



Government Gazette

OF THE STATE OF
NEW SOUTH WALES

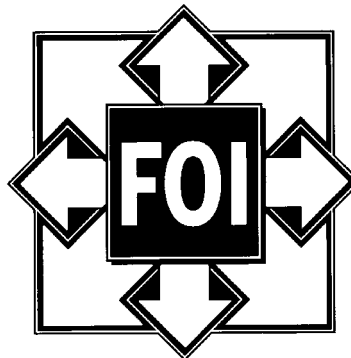
Number 76
Friday, 24 June 2005

Published under authority by Government Advertising and Information

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.

CONTENTS

LOCAL COUNCILS

	<i>Page</i>		<i>Page</i>
Albury City Council.....	405	Kyogle Council.....	545
Armidale Dumaresq Council.....	407	Lachlan Shire Council.....	547
Ashfield Municipal Council.....	411	Lake Macquarie City Council.....	549
Ballina Shire Council.....	413	Lane Cove Council.....	552
Bathurst Regional Council.....	416	Leeton Shire Council.....	557
Bega Valley Shire Council.....	418	Leichhardt Council.....	558
Berrigan Shire Council.....	420	Lismore City Council.....	560
Blacktown City Council.....	424	Lockhart Shire Council.....	562
Bombala Council.....	427	Maitland City Council.....	564
Botany Bay City Council.....	429	Manly Council.....	569
Broken Hill City Council.....	431	Marrickville Council.....	573
Burwood Council.....	435	Mosman Municipal Council.....	580
Byron Shire Council.....	440	Murray Shire Council.....	582
Cabonne Council.....	443	Muswellbrook Shire Council.....	584
Camden Council.....	445	Narrabri Shire Council.....	586
Campbelltown City Council.....	446	Narrandera Shire Council.....	588
Canada Bay City Council.....	452	Newcastle City Council.....	590
Canterbury City Council.....	454	North Sydney Council.....	594
Carrathool Shire Council.....	458	Palerang Council.....	597
Central Darling Shire Council.....	462	Parkes Shire Council.....	600
City of Ryde.....	636	Parramatta City Council.....	604
Clarence Valley Council.....	464	Penrith City Council.....	610
Coffs Harbour City Council.....	465	Port Stephens Council.....	615
Coolamon Shire Council.....	469	Randwick City Council.....	620
Cooma-monaro Shire Council.....	470	Richmond River County Council.....	627
Coonamble Shire Council.....	472	Richmond Valley Council.....	628
Cootamundra Shire Council.....	474	Riverina Water County Council.....	630
Cowra Shire Council.....	478	Rockdale City Council.....	631
Dubbo City Council.....	481	Rous Water.....	634
Dungog Shire Council.....	483	Shellharbour City Council.....	639
Eurobodalla Shire Council.....	486	Shoalhaven City Council.....	643
Fairfield City Council.....	488	Singleton Shire Council.....	648
Far North Coast County Council.....	492	Strathfield Municipal Council.....	653
Forbes Shire Council.....	493	Sutherland Shire Council.....	657
Gloucester Shire Council.....	495	Tamworth Regional Council.....	661
Gosford City Council.....	496	Temora Shire Council.....	664
Greater Hume Shire Council.....	503	Tenterfield Shire Council.....	666
Greater Queanbeyan City Council.....	618	Tumut Shire Council.....	669
Greater Taree City Council.....	505	Upper Hunter Shire Council.....	674
Griffith City Council.....	507	Urana Council.....	683
Gunnedah Shire Council.....	509	Wagga Wagga City Council.....	685
Guyra Shire Council.....	513	Warringah Council.....	687
Hastings Council.....	514	Waverley Council.....	689
Hay Shire Council.....	515	Wellington Council.....	694
Hornsby Shire Council.....	518	Willoughby Council.....	696
Hunters Hill Council.....	522	Wingecarribee Shire Council.....	701
Inverell Shire Council.....	525	Wollondilly Shire Council.....	703
Kempsey Shire Council.....	527	Wollongong City Council.....	706
Kiama Council.....	532	Wyong Shire Council.....	709
Kogarah Council.....	537	Yass Valley Council.....	711
Ku-ring-gai Council.....	540	Young Shire Council.....	713

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

The following documents are available for public inspection:

- Adjoining Owners Notifications
- Agendas for Council 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):
 - Public Policies/Guidelines*
 - Access to the Built Environment
 - Administration – Subsidised use of Albury City Performing Arts Centre (ACPAC)
 - Audit Committee Charter (Policy)
 - Banners for Display Policy
 - Child Protection Policy
 - Code of Conduct for Councillors, Staff and Delegates
 - Code of Meeting Practice
 - Complaints Management Policy and Procedures
 - Community and Social Planning Policy
 - Cultural Plan 2004/05 – 2008/09
 - Debt Recovery Policy
 - (EEO) Equal Employment Opportunity Policy
 - Fees and Charges Policy Albury City Council Sportsgrounds
 - Financial Assistance Policy
 - Footpaths Policy
 - General:
 - Albury Lawn and Monumental Cemeteries and Crematorium
 - Sewer Mains – Construction of Buildings adjacent to or over mains
 - Tree Preservation Order
 - Investment Policy
 - Local Environment Plan 2000 – Albury (DCP and LEP Policies)
 - 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
 - Performance Management Action Plan Policy
 - Pigeon Policy (Keeping of Pigeons)
 - Public Notification Policy
 - Recruitment and Selection Policy
 - Revenue Policy

- Sheds in the Residential (Low Density) Zone and the Residential areas of the Township Zone
- Risk Management
- Signs as Remote Supervision 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

Internal Administrative Policies/Procedures

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

The Albury City Council has published a Statement of Affairs in accordance with section 14 of the Freedom of Information Act 1989 as at 30 December 2003. This document is available for inspection at the Council's offices.

SECTION 3 – CONTACT ARRANGEMENTS

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

FOI Co-ordinator
 Albury City Council
 553 Kiewa Street
 (PO Box 323)
 Albury NSW 2640
 Telephone: (02) 6023 8111
 Hours: 8.30 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

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 can be accessed via the Web www.armidale.nsw.gov.au or 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	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	draft
POL150-Corporate	Hire of Banner Poles for Promotion of Events and Conferences	draft

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
-------------------	--	-------------

ENGINEERING

POL119*-Engineering	Engineering Code	September 2000
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

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 Charleston 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 Award	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	September 2000
POL051*-Regulatory	Industrial Development Code	September 2000
POL052*-Regulatory	Enterprise 10 Zone Development Code	September 2000
POL053*-Regulatory	Draft Outdoor Advertising Code	September 2000
POL054*-Regulatory	Control of Advertisements Code	September 2000
POL055*-Regulatory	Heritage Conservation Guidelines	September 2000
POL056*-Regulatory	Geotechnical Hazards Code	September 2000
POL057*-Regulatory	Design for Access and Mobility Code	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	March 2002
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
POL095-Roads	Maintenance on Public Roads	draft
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	draft

SECTION 2 – STATEMENT OF AFFAIRS

The annual Statement of Affairs for Armidale Dumaresq Council was published on 30 June 2004 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.

SECTION 3 – CONTACT ARRANGEMENTS

Requests and enquiries regarding access to documents or Freedom of Information can be made during office hours or can be made in writing and addressed to:

Public Officer
Armidale Dumaresq Council
135 Rusden Street
PO Box 75A
Armidale NSW 2350
Telephone: (02) 6770 3516
Facsimile: (02) 6772 9275
Email: rstachiw@armidale.nsw.gov.au
Hours: 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****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
- Lost or Stolen Garbage Bins Policy
- Media Relations Policy
- Mowing of Verges Policy
- Naming of Public Reserves 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
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

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 Policy
- B01 Busking Policy
- C01 Caravan Parks – Holiday Vans (Long Term Casual Occupants) Policy
- C02 Caravan Parks – Long Term Residents Policy
- C03 Child Protection Policy
- C04 Civic Expenses and Facilities Policy
- C04 Corruption Prevention
- C05 Code of Conduct
- C06 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 – Financial Assistance – Australian Representation
- D06 Donations – In-Kind Assistance for Sporting and Cultural Events and Community Works on Public Land
- E01 Erosion and Sedimentation Control Policy
- F01 Footpaths and Cycleways – Inspection, Evaluation and Maintenance Policy
- F02 Fundraising Policy
- F03 Footpath Display Policy
- H01 Hardship Assistance for Rates and Annual Fees
- I01 Investments Policy
- I02 Interaction between Councillors and Staff
- M01 Markets Policy
- O01 On-Site Sewage Management Plan
- P01 Protected Disclosures Policy
- P02 Privacy Management Plan
- R01 Richmond Room Hiring Conditions
- S01 Special Events Policy
- T01 Trade Waste Policy
- W01 Web Site Direct Links Policy

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)

Developer Contribution Plans

Ballina CBD Car Parking Contribution Plan
Community Facilities
Heavy Vehicle Traffic
Lennox Head Village Centre Car Parking Contribution Plan
Parks and Reserves
Planning Studies and Administration Contribution Plan
Ballina Roads Contribution Plan
Water Supply Infrastructure Development Servicing Plans
Sewerage Infrastructure Development Servicing Plans

Human Resources Policies and Procedures

HRC01 Carers Leave
HRD01 Drug and Alcohol Misuse
HRE01 Education Assistance
HRE01 EEO Management Plan
HRE02 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

Other Documents

Annual Management Plan
Annual Report
Ballina Aerodrome Emergency Procedures Manual
Ballina Local Flood Plan
Bushfire Disaster Plan
Corruption Prevention Plan
Lennox Head Community Aspirations Strategic Plan
Lennox Head Structure Plan
Local Disaster Plan
Plans of Management for Community Land
Williams Reserve Plan of Management
Privacy Management Plan
Records Management Plan
Recycling Strategy
Social / Community Plan
State of the Environment Report
Tendering Procedure
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.

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
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 LEPs, DCPs 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

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. Policy documents and the Statement of Affairs may be inspected and purchased at Council's Civic Centre during council's office hours. 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
158 Russell Street
Bathurst NSW 2795
Telephone: (02) 6333 6111
Hours: 8.30 a.m. to 4.45 p.m., 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 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
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 2003/2004 Annual Report.

SECTION 3 – CONTACT ARRANGEMENTS

Requests for access to documents held by the Council can be made in person or directed by mail to:

Mr David Jesson
General Manager
Bega Valley Shire Council
POBox 492
Zingel Place
Bega NSW 2550
Telephone: (02) 6499 2277.
Hours: 8.30 a.m. to 5.00 p.m., Monday to Friday except Public Holidays

Telephone enquiries can be made to the Manager Corporate Services.

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:

- 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 30th June, 2005, may be purchased from the Council for \$5.00.

SECTION 3 – COUNCIL'S CONTACT ARRANGEMENTS

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

Mr Luke Taberner
Public Officer
Berrigan Shire Council
PO Box 137,
Berrigan NSW 2712
Telephone: (03) 5888 5100
Facsimile: (03) 5885 2092
Email: luket@berriganshire.nsw.gov.au
Hours: 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
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 Plan
Disabled Persons Parking
Disposal of Furniture, Office and Computer Equipment
Dogs
Drugs
Electricity and Street Lighting
Emeritus Mayor
Energy Smart Homes
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
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
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: 9839 6000
Facsimile: 9831 1961
Email: council@blacktown.nsw.gov.au
Hours: 8.30 a.m. to 4.30 p.m.

General Manager,
Blacktown City Council

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
Facsimile: (02) 6458 3777
Email: council@bombala.nsw.gov.au

D. L. Rawlings, General Manager

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

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

- Council's Code of Conduct
- Council's Code of Meeting Practice
- Annual Report
- Annual Financial Reports
- Auditor's Report
- Management Plan
- EEO Management Plan
- Council's policy concerning the payment of expenses incurred by, and the provision of facilities to, councillors
- Council's Land Register
- Register of Investments
- Returns of the interests of councillors, designated persons and delegates
- Returns as to candidates' campaign donations
- Business Papers for Council and Committee meetings (but not including business papers for matters considered when a meeting is closed to the public)
- Minutes of Council and Committee meetings, but restricted (in the case of any meeting or part of a meeting that is closed to the public) to minutes of:
 - (a) the recommendations of the meeting, other than recommendations concerning the proposed acquisition of land at a public auction; and
 - (b) such other matters as the Council or Committee resolves should be made public.
- Contributions Plans
 - S.94 Contributions Plan No. 1, 2 and 3 CM
 - Mascot Station Precinct – 94 Contributions Plan
- Development Control Plans
 - Access DCP
 - Off-Street Parking DCP
 - Mascot Station Precinct DCP
 - DCP No. 29 – Waste Management and Minimisation Guidelines
 - Aircraft Noise DCP
 - Extended Public House Trading Hours DCP
 - Container Terminals DCP and 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
 - 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 (Draft)
- 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 and Recycling Industrial Development
- DCP No. 44 – Swimming Pools
- DCP No. 45 – Residential Development on two former nursery sites at Mascot
- DCP No. 31 – Pemberton and 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.

SECTION 3 – CONTACT ARRANGEMENTS

Inspection of Policy Documents and Statement of Affairs may be undertaken during office hours at the Administration Office by contacting the Public Officer or writing to:

Deputy General Manager
Public Officer
Administration Office
PO Box 331
Mascot NSW 1460
141-143 Coward Street
Mascot NSW 2020
Telephone: 9366 3666
Facsimile: 9366 3777
Hours: 9 a.m. to 4 p.m., Monday to Friday

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

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

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

Minutes of Meetings of Council and its various Committees (but not including minutes in respect to matters considered when a meeting is closed to the public)

Annual Reports

Schedule of Fees and Charges

Annual Financial Statement of Accounts

Quarterly Financial Review Statements

Register of Investments

Assets Register

Food Premises Code

Willyama Commoners' Roll

Broken Hill Cemetery Records

Auditor's Report

Management Plan

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 – Draft Plan of Management

Development Application Register

S149 Certificate Register

Subdivision Register

Contaminated Land Register

S121ZP Certificate Register

Development Control Plans:

1 Residential Development

2 Commercial Development

3 Heritage Development

- 4 Industrial Development
- 5 Neighbour Notification
- 6 Outdoor Advertising
- 7 Keeping of Horses
- 8 Rural Small Holdings
- 9 Exempt and Complying Development
- 10 Contaminated Land – Other Than Lead
- 11 Contaminated Land – Lead Management
- 12 Stormwater Collection, Usage and Disposal
- 13 Energy Smart Homes

POLICY DOCUMENTS

Access and Equity
Access to Library Services
Acquisition and Loan of Objects Relating to Cultural Heritage
Approved Students – Education/Training Institutions
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 and 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
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

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 person during normal office hours or in writing to:

Ms Cheryl Rafferty
Administration Manager/Public Officer
Blende Street
PO Box 448
Broken Hill NSW 2880
Telephone: (08) 80802222
Facsimile: (08) 80881702
Hours: 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****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 and 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 and Committee Meetings
- Representation on Local Traffic Committee
- Staff Resignations – report to Council
- Training, Education and Support of Elected Members

Corporate

- Access/Swipe Cards
- Authority Names and 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
- Conferences and Seminars
- Contracts and 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
- Protected Disclosures Act 1994- Internal Reporting Policy
- Pecuniary Interest Guidelines
- Involvement of Council in joint projects with Government Departments
- 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 and Foreign Delegations

- Tendering and Procurement
- 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 – OHandS 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 and 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 and Operations

- Advertising – signboards and articles on footpaths
- Building and household waste containers
- Burwood Park- Use of for Festivals and 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 and 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 and Two Cents Coins
- Pensioner Rebates for Rates
- Petty Cash Handling Procedures

