix
- Residential Development Strategy
- Responsible Accounting Officer
- Rezoning Land / Industrial Developments
- Right to Practice Religious and Cultural Principles
- Risk Management
- Riverwood Community Centre
- Senior Citizens Centres
- Shop Premises
- Site Improvements
- Smoke Free Workplace
- Sponsorship and Receiving Money
- Sporting Ambassadors
- Staff - Advertising
- Staff - Annual Leave
- Staff - Carers Leave
- Staff - Code of Conduct (Guide)
- Staff - Correspondence to Members of Parliament and Local Government General Managers
- Staff - Credit Card
- Staff - Defence Forces
- Staff - Delegations of Authority
- Staff - Designated Persons
- Staff - Equal Employment Opportunity
- Staff - Email
- Staff - Fleetsafe Driver and Fleet Safety
- Staff - Flexible Working Hours
- Staff - Fund Raising
- Staff - Grievance Procedure
- Staff - Harassment
- Staff - Language Aides and Signing Work
- Staff - Long Service Leave
- Staff - Manual Handling
- Staff - Maternity Leave
- Staff - Mobile Phones
- Staff - Occupational Health and Safety
- Staff - Occupational Health and Safety Consultation
- Staff - Other business or employment
- Staff - Payment of Gratuities
- Staff - Payment of Gratuities Cut Off Age
- Staff - Plaque and Reference Under Seal
- Staff - Redeployment
- Staff - Reduction by Natural Attrition
- Staff - Rehabilitation of Injured Staff
- Staff - Salary
- Staff - Signing of Correspondence
- Staff - Small technology assets
- Staff - Smoke Free Workplace
- Staff - Software
- Staff - Special Leave Without Pay
- Staff - Training Plan and Study Leave
- Staff - Ultra Violet Radiation
- Staff - Uniform
- Staff - Vehicle
- Strata Subdivisions
- Street Lighting
- Street Numbering
- Street Tree Management Plan
- Street Trees - Removal and Notification
- Telephones in Reserves
- Tendering

- Tenders and Tendering Procedures
- Third Party Motor Vehicle Insurance
- Toilet Facilities - Family Restaurants
- Trade Practices Act - Compliance
- Trade Waste Collection
- Tree Preservation Order
- Tree Preservation Order - Prosecutions
- Velodrome and Touch Stadium
- Waste (Domestic) - Additional Services
- Waste Reduction and Procurement
- Waste Service – Access and Equity
- Waste Storage Containers – Placement in public places
- Website Management
- Wolli Creek - Flood Management
- Wolli Creek - Preservation and Protection

## **SECTION 2 - STATEMENT OF AFFAIRS DETAILS**

Our latest Statement of Affairs was published on 30 June 2005 and outlines the structure and functions of Council, the ways in which the public can participate in Council's decision making processes and the types of documents Council holds. Copies of the Statement of Affairs are available free of charge from our Administration and Governance Team Leader.

## **SECTION 3 - CONTACT ARRANGEMENTS**

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

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

Telephone: (02) 9789 9398

Facsimile: (02) 9787 3064

E-mail: [bradm@canterbury.nsw.gov.au](mailto:bradm@canterbury.nsw.gov.au)

Location: Canterbury City Council, 137 Beamish Street, Campsie

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

# FREEDOM OF INFORMATION ACT 1989

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

### SUMMARY OF AFFAIRS

of the

### CARRATHOOL SHIRE COUNCIL

#### SECTION 1--POLICY DOCUMENTS

The following documents held by Carrathool Shire Council are available for inspection or purchase (documents listed under Section 12 of the Local Government Act 1993 provided free of charge):

- Annual Report
- Annual Financial Statements
- Auditors Report
- Building Application Records
- Building Certificate Records
- Bushfire Management Plan & Fuel Management Plan
- Business Papers
- Code of Conduct
- Code of Meeting Practice
- Companion Animals Plan
- Community Land Management Plans
- Conflict of Interest Policy
- Corporate Plan (see Management Plan)
- Delegations of Authority Register
- Development Application Records
- Disclosures Register
- EEO Management Plan
- Emergency Management Plan
- Energy Smart Homes Policy
- Environmental Planning Instruments
- Fees and Charges Policy (see Management Plan)
- Fence Policy (see Local Approvals Policy)
- Financial Management Plan (see Management Plan)
- Gifts and Benefits Register
- Graffiti Register
- Impounding Register
- Interim Development Orders
- Internal Reporting System
- Local Area Disaster Plan
- Leases and Licences Register
- Council's Land Register
- Management Plan
- Minutes of Committee Meetings
- Minutes of Council Meetings
- Policy Manual
- Community Relations
  - Charitable Organisation Collections & Fundraising
- Emergency Services
  - Bushfire Bridge Truck Rotation
  - Bushfire Equipment Serviceability
  - Bushfire Permits
  - Bushfire Prone Land - Water Supply
  - Bushfire Hazard Reduction
  - Bushfire Prevention Burning
  - Bushfire - Responsibility for Expenditure
  - Bushfire - Selection of Council Plant
  - Charcoal Burning

**Environmental Management**

- Environmental Management System
- Noxious Plants Control
- On Site Sewer Management
- Energy Smart Homes
- Rainwater Tanks

**Financial Management**

- Corporate Credit Cards
- Staff Leave Entitlement Reserve
- Accounts Payment of
- Cheques - Post dated
- Investment of Surplus Funds
- Use of Debt
- Procurement
- Writing off Debts

**Governance**

- Business Ethics Statement
- Committees - Replacement Councillors
- Complaints
- Council Meetings - Staff Involvement
- Customer Service Charter
- Delegates - Shires Association Conference
- Fraud Control
- Freedom of the Shire
- Gifts & Benefits Register
- Council Meetings - Provision of Lunch for Media
- Council Meetings - Regular Time
- Council Meetings - Tape Recording
- Payment of Expenses & Use of Facilities
- Records Management

**Health**

- Animals Keeping of
- Garbage Collection
- Littering Offences

**Human Resources**

- Grievance & Dispute Handling
- Recruitment
- Child Protection and Employment Screening
- Interview Expenses
- Pool Lifeguard Training
- Reimbursement Property
- Return to Work
- Safety Footwear
- Salary System Progressional Rules
- Smoke Free Zones
- Staff - Annual Picnic Day
- Staff - Designated Officers
- Staff - Recognition of Service
- Staff - Uniforms
- Staff - Working Hours Arrangement
- Volunteers

**Building, Planning & Development**

- Outdoor Eating Areas on Public Footpaths
- Building Line
- Building - Erection of Sewer Main
- Development Applications
- Exhibition and Notification of Development Applications
- Dogs - Leash Free Areas
- Dogs - Prohibition for Designated Areas

- Horse Free Areas
- Horses - Keeping in Goolgowi
- Horses - Keeping in Hillston
- Houses - Rental of Council
- Section 94 Contribution
- Town Planning - Subdivision of Land

#### Property, Plant & Stores

- Aerodromes Grazing Rights
- Hall Management
- Pensioner Flat Maintenance

#### Plant & Equipment - Council Report

- Plant & Equipment - Community Use
- Plant & Equipment - Excess Income
- Rental of Council Property
- Sale and Disposal of Land and Other Assets

#### Parks & Reserves

- Cemeteries: Merriwagga, Gunbar & Rankins Springs
- Cemeteries: Hillston & Goolgowi Lawn
- Caravan Parks: Long Term Residents
- Tree Planting on Council Controlled Land

#### Rates & Valuation

- Hardship Assistance for Rates & Annual Charges
- Rates on Hillston Golf Club
- Rates - Interest Charges
- Rates - Pensioner Concessions
- Rates - Recovery of Outstanding
- Rates - Sale of Land for Unpaid

#### Risk Management

- Cameras in Council Change Rooms
- Incidents and Issues Gathering Information
- Issue of Certificates
- Occupational Health & Safety
- Risk Management
- Senior Staff Insurance
- Signs as Remote Supervision

#### Roads & Transport

- Depreciation Roads Infrastructure Assets
- Footpath
- Footpath - Opening
- Road Crossings
- Road Crossing Installation
- Kerb & Gutter Construction Contribution
- Road Closures - Maintenance of River Access
- Road Safety Inspection
- Road - Burning Off & Destruction of Rabbit Harbours
- Road - Mineral Exploration
- Road - Rural Access Culverts
- Provision of Vehicular Access

#### Water, Sewer & Drainage

- Urban Water Boundaries
- Water Sewer Scheme Dividend
- Water & Sewer Subsidies
- Water Supply - Rankins Springs & Melbergen
- Water Supply - Rural Connections
- Water Supply - Service Sizes
- Water Supply - Water Allocations
- Water Supply - Water Main Extension Applications

- Pricing Policy (see Management Plan)
- Privacy Management Plan
- Register of Consents & Approvals
- Returns of Campaign Donations
- Revenue Policy (see Management Plan)
- Section 94 Contribution Plan
- Septic Tank Register
- Social and Community Plan
- State of the Environment Report
- Stormwater Management Plan
- Tree Preservation Orders

## **SECTION 2--STATEMENT OF AFFAIRS**

A copy of Council's most recent Statement of Affairs published on 23 June 2005 is available by contacting the Public Officer.

## **SECTION 3--CONTACTS ARRANGEMENTS**

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

Freedom of Information Officer  
Carrathool Shire Council  
P.O. Box 12  
GOOLGOWI NSW 2652

Telephone	(02) 6965-1306
Fax	(02) 6965-1379
E-mail	council@carrathool.nsw.gov.au

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

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

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

- Policy Register
- City Management Plan 2005-2008
- Annual Financial Statements
- Community Directory
- Community Profile
- Planning and Building Codes
- Code of Conduct
- Code of Meeting Practice
- Conflict of Interest (Non-Pecuniary)
- Protected Disclosures
- Register of Disclosures
- Auditor's Reports
- Investments Register
- Register of Delegations
- Business Papers for Council and Committee Meetings
- Minutes of Council and Committee Meetings
- Land Register
- State of Environment Report
- Engineering Requirements for Development
- Annual Report 2004-2005
- Expenses and Facilities Policy
- Section 94 Contributions Plans
- Revenue Policy
- Pricing Policy
- Plans of Management - Council Reserves/Parks
- Plan of Management - Community Facilities
- Plan of Management - Public Swimming Pools
- Plan of Management - Tennis Courts
- Plans of Management – Council Cemeteries
- Disaster/Emergency Management Plan
- Subdivision Code
- Tree Preservation Order
- Local Approvals Policy
- E.E.O. Management Plan
- Rural Roads Review
- Bush Fire Management Plan/Operations
- City Wide Settlement Strategy – Stage 1
- Cessnock Local Environmental Plan 1989
- Development Control Plan No.
  - 1•Hungry Creek Rural/Residential Subdivision
  - 2•Off-Street Vehicular Parking Code
  - 3•Industrial Land Use Code
  - 10•Identilite Land Use Code
  - 11•Poultry Farms Neighbouring Land Uses
  - 12•Nulkaba Village and Smallholdings Area
  - 13•Illalong Smallholdings Area
  - 14•Village of Greta North

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

## **SECTION 2 - STATEMENT OF AFFAIRS**

Information in respect of Council's Statement of Affairs has been published as part of Council's Annual Report for the period ending 31 December, 2005.

## **SECTION 3 - CONTACT ARRANGEMENTS**

Access to policy documents may be arranged by contacting:

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



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

**SECTION 1 - POLICY DOCUMENTS**

On 25 February 2004, the Councils of Copmanhurst, Maclean, Pristine Water and Grafton City were amalgamated with Clarence River County Council and North Coast Water to form the Clarence Valley Council. Clarence Valley Council is progressively adopting policies and to date has the following policy documents:

- Annual Report 2004/5
- Financial Statements 2004/5
- Plans of land proposed to be compulsorily acquired by Council
- Plans of Management for public reserves
- Plans of Management for Community Land
- Local Environment Plans
- Development Control Plans
- Section 94 Plans
- Engineering Specifications for development
- State of the Environment Reports
- Tree Preservation Orders
- Business papers and Minutes of Council and Committee meetings (other than those for closed meetings)
- Code of Meeting Practice
- 2005/6 Management Plan
- Schedule of Fees and Charges for 2005/6
- 2005/6 Budget
- Privacy Management Plan
- Policy on Corporate Credit Card use
- Code of Meeting Practice
- Policy on Councillors Expenses
- Policy on Councillor Access to Staff and Records
- Policy on Councillor Attendance at Conferences
- Policy on Older People
- Policy on Access to Council Documents
- Internal Reporting Policy

Any of these documents may be inspected free of charge. Copies of them may be obtained subject to a photocopying fee. Many of these documents are also available on Council's website [www.clarence.nsw.gov.au](http://www.clarence.nsw.gov.au)

**SECTION 2 - STATEMENT OF AFFAIRS**

Council's Statement of Affairs was published in June, 2005. Copies of it may be obtained from Council's Manager Corporate Governance.

**SECTION 3 - CONTACT ARRANGEMENTS**

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

- Director of Corporate Services,
- Clarence Valley Council,
- Locked Bag 23
- Grafton 2460.

**FREEDOM OF INFORMATION ACT 1989****Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****CONARGO SHIRE COUNCIL****F.O.I AGENCY No. 2107****SECTION 1 – DOCUMENTS**

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

The documents listed hereunder are available for inspection free of any fee. Copies of these documents are available for taking away at a reasonable copying charge.

- Council's Code of Conduct
- Council's Code of Meeting Practice
- Equal Employment Opportunity Policy and Management Plan
- Council's policy concerning the payment of expenses incurred by, and the provision of facilities to, councillors
- Council's Land Register
- Register of Investments
- Returns of the interests of councillors, designated persons and delegates
- Returns as to candidates' campaign donations
- Codes referred to in the Local Government Act, 1993
- Register of Delegations
- Local policies adopted by Council concerning approvals and orders
- Records of building certificates under the EP&A Act, 1979
- Environmental planning instruments, development control plans and plans made under section 94AB of the EP&A Act, 1979 applying to land within Council's area
- Plans of land proposed to be compulsory acquired by Council
- Leases and licences for use of public land classified as community land
- Plans of management for community land
- Development applications (within the meaning of the EP&A Act, 1979) and associated documents
- Applications under Part 1 of Chapter 7 for approvals to erect a building and associated documents
- Records of approvals granted, any variation from local policies with reasons for the variation and decisions made on appeals concerning approvals

The documents listed hereunder are available for inspection free of any fee. If required, copies will also be made available for taking away at no fee.

- Council's Annual Report
- Council's Comprehensive State of the Environment Report
- Annual Financial Reports
- Auditor's Report
- Management Plan for the financial years 2004/2005, 2005/2006 and 2006/2007
- Annual Reports of bodies exercising delegated Council functions
- Agendas and business papers for Council and committee meetings (but not including business papers for matters considered when a meeting is closed to the public)
- Minutes of Council and committee meetings, but restricted (in the case of minutes of any part of a meeting that is closed to the public), to the resolutions and recommendations of the meeting
- Statement of Affairs, Summary of Affairs and the Register of Policy Documents required under the Freedom of Information Act, 1989
- Department representatives' reports presented at a meeting of the Council in accordance with section 433
- Social and Community Plan

**SECTION 2 – STATEMENT OF AFFAIRS**

This is Council's nineteenth Summary of Affairs – Copies can be obtained free of charge by contacting the F.O.I. Co-ordinator

**SECTION 3 – CONTACT ARRANGEMENTS**

Requests under the F.O.I. Act for access to documents held by the Conargo Shire Council must be made by written application; no fee is payable.

Applications should be addressed to:

Mr M. P. Todd  
The Freedom of Information Co-ordinator,  
P.O. Box 56,  
DENILIUQIN, N.S.W. 2710

Enquiries may be directed to the F.O.I. Co-ordinator by telephoning (03) 58812044 between the hours of 9.00 a.m. to 5.00 p.m.

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

The following Policy Documents are held by Council:

**Administration**

- Access to Information
- Business Papers – Councillors
- Business Papers – Availability
- Committees – Section 355/377 – Disclosure of Interest
- Competitive Neutrality Complaints Management
- Complaints Management – Policy and Procedure
- Council – Committees (Standing) Structure, Functions and Delegations
- Incentive Scheme – New and Expanding Industries
- Privacy Management Plan
- Road Naming Guidelines

**Airport**

- Airport – Coffs Harbour – Business Plan

**Building & Development Services**

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

**Caravan Parks**

- Caravan Parks – Disabled Persons Accommodation

**City Parks & Reserves Services**

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

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

### **Community Services**

Art & Cultural Collection  
Coffs Harbour City Gallery Exhibitions Policy  
Committees – Local – Powers and Duties  
Committee Member (Retiring) Awards  
Consultation - Section 355 and Section 377 Committees  
Cultural Policies  
Library – Collection Development Policy  
Life Education Centre – Banana Coast – Assistance  
Public Art Protocols  
Volunteers – Libraries

### **Corporate Resources**

Contributions under Section 94 of the Environmental Planning and Assessment Act – Applications For Deferment  
Environmental Levy  
Land Dedication in Developing Areas  
Management Plan – City Infrastructure

### **Design Services**

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

### **Environmental Services**

Agricultural Chemical Containers – Disposal  
Agricultural Chemicals Residues Policy  
Englands Road Waste Management – Receipt of Waste Facility from Charitable Organisations  
Garbage Collection  
Garbage Charges / Refunds  
Garbage Depot – Disposal of Banana Stools  
Motor Vehicles for Sale on Road Reserve  
Pound Fees – Method of Payment  
Section 68 Local Government Act – Motor Vehicles for Sale on Road Reserve  
Septic / Holding Tank Systems  
Septic Tanks – Destruction, Removal or Re-use of  
Turf – Laying of for Prevention of Soil Erosion  
Vegetation Strategy  
Vegetation – Illegal Clearing and Landform Modification

### **Executive Services**

Aboriginal Flag  
Armorial Ensign and Official Colours – City  
Business Papers – Comments by Officers  
Code of Conduct  
Code of Meeting Practice  
Community /Public Consultation  
Conferences – Councillors Attendance  
Conferences – Permission for Councillors to Attend  
Council Crest – Use of  
Council Seal  
Councillors' Fees, Expenses and Facilities  
Councillors and Staff – Their Relationships and Responsibilities

Councillors' Professional Development Program  
Floral Emblem for City of Coffs Harbour  
Media Conferences – Notifying Councillors  
Meetings – Council  
Meetings – Council – Tape Recording of Proceedings  
Meeting – Council & Committees - Confidentiality  
Sister Cities

### **Financial Services**

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

### **Human Resources**

Video Surveillance

### **Property Management**

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

### **Sewerage Services**

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

### **Strategic Planning**

Local Environmental Plan 2000 (as amended)  
Tree Preservation Orders

### **Subdivision and Contracts**

Construction Specification – 1997 Version  
New Specifications for Subdivision & Development  
Tenders – Canvassing of Councillors  
Tenders – Value Selection System

### **Valuation and Commercial Services**

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

**Water Services**

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

**Works**

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

**SECTION 2 – STATEMENT OF AFFAIRS**

A Statement of Affairs as at 30th June, 2005 is available for inspection at Council or any of its Libraries.

**SECTION 3 – ENQUIRIES AND APPLICATIONS**

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

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

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

**SECTION 4 – FEES AND CHARGES**

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

All charges can be estimated to the nearest quarter hour.

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

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

In accordance with Section 14(1)(b) of the Freedom of information Act, this summary of the Statement of Affairs of the Coolamon Shire Council is provided.

**COOLAMON SHIRE COUNCIL'S POLICY DOCUMENTS**

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

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



**COOLAMON SHIRE COUNCIL'S CONTACT ARRANGEMENTS**

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

Mr Terrey Kiss,  
Public Officer,  
Coolamon Shire Council,  
P O Box 101,  
COOLAMON NSW 2701

Telephone: (02) 69273206  
Facsimile: (02) 69273168

Coolamon Shire Council's office hours are 8.30am to 5.00pm.

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

Annual Report  
Asbestos Waste Disposal  
Auditor's Report  
Awnings on Commercial Properties  
Building Application/Approval Register  
Building Certificate Register  
Business and Development Assistance Scheme  
Code of Conduct  
Council and Committee Meeting Business Papers (excluding items dealt with in closed Meetings)  
Council and Committee Meeting Minutes (excluding items dealt with in closed Meetings)  
Council Committee Membership Register  
Council Management Plan  
Councillors - Payment of Expenses and Provision of Facilities Policy  
Debt Recovery  
Delegations Register  
Development Application Register  
Development Control Plan – 1(c) Areas Cooma-Monaro Local Environmental Plan 1993 (Urban) area  
Development Control Plan – Cooma East Land – Mondello  
Development Control Plan – Cooma Urban Area  
Development Control Plan – Commercial Use of Footpaths  
Development Control Plan – Complying Development  
Development Control Plan – Contaminated Land  
Development Control Plan – Corner of Mittagang Road and Yallakool Road  
Development Control Plan – Development on Flood Prone Land  
Development Control Plan – Exempt Development  
Development Control Plan – Off Street Parking  
Development Control Plan – Public Notification Policy  
Development Control Plan – Section 94 Plan  
Development Control Plan – Site Performance Standard  
Development Control Plan – Subdivision and Development Standards  
Development Control Plan – Wastewater Supply  
Development Control Plan – Water Supply Policy  
Disaster Plan  
Disclosures Register  
Dog Registration Record  
Email and Internet Access  
Engineering Standards  
Fees and Charges Policy (see Management Plan)  
General Purpose Financial Reports  
Human Resource Manual  
Investment Register  
Land Register  
Cooma-Monaro Local Environmental Plan 1993 (Urban)  
Cooma-Monaro Local Environmental Plan (Rural)  
Yarrowlunla Local Environmental Plan 2000  
Local Approvals Policy  
Noxious Weeds Policy (Management Plan) Control/Eradication  
Plans of Management - Community Land  
Plans of Management – Recreational Facilities  
Policy Register

Privacy Management Plan  
Private Use of Council Vehicle  
Return of the Interests of Councillors, Designated Persons and Delegates  
Revenue Policy (see Management Plan)  
Rural Fire Service Operating Plan  
Rural Fire Service Risk Management Plan  
Section 64 Contribution Plan  
Special Purpose Financial Reports  
Social Plan  
State of the Environment Report  
Stormwater Management Plan  
Trade Waste Disposal  
Waste Management Strategy

## **SECTION 2 - STATEMENT OF AFFAIRS**

The Statement of Affairs of Cooma-Monaro Council was included in Council's Annual Report for the year ended 30 June 2004 and is available free of charge.

## **SECTION 3 - CONTACT ARRANGEMENTS**

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

The application should be directed to:

The Public Officer  
Cooma-Monaro Shire Council  
PO Box 714  
COOMA NSW 2630

Telephone: (02) 6450 1777

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

NEIL WATT (PO Box 714)  
GENERAL MANAGER COOMA NSW 2630

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

**POLICY DOCUMENTS**

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

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The following information is published in accordance with Section 14 of the Freedom of Information Act which came into operation on 1 July 1989. The information is correct as at 31 December 2005.

### **SECTION 1 - POLICY DOCUMENTS**

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

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

### **SECTION 2 - STATEMENT OF AFFAIRS**

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

### **SECTION 3 - CONTACT ARRANGEMENTS**

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

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

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

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

**SECTION 1 – POLICY DOCUMENTS**

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

- The Policy Register containing the following Policies:

**EXECUTIVE SERVICES DIVISION**

- 1.1.1 EXPENSES AND PROVISION OF FACILITIES FOR COUNCILLORS AND STAFF
- 1.1.2 CODE OF CONDUCT
- 1.1.3 INTERNAL REPORTING POLICY
- 1.1.5 CODE OF MEETING PRACTICE
- 1.1.6• COMMUNITY CONSULTATION
- 1.1.7 PROVISION OF INFORMATION TO AND INTERACTION BETWEEN COUNCILLORS AND STAFF
- 1.1.8 GIFTS AND BENEFITS
- 1.2.1 RECORDS MANAGEMENT
- 1.5.1 RELEASE OF EMPLOYEES

**CORPORATE SERVICES DIVISION**

- 2.1.1 ASSET AGGREGATION
- 2.1.2 RESERVES - (INTERNAL RESTRICTED ASSETS)
- 2.1.3 AUDITOR - ANNUAL ADDRESS TO COUNCIL
- 2.1.4 CREDIT
- 2.1.5 DEBT RECOVERY
- 2.1.6 INVESTMENTS
- 2.1.7 PRICING
- 2.1.8 ASSET ACCOUNTING
- 2.1.9 USE OF COUNCIL CREDIT CARDS
- 2.2.3 PURCHASING AND OBTAINING QUOTATIONS
- 2.3.2 CORPORATE UNIFORM
- 2.3.3 EDUCATIONAL ASSISTANCE FOR STAFF
- 2.3.4 EQUAL EMPLOYMENT OPPORTUNIT
- 2.3.5 TERMINATION OF EMPLOYMENT ON ACCOUNT OF ILL HEALTH
- 2.3.6 SALARY POLICY
- 2.3.7 SERVICE RECOGNITION FOR COUNCILLORS AND EMPLOYEES
- 2.3.8 STAFF TRAINING
- 2.3.18 GRIEVANCE RESOLUTION
- 2.3.19• DISCIPLINARY ACTION
- 2.3.20 PERSONNEL FILES
- 2.3.21 CERTIFICATES OF SERVICE AND REFERENCES
- 2.3.22• ANTI-DISCRIMINATION POLICY
- 2.3.23 HARASSMENT
- 2.3.24 WORKPLACE DISPLAY MATERIAL
- 2.3.25• EMPLOYEE INDUCTION
- 2.3.26 OCCUPATIONAL REHABILITATION
- 2.3.27 COMMUNITY LANGUAGE AND SIGNING WORK
- 2.3.28 EMPLOYMENT SCREENING POLICY
- 2.3.29 CHILD PROTECTION POLICY
- 2.5.1 ADVERTISING IN MEDIA FEATURES
- 2.5.2 DONATIONS TO GIFTED PERSONS
- 2.9.1 E-MAIL AND INTERNET USAGE POLICY

- 2.10.1 COOTAMUNDRA CARAVAN PARK - MARKETING STRATEGY
- 2.11.1 PROPERTY RENTALS
- 2.12.1 BRADMAN'S BIRTHPLACE – COLLECTIONS POLICY

#### ENVIRONMENT & COMMUNITY SERVICES DIVISION

- 3.1.2 NOTIFICATION OF DEVELOPMENT APPLICATIONS
- 3.1.3 • STANDARD TIME LIMITS FOR LAPSING OF DEVELOPMENT CONSENT
- 3.1.4 • USE OF INDEPENDENT CONSULTANTS IN ASSESSMENT OF CERTAIN DEVELOPMENT APPLICATIONS IN WHICH COUNCIL HAS DIRECT OR INDIRECT INVOLVEMENT
- 3.1.5 • LOCAL APPROVALS - STANDING VEHICLES OR ARTICLE USED FOR THE PURPOSE OF SELLING FROM A PUBLIC PLACE
- 3.1.6 • COUNCIL ACTIONS IN RELATION TO LAND IDENTIFIED AS POTENTIALLY CONTAMINATED
- 3.1.7 • FOOTPATHS USED FOR RESTAURANT PURPOSES
- 3.1.8 DEVELOPMENT ON FLOOD LIABLE LAND
- 3.1.13 GUIDELINES FOR TELEVISION AND FILM PRODUCTION SHOOTS
- 3.1.14 • TELECOMMUNICATIONS TOWERS
- 3.2.1 TEMPORARY OCCUPATION OF NON-RESIDENTIAL BUILDINGS
- 3.2.2 • LOCAL APPROVALS
- 3.2.4 BUILDING LINES
- 3.6.1 PUBLIC HEALTH – FIREWORKS DISPLAYS
- 3.7.1 • FOOD PREMISES
- 3.11.2 • REDUCTION OF TOWN HALL FEES AND CHARGES FOR NON PROFIT ORGANISATIONS
- 3.11.6 TOWN HALL PIANO
- 3.12.1 AGE LIMIT ON UNACCOMPANIED ENTRY TO COOTAMUNDRA POOL  
Error!  
Bookmark not defined.
- 3.12.2 DISCIPLINARY PROCEDURES FOR COOTAMUNDRA POOL ENGINEERING SERVICES DIVISION
- 4.1.1 LAND ACQUISITION
- 4.1.2 ROAD CLOSURE - SALE OF LAND
- 4.1.3 COOTAMUNDRA TREE MANAGEMENT PROGRAM
- 4.1.4 DUST GENERATION – BITUMEN SURFACING
- 4.1.5 PROPERTY SIGN POSTING
- 4.1.6 CBD WHITEWAY LIGHTING
- 4.1.7 STREET INFORMATION SIGNAGE
- 4.1.8 ROAD RESERVES – TREE REMOVAL
- 4.1.9 CONTRACT AND SUB-CONTRACT INSURANCE DISCLOSURE REQUIREMENTS POLICY
- 4.1.10 ELECTRICAL TESTING POLICY
- 4.1.11 ROAD INSPECTION POLICY
- 4.1.12 FOOTPATH INSPECTION POLICY
- 4.2.1. HINDERING OF MOTOR TRAFFIC – FUND RAISING APPEALS
- 4.4.1 PLANT HIRE FROM OUTSIDE COUNCIL
- 4.4.2 PLANT AND MOTOR VEHICLE MAINTENANCE AND SERVICE
- 4.4.4 PLANT REPLACEMENT PROGRAM
- 4.7.1 NOXIOUS WEED CONTROL
- 4.8.1 PARKS & GARDENS MAINTENANCE & INSPECTION PROGRAM
- 4.9.1 SPORTING GROUNDS
- 4.9.2 FISHER PARK – ADVERTISING SIGNS
- 4.9.3 MACKAY PARK WALLEND BEEN – ELECTRICITY SUPPLY
- 4.10.1 STREET CLEANING PROGRAM
- 4.14.1 DIALYSIS USE – ADDITIONAL ALLOWANCE
- 4.20.1 OCCUPATIONAL HEALTH AND SAFETY POLICY
- 4.20.2 SUN PROTECTION
- 4.20.3 IMMUNISATION OF COUNCIL EMPLOYEES
- 4.20.4 CODE OF SAFETY PRACTICE
- 4.20.4 CODE OF SAFETY PRACTICE
- 4.20.5 PROTECTIVE CLOTHING

- 4.20.5 PROTECTIVE CLOTHING
  - 4.20.6 SAFETY VESTS & HATS
  - 4.20.7 SAFETY HELMETS
  - 4.20.7 SAFETY HELMETS
  - 4.20.8 EYE PROTECTION/SAFETY HARNESS AND TRENCH SHORING
  - 4.20.9 HEARING PROTECTION
  - 4.21.1 SETTLEMENT OF LEGAL LIABILITY CLAIMS
  - 4.21.2 OH&S CONTRACTOR SAFETY MANAGEMENT POLICY
- Code of Meeting Practice
  - Annual Report
  - Annual Financial Reports
  - Auditor's Reports
  - Management Plan incorporating Budget, Revenue Plan and Forward Financial Plan
  - EEO Management Plan
  - Plans of Management for Community Land as follows:
    - 1) Bradman Oval
    - 2) Stratton Park
    - 3) Southee Circle Park
    - 4) Kingston Playground
    - 5) Country Club Oval
    - 6) Pinkstone Avenue Park
    - 7) Cameron Square
    - 8) Stockinbingal Tennis Courts
    - 9) Ellwoods Hall
    - 10) Wallendbeen hall
    - 11) Yannawah Hall
  - Minutes of Council and Committee Meetings
  - Land Register
  - Register of Investments
  - Returns of the interest of Councillors, designated persons and delegates
  - Business papers for, and minutes of, Council and Committee meetings (not including Business paper/minutes considered at/from a meeting closed to the public)
  - Register of Delegations
  - Records of approvals granted and decisions made on appeals concerning approvals
  - Records of Building Certificates
  - Register of Leases and Licences for use of Council land
  - State of Environment Report
  - Emergency Management Plan
  - Environmental Planning Instruments made under the Environmental Planning and Assessment Act 1979 applying to land within the Council's area
  - The Statement of Affairs and Summary of Affairs under the Freedom of Information Act 1989
  - Social and Community Plan
  - Disaster Recovery Plan

## SECTION 2 - STATEMENT OF AFFAIRS

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

A copy of the Statement is available by contacting Council's Director - Corporate Services, Mr Jeff Sowiak on (02) 69402110

## SECTION 3 - FREEDOM OF INFORMATION PROCEDURES AND CONTRACT PROCEDURES

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

The application should be directed to:

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



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

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

**ADMINISTRATION POLICIES**

1. Staff Service with the Australian Army Reserve
2. Membership of Associated Organisations
3. Attendance at Local Government Conference
4. Request for Doorknocks/Collections
5. Donation of Water and Sewerage charges
6. Street Stalls and Raffles
7. Insurance Risk Management
8. Council Name Badges
9. Fees Approved First Aid Course
10. Marketing of Council Land
11. Use of the Council Chambers Formal Area
12. Rehabilitation Statement Commitments of this Workplace
13. Occupational Health and Safety
14. Private use of Council Vehicles
15. Staff Training
16. Payment of Overtime while attending Training Courses
17. News Media Release Procedure
18. Telephones
19. Selection of Staff Members other than Directors and Deputy Directors
20. Working Funds Level
21. Level of Reserves
22. Availability of Council's Agenda to Public
23. Conclusion of Ordinary Meetings
24. Confidentiality at Council Meetings
25. Tape Recording of Council Meetings
26. Recycled Paper
27. Glenview Community Care
28. Reserve Sanger Street
29. Equal Employment Opportunity
30. Staff Induction

31. Staff Education
32. Staff Development
33. Staff Appraisal
34. Water Charges
35. Public Meetings and Information Nights
36. Expenses and Provision of Facilities
37. Running of Federation Craft Markets at Bangerang Park
38. Award Restructuring
39. Busking
40. Payment of Employees fortnightly
41. Salary Statement
42. Benefits to Employees
43. Internal Reporting Policy/Procedure
44. Voluntary Structural Reform and Resource Sharing
45. National Competition Policy
46. Child Protection Policy
47. Procedures for Dealing with Allegations of Child Abuse against Council Employees
48. Employee Acceptable Use of the Internet Policy
49. Job Share Policy
50. Volunteer Policy & Procedure
51. Bees Policy
52. Road Openings Policies and Procedures
53. Vandalism Action Plan
54. Managing Your Event Policy
55. Drug and Alcohol Policy

#### **ENGINEERING SERVICES CODES**

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

#### **ENGINEERING SERVICES POLICIES**

1. Signposting for Tourist Attractions
2. Commercial and Advertising Signs on Roads
3. Traffic Warning Signs

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

#### **TOWN PLANNING CODES**

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

**TOWN PLANNING POLICIES**

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

**BUILDING POLICIES**

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

**ENVIRONMENTAL HEALTH CODES**

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

**ENVIRONMENTAL HEALTH POLICIES**

1. Garbage Disposal Units
2. No UMD'S on Flood Liable Land
3. Horse Stables
4. Advertising Signs
5. Advertising/signposting Temporary and Permanent
6. Murray River Water Quality
7. Contaminated Waste
8. Smoking in Council Chambers
9. Waste Management

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

Also available :

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

## **SECTION 2 - STATEMENT OF AFFAIRS**

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

## **SECTION 3 - CONTACTS ARRANGEMENTS**

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

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

Telephone • 02 6033 8999  
Facsimile • 02 6033 3317  
Email • [council@corowa.nsw.gov.au](mailto:council@corowa.nsw.gov.au)  
Website • [www.corowa.nsw.gov.au](http://www.corowa.nsw.gov.au)

Council's Office hours are 8.15 am to 5.15 pm

**FREEDOM OF INFORMATION ACT 1989****Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****COWRA SHIRE COUNCIL****31 December 2005****SECTION 1 - POLICY DOCUMENTS**

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

- (1) Current Council Meeting Agendas & Minutes
- (2) Current Committee Meeting Minutes
- (3) Current Annual Report of Cowra Shire Council
- (4) 2004 – 2007 Management Plan
- (5) Code of Administrative Practices
- (6) Code of Conduct
- (7) Code of Meeting Practice
- (8) Privacy Management Plan
- (9) Cowra LEP - 23rd November 1990:
  - Cowra Local Environmental Plan 1990 (Amendment No. 1) - Gazetted 7/5/93
  - Cowra Local Environmental Plan 1990 (Amendment No. 3) - Gazetted 6/8/93
  - Cowra Local Environmental Plan 1990 (Amendment No. 4) - Gazetted 14/10/94
  - Cowra Local Environmental Plan 1990 (Amendment No. 5) - Gazetted 2/2/96
  - Cowra Local Environmental Plan 1990 (Amendment No. 6) – Gazetted 10/1998
  - Cowra Local Environmental Plan 1990 (Amendment No. 7) – Not Proceeded
  - Cowra Local Environmental Plan 1990 (Amendment No. 8) - Pending
  - Cowra Local Environmental Plan 1990 (Amendment No. 9) – Gazetted 2/5/2000
  - Cowra Local Environmental Plan 1990 (Amendment No. 10) – Pending
  - Cowra Local Environmental Plan 1990 (Amendment No. 11) – Gazetted 22/11/2002
  - Cowra Local Environmental Plan 1990 (Amendment No. 14) – Pending
- (10) Development Control Plans:
  - Cowra Abattoir Buffer Zone – Adopted December 1996
  - Cowra Aerodrome Obstacle Limitation Surface – Adopted December 1996
  - Bed & Breakfast and Farmstay Accommodation – Adopted December 1996
  - River Park Road Drainage Catchment Area – Adopted September 1996
  - Commerce 3(b) Zone – Adopted May 1996
  - Killara Road Drainage Catchment Area – Adopted March 1996
  - Residential Flat Code – Adopted February 1991
  - Parking Code – Adopted December 1986
  - Advertising Code – Adopted September 1999
  - Central Business District – Adopted December 1991
  - Garrison Gates Residential Estate – Adopted September 1992
  - Valley View Residential Estate – Adopted May 1992
  - Guidelines For Rural Development – Adopted March 1996
  - Bluemantle Waters Estate Mount McDonald – Adopted December 1987
  - Guidelines for Development in Rural 1(c1) Zone – Adopted March 1996
  - Rural 1(c) Zone – West Cowra – Date Unknown
  - Rural 1(c) Zone - North Cowra – Amended June 1989
  - Business 3 Zone – Redfern Street – Adopted August 1994
  - Industrial 4(c) Land - Effective August 1994
  - Subdivision Code – Adopted February 1992
  - Roadside Stalls – Adopted May 1999
  - Wyangala Dam Tourism Strategy – Adopted October 1991
  - DCP 1/99 Advertising and Notification – Adopted September 1999

DCP 2/99 Exempt and Complying Development – Adopted April 2000  
 DCP 3/01 Valley View Estate Stage 1 – not proceeded  
 DCP 4/02 Cowra Road and Ribbands Way – Adopted February 2003  
 DCP 5/02 Valley View Estate – Adopted February 2003

- (11) Section 94 Contributions Plans:  
 Killara Road Drainage Catchment Area  
 River Park Road Drainage Catchment Area  
 Plan No. 1 – Roads Rural – Adopted July 2001  
 Plan No. 2 – Roads Urban/Village - Adopted August 2002  
 Plan No. 3 – Drainage – November 1992 – Adopted August 2002  
 Plan No. 4 – Sewerage – Cowra – Adopted July 2001  
 Plan No. 5 – Water – Adopted July 2001  
 Plan No. 6 – Open Space – Adopted July 2001  
 Plan No. 7 – Car Parking – Adopted November 1992  
 Plan No. 9 – Bush Fire Services – Adopted July 2001  
 Plan No. 10 – Community Facilities – Adopted August 2001
- (12) Technical Note No. 1 Soil Erosion and Sediment Control Guideline  
 (13) EEO Management Plan  
 (14) Emergency Management Plan  
 (15) Flood Plain  
 (16) Internal Reporting Policy  
 (17) Local Approvals Policy  
 (18) Plans of Management for Community Land

#### **Ornamental Parks**

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

Jenny Kerr Park, Woodstock  
Woodstock Showground  
Billimari Park  
Europa Park

Olympic Park  
Gooloogong Park  
E J Walker Park - Wattamondara

### **Sportsfields**

Edgell Park  
Raudonikous Oval  
Oliver Oval  
MacPherson Oval  
West Cowra Recreation Ground  
Rodwell Oval

River Park  
Twigg Oval  
Holman Oval

Col Stinson Park  
Mulyan Oval

### **Urban Nature Parks**

Farleigh Park  
Vineyard Park  
Reserve - Taragala  
Cudgel•

Phillips Crossing  
Jukes Lane Reserve  
Darbys Falls  
Koorawatha

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

## **SECTION 2 - STATEMENT OF AFFAIRS**

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

## **SECTION 3 - CONTACTS ARRANGEMENTS**

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

Mr P Devery  
Public Officer  
Cowra Shire Council  
Private Bag 342  
COWRA NSW 2794

Telephone: (02) 6340 2000

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



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

2004/2005 Corporate Strategic Plan, Management Plan, Annual Operating Plan and Budget  
 Delegations of Authority  
 Code of Conduct Manual  
 Code of Meeting Practice  
 Dubbo City Flood Operations Manual  
 Dubbo Bush Fire Management Plan  
 Dubbo Local Environmental Plan - 1997 - Rural Areas and Associated Development Control Plans  
 Dubbo Local Environmental Plan - 1998 - Urban Areas and associated Development Control Plans  
 Dubbo City Council Subdivision Planning and Development Code  
 Rural Area Development Strategy 1995 - 2015 (September 1995)  
 Urban Areas Development Strategy comprising:  
 Future Directions and Structure Plan (December 1996)  
 (A) Residential Areas Development Strategy (November 1996)  
 (B) Commercial Areas Development Strategy (April 1997)  
 (C) Industrial Areas Development Strategy (January 1997)  
 (D) Institutional Areas Development Strategy (March 1997)  
 (E) Recreational Areas Development Strategy (February 1997)

DCP G3.1 Designing for Access and Mobility  
 DCP G4.1 Exempt and Complying Development  
 DCP G2.2 Floodprone Lands - Urban Areas  
 Dubbo City Floodplain Management Plan 2000 - Urban Areas  
 Dubbo's Growing Business  
 Policy Codes:  
 General Development Standards and Policies  
 Engineering Standards and Requirements Relating to the Subdivision of Land  
 Standards for Offstreet Parking of Motor Vehicles  
 - Standards for Advertising Structures  
 - Naming of Thoroughfares and other Geographical Features within the City of Dubbo  
 - Leash Free Areas for the Exercising of Dogs

Street Tree Master Plan  
 Tree Preservation Policy including Significant Tree Register  
 Plans of Management - Community Land  
 Section 94 Contribution Plan - Urban Stormwater Drainage Contributions  
 Section 94 Contribution Plan - Open Space and Recreational Facilities  
 Section 94 Contributions Plan – Roads and Traffic Management and Carparking  
 Section 64 Contribution Policy - Water Supply and Sewerage Services Contribution Policy  
 Trade Waste Policy Document - Note: the Local Approvals Policy part of this document has lapsed.  
 EEO Management Plan  
 Payment of Expenses and Provision of facilities to Councillors  
 Manual of Procedures  
 AUSPEC 1 Development  
 AUSSPEC 2  
 Policy for Strategic Asset Management Programme  
 Policy for Controlling Spray Painting  
 Code of Practice for the Impounding of Unattended Shopping Trolleys

**SECTION 2 - STATEMENT OF AFFAIRS**

The Dubbo City Council has published a Statement of Affairs in accordance with Section 14 of the Freedom of Information Act, 1989 at 30 June 2005.

**SECTION 3 - CONTACT ARRANGEMENTS**

Enquiries concerning the procedures for inspecting and purchasing the Dubbo City Council's Policy documents may be made to the Council's Director Administrative and Financial Services, Administration Building, Wingewarra Street (PO Box 81), Dubbo, telephone (02) 6801-4000 during the hours of 9.00 am and 5.00 pm Monday to Friday inclusive.

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

The following policies are contained within Councils policy register which is available for inspection:

Accounting Policy	C2:1
Accounts - Plant Hire and Private Works	C3:1
Advertising of Development Applications	C4:1
Aged and Invalid Person Units-Application for Tenancy of Rental Units	C3:2
Anti-Discrimination Guideline for Elected Members & Managers	C1:1
Application of Buffer (Setbacks) in 1(c), 1(d) zones concessional allotments & candidates area allotments	C4:2
Bonding for Civil Engineering Construction Works Associated Subdivisions and Other Developments	C3:30
Building Retaining Walls	C3:3
Burial on Private Land	C5:1
Carnivals & Concerts on Council Property	C3:4
Cemeteries Policy	C5:6
Child Protection	C1:2
Clarence Town Sewerage Special Rate Contributions	C2:7
Community Consultation	C3:29
Contribution to Works for Kerbing and Guttering	C3:5
Contributions to Works for Footpaving	C3:6
Corporate Apparel	C1:3
Corruption Prevention	C1:20
Council meeting arrangements	C1:4
Council Vehicles/Responsibilities of Drivers	C3:7
Damage to Water Meters	C3:8
Delegation of Authority - General Manager	C1:5
Development Applications – Insufficient Information	C4:10
Development of Unsewered Residential Land-Multiple Dwellings	C4:3
Discharge of Liquid Tradewaste into Council's Sewer	C3:10
Disconnection of Water Supply for Non-payment	C3:9
Dungog Visitor Information Centre	C1:6
Effluent Disposal for Unsewered 2a properties	C5:5
Erosion & Sediment Control	C5:2
Establishment of Bed & Breakfast Amenities within the Shire of Dungog	C4:4
Financial Assistance to Non-Profit organisations with Development Application fees	C4:5
First Aid Sporting Events	C3:11
Flood prone Land	C3:12
Gifts & Benefits	C1:7
Gutter Crossing Policy	C3:13
Implementation of Water Restrictions	C3:14
Industrial Land - Council Owned	C3:15
Investment of Funds	C2:8
Lease of Council Property and Roads - Agistment Rights	C3:16
LGSA - Legal Costs	C1:8
Local Orders policy - Keeping of Animals	C5:3
Managing Conflicts of Interest	C1:10
Motor Vehicle - Lease back	C1:9
Payment of Expenses to Councillors and Provision Facilities	C1:11

Provision of Electricity Supply to Rural areas	C3:17
Provision of Information to & Interaction between Councillors & Staff	C1:12
Provision of Rural Road Services	C3:18
Public Gates/Public Grids	C3:19
Public Submissions•	C1:19
Purchasing of Goods & Services	C2:2
Recognition of Individuals Who Support Council	C1:18
Refund of Development Application fees	C4:6
Rehabilitation Policy	C2:3
Residential Occupation of Sheds	C4:7
Rewards – Vandalism	C2:4
Rezoning• C4:11	
Risk Management	C2:9
Risk Management – Tree Management System	C2:10
Roadside Signage	C3:20
Saleyards bookings	C3:21
Signs as Remote Supervision	C3:22
Signs on footpaths	C3:23
Smoking in Council Buildings/Vehicles	C1:13
Stables C5:4	
Staff - Military Leave	C1:14
Staff – Retirement	C1:15
Staff - Time in Lieu	C1:16
Statement of Business Ethics	C1:21
State Environment Planning Policy No. 1 - Development Standards for Subdivision	C4:8
Street Lighting on Public Roads	C3:24
Street Naming	C3:25
Supply and Connection of Water to Private Property & Mains to Rural areas	C3:26
Telecommunications & Radiocommunications	C4:9
Use of Public Footpaths for Commercial Purposes, Street Stalls, Goods & Signs on footpaths C3:27	
Water Connections - Marginal Supply	C3:28
Works Committee Meeting Arrangements	C1:17

The following documents are also available for public inspection:

Annual Reports  
 Building Certificate Records  
 Building Application/Approval Records  
 Clarence Town Local Area Plan  
 Code of Conduct  
 Code of Meeting Practice  
 Construction Certificate Application/Approval Records  
 Council Meeting Business Papers  
 Council Meeting Minutes  
 Councillors - Payment and Expenses and Provision of Facilities Policy  
 Delegations of Authority  
 Development Application/Approval Records  
 Disclosure of Interests by Councillors and Designated Persons Register  
 EEO Management Plan  
 Graffiti Removal Register  
 Internal Reporting Policy (Protected Disclosures Act)  
 Investment Register  
 Land Register  
 Local Approvals Policy  
 Local Disaster Plan  
 Shire Wide Development Control Plan No. 1  
 Local Environmental Plan 1990 (as amended by Amendment No.'s 1-18, 20-26, 31-34, 37-38, 41, 47-48, 51-58)  
 Draft Local Environment Plan 2005  
 Dungog Shire Rural Strategy 2003  
 Management Plan/Financial Management Plan

Plans of Land proposed to be Compulsorily Acquired by Council  
Privacy Management Plan  
Property Transfer Register  
Section 94 Contribution Plans No. 2 and No 3  
Dungog Sec 94 Contributions Plan 2001  
Shire-wide Sec 94 Contributions Plan No. 1 2004  
State of the Environment Report 2004  
Supplementary State of the Environment Report 2005

## **SECTION 2 - STATEMENT OF AFFAIRS**

Councils most recent Statement of Affairs was prepared as at 30 June 2005.

## **SECTION 3 - CONTACT ARRANGEMENTS**

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

Public Officer  
Dungog Shire Council  
PO Box 95  
DUNGOG NSW 2420

Telephone: (02) 49921224  
Facsimile: (02) 49922044  
Email: [shirecouncil@dungog.nsw.gov.au](mailto:shirecouncil@dungog.nsw.gov.au)

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

**FREEDOM OF INFORMATION ACT 1989****Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****EUROBODALLA SHIRE COUNCIL****F.O.I. Agency No. 2125****31 December 2005****SECTION 1 - DOCUMENTS**

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

**AVAILABLE FOR INSPECTION FREE OF CHARGE**

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

- Copies are available to take away

**DOCUMENTS AVAILABLE FOR PURCHASE****Planning Instruments**

Rural Local Environmental Plan	\$12.00
Urban LEP	\$12.00

**Codes - Development Manuals**

Car Parking Code	\$12.00
Industrial Development DCP	\$12.00
Residential Design DCP	\$12.00

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Advertising Signs DCP	\$12.00
Subdivision Guidelines	\$32.70
Heritage Inventory	\$ 0.30/page
Tilba Conservation Area Development Guidelines	\$12.00
Subdivision Code - Water & Sewerage Construction	\$32.70
Other Development Control Plans (eg site specific)	\$12.00
Mogo Village Commercial Centre DCP	\$12.00
Moruya Town Centre DCP	\$12.00
Batemans Bay Town Centre DCP	\$12.00
Narooma Town Centre DCP	\$12.00
Tree Preservation Order	No charge
Neighbourhood Business and Commercial DCP	\$12.00
Residential 2T - Tourism Development Guidelines	\$12.00
 <b>Other Publications</b>	
Population Profile (1998)	\$12.40
Children's Services Directory	\$ 2.00

## SECTION 2 - STATEMENT OF AFFAIRS

Published 30 June, 2005

## SECTION 3 - CONTACT ARRANGEMENTS

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

Freedom of Information Co-ordinator  
Eurobodalla Shire Council PO Box 99 MORUYA NSW 2537  
Telephone: (02) 4474 1000 Facsimile: (02) 4474 1234  
Email: council@eurocoast.nsw.gov.au  
Office Hours: 8.30am to 4.30pm Monday to Friday (Reference – 97.1315)

**FREEDOM OF INFORMATION ACT 1989****Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****FAR NORTH COAST WEEDS****Regional Weed Authority**

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

**Policy Documents:**

- Code of Conduct
- Code of Meeting Practice
- Pecuniary Interest Returns
- Employment Related Codes:
- Code of Staff Conduct
- Equal Employment Opportunity Management Plan
- Equal Employment Opportunity Policy
- Expenses and Facilities
- Management Plan incorporating:
- 3-Year Forward Plan
- Revenue Policy
- Minutes of Council Meetings
- Occupational Health and Safety Policy
- Organisational Structure
- Policy Register
- Privacy Management Plan
- Auditor's Report

**Other documentation:**

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

**Statement of Affairs**

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

**Contact Arrangements:**

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

Mr Paul Muldoon  
General Manager  
Far North Coast Weeds  
218-232 Molesworth Street  
(PO Box 230)  
LISMORE NSW 2480  
  
Telephone: (02) 6623 3833  
Fax: (02) 6622 1181  
Email: fncw@fncw.nsw.gov.au



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

In accordance with Section 14(1)(b) of the Freedom of Information Act, this summary of the statement of affairs of Forbes Shire Council is provided.

**SECTION 1 - POLICY DOCUMENTS**

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

- Child Protection Authority Policy
- Code of Conduct
- Development control plans - DCP's No 1 - Location of Electrical Transmission Lines, No 2 - Industrial Lands, No 3 - Residential Land - Church Street, No 4 - Flooding Areas, No 5 - Alcheringa Estate, No 6 - Managing our Flood Risks, No 7 - Exempt & Complying Development, No 9 - Landscaping, No 10 - Residential Development & No 8 - DRAFT DCP 8 Daroobalgie Industrial Estate.
- Disaster plans
- EEO Management Plan
- Expenses and Facilities Policy
- Local environmental planning instruments - Forbes LEP 1986
- Management Plan
- Committee Meetings Reports
- Minutes of Council Meetings
- Policy Register
- Sections 94 contributions plans - Open space
- State of the Environment Report
- Subdivision Code
- Emergency manuals
- Car Parking Policy
- Complaint Handling Policy
- Fees and Charges Policy
- Hiring of Town Hall Policy
- Motor Vehicle Policy
- Naming of Parks and Reserves Policy
- Notification of Adjoining Owners Policy
- Occupational Health and Safety Policy
- SEINS Notice Policy
- Private Use of Council Vehicles Policy
- Smoke Free Workplace Environment Policy
- Annual Report
- Auditor's Report
- Business papers
- Disclosures Register
- Land Register
- Building certificate records
- Development application/consent records
- Staff and Personnel Policy
- Social Plan
- Septic Tank Management Plan

**SECTION 3 - CONTRACTS ARRANGEMENTS**

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

Mr C. Devitt, General Manager  
Forbes Shire Council  
Cnr Harold & Court Streets (PO Box 333)  
FORBES NSW 2871  
Telephone: 02 6850 1300, Fax: 02 6852 4170

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

In accordance with Section 14(1)(b) of the Freedom of Information Act, this summary of the Statement of Affairs of Gilgandra Shire Council is provided.

**THE COUNCIL'S POLICY DOCUMENTS**

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

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

**THE COUNCIL'S STATEMENT OF AFFAIRS**

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

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**THE COUNCIL'S CONTACT ARRANGEMENTS**

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

Mr. Neil Alchin,  
Public Officer,  
Gilgandra Shire Council,  
Warren Road (P.O. Box 23), Gilgandra, 2827.

Telephone: 02 68472709

Facsimile: 02 68472521.

Council's office hours are 8:30 a.m. to 5 p.m.

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

**SECTION 1 - POLICY DOCUMENTS**

The following policy documents are available for inspection or purchase:

- General Policy Manual
- Code of Conduct
- Code of Meeting Procedure
- Staff Procedural Manual
- Section 94 Contributions Plan
- Section 94 Contributions Plan Car Parking
- Councillors Allowances and Expenses Policy
- Council and Committee Minutes
- Local Environmental Plan and Land Use Strategies
- Delegations of Authority
- EEO Management Plan
- Supplementary State of Environment Report 2005
- Development Application Register
- Management Plan - including Fees and Charges
- Public Land Register
- Standard Conditions for Engineering Works
- Gloucester Local Environment Plan 2000
- Development Control Plans:
  - 1/84 - Subdivision of Lot 10 DP 262710 Argyle Street, Barrington
  - 2/84 - Subdivision of Part Lot 1 Bucketts No. 1 Subdivision Argyle Street, Barrington
  - 1/95 - Land in Industrial Zones
  - 2/95 - Tourist Development
  - 3/95 - Land in Rural Zones
  - 4/95 - Rural Small Holdings Subdivision Fairbairns Road
  - 2/96 - Development of Rural Residential Subdivision - Lot 7 DP 843681 Thunderbolts Way, Gloucester
  - 1/99 - Subdivision of Lot 6 DP 739146 Clement Street, Gloucester
- Outdoor Advertising
- Small Rural Holdings
- Water Efficient Housing Policy
- On site Effluent Disposal Policy
- Local Emergency Management Plan
- Financial Management Plan (Budget)
- Approvals Policy
- Plan of Management for
  - Gloucester District Park
  - Other Community Land
- Tendering Policy
- Main Street Heritage Study
- Council Financial Reports
- Rural Fire Service Standard Policy and Procedures
- Community Road Safety Plan
- Strategic Issues for Gloucester Council
- Water and Sewerage Draft Business Plan
- Protected Disclosures Reporting Policy
- Investment Policy
- Pressure Sewer Policy
- Liquid Trade Waste Policy

**SECTION 2 - STATEMENT OF AFFAIRS**

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

**SECTION 3 - CONTACT ARRANGEMENTS**

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

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

Telephone: (02) 65385250  
Facsimile: (02) 65582343  
Email: [council@gloucester.nsw.gov.au](mailto:council@gloucester.nsw.gov.au)  
Office hours 8.45am to 4.15pm weekdays

N S McLeod  
General Manager

**FREEDOM OF INFORMATION ACT 1989****Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****GOSFORD CITY COUNCIL****(FOI AGENCY No. 2132)****December 2005**

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

The Statement of Affairs may be inspected free of charge at Council's Administration Building, 49 Mann Street (PO Box 21), Gosford NSW 2250 between 8.38 am and 5.00 pm, Monday to Friday (public holidays excepted) and Public Libraries.

**POLICY DOCUMENTS**

Council's activities are in Program format and include fifteen (15) specific Programs. These Programs are:

Program A - Finance & Corporate Services	Program O - Organisation Development
Program C - Community Facilities	Program P - Private Works
Program D - Environment & Planning•	Program R - Recreation
Program E - Drainage	Program S - Sewerage Services
Program G - General Maintenance & Operations	Program T - Transport
Program H - Waste Services	Program V - Fleet Management
Program I - Industry Development	Program W - Water Supply
Program J - Corporate Financing	

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

**DOCUMENTS AVAILABLE SUBJECT TO A PHOTOCOPY FEE**

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

A number of these documents can be downloaded free of charge from Council's website at [www.gosford.nsw.gov.au](http://www.gosford.nsw.gov.au).

Note:• • appears when a group of relevant documents on a particular matter have been summarised for the purposes of this document. ie. Administration A1• - there are a number of sub-documents available under this heading.

Access to Files by Councillors Policy A1.39

Administration A1\*

Beaches R3\*

Building Control D6\*

Capital Works Program

Car Parks T9\*

Caravan Parks R4\*

Child Care Centres, complaints

Parent Committees - Child Care Centres C5.02

Child Care Centres, Communicable Diseases C5.01

City Management Plan

(The Gosford City Management Plan consists of the following:

Report 1 - Corporate Strategic Plan

Report 2 - 3 Year Capital Works Program

Report 3 - Council's Program Budget

Report 4 - Sustainability Report incorporating the State of the Environment Report

Report 5 – Council’s Revenue Policy)  
Report 6 - Community Plan  
Code of Conduct A1.02  
Code of Meeting Practice A1.47  
Community Development C5\*  
Corporate Relations O6\*  
Corporate Services A2\*  
Councillors Financial and Service Provision Arrangements A1.42  
Cultural Projects C1\*  
Dams and Weirs W0\*  
Delegations of Authority  
Development Engineering D3\*  
Development Control D0\*  
Drainage E1\*  
EEO Management Plan  
Effluent Generation S3\*  
Emergency Services H3\*  
Environmental Education and Protection E5\*  
Fees and Charges  
Fees and Charges Information - Revenue Policy  
Financial Management A3\*  
Flood Mitigation E2\*  
Flora & Fauna Report – Somersby Industrial Park 2003  
Foot/cycleway T5\*  
Gosford City Bushfire Risk Management Plan  
Gosford City Disaster Recovery Plan  
Gosford City District Bushfire Operations Plan  
Gosford LGA – Bush Fire Prone Land Map  
Health Services H4\*  
Historical Water Quality Data Review and Analysis Final Report 2003  
Human Resources Policy Manual  
Human Resources O3\*  
Integrated Management System (Integrating Occupational Health, Safety and Environmental Management)  
Lakes, Waterways and Coastline E0\*  
Land proposed to be compulsorily acquired by Council  
Landuse Planning E3\*  
Levels of Service  
Libraries C0\*  
Lighting T6  
Local Environmental Plans (LEP)  
Minutes of Council Meetings  
Minutes of Committee Meetings  
Parks R2\*  
Performance Management O5\*  
Policy Register  
Program Management \*8\*  
Property Services A5\*  
Public Transport T7\*  
Recreation R1\*  
Reserves and Natural Resources R0\*  
Risk Management  
Road Maintenance T1\*  
Road Construction T0\*  
Sewer Mains & Tunnels S0\*  
Solid Waste Management H0\*  
Tendering Policy A3.07  
Traffic T4\*  
Treatment Work S2\*  
Tree Management R6\*  
Tree Preservation Order  
Water Capital Works W5\*

Water Consumer Services W4\*  
 Watermains W2\*  
 Waterway Facilities R5\*  
 Works – Capital Works WS5\*

#### DOCUMENTS AVAILABLE FREE OF CHARGE

- Corporate Plan
- Guidelines to Development Control Plan No 106 – Controls for Site Waste Management
- Comprehensive State of Environment Report 2004 (limited number available free of charge)
- Code of Practice - Erosion/Sedimentation Control
- Sustainability Report 2004 incorporating the State of Environment Report for 2004 (limited number available free of charge)
- Fact Sheets
- Gosford City Community Plan
- Cultural Plan
- Redevelopment DSP (Development Service Plan)
- Swimming Pools and Fences
- Water and Sewer Development Service Plans
- Erina DSP
- Erina Township DSP
- Kariong DSP
- Kincumber DSP
- Lisarow DSP
- Narara DSP
- Niagara Park DSP
- Pamphlets
- Springfield DSP
- Wyoming DSP

#### DOCUMENTS AVAILABLE SUBJECT TO A FEE

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

The following documents are available for purchase:

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

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

- DCP 5 Narara
- DCP 7 Niagara Park
- DCP 8 Lisarow
- DCP 16 Kincumber
- DCP 17 Kincumber No 2 Brentwood
- DCP 20 Hollydell Farm •
- DCP 21 Kariong
- DCP 23 Springfield/Erina Creek
- DCP 24 Florals – Stage 2
- DCP 25 Mount White Truck Stop
- DCP 26 Surplus Public Land Killcare Heights



- DCP 27 Empire Bay Drive, Empire Bay
- DCP 28 Manooka Road, West Gosford
- DCP 29 Residential Development South Avoca Beach
- DCP 30 Brisbane Water Drive & Pacific Highway West Gosford
- DCP 33 Victoria and Adelaide Streets East Gosford
- DCP 35 Road Transport Facility – Somersby
- DCP 36 Erina Valley
- DCP 41 Narara Valley Drive, Niagara Park
- DCP 42 Erina/Green Point/Terrigal (Amendment 1)
- DCP 44 Emma James Street, Springfield
- DCP 52 Springfield – Erina Creek Precinct 2
- DCP 55 Terrigal Business Centre
- DCP 57 John Whiteway Drive
- DCP 58 Erina Fair – Amendment 1
- DCP 74 Cullens Road, Copacabana
- DCP 75 The Ridgeway
- DCP 76 Yattalunga (Amendment One)
- DCP 78 The Landmark – Berecry Road, Mangrove Mountain
- DCP 79 Koolang Road, Green Point
- DCP 80 Australian Reptile Park – Wyoming
- DCP 82 RTA Depot – Pacific Highway West Gosford
- DCP 83 Mobbs Road and Kings Avenue, Terrigal Residential 2(a) Subdivision
- DCP 84 Golden Grove Circuit and the Scenic Highway Terrigal
- DCP 87 Avoca Drive, Kincumber (Kincumber Hotel)
- DCP 88 Port Jackson Road Terrigal
- DCP 89 Scenic Quality
- DCP 90 The Entrance Road, Forresters Beach
- DCP 92 Henry Parry Drive and Pemell Street, Wyoming
- DCP 93 Lot 1 DP 776132 Corner Manns and Dell Roads West Gosford
- DCP 94 Sun Valley Road Green Point
- DCP 95 Boundary Road Kincumber
- DCP 96 Ocean View Drive Wamberal
- DCP 97 Lot 1 DP 775026 Peats Ridge Road Peats Ridge
- DCP 98 Bensville
- DCP 99 Taylors Road, MacDonalds Road and Pacific Highway Lisarow
- DCP 100 Medium Density Residential Amendment No 1
- DCP 101 Guidelines for the Erection of Communications Facilities
- DCP 102 Corner Charles Kay and Terrigal Drives Terrigal
- DCP 104 Lot 11 Scenic Highway Terrigal (Amendment 1)
- DCP 105 Old Narara Primary School Site Pacific Highway, Narara
- DCP 106 Controls for Site Waste Management
- DCP 107 Lots 4 and 5 Section 13 DP 1905 Pacific Highway/Renwick Street Wyoming Service Centre
- DCP 108 Pt 1 – Land Subdivision
- DCP 108 Pt 2 – Single Residences
- DCP 108 Pt 3 – Alterations and Additions
- DCP 108 Pt 4 – Attached Dwellings
- DCP 108 Pt 5 – Residential Buildings
- DCP 109 Toomeys Road Lisarow
- DCP 110 Bed and Breakfast
- DCP 111 Car Parking
- DCP 112 Residential Subdivision
- DCP 113 Industrial Development
- DCP 115 Building in Flood Liable Areas
- DCP 117 Child Care Centres
- DCP 118 Brothels
- DCP 119 Wharves and Jetties
- DCP 122 Cut and Fill Restrictions
- DCP 124 Parenting Facilities
- DCP 125 Coastal Hazard/Beach Frontage
- DCP 126 Dual Occupancy

- DCP 127 Cluster Housing
- DCP 128 Public Notification of Development Applications
- DCP 130 Subdivision of Rural and Non Urban Land
- DCP 131 Erina Business Centre Signage
- DCP 132 Pacific Highway, Niagara Park
- DCP 133 Woy Woy Town Centre
- DCP 136 Lot 2 DP 605752 Siletta Road, Niagara Park – Amendment 1
- DCP 137 Lot 3 DP 712505 Ghilkes Road Somersby
- DCP 138 Lot 26 DP 3944 Manns Road – Bulky Goods Salesroom/Showroom
- DCP 139 Lot 4 Trafalgar Ave, Lot 62 Section A DP 8872 Bullion Street and
- Lot 109 DP 730109 West Street Umina Retail Hardware Store & Associated Car Parking
- DCP 141 Avoca Beach Alfresco Outdoor Theatre
- DCP 142 Lot 13 DP 666756 Brisbane Water Dr Point Clare (Amendment 1)
- DCP 143 Lots 1,2,3,4,10 & 11 DP 255797 Karalta Road Erina
- DCP 144 Festival Development Site Mt Penang
- DCP 145 St Huberts Island Mooring Facilities
- DCP 146 Ettalong Bowling Club
- DCP 148 Complying Development Conditions
- DCP 149 Environmental Controls for Development in the Conservation and Scenic Protection 7(c3) – Tourist Accommodation Zone
- DCP 151 Two Lot Rural Residential Subdivision Crystal Avenue, Pearl Beach
- DCP 152 Manasseh Frost House Kincumber
- DCP 153 Lot 58 DP 10086 Kallaroo Road Bensville – Residential Subdivision
- DCP 155 Single Dwellings and Ancillary Structures
- DCP 156 Sea Kayaking Operational Base – 25 Broken Bay Road Ettalong
- DCP 157 Lot 61 DP 702598 Railway Crescent Niagara Park
- DCP 158 Lot 2 DP 1009974 Avoca Drive Kincumber
- DCP 159 Character
- DCP 160 Laguna Avenue, Copacabana
- DCP 161 Ena Street, Terrigal
- DCP 162 Residential Development (Pearl Beach)
- DCP 163 Geotechnical Requirements for Development Applications
- DCP 165 Water Cycle Management
- DCP 171 Non Residential Uses within the 7(c2) Zone
- Gosford Planning Scheme Ordinance (As Amended)
- Interim Development Order No 122 (As Amended)
- LEP 22 Somersby Industrial Park

#### **VARIOUS OTHER PUBLICATIONS AND STUDIES AVAILABLE**

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

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

Studies available to the public for inspection include the following:

- Avoca Drainage Strategy
- Bangalow Creek and Cutrock Creek Flood Study
- Bangalow Creek and Cutrock Creek Flood Management Study & Plan
- Brady's Gully - Blanche Street Area Drainage Investigation
- Brady's Gully Creek Floodplain Management Plan
- Brisbane Water Plan of Management
- Bush Fire Planning Review and Evacuation Management Plan
- Broken Bay Beaches Coastal Management Plan
- Coastal Lagoon Management Plan for Wamberal, Terrigal, Avoca and Cockrone Lagoons
- Coastal Management Study and Plan for Gosford City Open Coastal Beaches
- Copacabana Drainage Strategy
- Drainage Investigation Kincumber Catchment
- Drainage Investigation Killcare Catchment
- Dubbo Gully Plan of Management
- East Gosford Catchment Study

- Erina Creek Flood Study
- Erina Creek Floodplain Management Study & Plan
- Ettalong Beach Foreshore Management Study and Plan
- Flora and Fauna Study - Somersby Industrial Park (2003)
- Gosford CBD Drainage Strategy
- Gosford CBD Urban Design and Landscape Masterplan
- Gosford City Centre Strategic Plan
- Gosford Rainfall Scoping Study (2004)
- Green Point Creek, Pearl Beach Floodplain Management Plan
- Kahibah, Iluka & Ettalong Creeks, Kahibah & Iluka Lagoons and Selected Reserves at Umina Beach Rehabilitation and Management Plan
- Kariong Area Drainage Investigation
- Lower Narara Creek Flood Study
- Middle Creek Flood Study
- Mudflat Creek Flood Study
- Narara Creek Flood Study - West of Hanlan Street
- Narara Creek Manns Road to Deane Street Rivercare Study
- Narara Creek Manns Road to Deane Street Rivercare Plan
- Natural Vegetation of the Gosford Local Government Area, Community Profiles
- Natural Vegetation of the Gosford Local Government Area, Technical Report
- North Copacabana Catchment Trunk Drainage Study
- Point Clare Trunk Drainage Study, Management Study & Management Plan
- Pretty Beach Area Drainage Study
- Residential Strategy
- Review of the Lower Narara Creek Floodplain Management Study
- Rural Lands Study
- Stormwater Management Plan for Gosford City
- Sun Valley Trunk Drainage Strategy
- Terrigal Lagoon Deepening Study Feasibility Study
- Terrigal Lagoon Flood Study
- Terrigal Lagoon Floodplain Management Study
- Terrigal Lagoon Floodplain Management Plan
- Turo Creek Flood Study
- Upper Narara Creek Flood Study
- Veron Road Area, South Woy Woy Drainage Strategy
- Wamberal Lagoon Flood Study
- Wamberal Lagoon Floodplain Management Study
- Wamberal Lagoon Floodplain Management Plan
- Water Supply Review Reports - Joint Water Authority
- Water and Sewer Development Service Plans
- Wells Street, East Gosford Drainage Strategy
- Western COSS Assessment: Final Report December 2002
- Wetland Management Study - Brisbane Water area
- Wetland Management Study in the Hawkesbury Nepean Catchment
- Wetland Mapping Survey of Coastal Wetlands
- Wingello Creek Floodplain Management Plan
- Woy Woy Catchments – D & E Drainage Investigation
- Wyoming Creek Management Plans
- Yattalunga Drainage Study

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

The following reports are included in this category:

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

Under the provisions of the Local Government Act 1993, all Council owned land must be classified "Operational" or "Community". Community land is managed by Plans of Management. The following Plans of Management under the Local Government Act 1993 and the Crown Lands Act, as listed below, are available from the Administration Building, 49 Mann Street, Gosford, subject to a photocopying fee on application or may be downloaded free of charge from Council's website at [www.gosford.nsw.gov.au](http://www.gosford.nsw.gov.au) :

- Caroline Bay
- Community Parks
- Ettalong Beach
- Everglades Lagoon Precinct
- Foreshore Parks
- Formal Parks
- Gosford Foreshore
- George Downs Cottage
- Grahame Park
- Kibble Park
- Kincumba Mountain Regional Reserve
- North Avoca Surf Club
- Terrigal Haven
- Wilson Road Park Terrigal
- Worthing Creek Detention Basin

### FREEDOM OF INFORMATION APPLICATIONS

Freedom of Information requests may be submitted in writing to:

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

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

Community Services and Organisation Development	Jennie Hayden Sarah Wallace	Telephone: (02) 4325 8304 Telephone: (02) 4325 8903
Environment and Planning•	Michelle Ritchie Ros Spain Greg Loomes	Telephone (02) 4325 8239 Telephone: (02) 4325 8876 Telephone: (02) 4325 8873
City Services	Sue McKellar	Telephone: (02) 4325 8257
Corporate Services	Margaret Shipman	Telephone: (02) 4325 8312
Water & Sewerage	Jennifer Dixon	Telephone: (02) 4325 8267

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

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

A fee is applicable for each Freedom of Information Application.

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

Peter Wilson  
GENERAL MANAGER

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

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

Annual Report

Audited Financial Reports

Audited Reports

Business Papers - Civic Centre, Bourke Street, Goulburn.

Code of Meeting Practices

Code of Conduct

Contribution Plans

- City Wide Infrastructure
- Clyde Street
- Common Street - Draft
- Ducks Lane
- Mary's Mount
- Mary's Mount Development Service Plan – Draft
- Mary's Mount Section 94
- Mulwaree Section 94
- Mulwaree Section 64

Corporate Plan (See Management Plan)

Council's Delegations and Authorities Manual

Council Management Plan

Designated Persons Return

Development Control Plans

- DCP No. 1 – Wind Energy Program
- DCP No. 2 – Rural Subdivision for Dwelling Houses
- DCP No. 3 – Rural Dwelling Houses and Class 10 Buildings
- DCP No. 4 – Un-serviced Village Areas
- DCP No. 5 – Poultry Farm Development
- DCP No. 6 – Residential Development
- DCP No. 7 – Industrial Development
- DCP No. 8 – Off Street Parking Code
- DCP No. 9 – Advertising Signs
- DCP No. 10 – Good Design Statement
- DCP No. 11 – Outdoor Dining
- DCP No. 12 – Notification
- DCP No. 13 – Run-O-Waters Garden Estate
- DCP No. 14 – Tallong Park Estate
- DCP No. 15 – Marys Mount Road and Marys Mount Contribution Plans
- DCP No. 16 – Goulburn Racecourse Ancillary Development Policy
- Draft DCP – Ducks Lane
- Draft DCP – Common Street
- Draft DCP – Manfred Park
- Draft DCP – Clyde Street

Disaster Plan

Disclosure Register

Draft Community Heritage Study 2002-04

Draft General Cemetery Management Plan

Draft Kenmore Cemetery Management Plan  
 Employment Related Codes (See EEO Management Plan)  
 Equal Employment Opportunity Plan  
 Expenses and Facilities Policy  
 Fees and Charges Policy (See Management Plan)  
 Financial Plan (See Management Plan)  
 Goulburn and Mulwaree demographic profile and projections  
 Goulburn Heritage Study  
 Goulburn LEP / Mulwaree LEP  
 Former Mulwaree Shire Council and Goulburn Mulwaree Council - Guidelines/Plans/Strategies (Still applicable)

- Bed and Breakfast and Farm stay Establishments
- Burial of a body on private land
- Cluster Housing in Residential Zones
- Dealing with Council on Health and Building Matters
- Dual Occupancy
- DRIVES system procedure
- Erosion and sediment control for building, industry and intensive agriculture
- Farm forestry
- Fire protection guidelines for developers and home owners
- Identify integrated developments
- Illegal dumping of waste
- Installation, operation, maintenance and surveillance of on-site sewerage management facilities for single households
- Keeping of pigs
- Local initiative in water conservation and protection in Mulwaree Council
- Mulwaree Heritage Study
- Open space and recreation strategy
- Production of noxious weeds management programs
- Provision of services to development
- Purchasing a property
- Rabbit farming and processing
- Rural subdivision – agriculture
- Rural subdivision – other purposes
- Settlement strategy
- South Goulburn Threatened species Management Plan
- Threatened species in Goulburn Mulwaree Council
- Water tanker operators

Management Plan

Minutes of open Committee Meetings

Minutes of open Council Meetings

Plans of Management for Community Land and Compiled Plans of Management for:

- Belmore Park (Draft)
- Bushland Reserves
- Drainage Reserves
- Foreshore Reserves
- Goulburn Aquatic Centre
- Goulburn Historic Waterworks and Marsden Weir Parkland
- Governor's Hill Bushland (Draft)
- Natural Areas
- Parks and Playgrounds
- Sportsgrounds
- Street Trees

Policies Register – Goulburn Mulwaree Council

- Code of Conduct
- Code of Meeting Practices
- Community Grants and Donations Schemes
- Debt Recovery
- Development Assessment and Decision Making
- Draft Aboriginal Archaeological Survey

- Draft Auburn Street Banners
- Draft Credit Card Usage
- Draft Drug and Alcohol
- Draft Payment of Expense to the Mayor and Councillors
- Draft Policy for urban rights of way
- Draft Private Pumping of Sewerage
- Draft Purchasing
- Draft Sewer Pumping Station required by Developers
- Draft Storm Water on-site Detention
- Draft Use of Council Logo
- Email Use and Monitoring
- Expenses and Provision of Facilities for Councillors and Staff
- Gift and Benefits
- Plumbing, Drainage and Hydraulics
- Rainwater Tank – New Development Policy
- Significant Accounting Policy
- Tourism Events Funding Policy
- Trade Waste Policy

Policies Register – Former Goulburn City Council  
(Still applicable to Goulburn Mulwaree Council)

- Acquisition of easement for subdivision developments
- Annual Leave
- Attendance of Social Function
- Attraction of Key personal to Goulburn
- Auburn Street Banners
- Bereavement Leave
- Blood Donor Leave
- Building Access
- Building Evacuation
- Carers Leave
- Child Protection in the Workplace – Employment Screening Requirements
- Child Protection in the Workplace – Reporting Requirements
- Civic Centre
- Civic Centre meeting room booking policy
- Civic Receptions and Visiting Delegations
- Clearance requirements for structures erected adjacent to sewer mains
- Coat of Arms – City Logo
- Commercial Filming within the city
- Community Consultation Protocol
- Community Service Order Schemes
- Complaints Management System
- Conference and Seminar Attendance
- Corporate Uniform
- Drug and Alcohol
- Electronic Mail and Internet
- European wasp eradication
- Events Sponsorship Policy
- Exit Interview
- Goulburn District Tourism Promotion
- Goulburn Sally Street Van Service
- Goulburn Sporting Colours
- House Numbering
- Industrial Development Assistance and Incentives
- Internal Reporting Protected Disclosures Act, 1994 (Crs and Staff)
- International Airport
- Investment Policy
- Jury Service
- Kerb and Guttering

- Land sales – Council Owned
- Lease of Council property
- Leave Without Pay
- Library
- Lilac City Festival
- Local Supplier Preference – Tendering and Purchasing
- Long Service Leave
- Manual Handling
- Maternity Leave
- Media Releases
- Mobile Telephone Use
- Motor Vehicle – Fleet and Leasing
- No Smoking
- Occupation Violence
- Occupational Health and Safety
- Onsite Sewerage Management systems strategy
- Orchestra Riser
- Over Expenditure – Council Works
- Payment of Higher Duties
- Private Lanes
- Rainwater Tank
- Recruitment
- Regional Art Gallery
- Risk Management
- Roads
- Sewerage Services
- Sexual Harassment
- Sick Leave
- Signposting to facilities, services and tourism attractions
- Sister City Affiliations
- Sooley Dam
- Sponsorship Arrangements
- Sporting Council
- Sporting Levy
- Staff Long Service Recognition
- Street Appeals, Stalls and Funding Raising
- Street Names
- Sun Protection
- Subdivision
- Termination of Employment – (Dismissal)
- Termination of Employment – (Ill Health or Injury)
- Termination of Employment – (Resignation)
- Termination of Employment – (Retirement)
- Time in Lieu
- Tourism – After hour information
- Tourism – Memorandum of Understanding
- Training and Education Assistance
- Use of the Council Owned Steinway Grand Piano and Yamaha Upright Piano
- Voice Mail
- Waste Depot
- Water Allowance – Medical Reason
- Water Allowance – Nature Strip
- Water Allowance – Nature Strip
- Water Leaking
- Water Supply
- Workplace Bullying
- Youth Activities



Policies Register – Former Mulwaree Shire Council  
(Still applicable to Goulburn Mulwaree Council)

- Access to Council Documents
- Calling, opening and considering of tendering/Quotations
- Child Protection
- Claim against Council
- Claims against Council
- Closing of Officer – Special Occasions
- Commercial Filming in Council area
- Competitive Neutrality – Complaints
- Competitive Provision of Services
- Complaints Handling
- Condition for 5 year road lease
- Corporate Protocol
- Customer Contract Protocol
- Directional Signage
- Disposal of Impounded Items
- Distribution of Minutes
- Drug and Alcohol Policy
- Employee Induction Handbook
- Equal Employment Opportunity
- Formulation of policies
- Freedom of Information
- Industrial Development Assistance and Incentives
- Internal Reporting – Model Policy
- Internal Reporting – Protected Disclosure
- Investment Policy
- Media Policy
- Motor Vehicle provision and replacement
- Payment for untaken Sick Leave
- Payment of Donations
- Placing of Advertisements
- Public Liability Insurance
- Rehabilitation
- Resolution to be actioned
- Resolution to be actioned
- Risk Management
- Roads – permission to use
- Safety Handbook
- Sale of Land for unpaid rates
- Section 94 and Section 64 Payments by credit card
- Separation, Re-use, reprocessing and recycling of waste received at Woodlawn
- Smoke free working Environment
- Straying Stock on Council Roads
- Training Assistance Policy
- Use of Council seal
- Use of Electronic Mail and Internet Facilities
- Use, Operation and Maintenance of Chainsaws
- Workers Compensation and Rehabilitation Process

Pricing Policy (See Management Plan)

Register of Investments

Smoke-Free Work Environment Policy

State of the Environment Report

Statement of Corporate Objectives

Tendering Policy

## SECTION 2 – STATEMENT OF AFFAIRS

A Statement of Affairs, as part of the 2004/2005 Statutory Annual Report, has been prepared in accordance with section 14 (1) (b) and (3) of the Freedom of Information Act, 1989 and is available for inspection during office hours at the Civic Centre, Bourke Street, Goulburn.

**SECTION 3 – CONTACT ARRANGEMENTS**

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

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

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

The General Manager  
Goulburn Mulwaree Council  
Locked Bag 22  
GOULBURN NSW 2580  
Phone: 02 4823 4444

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

**SECTION 1 - POLICY DOCUMENTS**

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

Some documents listed below relate to the former Culcairn, Holbrook or Hume Shire Councils. The Greater Hume Shire Council was constituted on 26th May 2004.

**Governance**

- Council Meeting Agenda
- Council Meeting Minutes
- Delegations of Authority Register
- Disclosure of Interests Register
- 2004/2005 Annual Report
- Code of Conduct
- Council Newsletters

**Corporate and Community Services**

- Schedule of Fees and Charges
- 2004/05 Auditors' Report
- 2005/06 Annual Budget and 3-Year Financial Plan
- Quarterly Financial Reviews
- 2004/05 Financial Statements, including -
  - Operating Statement
  - Statement of Financial Position
  - Statement of Changes in Equity
  - Cash Flow Statement
- 2005/08 Management Plan and Revenue Policy
- Policy Register
- Equal Employment Opportunity Management Plan

**SECTION 1 - POLICY DOCUMENTS CONT ...****Engineering**

- Bitumen Resealing Plan
- Gravel Resheeting Plan
- Plant Replacement Plan
- Road Construction Programme
- Roads Register
- Water Supply Reticulation Plans
- Sewerage Mains Plans
- Occupational Health and Safety Policy
- Occupational Rehabilitation Policy
- Code of Safe Working Practices

**Environment and Planning**

- Monthly Approvals Processed
- Building Specification
- House Drainage Plans
- Dog Registration Records
- Development Register (Determinations)
- State of the Environment Report
- Hume Local Environmental Plan 2001 and related Development Control Plans
- Holbrook Local Environmental Plan
- Culcairn Local Environmental Plan

**SECTION 2- STATEMENT OF AFFAIRS**

A Statement of Affairs has been prepared as at 30 June 2005 and is available for inspection in accordance with the arrangements outlined below.

**SECTION 3 - CONTACT ARRANGEMENTS**

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

Public Officer  
P O Box 99  
HOLBROOK NSW 2644

Telephone• (02) 6036 0100  
Facsimile (02) 6036 2683

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

**1 POLICY DOCUMENTS**

Management Plan 2005/2006 - 2007/2008 including 2005/2006 Budget and 2005/2006 Revenue Policy  
Social Plan  
Tourism Strategic Business Plan  
One Future  
Strategic Plan for Cultural Development  
Taree Crime Prevention Plan  
Greater Taree City Council - Aboriginal Community Profile 2002  
Twenty Twenty Vision (Council's Corporate Strategy)

Policy Register including:-

- Provision of Information
- Councillors Expenses and Facilities
- Corporate Human Resources Management
- Donations
- and Others

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

**Land Use Policies and Codes**

Greater Taree LEP 1995  
Development Control Plan 1995  
DCP No. 6 - Pig Keeping  
DCP No. 13 - Parking Code  
DCP No. 19 - Industrial Code  
DCP No. 34 - Caravan Parks and Manufactured Home Estates  
DCP No. 35 - Sign Code  
DCP No. 38 - Maintenance of Open Drains  
DCP No. 40 - Residential Development  
DCP No. 41 - Subdivision  
DCP No. 42 - On-Site Effluent Disposal Policy  
DCP No. 43 - Erosion and Sediment Control  
DCP No. 44 - Advertising of Development Applications  
DCP No. 45 - Contaminated Land  
DCP No. 46 - Exempt and Complying Development  
DCP No. 47 - Bungay  
DCP No. 54 - North Redhead  
DCP No. 55 - Golf Course Estate - Bushland Drive, Taree  
Draft DCP. 56 - Victoria Street Gateway  
Draft DCP - Acid Sulfate Soils

Landscape Code  
Property Fencing Code  
Cattle Feedlots Code  
Local Approvals Policy  
Housing for Aged and Disabled Persons Policy  
Markets Policy  
Local Orders Policy

Interim Flood Management Policy  
Private Facilities on Council Footways Policy  
Applications on Proposed Lots Policy  
Policy - Infill Development in Bush Fire Prone Areas

On-Site Sewage Management Strategy  
Guidelines for Rabbit Breeding  
Section 94 Contribution Plans  
Taree CBD Foreshore Management Plan  
Sun Shadow Guide  
Draft Conservation & Development Strategy  
Draft Environmental Management Plan  
Guidelines for Tourist Attraction & Services Signage

Policy for Dogs on Beaches

Minutes of Council and Committee Meetings

**Plans of Management** in respect of:-

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

State of the Environment Report 2004/2005

Annual Report 2004/2005

## 2 STATEMENT OF AFFAIRS

Last published June 2005 as part of the 2005/2006 - 2007/2008 Management Plan.

## 3 CONTACT ARRANGEMENTS

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

Phone: (02) 6592-5399

Fax: (02) 6592-5311

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

**FREEDOM OF INFORMATION ACT 1989**  
**Section 14 (1) (b) and (3)**  
**SUMMARY OF AFFAIRS**  
**of the**  
**GREAT LAKES COUNCIL**  
**FOI Agency NO. 2135**  
**December 2005**

**SECTION 1 – POLICY DOCUMENTS**

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

**CORPORATE DOCUMENTS**

- Management Plan
- Annual Report
- Code of Conduct
- Code of Meeting Practice
- Delegations Register
- Register of Disclosures
- Land Register (Community and Operational)
- Agendas & Business Papers of Council and Committee meetings
- Minutes of Council and Committee meetings
- Auditors Report
- Social Plan
- Register of Investments

**PLANNING DOCUMENTS**

- State of the Environment Report
- Tea Gardens/Hawks Nest Conservation & Development Strategy (2003)
- Great Lakes Rural Living Strategy (2004)
- Forster/Tuncurry Conservation & Development Strategy (2003)
- Section 94 Contribution Plans
- Great Lakes Local Environmental Plan 1996
- Manning Local Environmental Plan No.1
- DCP 6 Outdoor Advertising
- DCP 17 Little Street Foreshore, Forster
- DCP 21 Tall Buildings
- DCP 28 Exempt and Complying Development
- DCP 30 Residential – Urban Areas
- DCP 31 Subdivision
- DCP 33 Stroud Heritage
- DCP 34 Acid Sulfate Soils
- Carparking Policy
- Industrial Code

**POLICY DOCUMENTS**

**Building**

- Applications by Council
- Applications by Employees of Council
- Builder Toilet Facilities
- Building Alignment - Residential Area
- Building Standard - Foreshores of Boomerang and Blueys Beach
- Carports and Garages in Urban Areas - Erection of
- Earth Wall Construction
- Fencing in Urban Areas - Boundary

- House Numbering
- Local Approvals
- Notification Policy for Planning Matter
- Outbuildings and Temporary Structures - Occupation of
- Rainwater Tanks – Domestic
- Relocated Dwellings
- Septic Tank System
- Subterranean Termites - Protection of Buildings
- Swimming Pools - New & Existing Policy
- Underground Stormwater Pipelines - Building Near
- Wall Ties
- Water Disposal - Roof/Surface
- Vehicle Crossings

#### **Councillors And Council Committees**

- Attendance by Councillors at Conferences, Seminars, Workshops etc
- Committees with Authority Delegated under Section 355 - Establishment of
- Committees with Authority Delegated under Section 355 - Operation of
- Expenses - Councillors
- Interstate & Overseas Travel
- “Meet the Public” Session of Council
- Tape Recording of Council Meetings
- Council Meetings – Audio Recordings of Meetings

#### **Development**

- Applications by Council
- Applications by Employees of Council
- Car Parking
- Development and Use of Canals at Forster Keys
- Erosion and Sediment Control Policy
- Footing Design - Geotechnical Report
- Incomplete Development Applications
- Industrial Development
- Integrated Housing
- Piping of Drainage Easements/Waterways
- Street Stalls
- Structures within Jonnel Cove
- Telstra Facilities in Subdivisions and Developments
- Tree Preservation Order

#### **Finances And Rates**

- Budget Variations
- Cashiers Discrepancies
- Community Groups - Financial Support to
- Major Events of the Great Lakes Area - Financial Assistance
- Pensioner Rate Rebates - Time Frame
- Pensioner Rate Rebates - Extension of
- Continuation of Pension concession – Aged Care Facility
- Purchasing Policy and Procedure Manual
- Outstanding Rates and Charges - Recovery of
- Writing-off Debts to Council
- Credit Card Use
- Commitments for Expenditure Other Than Goods/Services on Order
- Investment Policy

#### **Library**

- Collection Development
- Computer and Internet Usage - Library
- Volunteers – Library



**Occupational Health & Safety**

- Eye Protection for Council Staff
- Fire Extinguishers - Provision for Selective Council Plant Items
- Footwear - Provision of Safety Footwear for Staff
- Hazardous Material Incident Procedures
- Hearing Protection for Council Staff and Contractors
- Helmets - Wearing of Safety Helmets
- Occupational Rehabilitation - Worker's Compensation Act
- Vests - Wearing of Safety Vests
- Work Clothes and Safety Equipment - Provision of

**Public Health**

- Effluent Disposal
- Food Handling Standards
- Legionnaires Disease - Management
- Overgrown Properties
- Water Carting

**Public Reserve**

- Dune Areas - Encroachment on Public Reserves
- Public Liability Insurance Coverage required from Users/Hirers – Level of
- Sporting and Recreational Facilities Usage
- Commercial Use of Beaches

**Regulatory**

- Abandoned Vehicles
- Advertising Signs
- Bush Fire Protection for Rural Dwellings/Subdivisions
- Camping on Private Land
- Noxious Weeds

**Roads**

- Bicycle Paths
- Election Signs
- Gates on Public Roads
- Heavy Vehicles Hauling Over Public Roads
- Naming - Road/Street
- Nominated Road Network
- Paving, Kerbing and Guttering Footways - Charges to Landowners
- Street Stalls
- Tree Planting in Street
- Use of the Old Pacific Highway for Car Rallies
- Road Openings

**Staff**

- Child Protection
- Out of School Hours Care
- Conferences, Seminars, Workshops etc - Attendance of Staff
- Complaints
- Defence Force Reserves
- Delegations to Staff
- Educational Assistance
- Emergencies - Volunteers Attending
- Equal Employment
- Internet & E-mail Usage
- Interstate & Overseas Travel
- Long Serving Employees - acknowledgment of
- Removal Expenses for New Staff - Reimbursement
- Seniority Ranking

- Sexual Harassment
- Tools and Equipment - Provision of
- Vehicles Not Leased and Taken Home Daily
- Vehicles allocated to staff for private use under lease arrangements

#### **Waste Management**

- Asbestos Waste Disposal
- Assessment of Properties in Rural Areas - Domestic Waste Service
- Clean-Up Campaign
- Commercial (Solid) Trade Waste
- Landfill Sites - Substances Excluded from
- Mobile Garbage Bins (240 litre) - Replacement or Repair
- Mobile Garbage Bins in Rural Areas - Location of
- On-Site Sewage Management Enforcement Policy
- Use of Solid Waste Landfills

#### **Miscellaneous**

- Burial of Pathological Samples
- Council Headquarters Facilities - Use of
- Erection of Election Posters
- Environmental Planning and Assessment Act - Breaches of
- Great Lakes Council Cemeteries
- Helicopter Landing - Casual
- Helicopter Landing - Joyflight
- Outdoor Eating Areas
- Public Hall Facilities – Guidelines, Commercial Activities at
- Public Liability Insurance Coverage required from Users/Hirers – Level of
- Records and Archives Policy
- Public Access to Documents
- Model Privacy Management Plan
- Gifts, Hospitality & Benefits
- Hunter Regional Filming
- Private Memorials (to be read in conjunction with Sponsorship Policy below)
- Sponsorship (to be read in conjunction with Private Memorials Policy above)

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

A Statement of Affairs is available from Council Office, Breese Parade, Forster NSW 2428.

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

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

The Public Officer  
Great Lakes Council  
Breese Parade  
FORSTER NSW 2428

Telephone: (02) 6591 7203  
Hours: 8.30 am – 4.30 pm, Monday to Friday

A reduction in the fee payable may be applicable in certain circumstances.

A significant amount of information is available from Council free of charge and without reference to the Freedom of Information Act, and it is suggested contact be made with the Public Officer (Ms Marie Battle) prior to formal application.

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

Griffith City Council has a number of policies covering key areas outlined below:

ANIMAL CONTROL

APPROVALS

Advertising

Busking

Development

Fencing

Noise Pollution

CIVIC MATTERS

COMMITTEES

COMMUNITY MATTERS

COUNCIL MATTERS

DALTON PARK

DEVELOPMENTS

DONATIONS

DRIVEWAY

ENVIRONMENT

FACILITIES

FINANCE

FIRE BREAKS

FOOTPATHS

HEALTH

INDUSTRIAL ASSISTANCE

INSURANCE

KERB AND GUTTERING

LAND

LEGAL

NOXIOUS WEEDS

PARKS AND GARDENS

PLANT AND EQUIPMENT

POOLS

RATES

ROADS

ROAD RESERVES

SALEYARDS

SEWERAGE

STAFF

SUBDIVISIONS

UTILITY SERVICES

VANDALISM

VILLAGES AND TOWNS

WASTE  
WATER

### **SUMMARY OF AFFAIRS**

Council's last published Summary was as at 30 June 2005. Further details are available from the contact below.

### **CONTACT ARRANGEMENTS**

Access to these documents may be arranged by contacting:

Mr Duncan McWhirter  
Administration Manager/Public Officer  
Griffith City Council  
PO Box 485  
GRIFFITH NSW 2680

Telephone: (02) 6962 8186  
Facsimile: (02) 6964 4368  
E-mail: [admin@griffith.nsw.gov.au](mailto:admin@griffith.nsw.gov.au)

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

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

**SECTION 1 - POLICY DOCUMENTS**

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

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

**SECTION 2 - STATEMENT OF AFFAIRS**

A copy of Council's most recent Statement of Affairs, dated December 2005, together with the above documents, may be obtained free of charge by contacting Council's Public Officer or from Council's web site ([www.guyra.nsw.gov.au](http://www.guyra.nsw.gov.au))

**SECTION 3 - CONTACT ARRANGEMENTS**

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

The General Manager  
Guyra Shire Council  
P O Box 207  
GUYRA NSW 2365

Telephone: (02) 6779 1577  
Facsimile: (02) 6779 1221  
E-mail:• [council@guyra.nsw.gov.au](mailto:council@guyra.nsw.gov.au)  
Web Site: [www.guyra.nsw.gov.au](http://www.guyra.nsw.gov.au)

**FREEDOM OF INFORMATION ACT 1989****Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****HAWKESBURY CITY COUNCIL****As at 31 December 2005****(F.O.I. Agency No.2145)****SECTION 1 - POLICY DOCUMENTS**

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

- Advertising Code
- Annual Report
- Auditors Report
- Code of Conduct
- Code of Meeting Practice
- Contribution Plans - Section 94 Contributions
- Delegations Register
- Hawkesbury Development Control Plan
- Disabled Access Policy
- Email & Internet Policy
- Fencing Code
- Food Premises Code
- Hawkesbury Local Environmental Plan, 1989, as amended.
- Land Register
- Management Plan
- Mediation Policy
- Minutes of Committee Meetings
- Minutes of Council Meetings
- Occupational Health and Safety Policy
- On-the Spot Fines Policy
- Personnel Policy & Procedures Manual
- Plans of Management for Community Land
- Policy Documents Register
- Policy for the Payment of Expenses & Provision of Facilities to Councillors
- Recycling Policy
- Smoke Free Work Environment Policy
- State of the Environment Report
- Swimming Pool Fencing Policy
- Tendering Policy
- Tree Preservation Order
- Website Links and Referencing Policy

**SECTION 2 - STATEMENT OF AFFAIRS**

A Statement of Affairs for the Hawkesbury City Council is produced in Councils 2004/2005 Annual Report.

**SECTION 3 - CONTACT ARRANGEMENTS**

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

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

Enquiries may be directed to:

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

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

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

**SECTION 1 – POLICY DOCUMENTS**

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

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

**Council Policies**

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

**SECTION 2 – STATEMENT OF AFFAIRS**

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

**SECTION 3 – CONTACT ARRANGEMENTS**

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

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

Graham Collins  
GENERAL MANAGER



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

In accordance with Section 14(1) (b) of the Freedom of Information Act, 1989, this summary of affairs of Hay Shire Council is provided.

**SECTION 1 – DOCUMENTS**

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

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

Access to Roadways, Advertising – Highway signs, Advertising-Placement of articles on Councils Footpath, Aerodrome – Lease of Land, Aerodrome Emergency Plan, Agricultural Chemicals- Use and Application, Alfresco Dining, Amusement Centres and Machines, Animals, Arts, Australia Day, Bridge Policy, Business Ethics, Building Matters, Cemetery Fees, Channel Specification, Code of Conduct, Community Service Obligation, Confined Spaces, Conflict of Interest, Council Boundaries (Amalgamations), Council Meetings – Code of Practice, Council Services, Code of Safe Working, Council Meetings- Members of the Public to Address Council, Councillors - Payment of Annual Fees for Councillors and Withholding of Councillors' Fees, Councillors – Payment of Councillors Expenses and Provision of Facilities, Debts Owing to Council, Dogs, Email and Internet Policy, Environmental Policy, Ethnic Affairs Priorities Statement (EAPS), Equal Employment Opportunity, Fencing, Firebreaks, Fire Fighting Water Connections 2005, Flood Mitigation Works, Food Premises, Footpath, Fuel Quotations, Gates and Race Specification, Gathering Information, , Hard Hats – Safety Policy, Hay Goal Museum, Hazardous Waste Incidents, Headworks Charge, Hire of Halls, Hours of Work, Immunisation, Induction Manual, Interest Free Loans, Investments, Key to Town/Shire, Local Approvals Policy – Building Applications, Local Orders Policy 18 – Keeping of Animals and Birds, Local Orders Policy 21 – Premises Placed or Kept in Safe or Healthy Condition, Local Orders Policy 30 – To Comply with an Approval, Local Orders Policy 5(h) – Failure to Comply with Drainage Standards, Maude – Community Mower, Medical Complex, Multiple Occupancy Developments, Non-Smoking, Noxious Weeds, Noxious Weeds – Control of Noxious Plants, Occupational Health and Safety, Park Signs, Parking Code, Playground Policy, Potentially Contaminated Sites, Protected Disclosures Act, Private Structures Policy, Private Structures Subsidy, Private Works, Protocol, Provision of Services beyond the Town Improvements Boundary – Sewerage, Filtered and Raw Water, Public Gates and Motor By-Passes on Public Roads, Purchasing, Ramps Specification, Rates – Late Payments, Rehabilitation – Return to Work, Scholarships – Duval and Macleay – Constantine Memorial Arts, Sewer – Discharge of Liquid Trade Waste to Sewers, Sewer- Repair of Sewer Connections, Sewer – Responsibility of Sewer Mains, Rural Road Pavement Risk Management, Signs as Remote Supervision, Staff Interaction, Staff Matter, Staff – Training Programmes, Staff – Vehicle Leasing, Street Stalls and Raffles, Street Trading, Street Trees, Sun Safe, Swimming Pool- Hours of Use, Tidy Towns, Urban Road Pavement Risk Management, Urban Street Amenities, Vandalism, Waste Disposal Site – Opening Times, Workplace Bullying.

**SECTION 2 – STATEMENT OF AFFAIRS**

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

**SECTION 3 – CONTACT ARRANGEMENTS**

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

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

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

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

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

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

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

DCP No. 32	Guidelines for Exempt and Complying Development
DCP No. 33	Guidelines for the Subdivision and Development of Sherwood Scrubs and adjoining lands
DCP No. 34	Guidelines for Road Widening, Road Closures and Splay Corners in and adjacent to residential zones
DCP No. 35	Guidelines for Planning for Less Waste
DCP No. 36	Guidelines for the Subdivision and Development of Hillier Street.
DCP No. 37	Guidelines for Dealing with Land Locked Sites
DCP No. 38	Guidelines for Erosion and Sediment Control
DCP No. 39	Heritage “Making the most of our Heritage Assets”
DCP No. 41	Guidelines for Height Limits for Buildings Containing Dwellings
DCP No. 42	Neil Street Precinct

- Disaster Plan – Holroyd DIS Plan
- EEO Management Plan – included in Management Plan
- Environmental Management Plan
- Environmental Planning Instrument – Holroyd LEP 1991 as amended
- Financial Management Program – included in Management Plan
- Food Premises Code
- Former CSIRO Site, Pemulwuy Residential Lands Precinct Plan – Eastern Precinct
- Greystanes Estate – Residential Lands Precinct Plan
- Holroyd Environmental Assessment Plan
- Human Resources Policies and Procedures Manual
- Integrated Transport Study
- Interim Telecommunications Code
- Library Collection Development Policy
- Local Air Quality Management Plan
- Local Approvals Policy:
  - Holroyd Local Approvals Policy No. 3 (Mobile Food Vending Vehicles and Temporary Food Stalls)
- Local Agenda 21: “Living Holroyd: A Sustainable Future”
- Management Plan
- Market Stalls Policy (DCS251-03)
- Minutes of Committee Meetings
- Minutes of Council Meetings
- Occupational Health and Safety Rehabilitation Policy and Procedures
- Occupational Health and Safety Policy
- Outdoor Dining Policy
- Payment of Expenses and Provision of Facilities to Councillors
- Plans of Management of Community Land
- Policies Manual
- Pricing Policy – Included in Management Plan
- Privacy Management Plan & Code of Practice
- Provision of Information to, and Interaction between Councillors and Staff
- Public Art Policy
- Rainwater Tanks Policy
- Revenue Policy – included in Management Plan
- Section 94 Contributions Plan for Open Space and Recreation
- Section 94 Contributions Plan for Roads, Road Widening and Splay Corners
- Section 94 Contributions Plan for Community Facilities
- Holroyd SEPP 59 Residential Lands Contributions Plan 2004
- Social Impact Assessment Policy
- Social Plan
- Sponsorship Policy
- State of Environment Report
- Tendering Policy
- Tree Preservation Order – Holroyd Tree Preservation Order taken from the EP and A Act

**SECTION 2 – STATEMENT OF AFFAIRS**

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

**SECTION 3 – CONTACT ARRANGEMENTS**

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

Public Officer  
Holroyd City Council  
PO Box 42  
MERRYLANDS NSW 2160

OR

Council Chambers  
16 Memorial Avenue  
MERRYLANDS NSW 2160

Telephone: (02) 9840.9840

Email No.: [www.holroyd.nsw.gov.au](http://www.holroyd.nsw.gov.au)

Hours: 8.00am - 4.30pm, Monday to Friday

D. Trezise  
GENERAL MANAGER

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

Hornsby Shire Council's policy documents are listed hereunder:

<b>(a) Policy No.</b>	<b>Policy Title</b>	<b>(CASD = Council Approved Statutory Document)</b>
No Number	Access and Mobility DCP (CASD)	
No Number	Annual Report (and Report to the Community) (CASD)	
No Number	Berowra Cowan DCP (CASD)	
No Number	Brooklyn DCP (CASD)	
No Number	Business Lands DCP (CASD)	
No Number	Byles Creek DCP (CASD)	
No Number	Car Parking DCP (CASD)	
No Number	Cherrybrook Precinct DCP (CASD)	
No Number	Child Care Centre Operations Policy and Procedures (Code)	
No Number	Code for Facilitation and Mediation of Development Disputes	
No Number	Code for the Keeping of Animals	
No Number	Code of Conduct (CASD)	
No Number	Code of Meeting Practice (CASD)	
No Number	Collection Development Policy (Library Services)	
No Number	Community Uses DCP (CASD)	
No Number	Councillors' Expenses and Facilities Policy (CASD)	
No Number	Dangar Island DCP (CASD)	
No Number	Delegations Register (CASD)	
No Number	Developers' Contributions Plan (CASD)	
No Number	Dural Service Centre DCP (CASD)	
No Number	Dural Village Centre DCP (CASD)	
No Number	Dwelling House DCP (CASD)	
No Number	Energy Efficient Housing Policy	
No Number	Equal Employment Opportunity Plan (CASD)	
No Number	Extractive Industries - Maroota DCP (CASD)	
No Number	Fees and Charges (CASD)	
No Number	Heritage DCP (CASD)	
No Number	High Density Multi-Unit Housing DCP (CASD)	
No Number	Hornsby Mall Code	
No Number	Hornsby Mall Outdoor Seating Code	
No Number	Draft Hornsby Town Centre DCP (CASD)	
No Number	Industrial Lands DCP (CASD)	
No Number	Landscape Code for Development Approval and Building Approval (CASD)	
No Number	Library Code	
No Number	Low Density Multi-Unit Housing DCP (CASD)	
No Number	Management Plan (CASD)	
No Number	Management Plan Quarterly Reviews (CASD)	
No Number	Medium Density Multi-Unit Housing DCP (CASD)	
No Number	Exempt and Complying Development DCP (CASD)	
No Number	Notification and Exhibition DCP (CASD)	

No Number	Medium-High Density Multi-Unit Housing DCP (CASD)
No Number	Outdoor Advertising DCP (CASD)
No Number	Pennant Hills Commercial Centre DCP (CASD)
No Number	Plan of Management - Arcadia Park (CASD)
No Number	Plan of Management – Bar Island (and appendices) (CASD)
No Number	Plan of Management – Brickpit Park, Thornleigh (CASD)
No Number	Plan of Management – Edgeworth David Garden, Neal and Holman Park (CASD)
No Number	Plan of Management - Erlestoke Park (CASD)
No Number	Plan of Management - Fagan Park (CASD)
No Number	Plan of Management - Greenway Park (CASD)
No Number	Plan of Management – Hastings Park (CASD)
No Number	Plan of Management - James Henty Park, Dural (CASD)
No Number	Plan of Management – Lillian Fraser Garden (CASD)
No Number	Plan of Management – Ruddock Park (CASD)
No Number	Plan of Management – Significant Areas Bushland (CASD)
No Number	Plan of Management - Storey Park, Hornsby (CASD)
No Number	Generic Plan of Management for Sportsgrounds, Parks and Reserves, 1996
No Number	Generic Plan of Management for Community Land and Crown Reserves – District 1
No Number	Generic Plan of Management for Community Land and Crown Reserves – District 2
No Number	Draft Generic Plan of Management for Community Land and Crown Reserves – District 3 & 9
No Number	Draft Generic Plan of Management for Community Land and Crown Reserves – District 8
No Number	Privacy Management Plan (CASD)
No Number	Medical Support DCP (CASD)
No Number	Residential Subdivision DCP (CASD)
No Number	River Settlements DCP (CASD)
No Number	Rural Lands DCP (CASD)
No Number	State of the Environment Report (CASD)
No Number	Statement of Affairs (CASD)
No number	Summary of Affairs (CASD)
No Number	Sustainable Water DCP (CASD)
No Number	Tree Preservation Order (CASD)
No Number	Duffy Avenue Precinct, Westleigh DCP (CASD)
No Number	Waste Minimisation and Management DCP (CASD)
No Number	Urban Runoff Management Code
COMSLS 1	Provision of Branch Libraries
COMSPSCS 1	Council Cash and Non-Cash Donations and Grants
COMSPSCS 2	Youth Services
COMSPSCS 3	Aged Services
COMSPSCS 4	Children’s Services Resource and Support Program
COMSPSCS 5	Access and Equity
CSC 1	Council’s Spokespersons for Media Enquiries
CSC 2	Council Publications
CSCM 1	Memo of Understanding Between Elected Members and Staff
CSCM 2	Staff Attendance at Public Meetings
CSCM 3	Adoption, Alteration and Review of Policies and Codes
CSCM 4	Council’s Involvement in Sponsorship
CSCM 5	Reporting of Corruption, Maladministration and Serious and Substantial Waste
CSCM 6	Public and Community Input
CSCM 7	Community Representation
CSCM 8	Councillors’ Questions and Requests of Staff

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CSCM 9	Corporate Colours
CSCM 10	Use of Recycled Products
CSCM 11	Organisational Performance Review
CSCM 12	Grants
CSCM 13	Pecuniary Interest - Consultants Engaged by Council
CSCM 14	Selection and Engagement of Consultants
CSCM 15	Filming in the Shire
CSCM 16	Standards for Customer Service
CSFM 1	Tenders
CSFM 3	Investment of Surplus Funds
CSFM 4	Loan Borrowings
CSFM 5	Use of Funds Generated by Land Property Sales
CSFM 6	Land Acquisition Restricted Asset Account
CSFM 7	Debt Retirement and Capital Projects Restricted Asset Account
CSFM 8	Parks Development Restricted Asset Account
CSFM 9	Lease Financing
CSISAS 1	Mayoral Interviews
CSISAS 3	Attendance at Conferences (Elected Members)
CSISAS 4	Interstate and Overseas Travel
CSISAS 5	Public Forum
CSISAS 6	Freedom of Speech
CSISAS 9	Council Resolutions
CSISAS 10	Councillors' Questions and Memos
CSISAS 11	Indoor Staff Corporate Attire
CSISAS 12	Delegation of Authority to Grant Lease/Licence Agreements
CSISAS 13	Use of Council Buildings by Kindergartens
CSISAS 14	Lease/Licence of Council Land
CSISAS 15	Document Access Policy
CSISAS 16	Provision of Information to and Interaction Between Councillors and Staff
CSISAS 17	Insurance Protection for Councillors, Officers and Volunteers
CSISITS 1	Information Systems Technology
ESPCM 1	Litter Bins
ESPCM 2	Public Places - Cleanliness
ESPCM 3	Cleaning of Council Buildings
ESWM 1	Recycling of Waste Matter
ESWM 2	Provision of Solid Waste Management Services
ESWM 3	Waste Containers
ESWM 4	Proposed Developments - Waste Storage
ESWM 5	Recycling Logo
ESWM 6	Sullage Depot
ESWM 7	Sullage Collection
PSA 1	Proposed Council Developments
PSA 12	Animal Circuses
PSS 1	On-Site Stormwater Detention
PWCBF 1	Blasting
PWPE 1	Outdoor Staff Corporate Attire
PWRF 1	Carriageway Widths
PWRF 2	Footpath Levels - Alterations
PWRF 3	Road Boundary Levels



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

**(b) Statement of Affairs**

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

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

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

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

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

Council Chambers  
PO Box 37  
Pacific Highway  
Hornsby NSW 1630  
[www.hornsby.nsw.gov.au](http://www.hornsby.nsw.gov.au)

R J Ball - General Manager

**FREEDOM OF INFORMATION ACT 1989****Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****INVERELL SHIRE COUNCIL****F.O.I. Agency No. 2153****SECTION 1 - POLICY DOCUMENTS**

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

- Council's Annual Report
- Land Bank Register
- Code of Conduct
- Code of Meeting Practice
- Section 94 Contribution Plan
- Delegations of Authority Register
- Local Environmental Plan 1988 (as amended)
- Development Control Plans for - Control of Roadside Advertising
  - Buffer areas around Sewerage Treatment Works
  - Residential Flat Buildings/Medium Density Housing
  - Stables in Residential Areas
  - Flood liable lands
  - Rural Subdivisions
  - Subdivisions
  - Poultry Farms
  - On-site Carparking
  - Notification of Development Applications
  - Assessment of Development Applications
  - Control of Development
  - Maintain Character of Town Centre
  - Maintain Character of Heritage Conservation Areas and Heritage Items
  - Control Establishment of Brothels
  - Control Subdivision Rural Residential Land
- Industrial Development Code
- Off Street Parking Code
- Disaster Plan
- Equal Employment Opportunity Management Plan
- Payment of Expenses to, and use of Equipment and Facilities by Councillors Policy
- Financial Management Plan
- Local Approvals Policy
- Management Plan
- Minutes of Council Meetings
- Minutes of Committee Meetings
- Plans of Management for the following Community Land:-
  - Public Parks and Reserves
  - Homes for the Aged
  - Public Car Parks
  - Bushfire Station Lands
  - Water Reservoir Sites
  - Drainage Reserves
  - Garbage Depots
  - Public Hall Sites
  - Council Owned Public Baths
  - Pounds

- Procedure Manuals, relating to:
  - Work Procedures
  - Duty Statements
- Records Policies
- Flood Plain Management Plan
- State of the Environment Reports
- Notification of Adjoining Owners Policy
- Building Line Policy
- Disabled Access Policy
- Occupational Health and Safety Code
- Private Use of Council Vehicle Policy
- Smoke Free Work Environment Policy

Under the Freedom of Information Act, the Inverell Shire Council is required to make information available whenever possible. However, access may be refused where it can be demonstrated that there is a legitimate need for confidentiality or where another person's privacy may be invaded.