Planning and 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 and 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 Boulevard, 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
- 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 and Building Applications on known or Potentially Contaminated Sites
- Crime Prevention through Environmental Design – Development Control Plan No. 23 (draft)
- Dual Occupancy – Development Control Plan No. 21
- Economic Development Strategic Plan
- Exempt and Complying Development – Development Control Plan No. 12
- Exempt and 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 and 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 and 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
- Town Centre LEP 2000 (draft)
- 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 (PIIPA))

- 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 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
PO Box 240
Burwood NSW 1805
2 Conder Street
Burwood NSW 2134
Telephone: (02) 9911 9911
Facsimile: (02) 9911 9900
Email: council@burwood.nsw.gov.au
Hours: 8.30 a.m. to 5.00 p.m., Mondays to Fridays

Council's FOI Statement of Affairs and Policy Documents may be inspected and/or copies purchased at Burwood Council Chambers. Some codes, policies and reports are available for downloading from Council's website – www.burwood.nsw.gov.au

FREEDOM OF INFORMATION ACT 1989

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

SUMMARY OF AFFAIRS

of the

BYRON SHIRE COUNCIL

SECTION 1 – POLICY DOCUMENTS

Advertising Structures	5.26
Amusement Devices	5.28
Approvals for Activities Relating to Public Roads	5.29
Asbestos – Handling and Disposal	5.8
Assistance for Festivals and Community Functions	4.15
Award Restructuring Policy	3.17
Beaches – Motor Vehicles on Beaches	5.39
Building – Access for the Disabled	4.19
Building – Geotechnical Reports	5.18
Building – Hillside and Sloping Land	5.17
Building – Hoardings	5.10
Building – Occupation	5.14
Building – Separate Occupancy	5.15
Building – Survey Certificates	5.16
Building – Termite Treatment	5.12
Building – Wet Area Rooms	5.19
Building and Development – Minimum Fill Levels on Flood Prone Land	5.45
Building and Development – Payment of Developer Contributions	5.47
Building and Development – Release of Plans	5.40
Building and Development Applications – Notification of Neighbours and Procedures	5.41
Building Certificates	5.11
Building Fees – Amended Plans	5.13
Building over Pipelines and Other Underground Structures	4.20
Burials on Private Property	5.3
Burning of Garden Waste Matter in Urban and Village Areas	5.5
Business and Commercial Activities	7.1
Busking	5.57
Cemeteries	7.5
Chattels on Footpaths	5.38
Circuses which include the use or display of exotic, wild or native Australian animals within Byron Shire	5.55
Code of Conduct	1.8
Code of Meeting Practice	1.3
Commercial Activities on Coastal Crown Reserves	5.52
Commercial and Other Activities on Public Land and Roads	5.37
Common Seal of Council	3.11
Community Consultation and Participation in Council's Decision Making	3.38
Community Halls and Sporting Facilities – Management by Community Groups	3.25
Companion Animal Exercise Areas	5.31
Complaints Procedures	3.22
Concrete Slabs	5.21
Construction of Civil Works	4.2
Construction of Fences in Urban Areas	5.25
Construction of Garages and Outbuildings On Vacant Land	5.22
Contracts and Consultants	3.2
Contribution to the Cost of Sealing of Unsealed Roads Adjacent to Properties at Request of Owners	4.17
Contributions for Construction of Kerbing and Guttering and Footpaths	4.7
Control of Amusement Parlours/Centres	5.27
Councillors' Access to Information	1.14
Cultural Policy	3.42

Debt Recovery	2.3
Demolition of Buildings	5.24
Development	3.23
Development Panel	5.43
Dog Population	5.33
Dog Registration Fee	5.32
Donations to Community Organisations, Other Groups and Persons	3.13
Engagement of Consultants	3.2
Engagement of Contractors Other than Hired Plant and Haulage	3.30
Engagement of Hired Plant and Haulage Contractors	3.29
Equal Employment Opportunity (EEO)	6.2
Erosion and Sediment Controls	5.1
Excess of Power and Procedural Fairness	3.35
Filling of Water Tankers from Council Water Mains – Fees and Conditions of Use	4.21
Filming on Council Owned and Controlled Land	3.41
Five Year Works Program	4.4
Food Premises	5.9
Footpath Dining	5.54
Footpaths and Nature Strips	4.16
Freedom of Information	3.24
Fund Raising – Community Organisations	5.36
Guidelines for Investment	2.5
Harassment Prevention	6.9
Hazardous Waste	4.13
Hearing Protection and Noise Reduction	3.36
Infectious Diseases	3.37
Insurance Claims	3.32
Interim Policy on Genetically Modified Agriculture in Byron Shire	5.56
Itinerant Food Vendors	5.4
Leave for Reserve Military Service	3.27
Leave for Volunteer Bush Fire, Town Fire Brigade and Rescue Organisation Members	3.19
Legal Costs – Assistance to Councillors, Committee Members, Officers and Council Employees	1.10
Liquid Trade Waste Approvals	4.23
Local Approvals Policy	5.49
Local Orders for the Keeping of Animals	5.30
Maintenance and Improvement of Council Owned Community Buildings	7.4
Maintenance and Repairs of Roads and Other Assets	4.5
Maintenance of Parks by Private Individuals and Community Groups	7.2
Markets Within Byron Shire	5.51
Mayor and Councillors Travelling Expenses and Other Assistance	1.1
Occupational Health and Safety	3.6
On-site Sewage Management in Urban Areas	5.59
Payment of Developer Contributions	5.47
Payment of Gratuities	3.15
Planting and Landscaping on Footpaths and Nature Strips within Road Reserves and Drainage Easements	4.15
Procedures for Cases of Financial Hardship to Undertake repair works to prevent Adverse Environmental or Public Health Impacts	5.58
Protected Disclosures	1.11
Provision of Driveways	4.8
Public – Sun Protection	5.7
Public Consultation – Proposed Works	4.3
Public Gates and Cattle Grids on Council Roads	4.18
Purchase and Disposal of Plant and Motor Vehicles	3.28
Purchasing of Stores and Equipment	3.31
Rainwater Tanks in Urban Areas	5.48
Rates and Charges – Writing-Off	3.26
Reconsideration of Development Proposals and Mediation	5.53
Recycling of Waste Matter	4.12
Register of Roads Maintained by Council	4.6
Release or Sale of Dogs	5.35

Resiting of Dwellings	5.23
Resource Management and Energy Efficiency – Council Properties	5.50
Role and Protocol of the Dispute Resolution/Legal Services Committee	3.34
Section 356 Donations to Charitable and Community Organisations	3.39
Section 356 Donations to Public Halls and Community Centres – Rates and Charges	3.40
Sewerage Charges – Charitable Nursing/Aged Care Homes	2.2
Smoke Free Environment	3.20
Sponsorship of Council	1.7
Sporting Grounds	7.3
Street Names and Signs	4.14
Temporary Use of Land	5.46
Traffic Control at Worksites	4.22
Tree Preservation Order	5.42
Unauthorised Development and Activities Policy	5.60
Unemployment Schemes	6.1
Unwanted Dogs and Cats	5.34
Urban Enhancement Planning Program	5.44
Use and Occupation of Caravans	5.20
Use of Public Footpaths for Restaurant Purposes	4.9
Waiving of Fees for Building and Development Applications	5.2
Waste Management Service	4.11
Water and Sewer Charges – Religious Properties	3.5
Water Conservation	4.1
Water Meters and Charges on Strata Units	3.4

Procudure Manuals

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

General

Annual Report
 Auditors Report
 Business papers for council and committee meetings
 Council's land register
 Development Control Plan
 Financial Plan (see Management plan)
 Local Environmental Plans
 Management plan 2005/2008
 Minutes of council and committee meetings as per LG Act section 10E
 Privacy Management Plan
 Records of building certificates
 Records Plans of management for community land
 Register of consents for various applications for property development
 Register of Delegation
 Register of Investment

SECTION 2 – STATEMENT OF AFFAIRS

A Statement of Affairs for the Council is produced in Council's 2005/2008 Annual Report.

SECTION 3 – CONTACT ARRANGEMENTS

Members of the public who wish to inspect the Statement of Affairs, Summary of Affairs of policy documents of the Byron Shire Council should contact the Freedom of Information Officer (Cheryl Thorne) or by writing to:

The FOI Officer
 Byron Shire Council
 PO Box 219
 Mullumbimby NSW 2482
 Telephone: (02) 6626 7000
 Hours: 8.30 a.m. to 4.00 a.m.

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 and Corporate Services
 3. Council Finances
 4. Tourism and Promotion
 5. Emergency Services
 6. Community Services
 7. Economic Development
 8. Environmental Health
 9. Environmental Planning and Building Regulations
 10. Waste Management
 11. Animal Control
 12. Council Property and Assets
 13. Transport Infrastructure
 14. Town Beautification, Parks, Sporting and 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
 - Waste Management Charges 2005/2006
 - Strategic Plan 2005/2006
 - Community Social Plan
 - 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. 12 – Weemelah Rural Small Holdings
 - Contributions Plans
 - Rooding Contributions Plan – General Rural Zones
 - Rooding Contributions Plan – Rural Small Holdings Zone
 - Bushfire Services Contributions Plan

SECTION 2 – STATEMENT OF AFFAIRS

Cabonne Councils' Statement of Affairs as at the 30 June 2004 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 Joanne Smith
Public Officer
Cabonne Council
PO Box 17
Molong NSW 2866
Telephone: (02) 6392 3200
Facsimile: (02) 6392 3260
Email: council@cabonne.nsw.gov.au
Hours: 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****CAMDEN COUNCIL****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:

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

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

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

SECTION 2 – STATEMENT OF AFFAIRS

The Statement of Affairs as required under section 14 (2) of the Freedom of Information Act 1989, has been issued each year as required with the last statement issued in December, 2004. A copy is available at no cost from Council's website or from the Freedom of Information Co-ordinator.

SECTION 3 – CONTACT ARRANGEMENTS

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

The Freedom of Information Co-ordinator
Camden Council
PO Box 183
Camden NSW 2570
Telephone: (02) 4654 7777
Website: www.camden.nsw.gov.au
Hours: 8.30 a.m. to 5 p.m., Monday to Friday

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

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

SECTION 1 – POLICY DOCUMENTS

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

CITY WORKS DIVISION

Engineering

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

Property and Parks

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

COMMUNITY SERVICES DIVISION

Community and Cultural

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

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

Healthy Lifestyles

- Policy 4501 Operation of Classes in Extreme Heat
- Policy 4502 Fees for Professional Service Provider Use of Council Recreation Facilities
- Policy 4503 Membership Timestops
- Policy 4504 Reviewing the Leisure Services Procedures Manual
- Policy 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 6205 Swimming Achievement Awards
- Policy 6207 Coaches Attendance at Significant Competitions

CORPORATE GOVERNANCE DIVISION

Management Plans 2002-2006

Code of Conduct

Code of Meeting Practice

Code of Tendering and Purchasing Procedures

Local Ethnic Affairs Policy Statement (LEAPS)

Statement of Accounting Policy

Annual Statements of Account

Register of Delegations

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

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

Policy 1101 Recognition of Service – Councillors

Policy 1102 Procedure for Addressing Council Committees

Policy 1103 Disposal of Equipment – Procedure

Policy 1104 Confidential Business Papers

Policy 1105 Councillor's Lounge

Policy 1106 Payment of Expenses and Provision of Facilities to the Mayor, Deputy Mayor and Councillors

Policy 1107 Councillors' Access to Information and Interaction with Staff

Policy 1108 Questions from Councillors

Policy 1109 Recording of General Business Items at Committee

Policy 1110 Code of Conduct

Policy 1111 Conduct of Meetings

Policy 1113 Electronic Forms and Documents Register

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 and 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 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 1601 Workplace Investigation
- Policy 1609 Personal Protective Equipment
- Policy 1618 Safety, Health and Welfare of Employees
- Policy 1619 Issue of Chainsaws
- 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 1649 Accountabilities, Authorities and Verification
- Policy 1650 Manual Handling
- Policy 1651 Employee Handbook
- Policy 1701 Learning and Development
- Policy 1702 Compulsory Training
- Policy 1703 Workplace Orientation
- Policy 1704 Attendance by Staff at Training Courses, Seminars and Professional Development conferences
- Policy 1705 Work Experience
- Policy 4501 Operation of Classes in Extreme Heat

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 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 and Brigades with No. Officer in Attendance
- Policy 3431 Domestic Water Supplies (Tanks/ Pools)

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

Copies of the above Policy documents may be viewed at Council's Administration Building. 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
Civic Centre
Corner Queen and Broughton Streets
PO Box 57
Campbelltown NSW 2560
Telephone: (02) 4645 4669
Hours: 8.30 a.m. to 4.30 p.m., Monday to Friday.

Paul Tosi, General Manager

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

SECTION 1 – POLICY DOCUMENTS

Council has available for inspection the following:

- (a) Annual Financial Reports
- (b) Annual Report
- (c) Auditor's Report
- (d) Code of Meeting Practice
- (e) Council's 2003/2004 to 2005/2006 Management Plan
- (f) Council's Code of Conduct
- (g) Delegations of Authority Register
- (h) EEO Management Plan
- (i) Councillor's Expenses and Facilities Policy
- (j) Fees and Charges Pricing/Revenue Policy
- (k) Heritage and Conservation Controls (March 2000)
- (l) Human Resources Policy Manual and Employment Related Codes
- (m) Industrial Development Code (Concord Area)
- (n) Internal Reporting Policy in reference to the Protected Disclosures Act
- (o) Investments Register
- (p) Landscaping Manual (Concord Area)
- (q) Local Approvals Policy, 1996
- (r) Local Ethnic Affairs Policy Statement (L.E.A.P.S.)
- (s) Minutes of Council and Committee Meetings
- (t) Parks – Plans of Management
- (u) Policy Register
- (v) Privacy Management Plan
- (w) Procedures Manual
- (x) Provision of Information to and Interaction between Councillors and Staff
- (y) Records of Building Certificates
- (z) Records Policies
- (aa) Recycling Policy
- (bb) Social Plan
- (cc) State of the Environment Report
- (dd) Stormwater Management Code
- (ee) Tree Preservation Order and Policy, Approval System (Concord Area)
- (ff) Tree Preservation Order and Tree Management Policy (Drummoyne Area)
- (gg) 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 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
1a Marlborough Street
Drummoyne NSW 2047
Telephone: (02) 9911 6555
Facsimile: (02) 9911 6550
Emergency A/H: (02) 9911 6555
Email: council@canadabay.nsw.gov.au
DX: 21021 Drummoyne
Hours: 8.30 a.m. to 4.30 p.m., whilst the switchboard is open 8.30 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****CANTERBURY CITY COUNCIL****FOI Agency No. 2100****SECTION 1 – POLICY DOCUMENTS**

The policy documents held by Council are as follows:

- Aboriginal Reconciliation – Statement of Commitment
- Access to Council Records
- Advertising – Bus Shelters
- Advertising – Income
- Aerial Bundled Cables
- AIDS and HIV
- Apprenticeships
- Australian Made Goods and Products
- Bad/Doubtful Debts
- Banner
- Brothels
- Building – Site Soil and Water Management
- Building – Unauthorised Works
- Canterbury and District Historical Society
- Carparking – Free Areas
- Carparking – Roselands
- Carparks
- Cats
- Child Care Centres – Staffing
- 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 – Wollie 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 – Credit Card
- Staff – Defence Forces
- 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 – Payment of Gratuities
- Staff – Payment of Gratuities (Cut Off Age)
- Staff – Plaque and Reference Under Seal
- Staff – Redeployment
- Staff – Reduction by Natural Attrition
- Staff – Rehabilitation of Injured Staff
- Staff – Salary
- Staff – Signing of Correspondence
- Staff – Smoke Free Workplace
- Staff – Software
- Staff – Special Leave Without Pay
- Staff – Training Plan and Study Leave
- Staff – Ultra Violet Radiation
- Staff – Uniform
- Staff – Vehicle
- Strata Subdivisions
- Street Lighting
- Street Numbering
- Street Tree Management Plan
- Street Trees – Removal and Notification
- Telephones in Reserves
- Tendering
- Tenders and Tendering Procedures
- Third Party Motor Vehicle Insurance
- Toilet Facilities – Family Restaurants
- Trade Practices Act – Compliance
- Trade Waste Collection
- Tree Preservation Order
- Tree Preservation Order – Prosecutions
- Velodrome and Touch Stadium

- Waste (Domestic) – Additional Services
- Waste Reduction and Procurement
- Waste Service – Access and Equity
- Waste Storage Containers – Placement in public places
- Website Management
- Wollli Creek – Flood Management
- Wollli 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, during Council business hours, 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 and contact should be made prior to attending. Most policy documents are also available on our web page. 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
PO Box 77
Canterbury City Council
137 Beamish Street
Campsie NSW 2194
Telephone: (02) 9789 9398
Facsimile: (02) 9787 3064
Email: bradm@canterbury.nsw.gov.au
Website: www.canterbury.nsw.gov.au
Hours: 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
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 and 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, Procedures and Policy
- 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 and Fundraising
 - Community Grants and Funding
 - *Emergency Services*
 - Bushfire Brigade 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

Financial Management

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

Governance

- Audit and Continuous Improvement Committee Charter
- Business Ethics Statement
- Committees – Replacement Councillors
- Complaints
- Corporate Values
- Council Meetings – Staff Involvement
- Customer Service Charter
- Delegates – Shires Association Conference
- Fraud Control
- Freedom of the Shire
- Gifts and Benefits Register
- Council Meetings – Provision of Lunch for Media
- Council Meetings – Regular Time
- Council Meetings – Tape Recording
- Payment of Expenses and Use of Facilities
- Records Management
- Electronic Messaging and Recordkeeping
- Legal Panel
- Strategic Planning Framework

Health

- Animals Keeping of
- Dogs Keeping in Town and Villages
- Garbage Collection
- Littering Offences

Human Resources

- Grievance and Dispute Handling
- Recruitment
- Child Protection and Employment Screening
- Interview Expenses
- Return to Work
- Safety Footwear
- Smoke Free Zones
- Staff – Annual Picnic Day
- Staff – Designated Officers
- Staff – Recognition of Service
- Staff – Uniforms
- Staff – Working Hours Arrangement
- Volunteers

Building, Planning and Development

- Outdoor Eating Areas on Public Footpaths
- Building Line
- Building – Erection of Sewer Main
- Development Application
- Notification and Exhibition 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 and Stores

- Aerodromes Grazing Rights
- Hall Management
- Pensioner Flat Maintenance

Plant and Equipment – Council Report

- Plant and Equipment – Community Use
- Plant and Equipment – Excess Income
- Rental of Council Property

Parks and Reserves

- Cemeteries: Merriwagga, Gunbar and Rankins Springs
- Cemeteries: Hillston and Goolgowi Lawn
- Caravan Parks: Long Term Residents
- Tree Planting

Rates and Valuation

- Hardship Assistance for Rates and 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
- Occupational Health and Safety
- Risk Management
- Senior Staff Insurance

Roads and Transport

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

Water, Sewer and Drainage

- Urban Water Boundaries
- Water Sewer Scheme Dividend
- Water and Sewer Subsidies
- Water Supply – Rankins Springs and 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 and 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:-

Jenny Campbell
Manager Sustainable Organisation
Carrathool Shire Council
PO Box 12
Goolgowi NSW 2652
Telephone: (02) 6965 1306
Facsimile: (02) 6965 1379
Email: council@carrathool.nsw.gov.au
Hours: 8.30 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
CENTRAL DARLING SHIRE COUNCIL
FOI Agency No. 2103

SECTION 1 – POLICY DOCUMENTS

Pursuant to the Freedom of Information Act 1989, the Central Darling Shire Council holds the following documents to be inspected by the general public free of charge:

- Agendas for Council and Committee meetings (except for those meetings closed to the public)
- Annual Financial Statements
- Annual Report
- Auditor's Report
- Australia Day Awards
- Award Restructuring
- Boundary Fencing
- Building Application/Approvals Records
- Building Approvals
- Chemical Drum Collection
- Closed Roads – Travel
- Code of Conduct
- Code of Meeting Practice
- Condolences
- Corporate Credit Cards
- Council Halls
- Council Plant – Usage
- Council Property Rental
- Councillor's Expenses
- Debt Recovery
- Delegations of Authority
- Disciplinary Procedures
- Disposal of Asbestos Waste
- Disposal of Nuclear Waste
- Dog Control – Caravan Park
- Dogs and Cats Permitted – Number
- Donation of Council Rates
- Economic Hardship
- EEO Management Plan
- Electronic Mail Policy
- Emergency Funds
- Employment – secondary
- Equal Employment Opportunity Program
- External Studies
- Financial Assistance Policy
- Fire Tankers – Use
- Gates, Grids and Stock Races
- Gifts, donations – Receipt of
- Graffiti Policy and Action Plan
- Grievance and Dispute Procedures
- Insurance Excess for Committees of Management
- Internal Reporting
- Interview Expenses
- Investments Policy
- Land Register
- Loans Register

- Local Approvals Policy
- Management of Barwon-Darling River System
- Management Plan
- Mayor and Deputy Mayoral Elections
- Minutes of Council and Committee meetings (except confidential minutes)
- Motor Vehicle – Private use
- Motor Vehicle Use and Prevention of Injury
- Natural Disasters – Establishment of an Emergency Fund
- Occupational Rehabilitation
- OHS Code
- Outdoor Settings – Community Land
- Outdoor Workers Employment
- Outside Employment
- Pecuniary Interest Returns of Councillors and Designated Persons
- Policy Register
- Pool Management
- Protected Disclosures Policy
- Purchase Preferences
- Receipt of gifts, Donations
- Recycling
- References for Staff
- Removal Expenses
- Rental Council Properties
- Risk Management Policy
- Rural Property Water Connections
- Safety
- Section 355 Committee's
- Senior Staff Selection
- Sewerage Policy
- Smoking in the Work Place
- Special Leave
- Staff Expenses
- Staff References
- State Emergency Vehicles
- State Emergency Service (SES) Vehicles – Registration and Insurance
- State of the Environment Report
- Telephone Expenses
- Trucks Entering Towns – Dropping Off Dust
- Use of Council Halls
- Use of Council Halls – Wilcannia
- Use of Council Halls for Emergency Purposes – Authority to Permit
- Use of Council Plant – General
- Water Consumption – Shire Properties

SECTION 2 – STATEMENT OF AFFAIRS

Information relating to Council's Statement of Affairs was included in Council's Annual Report for the year ended 30 June 2004.

SECTION 3 – CONTACT ARRANGEMENTS

All enquiries and applications under the Freedom of Information Act 1989, should be directed to:

Public Officer,
Central Darling Shire Council,
PO Box 165
Wilcannia NSW 2836
Telephone: (08) 8083 8900
Facsimile: (08) 8091 5994
Hours: 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
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 2003/4
Financial Statements 2003/4
Policy Register
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 for the former councils
Development Control Plans for the former councils
Section 94 Plans for the former councils
Engineering Specifications for development for the former councils
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
Beach Access Policy
Policy on Older People

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

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 NSW 2460

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

The following Policy Document are held by Council:

Administration

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

Airport

Airport – Coffs Harbour – Business Plan

Building and 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 and 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 and 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
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 and 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

Strategic Planning

Local Environmental Plan 2000 (as amended)
Tree Preservation Orders

Subdivision and Contracts

Construction Specification – 1997 Version
New Specifications for Subdivision and 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 and 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 30 June 2005 is available for inspection at Council or any of its Libraries.

SECTION 3 – CONTACT ARRANGEMENTS

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

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

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

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

SECTION 3 – CONTACT ARRANGEMENTS

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

Mr Terrey Kiss, Public Officer
Coolamon Shire Council
PO Box 101, Coolamon NSW 2701
Telephone: (02) 6927 3206, Facsimile: (02) 6927 3168
Hours: 8.30 a.m. to 5.00 p.m.

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)
Yarrowlumla 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, General Manager

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

SECTION 1 – POLICY DOCUMENTS

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

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

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

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

The Public Officer
Coonamble Shire Council
80 Castlereagh Street
PO Box 249
Coonamble NSW 2829
Telephone: (02) 6827 1900
Facsimile: (02) 6822 1626
Hours: 9.00 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
COOTAMUNDRA SHIRE COUNCIL

SECTION 1 – POLICY DOCUMENTS

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

- The Policy Register containing the following Policies:

Executive Services Division

- 1.1.1 Expenses and Provision of Facilities for Councillors and Staff
- 1.1.2 Code of Conduct
- 1.1.3 Internal Reporting Policy
- 1.1.4 Training and Information for Councillors
- 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 Organisation Management
- 1.3 Economic Development
- 1.4 Land Portfolio
- 1.5 Bush Fire and Emergency Management
 - 1.5.1 Delegation – Bush Fire Danger Period
 - 1.5.2 Firebreak Installation Policy
 - 1.5.3 Bushfire Notices
 - 1.5.4 Release of Employees
- 1.6 Saleyards

Corporate Services Division

- 2.1 Financial Planning and Accounting
 - 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
- 2.2 Administration and Corporate Support
 - 2.2.1 Tendering/Purchasing – Local Supplier Preference
 - 2.2.2 Competitive Neutrality Complaints
 - 2.2.3 Purchasing and Obtaining Quotations
- 2.3 Human Resource Management
 - 2.3.1 Award Restructuring
 - 2.3.2 Corporate Uniform
 - 2.3.3 Educational Assistance for Staff
 - 2.3.4 Equal Employment Opportunity
 - 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
 - 2.3.9 Staffing of Council Office Union Picnic Day
 - 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 Public Relations
 - 2.5.1 Advertising in Media Features
 - 2.5.2 Donations to Gifted Persons
- 2.6 Annual Operating Plan
- 2.7 Systems Development
- 2.8 Management Information Reporting
- 2.9 Information Technology Development
 - 2.9.1 E-Mail and Internet Usage Policy
- 2.10 Caravan Park
 - 2.10.1 Cootamundra Caravan Park – Marketing Strategy
- 2.11 Property Rental Management
 - 2.11.1 Property Rentals
- 2.12 Tourism and Area Promotions
 - 2.12.1 Bradman’s Birthplace – Collections Policy

Environment and Community Services Division

- 3.1 Planning
 - 3.1.1 Advertising Signs
 - 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 Interim 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 – Flood Liable Land
 - 3.1.9 Special Requirements – Residential Flat Buildings
 - 3.1.10 Subdivision Code
 - 3.1.11 Flat Exclusion Zone
 - 3.1.12 Sewer Main Extensions – Contributions
 - 3.1.13 Guidelines for Television and Film Production Shoots
 - 3.1.14 Telecommunications Towers
- 3.2 Building Control
 - 3.2.1 Temporary Occupation of Non-Residential Buildings
 - 3.2.2 Local Approvals
 - 3.2.3 Building Applications and Approvals
 - 3.2.4 Building Lines
 - 3.2.5 Building Line Variation
 - 3.2.6 Building Line – Laneways
 - 3.2.7 Building Line – Industrial Subdivision
 - 3.2.8 National Trust Clarifications – Demolition
- 3.3 Pollution Control and Monitoring
- 3.4 Recycling
- 3.5 Septic Services
- 3.6 Public Health
- 3.7 Food Surveillance
 - 3.7.1 Food Premises
- 3.8 Dog Control
 - 3.8.1 Dog Control – Urban Areas
- 3.9 Aged and Disabled Services
- 3.10 Public Cemeteries

- 3.11 Public Halls and Stadiums
 - 3.11.1 Outside Traders and Markets
 - 3.11.2 Reduction of Town Hall Fees and Charges for Non Profit Organisations
 - 3.11.3 Town Hall Equipment
 - 3.11.4 Cootamundra Town Hall – Free Use
 - 3.11.5 Use of Town Hall by Markets
 - 3.11.6 Town Hall Piano
- 3.12 Swimming Pools
 - 3.12.1 Age Limit on Unaccompanied Entry to Cootamundra Pool
- 3.13 Public Toilets
- 3.14 Cultural Facilities
- 3.15 Library Services

Engineering Services Division

- 4.1 Civil Infrastructure
 - 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 Traffic Management
 - 4.2.1 Hindering of Motor Traffic – Fund Raising Appeals
- 4.3 Storm Water Drainage
- 4.4 Plant Management
 - 4.4.1 Plant Hire From Outside Council
 - 4.4.2 Plant and Motor Vehicle Maintenance and Service
 - 4.4.3 Plant Charges
 - 4.4.4 Plant Replacement Program
- 4.5 Depot and Stores Management
- 4.6 Aerodrome
- 4.7 Noxious Weeds
 - 4.7.1 Noxious Weed Control
- 4.8 Parks and Gardens
 - 4.8.1 Parks and Gardens Maintenance and Inspection Program
 - 4.8.2 Watering of Recreation Areas
- 4.9 Sporting Fields and Facilities
 - 4.9.1 Sporting Grounds
 - 4.9.2 Fisher Park – Advertising Signs
 - 4.9.3 Mackay Park Wallendbeen – Electricity Supply
- 4.10 Street Cleaning
 - 4.10.1 Street Cleaning Program
- 4.11 Garbage Collection
- 4.12 Depot Management
- 4.13 Trade Waste
- 4.14 Water Program – Services
 - 4.14.1 Dialysis Use – Additional Allowance
- 4.15 Water Program – Storage and Reticulation
- 4.16 Water Program – Treatment
- 4.17 Sewerage Program – Services
- 4.18 Sewerage Program – Storage and Reticulation
- 4.19 Sewerage Program – Treatment
 - 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
- 4.20.5 Protective Clothing
- 4.20.6 Safety Vests and Hats
- 4.20.7 Safety Helmets
- 4.20.8 Eye Protection
- 4.20.9 Hearing Protection
- 4.21 Insurance and Risk Management
 - 4.21.1 Settlement of Legal Liability Claims
- 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) 6940 2110

SECTION 3 – CONTACT ARRANGEMENTS

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

The application should be directed to:

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

FREEDOM OF INFORMATION ACT 1989

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

SUMMARY OF AFFAIRS

of the

COWRA SHIRE COUNCIL

SECTION 1 – POLICY DOCUMENTS

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

- (1) Current Council Meeting Agendas and 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 and 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 Ribands 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	Olympic Park
Woodstock Showground	Gooloogong Park
Billimari Park	E J Walker Park – Wattamondara
Europa Park	

Sportsfields

Edgell Park	River Park
Raudonikous Oval	Twigg Oval
Oliver Oval	Holman Oval

- | | |
|------------------------------|--------------------|
| MacPherson Oval | |
| West Cowra Recreation Ground | Col Stinson Park |
| Rodwell Oval | Mulyan Oval |
| Urban Nature Parks | |
| Farleigh Park | Phillips Crossing |
| Vineyard Park | Jukes Lane Reserve |
| Reserve – Taragala | Darbys Falls |
| Cudgelo | Koorawatha |
- (19) 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:**

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

Policy Codes:

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

Policy for Controlling Spray Painting
Code of Practice for the Impounding of Unattended Shopping Trolleys

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

The Council's Director Administrative and Financial Services
Administration Building
Wingewarra Street
(PO Box 81)
Dubbo NSW 2830
Telephone: (02) 6881 4222
Hours: 8.30 a.m. to 5.20 p.m., 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 and Managers	C1:1
Application of Buffer (Setbacks) in 1 (c), 1 (d) zones concessional allotments and candidates area allotments	C4:2
Building Retaining Walls	C3:3
Burial on Private Land	C5:1
Carnivals and 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
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 and Sediment Control	C5:2
Establishment of Bed and 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 and 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 and Interaction between Councillors and Staff	C1:12
Provision of Rural Road Services	C3:18
Public Gates/Public Grids	C3:19

Purchasing of Goods and 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
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 and Mains to Rural areas	C3:26
Telecommunications and Radiocommunications	C4:9
Use of Public Footpaths for Commercial Purposes, Street Stalls, Goods and 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 Nos 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 Section 94 Contributions Plan 2001
 Shire-wide Section 94 Contributions Plan No. 1 2004
 State of the Environment Report 2004

SECTION 2 – STATEMENT OF AFFAIRS

Councils most recent Statement of Affairs was prepared as at 31 December 2004.