## **SECTION 2 - STATEMENT OF AFFAIRS**

A copy of the Council's most recent Statement of Affairs as printed June 2005 may be obtained by contacting the FOI Co-ordinator.

The Statement of Affairs as compiled June 2005 provides information on the following:-

- Structure and function of the Council
- Public access to Council
- Public participation in the decision making process

## **SECTION 3 - CONTACT ARRANGEMENTS**

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

The application should be directed to:

The General Manager  
Inverell Council  
PO Box 138  
INVERELL NSW 2360

All of the documents may be accessed at the Administration Building, 144 Otho Street, Inverell between 8.30 am and 4.30 pm, Monday to Friday.

Prior to making an application it is suggested that the applicant contact Council on (02) 67 288288, as some information may be provided as part of a free community service.

**FREEDOM OF INFORMATION ACT 1989****Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****JUNEE SHIRE COUNCIL****as at 31 DECEMBER 2005****1 POLICY DOCUMENTS-POLICY REGISTER**

- Advertising, Interview and Appointment of Council Staff Policy
- Building over Junee Shire Council Sewer Mains Policy
- Code of Conduct
- Code of Meeting Practice
- Complaints Management Policy
- Conflicts of Interests Policy
- Contractors Insurance Policy
- Contracts & Tenders Policy
- Corruption Prevention Policy
- Council Volunteers
- Development Approvals - refund of fees to charitable bodies policy
- Employee Assistance for Attraction of Staff Policy
- Employee Expenses Assistance Policy
- Equal Employment Opportunity Policy
- External Signs & Advertising on buildings within the Heritage Conservation Area
- Facsimile, Electronic Mail and Internet Policy
- Food Vending Vehicles & Temporary Food Premises Policy
- Fraud Control Policy
- Guidelines for Television and Film Production Shots Policy
- Harassment Prevention Policy
- Heritage Conservation Area - Development Application Fees Policy
- Horse Stables Policy
- Itinerant Vendors and Standing Stalls Policy
- Occupational Health, Safety & Rehabilitation Policy
- Official Misconduct Policy
- Parks & Reserves - Consumption of Alcohol Policy
- Payment of Expenses and Allowances to Councillors Policy
- Privacy & Personal Information Policy
- Private Employment by Staff Policy
- Provision of Information to and Interaction Between Councillors and Staff Policy
- Purchasing Policy
- Records Management Policy
- References for Council Employees Policy
- Relocation of Existing Dwellings Policy
- Risk Management Policy
- Risk Management - Incident Reporting & Gathering Information Policy
- Risk Management - Asset Inspections
- Roads - Tree Removal - Road Reserves
- Salary Sacrifice Policy
- Staff Training
- Smoke Free Working Environment Policy
- Study Assistance Policy
- Temporary On-site Accommodation whilst building a Private Residence Policy
- Trade Waste – Discharge to Sewer Policy
- Uniforms Policy
- Use of Council Vehicles/Plant & Equipment Policy

## 2 OTHER DOCUMENTS

- DCP No. 1 Exempt & Complying Development
- DCP No. 2 Crawley Estate
- DCP No. 3 Urban Development
- DCP No. 5 Tathra Estate
- DCP No. 7 John Potts Drive Estate
- DCP No. 10 Rural Residential & Rural Small Holdings
- DCP No. 11 Temporary on Site Residential Accommodation
- DCP No. 12 Re-siting of Existing Buildings
- DCP No. 13 Building over and near sewer mains
- Employee Handbook and Safety Manual
- Food Premises Code
- Local Approvals Policy
- Local Environmental Plan – Junee Shire Council Area

## 3 REFERENCE DOCUMENTS

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

## CONTACT ARRANGEMENTS

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

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

The General Manager  
Junee Shire Council  
Belmore Street, JUNEE NSW 2663  
Phone: (02) 6924 8100 Fax: (02) 6924 2497

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

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

Kempsey Shire Council's Policy Documents are as follows:

Policy Register	No
Abandoned Shopping Trolleys	13.1
Access to Rural Subdivisions	13.8
Accounts - Debts Recovery	11.1
Accounts - Fees and Charges - Sewerage Charges	21.1
Accounts - Plant Hire and Private Works	21.2
Accounts - Signing of Cheques	11.2
Advertising of Development Applications	23.1
Aged and Invalid Persons Units - Application for Tenancy of Rental Units	11.3
Allocation of Sporting Fields	12.2
Assistance to Organisations - Grant Applications and Project Management	11.4
Awards - Cultural/Literary	21.4
Awards - Sporting Achievements	21.3
Beaches - Beach Bathing - Beach Inspectors	12.3
Beaches - Motor Vehicles on Beaches	23.17
Beaches - Use of Surfcraft in Horseshoe Bay	12.4
Bridge Naming	12.15
Building Alignments	23.2
Buildings Demolition•	13.2
Building Disposal of Roofwater	13.3
Building Temporary Occupation of caravans or garages	23.15
Business Incentive	10.10
Busking	11.5
Camping Grounds - Goolawah Reserve Racecourse - Delicate	11.22
Caravan Parks/Camping Grounds - Caretakers Authorities	11.23
Carnivals and concerts, Circuses etc on Council property	11.6
Cattle feed lots establishment of	23.3
Cemeteries and Memorial Garden Policy	11.21
Chemical Sensitivity	22.1
Child Protection	11.20
Civic Centre Use - Hire of Council Chambers	11.7
Clyde Street Mall	11.14
Code of Conduct	24.8
Code for Food - Commercial Home Catering	23.18
Code for Food - Commercial Premises	23.19
Code for Food - Markets, Bazaars, Stalls and the like	23.20
Code of Meeting Practice	24.19
Code for Practice for the Protection of Buildings from Subterranean Termites	23.4
Committee Meeting arrangements	24.13
Committees under Section 377 of the Local Government Act 1993	24.12
Community Consultation Additional docs. Strategy & Matrix	24.16

Complaints and Compliments Policy - Council activities	24.17
Conflict of interest	24.9
Consumption of alcohol on public reserves	21.5
Contributions to Works for Footpaving	22.2
Contributions to Works for Kerbing and Guttering	22.3
Control of Noxious Weeds	12.5
Council meeting arrangements	24.14
Council publications - subscriptions	21.6
Council quarry operations drilling and or blasting rock	12.6
Councillors and staff - interaction and provision of information to	24.1
Damage to water meters	12.17
Definition of Categories used for sewerage access and usage charges	21.25
Demolition of Buildings	13.2
Development and other applications - Refund of Fees	23.5
Disability Access	21.8
Disclosures of Interest – Councillors and Designated Persons	14.3
Disconnection of Water Supply for Non-payment	11.24
Disposal of Assets	11.25
Disposal of roofwater	13.3
Dogs - Control and Registration	13.4
Dogs - Keeping of and Kennels	13.5
Donations and Grants and Subsidies	21.7
Events Management	21.22
Extension of water mains	20.6
Farm Land Rating	21.9
Flood Plain Management Strategy	23.6
Food Surveillance Programme	13.7
Footpath Risk Management	11.9
Fraud Control Procedure	24.20
Freedom of Information	21.10
General Manager - Delegation of Authority	24.2
Gifts and benefits	24.7
Hardship - relief to ratepayers	21.11
Height of buildings	23.7
Helicopter landing sites in the shire other than on Council owned and controlled property	12.8
Helicopter landings on Council owned and controlled property	12.7
Holidays - Local public	21.12
Implementation of Water restrictions	22.10
Incentive Policy - Sports facility develop and maint. strategy	12.9
Industrial land - Council owned	21.23
Information Technology Co-ordination Policy	11.8
Initial Sealing of Roads	22.9
Insurance 11.10	
Internal reporting of corruption and maladministration	24.5
Investment of Funds	21.13
Jet Ski Hire 23.8	
Land - lease of Council property and roads - agistment rights	22.11
Leasing of Public Areas for Restaurants or Cafes	23.9
Legal Proceedings Litigation	14.1
Library Fees and charges	11.11
Library loans	11.12
Library Membership	11.13
Limiting access to staff and inf. by members of public	24.15
Loans to sporting clubs	21.14
Maintenance of subdivisions	13.9

Mall - Clyde Street	11.14
Mayor - Delegation of Authority	24.3
Operation of Tree Preservation Order	23.11
Outdoor Religious Activities	21.15
Parking Code	23.12
Payment of Expenses and Provision of Facilities to the Mayor and Councillors	24.4
Public gates - public grids	12.11
Public Notification Schedule 4•	23.22
Purchasing of goods and services to the value of \$100,000	11.26
Rating - vacant flood prone land	21.17
Receipts - Issue	11.15
Reference and information services	11.16
Replying to Correspondence	11.19
Reporting breaches of the Council code of conduct•	24.10
Rewards Vandalism	21.18
Rezoning Applications	23.13
Risk Management	11.17
Roadside Stalls and Street Vending	23.14
Sale of goods in public places	23.21
Saleyard Liveweight Selling and general operation	20.4
Schools Policy - Use of sports fields and facilities	12.12
Service Purchaser - Provider relationship	14.2
Sewerage Access & Usage Charges – definition of categories	21.25
Signs as remote supervision	11.18
Special Sporting events	12.13
Sponsorship signs on sporting grounds	22.8
Sponsorship 24.11	
Sporting fields	12.14
Staff - Accident - Incident reporting	7.48
Staff – Alcohol and drug policy	7.85
Staff – Anti-Harrassment and Anti-Bullying	7.59
Staff - Appointments - Recruitment of Directors	7.7
Staff - Appointments - Equal Opportunity Provisions	7.6
Staff - Appointments - Induction	7.5
Staff - Appointments - Interview Expenses	7.1
Staff - Appointments - Reimbursement of removal expenses	7.2
Staff - Calculation of accrued employees leave entitlements	7.65
Staff – Career Development Policy	7.71
Staff - Communication meetings	7.86
Staff - Corporate Uniform	7.24
Staff - Council vehicles - provision and use	7.26
Staff – Council purchase cards•	7.74
Staff – Employee Assistance Program	7.58
Staff – Employee Grievances	7.68
Staff - Fair Treatment	7.60
Staff - Hepatitis B Injection	7.36
Staff - Higher Grade Pay	7.23
Staff and Human Resources Files	7.20
Staff - Hours of Work	7.22
Staff - Internal Licensing for Operators of Council Plant	7.73
Staff – IT acceptable use of resources	7.38
Staff - Lateral Transfer, redeployment and job redesign	7.35
Staff – Learning and Development	7.25



Staff - Leave without pay	7.41
Staff - Long Service Leave	7.42
Staff - Military Leave 7.46	
Staff - Occupational Health and Safety Policy	7.28
Staff - Passive Smoking	7.34
Staff – Personal Protective Equipment	7.49
Staff - Presentation	7.66
Staff - Private Use of Council equipment	7.70
Staff - Protection from UV Radiation	7.30
Staff - Provision of Credit Cards	7.47
Staff - Provision of Mobile Phones	7.33
Staff - Recruitment and Selection	7.3
Staff - Rehabilitation Policy	7.29
Staff – Resignation due to ill health	7.62
Staff - Retirement counselling	7.63
Staff - Salary packaging	7.69
Staff - Salary system	7.32
Staff - Sick Leave - application	7.40
Staff - State Emergency Services and Bush Fire Brigades	7.43
Staff - Tea Room - meeting room	7.80
Staff - Telephones	7.21
Staff - Travelling, accomm. and sustenance expenses - payments to staff	7.27
Staff – Use of private vehicles for council work	7.50
Staff - Vehicle accident investigation	7.31
Staff – Work place surveillance•	7.39
Staff - Working alone	7.72
Staff - Working from home	7.37
Staff - Working on Union Picnic Day	7.44
Staff - 25 year club	7.67
State Emergency Services and Bush Fire Brigades	7.43
Statement of Business Ethics for External Parties	
Street Lighting on Public Roads	22.7
Street Naming	22.6
Street Stalls and Mall	21.19
Sunblinds over Council property - mall development	13.6
Supply and connect. of water to private prop. and mains ext.rural areas	12.18
Water charges non-rateable land	21.21
Water Connections Marginal Supply situations	12.19
Water meters	12.17
Water Mains•	12.20
Water storage	23.16
Water supply access charges for fire services	20.8
Water supplies for community purposes	20.5
Works Committee meeting arrangements	24.6
Works Over-Expenditure	21.20

## SECTION 2 – STATEMENT OF AFFAIRS

A Statement of Affairs was prepared and published in June 2005. Copies are available free of charge from Council.

**SECTION 3 – CONTACT ARRANGEMENTS**

Council's designated officer to whom inquiries can be made is Mr Bruce Snape, Director Corporate Services.

Council's Address is

Civic Centre

45-53 Elbow Street (PO Box 78)

West Kempsey NSW 2440

Telephone (02) 65663200

Facsimile (02) 65663205

E-Mail [ksc@kempsey.nsw.gov.au](mailto:ksc@kempsey.nsw.gov.au)

Internet [www.kempsey.nsw.gov.au](http://www.kempsey.nsw.gov.au)

Office Hours Monday to Friday 8.30 am to 4.30 pm

Call Centre Monday to Friday 8.00am to 5.00pm

Appointments may be arranged outside these hours if necessary.

**FREEDOM OF INFORMATION ACT 1989**  
**Section 14 (1) (b) and (3)**  
**SUMMARY OF AFFAIRS**  
**of the**  
**COUNCIL OF THE MUNICIPALITY OF KIAMA**  
**as at 31 December 2005**  
**(FOI Agency No.2157)**

**SECTION 1 – POLICY DOCUMENTS**

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

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

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

- Plans of management for community land as follows:
  - generic plans of Management in respect of:
    - foreshore areas
    - sporting fields
    - neighbourhood parks
  - specific Plans of management in respect of:
    - Spring Creek, Kiama
    - Jerrara Dam, Jerrara
    - South Werri Reserve, Geering St Surf Club, Tennis Club & Reserve
    - North Kiama Neighbourhood & Child Care Centres
    - Illuka Reserve, Kiama Downs
    - Black Head Reserve
    - Cathedral Rocks Reserve
    - Gainsborough Chase Reserve
    - Gainsborough Oval Community Land
    - Jones Beach Reserve
    - Kaleula Point Reserve
    - Kendalls Beach Reserve
    - Loves Bay Reserve
    - Minnamurra Headland Reserve
    - Minnamurra River Reserve
    - South Werri Reserve
    - Sports Grounds
    - Stead Reserve
    - Walkers Beach Reserve
    - Werri Headland Boat Harbour Reserve
    - Werri Beach Reserve
    - Minnamurra River Estuary
- Environmental planning instruments, development control plans and plans made under section 94AB of the Environmental Planning & Assessment Act 1979 applying to land within Council's area as follows:
  - Local Environmental Plans:
    - Kiama Local Environmental Plan No 5
    - Kiama Local Environmental Plan 1996
    - Kiama Local Environmental Plan 1996 (Amendment No 1)
    - Kiama Local Environmental Plan 1996 (Amendment No 2)
    - Kiama Local Environmental Plan 1996 (Amendment No 3)
    - Kiama Local Environmental Plan 1996 (Amendment No 5)
    - Kiama Local Environmental Plan 1996 (Amendment No 8)
    - Draft Kiama Local Environmental Plan 1996 (Amendment No 60) – Advert.
    - Draft Kiama Local Environmental Plan 1996 (Amendment No 60) – Explanation
    - Draft Kiama Local Environmental Plan 1996 (Amendment No 60) – Instrument
    - Draft Kiama Local Environmental Plan 1996 (Amendment No 60) – Map Sheet 1
    - Draft Kiama Local Environmental Plan 1996 (Amendment No 60) – Map Sheet 2
    - Draft Kiama Local Environmental Plan 1996 (Amendment No 60) – Map Sheet 3
    - Draft Kiama Local Environmental Plan 1996 (Amendment No 60) – Map Sheet 4
    - Draft Kiama Local Environmental Plan 1996 (Amendment No 60) – Map Sheet 5
    - Draft Kiama Local Environmental Plan 1996 (Amendment No 60) – Map Sheet 6
    - Draft Kiama Local Environmental Plan 1996 (Amendment No 60) – Map Sheet 7
    - Draft Kiama Local Environmental Plan 1996 (Amendment No 60) – Map Sheet 8
    - Draft Kiama Local Environmental Plan 1996 (Amendment No 60) – Map Sheet 9
    - Draft Kiama Local Environmental Plan 1996 (Amendment No 60) – Map Sheet 10
    - Draft Kiama Local Environmental Plan 1996 (Amendment No 40) – Advertisement
    - Draft Kiama Local Environmental Plan 1996 (Amendment No 40) – Explanation
    - Draft Kiama Local Environmental Plan 1996 (Amendment No 40) – Instrument
    - Draft Kiama Local Environmental Plan 1996 (Amendment No 40) – Map
    - Draft Kiama Local Environmental Plan 1996 (Amendment No 40) – Master Plan Opt
    - Draft Kiama Local Environmental Plan 1996 (Amendment No 40) – Master Plan Opt
  - Development Control Plans:
    - Kiama DCP No 1 – Medium Density Development in Certain Residential Estates
    - Kiama DCP No 3 – Rural Home Hosting

- Kiama DCP No 5 – Beachlands Estate
- Kiama DCP No 6 – Integrated Housing
- Kiama DCP No 7 – Dual Occupancy
- Kiama DCP No 8 – Building Height and Residential Amenity
- Kiama DCP No 9 – Pre Schools and Child Care Centres
- Kiama DCP No 10 – Byrne’s Run
- Kiama DCP No 11 – Cottage Industry
- Kiama DCP No 12 – Multiple Dwelling Housing in Residential Zones
- Kiama DCP No 13 – Kiama Town Centre Urban Design Guidelines – Extract
- Kiama DCP No 14 – Gerringong Town Centre
- Kiama DCP No 15 – Beachlands Estate – Amendment No 1
- Kiama DCP No 16 – Silver Hill/Cedar Ridge – Amendment No 2
- Kiama DCP No 17 – West Kiama – Amendment No 2
- Kiama DCP No 18 – Energy Smart Homes – Amendment No 2
- Kiama DCP No 20 – Exempt and Complying Development (Amendment No )
- Kiama DCP No 22 – Barney Street Quarry
- Kiama DCP No 24 – Elambra Estate – Amendment No 1
- Kiama DCP No 25 – Waste & Recycling Guide
- Kiama DCP No 28 – South Kiama Drive & David Smith Place
- Kiama DCP No 31 – Landscape Guidelines
- Kiama DCP No 35 – Rural Dwelling Siting & Design Guidelines
- Kiama DCP No 36 – Building Lines & Foreshore Building Lines
- Kiama DCP No 37 – Contaminated Land
- Draft DCP No 23 – Cedar Grove Estate
- Draft DCP No 23 – Masterplan Map
- Draft DCP No 23 – Contaminated Land
- Section 94 Contributions Plans:
  - Kiama Section 94 Contributions Plan No 1 – Municipal Wide Contributions Plan
  - Kiama Section 94 Contributions Plan No 2 – Northern Region
  - Kiama Section 94 Contributions Plan No 3 – Southern Region
  - Kiama Section 94 Contributions Plan No 4 – Carparking Contribution (Kiama)
  - Kiama Section 94 Contributions Plan No 5 – Carparking Contribution (Gerringong)
  - Kiama Section 94 Contributions Plan No 6 – Carparking Contribution (Jameroo)
  - Kiama Section 94 Contributions Plan No 7 – West Kiama Urban Release Area
  - Kiama Section 94 Contributions Plan No 7a – Cedar Ridge/Silver Hill
- The Statement of Affairs, the Summary of Affairs and the Register of Policy Documents required under the Freedom of Information Act 1989
- Department representatives reports presented at a meeting of the Council in accordance with section 433 of the Local Govt Act

***Other documents as follows:***

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

- Airspace Above Roads – Leasing
- Alcohol Free Zones – Restaurant Legislation
- Animals – Circuses
- Animals – Companion Management
- Bank Facilities – Credit Cards
- Budget Estimates – Structure & Presentation
- Building application/approval records
- Camping & Caravanning
- Child Abuse - Notification
- Childrens’ services policy
- Christmas Carols by Candelight
- Clean Fill
- Code of Conduct
- Committees – Recording Membership
- Complaints Handling
- Council Meeting Practice
- Council Meetings – Confidential Committee

- Council Meetings – Deferrals
- Council Meetings – Meeting Dates
- Council Meetings – Pre-meeting Briefing
- Councillors’ ALGWA – Expenses
- Councillors – Conferences – Reporting
- Councillors – Declaration of Interest
- Councillors – Expenses & Facilities
- Councillors – Invitations
- Councillors – Mayoral Election
- Debt Recovery
- Development application/consent records
- Disabled access policy
- Disaster plans
- Dual Occupancy Subdivision – Fee
- Dwellings – Houses on Undersized Rural
- Dwellings Rural – Distances Between
- Dwellings – Rural – Roofing
- Effluent – Disposal
- Effluent – Pumpout
- Electric Vehicles – Use of
- Emergency Management – Dangerous
- Employee handbook, including staff code of conduct
- Energy Smart Homes
- Film Permit – Children’s Television Drama
- Film-Illawarra
- Financial Hardship
- Flexible Working Hours - Indoor
- Flood prone land policy
- Food premises code
- Footpaths – Street Level Advertising
- Grants – KADAC
- Grants – MEG
- HACC – Policy & Procedures
- Harassment Prevention
- Hiring of community halls policy
- Home Hosting Facilities
- Home Hosting
- In Kind Contributions
- Indemnity Insurance - Building
- Internal reporting policy for the purposes of the Protected Disclosures Act
- Labour Market Programs
- Land Sales – GM Delegation
- Landfill
- Landfill – Use of Blast Furnace Slag
- Leave-EAs
- Library services policy
- Library – Word Processing Service
- Lifeguard Services
- Memorial Seats
- Murals & Sculptures
- Naming of parks and reserves policy
- Overhead Cabling
- Parking Standards for Multi-Unit Housing
- Pest Control – Termites in Buildings
- Plan of Management – Sporting Fields
- Policy – Councillors’ Access to Information and their Interaction with Staff
- Private use of council vehicles policy
- Public Roads – Lease of
- Public Access
- Rainwater Storage Tanks – Installation
- Records Management

- Recruitment Selection & Appointment
- Recycling policy
- Rehabilitation
- River Bank Rehabilitation
- Road Transport Corridors – Principles
- Section 101 Approvals – Advertising
- Security – Business Premises
- Sewerage Scheme – Jamberoo
- Skateboard Facility
- Smoking in the workplace policy
- Staff-Flexible Working Hours – Indoor
- Storage Areas
- Stormwater Drainage
- Strategic asset management program (parks and reserves)
- Street Level Advertising Signage
- Studios
- Study Assistance
- Trade Waste & Refuse Disposal
- Tree Preservation Order
- Uniform Policy 1999
- Vacation care Operational guidelines
- Vehicles – Disposal of
- Vehicles – Replacement
- Waste Disposal – Non-Urban Areas
- Watercraft

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

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

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

## **SECTION 3 – CONTACT ARRANGEMENTS**

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

The FOI Co-ordinator  
Kiama Council  
PO Box 75  
11 Manning Street  
KIAMA NSW 2533

Telephone: (02) 4232 0444  
Facsimile: (02) 4232 0555  
email: [council@kiama.nsw.gov.au](mailto:council@kiama.nsw.gov.au)

**FREEDOM OF INFORMATION ACT 1989****Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****KOGARAH COUNCIL****December 2005****SECTION 1 – POLICY DOCUMENTS**

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

- Development Control Plan No. 5. – Industrial/Showroom area and North Kogarah Residential Precinct
- Development Control Plan No 3. – Foreshore Development Policy
- Development Control Plan No 10. – Subdivision Code
- Swimming Pool Code
- Food Premises Code
- Development Control Plan No 11. – Centre Based Child-Care Services
- Development Control Plan No 8. – Off-Street Car Parking Code (not including residential development)
- Development Control Plan No 15. – Regulation of Brothels
- Development Control Plan No 2. - Interim Commercial and Industrial Development Plan
- Draft Development Control Plan – Outdoor Advertising
- Development Control Plan No. 16 – 28-36 Princes Highway, Kogarah
- Development Control Plan No. 17 – Hurstville Town Centre
- Development Control Plan No. 26 – Exempt and Complying Development
- Development Control Plan No. 27 – Telecommunication Facilities
- Development Control Plan No. 28 – Rainwater Tanks.
- Development Control Plan No. 29 – Development on Land Zoned Special Uses 5(b) – (Railway)
- Development Control Plan No 20 – Advertising of Development Applications and Neighbour Notification
- Development Control Plan No 32 – Kogarah Town Square Precinct
- Development Control Plan No 34 – Building Integrated Photovoltaics
- Development Control Plan No 35 – Telecommunications and Radio Communications
- Development Control Plan No 37 – Guidelines for Rail Noise and Vibration
- Accommodation for Older People and/or People with a Disability – Development Control Plan
- Development Control Plan 2/9 - Carlton
- Development Control Plan 4/1 – Sans Souci
- Development Control Plan 4/5 - Ramsgate
- Development Control Plan 4/6 – Sans Souci
- Development Control Plan 6/1 - Carlton
- Development Control Plan 8/1 – Connells Point
- Development Control Plan 8/2 – Hurstville Grove
- Section 94 Contribution Plans
- Section 94 Contribution Plan No 5 – Open Space
- Section 94 Contribution Plan No. 6 – Hurstville South Area
- Section 94 Contribution Plan No. 8 – Kogarah Town Centre
- Section 94 Contribution Plan No. 3 – Hurstville Town Centre/Carparking
- Section 94 Contribution Plan No. 4– Hurstville Town Centre/Streetscape
- Section 94 Contribution Plan No. 9 – Kogarah Council Libraries
- Management Plan
- EEO Management Plan
- Councillor Fees, Expenses and Facilities Policy
- Privacy and Personal Information Management Plan



- Procedure on Reporting Corruption, Maladministration and Serious and Substantial Wastage (incorporating Protected Disclosures Policy)
- Register of Delegations
- Local policies adopted by Council concerning Approvals and Orders
- Environmental Planning Instruments, Development Control Plans and plans made under section 94AB of the Environmental Planning and Assessment Act 1979 applying to land within the council's area
- Contaminated Land Policy
- Tree Preservation Order Policy
- Code for Commercial Use of Footways
- Mobile Food Vending Policy
- Environmental Site Management Policy
- Statement of Affairs. Summary of Affairs and the register of Policy Documents required under the Freedom of Information Act 1989
- Private Boxes and Media Facilities (Jubilee Oval)
- Media Policy
- Councillors – Appreciation of Service Policy
- Suburb Boundaries – Guidelines for Review
- Drainage Easement Dedication
- Streets – Sale of Vehicles
- Neighbour Notification – Park Improvements
- Library – Photographs
- Median Strip Closure
- Information Signs
- Advertising
- Advertising Inserts in Rate Notices
- Smoking in the Workplace
- Rezoning Applications
- Policy Statement – Community Development and Services
- Internet, Email and Computer Software Security and Usage Policy
- Credit Cards Policy
- Collection Development Policy
- Mobile Phone Policy
- Publications Policy
- Asbestos Management Policy
- Placement of Clothing Bins on Public Property
- Parking Across Driveway Policy
- Leasing of Community Land Buildings
- Draft Plans of management for community land:
  - Moore Reserve
  - Empress Reserve
  - Generic Plan of Management for all Bushland Areas
  - Generic Plan of Management for all Sports Grounds
  - Generic Plan of Management for all Neighbour Parks
  - Plan of Management Poulton Park Area
  - Plan of Management Northcote Street Reserve
  - Plan of Management Augusta Park
  - Plan of Management Spooner Park
  - Draft St George Regional Leisure and Recreation Strategy Plan, 2005
  - Draft Kogarah Council Leisure and Recreation Strategy Action Plan, 2005
- Adopted Plans of Management:
  - Carss Bush Park and Todd Park Plan of Management
  - Beverly Park Plan of Management
  - Kogarah Park Community Land Plan of Management
  - Parkside Drive Reserve Plan of Management
  - Carss Park Bowling Club Plan of Management
- Kogarah Council Open Space Policy
- Draft Kogarah Water Policy
- Corporate Records Policy
- Leasing of Community Land and Buildings

Paper copies may be purchased at \$65.00 each; CD copies may be purchased at \$15.00 each:

- Residential Design Guide 2005 – Development Control Plan
- Ramsgate Centre Development Control Plan

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

- Kogarah LEP 1998 - \$20
- Kogarah LEP 1998 Map - \$30
- Development Control Plan No. 5 - \$25  
Kogarah Town Centre

## SECTION 2 – GENERAL DOCUMENTS

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

## SECTION 3 – STATEMENT OF AFFAIRS

A Statement of Affairs as at June 2005 has been prepared in accordance with Sections 14(1) & (2) of the Freedom of Information Act 1989 and is available for inspection during office hours at the Customer Service Centre.

## SECTION 4 – CONTACT ARRANGEMENTS

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

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

Mr Evan Hutchings  
Public Officer  
Kogarah Municipal Council  
Customer Service Centre  
84 Railway Parade  
KOGARAH NSW 2217

Postal Address: Locked Bag 8  
KOGARAH NSW 2217  
Telephone: 9330-9400  
Facsimile: 9330-9560  
Email: [kmcmail@kogarah.nsw.gov.au](mailto:kmcmail@kogarah.nsw.gov.au)  
Internet site: [www.kogarah.nsw.gov.au](http://www.kogarah.nsw.gov.au)

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

**FREEDOM OF INFORMATION ACT 1989****Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****KU-RING-GAI COUNCIL****as at December 2005****SECTION 1 - POLICY DOCUMENTS**

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

**Civic Management**

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

**Communications**

- Customer Request and Complaints Policy
- Community Consultation Policy

**Community Services**

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

**Finance & Business Development**

- Investment of Surplus Funds
- Purchasing Policy
- Tendering Policy

**Open Space**

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

- Landscape Management Policy
- Fauna Management Policy
- Recreation in Natural Areas Policy
- Bushland Education Policy
- Tree Management Policy
- St Ives Showground Plan of Management
- Prohibition of Animal Circus Performances
- Temporary Access over Community Lands Policy

### Planning and Environment

- Ku-ring-gai Planning Scheme Ordinance and Associated Zoning Maps
- Interim Development Orders Current Nos 29, 78, 79
- Interim Development Orders Repealed 1-28, 30-77
- Draft Local Environmental Plans Exhibited:  
165, 168, 175, 185, 186, 189, 191, 192, 196, 201, 207
- Ku-ring-gai Local Environmental Plans Repealed:  
1, 2, 3, 4, 6, 7, 8, 9, 11, 12, 15, 16, 17, 18, 19, 25, 26, 27, 28, 29, 31, 32, 34, 35, 38, 39, 40, 46, 48, 49, 50, 51, 71, 79, 81, 82, 83
- Ku-ring-gai Local Environmental Plans Current:  
10, 13, 14, 22, 23, 33, 37, 41, 42, 45, 54, 55, 58, 60, 62, 64, 65, 67, 70, 72, 73, 74, 75, 76, 77, 84, 85, 86, 87, 89, 90, 92, 94, 95, 96, 97, 100, 101, 102, 103, 105, 106, 109, 110, 112, 113, 114, 116, 117, 118, 120, 121, 123, 124, 125, 129, 130, 131, 133, 134, 137, 138, 139, 140, 143, 146, 147, 149, 155, 157, 158, 159, 160, 162, 163, 169, 170, 171, 172, 174, 177, 179, 180, 182, 183, 188, 190, 194, 197, 200, 202, 204
- Ku-ring-gai (Consolidating) Local Environmental Plan 1987
- Ku-ring-gai (Heritage Conservation) Local Environmental Plans 1-9, 11, 12, 13, 14, 17, 22, 26, 32
- Ku-ring-gai Draft (Heritage Conservation) Local Environmental Plans 10, 16, 18, 19, 20, 21, 27, 28, 29, 30, 31, 33
- Draft Conservation Area, East Gordon – DLEP 25
- House Numbers - kerb painted
- Development Control Plan Nos:
  1. 14-20 Link Road, St Ives - Certified 7.1.87
  2. Kintore Street, Wahroonga - Certified 29.4.87
  3. 1-19 Bent Street, Lindfield - Not proceeded with Council Resolution 1.9.87
  4. 49-51 Burns Road, Wahroonga - Certified 17.8.88
  5. Area generally bounded by 19 Pacific Highway, North Shore Railway Line, Boundary Street and Pacific Highway, Roseville - Not made
  6. Development in Residential Zones - Superseded by DCP 38
  7. Business Centres - Abandoned - Council Resolution 4.9.90
  8. Professional Consulting Rooms - Adopted 26.9.89, Certified 11.10.89
  9. 1-7 Bent Street, Lindfield - Not proceeded with Council Resolution 5.6.90
  10. 66-96 Pacific Highway, Roseville - Not made
  11. Pymble Business Centre - Superseded by DCP 14
  12. Town Houses and Villa Houses - No longer relevant with repeal of SEPP No 28
  13. Former St Ives Public School, 6-10 Porters Lane, St Ives - to be prepared
  14. Business Centre - Certified 8.8.95
  15. 134-138 Eastern Road, Wahroonga - Certified 30.9.92
  16. CSIRO Land - Bradfield Road, West Lindfield - Certified 15.1.97
  17. 'Hillcrest' 324-346 Mona Vale Road, St Ives - Certified 13.12.93
  18. 'Uralba' 75 Livingstone Avenue, Pymble - Certified 22.6.94
  19. 2-4 Mona Vale Road, Pymble - Certified 27.7.94
  20. 803-805 Pacific Highway, Gordon - Certified 7.7.94
  21. 67, 69-71, 73-75 Clissold Road, Wahroonga - to be prepared
  22. 9-15 Curagul Road, North Turramurra - Amended 6.12.94, Certified 16.12.94
  23. Properties adjoining Bushland - not made.
  24. Dual Occupancy Development - Policy Document
  25. Masada College, Wolseley Road, Lindfield - To be prepared
  26. 986 Pacific Highway and 2-4 Bloomsbury Avenue, Pymble - Certified 15.1.97
  27. Advertising Signs - Certified 17.4.96
  28. 153-165 Grosvenor Road, Wahroonga - Certified 6.12.96

29. 71-81, 68-72 Maxwell Street, 270-280 Kissing Point Road, South Turramurra - Draft
30. Access - Certified 14.5.97
31. Exeter Road, Wahroonga - Certified 12 March 1996
32. 9, 11, 15, 17, 19 Bent Street, Lindfield - Certified 9.4.97
33. Milner Royd - 1379 Pacific Highway, Turramurra - Certified 28.8.96
34. 1022-1028 Pacific Highway, Pymble - Certified 6.8.97
35. 1142-1180 Pacific Highway, Pymble - Certified 21.5.97
36. 66 Livingstone Avenue, Pymble - Certified 26.11.97
37. Residential Design Manual – (4/2/2002)
38. 10 Post Office Street, Pymble and 6 & 8 Park Crescent, Pymble - Certified 8.4.98
39. Construction and Demolition Waste Management - Certified 5.6.98
40. 75 Junction Road, Wahroonga - Certified 16.12.98
41. Regulation of Brothels - Certified 7.5.99
42. Car Parking - Certified 25.11.98
43. 414 Pacific Highway, Lindfield - Certified 28.4.99
44. 33, 35-41 Billyard Avenue, Wahroonga - Draft
45. Exempt and Complying Development - Certified 1/1/2001
46. Water Management – Adopted March 2004
47. Medium Density - Adopted 12/12/2001
48. 414-420 Bobbin Head Road, Turramurra - Adopted 5/3/2002
49. 986 Pacific Highway & 5 Suakin Street, Pymble
50. Outdoor Dining (Draft)
51. Multi-Unit Housing No 55 - Rail/Road Corridor, Pacific Highway and St Ives Centre (effective 14/12/2004) - Revised 1/2/2005
52. Child Care Centres

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

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

- Clothing Bins - Placement of Used Clothing Bins
- Water Conservation Protocol
- Lead in Buildings Policy
- Local Approvals Policy
- Energy Efficient Housing Policy
- Policy for Control of Demolition of Buildings
- Development Control Plan No 40 and Policy for Construction and Demolition Waste Management
- Dispute Resolution Policy
- Termite Protection Policy
- Ku-ring-gai Heritage Study 1987
- Ku-ring-gai Heritage Study - Aboriginal Sites – 1988
- Contaminated Land Management Policy 2004

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

- Bushland
- Community Groups Centre and Car Park - St Ives (205 Mona Vale Road) (2001)
- Community Halls and Meeting Rooms (2000)
- District Parks
- Echo Point Park (2003)
- Marian Street Theatre Site
- Gordon and North Turramurra Golf Courses (2001)
- Gordon Golf Clubhouse Precinct (2001)
- Playgrounds
- Princes Park
- Small Parks
- Sportsgrounds (2003)
- Swain Gardens
- Tennis Courts
- Wahroonga Car Park (2001)
- St Ives Village Green
- 4 Binalong Street, West Pymble
- North Turramurra Recreation Area
- Canoon Road Recreation Area
- East Roseville Community Centre and War Memorial Hall
- Rowe Street Car Park
- Tulkiyan
- Firs Estate Cottage
- Ku-ring-gai Art Centre (Draft 2003)
- Ku-ring-gai Bicentennial Park Plan of Management (2002)
- Ku-ring-gai Library Site
- Car Parks Generic
- St Ives Village Car Park
- Lindfield Library Site
- Childrens' Services
- Ku-ring-gai Library Site (2003)
- Parks (2003) Draft
- Council Chambers (Draft 2003)
- Generic Plan – Parks (20/09/05)
- Bushland and Natural Areas (Draft)
- Community Land (Draft)

#### **Technical Services**

- Directional Signs on State and Regional Roads
- Drainage Easements
- Drainage Works and Maintenance Procedures
- Fencing
- Fleet Management & Driver Safety – Conditions of Use
- Footpath Policy and Procedures for footpath repairs and maintenance
- Hornsby Ku-ring-gai Local Disaster Plan (Local DISPLAN)
- Hornsby Ku-ring-gai Local Emergency Operations Centre – Standing Operating Procedures

- Kerb and Gutter Construction
- Ku-ring-gai Traffic Advisory Committee
- Ku-ring-gai Traffic Committee
- Parking of Vehicles on Footpaths
- Prioritising Capital Works
- Public Lighting – Lighting of Scouts and Guides' Premises on Council Land
- Public Lighting – Residential Streets
- Public Lighting – Shading of Lamps
- Road Hierarchy
- Road Maintenance & Repairs Policy and Procedures 1/3/2004
- Road Openings – General Conditions
- Road Safety Strategic Plan
- Secondary Road 2043 – Future Work
- Secondary Road 2043 – Load limit
- Standing Restrictions at Driveways
- State and Regional Roads Funding to Local Government
- Stormwater Drainage Manual and Management
- Street Lighting
- Street Name Plates
- Street Parking near Transport Terminals and Commercial Centres
- Streets with Load Limits
- Traffic and Transport Policy
- Traffic Facilities – Approval
- Vehicular Access Crossings: Access Driveway Grades
- Vehicular Access Crossings: Maintenance & Repair
- Vehicular Access Crossings: Specification for Construction of Gutter and Footpath Crossings

## SECTION 2 - STATEMENT OF AFFAIRS

Ku-ring-gai Council's most recent Statement of Affairs is for the year ending June 2005.

## SECTION 3 - CONTACT ARRANGEMENTS

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

Mr G O'Rourke  
Public Officer  
Ku-ring-gai Council  
818 Pacific Highway  
Gordon NSW 2072  
Telephone: (02) 9424.0888  
Fax No: (02) 9424.0880  
e-mail: [kmc@kmc.nsw.gov.au](mailto:kmc@kmc.nsw.gov.au)  
Locked Bag 1056  
Pymble NSW 2073

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

John McKee  
Acting General Manager



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

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

- Annual Report
- Annual financial reports
- Auditor's reports
- Council's management plan (for the period 2005/06)
- Council's EEO management plan
- Council's land register
- Council's register of investments
- Returns of interests of councillors, designated persons and delegates
- Business papers for council meetings (but not including business papers for matters considered when a meeting is closed to the public)
- Minutes of council and committee meetings (but not including minutes of a meeting or any part of a meeting that is closed to the public other than the recommendations of that meeting)
- Council's register of delegations
- Annual reports of bodies exercising delegated functions of Council
- Development applications (within the meaning of the Environmental Planning and Assessment Act 1979) and associated documents.
- Records of approvals granted, any variation from local policies with reasons for the variation, and decisions made on appeals concerning approvals.
- Records of building certificates under the Environmental Planning and Assessment Act 1979.
- Plans of management for community land
- Council's State of the Environment Plan
- Environmental planning instruments, development control plans and plans made under Section 94AB of the Environmental Planning and Assessment Act, 1979, applying to land within the Kyogle Council area.

**Policies**

- Code of Conduct
- Code of Meeting Practice
- Provision of Information to and Interaction between Councillors and staff
- Payment of expenses and provision of facilities for Councillors
- Tendering and Quotations Policy
- Financial Assistance Policy
- Debt Recovery Policy
- Equal opportunity Management Plan Policy
- Salary System Policy
- Grievance Policy
- Safety Policy
- Rehabilitation Policy
- Redundancy Policy
- Vehicle Policy
- Payment of Expenses for Staff Policy
- Corporate Clothing Policy
- Interview and Relocation Expenses Policy
- Retirement Gift Policy
- Travelling Allowance Policy

- Non-smoking Policy
- Internal Reporting Policy - Protected Disclosures Act, 1994.
- Occupational Health and Safety Policy
- Privacy Management Policy
- Child Protection Policy
- Records Management Policy
- Investment Policy
- Skate Park Policy
- OH & S Constitution
- Road Network Risk Management Policy
- Property Access and Addressing Policy
- Public Gates and Bypasses (Cattle Grid) Policy
- Road Reserve Policy
- Local policies adopted by Council concerning approvals and orders
- Development Control Plans adopted by Council.
- Code of Management for Local Facilities Management Committees appointed pursuant to section 355 of the Local Government Act 1993.
- other miscellaneous policies for the management of council.
- The Statement of Affairs and Summary of Affairs prepared under the Freedom of Information Act 1989.

## **SECTION 2 - STATEMENT OF AFFAIRS**

Council's Statement of Affairs which generally describes the structure, functions and operations of Kyogle Council, the various documents held and avenues for communication has been prepared as at June 30, 2005.

## **SECTION 3 - APPLICATION ARRANGEMENTS**

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

An application for access to documents of Council:

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

## **SECTION 4 - CONTACT ARRANGEMENTS**

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

The Public Office  
Kyogle Council  
PO Box 11  
Stratheden Street  
KYOGLÉ NSW 2474  
  
Telephone (02) 66 321 611  
Facsimile (02) 66 322 228

**FREEDOM OF INFORMATION ACT 1989****Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****LACHLAN SHIRE COUNCIL****(F.O.I. Agency No. 2161)****31st December 2005****1. POLICY DOCUMENTS**

Subject to the Freedom of Information Act 1989, Lachlan Shire Council holds the following policy documents which may be accessed for inspection:

**Codes:**

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

**Plans:**

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

**Management Plans:**

- 2005/2009 Management Plan and Budget
- Cemetery and Burials
- Equal Employment Opportunity
- Footpath Management
- Gum Bend Lake
- Liberty Park and Bicentennial Park, Lake Cargelligo
- On Site Sewage Management 2000
- Parks & Reserves Management
- Privacy
- Roads Management
- Stormwater Management
- Tree Replacement
- Western Common

**Policies:**

- Complaints Policy
- Child Protection Policy
- Debt Recovery Policy
- Emergency Control Policy
- Equal Employment Opportunity Policy
- Industry Incentive Policy
- Investment Policy
- Payment of Expenses and Provision of Facilities to Councillors

Payment of Expenses to Aboriginal Consultative Advisory Committee  
Procurement & Disposal Policy  
Recruitment Policy  
Graffiti Policy  
Subdivision Policy  
Occupational Health & Safety Policy

**Other:**

Annual Financial Reports and Auditors Report 2005  
Annual Report 2005  
Building Records (Applications/Approvals/Certificates)  
Corporate Management Manual (including Delegations of Authority)  
Development Application/Consent Records  
Land/Asset Registers  
Reports and Minutes of Council and Committee Meetings

**2. STATEMENT OF AFFAIRS**

Council's most recent Statement of Affairs dated 30th June 2005, is available for inspection in accordance with the arrangements listed below. The Statement of Affairs contains details on how Council functions and how the public can participate in policy formulation and gain access to Council information.

**3. CONTACT ARRANGEMENTS**

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

Council Chambers  
58 - 64 Molong Street  
Condobolin

**Enquiries:**

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

Public Officer  
Lachlan Shire Council  
P O Box 216  
CONDOBOLIN NSW 2877  
Telephone: (02) 6895 4444  
Fax: (02) 6895 3478  
Email: council@lachlan.nsw.gov.au

**FREEDOM OF INFORMATION ACT 1989****Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****LANE COVE COUNCIL****December 2005****POLICY DOCUMENTS**

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

**POLICIES**

- Advertising structures
- Animals
- Dog signs
- After hours impounding facilities
- Keeping of animals policy

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

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

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



- Sale of council assets
- Council's office - signs in foyer
- Civic centre artwork/information boards
- Signposting for privately owned public facilities
- Tables and chairs in the plaza (and lane cove shopping centre) for commercial restaurant use
- Filling
- Walls supporting footpaths
- Longueville road shopping centre
- Vehicular access to properties
- Second vehicle access
- Drainage easements
- Council works notification
- Vehicular access to multi-unit housing
- Youth week
- Youth policy statement
- Leases of Waterfront Structures
- Identifying Policies

### **STATEMENT OF AFFAIRS**

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

### **CONTACT ARRANGEMENTS**

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

Peter Brown  
General Manager

**FREEDOM OF INFORMATION ACT 1989****Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****LEETON SHIRE COUNCIL****31 DECEMBER 2005**

In accordance with Section 14(1)(b) of the Freedom of Information Act, this summary of the Statement of Affairs of the Leeton Shire Council is provided.

**SECTION 1 – POLICY DOCUMENTS**

- Code of Conduct
- Code of Meeting Practice
- Management Plan
- Disaster Plan
- EEO Management Plan
- Expenses and Facilities Policy
- Financial Management Plan
- Applicable Local Environmental Plans
- Local Orders Policy
- Minutes of Council Meetings
- Policy Register
- Pricing Policy
- State of the Environment Report
- Leeton and Yanco Peripheral Area Contribution Plan 2003
- Leeton Shire Social, Community and Cultural Plan

**SECTION 2 – STATEMENT OF AFFAIRS**

The latest Leeton Shire Council's Statement of Affairs is 30 June, 2005.

**SECTION 3 – CONTACT ARRANGEMENTS**

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

The Public Officer  
Leeton Shire Council  
23 – 25 Chelmsford Place  
LEETON NSW 2705

Telephone: (02) 6953 2611

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

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

**FREEDOM OF INFORMATION ACT 1989**  
**Section 14 (1) (b) and (3)**  
**SUMMARY OF AFFAIRS**  
**of the**  
**LEICHHARDT COUNCIL**  
**Pursuant to Schedule 3 Clause 3**  
**(Local Government – Consequential Provisions) Act 1993**  
**and Section 14 (1) (b) Freedom of Information Act, 1989**

**POLICY DOCUMENTS**

**COMMUNITY SERVICES**

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

**CORPORATE & INFORMATION SERVICES**

- Access to Council files/ non release of documents identifying complainants
- Annual Reports
- Boycott of James Hardie products
- Business Papers/Minute Books – Council & Committee Meetings
- Code of Conduct
- Code of Meeting Practice
- Delegations Register
- E-Mail Policy
- E-Mailing of Information to Councillors
- Fees and Charges (July 2005 to June 2006)
- Filming in the Municipality of Leichhardt (Standard Conditions of Approval)
- Financial Statements (July 2004 – June 2005)
- Internet Policy
- Leases of air space over roads policy
- Management Plan (July 2005 to June 2008)
- Opposition to developer donations to local government candidates
- Payment of expenses and provision of facilities to Councillors
- Privacy Management Plan
- Register of Council Policies
- Skips on Public Roadways Policy
- Street Stalls Policy

**EMPLOYEE SERVICES**

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

**ENVIRONMENTAL MANAGEMENT**

- Asbestos policy
- Companion Animals Management Plan
- Contributions Plans
  - Open Space & Recreation
  - Community Facilities
  - Transport & Access
- Development Control Plan No.21 – Wharf Road, Balmain
- Development Control Plan No.23 – Orphan School Creek
- Development Control Plan No.27 – Balmain Power Station
- Development Control Plan No.31 – Ampol (White Bay)
- Development Control Plan No.32 – Design for Equity of Access
- Development Control Plan No.35 – Exempt & Complying Development
- Development Control Plan No.36 – Notifications
- Development Control Plan No.37 - 2-8 Weston Street, East Balmain
- Development Control Plan No.38 – Waste, Avoid, Reuse, Recycle
- Development Control Plan No.42 – Land Contamination
- Development Control Plan No.47 – Jane Street Balmain
- Development Control Plan No.48 – Managing Activities on Footpaths and Street Verges
- Local Action Plan for Greenhouse Gas Reduction (Milestone 3)
- Opposition to Sydney Airports Masterplan
- Opposition to M4 East
- Plastic Shopping Bags
- Stormwater Management Strategy
- Town Plan - LEP 2000 (as amended)
- Town Plan - DCP 2000 (as amended)
- Towards a Sustainable Future – An environment strategy for Leichhardt Council 1994
- Tree Preservation Order (Environmental Planning & Assessment Act, 1979)
- Youth Road Safety Action Plan

**INFRASTRUCTURE & SERVICE DELIVERY**

- Bike Plan
- Container Deposit Legislation
- East Balmain Foreshore Plan of Management
- Elkington Park Plan of Management
- Gladstone Park Plan of Management
- Green Waste Action Plan
- Inspection and maintenance of footpaths
- Internal Operations Waste Management Plan
- Mort Bay Park Plan of Management
- Stormwater Management
- Use of Public Parks & Reserves

**Most Recent Statement of Affairs**

Published June 2005 pursuant to the requirements of the Freedom of Information Act, 1989, Sec. 14(2).

**Designated Inquiry Officer:**

George Georgakis  
 Manager Administration Services  
 Telephone: 9367 9121

**Inspection Arrangements:**

Council's policy documents may be inspected at the Administrative Centre, 7-15 Wetherill Street, Leichhardt, by appointment between 8.30am – 5.15pm weekdays.

Administration Centre  
7-15 Wetherill Street  
LEICHHARDT NSW 2040

Peter Head  
General Manager

## FREEDOM OF INFORMATION ACT 1989

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

### SUMMARY OF AFFAIRS

of the

### LISMORE CITY COUNCIL

(F.O.I. Agency No 2166)

#### SECTION 1 - POLICY DOCUMENTS

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

#### POLICIES, CODES & PRACTICES

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

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

**DEVELOPMENT CONTROL PLANS**

7	Flood Prone Lands	35	Caniaba Village
9	Village of Nimbin	36	Outdoor Advertising Structures
14	Residential Development	38	Acid Sulphate Soils
16	Building Line Setbacks	39	Exempt Developments
17	Tree Preservation Order	40	Complying Developments
18	Off-street Carparking	41	Notifications & Advertising with Development Applications
19	Village of Dunoon	42	Urban Design & Weather Protection in Lismore CBD
22	Northern Ridges, Goonellabah		
21	Village of Clunes		
26	Industrial Development Standards		
27	Buffer Areas	43	Crime Prevention Through Environmental Design
28	Subdivisions	44	Rural Landsharing Communities
29	Extractive Industries	47	WasteNot
		48	Land at West Goonellabah
31	East Lismore	49	Lismore Cultural Precint
33	East Goonellabah		

**LOCAL ENVIRONMENTAL PLAN**

Lismore Local Environmental Plan 2000

**COMMUNITY SERVICES & FACILITIES PLANS**

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

**OTHER DOCUMENTS**

General Specifications

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

S94 Contributions Plan

**SECTION 2 - STATEMENT OF AFFAIRS**

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

**SECTION 3 - CONTACT ARRANGEMENTS**

Mr Graeme Wilson  
Public Officer  
Lismore City Council  
PO Box 23A  
LISMORE NSW 2480  
Phone (02) 66250500

**FREEDOM OF INFORMATION ACT 1989****Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****LIVERPOOL CITY COUNCIL****(F.O.I. Agency No. 2167)****SECTION 1 - POLICY DOCUMENTS**

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

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



Purchase of Computer Equipment by Staff  
Privacy Management Plan  
Procurement Manual  
Records Management Policy  
Service and Communication Policy  
Tree Preservation Policy  
Youth Policy

## **SECTION 2 - STATEMENT OF AFFAIRS**

A Statement of Affairs for the Liverpool City Council (as required under the Freedom of Information Act) is dated December 2005 and is available from the Public Officer, Liverpool City Council at no cost.

## **SECTION 3 - CONTACT ARRANGEMENTS**

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

Telephone on (02) 9821 9309  
Facsimile on (02) 9821 9532  
E-Mail to [m.kelly@liverpool.nsw.gov.au](mailto:m.kelly@liverpool.nsw.gov.au)

or writing to:

The Public Officer  
Liverpool City Council  
Locked Bag 7064  
LIVERPOOL BC NSW 1871

1 December 2005

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

**SECTION 1 – POLICY DOCUMENTS**

The Council maintains the following Policy Documents:

- Policy Register
- Bush Fire & Emergency Manuals
- Developer Contributions Plan
- Lockhart Shire Council Local Environmental Plan
- Code of Conduct
- Equal Employment Opportunity Management Plan
- Management Plan 2005/2008
- Minutes of Committee Meetings
- Minutes of Council Meetings
- Revenue Policy (see Management Plan)
- State of the Environment Report (see Annual Report)
- Annual Report
- Auditors Report
- Business Papers
- Disclosures Register
- Land Register
- Investments Register
- Social Plan

**SECTION 2 – STATEMENT OF AFFAIRS**

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

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

The most recent Statement of Affairs was published on 24th June 2005.

**SECTION 3 – CONTACT ARRANGEMENTS**

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

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

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

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

In accordance with Section 14(1)(b) of the Freedom of Information Act, this summary of the Statement of Affairs of Maitland City Council is provided.

**The Council's Policy Documents**

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

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

**Various Plans**

City wide S:94 Contributions Plan.