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) 4992 1224
Facsimile: (02) 4992 2044
Email: shirecouncil@dungog.nsw.gov.au
Hours: 8.45 a.m. to 4.30 p.m., Monday to Friday

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

of the

EUROBODALLA SHIRE COUNCIL**FOI Agency No. 2125****SECTION 1 – POLICY DOCUMENTS**

Subject to the Freedom of Information Act 1989 the Council holds the following documents which may be accessed for information (Copies marked with * are available to take away):

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

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
Advertising Signs DCP	\$12.00
Subdivision Guidelines	\$30.50
Heritage Inventory	\$0.30/page
Tilba Conservation Area Development Guidelines	\$42.90
Subdivision Code – Water and Sewerage Construction	\$30.50

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
Other Publications	
Population Profile (1998)	\$12.00
Children’s Services Directory	\$2.00

SECTION 2 – STATEMENT OF AFFAIRS

Published 31 December, 2004

SECTION 3 – CONTACT ARRANGEMENTS

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

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

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

Advertising and Signage Code
Access for People with Disabilities
Amusement Centres – DCP 13/99
Annual Reports
Applications to Conduct Rodeos at Fairfield City Showground
Approval of Public Fireworks Displays
Approvals Policy (Local)
Art Collection Policy
Asset Write-offs
Building Application/Approval Records
Building Certificate Records
Building Operations
Business use of Footpaths and Public Places in Commercial Centres
Calling for Quotations for Goods, Materials and Services
Calling of Tenders
Calling of Tenders – Preliminary Deposits
Censorship and Freedom of Access
Charities Using Council Facilities
Code of Conduct for Local Government
Code of Meeting Practice
Community Tolerance
Concessions for Pensioners
Conferences and Seminars Policy
Confidentiality of Council and Committee Reports
Confined Spaces Policy
Construction Certificate Register
Contributions plans

- Community facilities
- Land acquisition for open space and drainage
- Recreation and Open space embellishment
- Stormwater drainage facilities
- Roads adjacent to open space
- Concrete path paving
- Car parking
 - Fairfield town centre;
 - Cabramatta town centre;
 - Canley Heights Local Centre
- Rural area: Roads and traffic facilities

Corporate Records Management Policy
Councillors Expenses and Facilities Policy
Delegations of Authority Register
Deputations
Designing for Access – Guidelines and Checklists
Development Application/Approval Records
Development Application Register
Development Control Plans

- Guidelines for Residential Development
- Energy Smart Homes
- Non-Residential Development in Residential Zones
- Fairfield Town Centre

- Cabramatta Town Centre
- Bonnyrigg and Bossley Park District Business Centres
- Canley Vale Local Business Centre
- Bonnyrigg Town Centre
- Canley Heights Local Business Centres
- Fairfield Heights Local Business Centres
- Wetherill Park and Bonnyrigg Industrial Centres
- Contaminated Lands
- Old Industrial Areas
- Retailing and Business Activities in Industrial Areas
- Used Clothing Bins
- Rural Area
- Car Parking
- Tree Management Policy
- Former R.A.A.F. Site, 794-850 Woodville Road, Villawood
- Amusement Centres
- Landscaping Code (draft)
- Advertising and Signage
- Waste (not DCP)
- Brothel Control
- South Abbotsbury
- Development Standards relating to Roads
- Exempt and Complying Development
- Notifications Policy

Development Without Consent – (State Environmental Planning Policy No. 4)

Disabled Car Parking Policy

Disposal of Assets

Donations to Charitable Organisation

Drug and Alcohol Policy

EEO Management Plan

Equal Employment Opportunity Policy

Fairfield Local Disaster Plan

Flags, Banners and Flagpoles on Council owned or Managed Land

Flood Prone Land Policy

Floodplain Management Policy

Food Premises Code

Footings for Dwellings in the Fairfield City Area

Front and Corner Allotment Fencing

Garbage Storage Bays Policy

Girl Guide and Boy Scout Halls (Waiving of Application Fees for)

Guidelines for Approvals for Child Care Centres

Hepatitis A Immunisation Policy

Hepatitis B Immunisation Policy

Heritage and Development

Hoardings

Interest Charges on Overdue Rates

Internal Reporting Policy

Issue of Council Rolls at Election Time

Land Acquisition Policy

Leasing of Council Properties

Library Membership

Library Services Policy

Load Limit Restriction Exemption for Local Residents

Local Approvals Policy

Local Environment Planning Instruments

- Fairfield LEP 1994

Local Ethnic Affairs Policy Statement (LEAPS)

Management Plan

Media Policy

Minutes of Committee Meetings

Minutes of Council Meetings

Mobile Food Vending Vehicles Code
Multicultural Accesses to Council Services
Petitions in Council Owned Buildings
Plans of Management

- Salters Road Reserve (Marconi Park)
- Corner of Elizabeth Drive Bonnyrigg (White Eagles)
- Cabramatta Sports Ground
- Fairfield Showground
- Fairfield Golf Course
- Brenan Park
- Emerson Street Reserve
- Wetherill Park Reserve
- Wilson Road Reserve, Bonnyrigg
- Bunker Parade Reserve
- CabraVale Park
- St Johns Park
- Leisure Centres (Prairiewood and Fairfield)
- Generic Sports Grounds/Generic Parks
- Generic Bushland and associated individual Plans of Management for Flying Fox Reserve

Policy for the Application of Fees and Charges for the hire of Community Facilities
Policy for Display of Goods on Council Owned Footpaths
Policy for the Construction of Garbage Storage Bays
Policy for the Erection of Pigeon Lofts
Policy for Erosion and Sediment Control
Policy for the Installation and Operation of Air Conditioning Units
Policy for Outdoor Dining on Council Owned Footpaths
Policy for the Protection of Footpaths and the Erection of Hoardings during Building Operations
Privacy Management Plan
Public Statues and Monuments Policy
Rate Reduction for War Widows
Recovery of Outstanding Rates
Religious Buildings used for the Storage of Cremated Remains of Deceased Person
Renewal of Various Community Facilities Licences
Risk Management Policy
Rural Area On-Site Detention Guidelines
Specification for Roadwork and Drainage Associated with Subdivision or other Development
State of the Environment Report
Stormwater Drainage Policy
Street Names Policy
Street Name Signs Policy
Subdivision Code
Temporary Food Premises Code
Tree Management Policy
Tree Preservation Order
Urban Area On-Site Detention Handbook
Variation to Street Names

SECTION 2 – STATEMENT OF AFFAIRS

The Statement of Affairs may be inspected free of charge at Council's Administration Centre. The Statement of Affairs is also contained in Council's 2004 Annual Report which can be viewed at www.fairfieldcity.nsw.gov.au.

SECTION 3 – CONTACT ARRANGEMENTS

Copies of the above policy documents may be viewed at Fairfield City Council Administration Centre. All enquiries regarding access to Council documents should be directed to:

The Public Officer
Fairfield City Council
PO Box 21,
Fairfield NSW 1860
86 Avoca Road
Wakeley NSW 2176
Telephone: (02) 9725 0836
Hours: 8.30 a.m. and 4.30 p.m., Monday to Friday (public holidays excepted)

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

SECTION 1 – POLICY DOCUMENTS

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:

- 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

SECTION 2 – STATEMENT OF AFFAIRS

Far North Coast Weed's Statement of Affairs can be inspected at the administration office during normal business hours.

SECTION 3 – CONTACT ARRANGEMENTS

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

Mr Paul Muldoon
General Manager
Far North Coast Weeds
218-232 Molesworth Street
PO Box 230
Lismore NSW 2480
Telephone: (02) 6623 3833
Facsimile: (02) 6622 1181
Email: fncw@fncw.nsw.gov.au
Hours: 8.30 a.m. to 5.00 p.m

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

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 – DCPs:

No. 1 – Location of Electrical Transmission Lines

No. 2 – Industrial Lands

No. 3 – Residential Land – Church Street

No. 4 – Flooding Areas

No. 5 – Alcharinga Estate

No. 6 – Managing our Flood Risks

No. 7 – Exempt and 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

Minutes of Committee Meetings

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 Code

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 Development 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 and Court Streets
PO Box 333
Forbes NSW 2871
Telephone: (02) 6850 1300
Facsimile: (02) 6852 4170

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

The following policy documents are available for inspection or purchase:

- General Policy Manual
- Code of Conduct
- Code of Meeting Procedure
- Staff Procedural Manual
- Section 94 Contributions Plan
- Section 94 Contributions Plan Car Parking
- Councillors Allowances and Expenses Policy
- Council and Committee Minutes
- Local Environmental Plan and Land Use Strategies
- Delegations of Authority
- EEO Management Plan
- State of Environment Report
- Development Application Register
- Management Plan – including Fees and Charges
- Public Land Register
- Standard Conditions for Engineering Works
- Gloucester Local Environment Plan 2000
- Development Control Plans:
 - 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
- Community Road Safety Plan
- Strategic Issues for Gloucester Council
- Water and Sewerage Draft Business Plan
- Protected Disclosures Reporting Policy

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

Requests for access to information/documents under the FOI Act 1989 should be directed to:

The Public Officer
Gloucester Shire Council
89 King Street (PO Box 11)
Gloucester NSW 2422
Telephone: (02) 6538 5250
Facsimile: (02) 6558 2343
Email: council@gloucester.nsw.gov.au
Hours: 8.45 a.m. to 4.15 p.m., weekdays

N. S. McLeod, General Manager

FREEDOM OF INFORMATION ACT 1989

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

SUMMARY OF AFFAIRS

of the

GOSFORD CITY COUNCIL

FOI Agency No. 2132

SECTION 1 – POLICY DOCUMENTS

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

- Program A – Finance and Corporate Services
- Program C – Community Facilities
- Program D – Development and Building
- Program E – Environmental Services
- Program G – General Maintenance and Operations
- Program H – Health
- Program I – Industry Development
- Program J – Corporate Financing
- Program O – Corporate Development
- Program P – Private Works
- Program R – Recreation – Strategic Planning
- Program S – Sewerage Services
- Program T – Transport
- Program V – Fleet Management
- Program W – Water Supply

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

Documents available subject to a photocopy fee

The following documents are available for inspection free of charge. However, the Council will charge a photocopy fee if copies are required. A number of these documents can be downloaded free of charge from Council's website at 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. Active Recreation R1* – there are a number of sub-documents available under this heading.

Access to Files by Councillors Policy A1.39

Active Recreation R1*

Administration A1*

Beaches R3*

Building Control D6*

Capital Works Program

Car Parks T9*

Caravan Park R4*

Child Care Centres, complaints

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 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*
Fees and Charges
Fees and Charges Information – Revenue Policy
Financial Management A3*
Flood Mitigation E2*
Flora and 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
Industrial Estate I1*
Lakes, Waterways and Coastline E0*
Land proposed to be compulsorily acquired by Council
Landuse Planning E3*
Levels of Service
Libraries C0*
Lighting T6
Local Environmental Plans (LEP)
Minutes of Council Meetings
Minutes of Committee Meetings
Occupational Health and Safety Manual
Parks R2*
Policy Register
Pollution Erosion and Environmental Control E5*
Program Management *8*
Properties A5*
Public Transport T7*
Reserves R0*
Risk Management
Road Maintenance T1*
Road Construction T0*
Sewer Mains and Tunnels S0*
Solid Waste Management H0*
Tendering Policy A3.07
Traffic T4*
Treatment Work S2*
Tree Management R6*
Tree Preservation Order
Water Capital W5*
Water Consumer W4*
Watermains W2*
Waterway Facilities R5*
Works – Capital Works WS5*

Documents available free of charge

Corporate Plan
Guidelines to Development Control Plan No. 106 – Controls for Site Waste Management

Comprehensive State of Environment Report 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

The following documents are available for purchase:

Best Practice Guidelines Nutrient Control for Development in Gosford City
Building Over or Near Council Sewer and Water Mains
Building Specification Booklets
Citations and 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 and 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. The documents listed below are also available from the Administration Building 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 Florallands – 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 and 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 – Berecroy 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 and 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 and 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. 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 and 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 and 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 and Ettalong Creeks, Kahibah and Iluka Lagoons and Selected Reserves at Umina Beach
 Rehabilitation and Management Plan
 Kariong Area Drainage Investigation
 Lower Narara Creek Flood Study
 Middle Creek Flood Study
 Narara Creek Flood Study – West of Hanlan Street
 Narara Creek Manns Road to Deane Street Rivercare Study
 Narara Creek Manns Road to Deane Street Rivercare Plan
 Natural Vegetation of the Gosford Local Government Area, Community Profiles
 Natural Vegetation of the Gosford Local Government Area, Technical Report
 North Copacabana Catchment Trunk Drainage Study
 Point Clare Trunk Drainage Study, Management Study and Management Plan
 Pretty Beach Area Drainage Study
 Residential Strategy
 Review of the Lower Narara Creek Floodplain Management Study
 Rural Lands Study
 Stormwater Management Plan for Gosford City
 Sun Valley Trunk Drainage Strategy
 Terrigal Lagoon Deepening Study Feasibility Study
 Terrigal Lagoon Flood Study
 Terrigal Lagoon Floodplain Management Study
 Terrigal Lagoon Floodplain Management Plan
 Turo Creek Flood Study
 Upper Narara Creek Flood Study
 Veron Road Area, South Woy Woy Drainage Strategy
 Wamberal Lagoon Flood Study
 Wamberal Lagoon Floodplain Management Study
 Wamberal Lagoon Floodplain Management Plan
 Water and Sewer Development Service Plans
 Wells Street, East Gosford Drainage Strategy
 Western COSS Assessment: Final Report December 2002
 Wetland Management Study – Brisbane Water area
 Wetland Management Study in the Hawkesbury Nepean Catchment
 Wetland Mapping Survey of Coastal Wetlands
 Wingello Creek Floodplain Management Plan
 Woy Woy Catchments – D and 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
 Mudflat Creek Flood Study

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 subject to a photocopying fee on application or may be downloaded free of charge from Council’s website at www.gosford.nsw.gov.au:

Community Parks
 Ettalong Beach
 Foreshore Parks
 Formal Parks
 Gosford Foreshore

George Downs Cottage
Grahame Park
Kibble Park
Kincumba Mountain Regional Reserve
Leagues Club Field
North Avoca Surf Club
Sportsgrounds
Terrigal Haven
Wilson Road Park Terrigal
Worthing Creek Detention Basin

SECTION 2 – STATEMENT OF AFFAIRS

The Statement of Affairs may be inspected free of charge at Council's Administration Building and Public Libraries.

SECTION 3 – CONTACT ARRANGEMENTS

Freedom of Information requests may be submitted in writing to:

The General Manager
Gosford City Council
PO Box 21
49 Mann Street
Gosford NSW 2250
Email: gocity@gosford.nsw.gov.au
Website: www.gosford.nsw.gov.au
Hours: 8.38 a.m. to 5.00 p.m., Monday to Friday (public holidays excepted)

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 Telephone: (02) 4325 8304
Sarah Wallace Telephone: (02) 4325 8903
Environment and Planning
Ann Kendal Telephone: (02) 4325 8246
Ros Spain Telephone: (02) 4325 8876
Mary McElhinney Telephone: (02) 4325 8375
City Services
Sue McKellar Telephone: (02) 4325 8257
Corporate Services
Margaret Shipman Telephone: (02) 4325 8312
Water and 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.

Peter Wilson, General Manager

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 26 May 2004.

Governance

- Council Meeting Agenda
- Council Meeting Minutes
- Delegations of Authority Register
- Disclosure of Interests Register
- 2003/2004 Annual Report
- 2004 Community Guide
- Code of Conduct
- Council Newsletters

Corporate and Community Services

- Schedule of Fees and Charges
- 2003/04 Auditors' Report
- 2003/05 Annual Budget and 3-Year Financial Plan
- Quarterly Financial Reviews
- 2003/04 Financial Statements, including -
- Operating Statement
- Statement of Financial Position
- Statement of Changes in Equity
- Cash Flow Statement
- Management Plan and Revenue Policy
- Policy Register
- Equal Employment Opportunity Management Plan

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 during office hours and should be directed to:

Public Officer
PO Box 99
Holbrook NSW 2644
Telephone: (02) 6036 0100
Facsimile: (02) 6036 2683
Hours: 8.30 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
GREATER TAREE CITY COUNCIL

SECTION 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

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

Taree Preservation Order for Hallidays Point

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

State of the Environment Report 2003/2004

Annual Report 2003/2004

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

Graham Nix

Manager Administration

Level 2

Administration Centre

2 Pulteney Street

Taree NSW 2430

Phone: (02) 6592 5399

Fax: (02) 6592 5311

Hours: 8.30 a.m. to 4.30 p.m., Monday to Friday

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

SECTION 1 – POLICY DOCUMENTS

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

- Animal Control
- Approvals
 - Advertising
 - Busking
 - Development
 - Fencing
 - Noise Pollution
- Buildings
- 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

SECTION 2 – STATEMENT OF AFFAIRS

Council's last published Statement was at 31 December 2004. Further details are available from the contract below.

SECTION 3 – CONTACT ARRANGEMENTS

Access to these documents may be arranged during normal Council's office hours 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
Email: admin@griffith.nsw.gov.au
Hours: 8.15 a.m. to 4.00 p.m.

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

Gunnedah Shire Council maintains the following documents available for public inspection.

Annual Report
Annual Financial Reports
Auditor's Report
Building Application and Approval Records
Building Certificate Records
Building Line Standard
Bushfire Management Plan for Gunnedah and Narrabri
Business papers for Council and Committee meetings (but not including business papers for matters considered when a meeting is closed to the public)
Cemetery Register
Code of Accounting Practice
Code of Conduct
Code of Meeting Practice
Community Services Strategy
Complaints Register
Consultative Committee Constitution
Delegations of Authority Plan
Development Applications/Consent Records
Development Control Plans
Disaster Plan
Disclosures Register
Dual Occupancy Code
EEO Constitution
EEO Dispute Resolution Guidelines
EEO Management Plan
Emergency Management Plan (see Disaster Plan)
Emergency Services Plan (see Disaster Plan)
Environmental Planning Instruments
Fees and Charges Policy and Schedule (see Management Plan)
Financial Management Plan
Food Premises Code
Gunnedah/Oxley Community Options Policy – Procedures Manual
Hoardings Policy
Industrial Code
Interim Development Orders (see Local Environmental Planning Instruments)
Land Register
Leases and Licences for Use of Public Land Classified as Community Land
Library Services Policy
Local Environmental Planning Instruments
Management Plan and Estimates of Income and Expenditure
Minutes of Council and Committee meetings (but not including Minutes of a meeting or any part of meeting that is closed to the public other than the recommendations of that meeting)
Notification of Adjoining Owners Policy
Organisational Structure
Plans of Management for Community Land
Plant Replacement Program
Privacy Management Plan – Model
Pricing Policy (see Management Plan)

Returns of the interests of Councillors, Designated Persons and Delegates)
Revenue Policy (see Management Plan)
Rolling Works Program
Section 94 Contribution Plans
Staff Induction Manual
Staff Manual
Staff Recruitment and Procedures
State of the Environment Report
Statement of Affairs
Subdivision Code
Training Plan
Council's Policy Register which contain the following adopted policies of Council:
Administration – Corporate Support – Community Sponsored Services
Administration – Corporate Support – Council Activities and Functions
Advertising – Public – Use of Handbills
Alcohol Possession and Consumption – Wolseley Park
Banners – Display of
Bonds – Footpath/Kerb and Gutter Reinstatement
Bonds – (Performance) Gutter Crossings and Driveways
Budget Estimates – Performance Measurement of
Building – Certificates
Building Over Sewers
Business Premises Flood Protection – Financial Assistance Program
Caravans – Occupation thereof on Private Property
Cemetery – Monumental Works for Memorial Park
Code of Accounting Practice
Code of Conduct
Code of Meeting Practice
Communication
Competitive Neutrality Complaints
Confidentiality
Consultants – Selection and Utilisation
Consultative Committee
Contractors – Public Liability Insurance
Corporate Support – Complaints/Requests
Corporate Support – Section 56 Donations
Corporate Support – Tenders and Procurement
Corrupt Conduct – Reporting of Possible
Councillors – Payment of Expenses and Provision of Facilities
Development Application Fee Refund
Disclosures – Councillors and Designated Staff – Primary Return
Disclosures – Councillors and Designated Staff – Return
EEO Constitution
EEO Dispute Resolution Guidelines
EEO Management Plan
Electronic Transfer Payment
Fences (Dividing) – Contribution Towards Cost Adjoining Parks and Reserves
Flooding and Commercial Premises – A Guide to Development
FOI – Statement of Affairs
Garage Sales
Gunnedah Community Scholarship Scheme
Gunnedah Oxley Community Options – Policies and Procedures
Gunnedah Peoples Market – Operational Guidelines
Gunnedah Water Supply – Water Restrictions
Headworks Charges
Health Administration and Inspection – Alcohol Free Zone
Hire – Buildings in Cultural Precinct and Other Civic Buildings
Housing and Community Amenities – Floodprone Property – House Raising and Purchase
Housing and Community Amenities – Floodprone Property – Housing Raising Operations
Housing Loans – Default of Payments
Human Resources – Attendance at Professional Conferences

Human Resources – Employee Newsletter
Human Resources – OHS Consultation and Committees
Human Resources – Sun Protection
Human Resources – Time Off in Lieu
Human Resources – Training and Professional Development
Induction Manual
Information – Charge for Provision
Information – Provision of
Internal Reporting
Internet Access – Public Use
Interview and Removal Expenses – Payment of
Investments
Lanes – Widening of in Gunnedah
Leasing of Council Land and Property
Loans to External Bodies
Logo
Markets – Peoples Market Guidelines
Media Releases and Procedures
Meeting Notices
Naming of Public Infrastructure
OHS – Accident Incident Report Investigation Process
OHS – Armed Holdup Policy Procedures
OHS – Consultation
OHS – Entry into Private Property
OHS – Hearing Protection
OHS – Injury Management Policy
OHS – Injury Management Policy
OHS – Manual Handling
OHS – Occupational Health and Safety
OHS – Risk Management System
OHS – Safety Footwear
OHS – Work Aggression
OHS – Workplace Injury Management and Early Intervention Safety Strategy
OHS – Workshop Entry and Safe Procedure
Organisational Structure
Payment of Expenses for Provision of Facilities
Pool – Advertising Opening and Closing
Privacy Management
Private Works
Public Order and Safety – Animal Control – Keeping of Animals and Birds
Rates – Aggregation of Parcels of Land Subject to Minimum Rates
Rates – Categorisation of Land
Rates – Debt Recovery
Rates – Pensioner Rate Rebate Applications – Processing
Rates – Relief due to Hardship
Rates – Water Allowance for Medical Conditions
Roads – Firebreaks Thereon
Roads – Road Races
Roads – Sealing of Isolated Patches
Road – Temporary Closure
Rural Fire Service – Personal Protective Equipment
Rural Fire Service – Trailers, Tanks and Pumps
Salary System
Staff – Acting Appointments
Staff – Annual Leave
Staff – Attendance at Professional Assoc. Conference
Staff – Claim for Court Expenses
Staff – Corporate Uniform
Staff – Email
Staff – Employee Assistance
Staff – Internet Access

Staff – Jury Duty
Staff – Leave – Defence Force Reserve
Staff – Leave Approval
Staff – Loss of Personal Property
Staff – Maternity Leave
Staff – Overtime
Staff – Picnic Day
Staff – Pre-Employment Medical Report
Staff – Presentation on Resignation
Staff – Purchase of Surplus Vehicles, Plant and Materials
Staff – Remote Area Housing Fringe Benefits
Staff – Rostered Days Off
Staff – Senior Staff Contract Annual Remuneration Review
Staff – Smoking in the Workplace
Staff – Staffing Arrangements Public Holidays
Staff – Telephones Provision of
Staff – Traffic Fines Payment of
Staff – Training and Professional Development Assistance
Staff – Union Conferences
Staff – Vehicle Operation
Staff – Workplace Communication
Staff Manual
Stationery – Use of Recycled Paper
Subdivision – Capital Works Contribution Agreements
Template – Policy
Tenders and Quotes
Trees on Public Property
Trustee – Dorothea Mackellar Memorial Society Inc
Vehicle Agreement – Commuter Use
Vehicle Agreement – Field Worker
Vehicle Agreement – Full Private Use
Vehicle Agreement – GOCO Private
Vehicle Replacement – Council
Waste Management Service Delivery and Objectives
Water Supplies – Water Restriction
Water Supply License Entitlement

SECTION 2 – STATEMENT OF AFFAIRS

A Statement of Affairs prepared in accordance with section 14 (2) of the Freedom of Information Act is available from Council's Public Officer.

SECTION 3 – CONTACT ARRANGEMENTS

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

FOI Officer
Gunnedah Shire Council
PO Box 63
Gunnedah NSW 2380
Telephone: (02) 6740 2100
Facsimile: (02) 6740 2119
Hours 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
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 and 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 and 5

Section 94 Plan

Code of Conduct

SECTION 2 – STATEMENT OF AFFAIRS

A copy of Council's most recent Statement of Affairs, dated June 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)

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:

Mr Andrew Johnson
Public Officer
Council Office
158 Bradley Street
Guyra NSW 2365
Hours: 9 a.m. to 4 p.m.
Telephone: (02) 6779 1577
Facsimile: (02) 6779 1221
Email: council@guyra.nsw.gov.au
Website: www.guyra.nsw.gov.au

or by writing to:

The General Manager
Guyra Shire Council
PO Box 207
Guyra NSW 2365

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****HASTINGS COUNCIL****FOI Agency No. 2144****SECTION 1 – 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 and 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 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
- 2004-2005 Corporate Plan (Management Plan) (Current version No. charge)

SECTION 2 – STATEMENT OF AFFAIRS

A Statement of Affairs as at December 2004 has been prepared in accordance with Section 14 (1) and (2) of the Freedom of Information Act and forms part of 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.

SECTION 3 – CONTACT ARRANGEMENTS

The contact for all enquiries under the Freedom of Information Act is:

Mr Neil Porter
Hastings Council
PO Box 84
Port Macquarie NSW 2444
Telephone: (02) 6581 8631
Facsimile: (02) 6581 8100
Email: neilp@hastings.nsw.gov.au
Hours: 8.30 a.m. to 4.30 p.m., Monday to Friday

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

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

Environmental Policy

Ethnic Affairs Priorities Statement (EAPS)

Equal Employment Opportunity

Fencing

Firebreaks

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
Facsimile: (02) 69 931288
Email: mail@hay.nsw.gov.au
Hours: 9 a.m. to 5 p.m., Monday to Friday

FREEDOM OF INFORMATION ACT 1989

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

SUMMARY OF AFFAIRS of the HORNSBY SHIRE COUNCIL

SECTION 1 – POLICY DOCUMENTS

Hornsby Shire Council's policy documents are listed hereunder:

<i>Policy No.</i>	<i>Policy Title</i> (CASD = Council Approved Statutory Document)
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, Beecroft DCP (CASD)
No Number	Car Parking DCP (CASD)
No Number	Cherrybrook Precinct DCP (CASD)
No Number	Child Care Centre Operations Policy and Procedures (Code)
No Number	Code for Amusement Centres
No Number	Code for Energy Efficient Housing
No Number	Code for Facilitation and Mediation of Development and Building Disputes
No Number	Code for the Erection of Tennis Courts, Half Courts and Sports Patios
No Number	Code for the Keeping of Animals
No Number	Code of Conduct (CASD)
No Number	Code of Meeting Practice (CASD)
No Number	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	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 – Parks and Reserves Generic – Districts 1 and 2 (CASD)
No Number	Plan of Management – Significant Areas Bushland (CASD)
No Number	Plan of Management – Storey Park, Hornsby (CASD)
No Number	Privacy Management Plan (CASD)
No Number	Residential AM (Medical Centres) DCP (CASD)
No Number	Residential Subdivision DCP (CASD)
No Number	River Settlements DCP (CASD)
No Number	Rural Lands DCP (CASD)
No Number	State of the Environment Report (CASD)
No Number	Statement of Affairs (CASD)
No number	Summary of Affairs (CASD)
No Number	Sustainable Water DCP (CASD)
No Number	Tree Preservation Order (CASD)
No Number	Duffy Avenue- Westleigh DCP (CASD)
No Number	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
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

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

Inspection of these documents may be undertaken at Council's Administration Centre. Telephone enquiries should be directed to the Public Officer. 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
Council Chambers
296 Pacific Highway
Hornsby NSW 2077
Telephone: (02) 9847 6605,
Hours: 8.30 a.m. to 5.00 p.m., Monday to Friday.
Website: 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
HUNTERS HILL COUNCIL

SECTION 1 – POLICY DOCUMENTS

1. Amusement Machines
2. Keeping of Animals
3. Building Lines – Streets and Reserves
4. Building Lines – Foreshore
5. Air Conditioning
6. Code of Meeting Practice
7. Council Organisation Chart
8. Expenses of Council Members
9. Councillors and Staff – Code of Conduct
10. Committees – Terms of Reference
11. Delegation of Powers to Mayor
12. Delegation of Powers to Deputy Mayor
13. Delegation of Powers: General Manager
14. Delegation of Powers: Deputy General Manager
15. Town Hall Hiring Conditions
16. Signing of Bank Documents and Cheques
17. Policy/Procedure on Investments
18. Town Hall Flags
19. Noise Control Act – Guidelines
20. Insurance Claims Policy
21. Film and Television Locations
22. Parks and Reserves – Boronia Park – Interim Policy
23. Parks and Reserves – Boronia Park – Regulations
24. Parks and Reserves – Regulations
25. Use of Parks and Reserves
26. Use of Council Vehicles
27. Staff Gratuities
28. Wages Staff – 9-Day Fortnight – Rules and Conditions
29. Salaried Staff – Working Conditions
30. Street Cleaning Staff, Town Hall Caretaker/Cleaner and Ranger/Ordinance Inspector
31. Construction and Use of Tennis Courts
32. Aims and Objectives for Planning and Conservation
33. Tree Preservation Order
34. Trees
35. Noxious Plants – Notice of Proclamation
36. Community Services
37. Foreshore Development
38. Local Approvals Policy
39. Citizenship Ceremonies Procedure
40. Sandstone Kerbs and Gutters
41. Traffic and Parking Offences
42. Clothing Policy – Issue of Hats
43. Policy on Consumption of Alcoholic Beverages during Working Hours
44. Policy Concerning Orders
45. Policy and Procedures for All Works and Change of Use
46. Interstate and Overseas Travel
47. Complaints Handling
48. Purchase of Goods, Services and Materials
49. Access to and Use of Email
50. Bushcare Volunteer Management