**Development Control Plans**

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

- Thornton Business Park – Thornton - East
- Subdivisions
- Maitland Conservation and Design Guidelines
- Avalon Forest Rural Residential Estate Thornton
- Advertising/Notification of Development Application
- Ashtonfield South Residential Precinct
- Commercial and Retail Policy
- Car Parking Requirements
- Brothels and Sex Industry Establishments
- On-site Sewage Management Systems
- Telecommunications & Radio Communications
- West Rutherford Investigation Area

### **Policy Documents**

#### **ADVERTISING SIGNS**

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

#### **APPROVALS**

- Bed and Breakfast Establishments
- Broiler Farms Code
- Building Line & Fencing – Radburn Estate Thornton
- Development Assistance Panel
- Exhibition Home Code
- Food Surveillance Policy
- Horses and Cattle
- Road and Locality Naming
- Special Events
- Clothing Bins
- Burning – Control of

#### **ART GALLERY**

- Acquisitions for Maitland Regional Gallery
- Collections Policy for Maitland Regional Gallery
- Exhibitions Programs for Maitland Regional Gallery
- Loan of Works Policy for Maitland Regional Gallery

#### **CIVIC MATTERS**

- Flags – Flying of
- Community Awards Program
- Maitland City Orchestra
- Bishop of Newcastle – Use of Crest
- Regional Army Cadet Unit

#### **COUNCIL MATTERS**

- Applications for Development and/or Construction Certificates – Councillors and Staff
- Closure of Council's Administration Offices Christmas and New Year
- Code of Conduct
- Code of Meeting Practice
- Complainants – Dealing with Difficult
- Erosion and Sediment Control
- Internal Reporting Systems for Disclosure
- Interstate and Overseas Travel
- Payment of Expenses and Provision of Facilities for Councillors
- Regional Co-Operation and the Hunter Regional Association of Councils
- Provision of Information to and Interaction Between Councillors and Staff
- Structural Reform
- Number of Councillors
- Sponsorship Policy

- Community & Social Welfare
- Child Protection Policy

#### DISPLAN

- Council role under the Maitland Local Displan

#### DONATIONS

- Loans to Service Clubs and Non Profit Organisations
- Section 356 Donations – Community Development Grants

#### DRAINAGE

- Improvements Over Drainage / Urban Drainage

#### FENCES

- Dividing Fences

#### FILMING

- Filming Protocol

#### FINANCE

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

#### GRANTS

- Grants – Applications

#### HEALTH MATTERS

- Abandoned Shopping Trolleys
- Keeping Of Animals
- Keeping of Poultry
- Checking quality of Private Swimming Pools
- Landing of Helicopters within the City
- Aerated Water Treatment Systems

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

- Heritage Building Conservation & Upgrading
- Maitland City Centre - Outdoor Dining Policy
- Central Maitland Area Improvement Program

#### INSURANCE

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

#### KERB, GUTTERING & FOOTPATH CONSTRUCTION

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

#### LAND & COUNCIL BUILDINGS

- Land Acquisition, Development and Sale
- Disposal of Fill From Construction Sites
- Payment of Agent's Fees

- Sale of Council Owned Land
- LEP'S and Council Land

#### LIBRARY

- Library Policy

#### NOXIOUS WEEDS & AQUATIC PESTS

- Noxious Weeds & Aquatic Pests - Eradication in Urban Areas of the city

#### OFF STREET CAR PARKING

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

#### PARKS AND GARDENS

- Bowling Clubs – Lease of Public Reserves
- External Running Costs

#### MAINTENANCE

- Parks & Gardens - Maintenance
- Mt Pleasant Street
- Naming & Renaming Reserves

#### PRACTICE WICKETS & GOAL POSTS

- Location of in Public Parks

#### PLANNING MATTERS

- Cycleways Study
- Ecologically Sustainable Development
- Street Construction – Morpeth Conservation Planning Study
- Part V of the Environment Planning and Assessment ACT 1979
- Notification of Subdivision Applications
- Tree Preservation and Control

#### PLANT AND EQUIPMENT

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

#### PRIVATE PIPELINES

- Private Pipelines in Road Reserve

#### PRIVATE WORKS

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

#### PROCUREMENT

- Procurement Policy

#### RATES

- Adjustment of Rates
- Arrears of Rates
- Categorisation of Land for Rating Year Commencing 1/7/94
- Extra Charges
- Financial Hardship
- CBD Construction Rate Assistance
- Rate Relief Rural Properties
- Write off Debtors – Rates, Charges and Services

## RECORDS

- Records Management Policy

## RISK MANAGEMENT

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

## ROADS

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

## SIDEWALK SALES & DOOR KNOCK APPEALS

- Doorknock Appeals & Street Days

## STAFF

- Corporate Wardrobe
- Equal Employment Opportunity Policy (EEO)
- Implementation of 19 Day Month
- Occupational Health & Safety
- Workers Compensation Management

## STREET LIGHTING

- Rurally zoned Areas

## SUB-DIVISIONS

- Accessways to Battle-Axe Blocks
- Notification of Subdivision Applications

## SWIMMING POOLS

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

## TOURISM

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

## TOWN HALL

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

**TRANSPORT MATTERS**

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

**VOLUNTEERS**

- Volunteers Policy

**VANDALISM**

- Reward – Vandalism
- Vandalism Control

**WASTE**

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

**COUNCIL'S STATEMENT OF AFFAIRS**

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

The most recent Statement of Affairs held by Council was published June 2005.

**COUNCIL'S CONTACT ARRANGEMENTS**

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

Mr Graeme Tolhurst  
Group Manager Finance and Administration/  
Public Officer  
Maitland City Council  
P.O. Box 220  
MAITLAND NSW 2320  
Telephone 49349752

The Council's office hours are 8.30am to 5.00pm Monday to Thursday and 8.30am to 4.30pm Fridays.

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



**FREEDOM OF INFORMATION ACT 1989**  
**Section 14 (1) (b) and (3)**  
**SUMMARY OF AFFAIRS**  
**of the**  
**MANLY COUNCIL**  
**As at 5th December, 2005**

**SECTION 1 - POLICY DOCUMENTS**

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

**Planning**

**LEP**

Manly Local Environmental Plan 1988 as Amended  
Manly Local Environmental Plan 1988 - Amendment 34 Acid Sulphate Soil map  
L.E.P. Map

**DCP**

Manly Development Control Plan (DCP) for the Residential Zone 2001 Amendment 1  
- Appendix Map A Penguin & Bandicoot Residential DCP  
- Appendix Map B Residential Density Sub-Zones  
- Appendix Map C maximum Height Sub-Zones  
Manly DCP for the Business Zone 1989: Amendment 4  
Manly DCP for the Industrial Zone 1991  
Manly DCP for Energy Efficient Buildings 1998  
Manly DCP for Backpacker Accommodation 1998: Amendment 1  
Manly DCP for Landslip and Subsidence 2001  
Manly DCP for Waste Minimisation and Management 2000  
Manly DCP for Notification 1999: Amendment 2  
Manly DCP for Access incorporating the Manly Access Policy  
Manly DCP for Advertising Signs 1993  
Manly DCP for Sites in Gurney Crescent & Clavering Rd Seaforth 2002: Amendment 1  
Manly DCP for Childcare Centres

**OTHER**

Manly Section 94 Contributions Plan  
Manly Town Centre Urban Design Guidelines 2002  
Balgowlah Shopping Centre Urban Design Controls 1999  
a) Balgowlah Shopping Centre Urban Design Plan 1999  
b) Balgowlah Shopping Centre Design Plan 1999 Appendix  
Manly Code for the Protection against Termite Attack 1996  
Manly Development Control Policy for Manly Cove  
Manly Specification for Stormwater Drainage 2003  
a) Manly Specification for On-site Stormwater Management 2003  
b) Specification for On-site Stormwater Management 2003 Appendix Maps  
Manly Specification for Civil Infrastructure, Development & Subdivisions 2003  
Manly Council Contaminated Lands Policy 2003.

**Other Policy Documents**

Annual Community Report  
Annual Report  
Manly Andrew "Boy" Charlton Swim Centre Annual Report  
Auditors Report  
Annual Budget  
Management Plan  
Code of Conduct

Social Plan 2004-2009 Needs Assessment  
 Social Plan 1999-2004  
 Sustainability Strategy 2002  
 Local Air Quality & Greenhouse Action Plan  
 Land Register  
 Plans of Management
 

- Seaforth Oval
- Keirle Park
- Tania Park

 State of the Environment Report  
 Code of Meeting Practice  
 Register of Investments  
 Returns of the Interests of Councillors, Designated Persons and Delegates  
 Returns as to Candidates' Campaign Donations  
 Business Paper Agendas (Excluding Closed Committee)  
 Business Paper Minutes (Excluding Closed Committee)

### **Policies**

Accounts - Available Working Capital  
 Advertisements  
 Advertising  
 A-Frame Signs and Merchandise Offered for Sale  
 Armoured Vehicles – Provision for Parking  
 Awards - Manly Civic Design  
  
 Banners - Display Of Banners Within Council Controlled Properties And Reserves  
 Beach Management  
 Beaches And Reserves - Commercial Filming - Conditions And Charges  
 Blasting Permits  
 Boat Building In Residential Areas  
 Builders' Rubbish Containers  
  
 Caretakers – Residential Caretakers In Council Buildings  
 Circuses - The Operation Of Circuses With Exotic Animals In Manly  
 Circus - Limitation On Performances  
 Clean Air - Complaints  
 Clearing Of Shrubs And Undergrowth  
 Closed Circuit Television Protocol – Administration Building  
 Closed Circuit Television Protocol – Carparks  
 Clubs And/Or Organisations - Remission Of Rates  
 Committees - Appointment Of Councillors  
 Committees - Section 355 Committees - Audit Fees  
 Community Groups - Financial Assistance  
 Complaints Management Policy  
 Consultation – Community Consultation Protocol  
 Corner Splays - Acquisition Of  
 Corner Splays - Council To Meet Costs  
 Corner Splays - Notification On Certificates  
 Corporate Image  
 Council And Committee Meetings - Length Of Meetings  
 Council Meetings - Availability Of Agenda Papers To Public  
 Council Chamber - Seating Arrangements  
 Council Letterhead - Council Committees And Areas Of Activity - Signing Of Correspondence  
 Councillors - Committee Membership Not Appointed By Council  
 Councillors - Personal Accident Insurance - Authorisation To Attend Functions  
 Councillors - Reports From Council Officers  
 Cultural Policy  
 Customer Service Charter  
  
 Debt Recovery - Warrants Of Commitment - Authorisation Of  
 Development Applications  
 Development Application Approval

Development Application - Fees For Heritage Buildings  
Development Control Plan - Residential Zone  
Dog Management – Urban Dog Management  
Dinghies - Storage Of Dinghies On Council Foreshores  
Donations - Items Of Park Furniture  
Drainage Easements - Construction Over  
Driveways - Non-Standard Construction

Election Campaigning – Federal, State & Local Government Elections  
Elections – Poll Of Electors To Be Held In Conjunction With Ordinary And Extraordinary Elections Of Council  
Environmental Levy Component Of Rate – Increase In Annual Contribution

Financial Assistance To Cultural Groups  
Financial Reporting - Measures Of Council Liquidity  
Footpath Trading

Garbage Charges - Surf Clubs, Scout And Guide Halls In Council Reserves  
Garbage Containerisation Service - Size Of Containers  
Graffiti

Hire Boat Operations - Beaches And Reserves  
Hoardings - Placing Of Hoardings At Construction Or Demolition Sites  
Honorary Rangers

Internet Access & Use

Leases - Council Property - Maintenance Of By Lessee/Licensee  
Leases - Council Property - Payment Of Rates & Charges By Lessee  
Library -Borrowers Policy  
Library - Commercial Sponsorship Of Library Activities  
Library - Statement On Freedom Of Collection, Access, Use And Librarian's Role  
Library - Local History

Manly Art Gallery & Museum - Acquisitions And Exhibitions Policy  
Manly Art Gallery & Museum - Free Admission For Children On Organised Tours  
Manly Art Gallery & Museum - Collection On Local History  
Manly Art Gallery & Museum - Presentation Of Paintings Purchased From Funds Raised By Former Ladies Auxiliary  
Manly Art Gallery & Museum - Support For Local Artists  
Manly Art Gallery & Museum - Waiving Of Fees  
Mayor And Councillor's Remuneration Fees

Neighbourhood Watch And Safety House Scheme  
Noise Complaints - General  
Nuclear Weapons - Abolition And World Peace

Open File Policy  
Overgrowth of Vegetation

Pamphlets & Leaflets - Distribution On Public Roads And In Shopping Centres  
Parking - Policy - Manly Central Business District  
Parking – Issuing Of Designated Parking Permits  
Parking – Provision For Designated Parking Spaces For Armoured Vehicles  
Parking Permits – Manly Life Saving Club Inc/ Manly Community Centre  
Parks And Reserves - Use Of By Junior Sports  
Payment of Expense & Provisions of Facilities to Mayor & Councillors  
Poll Of Electors To Be Held In Conjunction With Ordinary And Extraordinary Elections Of Council  
Precinct Committees  
Pricing Policy Goods & Services  
Printing And Stationery - Use Of Recycled Paper  
Property Acquisition Reserve Fund  
Prosecutions - Withdrawal Of  
Public Liability Insurance  
Public Sculpture Policy

Rates - Pensioners - Accrual Of Rates & Charges & Writing Off Interest  
Reconciliation Between Indigenous And Non-Indigenous Australians  
Recycling - Events And Promotions  
Reserves - Exclusive Use For Private Functions  
Reserves - Outdoor Furniture – Dedication  
Road Reserves - Outdoor Eating Areas - Licensing Of  
Road Reserve - Lease For Parking As A Development Application Condition  
Road Reserve Leases - Adjacent And Conjoining Parent Lot  
Road Reserves - Driveways  
Road Reserve Nature Strips

Seawalls - Construction And Replacement  
Senior Citizens' Centre  
Shopping Trolleys - Impoundments  
Signs - Council Projects - Displaying Of  
Signs - Direction  
Signs - A-Frame Signs And Merchandise Offered For Sale  
Signs - Public Telephones  
Sister Cities - Policy On Visits To Council By Overseas Tourists  
Skateboards & Bicycles On The Corso - Control Of  
Skateboards, Bicycles And Rollerskates On The Ocean Beach Walkway  
Smoking - Council Owned Buildings  
Solar Hot Water Installations (Building Applications)  
Special Events (Road Closures) Traffic And Transport Management Plan  
Sponsorship - Council Activities And Events  
Sport And Recreation Facilities In Manly - Guiding Principles  
Stalls - Constituent Interviewing By Local Members  
Stormwater Runoff  
Strata Subdivisions - New And Old Buildings - Car Parking  
Strata Subdivisions - Old Buildings  
Swimming Centre, Manly - Complimentary Season Passes To Elite Athletes  
Swimming Pools - Fencing Of  
Swimming Pools (Private) – Leaking  
Sydney Water

Tenders - Lobbying Of Councillors  
Tourism Policy  
Trading Activities - Hawking & Vending On Public Reserves, Roads & Public Places  
Tree Preservation Order  
Trees - Lopping For Electricity Transmission Lines  
Trees - Lopping For Views  
Trees - Removal Of "Ficus" Varieties  
Trees - Ringbarking, Poisoning, Root Damage

Unemployment Relief Schemes

Vehicular Crossing And Layback Openings  
Vehicle Crossing Construction - Colour Of Concrete  
Vehicle Crossings - Maintenance Of Unpaved Crossings  
Vehicle Crossings/Driveways - Non Standard  
Vehicle Crossings - Payment For Pavement Of Road Shoulders  
Vehicle Crossings To Private Property – Temporary Construction In Asphalt - Payment By Owners  
Vehicle Crossings - Use Of Uni-Pave Concrete Blocks

Warringah Freeway And Public Transport - Manly Warringah  
Waste Minimisation - Functions And Events In Manly  
Water Courses - Piping Of  
Wentworth Street Redevelopment - Access To Corso Properties

## SECTION 2 - STATEMENT OF AFFAIRS

The most recent Statement of Affairs held by Council was published June 2005.

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**SECTION 3 - CONTACT ARRANGEMENTS**

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

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

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

# FREEDOM OF INFORMATION ACT 1989

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

### SUMMARY OF AFFAIRS

of the

### MARRICKVILLE COUNCIL

#### Policy Documents

(as at 16/12/05)

#### CORPORATE SERVICES

##### Administrative Services

Statement of Business Ethics

Child Protection Guidelines

Information (Access to)

Disclosure of Interests by Councillors and Designated Officers

Access to Submissions Regarding Building,

Development and other Applications and

Council proposals

Code of Meeting Practice

Code of Conduct

Street Trading

Answering Correspondence

Preparation of Addendums

Printing & Stationery

Inclusion of Information in Business Paper for Council and Committee Meetings

Councillors' Access to Information

Payment of Expenses and Provision of Facilities to Councillors

Conflicts of Interest

Delegations of Authority Register

Petitions Guidelines and Procedures

Tenders & Quotations Procedure

Complaints Handling Procedure

Constitution of Committees and Committee Delegations 1999

Code of Councillor Practice

Internal Reporting Policy

ICAC Matters

Guidelines for Dealing with Competitive Neutrality Complaints

Procedure for the Disposal of Scrap and Low Value Assets

General Manager's Circulars in relation to policy matters:

- 2/92 Guidelines for Answering Correspondence
- 3/92 Occupational Health & Safety (Manual Handling) Regulations, 1991
- 4/92 Guidelines for deliveries to Aldermen; and for making arrangements for Conferences, Seminars, Inspections involving Aldermen
- 5/92 Administrative Guidelines for Reports to Council, and Recording of Minutes; and Guidelines for inclusion of Addendums on Council Business Agendas
- 6/92 Local Ethnic Affairs Policy Statement (LEAPS) - Introduction of "Language Spoken at Home" Indicator
- 9/92 Procedures for accepting and complying with Subpoenas
- 10/92 Council's EEO Policy - Appointment of an EEO Committee
- 1/93 Update of Council's Equal Employment Opportunity (EEO) Policy
- 2/93 Council's Community Language Policy - Introduction of Language Allowance
- 3/93 Customer Relations
- 4/93 New Sick Leave Provisions
- 5/93 Call Accounting Software: Policy in relation to use of Telephone System for Private Calls
- 10/93 Fines under the Occupational Health & Safety Act - Reminder to Staff

- 10/94 Guidelines for deliveries to Councillors
- 2/95 Guidelines for Workplace Committees
- 3/95 Investigation of Accidents
- 4/95 Rehabilitation Program
- 6/95 Implementation of the Salary System
- 7/95 New Local Government (State) Award
- 8/95 Non-Smoking in the Workplace Policy
- 9/95 Engaging in Outside Work
- 10/95 Council's Salary System
- 10A/95 New Local Government (State) Award
- 11/95 Job Evaluation Appeals
- 12/95 Illegal Use of Computer Software
- 12A/95 Council's Salary System
- 13/95 Council's Proposed Salary System
- 15/95 Council's Adopted Salary System and \$150.00 Bonus Payment in recognition of performance
- 1/96 Council's Smoke Free Workplace Policy & Guidelines
- 2/96 The Protected Disclosures Act
- 3/96 Personal Information Update and Equal Employment Opportunity Information
- 5/96 Council-wide Diary and Council Publications Checklist
- 6/96 Staff Selection Procedures
- 1/97 File Management & Maintenance
- 3/97 Administration Building Security
- 4/97 Procedures for dealing with ICAC and NSW Ombudsman
- 5/97 Communicating with the Media
- 10/97 Guidelines for reporting possible corrupt conduct to the General Manager and Independent Commission Against Corruption
- 1/98 Guidelines for Dealing With Competitive Neutrality Complaints.
- 2/98 New Public Access to Information Policy.
- 01/00 Workers Compensation
- 05/00 Reporting of Accidents Near Misses and Dangerous Occurrences
- 06/00 Disciplinary Action
- 07/00 Communicating with the Media – What to do when a journalist calls you
- 08/00 Revised Email and internet usage guidelines
- 10/00 EEO Information
- 01/03 Guidelines for reporting and dealing with conflicts of interest
- 01/05 Christmas/Holiday Payroll Arrangements

### **Employee Services**

EEO Plan 2005/06  
 Human Resource Planning  
 Occupational Health & Safety  
 Equal Employment Opportunity  
 Smoke-Free Work Place  
 Recruitment, Hiring & Induction  
 Conditions of Employment  
 Conditions of Leave  
 Pay & Allowances  
 Termination of Employment  
 Security - Employee Records  
 Redundancy  
 Redeployment  
 Filling of Vacant Position of Director  
 Uniforms - Dress Code  
 Recruitment & Selection Guidelines and Procedures  
 Learning and Development Plan 2005/06  
 Sexual Harassment  
 Travel Policy for Staff on Council Business  
 Hazardous Substances  
 Risk Management

Training & Development - Study Assistance  
SAFE System- Safe And For the Environment  
Studies Assistance Policy  
Guidelines for Dealing with Workplace Aggression

### **Finance**

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

### **Information Systems**

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

### **Corporate Development**

Management Plan 2005/2008  
Strategic Plan

### **Corporate Review**

Continuous Quality Improvement

### **Legal Services**

Legal Services Management Plan 2003-2004

### **Approvals/Monitoring/Planning**

Code for Industrial Development  
Section 94 Contribution Plan 2004  
Nuclear Free Policy  
Code for the Control of Erection of Signs & Advertising Structures  
Building Certificate Records  
Development Application consent register  
Marrickville Housing Needs Study  
Stormwater and On-site Detention Code  
Development Control Plans:

- DCP 17, Abergeldie Estate Conservation Area
- DCP 19, Parking Strategy
- DCP 27, Waste Management
- DCP 28, Urban Design Guidelines for Business Centres
- DCP 29, Contaminated Land Policy and Development Controls



- DCP 30, Cooks River Flood Plain
- DCP 31, Equity of Access and Mobility
- DCP 32, Energy Smart Water Wise
- DCP 34, King St. & Enmore Rd Heritage & Urban Design
- DCP 35, Urban Housing, Volumes 1 & 2
- DCP 36, Complying and Exempt Development
- DCP 37, Brothels and Other Sex Services Premises
- DCP 38, Community Safety
- DCP 39, Development Notification Policy
- DCP 40, Warne Place, South Marrickville
- DCP 41, Barwon Park Triangle, St. Peters

Draft Development Control Plans:

- Draft DCP 18, New Civic Centre Site

Local Environmental Plans:

- MLEP 2001, Marrickville LGA
- MLEP 2001 (Amendment No. 1), 1-3 Coronation Avenue, Petersham
- MLEP 2001 (Amendment No. 2), 163A-181 New Canterbury Road & part 15 The Boulevard, Petersham
- MLEP 2001 (Amendment No. 3), 36-38 Oxford Street, Newtown
- MLEP 2001 (Amendment No.4), Rezoning of Former Arterial Road and Arterial Road Widening Reservations
- MLEP 2001 (Amendment No. 5), 287 Victoria Road, Marrickville
- MLEP 2001 (Amendment No. 6), 1-7 Macaulay Road, Stanmore
- MLEP 2001 (Amendment No. 7), 58-64 Salisbury Road, Stanmore
- MLEP 2001 (Amendment No. 8), 2-6 Bridge Road, Stanmore
- MLEP 2001 (Amendment No. 9), Rezoning of 24 Gordon Street, Petersham  
Rezoning of and Schedule 2 requirements for 24-26 Perry Street, Marrickville  
1-13 Garners Avenue, Marrickville  
Renaming and arrangement of Schedule 2 (MLEP 2001)  
Replacement of clause 45 (MLEP 2001) with new clause
- MLEP 2001 (Amendment No. 10), Reclassification / rezoning of Council Owned Car Parks
- MLEP 2001 (Amendment No. 12), Warne Place, South Marrickville
- MLEP 2001 (Amendment No. 13), 39 Francis Street, Marrickville
- MLEP 2001 (Amendment No. 14), Barwon Park Triangle, St Peters
- MLEP 2001 (Amendment No. 16), 1 Albert Street, St Peters
- MLEP 2001 (Amendment No. 17), 159 Princes Highway, St Peters
- MLEP 2001 (Amendment No. 18), 115-117 Constitution Road, Dulwich Hill
- MLEP 2001 (Amendment No. 19), 5 Croydon Street, Petersham
- MLEP 2001 (Amendment No. 20), 1 Goodsell Street, St Peters
- MLEP 2001 (Amendment No. 23), 2-4 Railway Road, Sydenham
- MLEP 2001 (Amendment No. 26) Corner of Edinburgh Road & Smidmore Street, Marrickville
- Advertising Structures and Signs Policy

Draft Local Environment Plans:

- Draft MLEP 2001 (Amendment No. 11) Brothels, Not Proceeded With
- Draft MLEP 2001 (Amendment No. 15) Princes Highway Bulky goods Cluster, St. Peters, Not Proceeded With
- Draft MLEP 2001 (Amendment No. 21) Heritage Conservation Areas for current DCP areas of Abergeldie Estate and King Street/Enmore Road Replaced by Draft Amendment No. 25
- Draft MLEP 2001 (Amendment No. 25) Heritage
- Draft MLEP 2001 (Amendment No. 29) 72 & 74 Fitzroy Street, Marrickville
- Draft MLEP 2001 (Amendment No. 30) 500 Princes Highway, Bulky Goods
- Draft MLEP 2001 (Amendment No. 31) 83-91D Church Street, St Peters
- Draft MLEP 2001 (Amendment No. 32) 43 Dulwich Street, Dulwich Hill
- Draft MLEP 2001 (Amendment No. 33) 139-143 Parramatta Road, Camperdown

**Environmental Services**

State of the Environment Report 2004  
Local Action 21 – Sustainability Strategy (2003)

Cooks River Foreshore Strategic Plan  
Environment Management System Management Plan 2005/6  
Waste Reduction and Procurement Policy 2000  
Environmental Management General Policy 2002

### **Community Services**

#### **Library Services**

Collection Development Policy  
Technical Services  
Adult Services  
Membership Guidelines  
Local Studies  
Ethnic Services  
Information Services  
Children's & Youth Services  
Outreach Services  
Lending  
Library Materials Disposal  
Community Information Database  
Library Publications

#### **Children's Services**

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

#### **Community Development**

Local Ethnic Affairs Policy Statement  
Community Planning & Support  
Belonging in Marrickville – A Social Plan for the Marrickville LGA  
Community Profile, Marrickville L.G.A.  
Marrickville Community Grants Program  
Community Grants Program Guidelines 2005  
Food Services  
Access Policy Disability, Discrimination Act, Action Plan  
Statement of Commitment to Aboriginal People  
Marrickville Seniors Centre Policy  
Marrickville Aboriginal Consultative Committee Terms of Reference  
Refugee Position Statement (November 2002)

#### **Communication & Cultural Services**

Street Stalls, Markets and Busking  
Use of Chrissie Cotter Gallery  
Community Communication  
Mainstreet Policy  
Public Art Policy  
Sister Cities Policy  
Sponsorship  
Annual Report  
Media Liaison Policy  
Marrickville Arts Grants Scheme  
Marrickville International Artist Exchange and Local and National Artist Programs Policy

#### **Recreation Facilities**

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

**Technical Services****Parks & Reserves**

Sporting & General Park Facilities Leasing & Hire

Use of Parks & Reserves

Tree (& Street Tree Policy Guidelines)

Council's Sports Fields Pricing Policy

Tree Management Policy

Open Space Plan

Plans of Management Community Land Checklist -

- Street Closures & Plazas
- Neighbourhood Parks
- Pocket Parks
- Marrickville Park
- Camperdown Memorial Rest Park
- Arlington Reserve
- Camdenville Park
- Henson Park
- O'Dea Reserve
- Enmore Park
- Steel Park
- Mackey Park
- Tempe Reserve
- Dibble Avenue Waterhole
- Petersham
- Camperdown
- Alex Trevallion
- Ryan Playground
- Simpson Reserve
- Jarvie Park
- Warren Park
- Sydenham Green
- Mahoney Reserve
- Kendrick Park
- McNeilly Park

Tree Preservation Order 2001

Plans of Management and Park Development

Notification Policy

**Engineering**

Management of Street and Trunk Stormwater Drainage

Traffic & Transport

Local Approvals Policy for the Placement of Waste Storage Containers

Street Lighting

Grass Verge Mowing

Vehicular Crossings

Stormwater Drainage in Developments

Stormwater & On Site Detention Code

Weed Control

Resident Consultation for Civil Works

Road Safety Strategic Plan 2002-2007

Naming of Unnamed Road and Lanes

Filming Rights in the Marrickville Area

Cooks River Floodplain Management Study

Cooks River Floodplain Management Plan

Angle Parking in Residential Streets

Port Jackson South Catchment Stormwater Management Plan

Cooks River Stormwater Management Plan

Lower Parramatta River Catchment Management Plan

Pedestrian Access & Mobility Plan (PAMP)

Marrickville Bicycle Strategy 1996

King Street, Enmore Road Urban Design Study  
Disaster Recovery Plan  
Emergency Management Plan

**Business Units**

Plant, Vehicle & Equipment  
Littering/Dumping  
Abandoned Vehicles  
Footpath Obstructions  
Footpath Obstructions - Car Parking  
Street Vending  
Backyard Burning  
Offensive Noise of Dogs  
Dog Control

**Property Services**

Signs  
Dividing Fences  
Footway Cafes & Restaurants  
“A” Frames, other advertising structures display goods for sale  
Register of Council owned Land  
Garbage Collection  
Recycling  
Street Cleansing  
Regulation - General  
Placement of Waste Storage Containers for Recycled Clothing in a Public Place

**STATEMENT OF AFFAIRS**

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

**ACCESS TO POLICY DOCUMENTS - CONTACT ARRANGEMENTS**

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

The Public Officer  
Marrickville Council, 2-14 Fisher Street, Petersham 2049  
Tel (02) 9335-2023

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**FREEDOM OF INFORMATION ACT 1989**  
**Section 14 (1) (b) and (3)**  
**SUMMARY OF AFFAIRS**  
**of the**  
**MID-WESTERN REGIONAL COUNCIL**

**SECTION 1 - POLICY DOCUMENTS**

- Code of Conduct
- Code of Meeting Practice
- EEO Management Plan
- Expenses and Facilities Policy

All other policies from the former Mudgee, Rylstone and Merriwa Shire Councils.

**SECTION 2 - STATEMENT OF AFFAIRS**

The Council's most recent Statement of Affairs is that dated June, 2005. Copies may be obtained at no cost by contacting the Council's Manager Governance.

**SECTION 3 - CONTACT ARRANGEMENTS**

Enquiries concerning the Council's Statement of Affairs, Summary of Affairs, the inspection and purchase of policy documents and making a Freedom of Information application should be made during office hours, Monday to Friday from 8.00 am to 4.30 pm to:-

Mr Ian Roberts  
Manager Governance  
Mid Western Regional Council  
P O Box 156  
MUDGEE NSW 2850

Telephone: (02) 6378 2850  
Facsimile: (02) 6378 2815

**FREEDOM OF INFORMATION ACT 1989****Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****MOSMAN MUNICIPAL COUNCIL****(FOI Agency No. 2176)****SECTION 1: POLICY DOCUMENTS**

**1.1** The following documents are available for inspection by members of the public free of charge during ordinary office hours, i.e. Monday, Wednesday to Friday, 8.30 am to 5.00 pm and Tuesday, 8.30 am to 7.00 pm. Selected documents are also available on Council's web site at [www.mosman.nsw.gov.au](http://www.mosman.nsw.gov.au):

- Council's Code of Conduct
- Council's Code of Meeting Practice
- Annual Report
- Annual Financial Reports
- Auditors' Report
- Management Plan (MOSPLAN)
- Future Mosman
- Governance Plan
- Statement of Business Ethics
- Social/Community Plan
- Cultural Plan
- EEO Management Plan
- Council's Policy concerning the payment of expenses incurred by, and the provision of facilities to Councillors
- Council's Land Register
- Register of Investments
- Returns of the interests of Councillors, designated persons and delegates
- Returns as to candidates' campaign donations
- Agendas and business papers for Council and Committee Meetings (but not including until the relevant date determined under Section 10E of the Local Government Act, 1993, business papers for matters considered when a meeting is closed to the public)
- Minutes of Council and Committee Meetings, but restricted until the relevant date determined under Section 10E of the Local Government Act, 1993 (in the case of any part of a meeting that is closed to the public) to the recommendations of the meeting
- The register of business papers and minutes referred to in Section 10E(6)
- Any Codes referred to in the Local Government Act
- Register of Delegations
- Applications under Part 1 of Chapter 7 (Local Government Act) for approval to erect a building, and associated documents
- Development Applications (within the meaning of the Environmental Planning and Assessment Act, 1979) and associated documents
- Records of building certificates
- Plans of land proposed to be compulsorily acquired by Council
- Leases and licences for use of public land classified as community land
- Plans of management for community land
- Environmental Planning Instruments, development control plans made under Section 94AB of the Environmental Planning and Assessment Act, 1979 applying to land within the Council's area
- Statement of Affairs, the Summary of Affairs and the Register of Policy documents required under the Freedom of Information Act, 1989
- Electoral Rolls for each of the Council's four (4) wards as at September 1999
- Register of Council's policies
- Pricing Policy
- Customer Response Policy
- Complaints Policy

- Procurement Policy
- Mosman Economic Review
- Local Solutions to Local Crime and Safety Issues, a Collaborative Management Plan with Harbourside Local Area Command

Council with the exception of Electoral Rolls, has copies of these documents available for taking away either free of charge or on payment of copying charges, according to Council's policy.

#### 1.2 Documents produced by Council and available for sale:

- Local Environmental Plans
- Development Control Plans
- State of the Environment Report
- Organisations Manual
- Management Plan (MOSPLAN)
- Food Code
- Stormwater Pollution Control Code
- Contract Tender Documents
- Special Event Management Policy Statement/Operations Manual
- Building returns
- Food Premises Construction and Fitout Code
- Building Service Corporation (Contracts)
- Bathers' Pavilion and its surrounds Plan of Management
- Mosman Plans of Management for Parks and Natural Bushland
- Plan of Management for Balmoral Reserves
- Public Domain Improvement Program for Spit and Mosman Junction Shopping Centres
- Rawson Park and Surrounds Plan of Management
- Recreational Needs Assessment Study 2000 (Suter & Assoc)
- Section 94 Contributions Plan for Public Carparking in Spit Junction Town Centre
- Section 94 Contributions Plan Open Space
- Public Register under Provisions of Environmental Operations Act (1997)
- Stormwater Management Plans/Port Jackson and Middle Harbour
- Stormwater Pollution Control Code
- Assessment of Existing Traffic Conditions in Mosman (Geoplan 1999)
- Comprehensive Origin and Destination Survey (ERM 2000)
- Community Portrait of Mosman compared with Sydney
- Belmont and Cabramatta Roads Conservation Area Study
- Clifton Gardens Plan of Management
- Conservation & Architectural Guidelines
- Glover Street Heritage Assessment
- Mosman's Architectural Heritage
- Mosman Park Plan of Management (draft)

#### SECTION 2: STATEMENT OF AFFAIRS

The most recent Statement of Affairs was published as at 30 June 2004.

#### SECTION 3: CONTACT ARRANGEMENTS

Enquiries regarding Freedom of Information matters or access to documents may be directed to Mr Max Glyde, Director Corporate Services who has been appointed as Council's Public Officer as follows:

Mr Max Glyde  
Public Officer  
Mosman Municipal Council  
PO Box 211  
SPIT JUNCTION 2088

Telephone: 9978 4000

**FREEDOM OF INFORMATION ACT 1989****Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****MURRAY SHIRE COUNCIL****FOI AGENCY No 2179****SECTION 1 - DOCUMENTS**

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

The documents listed hereunder are available for inspection free of any fee. Copies of these documents are available for taking away at a reasonable copying charge.

- Council Code of Conduct
- Council's Code of Meeting Practice
- Contributions Plans - s.64 & s.94 Murray Shire Contribution Plan
- Corporate Plan
- Delegations of Authority Register
- EEO Management Plan
- Financial Management Plan
- Murray Local Environmental Plan, 1989
- Management Plan
- Social and Community Plan
- Minutes of Committee Meetings
- Minutes of Council Meetings
- Policy Register
- Pricing Policy
- Procedure Manuals
- Environmental Planning Instrument, Development Control Plans and plans made under s.94AB of the Environmental Planning & Assessment Act, 1979, applying to land within Council's area
- Council's Policy concerning the payment of expenses incurred by, and the provision of facilities to Councillors
- Auditors Report
- Land Register
- Development Approvals
- Return of Investments
- Return of the Interests of Councillors, Designated Persons and Delegates
- Town of Moama Development Control Plan
- Tourist Development Control Plan
- Murray Shire Disaster Management Plan
- Murray Shire Bush Fire Operations Plan

The documents listed hereunder are available for inspection free of any fee. If required, copies will also be made available for taking away at no fee.

- Council's Annual Report
- Correspondence and Reports of open Council Meetings
- Minutes of Council and Committee Meetings (but not including minutes of a meeting or any part of a meeting that is closed to the public other than the recommendations of that meeting)
- Statements of Affairs, Summary of Affairs and the Register of Policy Documents required under the Freedom of Information Act, 1989



**SECTION 2 - STATEMENT OF AFFAIRS**

Requests under the FOI Act for access to documents held by the Murray Shire Council must be made by written application; no fee is payable.

Applications should be addressed to:

Mr G Murdoch  
The Freedom of Information Coordinator  
PO Box 21  
MATHOURA NSW 2710

Enquiries may be directed to the FOI Coordinator by telephoning 03 5884 3302 between the hours of 8:30am to 5:00pm, Monday to Friday (excluding public holidays).

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

**SECTION 1 – POLICY DOCUMENTS**

**ADMINISTRATION & MISC**

- Keeping and Affixing of Council Seal
- Privacy Management Plan
- Alcohol Free Zones Policy
- Motor Vehicle Policy

**COUNCIL MEETINGS & COUNCILLORS**

- Code of Meeting Practice
- Council Committee Structure
- Public Addresses to Council
- Payment of Expenses and Provision of Facilities to Councillors

**FINANCE**

- Contributions and Donations Policy
- Revenue Policy – Water and Sewer
- Water Usage Charges – Hardship Provisions
- Procurement Policy
- Revenue Policy

**HEALTH, BUILDING AND PLANNING**

- Legal Opinions Policy (Planning Matters)
- Development Control Plans
  - Medium Density Development
  - Subdivision Code
  - Parking Code
  - Exempt and Complying Development
  - Building Line
  - Building Near Sewer and Stormwater Mains
  - Drainage to Buildings
  - Encroachments onto Public Roads
  - Landfill Development
  - Outdoor Advertising
  - Requirements for Tourist Accommodation
  - Water Supply to Buildings
- Development Notification Policy

**ROADS**

- Public Gates and Grids on Public Roads

**WATER AND SEWER**

- Liquid Trade Waste Policy
- Sewer Junction Connection Policy
- Water Service Connection Policy

**HUMAN RESOURCES**

- Occupational Health and Safety Policy
- Three Days Special Leave
- Area Zone Annual Leave

Staff Conference Expenses  
Defence Force Reserves  
Staff Housing Rentals Interview Expenses  
Pre-employment Medical Examinations  
Annual Picnic Day  
Removal Expenses  
Telephone Installations Private Residence  
Staff Christmas Functions  
Staff Vehicle Leases  
Salaried Staff – RDO System (Guidelines)  
Staff Personal Study Provisions  
Leave without pay  
Annual Leave Policy  
Code of Conduct  
Interview Policy  
Long Service Policy  
Medical Policy  
Picnic Day Policy  
Salary Structure  
Protected Disclosures Act  
Removalist Policy  
Staff Conference Expenses Policy  
Staff Rental Policy  
Staff Uniform Staff Christmas Function Policy  
Study Leave Policy  
Telephone Reimbursement Policy  
Vehicle Lease Back Policy  
Return to Work Policy

#### **OTHER DOCUMENTATION**

Staff Delegations of Authority  
Narrabri Aerodrome Procedures Manual  
Narrabri Aerodrome Emergency Procedures  
Local Environmental Planning Instruments  
    Narrabri LEP No. 2 (as amended)  
    Narrabri LEP No. 5 (as amended)  
    Narrabri LEP (as amended)  
Section 94 Contributions Plan  
Section 64 Plan  
State of the Environment Report  
Narrabri Shire Council Local Displan  
Narrabri District Bushfire Management Plan  
Narrabri District Fuel Reduction Management Plan

#### **SECTION 2: — STATEMENT OF AFFAIRS**

Narrabri Shire Council's most recent Statement of Affairs is for the year endings 30 June 2005.

#### **SECTION 3 — CONTACT ARRANGEMENTS**

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

Arrangements to inspect or purchase policy documents may be made by contacting the following officer between 8.35am to 5.00pm on week days:

Mr Tony Magner  
Director Corporate Services  
Narrabri Shire Council  
46-48 Maitland Street  
PO Box 261  
NARRABRI NSW 2390

**FREEDOM OF INFORMATION ACT 1989****Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****NARROMINE SHIRE COUNCIL****F.O.I. Agency No. 2186****SECTION 1 - DOCUMENTS**

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

1. Annual Report
2. Code of Conduct
3. Code of Meeting Practice
4. General Policy Register
5. Narromine Shire Council Development Control Plan
6. Narromine Shire Council Local Environmental Plan
7. Management Plan
8. Business Papers for Council and Committee Meetings
9. Minutes of Council and Committee Meetings
10. Register of Disclosure of Interests.
11. Gift Register.
12. State of Environment Report
13. Delegation of Authority Register
14. Business Continuity/Disaster Recovery Plan
15. Local Area Disaster Plan. (DISPLAN)
16. Equal Employment Opportunity Policy
17. Expenses and Facilities Policy (for Councillors)
18. Financial Management Plan
19. Internal Reporting Policy (for purposes of Protected Disclosure Act)
20. Plans of Management for Community Land
21. Section 94 Contribution Plan
22. Advertising Code (for structures and commercial signs. Included in the Narromine Shire Council Local Environmental Plan).
23. Notification of adjoining owners policy. (Included in the Narromine Shire Council Local Environmental Plan).
24. Building Line policy. (Included in the Narromine Shire Council Development Control Plan).
25. Fees and Charges policy
26. Flood Prone Land Policy
27. Occupational Health and Safety Policy
28. Private Use of Council Vehicles Policy
29. Smoke Free Work Environment Policy
30. Auditors Report
31. Land Register
32. Investment Register
33. Building Certificate Records
34. Building application/approval records
35. Development application/consent records
36. Narromine Shire Council Community Social Plan - 2005 to 2009.
37. Narromine Shire Council Statement of Affairs.

**SECTION 2 - STATEMENT OF AFFAIRS**

Narromine Council's Statement of Affairs is currently available for inspection at Narromine Council Chambers 124 Dandaloo Street Narromine and may be obtained by contacting the Public Officer.

**SECTION 3 - CONTACT ARRANGEMENTS**

Requests for access to documents held by Narromine Council and subject to the Freedom of Information Act, 1989 should be accompanied by a \$30.00 application fee and directed in writing to:

The Public Officer  
Narromine Council  
PO Box 115  
NARROMINE NSW 2821

Enquiries may be directed to the Public Officer, Mrs V Roberts by telephoning (02) 6889 9999 Monday to Friday between 8.30 am and 5.00 pm.

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

**SECTION 1 — POLICY DOCUMENTS**

Aboriginal Matters  
Advertising  
Advertising Structures and Signs  
Aerodrome  
Animals  
Annual Reports  
Appeals and Donations  
Asset Management  
Auditors Report  
Australia Day Celebrations  
Australian Citizenship  
Building Records  
Bus Shelters  
Bush Fire Management Plan  
Business Papers  
Busking  
Cemeteries  
Child Protection Policy  
Citizen of the Year Award  
Closed Circuit TV  
Code of Conduct  
Code of Meeting Practice  
Community Facilities Policies  
Complaints and Nuisances  
Council Shops  
Councillors Expenses and Facilities Policy  
Customer Service Policy  
Delegation of Authority  
Development Application/Consent Records  
Disclosures Register  
Economic Development  
Emergency Management  
Equal Employment Opportunity (EEO) Manual  
Fees And Charges  
Finance and Rating Policies  
First Aid  
Food Premises Inspections  
Freedom of the Shire  
Garbage Service  
Health and Welfare Services  
House Numbering  
Immunisation  
Impounding - Straying Stock etc  
Industrial Development Control Plan  
Infectious Diseases  
Insurance  
Investment & Land Registers  
Land Leases  
Land Sales

Library  
Local Approvals Policy  
Local Area Disaster Plan  
Local Environment Plan 1991  
Local Orders Policy  
Management Plan  
Managing Conflicts of Interest  
Media  
Minutes of Meetings - Council and Committee  
Residential Subdivision Codes  
Narrandera Heritage Study  
Noxious Weeds Policy  
Occupational Health and Safety  
Operational Policies  
Parks and Recreational Policies  
Planning Policies  
Plant and Vehicle Equipment Use by Community Groups  
Plant Policy  
Policy Register  
Pollution  
Protected Disclosures - Internal Reporting System  
Purchasing Policy and Procedures  
Records Management Policy  
Risk Management  
Roads and Public Works Policies  
Roads and Streets  
Rural Water Supply  
Sale of Surplus/Old Material  
Saleyards  
Section 94 Contribution plans  
Septic Tanks  
Sister City  
Sports & Recreation - General  
Staff Policies  
State of the Environment Report  
Statement of Business Ethics  
Stores  
Street Lighting  
Street Stalls and Raffles  
Volunteers Policy

## **SECTION 2 — STATEMENT OF AFFAIRS**

A copy of Council's most recent Statement of Affairs (as at June 2005) can be obtained from Council's Freedom of Information Officer, at the address shown below.

## **SECTION 3 — CONTACT ARRANGEMENTS**

Applications and/or enquiries regarding Freedom of Information should be directed to:

The Freedom of Information Officer  
Narrandera Shire Council  
141 East Street Narrandera 2700  
Email [council@narrandera.nsw.gov.au](mailto:council@narrandera.nsw.gov.au)

Telephone 02 6959 5510  
Fax 02 6959 1884  
Hours 8.15am to 4.30pm  
Website [www.narrandera.nsw.gov.au](http://www.narrandera.nsw.gov.au)

**FREEDOM OF INFORMATION ACT 1989****Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****NEWCASTLE CITY COUNCIL****1. POLICY DOCUMENTS:**

The following policy documents are available for inspection free of charge. Copies of some of the documents are available for a set fee, as listed in the fees and charges register and others for a photocopying charge. Other information documents are available from Council, and Council should be contacted directly for further details.

Access Policy (2003)  
Adamstown Park/Myers Park Plan of Management July 1996  
Alcohol free zones policy  
Assessment of Boarding Houses Action Strategy  
Back Packer Tourism Strategy for the City of Newcastle (2001)  
Blue Gum Hills Integrated Local Area Plan (1996)  
Bushlands Plan of Management - October 2000 - (incorporating Blackbutt Reserve Management Plan and Jesmond Bushland Management Plan)  
Car Parking Policy for Newcastle ( NEALA - 2000)  
Carparking provision for subdivisions  
City Wide Maintenance Policy (2003)  
Civic and Cultural Precinct Statements of Strategic Intent - (2003) & Masterplan (2004)  
Code of Conduct  
Code of Meeting Practice  
Commitment by Newcastle City Council to the Young People of the City 1997  
Community Assistance Program Guidelines  
Community Development Policy 2005Community Development Plan  
Community Safety Policy  
Complying Development Guidelines  
Constitution - S355 Committee for Management of Parks  
Consultation Policy and Guidelines 2000  
Convict Lumberyard, Stationmaster's Residence and Paymaster's Office - Conservation Policy (1992)  
Corporate Communications Strategy 2004  
Crime Prevention Plan 3 - Mayfield  
Crime Prevention Plan for City Centre and Inner City  
Crime Prevention Plan No.2 - Whole of City  
Cultural Framework  
Customer Service Policy  
Development Application Guide ('DA GUIDE')Disability Action Plan 2005-2010  
Dispute Resolution Policy  
Ecologically Sustainable Development Procurement Policy  
Ecologically Sustainable Development Tendering Policy  
Economic Development Strategy for the City of Newcastle (June 2000)  
Electronic Mail Usage and Internet Access  
Employment policies:  
    Pre-employment Medical Examination Policy  
    Recruitment Policy  
    Reimbursement of Relocation Expenses Policy  
    Reimbursement of travel expenses Policy  
Environmental Small Grants Program Guidelines  
Equitable Pricing Policy  
Ethnic Affairs Policy  
Exempt Development Guidelines  
Flags flying - City Hall  
Footway dining areas in Newcastle



Foreshore Usage Policy 1996 (Revised) Oct 2003  
Framework for Decade of Education for Sustainable Development 2005-2014  
General Community Use Land Plan of Management - October 2000  
Glendore Community Facility Plan of Management (2003)  
Guidelines and Constitution for Community Forums  
Heritage Places - Strategic Plan and Plan of Management (Dec 2000) (Amended 2002 and 2003)  
Human Services Policy  
Interaction Between Councillors and Staff  
Internet Strategy 2004  
Investment of temporary surplus funds policy  
Investment Strategy  
Jesmond Park, Jesmond Bushland Plan of Management - May 1991  
Landscape Structure Plan - 1990  
Lanes, Roads and Footway Ownership Policy (2003)  
Library Collection Development Policy  
Loan Borrowing Policy  
Management Plan - 2005/06 - 2007/08  
Naming of parks and reserves  
National Park Plan of Management - December 2000  
Neighbourhood Parks Plan of Management - December 2000 (Amended 2003)  
Newcastle - Lake Macquarie Bike Plan 1996  
Newcastle and Lake Macquarie Open Space and Recreation Study 1987  
Newcastle Central Area Strategy (1992)  
Newcastle Coastline Management Study and Plan (2003)  
Newcastle Development Control Plan 2005  
Newcastle East Heritage Tourism Plan  
Newcastle Environmental Management Plan II (2003)  
Newcastle Flood Policy 2004 Parts A (Principles) & B (Atlas)  
Newcastle Green Spaces Strategy (2000)  
Newcastle Hill Traffic Study (1990)  
Newcastle Local Environmental Plan (LEP) 2003  
Newcastle Recreation and Open Space Plan - Oct 1996  
Newcastle Region Art Gallery Acquisitions Policy  
Newcastle Regional Museum Collection Policy (on Internet)  
Newcastle Regional Museum Education Policy (on Internet)  
Newcastle Stormwater Management Plan (2004)  
Newcastle Tourism: Tourism Development Plan (2002)  
Newcastle Urban Strategy and Background Report (1998)  
Park Bookings Policy - October 2003  
Park Memorials Policy - December 2003  
Parking Permits - Conditions and Eligibility Criteria  
Parking permits - residential  
Payment of Expenses and Provision of Facilities to Lord Mayor and Councillors  
Pedestrian Access Mobility Plan - May 2002  
Playgrounds Plan of Management (October 2000)  
Policy and Background Statement on Newcastle Mainstreets (2001 revised 2003)  
Position Statement on Illicit Drugs (2000)  
Position Statement on Public Space (2000)  
Public Art and Placemaking Policy 2003  
Public Land Re-Classification Policy - June 2000  
Public Voice Policy  
Records Management Policy  
Restricted Assets - Reserves Management Policy  
Road closures - temporary  
Road openings  
Road Safety Strategic Plan 2002 - 2010  
Section 94 Contributions Plan No. 1 - 2005  
Section 94 Contributions Plan No. 4 - 1997  
Senior Citizens Centres Policy  
Shoptop Housing Kit  
Signage Policy for Beaches, Pools, Parks and Reserves (2003)

Social Equity and Information Technology  
Social Impact Assessment Policy (1999)  
Social Plan (2000)  
Solid Waste Management Strategy - December 1995  
Sports Policy (June 1998)  
Sportslands Plan of Management (December 2000) (Amended 2003)  
Steel River Strategic Impact Assessment Study  
Street Lighting Interim Policy (2002)  
Subdivision Code  
Summerhill Land Use Strategy Study (1996)  
Sustainable Urban Water Policy for Newcastle (2004)  
Tarro Recreation Area Plan of Management (1990)  
Termite Management - Position Statement - Nov 2003  
The Foreshore Plan of Management (2000)  
Traffic Studies:  
    Adamstown Traffic Study (1993)  
    Broadmeadow Traffic & Parking Study - Final Report  
    Cooks Hill Traffic Management Scheme - Stage 2 Final Report (November 1995)  
    Hamilton Parking Study (1995)  
    Mayfield Traffic Study (1989)  
    Merewether Traffic Study (1992)  
    New Lambton Major Traffic Routes Study (1992)  
    Newcastle East Traffic Study (1994)  
    Tighes Hill, Wickham, Islington, Maryville Traffic Management Scheme Stage 2 (1993)  
Tree Management Policy (See Newcastle Local Environmental Plan 2003)  
Wallsend Brickworks Park Plan of Management (2001)  
Waste Containers on Public Roads policy

## 2. STATEMENT OF AFFAIRS

Council's Statement of Affairs dated 30 June 2005 is available for inspection at the below address.

## 3. INSPECTION OF DOCUMENTS

The documents may be inspected during normal business hours at:

City Administration Centre  
282 King Street  
Newcastle

Telephone: (02) 4974 2000  
Fax: (02) 4974 2222

Enquiries concerning the documents should be addressed to:

Public Officer  
Newcastle City Council  
PO Box 489  
NEWCASTLE NSW 2300

**FREEDOM OF INFORMATION ACT 1989****Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****NORTH SYDNEY COUNCIL****December 2005****INTRODUCTION**

This document is North Sydney Council's Summary of Affairs for the period ending December 2005. It contains a comprehensive list of North Sydney Council's policies including reference to associated guidelines and procedures. North Sydney Council reviews and amends all policies on a continual basis and once a year re adopts all policies. For further information regarding the Policy Manual please contact the Director of Corporate Services (02) 9936 8114.

North Sydney Council adopted a Privacy Management Plan on 17 October 2005. All Council's Policies and Plans are managed in accordance with our Privacy Management Plan which has regard to the Privacy and Personal Information Protection Act 1998 (PPIPA) and the Health Records and Information Privacy Act 2002 (HRIPA)

For further information contact the Public Officer. Copies of Council's Policies are available from:

The Public Officer  
North Sydney Council  
200 Miller Street  
NORTH SYDNEY NSW 2060  
Telephone: (02) 9936 8114  
Or can be viewed at [www.northsydney.nsw.gov.au](http://www.northsydney.nsw.gov.au)

**SECTION 1 - POLICIES****CORPORATE SERVICES**

- Access to Council Documents
- Complaints
- Corporate Sponsorship
- Councillor Access to Staff
- Customer Service
- Freedom of Information
- Mayor and Councillor Facilities and Benefits
- Mediation
- Open Government
- Precincts
- Use of Council Seal
- Media Liaison
- Consultation

**CORPORATE SERVICES CODES**

- Code of Meeting Principles and Practices
- Code of Conduct for Councillors and Staff
- Statement of Business Ethics: Standards for Contractors, their Staff and Business Associates
- Code of Conduct for Precinct Committees
- Code of Conduct for Volunteers and Community Representatives on Council Committees

**FINANCIAL AND INFORMATION MANAGEMENT**

- Investment
- Personal Treatment Entitlement Card Holder
- Voluntary Rebates to Pensioners for Rates and Charges
- Collection and Recording of Information
- Signs as Remote Supervision

- Signs as Remote Supervision Guidelines
- Procurement
- Procurement Guidelines and Information for Tenderers
- House Numbering
- Section 601 (hardship caused from the use of new valuations)
- Green Purchasing
- Divisional Policy Statements

#### **PLANNING & DEVELOPMENT SERVICES**

- Urban Design Panel
- Compliance and Enforcement

#### **COMMUNITY & LIBRARY SERVICES**

- Child Protection
- Community Centres, Cultural and Recreational Facilities
- Disability Discrimination
- Donations
- Library Collection Development
- North Sydney Arts Committee
- Community Information
- Divisional Policy
- Public Art

#### **ENGINEERING & PROPERTY SERVICES**

- Charitable Recycling Bins
- Filming Within Council Area
- Management of Council Land and Facilities
- Resident Parking Permit
- Use of the Footpath for Outdoor Dining or Displaying of Goods
- Car Share

#### **OPEN SPACE & ENVIRONMENTAL SERVICES**

- Circus
- Keeping of Roosters
- Overhanging Branches
- Public Bin Minimisation
- Standards for Volunteers and Community Representatives on Council Committees

#### **HUMAN RESOURCES**

- Equal Employment Opportunity
- Harassment
- Grievance Procedures
- HIV/Aids Anti-Discrimination
- Recruitment and Selection
- Recruitment and Selection Procedures
- Employment Screening – Working with Children Check
- Salary System
- Leaseback Vehicles
- Employee Identification: Name Badges
- Employee Identification: Photo ID Card
- Long Service Recognition
- Driver Incentive Bonus
- Job Share
- Replacement of Stolen and Lost Property
- Industrial Agreements: Indoor and Outdoor Staff
- Home-Based Work
- Council Fleet Vehicle
- Equipment Allocation
- Salary Sacrifice
- Flexi-Time
- Travel Assistance
- Internal Reporting - Protected Disclosures

- Alcohol/Drugs in the Workplace
- Confidentiality of Employee Information
- Traffic Regulations - Council Vehicles
- Web Access and E-mail
- E-mail Monitoring Guidelines
- Telephone and Voicemail
- Service 1st Telephone Standards
- Attendance/Absenteeism
- Parental Leave
- Voluntary Bush Fire Fighting
- Defence Forces Reserve Leave
- Sick Leave - Payment on Termination
- Leave Without Pay
- Concessional Leave
- Bereavement Leave
- Counselling and Disciplinary
- Dismissal Guidelines
- Drivers involved in Accidents
- Performance Planning Assessment Appeals Process
- Service First Award Scheme
- Training and Development
- Education Assistance
- Occupational Health and Safety Communication & Consultation
- Occupational Health and Safety
- Rehabilitation
- Smoking in the Workplace
- Personal Protective Equipment (PPE)
- Health Assessment
- Manual Handling
- First Aid
- Injury Incident Management Procedures
- Employee Assistance Program (EAP)
- Workers Compensation Procedures
- Redundancy
- Redeployment
- Resignation

## SECTION 2 - STATEMENT OF AFFAIRS

North Sydney Council's most recent Statement of Affairs (30th June 2005) is available to the public free of charge from the Public Officer, Council's Customer Service, or on the North Sydney Council website at [www.northsydney.nsw.gov.au](http://www.northsydney.nsw.gov.au).