51. Bushland Management
52. Child Protection
53. Communication
54. Human Resource Policy Manual
55. Filming Protocol and Manual
56. Moocoobola Festival
57. Outdoor Eating
58. Payment of Fees and Expenses and Provision of Facilities to Councillors
59. Playing Field Bookings (Seasonal)-Hirings
60. Privacy Code of Practice
61. Total Asset Management
62. Variable Working Hours-Salaried and Contract Staff
63. Occupational Health and Safety
64. Sponsorship Guidelines
65. Internal Reporting
66. Street and Reserves Tree Planting
67. Protection of Fauna During Tree and Vegetation Removal

Local Environmental and Development Control Plans

1. Hunters Hill LEP No. 1
2. Hunters Hill LEP No. 2 Rezoning
3. Hunters Hill LEP No. 3 Rezoning – Open Space
4. Hunters Hill LEP No. 4 Rezoning – Business
5. Hunters Hill LEP No. 5 Rezoning – Residential 2 (b)
6. Hunters Hill LEP No. 6 1 and 1a Junction Street
7. Hunters Hill LEP No. 7 Pulpit Point
8. Hunters Hill LEP No. 8 109-111 Pittwater Road
9. Hunters Hill LEP No. 9 Open Space
10. Hunters Hill LEP No. 10 35 Gladesville Road
11. Hunters Hill LEP No. 11 Pulpit Point
12. Hunters Hill LEP No. 12 Lane Cove River County Road
13. Hunters Hill LEP No. 13 Pulpit Point
14. Hunters Hill LEP No. 14 Heritage Matters
15. Hunters Hill LEP No. 15 1 and 3 D'Arum Street
16. Hunters Hill LEP No. 16 16 Junction Street
17. Hunters Hill LEP No. 17 Clarkes Point
18. Hunters Hill LEP No. 18 Riverglade
19. Hunters Hill LEP No. 19 Hunters Hill Hotel
20. Hunters Hill LEP No. 20 Massey Street
21. Hunters Hill LEP No. 21 163-165 Victoria Road, Gladesville
22. Hunters Hill LEP No. 22 Development of Integrated Housing
23. Hunters Hill LEP No. 23 Amendment 1 LEP No. 1
24. Hunters Hill LEP No. 24 32 Alexandra Street – Post Office
25. Hunters Hill LEP No. 25 161 Victoria Road – Police Station
26. Hunters Hill LEP No. 26 School Sites
27. Hunters Hill LEP No. 27 Rezoning – 14 Madeline Street
28. Hunters Hill LEP No. 28 32 Alexandra Street – Rewording of Uses
29. Hunters Hill LEP No. 29 Increased uses in Open Space Zones
30. Hunters Hill LEP No. 31 Amendments in response to SEPP 53 Garden Area Definition
31. Hunters Hill LEP No. 33 Municipality – Additional Heritage Items
32. Hunters Hill LEP No. 34 167-171 Victoria Road -Allow Residential Use
33. Hunters Hill LEP No. 35 Municipality – Clause 15 Height Controls
34. Hunters Hill LEP No. 36 Municipality – Exempt and Complying Development and Clause 22 Amendment definition
35. Hunters Hill LEP No. 37 10 Cowell Street-Rezoning
36. Hunters Hill LEP No. 38 10 Ryde Road Rezoning
37. Hunters Hill LEP No.39 50 Gladesville Road Rezoning
38. Hunters Hill LEP No. 40 Municipality-Permitting refreshment rooms in 3(b) and 3(c) zoned and shops in 3(b)
39. Hunters Hill DCP No. 1 39-41 Augustine Street
40. Hunters Hill DCP No. 2 40-42 Mary Street

41. Hunters Hill DCP No. 5 1 Sea Street
42. Hunters Hill DCP No. 9 1-3 D'Arum Street
43. Hunters Hill DCP No. 10 Riverglade Development
44. Hunters Hill DCP No. 11 Riverglade Development
45. Hunters Hill DCP No. 13 15 Collingwood Street
46. Hunters Hill DCP No. 14 Advertising signs
47. Hunters Hill DCP No. 15 (Amendment 1) Residential Development
48. Hunters Hill DCP No. 16 Barons Crescent
49. Hunters Hill DCP No. 17 Residential Subdivision
50. Hunters Hill DCP No. 20 Notification Policy
51. Hunters Hill DCP No. 21 Commercial Development
52. Hunters Hill DCP No. 22 Cowell Street
53. Hunters Hill DCP No. 23 Access and Mobility
54. Hunters Hill DCP No. 25 Sustainable Water

SECTION 2 – STATEMENT OF AFFAIRS

Council's latest Statement of Affairs was published on the 1 July 2000, and will be updated and published again on the 1 July 2001. Copies will be available for inspection, free of charge, or \$5.00 to purchase by contacting Council's Freedom of Information Officer.

SECTION 3 – CONTACT ARRANGEMENTS

Council's documents may be accessed by contracting the Customer Service/Freedom of Information Officer:

Hunter's Hill Council
PO Box 21
Hunters Hill NSW 2110
SNDX 99626 Hunters Hill
Telephone: (02) 9879 9420 direct
(02) 9879 9400 switch
Facsimile: (02) 9809 7338
Email: council@huntershill.nsw.gov.au
Hours: 8.00 a.m. to 5.00 p.m., Mondays to Fridays

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****INVERELL SHIRE COUNCIL****FOI 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
 - Stables in Residential Areas
 - Flood liable lands
 - Rural Subdivisions
 - Subdivisions
- 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.

SECTION 3 – CONTACT ARRANGEMENTS

All of the documents may be accessed at the Administration Building. Prior to making an application it is suggested that the applicant contact Council as some information may be provided as part of a free community service.

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
Administration Building
144 Otho Street
Inverell
Telephone: (02) 6728 8288
Hours: 8.30 a.m. to 4.30 p.m., Monday to Friday

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

of the

KEMPSEY SHIRE COUNCIL**FOI Agency No. 2156****SECTION 1 – POLICY DOCUMENTS**

Kempsey Shire Council's Policy Documents are as follows:

<i>Policy Register</i>	<i>No.</i>
25 Year Club	7.67
Abandoned Shopping Trolleys	13.1
Access to Rural Subdivisions	13.8
Accident/Incident Reporting – Staff	7.48
Accounts – Debts Recovery	11.1
Accounts – Fees and Charges – Sewerage Charges	21.1
Accounts – Plant Hire and Private Works	21.2
Accounts – Signing of Cheques	11.2
Advertising of Development Applications	23.1
Aged and Invalid Persons Units – Application for Tenancy of Rental Units	11.3
Allocation of Sporting Fields	12.2
Anti-Harassment and Anti-Bullying	7.59
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
Building Disposal of Roofwater	13.3
Building Temporary Occupation of caravans or garages	23.15
Bush Fire Hazards – Abatement	9.02
Business Incentive	10.10
Busking	11.5
Camping Grounds – Goolawah Reserve Racecourse – Delicate	10.1
Caravan Parks/Camping Grounds – Caretakers Authorities	10.2
Career Development Policy	7.71
Carer's leave	16.1
Carnivals and concerts, Circuses etc on Council property	11.6
Cattle feed lots establishment of	23.3
Cemeteries and Memorial Garden Policy	11.21
Chemical Sensitivity	22.1
Child Protection	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 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 and 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
Corporate uniform	7.24
Council meeting arrangements	24.14
Council publications – subscriptions	21.6
Council purchase cards	7.74
Council quarry operations drilling and or blasting rock	12.6
Council vehicles – provision and use	7.26
Councillors and staff – interaction and provision of information to	24.1
Damage to water meters	10.4
Demolition	13.2
Development and other applications – Refund of Fees	23.5
Disability Access	21.8
Disclosures of Interest – Councillors and Designated Persons	14.3
Disconnection of Water Supply for Non-payment	10.3
Disposal of Assets	10.9
Disposal of roofwater	13.3
Distribution of Council and Management Policies	
Dogs – Control and Registration	13.4
Dogs – Keeping of and Kennels	13.5
Donations and Grants and Subsidies	21.7
Employee Assistance Program	7.58
Employee Grievances	7.68
Employee inductions	7.5
Equal Opportunity Provision	7.6
Events Management	21.22
Extension of water mains	20.6
Farm Land Rating	21.9
Film and Television	20.7
Flood Plain Management Strategy	23.6
Food Surveillance Programme	13.7
Footpath Risk Management	11.9
Formal interview	7.60
Freedom of Information	21.10
General Manager – Delegation of Authority	24.2
Gifts and benefits	24.7
Hardship – relief to ratepayers	21.11
Height of buildings	23.7
Helicopter landing sites in the shire other than on Council owned and controlled property	12.8
Helicopter landings on Council owned and controlled property	12.7
Hepatitis B injection	7.36
Higher grade pay	7.23
Holidays – Local public	21.12
Hours of work	7.22
Implementation of Water restrictions	20.1
Incentive Policy – Sports facility develop and maint. strategy	12.9
Industrial land – Council owned	20.2
Information Technology Co-ordination Policy	11.8
Initial Sealing of Roads	22.9
Insurance	11.10
Internal Licensing Policy	7.73
Internal reporting of corruption and maladministration	24.5
Interview expenses	7.1
Investment of Funds	21.13
Jet Ski Hire	23.8
Land – lease of Council property and roads – agistment rights	20.3
Lateral transfer, redeployment and job redesign	7.35
Learning and development	7.25
Leasing of Public Areas for Restaurants or Cafes	23.9

Leave without pay	7.41
Legal Proceedings Litigation	14.1
Library Fees and charges	11.11
Library loans	11.12
Limiting access to staff and inf. by members of public	24.15
Loans to sporting clubs	21.14
Maintenance of subdivisions	13.9
Mall – Clyde Street	11.14
Mayor – Delegation of Authority	24.3
Mobile phones – provision of	7.33
Occupational Health and Safety Policy	7.28
Operation of Tree Preservation Order	23.11
Outdoor Religious Activities	21.15
Parking Code	23.12
Passive smoking	7.34
Payment of Expenses and Provision of Facilities to the Mayor and Councillors	24.4
Personnel files	7.20
Provision of Access roads to rural residential areas	22.5
Public gates – public grids	12.11
Purchasing of goods and services to the value of \$100,000	10.5
Rating – vacant flood prone land	21.17
Receipts – Issue	11.15
Recruitment of Directors	7.7
Recruitment and Selection Process	7.3
Reference and information services	11.16
Reimbursement of removal expenses	7.2
Replying to Correspondence	11.19
Rewards Vandalism	21.18
Rezoning Applications	23.13
Risk Management	11.17
Roadside Stalls and Street Vending	23.14
Salary System Policy	7.32
Sale of goods 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
Signs as remote supervision	11.18
Special Sporting events	12.13
Sponsorship signs on sporting grounds	22.8
Sponsorship	24.11
Sporting fields	12.14
Staff appointments – equal opportunity provisions	7.6
Staff – communication meetings	7.86
Staff – Council vehicles – provision and use	7.26
Staff – Fair Treatment	7.60
Staff and Human Resources Files	7.20
Staff – Hours of Work	7.22
Staff – Learning and Development	7.25
Staff – Occupational Health and Safety Policy	7.28
Staff – Personal Protective Equipment	7.49
Staff – Protection from UV Radiation	7.30
Staff – Recruitment and Selection	7.3
Staff Accident – Incident reporting	7.48
Staff Appointments – Recruitment of Directors	7.7
Staff Appointments – Equal Opportunity Provisions	7.6
Staff Appointments – Induction	7.5
Staff Appointments – Interview Expenses	7.1
Staff Appointments – Reimbursement of removal expenses	7.2
Staff Corporate Uniform	7.24
Staff Military Leave	7.46
Staff Human Resources Files	7.20

Staff Provision of Mobile Phones	7.33
Staff Rehabilitation Policy	7.29
Staff Sick Leave – application	7.40
Staff Tea Room – meeting room	7.80
Staff telephones	7.21
Staff travelling, accomm. and sustenance expenses – payments to staff	7.27
Staff Use of Email	7.38
Staff Use of the Internet	7.39
Staff Working from home	7.37
Staff – 25 year club	7.67
Staff – calculation of accrued employees leave entitlements	7.65
Staff – Council vehicles – provision and use	7.26
Staff – Hepatitis B Injection	7.36
Staff – Higher Grade Pay	7.23
Staff – Internal Licensing for Operators of Council Plant	7.73
Staff – Lateral Transfer, redeployment and job redesign	7.35
Staff – Leave without pay	7.41
Staff – Long Service Leave	7.42
Staff – Passive Smoking	7.34
Staff – Presentation	7.66
Staff – Private Use of Council equipment	7.70
Staff – Provision of Credit Cards	7.47
Staff – Resignation due to ill health	7.62
Staff – Retirement counselling	7.63
Staff – Salary packaging	7.69
Staff – Salary system	7.32
Staff – State Emergency Services and Bush Fire Brigades	7.43
Staff – Vehicle accident investigation	7.31
Staff – Working alone	7.72
Staff – Working on Union Picnic Day	7.44
State Emergency Services and Bush Fire Brigades	7.43
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	10.6
Telephones – staff	7.21
Termination Clearance Procedures	7.56
Travelling, accommodation and sustenance expenses	7.27
Vehicle Accident Investigation	7.31
Use of email	7.38
Use of internet	7.39
Use of Private Vehicles for Council work	7.50
Water charges non-rateable land	21.21
Water Connections Marginal Supply situations	10.7
Water meters	10.8
Water storage	23.16
Water supply access charges for fire services	20.8
Water supplies for community purposes	20.5
Working alone policy	7.72
Working from home	7.37
Working on Union Picnic Day	7.44
Works Committee meeting arrangements	24.6
Works Over-Expenditure	21.20

SECTION 2 – STATEMENT OF AFFAIRS

A Statement of Affairs was prepared and published in June 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.

Civic Centre
45-53 Elbow Street
PO Box 78
West Kempsey NSW 2440
Telephone: (02) 65663200
Facsimile: (02) 65663205
Email: ksc@kempsey.nsw.gov.au
Internet: www.kempsey.nsw.gov.au
Hours: 8.30 a.m. to 4.30 p.m., Monday to Friday

Appointments may be arranged outside these hours if necessary.