## SECTION 3 - CONTACT ARRANGEMENTS

Members of the public seeking access to North Sydney Council's policy documents are invited to make initial contact with the Public Officer who can arrange for copies of documents to be made available. Alternatively, they may be viewed on the Council's web site at [www.northsydney.nsw.gov.au](http://www.northsydney.nsw.gov.au). The Public Officer is available during normal business hours of 9.00 am - 5.00pm, Monday to Friday. Contact by phone should be made prior to a visit in person.

### **In Person:**

Public Officer  
North Sydney Council  
200 Miller Street  
NORTH SYDNEY NSW 2060

### **Postal address:**

Public Officer  
PO Box 12  
North Sydney NSW 2059  
Telephone: (02) 9936 8114  
Email: [council@northsydney.nsw.gov.au](mailto:council@northsydney.nsw.gov.au)

**FREEDOM OF INFORMATION ACT 1989****Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****ORANGE CITY COUNCIL****(F.O.I. Agency Number 2192)****SECTION 1 - POLICY DOCUMENTS****(AVAILABLE FOR PUBLIC INSPECTION)**

- Access for People with Disabilities
- Accrued Leave
- Ageing and Disability Funding
- Ageing and Disabilities Services - Development and Provision
- Ageing and Disability Services, HACC Service Standards Policies and Procedures Manual
- Alcohol & Drug Free Workplace
- Annual Leave
- Banners in CBD
- Best Practice – Gathering Information
- Bin Exchange Policy
- Botanic Gardens – Exclusive Use
- Building over and/or adjacent to sewers
- Cabonne Shire Residents - Water Supply
- Carers Leave
- Carers Leave – Birth of a Child
- Casual Employment
- Certificates of Service and References
- Chemical Safety
- Childrens Services (Policies Procedures and Safety Guidelines)
- Civic Emergencies Leave
- Clothing Recycling Bins in Public Places
- Code of Conduct
- Community Consultation
- Community Communication Strategies for Development Proposals
- Community Services - Planning and Development
- Competitive Neutrality Complaints
- Concrete Footpath Charges
- Construction Sites - Time of Work
- Construction Zones
- Contaminated Lands
- Contaminated Material – Agreement for Testing, Treatment and Disposal
- Council Investments
- Council's Pricing Policy
- Councillors - Payment of Expenses and Provision of Facilities
- Customer Service Guarantee
- Decisions - Regional Traffic Committee
- Delegations/Sub-Delegations to Mayor and General Manager
- Development Activity - Public Notice
- Development Control Plan and Codes within the Development and Technical Services Divisions
- Directional Signs Policy to Include Churches
- Disciplinary Policy
- Driveways – Alterations and Maintenance
- EEO Grievance Policy
- Email Policy
- Equal Employment Opportunity
- Exhibitions - Regional Gallery

- Eye Protection
- Family Day Care
- Family Day Care Caregivers
- Family Leave
- Fixed Term Employment
- Food Premises - National Code for the Construction and Fitout of
- Footpath Maintenance
- Gallery - Acquisitions
- Gallery - Art Rental Scheme
- Gallery - Charging for Exhibitions
- Gallery - Exhibitions
- Gallery - Usage for Commercial Project Ventures
- Hand-Held Computer and PDA (Personal Digital Assistant)
- Hearing Protection Policy
- HIV/AIDS in the Workplace
- Internet Policy
- Internet Public Use Policy
- Itinerant Retailers
- Job Sharing
- Kerb and Gutter Charges to Adjoining Owners
- Land Sales
- Leave Without Pay
- Local Approvals Policy
- Long Service Leave
- Lost Property
- Lucknow and Spring Hill - Connections to Sewerage System from Outside Village Boundary
- Manual Handling
- Medical Services
- Meeting Practice Code
- Microcomputer Usage
- Military Leave
- Neighbourhood Street Christmas Parties
- Noise Control
- Non-English Speaking Services
- Notebook Policy
- Noxious Weeds
- Olympic Pool - Admission Charges
- Paid Work Outside Council
- Parental Leave
- Parking - Off Street Provisions
- Parks, Recreational Areas and Sportsgrounds – Signs as Remote Supervision
- Part-Time Employment
- Payment of Employees
- Personnel File
- Private Work Orders
- Private Works on Roadways
- Protected Disclosures Act 1994
- Public Art
- Rates - Scout and Girl Guide Association
- Rates and Charges - Recovery Action
- Reflectorised Street Numbering
- Rehabilitation
- Remuneration
- Removable Storage Device Access
- Residential Services
- Risk Management & Insurance
- Roads and Traffic Authority Drives Database Access
- Safety
- Safety Helmet
- Salary System
- Sale of Council Property and Carparking

- Sediment and Erosion Control
- Shopping Trolleys and Articles Abandoned
- Sick Leave (Sick Leave Without Pay)
- Smoking - Prohibition in Workplace and Hired Venues
- Sponsorships with Economic Development Justification
- Street Furniture
- Temporary Employment
- Theatre and Function Centre - Free Use of
- Theatre Objectives
- Theatre Technical Services - Provision of Estimates
- Training, Education and Development
- Tree Planting in Rural Areas
- Trees & Tree Roots
- Trees - Park Planting
- Trees - Street Planting
- UV Policy for Outdoor Workers
- Volunteer Worker Policy
- Water Service and Charging Policy
  - Cabonne Shire Water Users
  - Fire Services
  - Kidney Dialysis
  - Multiple Dwelling Developments
  - Multiple Meter Properties
  - Private Water Schemes
  - Reduction in Account Due to Leakage
  - Sale of Water
  - Single Residential Dwellings
  - Testing of Meters
  - Water Meter Boxes – Ownership and Responsibility
  - Water Service Downsizing
  - Water Service & Charging (Water Services)
  - Debt Collection – User Pays Water
- Water Supply – Rural Connections
- Whiteway Lighting
- Work Experience
- Workplace Display Material
- Workplace Grievance

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

- Orange Local Environmental Plan 2000
- Development Control Plan 2004
- Orange Development Control Plan 1/99 - Exempt & Complying Development
- Development Control Plan 2/99 - Ploughman's Valley
- Development Control Plan - Development in the vicinity of Perc Griffith Way
- Development Contribution Plan 1999
- Orange Urban Release Strategy
- Business Centres Development Strategy
- Local Disaster Plan
- State of the Environment Report
- Airport Emergency Plan
- Bushfire Operation Plan
- Recruitment Selection Procedures and Grievance Procedures
- Management Plan 2005/2008
- Waste Management Plan
- Local Order Policy - for the Keeping of Domestic Animals
- Minutes of Committee Meetings
- Minutes of Council Meetings
- Plans of Management for Community Land



**Formally Adopted**

- Spring Street Children's Centre
- Yarrawong Children's Centre
- Courallie Park (incorporating the Children's Centre)
- Orange Function Centre
- Lake Canobolas Kiosk and Lake Canobolas Park (incorporating the Canobolas Scout Camp)
- Car parks in the central business district of Orange
- Gosling Creek Reservoir
- Spring Creek Reservoir
- Local and Neighbourhood Parks
- Rural Parks in the City of Orange

**Additional Documents**

- Annual Report
- Auditors Report
- Community Plan
- Social Plan
- Disclosures Register
- Safety Plan
- Land Register
- Investments Register
- Building Certificate Records
- Building Application/Approvals Records
- Development Application/Consent Records

**SECTION 2 - STATEMENT OF AFFAIRS**

The most recent Statement of Affairs for Orange City Council is dated 15 August 2005.

**SECTION 3 - CONTACT ARRANGEMENTS**

Acting General Manager	Public Officer
Mr Michael Ryan	Mrs Michelle Catlin
Orange City Council	Orange City Council
PO Box 35	OR PO Box 35
ORANGE NSW 2800	ORANGE NSW 2800
Telephone (02) 6393 8000	Telephone (02) 6393 8000
Facsimile (02) 6393 8199	Facsimile (02) 6

**FREEDOM OF INFORMATION ACT 1989****Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****PALERANG COUNCIL****FOI AGENCY No 2242****SECTION 1 – POLICY DOCUMENTS**

The following documents of Palerang Council and the former Tallaganda Shire Council and Yarrowlumla Council are available for inspection and/or purchase at Council's offices in Braidwood and Bungendore or viewed on Council's website:

**Executive Services**

Annual Report to 30 June 2005  
Annual Financial Statements to 30 June 2005  
Auditor's Report to 30 June 2005  
Management Plans and Budgets to 2005-2006  
Schedule of Fees and Charges for 2005-2006  
Code of Conduct 2005  
Instruments of Delegations  
Return of Interest of Councillors and Designated Employees  
Code of Meeting Practice 2005  
Payment of Councillors Expenses and Provision of Facilities 2004  
2004-2005 Statements of Affairs  
Disclosures Register  
Queanbeyan-Yarrowlumla Disaster Plan (DISPLAN) and Sub-plans  
Management Plan – Community Lands  
Rossi Bushland Reserve Management Plan  
Queanbeyan and Yarrowlumla Crime Prevention Strategy 2000-2001  
Business Papers for Council and Committee Meetings  
Minutes for Council and Committee Meetings  
Register of General Policies  
Palerang Occupational Health and Safety Policy  
EEO Management Plan  
Transfer Notices  
Land/Property Register  
Investment Register  
Classification of Public Land Register  
Yarrowlumla Local Environment Plan 2002 (YLEP 2002)  
Development Control Plan Rural and Rural Residential Zones  
Development Control Plan 2(v) Village Zone  
Development Control Plan 7(e) Environmental Protection Zone  
Notification of Building/Development Applications  
Section 94 Contribution Plan No. 1 – Bungendore Village  
Section 94 Contribution Plan No. 2 – Provision of Access Roads  
Section 94 Contribution Plan No. 3 – Provision of Community Facilities  
Braidwood Development Control Plan  
State of the Environment Report (SOE) to 30 June 2002  
Strategy for the Management of On-Site Sewage systems  
Local Approvals Policy  
Local Orders Policy  
Noxious Plants Policy  
Southern Lake George Extractive Industries Management Strategy  
Building Certificate Records  
Development Application/Consent records and Construction Certificates

Flood Prone Land Policy  
 Management Plan Geary's Gap/Wamboin Greenways System  
 Swimming Pool Code  
 Food Surveillance Program  
 Building Line Policy  
 Temporary Occupancy Code  
 On-site Sewerage Management Plan  
 Roadside Vegetation Management Plan  
 Risk Management Policy

### **Engineering Services Division**

Code of Conduct and Method of Selection of Tenders for Plant  
 Road Standards – Rural 1A zone  
 Road Standards – Rural 1D zone  
 Removal of roadside Vegetation  
 Specifications and Construction of Access Road and Private Entrances  
 Section 64 Plan – Bungendore Water Supply  
 Section 64 Plan – Bungendore Sewerage  
 Palerang Code of Practice – Naming of Roads  
 Stormwater Management Plan – Bungendore  
 Rainwater Tanks Amendments to Development Control Plan (Yarrowlumla / Tallaganda)  
 Bungendore Floodplain Management Study  
 Braidwood Flood Study

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

The last Statement of Affairs published was dated 30 June 2005

## **SECTION 3 – CONTRACT ARRANGEMENTS**

### **Tallaganda**

Competition Policy  
 Adjoining Owners Notification Policy  
 Standards of Access  
 Section 94 (EP&A Act) and S64 (Local Government Act) Contributions Plans for Roadworks, Bush Fire Control & Suppression, Water Supply and Sewerage, Waste Management Facilities  
 Local Approvals Policy  
 Waste Management Strategy  
 Strategy for the Management of On-Site Sewerage Systems  
 Companion Animal Management Plan  
 Tallaganda Local Environmental Plan 1991  
 Development Control Plans (associated with the Tallaganda Local Environment Plan 1991) for
 

- Environmental Heritage Provisions
- Advertising Signs and Structures Provisions
- Rural 1(c) Small Holding Development
- Rural 1(a) Development
- Braidwood Village Zones
- Exempt Development
- Complying Development
- On-site Sewage Management

 Road Hierarchy  
 Advice to persons proposing to construct a Crown Reserve Road  
 Local policies adopted by the Council concerning approvals and orders  
 Scotch Broom Management Plan  
 Blackberry Management Plan  
 Tallaganda Shire (Landholder) Scotch Broom Management Plan  
 Tallaganda Disaster Plan (DISPLAN)  
 Fuel Management Plan  
 Bush Fire Brigades Training Plan  
 Tallaganda District Fire Plan (41a)  
 Community and Social Plan 1999/2000 – 2003/2004

Council's Land Register  
Pecuniary Interest Returns of Councillors and designated persons  
Annual reports of bodies exercising delegated Council functions  
Records of approvals granted and decisions made on appeals concerning approvals  
Records of building certificates  
Plans of land proposed to be compulsorily acquired by Council  
Leases and licences for use of public land classified as community land  
Plans of management for community land

Any application made under the Freedom of Information legislation should be accompanied by an application fee of \$30.00 and directed to:

Freedom of Information Officer  
Palerang Council  
PO Box 348  
BUNGENDORE 2621

Telephone enquiries should be directed to Council's Freedom of Information Officer, Debby Ferguson, on 1300 735 025.

Office hours are 8.30am to 5.00pm Monday – Friday at 4 Majara St, Bungendore NSW 2621 and 144 Wallace Street, Braidwood 2622

**FREEDOM OF INFORMATION ACT 1989****Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****PARRAMATTA CITY COUNCIL****AS AT****31 DECEMBER 2005****SECTION 1 - DOCUMENTS**

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

- Code of Conduct.
- Code of Meeting Practice
- Annual Report.
- Annual Financial Report.
- Auditor's Report
- Equal Employment Opportunity Management Plan.
- Policy concerning the payment of expenses incurred by the provision of facilities to Councillors.
- Land Register.
- Register of Investments.
- Return of interest of councillors, designated persons and delegates.
- Business papers for Council and Committee Meetings (but not including business papers for matters considered when a meeting was closed to the public).
- Minutes of Council and Committee Meetings (but not including minutes of a meeting or any part of a meeting that is closed to the public, other than the recommendation of that meeting).
- Register of Delegations.
- Local Policies adopted by the Council concerning approvals and orders.
- Records of approvals granted and decisions made on appeals concerning the approvals.
- Record of Building Certificates.
- Plans of land proposed to be compulsorily acquired by the Council.
- Leases and Licences for use of public land classified as community land.
- Plans of Management for community land.
- Environmental Planning Instruments, Development Control Plans and Plans made under Section 94 AB of the Environmental Planning and Assessment Act 1979 applying to land within the Council area.
- All future statements of affairs, the Summary of Affairs and the register of policy documents required under the Freedom of Information Act, 1989.
- Council's Policy Register.
- Council's Management Plan.
- Departmental representative's reports presented at a meeting of the Council in accordance with Section 433.

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

**SECTION 1B - POLICY DOCUMENTS**

- Access and Equity
- Access to Council Records
- Activities on Footpaths, Roads & Public Places
- Access by Public to Building and Development Applications
- Accounting Procedures for Park Committees
- Acquisition of Properties Pursuant to Planning Scheme or I.D.O.
- Advertising Signs - Town Hall
- Advertised Development Application to be Displayed - Libraries etc
- Advertisements - Flat or Home Unit Development

- Advertising of Development Applications - Toongabbie Ward Commercial areas.
- Advertising and Notification of Building Applications
- Advertising Development applications
- Advertising Awning Blinds
- Advisory Committee - Community Performing Arts
- Advisory Committees - Community Representation
- Advisory Committee - Economic Development for the Parramatta Commercial Area
- Advisory Committee - Parramatta Heritage
- Advisory Committee - Library
- Advisory Committee - Physical Access
- Advisory Committee - Recommendations
- Aged Services & Resources Directory
- Agistment of Animals on Public Reserves
- Air Conditioners
- Amusement Centres
- Amusement Centres - Development Consents for Retail Uses - Conditions - Re: Amusement Machines
- Amusement Centres - Criteria for Establishment
- Amusement Centres - Inspection
- Applications for Licensed Premises
- Asbestos - Development Approvals
- Attendance of Councillors and Staff at Conferences and Seminars
- Battle-Axe Subdivisions - Letters of Non-Objections
- Building and Development applications -Perusal of by Public
- Building Regulations for Approvals Abutting Bushland.
- Building Development Application Reports
- Buildings - Complete Structural Certification
- Buildings - Slab on Ground Construction
- Car Parking Contributions - Payment by Instalments
- Car Parking Requirements for Automotive Related Uses - Developments
- Carnivals in Parks
- CBD Amusement Centres - Development Approval
- CBD Enhancement Committee
- Children's services and Resources Directory
- Church, Fennell and Villiers Streets Car Park
- Church Street Mall - Busking
- Church Street Mall - Control and Regulation
- Church street Mall - Extension Task Force
- Church Street Mall - Promotions and Exhibitions
- Church Street Mall - Proposed Extension
- Circus Policy
- Civic Office Expenses and Facilities
- Clothing Bins in Central Business District
- Coastal Protection Act - Certificates
- Code of Conduct - Members and Staff
- Code of Meeting Practice
- Collection at Traffic Lights
- Comments to the Media by Council's Staff
- Committee Meetings - Attendance of Councillors as Observers
- Community Awards
- Community Bushcare Programme Guidelines
- Community Equipment
- Community Leasing Policy
- Complaints by Councillors
- Complaints - Handling Policy and Procedure
- Conferences & Seminars - Attendance by Members & Staff
- Consent and approvals Given by the Land and Environment Court
- Conservation Plan
- Construction of Nuclear Reactor
- Construction of Walls and Fences
- Constructional Standard for Food Premises
- Corner Alignments for Buildings

- Corporate Style Uniform
- Council and Committee Meetings - Public Access
- Council's Child Care Centre - Policies and Procedures Manual
- Council's Crest - Use of
- Council Flag - Design and Colour
- Council's Halls
- Council's Halls - Hire Not to Include Use of Footpath Curtilage
- Council's Halls - Multiple Hiring Charges
- Council's Halls - Refund of Hiring Fees
- Council Meeting - Structure
- Council's Overdraft Requirements
- Council's Parks and Reserves - Conditions and Rules Applying to engagement of
- Council's Pools - Delegated Authority to direct - Community Services
- Council Warrant
- Councillors - Promotional Activities
- Councillors - Reduction in Number
- Credit Card Facilities
- Damage Deposits in Respect of Building Applications
- Demolition Applications to Buildings Identified by the Heritage Study
- Demolition Applications - Referral to Heritage Council of NSW
- Development Applications for Uncompleted Buildings
- Development applications for Massage Clinics, Amusement Centres and Tatto Parlours
- Development Application - Family Day Care Services
- Development Applications - Reports
- Development Applications - Dual Occupancy
- Development Applications - Possible Damage
- Development Within Central Business District
- Development Applications - Involving Brick Paving
- Development Adjoining St John's Cemetery
- Development Involving Drainage Lines Through Public Reserves
- Development on Local Reserves and Parks
- Development of a New Reserve - Consideration of Recurrent and Capital Costs
- Direct Banking of Employees Wages / Salaries
- Disclosure of Information
- Display of Goods - Public Footpath
- Display of Property Numbers
- Distribution of Council Publications
- Door Knocks & Street Appeals
- Dual Occupancy - Code - Second Dwellings
- Dual Occupancy Development application - Car Parking
- Dual Occupancy - Development
- Dual Occupancy - Provision of On-Site Detention
- Dual Occupancy of Residential Premises
- Ecologically Sustainable Developments
- Educational Assistance Policy
- Election of Lord Mayor
- Emergency Clean Up of Pollution
- Engineering Works Associated with Development Consents
- Erby Place Car Park - Regulation of Use
- Estuary Management Committee
- Excavation - residential Flat Development - Toongabbie Ward
- Extension of Council's Central Enquiry Counter Office Hours
- Filling / Excavating Constitutes a Development
- Filming applications - Use of Council's Area
- Fire Safety Inspections
- Fire Separation of attached Dual Occupancy Dwellings
- Fixing of Fees - Lord Mayor and Councillors
- Flag Pole - Refund of Development application Fee
- Footings - Residential Buildings
- Footpath Paving - Granville and Merrylands Commercial areas
- Free Trees Program

- Freedom of Information applications
- Galaringi Botanic Parkland Trust - Formation
- Garbage Rooms - Requirements
- Granville Pioneer Hall - Entertainment Area Authorisation Fee Payable by Granville
- Pioneer Hall Association - Pensioners Recreation Centre
- Granville Swimming Pool -- Heated
- Guidelines for Outdoor Eateries
- Guidelines - Provision of Footpaths, Kerb and Gutters and Road Shoulders Adjacent to New Developments of Subdivisions
- Guidelines for Public Forum at Council Meetings
- Guidelines - WSAAS Funded Community Access Mini-Bus
- HACC Context Plan
- Half Court Tennis Courts
- Hall Cleaning Bonds - Refund
- Hardship Provisions - Guidelines
- Hazardous Chemical Pollution
- Hiring of Council's Display Screens
- Historic Buildings - Development Applications
- Honorariums to Park Committee Members
- Honorary Park Rangers - Induction and Education Programme
- House Numbering Policy
- House Numbering Schemes
- Impact Extraction on Excavations
- Improved Street Lighting
- Inclusion of Councillors' Names in Correspondence Submitted to Them
- Incorporation of all funds Available for Expenditure on Public Works Into a Single Works Programme
- Infectious Diseases Policy
- Insertion of Advertising Leaflets with Council's Rate Notices
- Installation of Solar Hot Water System
- Insurance - Park Committee
- Investment Policy
- Issue of Council Souvenir Glasses
- Issuing Copies of Building Plans
- Landscape Assistance to Schools
- Learn to Swim Classes - Admission Fee
- Legal Services - Advice
- Library Service to be Free
- Library - Special Section for Council's Activities
- Licencing of Used Clothing Collection Bins
- Liquor Administration Board - Entertainment area Authorisation
- Loan Borrowing Policy
- Local Ethnic affairs Policy Statement
- Loss or Damage of Private Property Owned by Staff
- Luncheon / Refreshments for Visiting Dignitaries
- Mailing of and Use of Envelopes to Councillors
- Maintenance of Goal Posts
- Major/Sensitive Development Applications
- Management Committee - 2 Carlton Street, Granville
- Management and Hire Conditions for Council's Minibuses
- Melita Stadium - Subletting of Kiosk
- Minor Recreation Grants Program
- Moving of Houses
- Official Colours of the City
- On-Site Car Parking Requirements
- On-Site Meetings.
- On-Site Stormwater Detention Policy
- Organisation Structure, General Manage and Senior Staff
- Outdoor Concerts
- Outstanding Contribution to Works Account
- Overtime Report
- Paging Device - After Hours Telephone Answering



- Park Committee - Establishment of New
- Park Committee - Identification Badges
- Parks and Reserves - Cleaning by Fine Defaulters
- Parking Code - Churches and Religious Meeting Places
- Parking of Councillors Vehicles
- Parramatta City Council Draft Community Archives Policies
- Parramatta City Council Strategic Plan - 'Parramatta 2000 and Beyond'
- Parramatta Energy Efficient Housing Policy
- Parramatta Promotional and Tourist Centre
- Parramatta Promotional and Tourist Centre - Operation
- Parramatta Swimming Centre - Operation of Water Slide
- Parramatta Traffic Committee - Business Paper
- Parramatta Traffic Committee
- Paved Footpath Construction in Respect of Development and Subdivision
- Applications
- Payment of Annual Grants to Park Committees
- Payment of Untaken Sick Leave
- Pedestrian Malls
- Pensioner Rebate
- Period of Library Loan - Special Books
- Places of Assembly
- Playgrounds in Council's Areas
- Playing Fields
- Pont of Exit Interviews
- Policy for Development and Building on Flood Prone Land
- Policy/Procedures Regarding Legal Proceedings
- Policies Providing Benefits to Employees
- Policy on Telstra and AGL Performing Permanent Restoration in Council's Area
- Policy for Termination on Medical Grounds for Work Related Injuries
- Pools - Homeless Youth - Use of Swimming Centres
- Pools - Opening Hours
- Pools - Opening and Closing A Swimming Centre
- Power Supply - Redevelopment
- Presentations to Council Members at Conclusion of their Term
- Procedures for Street Trees Affected by Road Construction Works
- Process of Requests/Question by Councillors
- Property Acquisition
- Property Development Activity - Guidelines, Procedures and Funding Policy
- Provision of Driveway
- Provision of Parking Space to Council's Tenant - Horwood Place Car Parking Station
- Provision of Rate and Debt Recovery Services
- Public Liability Insurance Cover by Users of Council Properties
- Public Halls - Condition of Hire Policy
- Public Utility Services Crossing Reserves
- Purchase of Articles by Council for Other Organisations (Sales Tax Exemption) Recommendations
- Purchasing Australian Products
- Rating Categories - Policy on Determining Dominant Use of a Property
- Real Estate Agents - Engagement
- Records - Fees For The Production of Documents For Subpoenas
- Recognition of Services
- Redundancy Agreement
- Reflective House Numbering
- Refund of Garbage Charges
- Refund of Rentals for Town Halls and Community Centres
- Regulation of Traffic on Local Roads
- Reimbursement of Travel Costs Incurred by Lady Mayoress / Lord Mayor's Consort
- Reports - to Council
- Reports - Outstanding Listing
- Reports - Signing
- Residential Flat Buildings - Toongabbie Ward - Driveway Levels
- Residential Flat Code

- Restricted Premises Code
- Retail Uses - Conditions of Approval re Advertising signs
- Retention Basins - conditions of DA Consent
- Role and Structure of the Strategy Group
- Sales and Exhibitions at Parramatta town Hall
- Satellite Communication Dishes
- Schedule of Fees and Charges for Parramatta and Granville Swimming Pools 2003/04
- Section 94 Contributions - Library Improvement Fund
- Signing of Maintenance Agreements / Contracts
- Skate Boards
- Solar Protection
- Staff - Disclosure of Interest by Senior Staff
- Staff - Identification Badges fro Members, Members' spouses and Senior Staff
- Stall Holders
- State Emergency Service - Payment of Expenditure
- Strata Plan - Aggregation for Rates
- Strategic Objectives of Council
- Subdivision Applications - Notification of Adjoining Owners
- Subdivisions - Bonding of Works
- Subdivisions - Bonding of Works
- Tender Board - Membership Operation
- Tender for the commercial Operation of Council's Multi-Storey Carpark in Wentworth Street, Parramatta
- Time for Completion of Works
- Travel Bookings for councillors and Staff Travelling on Council Business
- Tree Planting Matters - Photographs to be Submitted
- Trees - Lopping Overhanging Branches
- Upper Parramatta River Catchment Trust
- Use of Council's Seal and Signing of Documents
- Use of Council's Seal - Positive Covenants
- Valuation Books - Information Form
- Variations to Plans
- Voluntary Council Pensioner Rate Rebate
- Volunteers Policy for the Heritage Resource Centre
- Westmead Traffic Problems - Joint Committee with Holroyd City Council
- Woodville Golf Course - Local Rules
- Woodville Golf Centre - Hours of Play
- Woodville Golf Course - Concession Rates
- Woodville Golf Course - Telephone Bookings
- Woodville Golf Course - General Bookings
- Woodville Golf Course - Use by Pensioners
- Written Representations

## SECTION 2 - STATEMENT OF AFFAIRS

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

## SECTION 3 - CONTACTS ARRANGEMENTS

Enquiries concerning the procedures for inspecting the documents referred to in Section 1 can be made by contacting:

Sonja Drca	Ph: 02 9806 5313
Freedom of Information Officer	Fax: 02 9806 5908
Parramatta City Council	
PO Box 32,	30 Darcy Street
PARRAMATTA NSW 2124	PARRAMATTA NSW 2150

between the hours of 8.30am and 4.30pm - Monday to Friday.

John Neish  
General Manager

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

**SECTION 1 - GENERAL AND POLICY DOCUMENTS**

The following documents are available for inspection free of charge. Copies may be purchased at 30 cents per page:

- Annual Financial Reports
- Annual Report (Current version no charge)
- Auditor's Report
- Business Papers and Minutes of Open Council and Committee Meetings (Current version no charge)
- Code of Conduct
- Code of Meeting Practice
- Complaints Handling Procedure
- Councillors' Political Contributions and Electoral Expenditure Returns
- Council's Code Manual including Codes relating to:
  - Building
  - Car Parking
  - Occupational Health & Safety
  - Subdivisions
- Council's Fees and Charges Schedule
- Council's Land Register
- Council's Policy Manual
- Council's Procedure Manual
- Delegation Register
- Environment Planning Instruments, Development Control Plans and Plans made under Section 94AB of the Environmental Planning and Assessment Act 1979 applying to land within the Port Macquarie-Hastings area
- Council's Privacy Management Plan
- Records of Approvals Granted
- Records of Building Certificates
- Register of Investments
- Returns of Candidates' Campaign Donations
- Returns of Interests of Councillors, designated persons and delegates
- Section 64/94 Contribution Plans
- Social Plan/ Community Profile
- State of Environment Report (Current version no charge)
- Tree Preservation Policy
- 2005-2008 Corporate Plan (Management Plan) (Current version no charge)

**SECTION 2 - STATEMENT OF AFFAIRS**

A Statement of Affairs as at December 2005 has been prepared in accordance with Section 14 (1) and (2) of the Freedom of Information Act and forms part of Port Macquarie-Hastings Council's Annual Report. It is available for inspection during office hours at Council's office situated at the corner of Lord and Burrawan Streets, Port Macquarie. Copies of the current Annual Report are available for inspection at Council's Branch Offices and Libraries at Wauchope and Laurieton. The 2004/2005 Annual Report is also available for viewing on line at Council's Web-Site [www.pmhc.nsw.gov.au](http://www.pmhc.nsw.gov.au)

**SECTION 3 - CONTACT ARRANGEMENTS**

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

Mr Neil Porter  
FOI Coordinator and Public Officer  
Port Macquarie-Hastings Council  
PO Box 84  
Port Macquarie NSW 2444

Phone (02) 6581 8631  
Fax (02) 6581 8100  
Email: [neilp@pmhc.nsw.gov.au](mailto:neilp@pmhc.nsw.gov.au)

Office Hours - 8.30 am - 4.30 pm Monday to Friday

December 2005

**FREEDOM OF INFORMATION ACT 1989****Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****PORT STEPHENS COUNCIL****As at 6 December 2005****SECTION 1 - POLICY DOCUMENTS**

Port Stephens Council's Policy Register is reproduced below. Policy documents are available to interested persons. Some are free of charge while others incur a fee, depending on the nature of the document. Council's Accessing Information policy was amended in May 1998 to ensure that all members of the public receive consistent access to information on request. The policy clarifies the documentation available to the general public without the need for a Freedom of Information application and how to apply for documentation that requires a Freedom of Information application.

**POLICY INDEX**

2004 Port Stephens Community Profile  
30 Year Plan  
Accessing Information  
Accompanying Persons Reimbursement Policy at Conferences &/or Seminars  
Acid Sulfate Soils Policy  
Advertising Signs  
Aircraft Noise Exposure  
Alcohol in Parks and Reserves  
Alicetown Reserve Management Plan  
Areas Affected by Flooding and/or Inundation  
Beach Vehicle  
Best Value Service  
Budget Control & Authorisation  
Bus Shelters  
Business Development Funding  
Busking on Footways  
Cash Investment Policy  
Casual Street Stalls  
Cemeteries  
Central Business Districts  
Child Protection  
Code of Conduct  
Code of Meeting Practice  
Communication Consultation Strategy  
Community & Recreation Clubs Loans  
Community and Cultural Markets  
Community Awards  
Community information and communication  
Community Services Policy  
Community Consultation  
Companion Animal Management Plan  
Competitive Neutrality  
Complaints/Requests Handling  
Contaminated Land Policy  
Contribution to works for Kerb and Gutter construction  
Control of Open Burning Policy  
Corporate Sponsorship  
Council Prosecutions  
Debt Recovery and Hardship Policy

Development within the Explosive Safe Zone  
Disability Access  
Dog Exercise areas  
Dog Noise Strategy  
Electricity payment for Sporting Reserves  
Enforcement of Restricted Parking Areas Regulation at Newcastle Airport  
Entertainment Licence  
Equal Employment Opportunity  
Erosion & Sediment Control  
Footway Dining Areas in Port Stephens  
Footway and Cycleways  
Foreshore Dinghy Storage  
Gathering Information  
Hairdressing, Beauty and Skin penetration Premises - Guidelines for operation and construction.  
Information & Direction Signposting Policy & Code of Conduct  
Interim Roof Top Terrace Policy  
Karuah Local Area Plan  
Karuah Urban Management Plan and Guidelines  
LD 1 Development Guidelines- Raymond Terrace Heritage Precinct  
LD10 Development Guidelines – George Street, Karuah Residential Subdivision  
LD11 Development Guidelines – Wallalong Rural Residential Subdivision  
LD12 Development Guidelines – Cross Street Seaham Rural Residential Subdivision  
LD13 (DCP50) Development Guidelines-Fern Bay Residential Subdivision  
LD14 Development Guidelines – Koala Bay Estate, Tanilba Bay  
LD15 Nelson Bay (West)  
LD4 Development Guidelines – Nelson Bay Commercial Area  
LD5 Development Guidelines – Heatherbrae Industrial Area  
LD6 Development Guidelines – Taylors Beach Industrial Area  
LD7 Development Guidelines – Richardson Road, Raymond Terrace Residential Subdivision  
LD8 Development Guidelines – Medowie Rural Residential Subdivision  
LD9 Development Guidelines – Medowie Central Residential Subdivision  
Local Approvals Policy for the Conversion of Septic Tanks for Rainwater Storage  
Local Area Plan to Reduce Greenhouse Gas Emissions in Port Stephens  
Local Orders Policy Decommissioning of Septic Tanks  
Media Liaison Policy  
Multicultural Affairs  
National Food Premises Code  
Nelson Bay CBD & Foreshore Parking Strategy  
Nelson Bay Foreshore Masterplan  
Newcastle Airport Strategic Policy  
No Smoking in Council Owned or Managed Buildings  
Notices of Motion  
Onsite Sewerage Management Strategy  
Pecuniary Interest Returns Policy  
Petitions  
Planning Matters to be reported to Council  
Port Stephens Generic Sportsground Plan of Management  
Port Stephens Library Public Internet Policy  
Port Stephens Urban Settlement Strategy  
Port Stephens Local Environmental Plan 2000  
Port Stephens Youth Council Code of Meeting practice  
Privacy Management Plan  
Procedures for Requests to Amendment LEP 2000  
Property Investment and Development Policy  
Protected Disclosures – Internal Reporting  
PS1 Urban Housing & Dual Occupancy Guidelines  
PS10 Building Standards and Notification Procedures for Development Applications  
PS11 Controls for Site Waste Management and Minimisation  
PS2 Parking and Traffic Guidelines  
PS4 Commercial & Industrial Development Guidelines  
PS5 Home Employment Guidelines

PS6 Bed and Breakfast Establishments  
PS7 Keeping of Dogs for Commercial Purposes  
PS8 Guidelines for Exempt and Complying Development  
PS9 Energy Smart Homes  
Public Access to Records after 30 years  
Purchasing Card Policy  
Raymond Terrance Local Area Plan  
Reimbursement Policy for Councillors  
Requests for Assistance – Legal Costs  
Requests for Financial Assistance  
Requisition of funds by Councillors  
Restricted Funds  
Risk Management Policy  
Road naming guidelines  
Road Assessment & Maintenance  
Road Safety Strategic Plan  
Roadside Tributes & Memorials  
Rural West Local Area Plan  
Sale of Council owned property  
Section 94 Plan- Fern Bay  
Section 94 Plan – Karuah/Swan Bay  
Section 94 Plan – Medowie  
Section 94 Plan – Raymond Terrace  
Section 94 Plan – Rural East  
Section 94 Plan – Tilligerry Peninsula  
Section 94 Plan – Tomaree Peninsula  
Section 94 Plan- Western Area  
Senior Citizens Clubs  
Smoke free zone  
Social Policy  
Street Trading by Organisations  
Subdivision Code - Engineering Practices  
Subdivision Guidelines  
Sustainability Policy  
Telecommunications Policy & Associated Guidelines  
Temporary Structures on Footways  
Tenancy Policy  
Urban Rainwater Tank Policy  
Use of Organochlorides  
Volunteers  
Waste reduction and procurement

## **SECTION 2 - STATEMENT OF AFFAIRS**

The Council's current Statement of Affairs was produced as part of Council's Annual Report for 2004/05. Council's Annual Report 2004/2005 and Management Plan 2005/2008 are available free of charge.

## **SECTION 3 - CONTACT ARRANGEMENTS**

Arrangements to obtain access to or copies of any of the Council's policy documents and Statement of Affairs or requests for access to other documents under Freedom of Information can be made by contacting:

Mr Tony Wickham  
Governance Coordinator  
Port Stephens Council  
116 Adelaide Street (old Pacific Highway)  
PO Box 42  
RAYMOND TERRACE NSW 2324  
DX21406 RAYMOND TERRACE  
Tel: (02) 4980 0255  
Fax: (02) 4983 1194  
E-mail: [council@portstephens.nsw.gov.au](mailto:council@portstephens.nsw.gov.au)  
Hours: 8.30am to 5.00pm, Monday to Friday

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

**SECTION 1 - POLICY REGISTER DOCUMENTS**

**PART 1**

**1.0 COUNCIL MATTERS, MAYOR, COUNCILLORS AND STAFF**

**1.01 COUNCIL MATTERS**

- 1.01.02 Code of Meeting Practice - Council and Committee Meetings
- 1.01.04 Community Service Awards
- 1.01.05 Nuclear Free Zone - City of Randwick
- 1.01.06 Botany Bay - Dredging
- 1.01.07 Kingsford-Smith Airport & Second Sydney Airport Site
- 1.01.08 Eastern Suburbs Railway - Extension
- 1.01.11 Council in Recess - Procedure
- 1.01.12 Delegation of Authority - Health, Building and Planning Committee
- 1.01.13 Common Seal - Procedure for Affixing
- 1.01.15A Delegation of Authority - Works Committee
- 1.01.17 Delegation of Authority – Community Services Committee
- 1.01.18 Delegation of Authority – Civic Affairs Committee (Recipients of community & civic awards only)
- 1.01.19 Delegation of Authority – Administration & Finance Committee

**1.02 MAYOR**

- 1.02.01A Delegation of Authority - Mayor
- 1.02.02 Delegation of Authority - Mayor and General Manager Jointly
- 1.02.03 Public Statements to the Press - Council Spokesman
- 1.02.04 Sister Cities - Distribution of funds to Mayor and Councillors during visits

**1.03 COUNCILLORS**

- 1.03.01 Electoral Roll - Provision to Councillors
- 1.03.04 Annual Estimates - Submission of Draft Estimates to Councillors
- 1.03.05 Information Required by Council Member
- 1.03.06 Newspaper Publications by Councillors
- 1.03.10 Payment of Expenses & Provision of Facilities to Councillors

**1.04 MAYOR, COUNCILLORS AND STAFF**

- 1.04.04 Internal Reporting System – Protected Disclosures Act
- 1.04.05 Provision of information to and interaction between Councillors & Staff
- 1.04.06 Code of Conduct – Councillors & Staff

**PART 2**

**2.0 GENERAL MANAGER'S OFFICE**

- 2.01.02 Response - Written Enquires/Request from Public
- 2.01.04 Delegation of Authority - General Manager & Staff
- 2.01.06 Council and Committee Meetings - Authority to vary dates and times

**PART 3**

**3.0 GOVERNANCE & FINANCIAL SERVICES**

**3.01 GENERAL ADMINISTRATION**

- 3.01.01 Public Collections/Appeals
- 3.01.02 Staff Social Club



- 3.01.07 Local Ethnic Affairs Policy Statement
- 3.01.08 Document and Correspondence Administration
- 3.01.09 Local Government Act, 1993 - Administrative Arrangements
- 3.01.10 Acknowledgement of Incoming Correspondence
- 3.01.11 Guidelines for the Engagement and use of Consultants
- 3.01.12 Open Access to Objection and Support Letters - Local Approval Applications and Development Applications
- 3.01.13 Purchasing Policy
- 3.01.14 Tendering Policy
- 3.01.15 Risk & Insurance – Risk Management Policy
- 3.01.16 Risk & Insurance – Signs as Remote Supervision
- 3.01.17 Risk & Insurance – Gathering Information
  
- 3.02 FINANCE
- 3.02.01 Equipment Acquisition
- 3.02.02 Donations and Expenditure under Section 504; Subsidies under Sections 298(2), 358 and 364
- 3.02.03 Council Contracts with Companies
- 3.02.04 Reserve - Employees Leave Entitlements
- 3.02.05 Petty Cash Limit
- 3.02.06 Rates - Pensioners Accruing Rates and Charges
- 3.02.07 Investments - Surplus Cash
- 3.02.08 Bank Guarantees
- 3.02.09 Sponsorship Principles
- 3.02.10 Funding Source – Non-Budgeted Expenditure
  
- 3.03 PROPERTY
- 3.03.01 Randwick Town Hall - Hire
- 3.03.02 Council Buildings - Solar Energy
- 3.03.03 Use of Council Chamber and Meeting Rooms, etc
  
- 3.04 PERSONNEL
- Human Resources Policy & Procedures Manual
  
- 3.05 COMMUNITY SERVICES
- 3.05.01 Accessible Environment for Disabled People
- 3.05.03 Ethnic Policy and Migrant Services

#### **PART 4**

#### **4.0 CITY SERVICES**

- 4.02 PLANT AND VEHICLES
- 4.02.01 Motor Vehicle Fleet - Replacement
  
- 4.03 PERSONNEL
- 4.03.01 Safety Boots
- 4.03.02 Protective Clothing, Headwear and Sunscreens
  
- 4.04 PUBLIC RESERVES AND PLACES
- 4.04.01 Encroachments - Public Places and Reserves
- 4.04.02 Bonfires and Fireworks - Council Land
- 4.04.03 Use for Circuses
- 4.04.04 Control of Recreational Vehicles
- 4.04.05 Bus Seats at Bus Stops
- 4.04.06 Clothing Bins and other non-Council collection services on public Land Under Council's Control
- 4.04.07 Smoking in the Public Place
  
- 4.05 PUBLIC BEACHES
- 4.05.01 Closure of Beaches
- 4.05.02 Vending on Beaches

- 4.07 WORKS
- 4.07.01 Construction of Crossings and Re-instatements
- 4.07.02 Crossings and Entrances - Contributions
- 4.07.03 Kerbing and Guttering - Replacement of Stone Constructions
- 4.07.04 Street Lights - Shading
- 4.07.05 Tree Preservation Order and Protection of Trees
- 4.07.06 Tree Policy
- 4.07.07 Sewerage/Stormwater Drain Blockage Policy
- 4.07.08 Tree Shrouding Policy
- 4.07.09 Significant Street Tree Removals – Public Notification

#### 4.08 DEVELOPMENT APPROVALS

- 4.08.01 Private Stormwater Code
- 4.08.02 Development Application Conditions

#### 4.09 ROADS/STREETS

- 4.09.01 On Street Parking
- 4.09.02 Nature Strip/Road Verge Planting

### PART 5

#### 5.0 ENVIRONMENTAL SERVICES

##### 5.01 GENERAL MATTERS

- 5.01.04 Street Address Numbering and Re-Numbering

##### 5.02 HEALTH MATTERS

- 5.02.01 Food Premises Code
- 5.02.03 Collection of Trade Waste from Community Service Organisations
- 5.02.04 Garbage Collection - Not in Approved Containers
- 5.02.06 Code for Keeping of Pigeons
- 5.02.07 Variations in Licensed Trading Hours

##### 5.03 BUILDING MATTERS

- 5.03.16 Code for Construction and Use of Food Vending Vehicles
- 5.03.17 Code for Construction and Use of Temporary Food Premises
- 5.03.22 Local Approvals Policy
- 5.03.23 Asbestos Policy

### PART 6

#### 6.0 CITY PLANNING

- 6.01.02 Development Consents - General Conditions of Approval.
- 6.01.03A Multi-unit Housing - Interim Arrangements - Assessment of Applications
- 6.01.04 Amusement Centres
- 6.01.10 Balcony Enclosures on Residential Flat Buildings
- 6.01.11 Conservation in Struggletown
- 6.01.21 Plan of Management No. 1 - Glebe Gully
- 6.01.22 Subdivision Code
- 6.01.23 Heritage Development
- 6.01.24 Development Consents - Time Limit
- 6.01.25 Development Assessment Committee
- 6.01.26 City Council Housing Policy
- 6.01.29 Contaminated Land
- 6.01.33 Environmental
- 6.01.34 Rainwater Tanks

#### DEVELOPMENT CONTROL PLANS

- DCP No. 6 Land bounded by Kemmis St, Frenchman's Rd & Clovelly Rd, Randwick
- DCP No. 8 Military Road & Bunnerong Road, Matraville
- DCP No.13 Bunnerong Power Station, Matraville
- DCP No.16 Kingsford Commercial Centre

DCP No.18 Randwick Bus Depot, Cnr King & Dangar Streets, Randwick  
 DCP No.19 Matraville Town Centre  
 DCP No.21 Amusement Centres  
 DCP No.22 The Spot & Surrounds  
 DCP Backpacker Accommodation  
 DCP Defence Site Kingsford  
 DCP Dwelling Houses & Attached Dual Occupancies  
 DCP Eastern Suburbs Memorial Park  
 DCP Exempt and Complying Development  
 DCP Footpath Dining & Trading  
 DCP Kensington Town Centre 2002  
 DCP Maroubra Beach Commercial Precinct  
 DCP Maroubra Junction Town Centre  
 DCP Multi-Unit Housing  
 DCP Outdoor Advertising  
 DCP Parking  
 DCP Prince Henry Hospital Site  
 DCP Public Notification of Development Proposals & Council Plans  
 DCP Randwick Junction Business Centre  
 DCP Heritage (Draft)  
 DCP Matraville Town Centre (Draft)  
 DCP North Randwick Heritage Conservation Area (Draft)  
 DCP West Kensington Heritage Conservation Area (Draft)

#### LOCAL ENVIRONMENTAL PLANS

Randwick LEP 1998 (and Amendments)

### PART 7

#### 7.0 LIBRARY SERVICES

7.01.02 Membership  
 7.01.03 Opening Hours  
 7.01.04 Loans  
 7.01.05 Fees and Charges  
 7.01.06 Literacy and the Library  
 7.01.07 Reservations/Inter Library Loans  
 7.01.08 Randwick Branch Library - Hire of Meeting Room  
 7.01.09 Bowen Library - Hire of Vonnie Young Auditorium  
 7.01.10 Facsimile Transmissions - Access To  
 7.01.11 Microcomputers - Public Use  
 7.01.12 Photocopiers - Public Use  
 7.01.13 Typewriter - Public Use  
 7.01.14 Photographs - Reproduction  
 7.01.15 Library Internet Access  
 7.01.16 Group Use of Library and Community Bus

### SECTION 2 - ADMINISTRATIVE REGISTERS AND DOCUMENTATION

State of the Environment Report  
 Financial Statements  
 Management Plan (incl. Pricing Policy, Revenue Policy)  
 Minutes of Committee Meetings and Business Papers  
 Minutes of Council Meetings and Business Papers  
 Policy Register  
 Complaints Management Policy  
 Annual Report  
 Disclosures Register (Councillors & Staff)  
 Investments Register  
 Social Plan  
 Privacy Management Plan

**SECTION 3 - CITY SERVICES DOCUMENTS**

Coastal Walkway Brochure  
Kingsford Commercial Centre Townscape Masterplan  
Randwick Local Disaster Plan (DISPLAN)  
Private Stormwater Code  
Civil Design and Development Code  
Randwick Street Tree Master Plan 2002  
Landscape Furniture and Finishes Manual  
Draft Tree Preservation Order 2005  
Noxious Weeds Guide  
Draft Landscape Code  
Coogee Beach and Foreshore Plan of Management 1997  
Gordon's Bay Plan of Management 1994  
Malabar Beach and Foreshore Plan of Management 1995  
Malabar Headland Draft Plan of Management 1990  
Maroubra Beach Plan of Management Overview 1996  
Clovelly Bay Plan of Management 2001  
Heffron Park Plan of Management & Masterplan  
Pioneers Park Plan of Management 1992  
South Coogee Coastal Reserves Plan of Management 1987  
Latham Park Plan of Management 1985  
Glebe Gully Plan of Management 1985  
City Open Space and Recreation Plans of Management (COSRPOM) 1996 Incorporating Strategic Plan and 8 Generic Plans of Management, Regional Parks, District Parks, Neighbourhood Parks, Pocket Parks, Civic Parks, Beach and Coastal Reserves, Remnant Bushland and Road Side Reserves  
La Perouse Historic Plan of Management  
Gordon's Bay and Clovelly Bay Stormwater Management Plan 1996  
Investigation of Water Pollution Treatment Works at Coogee, Maroubra and Malabar Beaches 1996  
Randwick City Council Recreation Facility Management and Development Plan 1998  
Heffron Park Swimming Centre Recreation Facility Management & Development Plan 1998  
Heffron Park Tennis Complex Recreation Facility Management & Development Plan 1998  
Clovelly Seabreeze Kiosk Heritage Significance Assessment 1998  
Urban Design Study of Randwick & The Spot Shopping Centres 1994  
Randwick City Council Bicycle Plan 1998  
Maroubra Beach & Environs Master Plan 1998  
Frenchman's Bay Plan of Management 2002  
Malabar Beach & Foreshore Landfill Remediation & Rehabilitation – Environmental Site Characterisation Final 2002

**SECTION 4 – CITY PLANNING DOCUMENTS**

Building Certification Services Information Sheet  
Building Certificate Register  
Building Application/Approval Register  
Construction Certificate Register  
Complying Development Certificate Register  
Local Approvals Register  
Construction Certificate & Principal Certifying Authority Information Sheets  
Randwick Development Application Guide  
Principal Certifying Authority Agreement  
Fire Safety & Essential Services Information Sheets  
Housing Strategy  
Integrated Development Information Sheet  
Local Approvals Information Sheet  
Maroubra Beach Urban Design Planning Strategy  
Randwick City Council Section 94 Contributions Plan (1999)  
Randwick Housing Affordability & Access Study  
Register of Development Applications  
Register of Subdivision Certificates  
Register of Strata Subdivision Applications  
Sediment & Erosion Control Information Sheet

Bill Posters Information Sheet  
 Rezoning Land Information Sheet  
 Design Review Panel Information Sheet  
 Randwick LEP 1998 Information Sheet  
 Acid Sulfate Soils Information Sheet  
 Heritage Information Sheet  
 Sydney Airport Planning & Noise Impacts Information Sheet

## SECTION 5 – COMMUNITY & LIBRARY DOCUMENTS

Children's' Services Pamphlet  
 Social Plan  
 Guides to Library Services (Various Categories)  
 Resource Lists (Various Categories)  
 Ephemera (Various Categories)  
 Multicultural Advisory Committee Brochure  
 Home Maintenance & Modification Service Brochure  
 Home & Community Care Services Brochure  
 Collection Development Policy  
 Marketing & Promotion Plan  
 LINCIS Database (Community Information)

## SECTION 6 - STATEMENT OF AFFAIRS

The most recent annual Statement of Affairs of the Randwick City Council was published effective 30th June, 2005, and is available at a cost of \$5.00. Copies of the Statement of Affairs are available for perusal at all Council Libraries listed at the bottom of this page and also at:

Government Publications Librarian The State Library of N.S.W Macquarie Street Sydney NSW 2000 The Librarian Parliament of NSW Macquarie Street Sydney NSW 2000	Serial Processing Unit National Library of Australia Canberra ACT 2600
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## SECTION 7 - CONTACT ARRANGEMENTS

Many of the documents listed in this Summary of Affairs are readily available at the Council's Office and Libraries as detailed below. However, should the particular item being sought not be available through these avenues, members of the public are invited to contact Council's Section 12 or Freedom of Information Officers.

The Section 12 & Freedom of Information Officers are available during normal business hours of 8.30am to 5.00pm and, to avoid any inconvenience, contact should first be made by telephone prior to a personal visit.

Administrative Centre (FOI & Section12 Officers) 30 Frances Street RANDWICK NSW 2031  Telephone: 9399.0999 Facsimile: 9319.1510	Bowen Library 669-673 Anzac Parade MAROUBRA NSW 2035  Telephone: 9314.4888 Facsimile: 9314.4780
Randwick Branch Library Royal Randwick Shopping Centre Belmore Road (Cnr Short Street) RANDWICK NSW 2031  Telephone: 9399.6966 Facsimile: 9399.7358	Matraville Branch Library 1203 Anzac Parade MALABAR NSW 2036 Telephone: 9661 6192 Facsimile: 9661 6863

R Brownlee  
GENERAL MANAGER

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**FREEDOM OF INFORMATION ACT 1989**  
**Section 14 (1) (b) and (3)**  
**SUMMARY OF AFFAIRS**  
**of the**  
**RICHMOND RIVER COUNTY COUNCIL**  
**Floodplain Management**

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

**Policy Documents:**

- Code of Conduct
- Code of Meeting Practice
- Pecuniary Interest Returns
- Equal Employment Opportunity
- Expenses and Facilities
- Management Plan incorporating:
  - 3-Year Forward Plan
  - Revenue Policy
  - Minutes of Council Meetings
- Occupational Health and Safety Policy
- Organisational Structure
- Policy Register

**Other Documentation:**

- Annual Report
- Annual Financial Reports
- Auditor's Report
- Business Papers

**STATEMENT OF AFFAIRS**

Council's Statement of Affairs can be inspected at Council's office during normal business hours - 8.30 a.m. to 5.00 p.m.

**CONTACT ARRANGEMENTS:**

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

Mr Paul Muldoon  
General Manager  
Richmond River County Council  
218-232 Molesworth Street  
(PO Box 230)  
LISMORE NSW 2480  
  
Telephone: (02) 6621 8314  
Fax: (02) 6622 1181  
Email: [floodplain@rrcc.nsw.gov.au](mailto:floodplain@rrcc.nsw.gov.au)

**FREEDOM OF INFORMATION ACT 1989****Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****RICHMOND VALLEY COUNCIL****(December 2005)**

In accordance with Section 14(1)(b) of the Freedom of Information Act, this summary of the Statement of Affairs of the Richmond Valley Council is provided.

**THE COUNCIL'S POLICY DOCUMENTS**

The following policy documents are available in Council's office for inspection (free of charge) or purchase as indicated:

- Council's Code of Conduct
- Council's Code of Meeting Practice
- Annual Report
- Annual Financial Reports
- Auditor's Report
- Management Plan
- EEO Management Plan
- Council's policy concerning the payment of expenses incurred by, and the provision of facilities to, Councillors
- Council's Land Register
- Register of Investments
- Returns of the interests of Councillors, designated persons and delegates
- Returns as to candidates' campaign donations
- Agendas and business papers for council and committee meetings (but not including business papers for matters considered when part of a meeting is closed to the public)
- Minutes of Council and Committee meetings, but restricted (in the case of any part of a meeting that is closed to the public), to the resolutions and recommendations of the meeting
- Any Codes referred to in this Act
- Register of Delegations
- Annual Reports of bodies exercising delegated council functions
- Applications under Part 1 of Chapter 7 for approval to erect a building, and associated documents
- Development Applications (within the meaning of the Environmental Planning and Assessment Act 1979) and associated documents
- Local policies adopted by the Council concerning approvals and orders
- Records of approvals granted, any variation from local policies with reasons for the variation, and decisions made on appeals concerning approvals
- Records of Building Certificates under the Environmental Planning and Assessment Act 1979
- Plans of land proposed to be compulsorily acquired by the council
- Leases and licences for use of public land classified as community land
- Plans of management for community land
- Environmental planning instruments, development control plans and plans made under section 94AB of the Environmental Planning and Assessment Act 1979 applying to land within the council's area
- The Statement of Affairs, the Summary of Affairs and the register of policy documents required under the Freedom of Information Act 1989
- Departmental representatives' reports presented at a meeting of the council in accordance with section 433
- The register of graffiti removal work kept in accordance with section 67A.

Copies of these documents may be purchased at a cost of \$0.55 per page (minimum charge \$2.00).

**THE COUNCIL'S STATEMENT OF AFFAIRS**

The most recent Statement of Affairs of the Council is that for June 2005. Copies may be purchased from Council at a cost of \$0.55 per page (minimum charge \$2.00).

**COUNCIL'S CONTACT ARRANGEMENTS**

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

Mr WS Halcrow  
Public Officer  
Richmond Valley Council  
Corner Walker Street & Graham Place  
(Locked Bag 10)  
CASINO NSW 2470

Telephone: (02) 66600312  
Facsimile: (02) 66625198

The Council's office hours are 8.15am to 4.30pm (Monday to Friday).



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

**POLICY DOCUMENTS:**

- Code of Conduct
- Code of Meeting Practice
- Consultative Committee
- Delegations of Authority
- Development Servicing Plan
- Drought Management
- Equal Employment Opportunity Management Plan
- Expenses and Facilities
- General Policy Register
- Management Plan
- Minutes of Council Meetings
- Occupational Health & Safety Policy
- Occupational Health and Safety Rehabilitation Policy
- Organisational Structure
- Privacy Management Plan
- Records Management
- Register of Investments
- Returns of the Interest of Councillors and Designated Persons
- Safety Management Plan
- Strategic Business Plan
- Water Pricing

**OTHER DOCUMENTATION:**

- Annual Financial Reports
- Annual Report
- Auditor's Report
- Business Papers

**STATEMENT OF AFFAIRS:**

Council's Statements of Affairs can be inspected at Council's office during normal office hours - 8.30 am to 4.00 pm.

**CONTACT ARRANGEMENTS:**

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

Mr. Gerald Pieper  
General Manager  
Riverina Water County Council  
91 Hammond Avenue  
(PO Box 456)  
WAGGA WAGGA NSW 2650

Telephone: (02) 69220608  
Fax: (02) 69212241  
Email: admin@rwcc.com.au

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

**SECTION 1 - POLICY DOCUMENTS**

Subject to the Freedom of Information Act, 1989 Council holds Policy Documents and Codes for the following issues which may be accessed.

- Access to Council Records Policy
- Advertising signs codes
- Annual Report
- Building Application/ Approval Records
- Building Certificate Records
- Business Papers
- Code of Conduct
- Code of Meeting Practice
- Conflict of Interest Policy
- Dealing With Council Information Policy
- Delegations Policies
- Demolition Code
- Development Application/Construction Certificate Consent Records
- Development Control Plans
  - Industrial Code (15)
  - Urban Consolidation (16)
  - Brighton Town Centre (18)
  - Residential Flat Buildings (20)
  - Dual Occupancy (21)
  - Requirements for Access (28)
  - Outdoor Advertising (29)
  - Requirements for Child Care Centres (31)
  - Villa & Townhouse Development (34)
  - Residential Flat Building (35)
  - Brothel Development (36)
  - Dual Occupancy & Granny Flat Development (39)
  - Housing for Elderly with Disability (40)
  - Boarding Houses, Hostels & Group Homes (42)
  - Bexley Infants School (44)
  - Amusement Centres (46)
  - Community Consultation in Development Decisions (50)
  - Goods and Signs on Public Places (52)
  - Construction site Waste Management & Minimisation (53)
  - Single Unit Dwelling Code (56)
  - Exempt & Complying Development (57)
  - Arncliffe & Banksia Town Centres (58)
  - Amendments to Residential Controls (Ventilation requirements to DCP 34, 35 & 39) (60)
  - Amendments to Residential Controls (61)
  - Crime Prevention Through Environmental Design (67)
- Development Control Plans - Site specific Nos 1 - 6, 8 - 14, 17, 19, 22, 24, 27, 30, 32, 33, 37, 38, 41, 43, 45, 47 - 49, 54 - 55, 59, 63, & 65
- Disaster Plans
  - Fire
  - Toxic
- Fence Code
- Financial Management Plan
- Fraud Awareness Policy

- Local Approvals Policies
  - Local Approvals Policy No 1 – Demolition and Erection of Buildings
  - Local Approvals Policy No 2 - Installation of Domestic Solid Fuel
  - Local Approvals Policy No 3 - For the Placement of Building Waste Containers
- Local Environment Plan 2000
- Local Orders Policies
  - Local Orders Policy No 1 - Administrative Provisions
  - Local Orders Policy No 2 - Keeping of Animals
  - Local Orders Policy No 3 - Food Hygiene
- Management Plan
- Minutes of Committee Meetings
- Minutes of Council Meetings
- Payment of Expenses and Provision of Facilities for Councillors Policy
- Plans of Management for Community Classified Land
  - Beach Street Precinct Kogarah
  - Small Parks and Playgrounds
  - Slade Road Reserve
  - Bexley Park
  - Stan Moses Field and Scott Park
  - Gardiner Park
  - Arncliffe Park
  - Plan of Management for Community Land
  - Bardwell Valley
  - Rockdale Wetlands and Recreation Management Strategy
  - Cook Park
  - Brighton Memorial Playing Fields
  - The Strand
  - Gilchrist Park
  - Westbourne Street Reserve
  - Amendments to Community Land Plan of Management
  - Kyeemagh Boat Ramp Reserve
  - Ray Oxford Reserve
  - Lusty Street Neighbourhood Park
- Policy and Procedures Register (all other policies)
- Pool & Spa Code
- Privacy Management Plan
- Protected Disclosures Policy
- Purchasing Practices and Procedures
- Residential Sub Division Code
- Rockdale Planning Scheme Ordinance
- Schedule of Fees & Charges
- Section 94 Contribution Policies
- State of the Environment Report
- Statement of Waste Minimisation and Recycling
- Tree Preservation Orders

## **SECTION 2 - STATEMENT OF AFFAIRS**

Persons wishing to inspect or obtain Council's "Statement of Affairs" should contact or attend Council's offices referred in Section 3.

## **SECTION 3 - CONTACT ARRANGEMENTS**

Members of the public seeking access to Rockdale Council Policy Documents and Codes are invited to make initial contact with John Logue, Council's Director Governance who can arrange for copies of documents to be made available at the office below. Please note, some Policies and Codes are available for viewing online at Council's website [www.rockdale.nsw.gov.au](http://www.rockdale.nsw.gov.au)

Inquiries can be made during normal business hours 8.30 a.m. to 4.00 p.m. Contact by telephone should be made prior to a personal visit.

John Logue  
Rockdale City Council  
Administration Building  
2 Bryant Street  
ROCKDALE NSW 2216

Telephone: (02) 9562 1666  
Facsimile: (02) 9562 1777  
Email [jlogue@rockdale.nsw.gov.au](mailto:jlogue@rockdale.nsw.gov.au)

or mail to:

John Logue  
Rockdale City Council  
PO Box 21  
ROCKDALE NSW 2216

It should be noted that Application Forms for requests for access under the Freedom of Information Act (1989) to other documents held by Rockdale City Council are available from the Customer Service Centre or on Council's website [www.rockdale.nsw.gov.au](http://www.rockdale.nsw.gov.au). Please submit applications to the above address, accompanied by the applicable fee of \$30.00.

CHRIS WATSON  
GENERAL MANAGER

**FREEDOM OF INFORMATION ACT 1989****Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****ROUS WATER****Regional Bulk Water Supply Authority**

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

**POLICY DOCUMENTS:**

- Code of Conduct
- Code of Meeting Practice
- Competitive Neutrality Policy
- Classification of Council Land
- Delegations of Authority
- Employment Related Codes:
- Code of Staff Conduct
- Equal Employment Opportunity Policy
- Grievance Resolution Policy and Procedure
- Job Regrading/Reclassification
- Salary Sacrifice
- Staff Uniforms
- Bullying/Harassment
- Education Assistance
- Drug and Alcohol
- Salary System
- Expenses and Facilities
- Management Plan incorporating 3-Year Forward Plan, Revenue Policy & Pricing Policy
- Minutes of Council Meetings
- Occupational Health and Safety Policy
- Organisational Structure
- Policy Register
- Privacy Management Plan
- Records Management Policy
- Regional Water Supply Strategy
- Regional Water Demand Strategy – 5 year plan
- Rocky Creek Dam:
- Logging in Catchment
- Recreational Activities
- Risk Management
- Community Sponsorship and Donations
- Protected Disclosures
- Computer Systems Usage
- Investments
- Recreational Activities

**OTHER DOCUMENTATION:**

- Annual Report
- Annual Financial Reports
- Auditors' Report
- Business Papers
- Pecuniary Interest Returns
- Land Register
- Private Use of Council Vehicles Policy

- Water Cycle Management Review
- Business Ethics Statement

**STATEMENT OF AFFAIRS**

Rous Water's Statement of Affairs can be inspected at the administration office during normal business hours - 8.30 a.m. to 5.00 p.m.

**CONTACT ARRANGEMENTS:**

Any enquiries concerning Rous Water's activities should be directed to:

Mr Paul Muldoon  
General Manager  
Rous Water  
218-232 Molesworth Street  
PO Box 230  
LISMORE NSW 2480

Telephone: (02) 6621 8055  
Fax: (02) 6622 1181  
Email: [water@rouswater.nsw.gov.au](mailto:water@rouswater.nsw.gov.au)

**FREEDOM OF INFORMATION ACT 1989****Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****CITY OF RYDE****(F.O.I. Agency No. 2203)****December 2005****SECTION 1 - POLICY DOCUMENTS****CORPORATE SERVICES**

Annual Report 2004/2005  
Audited Financial Statements of Account for the year ended 30 June 2005  
Business Papers/Minutes of Committee & Council Meetings  
Code of Conduct  
Code of Behaviour  
Code of Good Governance  
Code of Meeting Practice  
Competitive Neutrality Complaints Policy  
Confidential Information Protocol for Councillors and Staff  
Conditions of Employment Policies  
Delegations Register  
Disclosures Register for Councillors & Senior Staff  
EEO Management Plan  
Employee Relations Policies  
Equity & Diversity Policies  
Induction Policies  
Information Technology Policies  
Investment Policy and Register  
Land Register  
Management Plan 2005/2008  
Occupational Health & Safety Policies  
Organisational Development Policies  
Policy on Payment of Expenses & Provision of Facilities for Mayor & other Councillors  
Procurement Policy  
Protected Disclosures Information Booklet  
Register of Leases and Licences for use of public land classified as Community Land  
Remuneration & Benefits Policies  
Resourcing Policies  
Returns as to Candidates Campaign donations

**ENVIRONMENT AND PLANNING**

Bed & Breakfasts – Establishment Guidelines  
Building Application/Approval Records – only upon request  
Building Certificate Records  
Bushfire prone land information and guidelines  
Contaminated Land: Planning Guidelines for Contaminated Land  
Development Application/Approval Records – only upon request  
Development Contribution Plan  
Development Control Plan Register  
Development Control Plans  
Development Criteria:  
    Section 1 - Driveways  
    Section 3 - Title Encumbrances  
    Section 4 - Public Civil Works

Food Stalls: Requirements for One Day Temporary Food Stalls  
Footpath Activity Policy  
Garbage & Recycling: Standard Requirements for the Construction of Garbage & Recycling Cart Storage Areas for Residential Buildings  
Having Your Say – What happens to your comments on LDA's  
Having Your Say – Having Your Say at the Committee  
Integrated Development  
Legionnaires' Disease: NSW Code of Practice for the Control of Legionnaires Disease  
Local Environmental Plans Register  
Local Environmental Plans  
National Code for the Construction and Fitout of Food Premises  
National Code for Food Vending Vehicles and Temporary Food Stalls  
North Ryde Industrial Area  
Pre-lodgement – Information Package  
Residential Development Strategy 1996 – Improving Housing Choice & Housing Opportunities  
Ryde Planning Scheme Ordinance  
State of the Environment Report  
Stormwater Drainage Design Guidelines  
Subdivision Code  
Telecommunications Facilities – Draft Policy  
Waste Containers: Conditions for Temporary Placement of Waste Container or Skip on Footpath

## **PUBLIC WORKS**

Conditions for Road Closures/Street Parties  
Information on Gutter and Footway Crossings for Vehicular Access to Normal Single Residences  
Information Relating to Special Purpose Signs  
Recycling & Waste Guide  
Register of Graffiti Removal Work  
Ryde Local Disaster Plan  
Subdivisional Road Requirements  
Waste Services Booklet

## **COMMUNITY LIFE**

Access and Equity Policy  
Children's Needs Paper – Social Plan 2005  
Community Arts Policy  
Community Buildings Strategy  
Community Services Customer Complaints Policy  
Conditions of Use of Grounds & Amenities  
Culturally and Linguistically Diverse Peoples Needs Paper - Social Plan 2005  
Disability Discrimination Act Action Plan  
Guidelines for Managing Library resources on loan to Home Library Service institutional members  
Guidelines for the Submission of a Tree Preservation Application  
Home Library Service Institutional Membership  
Immunisation Policy and Procedures  
Language Aide Policy  
Media Policy  
Men's Needs Paper - Social Plan 2005  
Multi-Purpose Use of Council Meeting Facilities Policy  
Older People's Needs Paper – Social Plan 2005  
Plain English Policy  
People with a Disability Needs Paper - Social Plan 2005  
Register of Plans of Management for Parks  
Ryde Community Grants Program - Guidelines & Application Form (CDSE)  
Ryde/Hunters Hill Home Modification and Maintenance Service - Policy and Practice Manual  
Ryde Library Services Guide to Membership conditions & services  
Ryde Library Services Toys at North Ryde Branch Library  
Social Plan 2005



Sponsorship Policy  
Temporary Access through Public Reserves & Parks  
Tree Preservation Order & Tree Management Policy  
Vacation Care Program - Staff Information and Procedures Manual  
Volunteers Policy  
Women's Needs Paper - Social Plan 2005  
Young People's Needs Paper – Social Plan 2005

## **SECTION 2 - STATEMENT OF AFFAIRS**

City of Ryde's most recent Statement of Affairs is dated June 2005.

## **SECTION 3 - CONTACT ARRANGEMENTS**

Requests for access to and copies of policy documents should be directed to the Customer Service Centre at the Civic Centre, 1 Devlin Street, Ryde between the hours of 8.30am and 4.30pm weekdays (telephone: 9952 8222, fax: 9952 8070, e-mail: [cityofryde@ryde.nsw.gov.au](mailto:cityofryde@ryde.nsw.gov.au), web-site: [www.ryde.nsw.gov.au](http://www.ryde.nsw.gov.au)). Requests for access to other documents under the Freedom of Information Act should be directed to: The Freedom of Information Officer, City of Ryde, First Floor, Ryde Civic Centre, 1 Devlin Street, Ryde 2112 between the hours of 8.30am and 4.30pm weekdays

(telephone: 9952 8222, fax: 9952 8070 and e-mail: [cityofryde@ryde.nsw.gov.au](mailto:cityofryde@ryde.nsw.gov.au)).

**NOTE: Access to these documents is also provided subject to the provisions of the Privacy and Personal Information Protection Act, 1998.**

**FREEDOM OF INFORMATION ACT 1989****Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****SHELLHARBOUR CITY COUNCIL****(FOI Agency No 2207)****SECTION 1 - POLICY DOCUMENTS**

Aerodrome Policy  
Alcohol Consumption – Public Halls  
Alcohol Consumption – Public Reserves  
Amusement Devices  
Animals – Residential Areas  
Annual Report (produced annually)  
Appointment of Senior Staff  
Asbestos Code  
Backyard Burning  
Beaches and Pools  
Blackbutt Youth Centre – Strategic Plan  
Builders' Obligations  
Building Control  
Building Sites – Sediment Control  
Camping Areas  
Car Parking Policy  
Cemeteries Policies  
Child Protection  
Code of Conduct – Councillors and Staff  
Code of Conduct – Swimming Pools  
Code of Meeting Practice  
Commercial Home Catering Complaints Management Council & Corporate Meetings – Minutes Policy  
Council Chambers – Albion Park  
Council Land Sales  
Cultural Diversity Policy  
Delegations – Mayor, Councillors and Staff  
Disabled Access Policy  
Dogs - General  
Donations Policy  
Drainage Easements and Open Drains  
Earthquake Code  
Elections and Election Material  
Environment – Protection of Lake Illawarra and Coastal Policy  
Environment – Koala Habitat Protection Policy  
Environmental Policy  
Equal Employment Opportunity  
Extension of Credit & Debt Recovery  
Fee Reduction Policy  
Food Strategy  
Harassment Policy  
Investment  
Legionnaires Disease  
Library – Lending Policy  
Library – Reciprocal Membership Policy  
Management Plan – Councils Activities (5 year) and Revenue Policy (1 year)  
Management of Council Property by Community Organisations  
Minutes of Council Meetings and Committee Meetings – SEPARATE REGISTER

Museum – Collection Conservation  
 Offences by Minors  
 Parking for Disabled – Infringement Notices  
 Payment of Expenses & Provision of Facilities to Councillors  
 Personal Water Craft (PWC)  
 Plastic Garbage Bags  
 Playground Equipment – Safety Check List  
 Privacy Management Plan  
 Provision of Council Motor Vehicles  
 Public Halls  
 Public Reserves/Sportsfields/Parks – Naming, Wet Weather, Circuses  
 Purchase of Goods, Plant and Materials  
 Rates Policy  
 Recycled Products – Unbleached Stationary  
 Register of Disclosures of Interest of Councillors and Designated Officers – SEPARATE REGISTER  
 Returns as to Candidates' Campaign Donations (produced every 4 years) –SEPARATE REGISTER  
 Risk Management  
 Roads - Miscellaneous  
 Shellharbour City Council – Use of Name  
 Shellharbour City Stadium Strategic Plan  
 Social Plan  
 Sponsorship  
 Sportsfields – Leasing & Licensing  
 Spraying of Blackberries  
 Subdivisions - Miscellaneous  
 Trees - Miscellaneous  
 Use of Vehicles on Beaches within the Shellharbour LGA  
 Waste Management Strategy (2002)

#### **Corporate Health & Safety**

Occupational Health & Safety Policy  
 Rehabilitation Policy and Return to Work Program  
 Alcohol & Drug Policy  
 Sun Protection Policy  
 No Smoking Policy

#### **Local Environmental Plan No. 2000**

This plan generally covers the urban area of Shellharbour City Council Local Government Area. It provides opportunities for residential, commercial and industrial development, and open space, rural and environmental protection areas.

#### **Rural Local Environmental Plan No. 2004**

This plan generally covers the rural area of Shellharbour City Council Local Government Area.

#### **Development Control Plans**

Advertising & Identification Signs  
 Albion Park – Aerodrome – Buffer Area  
 Albion Park Commercial Centre  
 Albion Park Public School Site (Formerly)  
 Albion Park Rural Residential  
 Ash Avenue – Albion park – Residential  
 Blackbutt – Rural/ResidentialCar ParkingChild Care Centre Guidelines  
 Commercial Development  
 Complying DevelopmentContaminated Land  
 Dunmore Lakes Estate  
 Dunmore Wetlands  
 Energy Smart  
 Exempt Development  
 Industrial Development

Lake Entrance Rd, Blackbutt  
Lakeview Estate Site 7200  
Landscape Guidelines  
Macquarie Rivulet Delta  
Medium Density  
Motor Showrooms  
Notifications Policy  
On-Site Waste Water Management for Single Residences  
Residential DCP No 99/4  
Residential Infill Development  
Residential Subdivision  
Service Stations  
Shell Cove Stages 1-5 & 7, 8a & 10a  
Shellharbour City Centre  
Shellharbour Road School Site (Tawarra)  
Shellharbour Township Commercial  
Sidewalk Eating Areas  
Social Impact Assessment  
Telecommunications Facilities  
Temporary Accommodation for Aged Persons  
Tullimbah Village  
Warilla Professional Suites  
Waste Minimisation & Management  
Woodlands Estate

#### **Section 94 Contributions Management Plans**

Fifth Review – Section 94 Contribution Management Plan.  
Section 94 Works-in-Kind

#### **Plans of Management for Community Land**

Management plans set out the overall aim, objectives and performance targets, statement of means, performance assessments and, if applicable, lease/licence details etc. Council welcomes any enquiries on its Management Plans and plans are available for viewing by the public. The major management plans include:

Albion Oval  
Albion Park Showground  
Albion Park Swimming Pool and adjacent areas  
Alex Hoffman Park  
Barrack Heights Sportsfield  
Bardsley Park  
Bass Point  
Blackbutt Reserve  
Con O'Keefe Oval  
Croome Regional Sporting Complex  
Darcy Dunster Reserve  
Geoff Shaw Oval  
Hooker Park (Ces Glenholmes Oval)  
Howard Fowles Oval  
Jack Brown Oval  
Keith Bond Oval  
Keith Grey Oval  
Keith Hockey Oval  
King Memorial Park  
King Mickey Park  
L. R. Mood Park  
McDonald Park  
Morley Park  
Oak Flats Swimming Pool and adjacent areas  
Oakleigh Park  
Panorama Oval  
Pelican View Reserve

Reddall Reserve  
Ron Costello Oval  
Rotary Park  
Shellharbour Reserve includes Shellharbour Swimming Pool  
Skiway Park  
War Memorial Park includes Warilla Swimming Pool

## **SECTION 2 - STATEMENT OF AFFAIRS**

The Statement of Affairs 2005 under this Section is contained in Council's Annual Report and is available free of charge by contacting the Public Officer. The Annual Report which incorporates Council's Statement of Affairs includes, Council's Charter, Councillors information, the role of Mayor/Councillors and General Manager, the Council's Organisational Structure, its Principal Activities and Services and its policy on public participation at Council Meetings. Inspection of the Statement of Affairs can be made at Council's Libraries and Administration Building (Lamerton House) during normal operating hours.

## **SECTION 3 – COPIES OF DOCUMENTS**

Documents are available for inspection free of charge in accordance with Section 12 of the Local Government Act 1993. Council's photocopying charge for Documents under Section 12 is \$1.00 for the first page then 30c for each additional page.

## **SECTION 4 - CONTACT ARRANGEMENTS**

Applications and enquiries relating to Policy Documents and access to Council records can be made to the Public Officer Level 2 Lamerton House, Lamerton Crescent, Shellharbour City Centre (02) 4221 6111 between the hours of 8.30 am and 4.30 pm Monday to Friday (Public Holidays excepted). Applications for access to information held by Shellharbour City Council under the Freedom of Information Act 1989, must be made using Council's FOI application form or in writing stating the application is under FOI. The applicant must supply all the details required under the Freedom Of Information Act. The current fee for an application is \$30.00. In some circumstances other charges may apply.

Postal Address –

Public Officer  
Shellharbour City Council  
PO Box 155  
Shellharbour City Centre NSW 2529

**FREEDOM OF INFORMATION ACT 1989****Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****SHOALHAVEN CITY COUNCIL****FoI Agency No. 2208**

The following policy documents are open for inspection. Certain documents are available for purchase whilst others would be subject to a photocopying charge.

**SECTION 1 – POLICY DOCUMENTS**

## Policy Title

Abseiling and Rock climbing Policy

Accessible Living - Design Guidelines

Acceptance of Tenders (reports to Council)

Access Areas for Dogs

Accessible Living - Checklist of Development Requirements

Adult Shops (Premises Selling Sexually Explicit Products) - Guidelines

Advertising - Local Newspapers

Aged Persons Accommodation - Establishment of

Aged Persons Accommodation Guidelines

Anzac Day Services - Wreath Laying Ceremonies

Asset Management Plan - Amenities

Asset Management Plan - Bridges

Bed and Breakfast Guidelines

Best Practice Water, Sewerage &amp; Trade Waste Pricing

BMX Circuits - Provision in Local Areas

Building Code - Minimum Building Requirements

Building Height and Amenity in Residential Areas - Policy to Control

Building Line - Burrill Lake Foreshore

Building Line - Penguins Head Road, Culburra

Building Lines (front) in South Nowra Industrial Areas

Building lines for small lots approved prior to DCP 100

Building Setbacks - Tasman Park Estate (DP 8082)

Buildings - Flinders Estate - Zincalume Roofs

Buildings - Floor Heights - Sussex Inlet Commercial Area

Buildings - Garages on Vacant Allotments of Land

Buildings - Storm Water Drainage Control - "Slab on Ground" Construction

Buildings - Temporary Moveable Dwellings for Aged or Disabled Persons

Buildings - Use of Reflective Building Materials - Coastal and Rural Areas

Buildings - Water Supply - Use of Water Tanks

Burials - Private

Burrill Lake Estuary and Catchment Management Plan

Bus Shelter Sheds - Site Selection

Bushcare Policy and Procedures

Bushfire Equipment Policy

Car Parking Code (Development Control Plan No. 18)

Caravan Parks - Design Guidelines for Permanent Occupancy of

Caravans for Commercial or Community Activities Parking of

Cemeteries Purchase of Sites

Cemeteries, Crematorium and Memorial Garden Policy

Code of Conduct

Collection Development Policy - South Coast Co-Operative Library Service

Community Consultation for Subdivision and Development Applications and the Formulation of Development Guidelines and Policies

Community Consultation Strategy

Community Consultative Body - Recognition of Community Committees  
 Community Consultative Body - Recognition of Progress Associations  
 Community Facilities - Use and Hire for Commercial Activities  
 Community Forums - Guidelines for the Conduct of  
 Community Plan - Executive Summary  
 Community Plan - Youth Services Strategy  
 Community Service Obligations - Water Supply, Wastewater, Effluent and Trade Waste Services  
 Community Use of Rural Fire Service Stations  
 Conjola Regional Sewerage Scheme - Connection Policy  
 Conservation Management Plan for Nowra Showground  
 Contaminated Land - Potentially  
 Council Meetings - Addendum Reports  
 Council Meetings - Code of Meeting Practice  
 Council Meetings - Pecuniary Interest Staff - Preparation of Reports  
 Council Members - Payment of Expenses & Provision of Facilities  
 Cross-connection Control and Backflow Prevention  
 Culburra Beach (Development Control Plan No. 48)  
 Currarong Natural Resources Management Strategy  
 Cycleway/Footpath - Charges Applicable  
 Development - Built Environment  
 Development - Coastal Areas  
 Development - Hazardous Industries  
 Development - Highways & Arterial Roads  
 Development - Housing in Residential Zones  
 Development - Land Retention - Canada St Cunjurong Point  
 Development - Main Centre Strategy  
 Development - Natural Hazards (other than flood or bushfire)  
 Development - New Development Areas  
 Development - Nuclear Industries & Activities  
 Development - Public Utilities - Electricity  
 Development - Public Utilities - Water & Sewer  
 Development - Urban Expansion of Cambewarra Village  
 Development Application Fees - Waiving of - Community and Charitable Organisations  
 Development Applications - Crematoriums in Funeral Parlours  
 Development Applications - Determination - Draft Policies and Development Control Plans  
 Development Applications - Dog Kennels - Calymea St Nowra  
 Development Applications - Industrial Premises - Retailing Space  
 Development Control Plans - Landowner's Advice  
 Development Control Plans - Notations Regarding Flexibility  
 Disability Discrimination Act Action Plan  
 Dog Control Policy - Holiday Haven Tourist Parks  
 Donations Policy  
 Drainage Easements - Maintenance of Open Drains  
 Drainage Easements - Piping in Old Subdivisions  
 Driveway Access to Private Properties  
 Dual Occupancy Development - Subdivision Restriction  
 Dual Occupancy Guidelines (Development Control Plan 57)  
 Ecologically Sustainable Development (ESD) - Guidelines for Integrating the Principles of ESD into SCC Activities  
 Effluent Pumpout Charges  
 Emplacement of Plaques & Other Artifacts in Council's Parks & Reserves Policy  
 Energy Efficiency Guidelines (2.47Mb)  
 Exempt and Complying Development (Development Control Plan No. 89)  
 Fair Trading - Dedication of Land for Major Infrastructure Projects  
 Fences (Boundary) and Courtyard Walls Code for Single Dwellings  
 Fences - Erection of - Private Swimming Pools and Spas  
 Festivals - Council Support  
 Film and Video Production  
 Fire Hydrants in Rural Areas, Provision of  
 Flag Protocol - Australian Aboriginal Flag  
 Flood Compatible Materials for Minor Extensions

Flood Height and Floor Levels in Riverview Road Area (Infill Development)  
Flood Planning Levels - Lower Shoalhaven River Floodplain (Shoalhaven Heads Design Entrance Scenario)  
Flood Policy - Flood Levels  
Flood Policy - Interim  
Flood Policy - Interim - Caravan Parks on Flood Prone Land  
Food - Commercial Home Catering Code  
Food Premises Code  
Foreshore Areas - Residential Development (Development Control Plan No. 62)  
Foreshore Reserves  
Garage Sales  
Generic Plan of Management - General Community Use  
Generic Plan of Management - Natural Areas  
Generic Plan of Management - Parks  
Generic Plan of Management - Sportsgrounds  
Glass Bottle Free Sportsgrounds  
Greenwell Point Bank Management Plan  
HACC Centres - Future Direction (Community Services)  
Home Activity Guidelines (Development Control Plan 109)  
Icon Parks Policy  
Intellectual Property  
Keeping of Cats & Dogs - Interim Citywide Policy  
Kerb and Guttering - Charges Applicable  
Lake Conjola Entrance Management Policy  
Land Acquisition - Advice to Owners  
Landscaping of the Princes Highway - Nowra Urban Areas  
Library Policy - Children  
Library Policy - General  
Liquid Trade Waste Discharge to Council's Sewer  
Living Futures Shoalhaven Community Safety Plan (previously SCAT)  
Local Ethnic Affairs Policy Statement (LEAPS)  
Major Alterations to Existing Dwellings in Flood Prone Areas  
Management Committees - Delegation of Powers  
Management Committees - Playing Fields Subsidies  
Markets - Operation of  
Mayors Relief Fund Rules  
Medium Density Housing (Development Control Plan 71)  
Mobile Food Stalls or Vehicles and Temporary Food Premises  
Motor Vehicle Access to Public Reserves  
Narrawallee Inlet Natural Resources Management Strategy  
No Charge Tipping of Storm Damaged Materials at Waste Depots  
No Charge Tipping Vouchers  
Noxious Weed - Control and Eradication  
Noxious Weeds - Control in Lakes and Ponds within Parks  
On-site Sewerage Management - Conjola Regional Sewerage Scheme  
Park Enhancement Policy  
Parkcare Policy and Procedures  
Pensioner Rates & Charges Arrears  
Pensioner Rates - Interest Free period  
Plan of Management for Berrara Creek Flats  
Plan of Management for Crookhaven Headland  
Plan of Management for Gannet Beach  
Plan of Management for Greys Beach & The Grotto  
Plan of Management for Hazel Rowbotham Reserve  
Plan of Management for Kings Point Foreshore  
Plan of Management for Mahogany Creek Reserve  
Plan of Management for Termeil Coastal Reserves  
Plan of Management for White Sands / Voyager Memorial Parks  
Playground Strategy Review  
Pressure Sewerage System Policy  
Privacy Management Plan



Prosecutions - Advance Publicity  
Provision of Water and Sewerage Infrastructure - Rezoning, Major Developments and SEPP 5 Developments  
Public Reserves - Waiving of Fees for Not-for-Profit Organisations  
Ratepayer Financing - K&G and Footpaths  
Rates & Other Monies - Delegation of Authority to Write Off  
Rates - Overdue Interest Rate  
Rates - Pensioner Interest Charges  
Reclaimed Water on Parks, Reserves and Sporting Fields - Use of Recreation Strategy  
Regional Services Corridor - North Nowra/Bomaderry  
Requests for Council Support for Rural Road Closures  
Reserve Naming  
Retirement Villages - Section 64 Contribution Assessment  
Rezoning - Bomaderry  
Rezoning - Procedures for Requests  
Riverview Road Area Floodplain Management Plan  
Road and Street Naming  
Road Closures - Temporary in Nowra CBD  
Road Sealing - Contributions  
Roadside Environment Management Plan  
Rural Water Supply Policy  
Sand Dunes - Risks of Building on  
Second-hand Dwellings - Relocation of  
Section 64 Contributions - Industrial Development - Water & Sewerage Headworks Charges  
Section 64 Headworks Charges - Deferment Policy  
Security Grilles and Gates on Shopfronts and Arcades in the Nowra CBD  
SEPP No 1 Applications - Lots in DP 27575 Woollamia Road, Woollamia - Council Support  
Services - Public Utility - Provision within Footpaths  
Sewage Management - On-site - (Development Control Plan No. 78)  
Sewerage System (Council's) - Connection of Properties to  
Sewers - Policy for Building Over  
Sexual Services Premises (DCP 85)  
Shoalhaven Tourism Board Guidelines  
Signage Strategy (Development Control Plan 82 - Section 2)  
Signs - Identilite Signs Policy  
Signs - Interim Multi Panel Directional Sign Policy  
Signs - Public Information Signs  
Signs - Reserve Signage Standard  
Skate Facilities - Provision of  
Smoke Free Outdoor Sporting Facilities and Playgrounds  
Sponsorship Policy  
Sports Facilities Plan - 2016  
Sports Grounds - User Group Responsibilities  
Sports Tourism  
Sportsground Closure Policy  
Stormwater Protection on Construction Sites - Guidelines for  
Streetscape in Nowra CBD - Guidelines for Paving and Tree Planting (Development Control Plan No. 80)  
Subdivision Code (Development Control Plan 100)  
Subdivisions - Payment of Water Services  
Subdivisions - Sewerage Works Contribution  
Subdivisions - Uncompleted Works and Services  
Subdivisions, Rural Dwellings and Tourist Facilities - Leebold Hill Road, Parish of Cambewarra  
Support for Variations of DCP 43 - Landscape Buffer Requirement - Old Southern Road, South Nowra  
Swan Lake Entrance Management Policy  
Swan Lake/Berrara Creek Natural Resources Management Strategy  
Terara Village Flood Management Plan  
Termite Protection Policy  
Tourism Development in Rural Areas (Development Control Plan 63)  
Tourist Accommodation Design - Permanent Occupation  
Transfer of Crown Road Reserves to Council for Private Property Access

Tree Management Policy  
Tree Management Policy - Public Land  
Tree Planting - School Grounds  
Verons Estate - Sussex Inlet  
Voluntary User Contributions Policy (Sport Facilities)  
Walking Tracks Strategy  
Waste Minimisation and Management - Controls for (DCP 93)  
Waste Minimisation and Management Guidelines  
Wastewater Non-Urban Availability Policy  
Water & Sewer - Minor Mains Extension  
Water & Sewer Usage Charges - Undetected Leak Policy  
Water & Wastewater Services to Non Property Owners  
Water and Sewer Charges - Determining Residential and Commercial Properties for the Purpose of Levying  
Water Availability and Connection Policy  
Water Billing Frequency for Residential Properties  
Water Hydrant Standpipe Extraction Policy  
Water Meter Services - Down Size, Disconnection or Nominal Sizing of  
Water Rates - Exclusion Criteria for Rural Properties  
Water Safety  
Water Supply by Agreement - Levels of Service  
Weddings Receptions on Public Reserves  
Weight and Length Restrictions - Kangaroo Valley Road and Tourist Road  
Wharves and Jetties

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

The Freedom of Information Act 1989 requires the production of a Statement of Affairs by 30th June of each year. Copies are available free of charge from the Information Officer.

## **SECTION 3 – CONTACT ARRANGEMENTS**

Access to Shoalhaven City Council's policy documents can be arranged through the Information Officer during office hours. Contact by telephone should be made prior to making a personal visit.

For further information contact:

Information Officer  
Telephone (02) 4429 3366  
City Administrative Centre  
Bridge Road  
NOWRA NSW 2541

Correspondence should be addressed to:

The General Manager  
Shoalhaven City Council  
Post Office Box 42  
NOWRA NSW 2541

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

**SECTION 1 – POLICY DOCUMENTS**

**Community Services**

Activity Advisory Committee Terms of Reference  
Colleen Gale Children's Centre Advisory Committee  
Community Safety Committee Terms of Reference  
Disability Advisory Committee  
Position Statement on Additive Substances  
Relocation of the Youth Centre Terms of Reference  
Singleton Community Cultural Relations Statement  
Social Plan Steering Committee Terms of Reference  
Volunteer Day and Heritage Week Recognition  
Youth Program Advisory Committee  
Youth Consultation Strategy

**Corporate Records**

Corporate Records

**Customer Service**

Customer Service - Standards Policy

**Emergency Services**

Bush Fire Brigades – Equipment

**Engineering Support**

Development Engineering Specification DCP Construction  
Development Engineering Specification DCP Design  
Kelso Street Widening  
Road Reserve Dedication  
Singleton Road Link

**Executive Support & Civic Duties**

Council Sponsorship - Singleton Show  
Management of Competitive Neutrality Complaints  
Privacy and Personal Information Protection Act  
Street Ticket Selling Approvals - John Street

**Finance**

Investment of Council Funds  
Procurement Policy and Procedures  
Rural Halls - Rating

**General Manager**

delegation of Authority - General Manager  
Organisation Structure

**Human Resources**

Award Consultative Committee - Enterprise Agreement  
Child Protection Policy

Defence Forces Reserve  
EEO Advisory Committee Constitution  
EEO Committee  
Pay Policy  
Redundancy Policy - Director Positions  
Removal Expenses  
Salary Sacrifice - Superannuation and Child Care  
Sick and Carer's Leave Policy  
Smoke Free Work Place Policy  
Staff - Concessional Leave  
Staff Development Policy  
Staff Harrassment Free Work Place  
Staff - Jury Duty  
Travelling - To and From Education Courses

### **Information Technology**

Communications - Mobile Phones  
Internet and Email Usage Policy  
Rural Addressing - Council Public and Crown Roads  
Security Policy

### **Library**

Community Information And Leaflets Policy  
Emergency Procedures Plan  
Information Literacy Policy  
Membership Policy  
Photographic Scanning Policy  
Public Access to the Internet Policy  
Volunteer Policy  
Young Persons in the Library Policy

### **Mayor and Council**

Aboriginal Reconciliation Statement  
Australia Day Committee  
Coat of Arms - Army  
Coat of Arms - Singleton Town Band  
Code of Conduct  
Code of Meeting Practice  
Conflict of Interest Policy  
Councillors Travel Policy  
Councillors Questions Which Notice Has Been Given Has Been Allocated  
Elections - Ward Boundaries  
Freeman of the Shire  
Internal Reporting Policy  
Management of Competitive Neutrality Complaints  
Payment - Expenses / Provisions of Facilities to Councillors 1999 - 2003  
Strategic Direction  
Support of Armed Forces Personnel

### **Parks and Facilities**

Advertising at Sporting Grounds  
Broke Tennis Courts  
Bulga Recreation Centre  
Buildings - Community Use of 74 George Street  
Charges for Use of Council's Community Facilities  
Civic Precinct - Prohibiting Alcohol  
Clothing Bins - Charitable Institutions  
Community Facilities - Management Options  
Constitution - Singleton Sports Council  
Fences - Dividing Fences

Glennies Creek - Lakes St Clair Development  
Hire of Civic Centre  
Lake St Clair Recreation Area - Season Tickets  
Trees - John Street Footpath Trees  
Open Space and Recreation Needs Study  
Plan of Management - Burdekin Park  
Plan of Management - Singleton Gully Parks  
Plan of Management - Singleton Gym And Swim  
Plan of Management - Singleton Town Parks  
Plan of Management - Sports Grounds / Riverside Parks  
Plan of Management For Village Parks  
Playground Management Strategy  
Playground Policy  
Review of Council Parks and Landscape Policies  
Rural Halls - Maintenance and Repairs  
Sedgefield Cemetery Operating Policy  
Singleton Gym and Swim Advisory Committee  
Street Tree Management Policy  
Use of Aboriginal Names - Wanaruah

### **Planning and Development Services**

Alcohol Free Zones Policy  
Animals - Cat Control  
Animals - Dog Policy  
Animals - Off Leash Area  
Animals - Village of Broke  
Applications - Glennies Creek Dam Catchment  
Army Base Singleton  
Army - Coal Mining Operations - Army Camp Area  
Army - Combined Army Schools Complex  
Army Range Noise Impacts  
Army Study Area  
Broke Flood Levels  
Building Lines - Corner Allotments  
Building Lines - New Residential Subdivisions  
Building Lines - Swimming Pool  
Building - Temporary Buildings in Commercial Areas  
Building on Flood Liable Land  
Buildings - Factory Made Dwellings within the Singleton Township  
Buildings - Bonds and Occupation Approvals  
Bush Rock Policy  
CBD Developments  
Combined Development / Building Application  
Commercial Strategy  
Community Consultative Committee Guidelines  
Conversion of Sheds for Use as Dwellings  
Erection of Country Dwellings with Frontage of Unformed Roads  
Local Approvals Policy  
Local Environmental Plan  
Maintenance - Dedication of Crown, Development and Subdivision Roads  
Notice of Determination for Subdivision and Development Applications  
Notification Policy  
Occupation of Garages, Sheds and Caravans for Residential Purposes  
On-Site Sewage Management Strategy  
Proposed Policy for Unformed Roads within Rural Subdivisions  
Rain Water Detention Policy  
Roads Requirements for Rural Subdivisions  
Section 94 Contribution Plan  
Singleton Jerrys Plains Conservation Area  
Singleton Military Area

Storm Water Management Policy Residential and Commercial  
Street Trees on Private Property  
Town Planning Consents - Large Garages  
Town Planning - Time Limit on Development Consents  
Unfenced Dams Policy  
Upper & Northern Hunter Regional Environmental Management Strategy  
Use of Council's Footpath in Commercial Areas

### **Tourism**

Tourism Strategy - Singleton  
Waterfest - Event Timing

### **Water & Waste**

Acceptance of Waste for Disposal at Singleton Landfill  
Building Over or adjacent to Sewers  
Contingency Plan Update Control of Blue - Green Algae  
Contribution Plan for Retreat / Wattle Ponds Area  
Credit for Waste Usage Charges  
Discharge of Liquid Trade Waste to Sewer  
Domestic Garbage – Owner / Builder - Occupying Temporary Residence  
Fluoridation  
Operating Environment Review  
Pipeline Easements  
Properties Adjoining - Singleton to Mt Thorley Pipeline Policy  
Standard Engineering Requirements - Subdivisions Water and Sewer  
Water and Sewer Service Declaration - New Subdivisions  
Water Standpipe Use

### **Works**

Bridge Priorities - Local Roads  
Extension to Squash Courts, Pitt Street  
Lemington Road - Load Limit on Timber Bridge  
Management of Council's Roads - Duty of Care Policy  
Road Safety Strategic Plan  
Road Standards - Mt Royal and Cassels Roads  
Roads - Council Public - Risk Management Code of Practice  
Roads Currently Not Maintained By Council  
Roads - Maintenance & Dedication - Crown, Development & Subdivision  
Roads - Naming Policy  
Roads - Non Dedicated In the Villages of Jerrys Plains and Camberwell Management Strategy  
Roads - Non Maintained Council Dedicated  
Roads - Unmaintained Formed  
Saleyards - Application to Sell Liquor at Kiosk  
Saleyards - Response Plan to an Animal Health Emergency  
Saleyards - Selling of Raffle Tickets  
Waterways Structures Code of Practice

### **Development Control Plans (DCP)**

Bulga and Environs - Plan 5  
Energy Smart Homes  
Erosion and Sediment Control  
Exempt and Complying Development  
Glennies Creek Dam Catchment Area  
Guidelines for Tourism Development  
Huntermuir Estate - Plan 11  
Industrial Land Use  
Land in the Putty & Howes Valley Area & the Vicinity Of Wollemi & Yengo National Parks  
North-West Singleton Rural Residential Subdivisions - Plan 4  
Residential Subdivision  
Singleton and Jerrys Plains Heritage Conservation Areas

Singleton Car Parking  
Singleton Floodplain Management Plan  
Singleton Urban Housing  
The Retreat Rural Residential Subdivision - Plan 3

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

The Annual Statement of Affairs for the Council will be available to the public in accordance with the arrangements set out below.

## **SECTION 3 – CONTACT ARRANGEMENTS**

Applications and enquiries regarding Freedom of Information should be made during office hours, Monday to Friday, 8.30 am – 4.30 pm to:

Name: Margaret Wyatt (Corporate Records Manager) or  
Allen Black (Executive Officer)

Address: Singleton Shire Council  
PO Box 314  
SINGLETON NSW 2330

Telephone: 02 6578 7224 or 02 6578 7221  
Facsimile: 02 6572 4197

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**FREEDOM OF INFORMATION ACT 1989**  
**Section 14 (1) (b) and (3)**  
**SUMMARY OF AFFAIRS**  
**of the**  
**STRATHFIELD MUNICIPAL COUNCIL**  
**DECEMBER 2005**

**SECTION 1 - POLICY DOCUMENTS**

Aboriginal Protocols for Public Meetings and Events  
Access to Council Records  
Access and Equity  
Access Policy  
Advertisements  
Aged Services  
Aged or Disabled Persons Housing  
Amusement Machines/Centres  
Annual Report  
Awnings  
  
Backyard Burning  
Banner Poles, Strathfield Square  
Bins, 240L MGBs, Policy for Replacement and Cost of Replacement Containers  
Builders Toilet  
Building Applications  
Building Code  
Building Line  
Building Line - Industrial Areas  
Bushland  
Bushland in Urban Areas  
  
Caravan Parks  
Carports  
Clothing Recycling Bins, Policy for the Operation of  
Codes  
Colouring of Concrete in Carparks  
Communication and Consultation with the Community Policy  
Community Land, Access for Non-Recreational Users of (draft)  
Community Noticeboard Policy  
Conduct, Code of  
Conduct Committee Guidelines  
Conduct Manual  
Convalescent Home  
Correspondence - relating to DA's  
Correspondence - DA/BA, Access to  
Council Chambers, Use of  
Council Properties - Leasing  
Councillors  
    Attendance at Committee Meetings  
    Hosting of Delegations and VIP's  
    Invitations to Council Functions or Events  
    Letterhead  
    Organisation Protocols  
    Payment of Expenses and Provision of Facilities  
Culturally Diverse Society, Charter of Principles for  
Customer Service and Complaints



Demolition  
Development Applications  
Development Standards - Variation  
Development without Consent  
Disorderly Houses  
Drainage  
Driveways  
Driveway Widths  
Drugs – Safe Injecting Rooms  
Dual Occupancy  
Dwellings

Easements  
EEO Management Plan  
Employment, Major - Generating Industrial Development  
Equipment and Facilities - Council, Use by Staff  
Events Policy for Community Land  
External Lighting

Fences  
Fences, Dividing - Public Land  
Flag & Flag Poles  
Financial Assistance  
Flooding  
Flood Prone Lands, Interim  
Food Shops  
Footpath Obstruction  
Footpath, Materials on  
Freedom of Information

Garbage Bins, Replacement of 240L MGB's  
Gaming Machine Shutdown Policy  
Gatehouses  
Glass, Reflective  
Ground Levels  
Group Homes

Hardpaving  
Hazardous and Offensive Development  
Helicopters, Landing of  
Heritage Assistance  
Hours of Construction

Industrial Buildings  
Insurance Claims - Public Liability  
Investment Policy

Land Use, Public  
Landscaping  
Leases/Licences, Operational Land  
Library - Collection Development Policy on Literacy  
    Copyright Regulations  
    Freedom of Collection and Access for L.G. Libraries  
    Free Library Services to All  
    Freedom to Read  
    Guidelines for Volunteer Workers  
    Home Library Service  
    Joint-Use Libraries  
    Lending Policy  
    Lending Policy on Films & Videos  
    Libraries and Literacy  
    Libraries and Multiculturalism  
    Library Opening Times  
    Library Service to People with Disabilities

Membership Eligibility  
Public Access Internet  
Volunteer Workers in Library

Meeting Practice, Code of  
Media Policy  
Media Statements  
Mediation for Development Applications  
Memorial Policy  
Mobile Phones Provided to Staff, Use of  
Motor Vehicles, Allocation of  
Motor Vehicles, Purchase and Disposal of

Nature Strip Maintenance  
Noise  
Non-Smoking in the Workplace  
Noxious Plants

Occupational Health & Safety  
Orders  
Open Space Contribution  
Outbuildings

Parking  
Parking Contributions  
Plans  
Plans of Management  
Airey Park  
Community Facilities  
Coxs Creek Environmental Area  
Dual Purpose  
Mason & Bressington Park  
Mason Park Wetland  
Strathfield Park  
Fitzgerald Park  
Strathfield Square

Plant and Equipment  
Playgrounds  
Preliminary Sketch Plans  
Privacy Management Plan  
Private Hospitals/Nursing Homes  
Protected Disclosures Act 1994  
Public Exhibition, Scheduling of  
Public Housing  
Public Notices

Records Management - Retention, Disposal etc.  
Recreation in Strathfield - Open Space System and Policy for Council  
Recycling  
Representations to Federal and State Members of Parliament  
Residential Flats  
Rezoning Applications

Sales of Goods to Staff/Councillors  
Section 94 Contributions Plan  
Security Bars  
Security Shutters - Shopfronts  
Sewer Choke - Street Trees  
Sharps  
Shop and Commercial Premises  
Signs  
Sketch Plans  
Solar Hot Water Supply Systems  
Spitting

Sponsorship  
Standard Conditions  
Statement of Affairs  
Stormwater Management Code  
Strata Title Subdivisions  
Structural Engineers  
Structures, Minor  
Subdivisions  
Surplus Public Land  
Survey Certificates  
Surveyor's Certificate/Plan  
Swimming Pools  
  
Tennis Court  
Tertiary Institutions  
Toilets, Public  
Town Houses and Villa Homes  
Traffic Matters  
Training Policy & Procedures & Staff Training Plan  
Travel, Intrastate Interstate and Overseas  
Trees  
Trees, Issue of  
Tree Preservation  
Tree Preservation Order, Breaches of  
  
Undergrounding of Electricity  
Urban Consolidation  
Unauthorised Building Works and Activities, Procedures for  
  
Vandalism - Park Development  
Video Safety Cameras, Code for the Use of Overt  
Voluntary Structural Reform  
  
Waste Containers

## **SECTION 2 - STATEMENT OF AFFAIRS**

The Strathfield Municipal Council Statement of Affairs June 2005 is available free of charge from Council (refer to Section 3 for details).

## **SECTION 3 - CONTACT ARRANGEMENTS**

Strathfield Municipal Council's policy documents can be inspected at Council's Offices, 65 Homebush Road Strathfield. Access can be arranged by contacting:

Mr Neale Redman  
Manager Governance  
P O Box 120  
STRATHFIELD 2135  
  
Tel: 9748 9976  
SMC117955

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**FREEDOM OF INFORMATION ACT 1989**  
**Section 14 (1) (b) and (3)**  
**SUMMARY OF AFFAIRS**  
**of the**  
**COUNCIL OF SUTHERLAND SHIRE**  
**(FOI Agency No 2212)**  
**December 2005**

**SECTION 1 - POLICY DOCUMENTS**

The council has available for inspection and purchasing (where relevant) the following current policy documents:

**Children Services**

- Child Protection Policy
- Procedures For Mandatory Reporting Of Suspected Abuse Or Neglect Of Children
- Procedures For Dealing With Allegations Of Child Protection Against Employees
- Employment Guidelines To Protect Children From Harm
- Voluntary Code of Practice for Out of School Hours Service

**Civil Works**

- Vehicular Footpath Crossings
- Piping of Existing Open Drains in Private Residential Properties Where Subdivision is Not Involved
- Reconstruction and Maintenance of Private Roads or Rights-of-Way
- Vehicle Crossing Across Public Roads
- Specification For Civil Works Associated With Subdivision And Developments
- Guidelines For The Engagement And Use Of Consultants

**Communication**

- Newsletter Editorial Guidelines
- Avoidance of Publishing Advertisements that Request Public Comment by a Certain Time During the Christmas Period
- Mayor's Message Guidelines
- Media And Public Comment Policy
- Procedure in relation to invitations or requests for Aboriginal involvement in Council arranged events

**Community Grants**

- Funding Requests From Charities And Community Based Organisations
- Annual Community Services Grants Program 2002 / 2003 Guidelines For Small & Large Grants
- Local Publications Guidelines
- Miscellaneous Grant Applications Under Section 356 Of The Local Government Act 1993

**Community Services**

- Aboriginal Reconciliation Statement
- Access Policy
- Sutherland Shire Crime Prevention Plan
- Homelessness Policy
- Menai Together A Community Safety Action Plan for the Menai Central Business District
- Miranda Local Area Command Liquor and Gaming Accord
- Partnership Protocol with the NSW Police in the Assessment of Development Applications
- Shiresafe Street Camera Programme - Code of Practice
- Sutherland Local Area Command Licensed Premises Liquor Accord
- Volunteers Guidelines
- Volunteers Policy

**Cultural Events**

Community Arts  
Exhibition Policy for the Hazelhurst Regional Gallery & Arts Centre  
Film Policy

**Engineering**

Dredging - Sutherland Shire Waterways  
Feral Animal Policy  
Policy – Graffiti Management  
Memorial Policy – For Public Open Space

**Environmental**

Biodiversity Strategy  
Clean Waters Policy  
Community Partnering Policy  
Contaminated Land Policy and Guidelines  
Development Control Plans and Lodgement of Development Applications  
Environment Fund - Policy for Operation and Investment  
Greenweb Strategy  
Integrated Transport Policy for the Sutherland Shire  
Issuing of Section 149 Certificates -Advice on Properties within 4.8 km of Lucas Heights  
Local Air Quality Management Plan  
Pilot Eco-Account for Waste Services  
Response to Sewage Bypass Notification at Cronulla Sewage Treatment Plant  
Sustainable Timbers Policy  
Temporary Food Premises Code

**Finance & Purchasing**

Advances by Council to Community Groups  
Protocol - Allocation of Priorities  
Get It Green Purchasing  
Interest Payable on Security Bonds  
Investment for Cash Balances  
Petty Cash and Change Float Policy and Procedures  
Purchasing Policy & Procedures  
Rate Recovery  
Treatment of Incomplete Works  
Voluntary Pensioner Rebate

**Governance****Conduct**

Codes of Conduct for:

- Community Representatives
- Councillors, staff and delegates of Council
- Precinct Residents' Associations

**Council, Committee and Sub-Committee Meetings**

- Arranging Site Inspections or Meetings for Councillors
- Code of Meeting Practice
- Guidelines for Community Presentations to Committees of Council
- Process and Rules for the Independent Hearing & Assessment Panel
- Provision of Child Care at Children's Services Sub-Committees for Residents
- Recommendations that require resources or funds
- Special Committee and Council Meetings

**Expenses & Facilities**

Interstate and Overseas Travel  
Payment of Expenses and provision of facilities to Councillors  
Travel and Conference by Councillors, General Manager and Directors

**General**

Conflicts of Interest Policy and Guidelines  
Council Seal  
Councillor Access to Information and Their Interaction with Staff  
Customer Response  
Display of Election Material – Council Election  
Gifts, Benefits & Hospitality  
Internal Ombudsman Guidelines  
Lodgement of Disclosure of Interest Returns Primary and Ordinary Returns by Councillors and Designated Persons  
Non -Disclosure of Name of Complainants  
Privacy Management Plan  
Secondary Employment  
Sponsorship  
Statement Of Business Ethics For Business Dealings Between Sutherland Shire Council, The Private Sector And Other Parties

**Reporting**

- Whistleblower's Policy [Internal Reporting System (Protective Disclosures Act)]
- Local Government Association Annual Conference
- Lot & DP numbers in Reports to Council
- Tender Reports to Council

**Information Technology**

Information Security  
Internet Access Policy and Policy for Use of External Email  
Microsoft Access Policy  
E-Governance and On-line Service Strategy

**Legal Services**

Financial Contribution Towards Legal Costs  
Legal Assistance to Councillors & Staff

**Libraries**

Community Information Stands And Leaflets In Council Libraries

**Parks & Trees**

E G Waterhouse National Camellia Gardens - Funeral Ceremonies and Memorial Services  
Miranda Park Circuses  
Public Fracas in Reserves or Parks  
Replacement of Playground Equipment  
Tree and Bushland Vegetation Preservation Order  
Urban Tree  
Volunteers Bushcare Policy

**Personnel****Training & Study**

Study Assistance Program  
Training Policy  
Workplace  
Alcohol and Other Drugs  
Corporate Uniform  
Counselling & Discipline  
Fair Workplace Policy and Procedures  
Equal Employment Opportunity Management Plan 2002 – 2005  
Language Aide  
Occupational Health and Safety Management System  
Parental Leave  
Use of Council Resources for Private Purposes  
Working From Home Policy and Procedures

**Planning and Assessment**

Applications For Low Or High Impact Mobile 'Phone Installations  
Breach of Practice by Private Certifiers  
Consideration of Development Applications submitted by Council  
Expediting The Determination Of Development Applications Which Are Incomplete Or Propose An Undesirable Development  
Review Of Development Application Dispute Resolution Techniques And Mediation Policy  
Enforcement of non-compliance with Orders 21 & 22 issues under S124 LGA 1993  
Native Title Strategy – Wik Amendments  
Precedence for Pre-existing Development Control Plans  
Private Certification of Development Applications – a Policy for Enforcement of Conditions of Consent  
Rezoning Applications in Prohibited Areas  
Waiving or Reducing Development Application Fees

**Property**

A Frame Advertising Boards  
Clothing Appeal Collection Bins  
Drainage Easement Acquisition  
Kerb / House Numbering  
Leases to Community Groups  
Licensing of Outdoor Eating Areas, A-Frame Advertising and Shopfront Displays  
Naming of Public Facilities  
Open Space Land Acquisition Policy  
Public Liability Insurance Cover for Hirers of Council's Community Halls, Parks and Reserves  
Release and Relocation of Drainage Easements  
Short Term Access over Fire Trails (Community Land)

**Roadways**

Prevent Rubbish Skips and Dumpsters on Roads  
Use of Roads for Community Events – Festivals / Fairs

**Sport & Recreation**

Active Playing Field Service Plan  
Night Competition Games Upon Active Open Space

**Strategic Planning**

Community Consultation  
Competition Policy - The Next Steps in Reform  
Precinct Residents' Associations Policy  
Strategic Management Cycle

**Telecommunications**

Procedures for Mobile Phones  
Telecommunication Code of Practice

**Waste Services**

Additional Garbage Capacity Policy  
Bin Contamination Policy  
Domestic Waste Service Collection  
Local Waste Management Plan

**SECTION 2 - STATEMENT OF AFFAIRS**

The Council of Sutherland Shire has produced a Statement of Affairs, as at 30 June 2005. The Statement is available to the public by contacting Council's Freedom of Information Officer or on Council's Website: [www.sutherland.nsw.gov.au](http://www.sutherland.nsw.gov.au).