FREEDOM OF INFORMATION ACT 1989

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

SUMMARY OF AFFAIRS

of the

KIAMA COUNCIL

FOI Agency No. 2157

SECTION 1 – POLICY DOCUMENTS

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

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

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

- North Kiama Neighbourhood and 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 and 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 and Recycling Guide
- Kiama DCP No. 28 – South Kiama Drive and David Smith Place
- Kiama DCP No. 31 – Landscape Guidelines
- Kiama DCP No. 35 – Rural Dwelling Siting and Design Guidelines
- Kiama DCP No. 36 – Building Lines and Foreshore Building Lines
- Kiama DCP No. 37 – Contaminated Land
- Draft DCP No. 23 – Cedar Grove Estate
- Draft DCP No. 23 – Masterplan Map
- Draft DCP No. 23 – Contaminated Land
- Section 94 Contributions Plans:
 - Kiama Section 94 Contributions Plan No. 1 – Municipal Wide Contributions Plan
 - Kiama Section 94 Contributions Plan No. 2 – Northern Region
 - Kiama Section 94 Contributions Plan No. 3 – Southern Region
 - Kiama Section 94 Contributions Plan No. 4 – Carparking Contribution (Kiama)
 - Kiama Section 94 Contributions Plan No. 5 – Carparking Contribution (Gerringong)
 - Kiama Section 94 Contributions Plan No. 6 – Carparking Contribution (Jamberoo)
 - Kiama Section 94 Contributions Plan No. 7 – West Kiama Urban Release Area
 - Kiama Section 94 Contributions Plan No. 7a – Cedar Ridge/Silver Hill
- The Statement of Affairs, the Summary of Affairs and the Register of Policy Documents required under the Freedom of Information Act 1989
- Department representatives reports presented at a meeting of the Council in accordance with section 433 of the Local Govt Act

Other documents as follows:

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

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

- Disaster plans
- Dual Occupancy Subdivision – Fee
- Dwellings – Houses on Undersized Rural
- Dwellings Rural – Distances Between
- Dwellings – Rural – Roofing
- Effluent – Disposal
- Effluent – Pumpout
- Electric Vehicles – Use of
- Emergency Management – Dangerous
- Employee handbook, including staff code of conduct
- Energy Smart Homes
- Film Permit – Children’s Television Drama
- Film-Illawarra
- Flexible Working Hours – Indoor
- Flood prone land policy
- Food premises code
- Footpaths – Street Level Advertising
- Grants – KADAC
- Grants – MEG
- HACCC – Policy and 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 and 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 and 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 and 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 or is available from Council's Public Officer Mr Michael Rankin.

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 ARRANGMENTS

Enquires, requests and formal FOI applications should be directed 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
Hours: 8.45 a.m. to 4.15 p.m., Monday to Friday

FREEDOM OF INFORMATION ACT 1989

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

SUMMARY OF AFFAIRS

of the

KOGARAH COUNCIL

SECTION 1 – POLICY DOCUMENTS

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

- Development Control Plan No. 5. – 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. 22. – 221-229 Rocky Point Road, 87-89 Ramsgate Road and 2-10 Dalkeith Street Ramsgate.
- Development Control Plan No. 15. – Regulation of Brothels
- Development Control Plan No. 2. – Interim Commercial and Industrial Development Plan
- Draft Development Control Plan – Outdoor Advertising
- Development Control Plan No. 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
- Information and Interaction between Councillors and Staff
- Councillor Fees, Expenses and Facilities Policy
- Privacy and Personal Information Management Plan
- Procedure on Reporting Corruption, Maladministration and Serious and Substantial Wastage (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
 - 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
- 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

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

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
- Kogarah Council Open Space Policy
- Management of Late Reports into Council Agendas
- Minor Assets Disposal Policy
- Minutes of Council and Committee Meetings
- Public Nature Strip Lawn Maintenance
- Records of approvals granted and decisions made on appeals concerning approvals
- Register of Building Certificates
- Register of Investments
- Returns as to candidates' campaign donations
- Returns of the Interests of Councillors, designated persons and delegates
- SEINS Policy
- State of the Environment Report on website
- Swimming Pool Code
- Unsigned Correspondence
- Use of Cottages acquired by Council from Section 94 Funds
- Waiving of Fees for the use of Council's Community Halls for Charitable or Non-Profit Organisations
- Waste Skip Bin Policy
- Youth Recreational Facilities

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

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

Mr John Maunder
Public Officer
Kogarah Municipal Council
Customer Service Centre
84 Railway Parade
Locked Bag 8
Kogarah NSW 2217
Telephone: (02) 9330 9400
Facsimile: (02) 9330 9560
Email: kmcmail@kogarah.nsw.gov.au
Website: www.kogarah.nsw.gov.au

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

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

SECTION 1 – POLICY DOCUMENTS

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

Civic Management

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

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 and 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, 182, 185, 186, 189, 191, 192, 196, 201, 202, 204
- 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, 183, 188, 190, 194, 197, 200
- Ku-ring-gai (Consolidating) Local Environmental Plan 1987
- Ku-ring-gai (Heritage Conservation) Local Environmental Plans 1-9, 11, 12, 13, 14, 17, 26
- Ku-ring-gai Draft (Heritage Conservation) Local Environmental Plans 10, 16, 18, 19, 20, 21, 27, 28, 29, 30, 31, 32
- 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 and 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 and 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 and 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 and 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 and 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 and 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)

Technical Services

- Directional Signs on State and Regional Roads
- Drainage Easements
- Fencing
- Fleet Management and 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 and 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 and 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 during normal office hours with Council's Public Officer:

Mr G. O'Rourke
Public Officer
Ku-ring-gai Council
818 Pacific Highway
Gordon NSW 2072
Locked Bag 1056
Pymble NSW 2073
Telephone: (02) 9424 0888
Facsimile: (02) 9424 0880
Email: kmc@kmc.nsw.gov.au
Hours: 8.30 a.m. to 5.00 p.m., Monday to Friday

Brian Bell, 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 and 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 – CONTACT 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 during office hours.

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).

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 Officer
Mr Arthur Piggott
Director Corporate Services
Kyogle Council
PO Box 11
Stratheden Street
Kyogle NSW 2474
Telephone: (02) 6632 1611
Facsimile: (02) 6632 2228
Hours: 8:30 a.m. to 4:00 p.m., Monday to Friday

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****LACHLAN SHIRE COUNCIL****FOI Agency No. 2161****SECTION 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 and 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 and Complying Development)
Development Control Plan (Land Use)
Development Control Plan (Outdoor Advertising)
Lachlan Local Environmental Plan 1991

Management Plans:

2004/2008 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 and Reserves Management
Roads Management
Stormwater Management
Western Common

Policies:

Child Protection 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
Recruitment Policy
Graffiti Policy
Subdivision Policy
Occupational Health and Safety Policy

Other:

Annual Financial Reports and Auditors Report 2004
Annual Report 2004
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

SECTION 2 – STATEMENT OF AFFAIRS

Council's most recent Statement of Affairs dated 30th June 2004, 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.

SECTION 3 – CONTACT ARRANGEMENTS

The documents may be inspected during normal business hours at Council Chambers. Enquiries concerning inspection or purchase of documents should be addressed to:

Public Officer
Lachlan Shire Council
PO Box 216
58-64 Molong Street
Condobolin NSW 2877
Telephone: (02) 6895 4444
Facsimile: (02) 6895 3478
Email: council@lachlan.nsw.gov.au
Hours: 8.30 a.m. to 4.30 p.m.

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

- Corporate Gifts
- Access to Records – Councillors
- Business Ethics
- Complaints Handling Policy
- Council Inspection Policy
- Flying of Flags at Council's Administration Centre
- Privacy Management Plan
- Provision of Facilities and Payment of Expenses to Councillors
- Public Access Policy – Committee/Council Meetings
- Reimbursement of Expenses – Councillors and Staff
- Response Times for Written Correspondence
- Special Rate Community Economic Development Program (Main Street Program)
- Tender and Quotation Policy
- Crest and Logo Policy
- Corporate Product Exchange Refund Policy
- Protected Disclosure Act – Internal Reporting Systems – Councillors
- Protected Disclosure Act – Staff – Internal Reporting Systems

Art Gallery

- De-Accession of Artworks Policy

Building

- Buildings Commenced Prior to Council Approval
- Construction Standard for Hairdressers Shops, Beauty Salons and Where Prescribed Process or Processes conducted under the Public Health (Skin Penetration) Regulations
- Councils Controls – Retaining Walls Adjacent to Boundaries and Boundary Fences
- Graffiti Policy
- Occupation of Caravans Structures by Owner/Builders
- Provision of Fire Hydrants
- Residential Concrete Slabs Height Above Ground Level
- Use of Reflective Foil Laminate Thermal and Vapour Barrier in Dwellings
- Waiving of Building Construction and Development Fees for Work undertaken on Council Land
- Waiving of Fees – Home and Community Care Program – Home Modification and Maintenance Services
- Construction of Pole Frame Dwellings

Community Facilities

- Dog Exercise Area Policy
- Pricing Policy for Lake Macquarie Performing Arts Centre
- Street Stalls Approval
- Video Surveillance – Operational Protocol Policy
- Community Facilities Donation Program
- Animals Kept for Public Display Exhibited
- Boards of Management for Community Facilities – Constitution
- Payment of Lease Preparation Cost – Community Based Organisations
- Lake Macquarie City Council Sporting Grounds – Advertising Policy
- Charlestown Mall
- Hire of Council Community Facilities Policy
- Signs Policy – Council Buildings, Playing Fields, Score Boards and the Like

Community Services

- Child Protection Policy
- Neighbourhood Centres/Community Cottages
- Sun Protection Policy for Council Managed Child Care Services
- Youth Services and Facilities Policy
- Aged and Disabled Persons Facilities and Services

Councillors

- Email Filtering for Councillors

Engineering

- Construction and Maintenance of Drainage Easements and Natural Watercourses
- Drainage Easements – Approval to Construction of Encroaching Buildings or Improvements
- Improvements and Maintenance of Watercourses and Drainage Channels Policy
- Management of Trees on Roads and Public Reserves in Lake Macquarie City
- Suburb, Neighbourhood and Locality Boundaries
- 064 Permission for the Use of Explosives for Blasting Purposes

Environmental Services

- Commercial Home Catering Code Policy
- Connection of Premises to Sewer
- Conversion of Septic Tanks for Rainwater Storage and Garden Irrigation
- Environment Policy
- Inspection of Amusement Devices
- Keeping of Dogs
- Noise Control Policy
- Protection of Watercourses and Drainage Channels
- Requirements for One Day Food Stalls
- Skin Penetration
- Vertebrae Pest Policy
- Waste Reduction and Procurement Policy

Finance

- Corporate Sponsorship
- Debt Recovery Policy
- Donations Policy
- Investment Policy
- Accounting Policy
- Bonds and Guarantees

Human Resources

- Code of Conduct
- Harassment Policy
- Occupational Health and Safety Policy
- Drug and Alcohol Policy

Library

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

Planning

- Development Liaison Advisory Group
- Section 94 Acceptance of Additional Land in Lieu
- Section 94 – Land Banking
- Section 94 – Material Public Benefit
- Section 94 – Works in Kind
- Section 94 – Acceptance of Section 94 Credits
- Section 94 – Deferred or Periodic Payments of Monetary Contributions

Roads

- Kerb and Guttering, Special Crossings and Footpath Paving (including Shared Cycleways/Footpaths)
- Opening of Sealed Road

- Naming and Renaming Roads
- Temporary Road Closures

Subdivision

- Construction Specification
- Engineering Design Requirements
- Gateshead Industrial Estate – Policy Requiring All DA's to be Referred to Council
- New Roads
- Public Reserve Requirements
- Subdivision of Residential 2 (A) Zoned Land in Unsewered Areas

Waste and Emergency Services

- Repair or Replacement of Damaged 240L Wheeled Garbage Containers

General Documents

Section 12 of the Local Government Act 1993, lists all documents deemed to be public. Any person is entitled to inspect the current version of those public documents free of charge.

SECTION 2 – COUNCIL'S STATEMENT OF AFFAIRS

The Statement of Affairs for Lake Macquarie City Council as at 30 June 2005 is available at no cost

SECTION 3 – CONTACT ARRANGEMENTS

Enquires concerning access to documents may be directed to either:

Mr Gary Brown
Manager Management Planning and Communication (Public Officer) or
Ms Lyn Pund
Records Coordinator
Lake Macquarie City Council
PO Box 1906
Hunter Region Mail Centre NSW 2310
Telephone: (02) 4921 0333
Facsimile: (02) 4958 7257
Email: council@lakemac.nsw.gov.au

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

- Lane Cove Local Environmental Plan 1987
- Lane Cove Environmental Plan Amendment Nos 1-51 (not inclusive)
- Draft Lane Cove Environmental Plan Amendment Nos 37, 49, 50, 52, 53, 54, 55 and 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 Avenue Site (DCP No. 3)
- Controls for Site Waste Management and 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, e.g. 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 and 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 and 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 LEPs and DCPs
- Risk management policy
- Public liability insurance – civic centre
- Liability for negligent misstatement
- Public liability claims – procedure
- Motor vehicle policy
- Trees and tree root damage claims policy
- Street furniture
- Street lamps
- Swimming pools
- Freeways
- Through traffic
- Lower speed limits
- Construction zones
- Tree preservation and landscape policy
- Policy for the preservation of significant trees
- Displays in the plaza
- Umbrellas in the plaza
- Use of plaza – charity street stalls
- Plaza structural alterations
- Performances in the plaza
- Pathway – lane cove plaza to council lane
- Lane cove swimming pool – use by schools
- Sale of council assets
- Council’s office – signs in foyer

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

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

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

Peter Brown, General Manager

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

- Code of Conduct
- Code of Meeting Practice
- Management Plan
- 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
Hours: 8.30 a.m. to 5.00 p.m., Monday to Friday

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

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

SECTION 1 – POLICY DOCUMENTS

Community Services

- Aboriginal Social Plan
- Child Protection Policy
- Children’s Social Plan
- Community Funding Program (section 356 of the 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 and Information Services

- Access to Council files/ non release of documents identifying complainants
- Annual Reports
- Boycott of James Hardie products
- Business Papers/Minute Books – Council and Committee Meetings
- Code of Conduct
- Code of Meeting Practice
- Delegations Register
- Email Policy
- Emailing 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 2003 – June 2004)
- 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 and Procedures Manual
- Risk Management Policy

Environmental Management

- Asbestos policy
- Companion Animals Management Plan
- Contributions Plans
 - Open Space and Recreation
 - Community Facilities
 - Transport and 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 and 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
- 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 and Assessment Act 1979)
- Youth Road Safety Action Plan

Infrastructure and 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 and Reserves

SECTION 2 – STATEMENT OF AFFAIRS

Published June 2005 pursuant to the requirements of the Freedom of Information Act 1989.