**SECTION 3 - CONTACT ARRANGEMENTS**

Access to policy documents can be arranged through contacting Council's Freedom of Information Office during office hours. Initial contact should be made in writing or telephone. The details are:

Freedom of Information Officer  
Sutherland Shire Council  
Locked Bag 17  
SUTHERLAND NSW 2232

Phone: (02) 97100190

E-mail: [ssc@ssc.nsw.gov.au](mailto:ssc@ssc.nsw.gov.au)

Office Hours: Sutherland Shire Council's Administration Building is located at 4-20 Eton Street, Sutherland and is open between 8:30am and 4.30pm Monday to Friday.



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

The City of Sydney Council has the following Policy and other Documents available for inspection. Copies of some of the documents are available for free, some for a set of fee and others for a photocopying charge.

**POLICY DOCUMENTS****Building**

Awnings Policy

**Cleaning**

Aerosol Art and Graffiti  
Graffiti Management Policy  
Miniskips Policy

**Community Services**

Access and Equity Policy  
Amenity Policy  
Community Bus Scheme  
Local Ethnic Affairs Policy Statement for the City of South Sydney  
Public Art Policy  
Social Policy

**Corporate**

Risk Management Policy

**Council**

Civic Office Expenses and Facilities  
Code of Meeting Practice  
Pecuniary Interest Returns  
Sister City Policy

**Donations**

Grants and Sponsorships Policy  
Sponsorship Policies  
Subsidised Accommodation Grants - Community Grants

**Drainage**

Stormwater - Development Sites Over 50,000 Sqm  
Stormwater Certification  
Stormwater Discharge from Private Property  
Stormwater Drainage  
Stormwater Drainage & Pollution  
Stormwater Policy - The Mucks Stops Here  
Stormwater Pollution Control Code

**Enforcement**

DCP for Orders  
Policy of Prosecution and Enforcement Priorities

**Financial**

Accounts Receivable (Debtors) Policy  
Investments Policy

**FOI**

Freedom of Information  
Inspection and Photocopying of Files & Documents

**Health**

Mobile Food Vendors and Restriction from Unsuitable Roads

**Housing**

Subsidised Accommodation (Residential Housing Policy)

**Information Technology & Management**

Access to Archival Records Policy  
Electronic message retention and Disposal Policy  
Information Technology Asset Acquisition and Management Policy  
Internet and E-mail Policy  
Managing your E-mail Records  
Mobile Phone Policy  
Records Management Policy  
Sydney Town Hall Curatorial Policy

**Legal**

Policy on Obtaining Access to Legal Advice  
Policy on Obtaining Legal Services

**Licensing**

Footway Licenses - Review of Fee Concessions under South Sydney Council Footway  
Restaurant License Policy

**Parks**

Aquatic Strategy 2005  
Flowers displayed in Residential Village Areas

**Personnel & Human Resources**

Child Protection Internal Reporting Procedure  
Code of Conduct  
Disciplinary Procedures  
Drug and Alcohol Procedures  
Employment Policies June 2002  
Harassment, Bullying and Unacceptable Behaviour Policy  
Internal Reporting Procedure  
Interview Expenses Policy  
Managing Staff Complaints Policy  
Part-Time Employment Policy  
Personal Protective Equipment Policy 2004  
Probation  
Smoke Free Work Place Policy 2003  
Study Assistance Scheme  
Temporary and Casual Employment Policy  
Time in lieu Policy  
Training & Development Policy

**Planning**

Archaeological Handbook  
Archaeological Zoning Plan  
Art in Public Places

Central Sydney Development Control Plan 1996  
Central Sydney Heritage LEP 2000  
Central Sydney Heritage LEP 2000  
Central Sydney Local Environmental Plan 1996  
Central Sydney Paving Design Policy 1996  
City of Sydney Access DCP 2004  
City of Sydney Boarding Houses DCP 2004  
City of Sydney Child Care Centres DCP 2005  
City of Sydney Contaminated Land DCP 2004  
City of Sydney Convenience Stores DCP 2004  
City of Sydney Draft Regulation of Sex Service Premises DCP 2003  
City of Sydney Exterior Lighting Strategy  
City of Sydney Notification of Planning and Development Applications DCP 2005  
City of Sydney Planning Scheme Ordinance  
City of Sydney Retail Strategy  
City of Sydney Roof Extensions and Dormer Windows Policy 2005  
City of Sydney Signage and Advertising Structures DCP 2005  
Colonnade Policy  
Construction Hours/Noise within the Central Business District 1992  
Contributions Plan 2002  
Cycle Racks and Facilities in New Buildings  
DCP No. 22 – 461-465 Glebe Point Rd, Glebe  
DCP No. 23 – Orphan School Creek  
DCP No. 33 – Bidura, 357 Glebe Point Rd, Glebe  
DCP No. 39 – John Fletcher and Glebe Depot Site, 29-42 Forsyth St, Glebe  
DCP No. 48 – Managing Activities on Footpaths and Street Frontages  
Development Consents and Standard Conditions  
Development Contributions Ultimo/Pymont S94  
Development Control Plan No.35 - Exempt & Complying Development  
Display of Premises Numbers Policy 2005  
Draft City of Sydney Local Environmental Plan 2002  
Draft City of Sydney Policy for Waste Minimisation in New Developments  
Draft Green Square Town Centre Local Environmental Plan  
Encroachments over Public Ways  
Green Square Affordable Housing DCP 2002  
Guidelines for Alterations and Additions to Terraces  
Heritage Floor Space June 2005  
Interim Pavement Design and Construction Guidelines 1998  
King Street and Enmore Road Heritage and Urban Design DCP  
Leichhardt Community Facilities & Services Contributions Plan  
Leichhardt DCP 2000  
Leichhardt DCP No. 38 – Waste – Avoid, Reuse and Recycle  
Leichhardt Developer Contributions Plan – Transport and Access  
Leichhardt Interim Development Order 27  
Leichhardt LEP 2000  
Leichhardt Open Space and Recreation Section 94 Plan  
Local Order DCP  
Local Orders Policy  
Policy for the Design of Construction Hoardings  
Policy for the Management of Warehouse/Courtyard Complexes in Central Sydney  
Policy for the Provision of Tourist & Visitor Accommodation in Central Sydney  
Policy for the Provision of Tourist and Visitor Accommodation  
Policy on Trading Hours for New and Existing Premises  
Section 61 Contributions  
Section 94 Plan 1998  
Section 94 Plan 2003  
South Sydney (Heritage Conservation) DCP 1998  
South Sydney DCP 1997: Urban Design  
South Sydney DCP 1998  
South Sydney DCP Exempt and Complying Development 1999  
South Sydney DCP for Orders

South Sydney DCP No. 11 Transport Guidelines for Development 1996  
South Sydney DCP No. 6  
South Sydney Development Control Plan 1997: Urban Design - Green Square  
South Sydney Heritage Conservation DCP 1998  
South Sydney LEP 114  
South Sydney LEP 1998  
South Sydney LEP 1998 – Draft Amendment No. 16  
South Sydney LEP 1998 – Draft Amendment No. 9  
South Sydney Sex Industry Policy  
Sydney Regional Environmental Plan No. 26 City West Ultimo-Pyrmont Precinct  
The Central Sydney Archaeological Zoning Plan  
The City of Sydney Awnings Policy 2000  
The City of Sydney On Street Parking Policy  
The City of Sydney Outdoor Café Policy  
The City of Sydney Policy for the Management of Laneways in Central Sydney  
Urban Design Study – Regent Street South  
Vacant Sites and Reactivation policy  
Warehouses and Woolstores Survey

### **Privacy**

Health Records & Information Privacy Act, 2002 (HRIPA) Privacy Management Plan  
Privacy & Personal Information Protection Act, 1998 (PPIPA) Privacy Management Plan

### **Procurement**

Contracts Policy  
Corporate Purchasing Cards Policy  
How to Tender

### **Properties**

Assignment of Property Leases  
Classification of Public Land  
Conditions of Hire and Sydney Town Hall Venues  
Council - Sale of Property  
Council - Valuation Panel  
Execution of Documents  
Laneways in Central Sydney and Management  
Property Acquisition in Town Hall Precinct  
Proposed Closure & Sale or Lease of Laneways & Sale of Council Land  
Proposed Sale of Vacant Land  
Protection of Public Land  
Warehouse Sales in the Lower Town Hall and Clothing Apparel

### **Rating**

Categorisation of Land

### **Signs**

Local Directional

### **Streets**

Banner Poles - Hiring  
Busking Policy  
City of Sydney Street Safety Camera Program  
Street Lighting Strategy

### **Traffic & Parking**

Parking Permits  
Safety Mirrors  
Traffic/Parking Controls - Public Consultation  
Transport Management  
Pitt Street Mall

**Trees**

Street Tree Masterplan  
Tree Preservation Order  
Urban Tree Management Policy

**OTHER DOCUMENTS****Cleaning**

Internal Operations Waste Management Plan  
Waste Code for Development

**Community Plans**

Redfern-Waterloo Community Safety Plan  
Social Plan  
Syringe Management Plan 2005 - 2010

**Community Services**

Aboriginal Protocols

**Corporate**

Annual Report 2004/2005  
Corporate Plan 2006/2009  
Strategic Plan 2006/2009

**Council**

Agendas for all Council's Standing Committees  
Agendas for Meetings of Central Sydney Planning Committee  
Business Papers for Council Meetings (except Confidential Papers)  
Minutes of Central Sydney Planning Committee  
Minutes of Council Meetings

**Emergency**

Displan Sydney/South Sydney Local disaster Plan

**Environmental**

State of the Environment Report 2004/2005

**Health**

Companion Animals Management Plan

**Housing**

Residential Strategy

**Information Technology & Management**

Access to Council Records by Council Officers  
Archives Guidelines & Procedures  
Disposal of Council Records  
Document Management General User Guide  
Guidelines for E-mail to all City Staff  
Reproduction/copying of Council's Archival Records  
System Initiation or Modification Proposal (SIMP) Template  
System Initiation or Modification Proposal (SIMP) User Guide  
Transferring Records to Archives

**Parks**

Hyde Park and Plan of Management and Masterplan  
Prince Alfred Park and Plan of Management  
Victoria Park Plan of Management

**Personnel & Human Resources**

EEO Management Plan  
Guidelines for Managers and Supervisors  
Local Government Award (Leichhardt Council)  
Occupational Health & Safety Manual  
South Sydney Council Salary Award  
South Sydney Council Wages Award  
Street Cleansing Local Workplace agreement  
Wages/Salary Award 2002

**Planning**

Building Sites Noise Codes  
Central Sydney Bike Plan 2003-2006  
Planning Practice & Procedures Manual  
South Sydney Bike Plan

**Properties**

Council Stratum Leases  
Footway - Rental Rebate Guidelines

**Transport Management**

Accessible City. An Integrated Transport Strategy for Central Sydney

**SECTION 2 – STATEMENT OF AFFAIRS**

The City of Sydney's current Statement of Affairs is available by contacting the Freedom of Information Officer (see contact details below)

**SECTION 3 – CONTACT ARRANGEMENTS**

Access to policy documents can be arranged through contacting the Freedom of Information Officer during office hours. Initial contact should be made in writing or by telephone. The contact details are:

Freedom of Information Officer  
City of Sydney Council  
456 Kent Street  
GPO Box 1591  
Sydney NSW 2001

Tel: (02) 9246 7503  
Fax: (02) 9265 9111  
[www.cityofsydney.nsw.gov.au](http://www.cityofsydney.nsw.gov.au)

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

**INTRODUCTION:**

This document represents the Council's Summary of Affairs and is published in June and December each year in accordance with Section 14(1)(b) and (3) of the Freedom of Information Act 1989.

It contains identification of:

- The Council's Policy and other Documents;
- The Council's most recent Statement of Affairs; and
- The contact person, address and time for obtaining access to the Council's documents.

Glenn Inglis  
General Manager

**1 POLICY AND OTHER DOCUMENTS HELD BY THE COUNCIL**

The following documents held by the Council are available perusal by members of the public:

**Community Land Management**

- Leases and licences for use of public land classified as Community Land
- Plans of Management for Active and Passive Community Land
- Playground Equipment Plan of Management
- Register of leases and licences for Community Land
- Swimming Pools Plan of Management
- Tamworth Regional Council Cemetery Plan of Management
- Tamworth Regional Council Land Register
- Tamworth Recreation Plan

**Council Staff**

- Tamworth Regional Council Equal Employment Opportunity Policy
- Tamworth Regional Council Equal Employment Opportunity Management Plan
- Tamworth Regional Council Human Resource Management Policies including Working with Children Requirements
- Tamworth Regional Council Management Policy Manual

**Disaster Planning**

- Barraba Flood Plan
- Manilla Flood Plan
- Nundle Flood Plan
- Tamworth Floodplain Management Plan
- Tamworth Local Disaster Management Plan
- Tamworth Parry Floodplan
- Tamworth Parry Bush Fire Risk Management Plan
- Tamworth Parry Bush Fire Operations Plan

**Environment**

- Landfill Environmental Management Plan
- Tamworth Regional Council 2004/2005 State of the Environment Report
- Tamworth City Council Significant Tree Register
- Tamworth City Council Street Tree Master Plan

**Financial and Operational**

- Tamworth Regional Council 2004/2005 Financial Reports
- Tamworth Regional Council 2004/2005 Auditors Report
- Tamworth Regional Council 2004/2005 Annual Report
- Tamworth Regional Council Management Plan 2005/2008
- Tamworth Regional Council Register of Investments
- Local Government Code of Accounting Practice and Financial Reporting Manual
- Local Government Asset Management Manual

**Governance**

- Declarations of Interest Register
- Monthly Business Papers for Council Meetings
- Monthly Minutes of Council Meetings, but restricted (in the case of any part of a meeting that is closed to members of the public by Resolution of the Council-section 10A(2) Local Government Act 1993), to the Resolutions of the Council in Closed Council.
- Register of Delegation of Functions
- Freedom of Information Statement of Affairs
- Freedom of Information Summary of Affairs
- Code of Conduct
- Code of Meeting Practice
- Competitive Neutrality Complaints Management Policy
- Tamworth Regional Council Policy Register
- Barraba Shire Council Privacy Management Plan
- Manilla Shire Council Privacy Management Plan
- Parry Shire Council Privacy Management Plan
- Tamworth City Council Privacy Management Plan

**Landuse Planning and Development Control**

- Register of Building Approvals
- Register of Development Application Approvals
- Register of General Approvals
- Local Approvals Policy
- Urban Development Strategy
- Tamworth City Council Contributions Register and Plan
- Records of building certificates under the Environmental Planning and Assessment Act 1979
- Barraba Shire Council Development Control Plan No. 1 -Urban Design Guidelines
- Manilla Development Control Plan No 1 -Rural Residential Development
- Manilla Development Control Plan No 2 - Urban Design Guidelines (Central Business District)
- Manilla Development Control Plan No 3 - Outdoor Advertising Sign Code
- Manilla Development Control Plan No 5 - Residential Development Code
- Manilla Development Control Plan No 6 - Standards for Intensive Agricultural Pursuits
- Parry Development Control Plan No 1 - Rural Residential Development
- Parry Development Control Plan No 4 - Village of Kootingal
- Parry Development Control Plan No 6 - Poultry Development
- Parry Development Control Plan No 9 - Landscaping Guidelines
- Parry Development Control Plan No 10 - Notification and Advertising of Development Applications
- Parry Development Control Plan No 11 - Heritage Estate
- Parry Development Control Plan No 12 - Residential Development
- Tamworth Development Control Plan No 1 - Traffic and Parking Guidelines
- Tamworth Development Control Plan No 2 - -Guidelines for Commercial and Retail Development
- Tamworth Development Control Plan No 3 - Outdoor Advertising Guidelines
- Tamworth Development Control Plan No 4 - Guidelines for Industrial Development
- Tamworth Development Control Plan No 5 - Medium Density Housing Guidelines
- Tamworth Development Control Plan No 6 - Guidelines for Health Consulting Rooms/Medical Centres
- Tamworth Development Control Plan No 7 - Subdivision Guidelines for Westdale
- Tamworth Development Control Plan No 8 - Guidelines for Groveleigh Gardens Estate
- Tamworth Development Control Plan No 9 - Outdoor Lighting
- Tamworth Development Control Plan No 10 - Guidelines for East Point Estate



- Tamworth Development Control Plan No 11 - Guidelines for Calala Rural Residential Estate
- Tamworth Development Control Plan No 12 - Dual Occupancy - Granny Flat
- Tamworth Development Control Plan No 13 - Regulation of Brothels
- Tamworth Development Control Plan No 14 - Longyard Masterplan
- Tamworth Development Control Plan No 16 - Hills Plain East Guidelines
- Tamworth Development Control Plan No 18 - Interim Floodplain Guidelines
- Tamworth Development Control Plan No 19 - Subdivision Guidelines
- Tamworth Development Control Plan No. 20 - Advertising & Notification of Development Applications
- Parry Rural Lands Strategy
- Tamworth Urban Section 94 Contributions Plan 2006/2011
- Hills Plain East Section 94 Plan
- Nundle Shire Council Section 94 Plan
- Manilla Shire Council Section 94 Plan
- Barraba Shire Council Section 94 Plan
- Parry Shire Council Section 94 Plans
  - No. 1 Rural Roads
  - No. 2 Bushfire Brigade Services
  - No 3 Mines and Extractive Industries
  - No 4 Rural Traffic Generating Developments
- Parry Shire Council Local Environmental Plan
- Manilla Shire Council Local Environment Plan
- Nundle Shire Council Local Environmental Plan
- Barraba Shire Council Local Environmental Plan
- Tamworth City Council Local Environmental Plan 1996

#### **Records Management**

- Local Government Records - General Disposal Authority

#### **Community Planning**

- Tamworth Regional Council Community Plan

#### **Water Supply**

- Dungowan Dam Pipeline Customer Charter

## **2 STATEMENT OF AFFAIRS**

The Council is required by section 14 (1) (a) of the Freedom of Information Act 1989 to produce a Statement of Affairs every year by 30 June as a document to be held on the Council's premises and made available upon request to members of the public in accordance with section 12 (1) of the Local Government Act 1993.

The Council's current and most recent Statement of Affairs has been available upon request since 30 June 2005.

## **3 CONTACT ARRANGEMENTS**

The Council's Statement of Affairs may be inspected and documents obtained by contacting the Council's principal officer under the Freedom of Information Act 1989 at Ray Walsh House, 437 Peel Street, Tamworth during normal office hours.

Public Officer: Stephen Bartlett  
Director Corporate and Governance  
Tamworth Regional Council

Telephone: (02) 6755 4438  
E-Mail: s.bartlett@tamworth.nsw.gov.au

**FREEDOM OF INFORMATION ACT 1989****Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****TEMORA SHIRE COUNCIL****(FOI Agency No 2216)****SECTION 1 - POLICY DOCUMENTS**

Temora Shire Council maintains the following documents available for public inspection:

- Annual Report;
- Annual Financial Statements including Auditor's Report;
- Management Plan including EEO Management Plan, Community Land Plan, and Social Plan
- Returns of the interests of Councillors, designated persons and delegates;
- Business Papers and Minutes for Council and Committee Meetings (excluding items deemed Confidential);
- Register of Delegations;
- Records of Building Certificates.

**SECTION 2 - STATEMENT OF AFFAIRS**

Policy Register containing the following policies:

- Building and Building Lines
- Industrial Buildings
- Operation of Effluent Recycling Scheme
- Firebreaks
- Keeping of Horses
- Noxious Plant Control
- Construction and Use of Swimming Pools
- Town Hall Lettings
- Street Stall Policy
- Local Environment Plan (Currently Being Updated)
- Use of Caravan Park
- Nixon Park
- Lake Centenary
- Tree Pruning (Currently Being Updated)
- Training Policy
- Staff Education & Development Policy
- Saleyards Truck Washing Bay
- Hire of Heavy Plant
- Development and Building Notification Approvals
- Payment of Expenses and Provision of Facilities
- Dwelling - Removal Code - Aria Park and Springdale
- Code of Conduct
- Code of Meeting Practice
- State of the Environment
- Accreditation and Certification Protocol - Private Building Surveyors
- Use of Council Equipment by Employees Outside of Working Hours
- Third Party Purchase
- Casual Use - Temora Saleyards
- Staff and Council Presentations
- Staff Uniforms
- Street Banners
- Plant Replacement
- Izumizaki Agricultural Bursary

- Recreation Centre Policy
- Tendering Policy
- Local Purchase Policy
- Employee Incentive Scheme
- Complaints Handling Procedure
- Guidelines for Television and Film Production Shoots
- Managing Conflicts of Interest
- Provision of Information to and Interaction Between Councillors and Staff
- On-site Sewage Management Plan
- Debt Recovery Plan
- Code of Practice – Section 355 Committees
- Privacy and Personal Information Management Plan
- Amenity Tree Management Plan
- Model Privacy Management Plan
- Street Closure Policy
- Child Protection Policy
- Email and Internet Usage Policy
- Human Resources Policy
- Housing
- Cemetery
- Sporting Fields
- Rating Policy
- Commercial Properties in Residential Areas
- Aged Care Facilities
- Vandalism
- Pre School
- Street Lighting
- Investment Policy
- Road & Footpath Inspections Policy
- First Aid Policy
- Risk Management Policy
- Policy for Grazing of Stock on Councils Roads
- Environmental Management Policy
- Manual Handling
- Procedures for Remote Supervision Signs at Councils Parks, Reserves, Sporting Fields
- Working at Heights Policy
- Protective Clothing and Protective Equipment Policy
- Volunteer Risk Management Policy
- Gathering Information Policy
- Critical Incident Response Policy
- Footpath Policy
- Records and Information Management Policy
- Code of Conduct – Media Policy
- Construction of Foot Paving, Kerb & Gutter
- Disaster Recovery & Continuity Business Plan
- Hearing Conservation Policy
- Policy on Use & Hire of Mobile Stage
- Policy on Remote Supervision Signs
- Saleyard Occupational Health & Safety Policy & Occupational health & Safety Inductio manual for Temora Saleyards
- Stress Policy for Employees & Councillors
- Asbestos Policy & Procedures for employees and contractors
- Skin Protection Policy for Outdoor Workers
- Infectious Disease Policy
- Rail Infrastructure Vegetation Control Policy

### SECTION 3 – CONTACT ARRANGEMENTS

Requests under the Freedom of Information Act for access to documents held by Temora Shire Council must be made by written application. No immediate fee is payable.

Applications should be addressed to:-

The Public Officer  
Temora Shire Council  
PO Box 262  
TEMORA NSW 2666  
Email: [temshire@temora.nsw.gov.au](mailto:temshire@temora.nsw.gov.au)

Enquiries may be directed to Mr Steve Firth by telephoning (02) 69771099 during the hours of 8.00 am and 4.30 pm, Monday to Friday

G C Lavelle  
GENERAL MANAGER

**FREEDOM OF INFORMATION ACT 1989**  
**Section 14 (1) (b) and (3)**  
**SUMMARY OF AFFAIRS**  
**of the**  
**TUMUT SHIRE COUNCIL**  
**FOI Agency Number 2219**

**POLICY DOCUMENTS**

Tumut Shire Council has the following documents available for inspection:

**MANAGEMENT DOCUMENTS**

1. Urban Stormwater Management Plan
2. Sporting Facilities in the Tumut Shire – 10 year Plan of Management
3. Waste Recycling Committee - Terms of Reference
4. Management Plan
5. Social Action Plan for Tumut Shire Council
6. On-site Sewage Management Plan
7. Works Unit Business Plan
8. Works Unit Capability Statement
9. Strategic Business Plan for Water & Sewerage Systems
10. Fees and Charges
11. Budget - 1 year
12. Aerodrome operations, maintenance & emergency policy & manual
13. Trade Practices Act
14. Tumut River Greenbelt Management Plan
15. Access Committee – Terms of Reference
16. Aboriginal Liaison Committee – Terms of Reference
17. Tumut Aerodrome Committee – Terms of Reference
18. Risk Management Committee – Terms of Reference
19. Wondalga Quarry Committee – Terms of Reference
20. Youth Focus Committee – Terms of Reference
21. Consultative Committee – Terms of Reference
22. Disaster Office Recovery Plan
23. Public Health Plan
24. Risk Management Strategy
25. Road Safety Strategic Plan 2005-2010
26. Apex Club of Tumut Inc to work in Bila Park – Terms of Reference
27. Communications Committee – Terms of Reference
28. Friends of Stockwell Park – Terms of Reference
29. Friends of Tumut Shire Cemeteries – Terms of Reference
30. Independent Service Provider (SWS Board) – Terms of Reference
31. Landcare Wetlands Working Group – Terms of Reference
32. Saleyards Committee – Terms of Reference
33. Third Age Tumut Shire – Terms of Reference
34. Tumut Shire Swimming Pools Committee – Terms of Reference
35. Youth Council Constitution and Roles – Terms of Reference

36. Use of Firearms Safe Work Method Statement
37. Counter Disaster Management of Records & Vital Records Recovery Plan
38. IT Disaster Recovery and Continuity Plan
39. IT Strategy Plan Version 3
40. Management Plan for Batlow Waste Depot Pine Plantation
41. OH&S Strategic Safety Plan
42. Parks Strategy 2005-2015
43. Small Neighbourhood Parks & Playgrounds Generic Plan of Management
44. Strategic Plan for the Management of Community Land in the Tumut Shire-Open Space
45. Friends of Riverglade Wetlands – Terms of Reference
46. Telecentre Committee – Terms of Reference
47. Human Resources Strategic Plan 2005-2008
48. Batlow Literary Institute Strategy 2005-2015
49. Batlow Memorial Park Strategy 2005-2015
50. Adelong Show & Recreation Ground Strategy 2005-2015
51. Drought Management Plan Overview Document
52. Tumut Shire Council & Snowy WS Strategic Safety Plan

#### **STAFF & COUNCILLORS**

53. Career Enhancement
54. Salary
55. Loss of Licence
56. Recruitment and Selection
57. Volunteer
58. Volunteer's Handbook
59. Records Management
60. Communications Devices
61. Drug and Alcohol in the Workplace
62. Corruption Prevention Policy
63. Making of Rescission Motions
64. Appointment of Public Officer
65. Conferences, Seminars and Leave
66. Employee Awards
67. Leaseback Vehicles
68. Management of Remuneration Packages
69. Mayoral/General Manager meeting
70. Payments to Councillors
71. Reimbursement of Expenses - Staff
72. Sick Leave
73. Time Off in Lieu (Toil) - Staff
74. Use and Custody of the Common Seal
75. Council Delegate Reports
76. Child Protection
77. Workers Compensation
78. Rehabilitation
79. Noise Control
80. No Smoking in the Workplace
81. Manual Handling
82. Hearing Protection
83. Occupational Health & Safety

84. Occupational Health & Safety Committee Constitution
85. Chemical Safety
86. Employee Assistance Program
87. Eye Protection
88. HIV/AIDS in the Workplace
89. Education & Training Support
90. Service and Communications
91. Complaints
92. Protection from Ultraviolet Radiation
93. Family Leave
94. Information/Interaction between Councillors/staff -ICAC(see Code of Conduct)
95. Council Code of Conduct
96. Council Conflict of Interest (see Code of Conduct)
97. Council Protected Disclosures (see Code of Conduct)
98. Code of Meeting Practice
99. Access Committee
100. Grievance
101. Competency Based Assessment
102. Equal Employment Opportunity - Management Plan
103. Discipline
104. Immunisation
105. Competitive Neutrality - Complaints & Procedures
106. Casual Employment
107. Leave without Pay
108. Formation of Self-managing teams strategy
109. Family Friendly Employment
110. Special Leave
111. Uniform – Corporate
112. Risk Management
113. Union Picnic Day
114. Cadetship Program
115. Electrical Tagging/Testing
116. Certificates, Applications & Orders
117. Funeral Leave
118. Gathering Information
119. Harassment
120. Personal & Privacy Information Protection Act
121. Signs as Remote Supervision
122. Signs as Remote Supervision Procedures
123. Corruption Prevention
124. Light Vehicles Replacement
125. Website
126. Take Home of Vehicles

#### **PLANNING**

127. Building Inspection
128. Local Approvals
129. Local Orders
130. Dwarf Wall

131. Illegal Building Work
132. Industrial Land
133. Private Water Service
134. Processing Development Applic. construction cert. & complying Development Cert.
135. Property Addressing
136. Recycled Buildings
137. Temporary accommodation in Caravans
138. Access to Tumut Town Common
139. Alcohol Free Zones
140. Building over Sewerage Mains
141. Cemeteries
142. Crown Roads
143. Disposal at Waste Recycling Centres
144. Dining areas & Display on footpaths
145. Ecologically Sustainable Development
146. Fairway Drive Access
147. Footpath and Pedestrian ways
148. Kerb and Gutter
149. Leash free dog exercise area
150. Metal Clad Buildings
151. Private Development of Public Land
152. Prohibited camping on Crown Reserve
153. Roadside stall
154. Stock Grid
155. Stock or vehicle loading ramps
156. Street tree
157. Street naming
158. Town Planning - Dwellings in general business zones
159. Use of structural engineers
160. Verandahs over footpaths
161. Water Supply Connection
162. Rainwater Tank
163. Adelong Commercial Area
164. Building Lines
165. Disposal of Liquid Trade Waste
166. Developer Contribution Plan - Water & Sewerage Supply
167. Environmental Auditing of Industrial Premises
168. Street Stalls
169. Development Control Plan No. 5 - Brothels
170. Development Control Plan No. 3 - Carparking
171. Street Parking Control
172. State of Environment Report
173. Septic Tank Code
174. Orchard Planning Near Rural Dwelling – Planning
175. Tumut Local Environmental Plan
176. Rural Local Environmental Study & Urban Strategy
177. Development Control Plan No. 1 - Talbingo
178. Residential Development Control 1(1 & 2 Storey Low Density Development)
179. Urban Subdivision Code



180. Rural Subdivision Code
181. Development Control Plan No. 2 - Rural Residential Development
182. Section 94 Contribution Plan
183. Contaminated Land
184. Car Parking Strategy - Tumut Town Centre
185. Extension of Sealed Road Network
186. Road Service Crossings
187. Development Control Plan No. 4 - Public Notification
188. Development Bonds & Maintenance Bonds
189. Installation of Rain Water Tanks in Residential Areas
190. Control of Urban Trees
191. Erosion Control Guidelines for Building Sites
192. Television & Film Production Shoots
193. Industrial Strategy
194. Private Sewerage Service (Pumping System)
195. Directional Signs
196. Tree Preservation Order (REVOKED 22/2/05)
197. Maintenance of Public Roads & Property Access
198. Display of Private Second Hand Vehicles for Sale
199. Development Control Plan No. 7 – Rural Tourist Accommodation
200. Development Control Plan No. 6 – Industrial
201. Development Control Plan No. 8 – Residential Fencing
202. Development Control Plan No. 9 – Development of Cedar Crescent & Quandong Avenue
203. Provision of Rural School Bus Routes & Bus Stops & Guidelines
204. Conduct at Saleyards Conduct at Saleyards
205. OH&S Saleyard Manual
206. Residential Development Contributions
207. Stormwater Drainage Construction & Maintenance
208. Blower Blowering Dam Foreshore

#### **FINANCE**

209. Arrangements to settle accounts
210. Waste Disposal
211. Cashiering
212. Debt Recovery
213. Gifts, Donations and Exemptions
214. Financial Management
215. Investment
216. Provision/sale of potable water from Council Standpipes
217. Rates Hardship

#### **COMMERCIAL OPERATIONS**

218. Tendering
219. Plant Replacement
220. Economic Development
221. Caravan Park operations
222. Provision of Contract Services by Council
223. Granite quarry
224. Regional Tourist Signpost Strategy

- 225. Local Tourism Plan
- 226. Council Caravan Parks - 10 year strategy
- 227. Lease Lease of Council Land

#### **EMERGENCY SERVICES, COMMUNITY SERVICES, HEALTH, SPORT & RECREATION, WEEDS**

- 228. Fire Station
- 229. Flood Plain Management
- 230. Fire Prevention in Pine Plantations
- 231. Overgrown allotments
- 232. Activities during fire bans
- 233. Use of Council Plant at Bushfires
- 234. Electronic Equipment Usage
- 235. Food Safety
- 236. Sale of Tobacco Products
- 237. Sportsground and Facilities Users
- 238. Sport & Recreation Committee - Terms of Reference
- 239. Allocation of Sports grounds
- 240. Noxious Weeds Management
- 231. Community Service Order Placements
- 232. Montreal Theatre
- 233. Community & Welfare Services
- 234. Interaction with the Business Community
- 235. Sports Assistance

#### **STATEMENT OF AFFAIRS**

The Council's Statement of Affairs was produced in the 2004/05 Annual Report.

#### **CONTACT ARRANGEMENTS**

Members of the public requiring access to Council's documents are asked to make contact with the Public officer, who is able to arrange for copies of documents to be made available. The Public Officer will also advise the appropriate place and times should the documents be required for inspection.

Requests for information in terms of the Freedom of Information Act (other than the policy documents listed above, are to be made in writing (an application form is available), accompanied by the appropriate fee. Applications are to be addressed to the Freedom of Information Officer, Tumut Shire Council.

The Public Officer and the Freedom of Information Officer are both available during Council business hours of 9.00am to 5.00pm Monday to Friday at the address below and contact should be made prior to attending:

Public Officer	(Mr Rob McMillan)
Freedom of Information Officer	(Mr Rob McMillan)
Tumut Shire Council	
76 Capper Street	
Tumut NSW 2720	
Telephone: (02) 69 412 555	
Facsimile: (02) 69 412 678	
Email : rmcmillan@tumut.nsw.gov.au	

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

**SECTION 1 - POLICY DOCUMENTS**

The following Policy Documents are held by Council:

- a) Annual Financial Reports
- b) Annual Report
- c) Auditor's Report
- d) Building Applications - notification policy
- e) Building Line Policy
- f) Business Papers for Council and Committee meetings (but not including business papers for matters considered when a meeting is closed to the public)
- g) Codes/Policies/Manuals
  - Tree Preservation Order
  - Landscape Manual
  - Terranora Strategic Planning Interim Statement
  - Rural Planning Policy Review
  - Other Planning Policies
- h) Council's Code of Conduct
- i) Council's Code of Meeting Practice
- j) Council's Policy concerning the Payment of Expenses incurred by, and the Provision of Facilities to Administrators.
- k) Council's Policies on Child Protection.
- l) Development Control Plans
  - No 1 - Terranora Village
  - No 2 - Site and Access Parking Code
  - No 3 - Tweed Heads South/Banora Point West
  - No 5 - Development of Flood Liable Land
  - No 6 - Multi-Dwelling Housing
  - No 8 - Coastal Erosion (Draft)
  - No 9 - West Kingscliff
  - No 10 - Land Liable for Water Levy
  - No 11 - South Kingscliff
  - No 14 - West Murwillumbah
  - No 15 - Advertising Structures
  - No 16 - Subdivisions Manual
  - No 17 - Cobaki Lakes
  - No 18 - Tweed Heads
  - No 19 - Keith Compton Drive, Tweed Heads
  - No 20 - Black Rocks (Draft)
  - No 21 - Sea Ranch
  - No 23 - Martinelli & Bione Avenue, Banora Point (Draft)
  - No 24 - Fraser Drive, Banora Point
  - No 25 - Biting Midge & Mosquito Control
  - No 26 - Child Care Centres
  - No 28 - Marana Park, Bilambil Heights
  - No 31 - Brothels
  - No 32 - Peter Street (South) Residential Development Controls
  - No 38 - Seabreeze Estate, Pottsville
  - No 39 - Energy Smart Homes Policy
  - No 40 - Exempt and Complying Development
  - No 41 - Stormwater Runoff and Drainage (Draft – not adopted)
  - No 42 - Public Notification Policy

- No 43 Kingscliff
- No 44 Dual Occupancy Controls
- No 45 Socio-Economic Impact Assessment
- No.47 Cut & Fill on Residential Land
- No. 48 Tweed Coast Building Heights
- No. 51 Tweed Coast Strategy
- No. 52 Planning Controls Friday Island, Bogangar
- m) Disaster Plan
- n) Draft Section 94 Contribution Plans
- o) EEO Management Plan
- p) Emergency Management Plan
- q) Fence Policy
- r) General Policy Document
- s) General Technical Reports on Water Supply and Sewerage, Planning, Design and Operations
- t) Guidelines for the Submission of Reports on Contaminated Land 1992
- u) Heights of Building Map
- v) Human Resources Management - Policy and Procedures Manual
- w) Landuse Guidelines for Acid Sulphate Soils
- x) Local Environmental Plan Amendments
- y) Lower Tweed River Management Plan
- z) Management Plan, including Financial Management Plan
- zz) Minutes of Council Meetings
- aa) Plans of Management for Community Land
- bb) Register of Delegations
- cc) Register of Investments
- dd) Residential Development Strategy
- ee) Residential Development Strategy (Amendments)
- ff) Returns of the Interests of Councillors, Designated Persons and Delegates
- gg) Section 94 Contribution Plans
  - No. 1 - Version 6 Banora Point West/Tweed Heads South - Open Space Contributions
  - No. 2 - Version 3.2 South Tweed Heads - Master Plan Drainage
  - No. 3 - Version 2 Banora Point West / Tweed Heads South - Community Facilities
  - No. 4 - Version 3.2 Tweed Road Contribution Plan
  - No. 5 - Version 2.1 Open Space Contribution
  - No. 6 - Version 1.1 Street Tree Planting in Residential Areas
  - No. 7 - Version 1.1 West Kingscliff
  - No. 10 - Cobaki Lakes Public Open Space & Community Facilities
  - No. 11 - Version 1.0 Library Facilities
  - No. 12 - Version 1.0 Bus Shelters
  - No. 13 - Version 1.0 Cemetery / Crematorium Facilities at Eviron Road, Duranbah
  - No. 14 - Version 1.0 Rural Road Upgrading, Mebbin Springs
  - No. 15 - Version 1.0 Developer Contributions for Community Facilities
  - No. 16 - Version 1.0 Emergency Facilities (Surf Lifesaving)
  - No. 18 - Version 1.0 Council Administration Offices & Technical Support Facilities
  - No. 19 - Version 1.0 Kings Beach / Kings Forest
  - No. 20 - Version 1.0 Public Open Space at Seabreeze Estate
  - No. 21 - Version 1.0 Terranora Village Estate
  - No. 22 - Version 1.0 Cycleways
  - No. 23 - Version 1.0 Off site Parking
  - No. 26 - Version 1.0 Regional Open Space
- hh) State of the Environment Report
- ii) Tweed Local Environment Plan 2000
- jj) Tweed Local Environment Plan No. 24
- kk) Tweed Valley Flood Studies

## SECTION 2 - STATEMENT OF AFFAIRS

Council has completed its Statement of Affairs and is available upon request.

**SECTION 3 - ENQUIRIES AND APPLICATIONS**

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

Governance Officer/Public Officer  
Tweed Shire Council  
PO Box 816  
MURWILLUMBAH NSW 2484

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

**SECTION 4 - FEES AND CHARGES**

<b>Nature of Application</b>	<b>Application fee</b>	<b>Processing Charge</b>
Access to records by natural persons about their personal affairs	\$30	\$30 an hour after first 20 hours
All other requests	\$30	\$30 an hour
Internal review (all circumstances)	\$40	Nil
Amendment of Records	Nil	Nil

All charges can be estimated to the nearest quarter hour.

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

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

**SECTION 1 – POLICY DOCUMENTS**

The Policy Documents held by Upper Lachlan Council are:

- Policy Register
- Management Plan 2005-2006
- Financial Plan 2005-2006
- Annual Report 2004 – 2005
- Financial Statements 2004-2005
- Delegations of Authority
- Local Environmental Plans
- Development Control Plans
- Section 94 plans
- Code of Conduct
- Code of Meeting Practice
- Minutes of all Committee and Council Meetings
- Pecuniary Interests Register
- Disclosures Register
- Declarations under Privacy Act for access to information

**SECTION 2 – STATEMENT OF AFFAIRS**

A Statement of Affairs for the Council has been prepared as at 30th June 2005 pursuant to this Act.

**SECTION 3 – CONTACT ARRANGEMENTS**

Members of the public who wish to inspect the Statement of Affairs, Summary of Affairs or policy documents of the Upper Lachlan Council should contact the Director of Finance and Administration by telephoning (02) 4832 1022 or by writing to:

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

**FREEDOM OF INFORMATION ACT 1989****Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****URANA COUNCIL****(F.O.I. Agency No. 2223)****SECTION 1 - POLICY DOCUMENTS**

Council maintains the following Policy Documents:

**Policy Manual**

- Payment of Councillors and Mayoral Fees, Expenses and Facilities
- Protected Disclosures & Internal Reporting System
- Code of Conduct
- Local Approvals Policy 1996
- Building Control
- Bush Fire Service Policy & Standard Operating Procedures
- Urana Local Environment Plan 1990
- Development Control Plans
- Code of Meeting Practice
- Housing for Staff Members
- Equal Opportunity Management Plan
- Occupational Health & Safety Policy
- Rehabilitation Policy Statement
- Private Use of Council Vehicles by Staff
- Selection and Appointment of Staff Members
- Smoking in the Workplace
- Delegations of Authority
- Hire of Plant for Council works
- Access to crossings to private properties
- Floodplain Management Policy
- Light Vehicle, Truck & Light Plant Replacement
- Attendance at Annual Conferences
- Noxious Weeds Control
- Hire of Plant for Council Works
- Use of Council Roads by Agricultural Aircraft
- Road Openings
- Policy for Infringements under SEINS
- Tree Plantations
- Hiring of Community Halls
- Council Road Reserves
- Gifts and Benefits Policy
- Secondary Employment Policy
- Drug & Alcohol Policy
- Investments Policy
- Safe Driving Policy
- Child Protection Policy

**Management Plan -**

- Management Plan 2005/2006 to 2007/2008
- Training Policy (See Management Plan)
- Pricing Policy (See Management Plan)
- Corporate Plan
- Disaster Plan
- Emergency Management Plan
- Section 94 Contributions Plan

Minutes of Committee Meetings  
Minutes of Council Meetings  
Revenue Policy (See Management Plan)  
State of the Environment Report (See Annual Report)  
Annual Report  
Auditors Report  
Business Papers  
Disclosures Register  
Investment Register

## **SECTION 2 - STATEMENT OF AFFAIRS**

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

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

## **SECTION 3 - CONTACT ARRANGEMENTS**

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

Mr. John Hunt  
General Manager,  
Urana Shire Council,  
Box 55,  
URANA. 2645.

Telephone: 0269 309100

Applications and inquiries can be made between 8.30 a.m. and 5 p.m., Monday to Friday at 30-32 William Street Urana.



**FREEDOM OF INFORMATION ACT 1989****Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****WAKOOL SHIRE COUNCIL****AS AT 31ST DECEMBER 2005****PREFACE**

In accordance with Section 14(2) of the Freedom of Information Act 1989, as amended by the Local Government Act 1993, Wakool Shire Council has produced a Statement of Affairs for the period ending 31st December 2005.

**SECTION 1 - DOCUMENTS**

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

Subject to the Freedom of Information Act 1989, many documents are available for inspection by the public during office hours, without cost, under the provisions of the Local Government Act and subject to other Acts. Such documents are listed below:

Annual Financial Report	Local approvals and orders policies
Annual Report	Plans of Management of Council land
Appeals concerning approvals	Records of approvals granted and decisions made
Auditor's Report	Records of Building Certificates
Business Papers and Minutes of Council Meetings	Register of Delegations
Candidate's Political Contributions Register	Register of Investments
Code of Conduct	Returns of Interests of Designated persons
Code of Meeting Practice	Statement of Affairs under the FOI Act 1989
Council's Land Register	Salary System
Council's Strategy and Management Plan	State of the Environment Report
Councillor payment of expenses and provision	Section 94 Contribution Plans
Development Control Plan	
Development application/consent records	
EEO Management Plan	
Environmental Planning Instruments	
Facilities Policy Internal Reporting Policy	
Fees & Charges	
Local Environmental Planning Instruments	

Copies of these documents may be supplied at appropriate costs and in the case of Building Certificate the owners written approval.

**SECTION 1B – POLICY DOCUMENTS****1 GOVERNANCE**

- 1.1 Code of Meeting Practice
- 1.2 Delegation of Authority to General Manager
- 1.3 Risk Management
- 1.4 Occupational Health & Safety – Safety Plan
- 1.5 Child Protection Policy & Procedures

- 1.6 Salary System and Operating Procedures & Policy
- 1.7 Internet & Email Access
- 1.8 Disaster Recovery Plan
- 1.9 Privacy & Personal Information
- 1.10 Procurement Policy
- 1.11 Guarantee of Service Policy
- 1.12 Equal Opportunity Policy
- 1.13 Complaints Management Policy
- 1.14 Fraud Control Policy
- 1.15 Donation Policy

## **2 COUNCILLORS**

- 2.1 Code of Conduct – Councillors, Delegates & Staff
- 2.2 Provision of Information to and interaction between Councillors & Staff
- 2.3 Role of Mayor & Councillors
- 2.4 Councillors Fees, Expenses and Provision of Facilities and Assistance

## **3 STAFF**

- 3.1 Credit Card Facility - Senior Staff
- 3.2 Insurance - Workers Compensation
- 3.3 Immunisation Program - Hepatitis B
- 3.4 Council Uniform
- 3.5 References Under Seal
- 3.6 First Aid Policy
- 3.7 Smoking in the Workplace
- 3.8 Gratuity Payments
- 3.9 Army Reserve
- 3.10 Employee Disciplinary & Dismissal
- 3.11 Upgrading and Improving Personal Qualifications or Study Tours.
- 3.12 Carer's Leave
- 3.13 Union Picnic Day
- 3.14 Staff - Sale of excess Council equipment
- 3.15 Training Plan
  - i Training Plan Policy
  - ii Equal Employment Opportunity Policy
  - iii Training Courses, Seminars & Conferences Agreement
  - iv Education Assistance & Study Tours Policy
  - v Competency Application of Skills Policy
  - vi Record of Training Policy
  - vii Induction of Employees Policy
- 3.16 Telephone Allowance & Mobile Phone
- 3.17 Protected Disclosure Internal Reporting
- 3.18 Staff Removal Policy
- 3.19 Staff Service Awards
- 3.20 Nine Day Fortnight Scheme
- 3.21 Employer Communication Devices
- 3.22 Recruitment & Selection Policy

## **4 COUNCIL PROPERTIES**

- 4.1 Rental of Council Dwellings
- 4.2 Maintenance of Council Dwellings
- 4.3 Barham Caravan & Tourist Park

**5 COUNCIL VEHICLES AND PLANT**

- 5.1 Light Motor Vehicle Policy
- 5.2 Plant

**6 RATES & CHARGES**

- 6.1 Water Charges to Strata Units
- 6.2 Writing Off Rates
- 6.3 Aggregation of Land Values for Rating of vacant unsold subdivisions and community title subdivisions.
- 6.4 Domestic Waste charge to Pre-Schools & Scout Associations
- 6.5 Sewerage and Filtered Water Charges – Reimbursement
- 6.6 Water charges for Recreation Reserves and Public Halls
- 6.7 Water & Sewerage Charges – Revenue Policy
- 6.8 Payment of Rates Charges & Sundry Debtors policy

**7 BURIAL/CEMETERIES**

- 7.1 Private Burial Sites

**8 RECORDS**

- 8.1 Records Management Policy
- 8.2 Records Procedure Manual

**9 ROADS STREETS AND BRIDGES**

- 9.1 Kerb & Gutter & Footpath Contributions
- 9.2 Right of Carriageway
- 9.3 Property Name Signs
- 9.4 Pipes & Driveways
- 9.5 Gates & Grids
- 9.6 Pine Hills Estate Roads
- 9.7 Irrigation Water on Roads
- 9.8 Culverts - under roads
- 9.9 Road Classification Policy
- 9.10 Advertising on Welcome to Town/Shire Signs

**10 WATER AND DRAINAGE**

- 10.1 Storm Water Discharge
- 10.2 Stopcocks
- 10.3 Back Flow Prevention Devices
- 10.4 Water Supply Projects – Tendering Procedures

**11 SEWERAGE**

- 11.1 Effluent Services for Tooleybuc - Residential Development

**12 PARKS/RESERVES/PUBLIC HALLS**

- 12.1 Letting of Public Halls & Buildings to Itinerate Traders
- 12.2 Slashing of Council Reserves
- 12.3 Insurance of Assets Managed by Section 355 Committees
- 12.4 Dollar of Dollar Grants for Section 355 Sporting, Cultural and Recreational Facilities

**13 BUILDING**

- 13.1 Footings – Engineers Certificates
- 13.2 Building Line Set back for Residential Development
- 13.3 Floor Level for Residential Buildings & Filling of Allotments

**14 PLANNING**

- 14.1 Mooring Sites & Licences on Murray & Edward Rivers
- 14.2 Subdivisions – Contribution by Council
- 14.3 Kerb & Guttering Contributions
- 14.4 Approval to use Footpath for Commercial Purposes
- 14.5 Flood Prone/Flood Liable Lands - Development
- 14.6 Flood Liable Lands - Tooleybuc
- 14.7 Flood Prone/Flood Liable Lands – Floor Heights for Rural Dwellings in the East and North Barham Areas.
- 14.8 Flood Prone/Flood Liable Lands, - Floor Heights for Rural dwellings and additions to rural dwellings in flood liable areas of the Shire.

**15 ENVIRONMENTAL CONTROL**

- 15.1 Camping restrictions – Tooleybuc
- 15.2 Companion Animals Policy

**16 WASTE MANAGEMENT**

- 16.1 Waste Charges

**17 ECONOMIC DEVELOPMENT**

- 17.1 Business Development Incentive Policy

**SECTION 3 – CONTACTS ARRANGEMENTS**

Enquiries concerning the procedures for inspecting the documents referred to in Section 1 can be made by contacting Council's Administration Office Tualka Terrace, Moulamein between the hours of 9am and 5.00pm.

Tricia Harris / FOI Officer  
Administration Manager  
Wakool Shire Council  
Private Bag 40  
Moulamein NSW 2733

Ph: (03) 58875007  
Fax (03) 58 875103

Tualka Terrace  
Moulamein NSW 2733

CIARAN KEOGH  
GENERAL MANAGER

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

**COUNCIL'S POLICY DOCUMENTS**

The Walcha Council has developed policy documents in relation to:

- Code of Conduct.
- Code of Meeting Practice.
- Corporate Plan.
- Delegations of Authority Register.
- Disaster Plan(s).
- EEO Management Plan.
- Debt Recovery Policy.
- Staff Training Code & Policy
- Occupational Health & Safety Policy
- Occupational Health & Safety Manual Handling Policy.
- Occupational Health & Safety Noise Policy.
- Occupational Health & Safety Injury Management Policy.
- Occupational Health & Safety Staff Consultation Policy.
- Aids and Local Government Policy.
- Smoke Free Working Environment Policy.
- Rehabilitation Policy and Procedures.
- Walcha Draft Development Control Plan.
- Interim Development Order No. - Shire of Walcha.
- Draft Walcha Local Environmental Plan.
- Section 94 Contribution Plan - Rural Roads.
- Expenses and Facilities Policy.
- Financial Management Plan.
- Local Approvals Policy.
- Management Plan.
- Minutes of Committee Meetings.
- Minutes of Council Meetings.
- Plan of Management - Community Land.
- Policy Register.
- Fees and Charges Policy.
- Recycling Policy.
- State of the Environment Report.
- Subdivision Code.
- Tree Preservation Orders.
- Adjoining Owners Notification Policy.
- Building Line Policy.
- Bush Fire and Emergency Manuals.
- Investments Policy.
- Private Use of Council Vehicles Policy.
- Privacy Plan of Management.

The following records or documents are available to the public:

- Annual Reports.
- Auditors' Reports.
- Business Papers.
- Disclosures Register.
- Building Application/Approval Records.
- Development Application/Consent Records.

**STATEMENT OF AFFAIRS**

The Walcha Council's Statement of Affairs may be inspected at the Council Chambers during normal business hours.

**ACCESS TO COUNCIL DOCUMENTS**

Requests for access to documents under the FOI Act should be made in accordance with that Act. FOI requests and requests for access to, and amendment of other records should be made to:

The Public Officer,  
Walcha Council,  
Council Chambers,  
2W Hamilton Street,  
Walcha. NSW 2354

Certain Council's documents may only be inspected under the supervision of Council Staff.

JACK O'HARA  
GENERAL MANAGER

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

**SECTION 1 – POLICY DOCUMENTS**

The following policy documents, manuals and various plans are available for public inspection.

- Council's Code of Conduct
- Code of Meeting Practice
- Concerns Policy
- Corporate Plan (See Management Plan)
- Delegations of Authority Register
- Disaster Plan(s)
- Aerodrome Emergency Plan
  - Local Flood Plan – Surplus to the Displan
  - Disaster Plan (Displan)
  - Emergency Plan
  - Walgett Water Supply Emergency Plan
  - Fire Fighting Manual
- EEO Management Plan
- Emergency Service Policy
- Employment Related Policies
- Energy Efficient Housing – DCP
- Financial Management Plan
- Interim Development Walgett Shire 1968 (current environmental planning instrument)
- Internal Reporting Policy (For the purpose of the Protected Disclosures Act)
- Local Approvals Policy
- Management Plan
- Minutes of Committee Meetings
- Minutes of Council Meetings
- Policy Register
- Pricing Policy (see Management Plan)
- Procedure Manuals -
  - Operations Procedures Manual
  - Aerodrome Manual
  - Sewerage Procedures Manual
  - Water supply Procedures Manual
- Recycling Policy
- Revenue Policy (see Management Plan)
- Annual State of the Environment Report
- Tendering Policy
- Building Certificate Records
- Construction Certificates
- Development Application/Consent Records
- Camps in the Opal Fields of Lightning Ridge – Guidelines
- Complying Development Certificates

**SECTION 2 – STATEMENT OF AFFAIRS**

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

**SECTION 3 – CONTACT ARRANGEMENTS**

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

The Public Officer  
Walgett Shire Council  
77 Fox Street  
PO Box 31  
Walgett NSW 2832

Telephone: (02) 6828 1399  
Facsimile: (02) 6828 1608  
Office Hours: 9.00 a.m. – 4.30 p.m., Monday to Friday  
Telephone Hours: 8.15 a.m. – 5.00 p.m., Monday to Friday  
Email: [admin@walgettshire.com](mailto:admin@walgettshire.com)

Stephen McLean  
General Manager



**FREEDOM OF INFORMATION ACT 1989**  
**Section 14 (1) (b) and (3)**  
**SUMMARY OF AFFAIRS**  
**of the**  
**WARRINGAH COUNCIL**  
**December 2005**

**INTRODUCTION**

The Freedom of Information Act 1989, Section 14, requires government agencies to publish information concerning their operations.

Warringah Council has published this Summary Of Affairs for the six month period ending December 31, 2005.

Council's Statement of Affairs is available for inspection free of charge, or purchase at a cost of \$5.00 at Council's Civic Centre, 725 Pittwater Road, Dee Why or by contacting Council's Executive Officer, Corporate Services, Bob Pigott on 9942-2444.

**Documents Held**

The Council has available for inspection and purchase ( where relevant ) the following documents.

1. 2005 to 2008 Warringah Management Plan – includes the Revenue Policy
2. 2005 to 2006 Fees and Charges
3. Investment Register
4. Delegations Register
5. State of the Environment Report
6. Minutes of Council/Committees
  - Council Meeting
  - IHAP Committee
7. Plans of Management
  - Allenby Park, November 2000
  - Berry Reserve & Adjoining Foreshores, June 2000
  - Brookvale Park, September 2002
  - Coastal Lands Plan of Management, September 2002
  - Dee Why Valley & South Creek Open Space Corridor, November 1996
  - Dee Why Lagoon Wildlife Refuge Plan of Management, August 2002
  - District Park, April 2002
  - Griffith Park, October 1999
  - Jamieson Park, April 2000
  - JJ Melbourne Hills Plan of Management, July 2001
  - John Fisher Park & Surrounds, November 2001
  - Manly Warringah War Memorial Park, July 1998
  - Mooramba Road Plan of Management, April 2005
  - General Community Use Plan of Management, to be adopted May 2005
  - Red Hill & Golden Grove Parks, July 2000
  - Walter Gors Reserve, November 2000
8. Warringah Local Environmental Plan 2000
9. Warringah Section 94 Development Contributions Plan 2001
10. EEO Policy
11. Warringah Pittwater Manly Disaster Plan
12. Warringah Pittwater Bush Fire Service Standard Operating Procedures
13. Cultural Heritage Strategy, September 2002

14. Northern Sydney Aboriginal Social Plan
15. Recreation Strategy
16. Environmental Strategy
17. Reconciliation Strategy
18. Library Strategic Plan
19. Policy Register
20. Land Register
21. Social Plan

**FREEDOM OF INFORMATION ACT 1989****Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****WAVERLEY COUNCIL****December 2005****Policy Documents****About Waverley Council**

Waverley Council is a Local Government Council. Council's mission is to work with all sections of the community to protect and enrich Waverley, its character, its people, its heritage and sense of place, its breathtaking features, environment and amenity. Council has a policy of open government and participation by residents in decision making and policy development.

**WAVERLEY COUNCIL'S DOCUMENTS**

The listed policy documents are held for public inspection free of charge at Waverley Council's Offices. If the document is also available for purchase, a price has been listed.

Council also maintains records relating to many subjects including properties, legal documents, personnel and minutes of Council meetings. These records are usually available for inspection for free except in cases where refusal of access is determined according to the Freedom of Information Act 1989, the Privacy and Information Personal Protection Act 1998 or in other cases which are sub judice or relating to property valuations/transactions or other matters specified as confidential by Council.

**LIST OF POLICIES****A**

Access and Equity Policy - Aboriginal and Torres Strait Islanders	
Access – People with a Disability DCP No. 26 – June 1999	\$30
Advertising Signs and Structures DCP No.8 - July 1991 (last amended June 1994)	\$30
Advertising and Notification of Development Applications DCP No. 29 – March 2000 (last amended March 2002)	\$30
Affordable Housing Strategy - August 1996	
Aged Housing – Plan of Management	\$30
Annual Financial Reports	
Annual Report 2004/2005	
Appeals to Council – Guidelines 2001	
Arnold Street – Guidelines for development on unmade portion - Draft DCP 32	\$30
Asbestos Policy	
Audit of Accounts	

**B**

Birrell Street (197) Waverley, development guidelines DCP 21 – March 1998	\$30
Blood Borne Communicable Diseases Policy	
Boarding Houses/Backpacker Accommodation/Bed & Breakfast DCP No.12 – May 1997 (last amended November 2001)	\$30
Bondi Beach Urban Design Control DCP, October 1998	\$30
Bondi Junction Commercial Centre Traffic and Transport Study - April 1994	\$10
Bondi Junction Design Framework and Technical Manual	
Bondi Junction Exempt and Complying Development DCP – January 2001	\$30
Bondi Junction Local Environmental Plan 1991 (with map)	\$40
Bondi Junction Mall Code and Market Policy	
Bondi Junction Strategic Plan	

Bondi Junction Town Square Precinct Draft DCP	\$30
Bondi Junction Urban Design DCP (last amended February 2002)	\$30
Bondi Park - Carnivals for Charitable Organisations	
Bondi Park and Pavilion Plan of Management	\$10
Bondi/Waverley School of Arts Plan of Management 2004	
Bondi to Bronte Coastal Walk Study	
Boundary Fences	
Bronte Commercial Centre – Draft DCP 36	
Bronte Residential Character Study (Draft 2002)	
Bronte Park Plan of Management 2004	\$15
Bronte Road (27-33) and 80 Ebley Street Bondi Junction DCP No. 16 - April 1996	\$30
Brothels Draft DCP 22	\$30
Building Applications Register	
Building Waste Containers	
Burial Rights to Grave Plots	
Bush Regeneration Project Guidelines	
Business Papers (Produced monthly for all Council and Committee Meetings)	\$750 per annum

## C

Character Study Bronte Beach, Dover Heights and Queens Park (Draft November 2000)	
Charing Cross Conservation Area DCP No.6 - October 1990 (last amended 1996)	\$30
Child Care Centres DCP No.5 - December 1991 (revised 2004)	\$30
Child Care Centres – Relief Staff Guidelines	
Child Care Centres, Operational Policies for	
Child Care Facilities - Plan of Management	
Children's Services Policy	
Clothing and Collection Bins	
Close Circuit Television Policy	
Coastal Reserves Plan of Management (Draft)	\$10
Coastal Walk User Study	
Code of Practice – Amenities for Construction Work	
Code of Conduct (updated 2005)	
Code of Meeting Practice (last amended March 2004)	\$10
Code of Meeting Practice Draft – September 2005	
Committees of the Council: Structure and Responsibilities	
Collection Management Policy (Waverley Library Service).	
Communications Action Plan 2005	
Community Crime Prevention DCP No.9 - April 1992 (last amended July 1998)	\$30
Community Bus Policy	
Community Markets Policy	
Community Safety Plan	
Community Services for Older People - Planning and Provision Of	
Community Services Leasing Policy	
Community Services Policy	
Complaints Management Policy	
Construction Work Code of Practice (last updated 2005)	
Consultation Policy and Guidelines	
Contaminated Land Policy DCP No. 28 – February 2000	\$30
Correspondence Policy Statement	
Corruption Prevention Plan	
Councillors - Declaration of Interests	
Councillors and Staff - Travelling and Sustenance Allowance	
Council Property Register	
Customer Service Strategy 2005	

## D

Defence Forces - Reserve Training	
Delegation of Authority - Register	
Development Consent Register	
Disability Action Plan and Access Policy	

Discrimination and Harassment Policy	
Dover Heights Bowling Club DCP No. 23 - June 1998	
Dover Heights & Queens Park Residential Character (Draft 2001)	
Drain Blockage Policy	
Dual Occupancy Policy DCP No. 20- March, 1998	\$30
Dwelling House and Dual Occupancy Development DCP No. 2 - May 1999 (revised March 2005)	\$30
<b>E</b>	
Economic Development Policy & Guidelines	
Energy Smart Homes Policy DCP No. 13 – April 1999	\$30
Environmental Policy	
Equal Employment Opportunity Management Plan and Grievance Procedures	
Equal Employment Opportunity Grievance Procedures	
Equal Employment Opportunity Management Plan and Policy	
Exempt and Complying Development DCP No. 27 – December 2000	\$30
<b>F</b>	
Footpath Gardens	
Footpath Seating for Restaurants DCP No. 15 - August 1997 (last amended 2004)	\$30
<b>G</b>	
Garbage Receptacles - Approved	
Genetically Engineered/Modified Foods	
Graffiti Management Plan 2005	
Grievance Procedures	
Guidelines for Acquiring/Leasing Council Property	
Guidelines on Leave without Pay	
<b>H</b>	
Hazardous Substances Policy	
Heritage Conservation DCP No.18 - July 1997	\$30
Heritage Study	\$125 for complete set
Higher Duties Policy	
Hot Water Systems - Safety	
Housing - Criteria for Selection of Tenants for Council Properties	
Housing Policy – September 1990	\$10
Housing for Older People Policy	
Human Resources Strategic Plan 2005	
<b>I</b>	
Imperial Avenue Bondi – DCP No 35, October 2004-11-17	\$30
Injured Workers Reporting Procedures	
In Line Skating - Bondi Beach Promenade	
Integrated Stormwater Management Plan	
Internal Reporting Policy - Protected Disclosures	
Internet and Electronic Mail Guidelines	
Investment Policy	
<b>L</b>	
Landscaping of Traffic Management Devices – Guidelines 2001	
Land Use and Transport – DCP No 14 – December 2004	\$30
Leasing of Community Facilities Policy	
Leaseback of Council Vehicles	
Leave Without Pay Guidelines	
Library Policy and Objectives 1986, as amended 1989	
Lifeguard Operations Manual	
Local Approvals Policy: Activity Applications	
Local Approvals Policy: Display of Goods on Footpath	
Local Approvals Policy: Moveable Footway Signs	

Local Orders Policy	\$30
Local Waste Management Plan – May, 1999.	
<b>M</b>	
Management Plan 2005-2009	
Managing Conflict of Interest Policy	
Meeting the Religious and Ceremonial Obligations of Staff	
Mobile Phone Towers Policy (Draft) - May 1997	
Moriah College DCP No 31 (Draft)	\$30
Motor Vehicle Users Manual	
Multi Cultural Policy	
Multi Unit Housing DCP No. 1 - April 1998 (currently under review)	\$35
<b>N</b>	
No Smoking Policy	
<b>O</b>	
Occupational Health and Safety Constitution and Safety Policy	
Occupational Health and Safety Handbook	
Ocean Street (36-38) Bondi DCP No. 25 – October 1999	\$30
Offshore Sandmining	
Ozone Protection Policy	
<b>P</b>	
Participative Work Design Guidelines	
Part Time Work Guidelines	
Pay Policy	
Payment of Expenses and Provision of Facilities to Councillors	
Pensioner Rates	
- Payment by Instalments	
- Penalty for Late Payment	
Performance Management Guidelines	
Personnel and Staff Position File Procedures	
Pesticides Policy	
Power Boats - Control of	
Privacy Management Plan (2002)	
Precinct Policy	
Procurement of Goods and Services Policy	
Protected Disclosures Policy	
Protective Clothing and Equipment Code of Practice	
Public Art Policy	
<b>R</b>	
Rates - Deferment of - Pensioners (see Pensioner Rates)	
Records Management Policy (last up dated 2005)	
Recreation Needs Survey 1992	
Recruitment Procedures Manual	
Reducing Crime Through Design DCP No.9	\$30
Reference under Seal	
Register of Investments	
Rehabilitation Procedures Policy	
Renewable Timbers Policy	
Report - Traffic Capacity Bronte Road & Ebley Street - March 1997	
Residential Development Guidelines for 6-38 Blenheim Street and 167-171 Bronte Road, Waverley DCP No.7 - November 1990	\$30
Residential Guidelines for 25-27 Hollywood Avenue, Bondi Junction DCP No.10 - March 1993	\$30
Residential Guidelines for 6 Paul Street, Bondi Junction DCP No.11 - December 1992	\$30
Residential Strategy - August 1996	\$10
Responsible Dog Ownership Policy (Draft)	
Retail and Commercial Premises – Draft DCP 38	

Retirement Age	
Retirement/Resignation - Date of Termination	
Returns of Interests of Councillors, Designated Persons and Delegates	
Returns as to Candidates' Campaign Donations	
Risk and Emergency Management Manual	
Roller Shutters and Grills on Shopfronts in Oxford Street Mall	
Roscoe Street (west) Onslow Street and Wills Avenue, Bondi Beach. DCP No. 24 – November, 1998 (last amended October, 1999)	\$30
Roscoe Street (91) Bondi Beach, development guidelines DCP No. 17 – May1997	\$30
<b>S</b>	
Sale - Small Parcels of Land	
Section 94 Contribution Plan – October 2003	\$30
Sewerage/Stormwater Drain Blockage Policy	
Shopping Trolleys - Abandoned	
Sick Leave Absenteeism Management Policy	
Significant Tree Register	
Site Waste Minimisation Strategy and Management DCP No.10 – December 1997	\$30
Skills and Performance Assessment Procedures	
Small Parks Plan of Management (Draft)	
Social Plan 2000 Volume 1 & Volume 2	
Solar Hot Water Systems	
Sponsorship Policy and Guidelines	
SSROC Greenhouse Strategy for Southern Sydney	\$15
Staff – Appointment	
Staff - Christmas Leave	
Staff Handbook	
State of Environment Report 2003/2004	
Statement of Affairs	
Street Trading Policy	
Stormwater Policy	
Stormwater Management Plans (Waverley area) Draft	
Studies Assistance Guidelines	
Sun Protection Guidelines	
<b>T</b>	
Tamarama Park Plan of Management 2004 (draft)	
Technical Manual – Landscape Design	
Telecommunications and Radio communications DCP No.37 – December 2004	
Temporary and Casual Employment Guidelines	
Thomas Hogan Reserve Plan of Management (draft)	
Tourism Policy and Visitor Management Strategy	
Training Plan (L&D Plan)	
Transportation Policy (2002)	
Tree Management Plan – Planting Policy	
Tree Preservation Order	
<b>V</b>	
Visitor and Tourism Strategy (November 2002)	
Volunteering Policy and Strategy	
Vital Records Protection and Disaster Recovery Plan (Draft 2004)	
<b>W</b>	
Waste Avoidance and Resource Recovery DCP No 19 – December 2004	\$30
Waste Avoidance and Resource Recovery Plan	
Waste Collection – Rear loading Compactor vehicles – Guidelines	
Waste Reduction Strategy	
Waverley Affordable Housing Study - July 1996	
Waverley Affordable Housing Program – April 1999	

Waverley Aged Housing Plan of Management	
Waverley Bus Depot DCP No.30 (draft)	\$30
Waverley Child Care Plan of Management	
Waverley Community Living Project Policy and Procedures Manual	
Waverley Community Survey 2003	
Waverley Council Style Guide	\$20
Waverley and Woollahra Joint LEP Bondi Junction Commercial Centre 1991	\$30
Waverley and Woollahra Bondi Junction Commercial Centre Urban Design DCP	
Bondi Junction Commercial Centre DCP (Draft)	\$30
Waverley and Woollahra Local Disaster Plan	
Waverley Local Environmental Plan 1996 with amendments	\$30
Waverley Local Environmental Plan 1996 – LEP Zoning map	\$35
Waverley Local Environmental Plan 1996 – LEP Heritage map	\$25
Waverley in the Mid 90's `Profile and Forward Plan of Community Needs - 1994 (individual chapters available)	
Waverley Park Plan of Management	\$10
Waverley Strategic Plan	
Waverley Transportation Policy	
Waverley Telecommunications and Radio Communications DCP No 37 (draft)	\$30

**Y**

Youth Services Policy

**STATEMENT OF AFFAIRS**

The 2005 Statement of Affairs for Waverley Council is available from Waverley Council Chambers. Telephone (02) 9369 8129.

**CONTACT ARRANGEMENTS**

Request for information and access to documents can be directed to

Bronwyn Kelly  
 Director Corporate and Technical Services  
 Waverley Council  
 P O Box 9  
 BONDI JUNCTION 2022  
 Telephone 9369 8115

Formal requests under the Freedom of Information Act 1989 and Privacy and Personal Information Protection Act, 1998 must be made in writing and be accompanied by payment of an application fee.

Waverley Council's Offices are located on the Corner of Bondi Road and Paul Street, Bondi Junction, 2022. These offices are open to the public from 8.30a.m. to 5.00p.m. Monday to Friday. Waverley Library is at 32-48 Denison Street, Bondi Junction and is open Monday to Friday from 10.00a.m. to 9.00p.m., Saturdays from 9.30a.m. to 3.00p.m and on Sundays from 1.00p.m. to 5.00p.m.

Kim Anson  
 General Manager  
 2 December 2005



**FREEDOM OF INFORMATION ACT 1989****Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****WINGECARRIBEE SHIRE COUNCIL****FOI Agency No. 2236 (30/12/05)****SECTION 1 - POLICY DOCUMENTS**

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

Documents may be inspected during office hours Monday to Friday, 8.30am to 4.30pm at the Civic Centre, Elizabeth Street, Moss Vale, NSW.

**SECTION 2 - STATEMENT OF AFFAIRS**

A Statement of Affairs as at 30 June 2005 has been prepared in accordance with Section 14(1) and (2) of the Freedom of Information Act and is available for inspection during office hours at the Civic Centre, Elizabeth Street, Moss Vale.

**SECTION 3 - ACCESS TO DOCUMENTS HELD BY COUNCIL**

Council has procedures in place for accessing information, which require completion of a 'File Access Request' form, to record requests and to facilitate ease of access, in accordance with Section 12 of the Local Government Act. Any reasonable request for access to documents held by Council is considered and wherever possible access will be arranged free of charge. However, photocopying charges will apply.

There may however, be reasons why information is not provided and Council's reasons for refusal may include the following:

- The time and resources which may be involved in providing access
- The rights to privacy of others who may be affected by the disclosure of the information
- Legal information
- Other information that is determined by Council not to be in the 'Public Interest' to be released.

**FOI Applications**

If information is not available under Section 12 of the Local Government Act then a person may make a formal application under the Freedom of Information Act for access to documents held by Council. Formal applications must be made in writing accompanied by a fee of \$30.00 and addressed to:

The Freedom of Information Officer  
Wingecarribee Shire Council  
PO Box 141  
MOSS VALE NSW 2577

Applications for a review of a determination regarding an (FOI) application must also be made in writing to the General Manager and accompanied by a fee of \$40.

**Inquiries**

Inquiries may be directed to the Freedom of Information Officer by telephoning (02) 48680 888 during business hours Monday to Friday, 8.30am to 4.30pm.

**Fees and Charges**

1. Application fees cover costs of receiving applications including registration and initial discussions with applicants. Any applications requiring more than 1/2 hour file research will involve processing charges of \$30.00 per hour (subject to note 4).

2. An advance deposit may also be required in accordance with Sections 21 and 22 of the Freedom of information Act 1989, if Council's costs are likely to exceed the application fee.
  3. A 50% reduction in fees applies for eligible pensioners and non-profit organisations under financial hardship. (Refer FOI Procedure Manual for criteria).
  4. First 20 hours free of processing charge for person accessing documents relating to their personal affairs.
- Fees and charges outlined above are pursuant to the Freedom of Information (Fees and Charges) Order 1989.

## **PUBLICLY AVAILABLE DOCUMENTS**

(Available for viewing free of charge)

Adjoining owners notification (see Notification of Adjoining Owners Policy)  
Advertising Code  
Annual Report  
Arts and Culture Policy  
Auditors Report  
Budget (see also Management Plan)  
Building application/approval records  
Building Line Policy  
Business Papers  
Code of Conduct  
Code of Meeting Practice  
Contributions Plans (see also Section 94 Contributions)  
Delegations of Authority Register  
Development application/consent records  
Development Control Plans  
Disaster Plan  
Disclosures Register (see also Pecuniary Interest Returns)  
EEO Management Plan  
Expenses and Facilities Policy (concerning the payment of expenses incurred by, and in the provision of facilities to, Councillors)  
Internal Reporting Policy (for the purposes of the Protected Disclosures Act)  
Investment Register  
Library Annual Report  
Local Environmental Plans  
Land Register  
Local Approvals Policy  
Management Plan  
Minutes of Committee Meetings  
Minutes of Council Meetings  
Motor Vehicle Policy (see Private Use of Council Vehicles Policy)  
Notification of Adjoining Owners Policy  
Occupational Health and Safety Code  
Organisational Employment related Policies  
Pecuniary Interest Returns (see also Disclosures Register)  
Plans of management for community land  
Policy Register  
Pricing Policy (see also Management Plan)  
Private Use of Council Vehicles Policy  
Rehabilitation Policy  
Revenue Policy (see also Management Plan)  
Section 94 Contributions Plans (see Contributions plans)  
Smoke Free Work Environment Policy  
State of the Environment Report  
Statement of Affairs - FOI  
Summary of Affairs - FOI  
Subdivision Code  
Tendering Policy

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

The following is a list of policy documents held by Wollondilly Shire Council:

**GOVERNANCE AND IMAGE****Mayor and Councillors**

- Councillors Fees, Expenses and Facilities
- Declaration of Pecuniary and Conflict of Interests
- Inappropriate Communication with Council, Councillors and Staff
- Internal Reporting
- Interstate and Overseas Travel
- Media Liaison
- Council Representation at Local Government Conferences
- Flying of Flags
- Election Signs in Public Places
- Council and Delegated Determination of Development Applications

**Council Management**

- Access to Council Records
- Christmas/New Year Closure
- Dealing with Complainants
- Filming Rights
- Motor Vehicles
- Naming of Streets and Roads and/or Council Facilities
- Issuing Section 149 Certificates
- Street Stalls
- Guidelines for Tendering
- Verbal Advice
- Staff – Attendance at Meetings of Council and Committees
- Staff – Retirement/Resignation Gratuities
- Staff – Traffic Regulations
- Staff – Smoking
- Staff – Employment of Apprentices
- On-Charging of Fees and Costs
- Staff – Claim for Court Expenses
- Staff – Loss of Personal Property

**Financial Management**

- Investment Policy
- Purchasing Policy
- Provisions for Employee Leave
- Rating Categories
- Rating Exemptions
- Archival Material
- Rating – Amalgamation of Rural Properties
- Rating – Community Titles
- Accounts – Enquiries

Accounting and Asset Management  
Budget and Priority of Works  
Debt Recovery

### **Corporate Planning**

Wollondilly Development Contributions Plan 2005

### **Information Systems**

Records Management  
Internet and Email Access  
Disposal of IT Equipment

### **Customer Service and Community Relations**

Public Relations  
Local Ethnic Affairs

### **Human Resources**

Drug and Alcohol  
Equal Employment Opportunity  
Harassment  
Occupational Health and Safety  
Pay Administration System  
Skin Care/Clothing  
Workplace Smoking  
Internet and E-Mail Access  
Employment and Retention of Quality Staff

## **ECONOMIC DEVELOPMENT AND EMPLOYMENT**

### **Development**

Aerated Waste Water Treatment System  
Construction, Installation and Use of Swimming Pools  
Notification of Development Applications to Councillors  
Development Control Plans  
Erection of Igloos and Hothouses associated with Intensive Horticulture  
Guidelines for the erection of Fencing on Allotments in the vicinity of Easements and Watercourses  
Gas Scare Gun operation for the protection of Horticulture Crops from Bird damage, within Wollondilly Shire  
House Numbering  
Landscape Guidelines  
Picton Interim Local Flood  
Requirements for Works affecting Watercourses  
Resited Dwelling Procedure  
Thirlmere Shopping Centre Public Car Parking Code  
Fences – Boundary Fence Contributions  
Nature Strips  
Council and delegated Determination of Development Applications

## **URBAN AND RURAL BALANCE**

### **Roads and Traffic Facilities**

Contributions – Kerb, Gutter and Footpaths

Restorations  
Road Closures  
Fences and Road Reservations  
Resited Dwelling Procedure  
Thirlmere Shopping Centre Public Parking Code  
Fences – Boundary Fence Contributions Policy

**Drainage Management**

Property Entrances

**Engineering Services**

Hoardings

Street Lighting

Street Signs – Commercial, Directional and Business Directional

**Flood Mitigation**

Picton Interim Local Flood

**ENVIRONMENT MANAGEMENT****Waste Management**

Exemption from Payment of Garbage Rates

**Environment**

Keeping of Animals in Wollondilly Shire Orders

Noxious Weed Control

Phosphorous Action

**Public Health**

Aerated Waste Water Treatment Systems

**COMMUNITY SERVICES AND FACILITIES****Children's Services**

Wollondilly Family Day Care - Acceptance of Family Day Carers

Wollondilly Family Day Care – Behaviour Management

Wollondilly Family Day Care – Carer Contact

Wollondilly Family Day Care – Children's Activities

Wollondilly Family Day Care – Complaints Handling Mechanism

Wollondilly Family Day Care – Confidentiality Guidelines

Wollondilly Family Day Care - Emergency

Wollondilly Family Day Care - Excursions

Wollondilly Family Day Care - Hygiene

Wollondilly Family Day Care - Household Pets in Family Day Care Homes

Wollondilly Family Day Care – Inclusion Guidelines

Wollondilly Family Day Care - Medication

Wollondilly Family Day Care – Notification of Abuse

Wollondilly Family Day Care - Nutrition

Wollondilly Family Day Care – Sun Care

Wollondilly Family Day Care - Supervision

Wollondilly Family Day Care – Tobacco Smoking in Family Day Care Homes

Wollondilly Family Day Care – Water Activities Policy

**Community Development**

Council's Role in Community Services

Community Bus

Clothing Bin Collections

Door Knock Appeals

Community Members' Support for Council – Recognition

**Public and Recreational Facilities**

Project Management – Works by Volunteers and Committees on Council Properties

Upgrading a Council Hall

Strategic Management of Councils Assets

**SECTION 2 – STATEMENT OF AFFAIRS**

A Statement of Affairs is available from the Council office, 62-64 Menangle Street, Picton NSW, 2571.

**SECTION 3 – CONTACT ARRANGEMENTS**

Written requests for inspection of policy documents should be directed to:

The General Manager  
Wollondilly Shire Council  
PO Box 21  
PICTON NSW 2571

Inspection of the documents can be undertaken at the Administration Building, 62-64 Menangle Street, Picton from 8.00am to 4.00pm, Monday to Friday.

Requests for access to information/documents under the Freedom of Information Act 1989 should be directed to the Public Officer on 4677 1100.

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

**SECTION 1 - POLICY DOCUMENTS**

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

**A LOCAL ENVIRONMENTAL PLANS**

Illawarra Planning Scheme Ordinance  
Wollongong Local Environmental Plan No 38 (as amended)  
City of Wollongong Local Environmental Plan 1990 (as amended)

**B DEVELOPMENT CONTROL PLANS (as amended)**

DCP 1	Railway Street, Corrimal
DCP 3	Market Square Park
DCP 6	Commercial and Industrial Standards
DCP 7	Kirrang Avenue, Wollongong
DCP 9	Residential Standards Part 1 and Part 2
DCP 11	Baywood Avenue, Dapto
DCP 12	Surfside Drive, Port Kembla
DCP 15	Coledale
DCP 17	William James Drive, Cordeaux Heights
DCP 18	Surfside Drive, Port Kembla
DCP 19	Point Street, Bulli
DCP 20	Cordeaux Heights Estate
DCP 21	Fords Road, Thirroul
DCP 22	Otford Village
DCP 23	Small Rural Holdings, West Dapto
DCP 24	Porters Farm, Mount Keira
DCP 26	“The Byrn”, Mount Keira
DCP 28	Cox’s Avenue/Daniel Street, Corrimal
DCP 29	Mount Kembla Village
DCP 31	Cordeaux Road and William James Drive, Mount Kembla
DCP 32	Pioneer Beach Estate, Woonona
DCP 33	Princes Highway, Bulli Pass
DCP 34	Helensburgh Commercial Centre
DCP 35	Old Drive-in Site, Fairy Meadow
DCP 36	Hopman Crescent/Nolan Street, Berkeley
DCP 37	Paynes Road, West Dapto
DCP 38	Gloucester Boulevard/Gallipoli Street, Port Kembla
DCP 39	Horsley, West Dapto
DCP 40	Kembla Grange Equestrian Estate
DCP 41	Springhill Road, Coniston
DCP 42	Heritage Development
DCP 43	For the Keeping of Pigeons
DCP 44	Cormack Avenue, Dapto
DCP 45	Reddalls Road, West Dapto
DCP 46	Fair Trading
DCP 47	Yallah Tourism Zone
DCP 48	Notification of Development and Building Applications
DCP 49	Multi Dwelling Development
DCP 50	O’Briens Road Figtree
DCP 54	Managing our Flood Risks

DCP 00/6 Industrial Land at Berkeley  
DCP 57 Bulli Spinners Site

## C CODES, POLICIES AND GUIDELINES

Shop Top Housing Policy  
Dual Occupancy and Granny Flat Policy  
Tree Management Order  
Informal Planning Conference Policy  
Guidelines for the Management of Stormwater from Developments in the City of Wollongong  
Requirements for On-site Detention Storage  
Manual of Requirements for the Subdivision of Private Lands  
Guidelines for the Provision of Child Care Facilities  
Local Ethnic Affairs Policy Statement  
Policy for the Development of Land which is or is likely to be subjected to Subsidence or Slip  
Policy for the Demolition of Buildings  
Policy for the Erection of Fences  
Waterproofing of Wet Area Code  
Development of Sloping Sites Code  
Code to reduce the Susceptibility of a Building to Termite Attack without the use of Chemicals  
Code for Outdoor Advertising Signs  
Code for Assessment of Potential Noise associated with Development  
Control of Food Premises Code  
Code for Construction and use of Food Vending Vehicles  
Section 94 Contribution Plans  
Policy for the Construction of Retaining Walls  
Urban Consolidation Policy  
Policy for Public Access to Information  
Records Procedures  
Staff Policy  
Purchasing Policy  
EEO Policy  
Internal Reporting Policy  
Code of Safety  
Local Approvals Policy  
Accounting Policies  
Risk Management Policy  
Code of Ethics for Contractors  
Alcohol Free Zones Policy  
Major Events Policy  
Policy for Wollongong CBD Parking  
Policy for Car Parking at North Beach  
Siting of Telecommunications Facilities  
Policy for Brothels, Escort Agencies, Therapeutic Massage Clinics, Sex Shops  
Keeping of Animals or Birds  
Disposal of Impounded Items  
Illawarra Emergency Bush Fire Plan  
Waste Collection and Disposal from Premises  
Kerbside House Numbering  
Bed and Breakfast Accommodation  
Use of Fill at Construction Sites  
Policy on Exempt Development  
Policy on Complying Development  
Notification Policy for Development Proposals  
Development Application Referral Guidelines to Access Committee  
Local Area Policy for Central City Urban Design Assessment  
Public Access Forum  
Community Recognition Program  
Clothing Collection Bins on Council Land  
Subdivision Code



**D GENERAL PUBLICATIONS**

Code of Conduct  
Code of Meeting Practice  
Annual Report  
Annual Financial Reports  
Auditor's Report  
Management Plan  
Policy for Payment of Expenses incurred by and the provision of facilities to Councillors  
Council's Land Register  
Register of Investments  
Returns of the Interests of Councillors and designated persons  
Business Papers for Council and committee Meetings  
Minutes of Council and Committee Meetings  
Register of Delegations  
Records of Approvals granted and decisions made on Appeals concerning Approvals  
Records of Building Certificates  
Plans of Land proposed to be compulsorily acquired by the Council  
Leases and Licences for use of Public Land classified as Community Land  
Plans of Management for Community Land  
Register of Council Policies

**SECTION 2 - STATEMENT OF AFFAIRS**

Council's Statement of Affairs dated 30 June 2005 is available free of charge from the Public Officer.

**SECTION - CONTACT ARRANGEMENTS**

Enquiries in relation to access to documents held by Council may be made to:

The Public Officer - Ms Lyn Kofod  
Wollongong City Council Administration Building  
41 Burelli Street  
WOLLONGONG NSW 2500

Telephone 4227 7092  
between 9.00 am and 5.00 pm weekdays

**FREEDOM OF INFORMATION ACT 1989****Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****WOOLLAHRA COUNCIL****(FOI AGENCY NO. 2239)****December 2005****SECTION 1 - POLICY DOCUMENTS**

The Council has the following Policy documents available for public inspection and/or sale.

**a. Local Environmental Plans**

- Woollahra LEP 1995.
- Woollahra LEP No 27 – relevant to Strickland House, Vacluse

**b. Development Control Plans**

- Residential Development Control Plan 1999.
- Development Control Plan for Off-Street Car Parking Provisions and Servicing Facilities.
- Bishopscourt Development Control Plan.
- The Edgecliff Commercial Centre Development Control Plan.
- Double Bay Centre Development Control Plan.
- Development Control Plan for School and College Development.
- Development Control Plan for No 9 Cooper Park Road, Bellevue Hill.
- Access Development Control Plan.
- Hawthornden Development Control Plan.
- Development Control Plan for 188 Oxford Street Paddington [Royal Hospital for Women DCP].
- Babworth House Development Control Plan.
- Paddington Development Control Plan.
- Rose Bay Centre Development Control Plan.
- Development Control Plan for 118 Wallis St, Woollahra.
- Development Control Plan for part of 13 Albert Street, Edgecliff.
- Woollahra Development Control Plan – Exempt & Complying Development.
- Development Control Plan for Advertising and Notification of Development Applications and Applications to Modify Development Consents
- Watsons Bay Development Control Plan.
- Woollahra Heritage Conservation Area Development Control Plan.
- Residential Development Control Plan 2003.
- Kilmory Development Control Plan.
- Telecommunications and Radiocommunications DCP

**c. Codes**

- Landscape Code (11/7/88).
- Private Stormwater Code (1/2/90).
- Food Premises Code (9/6/88).
- Facilities and Servicing Code - Shopping Centres and Groups of Shops (12/3/84).
- Footpath Restaurant Code (12/3/79; amended 26/5/86; 21/1/90).
- Code for Advertising Signs (1987).
- Underground Cabling Code 1997
- Mobile Phone Towers & Public Health Code (1997)

**d. Policies, Strategies, Guidelines**

- Policy for the Application of State Environmental Planning Policy No 1 - Development Standards (20/1/86).
- Medical and Para-Medical Consulting Rooms (22/5/78).

- Development Control Guidelines for the Provision of Foreshore Open Space and Access (26/8/91).
- Urban Run-Off Management Strategy (27/5/91).
- Urban Tree Management Policy (Nov.97), which contains Tree Preservation Order (25/8/75; amended 16/1/96).
- Double Bay Strategic Plan (26/6/95)
- Amusement Centre Policy (1980)
- Unauthorised Uses, Buildings or Works (12/7/1999)
- Playground Policy (11/3/2002)
- Playground Strategy (11/3/2002)
- Community Partnership Program (26/8/2002)

**e. General Publications**

- Code of Meeting Practice
- Payment of Expenses and Provision of Facilities to the Mayor, Deputy Mayor and Councillors Policy
- Register of Disclosures by Councillors and Designated Persons
- Code of Conduct
- Register of Council Policies
- Annual Report
- Annual Financial Report and Estimates
- Auditors Report
- Management Plan
- State of Environment Report
- Statement of Affairs
- Register of Investments
- Register of Delegations
- Register of Building Certificates
- Minutes of Council and Committee Meetings
- Business Papers for Council and Committee Meetings
- Soil & Water Management 1998
- Significant Trees Register – July 1991
- Tree Preservation Order
- Special Requirements for Structural Details for Earthquake Design (Nov 1995)
- Guidelines for Selection and Engagement of Consultants.
- Protected Disclosures Policy
- Workplace Change
- DA Register
- Development Consent Register
- Woollahra Social Plan 2002-2005
- Conflict of Interest Policy
- Privacy Management Plan
- Committee Policies and Procedures
- Application Assessment Panel Policy and Procedures
- Woollahra Municipal Council Cultural Plan 2003

**f. Section 94 Contribution Plans**

- Woollahra Section 94 Contribution Plan (2002)
- Royal Hospital for Women Section 94 Contribution Plan (9/2/98)

**g. Section 94A Contributions Plan**

- Woollahra Section 94A Development Contributions Plan 2005

**h. Plans of Management**

- In accordance with the Local Government Amendment (Community Land Management) Act 1998, the Council is currently revising all Plans of Management.
- Until this process is finalised, the Plans of Management already adopted (below) will apply:
- Rushcutters Bay Park, Yarranabbe Park and Plantation Reserve (2005)
- Redleaf (1997)
- Woollahra Park (2001)



**FREEDOM OF INFORMATION ACT 1989****Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****WYONG SHIRE COUNCIL****DECEMBER 31 2005**

The following is a list of the policy documents held by the Council of the Shire of Wyong. These documents may be inspected at Council's Civic Centre, Hely Street, Wyong, between the hours of 8.30 am and 4.30 pm from Monday to Friday, (excepting public holidays), by arrangement with the nominated officer, or by enquiring at the Customer Services Counter. It is strongly suggested that an appointment be made beforehand. Enquiries can also be made at the Tuggerah Information Centre situated in the Westfield Shopping Centre, or at the branch offices located in The Entrance Road, The Entrance, and at the Lakehaven Shopping Centre. Telephone enquiries should be directed to the Public Officer on 02 4350 5306.

**POLICY DOCUMENT**

Code of Conduct

Equal Employment Opportunities Management Plan

Policy - Councillor Expenses

Local policies concerning approvals and orders

Code of Meeting Practice

Plans of management for community land

Environmental planning instruments and development control plans

Register of delegations

Manual of Standard Procedures

Procedure for Protected Disclosures - Internal Reporting Policy

Procedure for Engagement and Management of Consultants and Professional Service Contractors

Procedure for Opening and Calling Tenders

Personnel Policy, Procedures and Practices Manual

Development Contributions Plan

Policy Manual

Procedure for Use of Council Seal

Provision of Information between Councillors and Staff

**CONTACT OFFICER**

Manager, Corporate and Administrative Services

Personnel and Industrial Relations Officer

Manager, Corporate and Administrative Services

Team Leader of Information and Administration – Shire Planning

Manager, Corporate and Administrative Services

Team Leader of Information and Administration – Shire Planning

Manager Development Assessment

Manager, Corporate and Administrative Services

Manager, Corporate and Administrative Services

Director, Corporate Services

Director, Corporate Services

Manager, Corporate and Administrative Services

Manager, Staff Services

Contributions Officer

Manager, Corporate and Administrative Services

Manager, Corporate and Administrative Services

Manager, Corporate and Administrative Services

**PUBLIC DOCUMENTS**

Purchasing Manual

Business papers and minutes of council and committee meetings open to the public

Regional environmental plans

Management Plan 2005/2006

Local environmental plans

Environmental impact studies

Development applications

Register of development consents

Building approval list

**CONTACT OFFICER**

Supply Manager

Manager, Corporate and Administrative Services

Director, Shire Planning

Finance Manager

Director, Shire Planning

Manager, Development Assessment

Customer Service Officer

Customer Service Officer

Customer Service Officer

Register of building certificates	Team Leader of Information and Administration – Shire Planning
Privacy Management Plan and codes of practice	Public Officer
Records of approvals granted and the result of appeals against approvals/refusals of applications	Team Leader of Information and Administration – Shire Planning
Annual financial reports of Council	Finance Manager
Annual reports of organisations undertaking functions delegated by Council	Public Officer
Returns of donations made to candidates for election to council	Director, Corporate Services
Notices of property transfer	Manager, Corporate and Administrative Services
Valuation records	Finance Manager
Auditor's reports	Finance Manager
Register of investments	Finance Manager
Local government inspectors' reports	Director, Corporate Services
Disclosures of interests by councillors and designated staff	Manager, Corporate and Administrative Services
Annual reports of council	Manager, Corporate and Administrative Services
Council's land register	Property Manager
Plans of land to be compulsorily acquired by Council	Property Manager
Leases and licences for use of community land	Property Manager
Stormwater Management Plan	Manager, Natural Resources
State of the Environment Reports	Manager, Natural Resources
Flood studies	Design Engineer (Flooding)

Copies of the documents listed above may be obtained by contacting the Public Officer by telephone on 02 4350 5306, by fax on 02 4351 2098 or by e-mail at "wsc@wyong.nsw.gov.au". The charge involved (copy charge) for re-producing any material is based on \$30.00 per hour or part thereof. This includes GST. Apart from hard-copy access, many documents are also available free of charge on Council's website at "www.wyong.nsw.gov.au".

Apart from access to the above-listed public documentation, there are other procedures that might allow public access to records that are not classified as public documents. Section 12(6) of the Local Government Act requires that access to other documents be permitted, unless they are exempt by provisions contained in Section 12(7), or unless there are overriding public interest issues involved. In addition, the Freedom of Information Act, 1989, applies to local authorities, and this means that access is to be granted to other documentation concerning the affairs of individuals, organisations, companies and the council itself, unless those documents are determined by Schedule 1 to that act to be exempt from public access.

Notwithstanding legislative public access provisions, access to certain material might be denied by virtue of the requirements of the Privacy and Personal Information Protection Act, 1998, or the Health Records and Information Privacy Act, 2002.

A statement of affairs of the Wyong Council for the twelve months to June 30, 2005, has been published outlining the structure of council, the decision-making process and how the public may partake in that process, and elaborating on the central policy documentation that may be accessed. A copy of the document may be obtained free of charge by writing to the General Manager, Wyong Council, PO Box 20, Wyong, 2259, by telephoning the Public Officer on 02 4350 5306, or by e-mail to "wsc@wyong.nsw.gov.au".

K Yates  
GENERAL MANAGER

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

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

- The Council's Code of Conduct
- The Council's Code of Meeting Practice
  
- 2004/2005 Annual Report
- Annual Financial Reports
- Auditor's Report
- 2005/2006 Management Plan
- 2002/2003 Community Plan
- The Council's policy concerning the payment of expenses incurred by, and the provision of facilities to Councillors
- The Council's land register
- Register of investments
- Returns of interests of Councillors, designated persons and delegates
- Minutes of Council and committee meetings (but not including minutes of a meeting of any part of a meeting that is closed to the public other than the recommendations of that meeting)
- Any codes referred to in the Local Government Act 1993,
- Annual reports of bodies exercising delegated Council functions
- Local policies adopted by the Council concerning approvals and orders
- E.E.O. Management Plan
- Disaster Plan
- Personnel Policy Register
- Council's Policy Register
- Pricing Policy
- Internal Reporting Policy
- Council's Code Register
- Plans of Management for Community Land -
  - (a) General Community Use Areas
  - (b) Parks
  - (c) Sports grounds
  - (d) Natural Areas
- State of the Environment Report
- Subdivision Code
- Tree Preservation Order
- Tendering Policy
- Section 94 Contribution Plan
- Recycling Policy
- Delegation of Authority Register
- Disabled Access Policy
- Private Use of Council Vehicles Policy
- Records of approvals granted and decisions made on appeals concerning approvals
- Records of building certificates
- Environmental planning instruments, development control plans and plans made under Section 94AB of the Environmental Planning and Assessment Act 1979 applying to land within the Council's area
- The statement of affairs, the summary of affairs and the register of policy documents required under the Freedom of Information Act 1989
- All files and other documents of a non-confidential nature

**SECTION 2 – STATEMENT OF AFFAIRS:**

Available on Request.

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

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

The application should be directed to:

The FOI Co-Ordinator  
Yass Council  
P.O. Box 6  
YASS NSW 2582



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

**SECTION 1 – POLICY DOCUMENTS**

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

- The Council's Code of Conduct
- The Council's Code of Meeting Practice
- Annual Report
- Annual Financial Reports
- Auditor's Report
- Management Plan
- EEO Management Plan
- The Council's policy concerning the payment of expenses incurred by, and the provision of facilities to, Councillors
- The Council's Land Register
- Register of Investments
- Returns of interests of Councillors, designated persons and delegates
- Returns as to candidates' campaign donations
- Business papers for Council and Committee meetings (but not including business papers for matters considered when a meeting is closed to the public)
- Minutes of Council and Committee meetings (but not including Minutes of a meeting of any part of a meeting that is closed to the public other than the recommendations of that meeting)
- Any codes referred to in the Local Government Act 1993
- Register of delegates
- Annual reports of bodies exercising delegated Council functions
- Local policies adopted by the Council concerning approvals and orders
- Records of approvals granted and decisions made on appeals concerning approvals
- Records of building certificates
- Plans of land proposed to be compulsorily acquired by the Council
- Leases and licences for use of public land classified as community land
- Leases and licences for use of public land classified as community land plans of management for community land
- Environmental planning instruments, development control plans and plans made under Section 94AB of the Environmental Planning and Assessment Act 1979 applying to land within the Council's area
- The Statement of Affairs, the Summary of Affairs and the Register of Policy documents required under the Freedom of Information Act 1989
- All files and other documents of a non-confidential nature

**SECTION 2 – STATEMENT OF AFFAIRS**

Not applicable.

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

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

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

The application should be directed to:

The FOI Co-Ordinator  
Young Shire Council  
Locked Bag 5  
YOUNG NSW 2594

Prior to making an application it is suggested that the applicant contact Council's FOI Officer on (02) 6382 1688 as some information may be provided as part of a free community service.

# **GOVERNMENT DEPARTMENTS**

## **FREEDOM OF INFORMATION ACT 1989**

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

### **SUMMARY OF AFFAIRS**

**of the**

### **COMMUNITY RELATIONS COMMISSION**

**For a multicultural NSW**

**(F.O.I. agency number 379)**

#### **SECTION 1 - POLICY DOCUMENTS**

- Ageing People of a Non-English Speaking Background: A Policy Perspective (charge of \$5.00 plus postage)
- Canterbury-Bankstown Community Harmony Round Table
- Canterbury Bankstown Community Harmony Round Table Project - Guidelines for the Operation of
- Canterbury Bankstown Community Harmony Round Table Project - Implementation Working Groups - Operational Guidelines
- Canterbury Bankstown Community Harmony Round Table Project - Partner Agencies Application
- Code of Conduct for Commissioners, Officers and Employees of the Community Relations Commission For a multicultural NSW \*
- CommuniLink Acceptable Use Policy
- CommuniLink Webhosting Services Policy Guidelines
- Community Development Grants Program 2005-06 - Guidelines
- Community Development Grants Program Procedures Manual
- Community Harmony Reference Group Report
- Community Language Allowance Scheme Examination Policy and Procedures Guidelines
- Community Relations Report 2005
- Complaints Handling Policy and Procedures for Casual Interpreters and Translators
- Corporate Plan 2002-2006
- Corporate Training Program 2005-06
- CRC Awards for Volunteering
- CRC Code of Conduct for Interpreters and Translators
- CRC Guide to services
- Crown Employees (Interpreters & Translators, EAC) (Transitional) Award
- Customer Information Management System Policy Guidelines
- EAPS Forward Plan 2003-2006
- EEO Annual Report 1998-1999
- Electronic Mail Management Policy
- Ethnic Affairs Priorities Statement (EAPS) Standards Framework
- Fairfield Model Court Report
- Families & Cultural Diversity – Volume 1: Contemporary Issues
- Families & Cultural Diversity – Volume 2: The Statistics
- Families & Cultural Diversity – Volume 3: The Research Perspectives
- Government Green Paper: Building on our Cultural Diversity (May 1996)
- Government White Paper: Building on Our Cultural Diversity - Ethnic Affairs Action Plan 2000
- Green Paper, Cultural Harmony – The Next Decade 2002-2012
- Guide to Commissioners
- Guidelines - Exemptions from Payment for Language Services (March 2003 amended February 2004)
- Guidelines for the Operation of Regional Advisory Councils (June 2002)
- Guidelines for Youth Liaison teams
- Immigration and Planning in New South Wales (March 1997)
- Immigration: New South Wales Government Position Statement
- Inactive Records Procedures

- Information and Communications Technology Policy Guidelines
- Information Management and Technology Strategic Plan 2003-2006
- Information Security Policy Guidelines
- Language Services Schedule of Fees (amended July 2004)
- Library and Resource Centre
- MediaLink Business Policy
- Ministerial Records Management Policy
- NSW comments on Integrated Humanitarian Settlement Strategy Discussion Paper
- NSW Council for Pacific Islanders – implementation plan
- NSW Position on Supporting Settlement in Rural Regional & Remote Australia
- Overseas Qualifications and Skills in the New South Wales Public Sector
- Police and Ethnic Communities (November 1994) - reprinted 1995
- Policy Guidelines for Translators (April 2004)
- Premier's Chinese Community Service Awards
- Proposed Direction for the Development of a representative Pacific Council - Options for Discussion
- Proposed Direction for the Development of a Representative Pacific Council - Outcome of Consultations with Pacific Communities
- Privacy Management Plan
- Records Management Policy guidelines
- Privacy Policy
- Religious Development in New South Wales (Planning for)
- Report of the Working Party on Migration to Sydney and Regional NSW
- Resource Handbook for Chief Executive Officers & Senior Managers on Ethnic Affairs in the New South Wales Public Sector – reprinted 1998
- Retrenched Workers' Rights Project (January 1993)
- Serial Sponsorship: Perspectives for Policy Options 1992 (price \$5.00 plus postage)
- Street Festivals Project Guidelines
- The Way Forward: A Consultation Document Leading to a Community Relations Commission 1999
- Training Policy
- 2005 Multicultural Marketing Awards Guidelines
- Use of Interpreters in Domestic Violence and Sexual Assault Cases - A guide for Service Providers (June 2002) – 4th edition
- Viewpoints – A Collection of Speeches on Multicultural Issues (July 1996)
- Vital Records Procedures
- White Paper, Cultural Harmony, the Next Decade, 2002 - 2012

## **SECTION 2 - STATEMENT OF AFFAIRS.**

The "Statement of Affairs" dated July 2005, prepared in respect of the Community Relations Commission For a multicultural NSW, will be available, after that date, free of charge from the Freedom of Information (FOI) Coordinator on telephone number 8255 6773.

The document, which will be published in the Commission's 2004-2005 Annual Report, will also be available for inspection at the Commission's head office at Level 8, 175-183 Castlereagh Street Sydney.

The previous Statement of Affairs, dated July 2004, is currently available.

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

## **SECTION 3 - CONTACT ARRANGEMENTS.**

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

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

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

The FOI Coordinator  
Community Relations Commission  
For a multicultural NSW  
P.O. Box A2618  
Sydney South NSW 1235

**FREEDOM OF INFORMATION ACT 1989****Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****NSW FIRE BRIGADES****(F.O.I. 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 NSWFB holds the following policy documents. Most are available free. A fee may be charged for larger documents.

1. Aboriginal, Cultural and Threatened Species Sites Policy
2. Access for Fire Brigades Appliances
3. AIRS Policy
4. Annual Statistical Report
5. Bulk Storage of Rubber
6. Code of Conduct
7. Community Activity Reporting System Policy
8. Community Education Policy
9. Contracts and Purchasing Policy
10. Corporate Plan
11. Disability Strategic Plan
12. EEO and Diversity Statement and Plan
13. Environmental Policy
14. Environmental Policy – Complaints
15. Ethnic Affairs Policy Statement
16. Fireworks Policy
17. Guide to Estimating Fire Loss Damage
18. Guidelines for Fire Protection of Temporary Structures
19. Letter of Intent – Agreement with the Open Training and Education Network
20. Managing False Alarms Policy
21. Media Policy
22. Memorandum of Arrangement between Airservices Australia and the NSW Fire Brigades
23. Agreement between the Commonwealth, as represented by the Department of Finance and Administration, and the State of NSW, as represented by the NSW Fire Brigades and the Rural Fire Service of NSW, for Commonwealth Contributions for Fire Services
24. Memorandum of Understanding between the NSW Department of Corrective Services and the NSW Fire Brigades
25. Memorandum of Understanding between the Royal Australian Navy and the NSW Fire Brigades for fires and hazardous material incidents involving Navy ships and establishments
26. Memorandum of Understanding between the NSW Fire Brigades and the Environment Protection Authority
27. Memorandum of Understanding between the NSW Fire Brigades and the Ambulance Service of NSW
28. Memorandum of Understanding with EnergyAustralia
29. Memorandum of Understanding between NSW Fire Brigades, Oberon Shire Council, and CSR Limited
30. Memorandum of Understanding between the NSW Fire Brigades and the Snowy Mountains Hydro Electric Authority

31. Memorandum of Understanding between the NSW Fire Brigades and the NSW Rural Fire Service
32. Memorandum of Understanding between the NSW Fire Brigades and Shell Refining Australia
33. Memorandum of Understanding between the NSW Fire Brigades and NSW Department of Transport
34. Memorandum of Understanding between the NSW Fire Brigades and the ACT Fire Brigade
35. Memorandum of Understanding between the NSW Police and the NSW Fire Brigades on the Shared Use of an Aircraft
36. Mutual Aid Agreements for local government areas between the NSW Fire Brigades and the NSW Rural Fire Service
37. Mutual Aid Agreement between the NSW Fire Brigades and State Emergency Service: Information Sharing
38. Mutual Aid Agreement between the NSW Fire Brigades and RAAF Defence Orchard Hills
39. Mutual Aid Agreement with the CFA (Victoria) for Albury/Wodonga
40. Non-operational Filming Policy
41. Occupational Health and Safety Policy
42. Operational Risk Management Policy
43. Operational Water Use Policy
44. Policy on Dual Occupancy, Battle Axe, Private Residential Estates
45. Pre-incident Planning Guidelines
46. Procedures for AFA Third Party Services Provision
47. Regional Service Delivery Plans
48. Service Level Agreement between the NSW Fire Brigades and NSW Rural Fire Service for Communication of Emergency Calls and Related Information
49. Sponsorship Policy
50. Standard Operational Guidelines (# see note)
51. Standing Orders (# see note)
52. Statement of Joint Intent between NSW Fire Brigades and Sydney Catchment Authority
53. 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
54. Water supply for battleaxe blocks/subdivision policy
55. Mutual Aid Agreement between NSW Fire Brigades and Queensland Fire and Rescue Service
56. Memorandum of Understanding between NSW Fire Brigades and the CSIRO's Centre for Critical Infrastructure on the refinement of training and operational response through the modeling of disaster scenarios, risk management and contingency planning
57. Memorandum of Understanding between NSW Fire Brigades and Telstra on Triple Zero (000) /112 Communication Service Levels
58. Fire investigation protocol between the NSW Fire Brigades, the NSW Police and the NSW Rural Fire Service
59. Mutual aid agreement between the NSW Rural Fire Service Fire Investigation Unit and the NSW Fire Brigades Fire Investigation Unit
60. Memorandum of understanding between the NSW Fire Brigades and the Roads and Traffic Authority of NSW covering the NSWFB use of the RTA CCTV system and traffic management at incidents
61. Privacy policy

# NOTE: Standing Operational Guidelines and Standing Orders are both compilations of many documents. Security considerations may prevent the release of some of these documents.

NSW Fire Brigades web site [www.fire.nsw.gov.au](http://www.fire.nsw.gov.au)

**SECTION 2 - STATEMENT OF AFFAIRS**

The 2004/2005 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.

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

**SECTION 1 – POLICY DOCUMENTS.**

**General Administration**

- Customer Service Charter
- Customer Communications Policy
- Style Guide – Written Communications Policy
- Electronic Information Privacy Policy
- Records Management Policy
- Strategic Planning Policy
- Quality Policy
- Statement of Business Ethics

**Finance**

- Fraud Control and Corruption Prevention Policy
- Fraud and Corruption Reporting Policy
- Delegations Policy
- Ticketing Control Policy
- Procurement Policy
- Motor Vehicle Policy

**Human Resources**

- Code of Conduct
- Drug and Alcohol Policy
- Abandonment of Employment by Employees Policy
- Grievance Handling Policy
- Learning and Development
- Employees Working with Children Policy
- Recruitment Policy
- Equity and Diversity Policy
- Harrassment and Discrimination Prevention Policy
- Pregnant Employees Policy
- Smoke-free Workplace Policy
- Use of Telephones and Mobile Phones Policy
- Use of Taxis Policy
- Provision of Information to Members of Parliament Policy

**OH & S, Risk and Environment**

- Risk Management Policy
- Occupational Health and Safety Policy
- Quality Management Policy
- Environmental Management Policy
- Unauthorised Persons on State Transit Workplace Policy
- Waste Management Policy
- Accessible Transport Policy

**SECTION 2 – STATEMENT OF AFFAIRS**

The most recent Statement of Affairs for December 2005 is available from the Corporation.



**SECTION 3 – CONTACT ARRANGEMENTS**

Enquiries concerning the procedures for inspecting Sydney Ferries' policy documents and Statement of Affairs should be made to the Corporate Counsel and Company Secretary. These documents may be inspected between the hours of 9am to 5pm at Level 3, 35 Pitt Street, Sydney by prior arrangement.

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