SECTION 3 – CONTACT ARRANGEMENTS

Council's policy documents may be inspected at the Administrative Centre during business hours:

George Georgakis
Manager Administration Services
7-15 Wetherill Street
Leichhardt NSW 2040
Telephone: 9367 9121
Hours: 8.30 a.m. to 5.15 p.m., weekdays

Peter Head, General Manager

FREEDOM OF INFORMATION ACT 1989

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

SUMMARY OF AFFAIRS

of the

LISMORE CITY COUNCIL

FOI Agency No. 2166

SECTION 1 – POLICY DOCUMENTS

In accordance with the Freedom of Information Act 1989 Council holds the following documents which may be accessed for information or purchased at Council's Administration Centre

Policies, Codes and 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 and 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 and Community Plan
- Local Orders Policy / Guidelines for Keeping of Animals for Domestic Purposes
- Local Orders Policy for the Practice of Hairdressing
- Code of Conduct – City Safe Program
- Landfill Environmental Management Plan – (LEMP) Wyrallah Road Waste Facility
- Contaminated Lands Policy

Development Control Plans

- 7 Flood Prone Lands
- 9 Village of Nimbin

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

Local Environmental Plan

Lismore Local Environmental Plan 2000

Community Services and Facilities Plans

Note: All Community Services and 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 and Drainage Works

Sewerage Requirements

Water Reticulation

Statement of Accounts

SECTION 2 – STATEMENT OF AFFAIRS

A copy of Council's most recent Statement of Affairs was prepared on 18 December 2003 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

Oliver Avenue

Goonellabah NSW 2480

Telephone: (02) 6625 0500

Hours: 8.30 a.m. to 4.30 p.m., Monday to Friday

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

The Council maintains the following Policy Documents:

Policy Manual

- Policies – Procedure for Consideration and Adoption
- Payment of Councillors and Mayoral Fees, Expenses and Facilities
- Protected Disclosures and Internal Reporting System
- Code of Conduct
- Statement of Business Ethics
- Privacy Plan and Code of Practice
- Lockhart Local Approvals
- Disabled Persons Access
- Response to Incidents Involving Hazardous Materials
- Environmental Restoration – Emergency Grant Procedures
- Provision of Water Tankers at Shows and Festivals
- Works for Local Management Committees
- Environmental Offences Infringement Notice system
- Flood Prone Land and Building Floor Level
- Replacement of Staff Cars and Transport Vehicles
- Relocation of Dwelling Houses
- Code – Kennelling of Dogs within the Shire of Lockhart for Purposes of Boarding and/or Breeding Establishments
- Sewer Connection
- Local Roads Classification and Maintenance
- Private Water Pipes Under roadways
- Building Line Setbacks
- Street Trees and Building control
- Vehicular Entrances to Private Properties
- Private Works – Charges for works under Section 67 i.e. Private Hire
- Noxious Weeds Control
- Bush Fire Operations, Supply and Management of Equipment
- Signs as Remote Supervision
- Constructed Footpath Risk Management
- Asbestos Cement
- Provision of Protective Clothing/Equipment
- Telephone Rents and Charges – Staff Residences
- Private Use of Motor Vehicles
- Return-to-Work Program
- Occupational Health and Safety
- Rental of Staff Dwellings
- Conference Expenses – Senior Officers
- Training
- Equal Employment Opportunity
- Smoke Free Workplace
- Credit Card Use
- Provision of Staff Uniform
- Accrualment of Long Service Leave
- Complaints Management
- Incident/Accident Investigation
- Drugs and Alcohol in the Workplace
- Occupational Health and Safety Consultation

Bush Fire and Emergency Manuals
Developer Contributions Plan
Lockhart Shire Council Local Environmental Plan
Code of Conduct
Equal Employment Opportunity Management Plan
Management Plan 2004/2007
Minutes of Committee Meetings
Minutes of Council Meetings
Revenue Policy (see Management Plan)
State of the Environment Report (see Annual Report)
Annual Report
Auditors Report
Business Papers
Disclosures Register
Land Register
Investments Register
Social Plan

SECTION 2 – STATEMENT OF AFFAIRS

The most recent Statement of Affairs was published in the Freedom of Information December 2004 Edition of the *Government Gazette*.

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 Freedom of Information Act as follows:

The General Manager
Lockhart Shire Council
PO Box 21
69 Green Street
Lockhart NSW 2656
Hours: 8.30 a.m. to 4.00 p.m., Monday to Friday

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

SECTION 1 – POLICY DOCUMENTS

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

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

VARIOUS PLANS

City wide Section 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 and 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 and Industrial Estate
- Hunter River Floodplain Management
- Energy Smart Homes
- Thornton Business Park – Thornton – East
- Subdivisions
- Maitland Conservation and Design Guidelines
- Avalon Forest Rural Residential Estate Thornton
- Advertising/Notification of Development Application

- Commercial and Retail Policy
- Car Parking Requirements
- Brothels and Sex Industry Establishments
- On-site Sewage Management Systems
- Telecommunications and Radio Communications

POLICY DOCUMENTS

Advertising Signs

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

Approvals

- Bed and Breakfast Establishments
- Broiler Farms Code
- Development Assistance Panel
- Exhibition Home Code
- Food Surveillance Policy
- Horses and Cattle
- Road and Locality Naming
- Special Events
- Clothing Bins

Art Gallery

- Policies

Civic Matters

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

Council Matters

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

Donations

- Loans to Service Clubs and Non Profit Organisations
- Section 356 Donations

Drainage

- Improvements Over Drainage / Urban Drainage

Fences

- Dividing Fences

Filming

- Filming Protocol

Finance

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

Grants

- Grants – Applications

Health Matters

- Abandoned Shopping Trolleys
- Keeping Of Animals
- Keeping of Poultry
- Landing of Helicopters within the City
- Aerated Water Treatment Systems

Heritage (Including CBD/Mall Heritage Area)

- Outdoor Dining Policy
- Central Maitland Area Improvement Program

Insurance

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

Kerb, Guttering and Footpath Construction

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

Land and Council Buildings

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

Library

- Library Policy

Noxious Weeds and Aquatic Pests

- Eradication in Urban Areas of the city

Parking

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

Parks and Gardens

- Bowling Clubs – Lease of Public Reserves
- External Running Costs
- Maintenance
- Mt Pleasant Street
- Practice Wickets and Goal Posts – Location of in Public Parks

Planning Matters

- Cycle ways Study
- Ecologically Sustainable Development
- LEPs and Council Land
- Street Construction – Morpeth Conservation Planning Study
- Part V of the Environment Planning and Assessment ACT 1979

- Notification of Subdivision Applications
- Tree Preservation and Control

Plant and Equipment

- Purchase or Replacement
- Resource Sharing
- Plant and 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 Stalls

- Sidewalk sales and Doorknock Appeals

Street Lighting

- Rurally zoned Areas – Street Lighting

Sub-divisions

- Accessways to Battle-Axe Blocks
- Residential Subdivisions Standards
- 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 and Issue of Mobile Garbage Bins
- Issuing Credit Card Facilities at Garbage Tip
- Waste Reduction and Procurement
- Waste Removal Policy

SECTION 2 – STATEMENT OF AFFAIRS

Council produces a Statement of Affairs which includes details about the Council's functions and structure, how it's 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.

SECTION 3 – CONTACT ARRANGEMENTS

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

Mr Graeme Tolhurst
Group Manager Finance and Administration/
Public Officer
Maitland City Council
PO Box 220
Maitland NSW 2320
Telephone: (02) 4934 9752
Hours: 8.30 a.m. to 5.00 p.m., Monday to Thursday
8.30 a.m. to 4.30 p.m., Fridays.

Any requests for access to documents under the Freedom of Information 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

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
 LEP Map

DCP

Manly Development Control Plan (DCP) for the Residential Zone 2001 Amendment 1
 – Appendix Map A Penguin and 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 and 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 and 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 and 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 and Local Government Elections
Elections – Poll of Electors to be Held in Conjunction with Ordinary and Extraordinary Elections of Council
Environmental Levy Component of Rate – Increase in Annual Contribution
Financial Assistance to Cultural Groups
Financial Reporting – Measures of Council Liquidity
Footpath Trading
Garbage Charges – Surf Clubs, Scout and Guide Halls in Council Reserves
Garbage Containerisation Service – Size of Containers
Graffiti
Hire Boat Operations – Beaches and Reserves
Hoardings – Placing of Hoardings at Construction or Demolition Sites
Honorary Rangers
Insurance – Premsure – Elected Representatives
Internet Access and Use
Leases – Council Property – Maintenance of by Lessee/Licensee
Leases – Council Property – Payment of Rates and 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 and Museum – Acquisitions and Exhibitions Policy
Manly Art Gallery and Museum – Free Admission for Children on Organised Tours
Manly Art Gallery and Museum – Collection on Local History
Manly Art Gallery and Museum – Presentation of Paintings Purchased From Funds Raised by Former Ladies Auxiliary
Manly Art Gallery and Museum – Support for Local Artists
Manly Art Gallery and 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 and 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 and Provisions of Facilities to Mayor and Councillors
Poll of Electors to be Held in Conjunction with Ordinary and Extraordinary Elections of Council
Precinct Committees
Pricing Policy Goods and 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 and Charges and 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 and 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 and Vending on Public Reserves, Roads and 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

Council's latest Statement of Affairs is dated June 2005.

SECTION 3 – CONTACT ARRANGEMENTS

Enquiries may be directed to the Administration Officer. 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
Telephone: (02) 9976 1500
Hours: 8.30 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
MARRICKVILLE COUNCIL****SECTION 1 – POLICY DOCUMENTS****CORPORATE SERVICES****Administrative Services**

Information (Access to)

Disclosure of Interests by Councillors and Designated Officers

Access to Submissions Regarding Building, Development and other Applications and Council proposals

Code of Meeting Practice

Code of Conduct

Street Trading

Answering Correspondence

Preparation of Addendums

Printing and 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 and 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 and 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 and 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 and 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 and Maintenance
- 3/97 Administration Building Security
- 4/97 Procedures for dealing with ICAC and NSW Ombudsman
- 5/97 Communicating with the Media
- 10/97 Guidelines for reporting possible corrupt conduct to the General Manager and Independent Commission Against Corruption
- 1/98 Guidelines for Dealing With Competitive Neutrality Complaints.
- 2/98 New Public Access to Information Policy.
- 01/00 Workers Compensation
- 05/00 Reporting of Accidents Near Misses and Dangerous Occurances
- 06/00 Disiplinary Action
- 07/00 Communicating with the Media – What to do when a journalist calls you
- 08/00 Revised Email and internet usage guidelines
- 10/00 EEO Information
- 01/03 Guidelines for reporting and dealing with conflicts of interest

Employee Services

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

Finance

Revenue and Pricing Policy
 Rates Collections by Agencies
 Stores and Materials
 Inspection of Vouchers

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

Information Systems

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

Corporate Development

Management Plan 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 and 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 23, Petersham Railway Precinct
- DCP 27, Site 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. and Enmore Rd Heritage and Urban Design
- DCP 35, Urban Housing, Volumes 1 and 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
- Draft DCP 22, Petersham Park, Stanmore North and Camperdown Heritage Conservation Areas

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 and 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 and 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 and 74 Fitzroy Street, Marrickville
- Draft MLEP 2001 (Amendment No. 30) 500 Princes Highway, Bulky Goods

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 and 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 and Support
Social Plan
Access for People with Disabilities
Community Profile, Marrickville L.G.A.
Marrickville Small Grants Scheme
Food Services
Access Policy
Disability, Discrimination Act Action Plan
Statement of Commitment to Aboriginal People
Marrickville Seniors Centre Policy
Refugee Position Statement (November 2002)

Communication and 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

Recreation Facilities

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

TECHNICAL SERVICES

Parks and Reserves

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

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

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

Tree Preservation Order 2001

Plans of Management and Park Development Notification Policy

Engineering

Management of Street and Trunk Stormwater Drainage

Traffic and Transport

Local Approvals Policy for the Placement of Waste Storage Containers

Street Lighting

Grass Verge Mowing

Vehicular Crossings

Stormwater Drainage in Developments

Stormwater Detention and Sediment Control Plan

Weed Control

Resident Consultation for Civil Works

Road Safety Strategic Plan 2002-2007

Naming of Unnamed Road and Lanes

Filming Rights in the Marrickville Area

Cooks River Floodplain Management Study

Cooks River Floodplain Management Plan

Angle Parking in Residential Streets

Port Jackson South Catchment Stormwater Management Plan

Cooks River Stormwater Management Plan

Lower Parramatta River Catchment Management Plan

Pedestrian Access and Mobility Plan (PAMP)

Marrickville Bicycle Strategy 1996

King Street, Enmore Road Urban Design Study

Disaster Recovery Plan

Emergency Management Plan

Business Units

Plant, Vehicle and 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 and 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

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

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

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. Selected documents are also available on Council's website:

- Council's Code of Conduct
- Council's Code of Meeting Practice
- Annual Report
- Annual Financial Reports
- Auditors' Report
- Management Plan (MOSPLAN)
- 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
- Mosman Economic Review
- Local Solutions to Local Crime and Safety Issues, a Collaborative Management Plan with Harbourside Local Area Command

Council with the exception of Electoral Rolls, has copies of these documents available for taking away either free of charge or on payment of copying charges, according to Council's policy.

1.2 Documents produced by Council and available for sale:

- Local Environmental Plans
- Development Control Plans
- Off-Street Carparking Code
- State of the Environment Report
- Organisations Manual
- Management Plan (MOSPLAN)
- Food Code
- Stormwater Pollution Control Code
- Contract Tender Documents
- Mosman Heritage Review (Godden Mackay 1996)
- Special Event Management Policy Statement/Operations Manual
- Building returns
- Food Premises Construction and Fitout Code
- Building Service Corporation (Contracts)
- Bathers' Pavilion and its surrounds Plan of Management
- Mosman Plans of Management for Parks and Natural Bushland
- Mosman Heritage Study, 1998 (Travis Partners)
- Mosman Urban Design Study 1990 (McDonald McPhee)
- Draft Residential Development Control Plan 1990 (McDonald McPhee)
- Open Space Study, Vol 1 1994 (Hepper Marriott)
- Plan of Management for Balmoral Reserves
- Public Domain Improvement Program for Spit and Mosman Junction Shopping Centres
- Rawson Park and Surrounds Draft Plan of Management
- Recreational Needs Assessment Study 2000 (Suter and Assoc)
- Rosherville Reserve, Clifton Gardens and Sirius Cove-m Development Control Plan Guidelines 1993 (Lester Firth)
- Section 94 Contributions Plan for Public Carparking in Spit Junction Town Centre
- Section 94 Contributions Plan Open Space
- Spit Waterside Land Use Management Plan 1989 (GHD)
- Public Register under Provisions of Environmental Operations Act (1997)
- Stormwater Management Plans/Port Jackson and Middle Harbour
- Stormwater Pollution Control Code
- Assessment of Existing Traffic Conditions in Mosman (Geoplan 1999)
- Comprehensive Origin and Destination Survey (ERM 2000)
- Community Portrait of Mosman compared with Sydney

SECTION 2 – STATEMENT OF AFFAIRS

The most recent Statement of Affairs was published as at 30 June 2004.

SECTION 3 – CONTACT ARRANGEMENTS

Enquiries regarding Freedom of Information matters or access to documents may be directed to Mr Max Glyde, Director Corporate Services who has been appointed as Council's Public Officer as follows:

Mr Max Glyde
Public Officer
Mosman Municipal Council
PO Box 211
Spit Junction NSW 2088
Telephone: (02) 9978 4000
Website: www.mosman.nsw.gov.au
Hours: 8.30 a.m. to 5.00 p.m., Monday, Wednesday to Friday
8.30 a.m. to 7.00 p.m., Tuesday

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 – POLICY 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
- Councils Code of Meeting Practice
- Contributions Plans – Section 64 and Section 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 section 94AB of the Environmental Planning and 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 3 – CONTACT ARRANGEMENTS

Enquiries may be directed to the FOI Coordinator. 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
Telephone: (03) 5884 3302
Hours: 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
MUSWELLBROOK SHIRE COUNCIL

SECTION 1 – POLICY DOCUMENTS

The Council's Statement of Affairs contains a list of all Council publications including guidelines and other policy documents. Some additional policy documents are listed below:

- Annual Report – Period ended 30 June 2004
- Annual Financial Reports – Period ended 30 June 2004
- Auditors Report – Period ended 30 June 2004
- Bribes, Gifts and Benefits Policy and Register
- Cemetery Register
- Child Protection Policy
- Codes
 - Hairdressing, Beauty and Skin
 - Swimming Pools
 - Food Premises and Food Vehicles
 - Keeping of Dogs and Erection of Kennels
- Code of Conduct
- Code of Meeting Practice
- Community Plan
- Councillors Expenses and Facilities Policy
- Delegations of Authority Register
- Demand Management Plan 2003
- Demand Management Strategy 2003
- Development Control Plans
 - DCP 1 Off Street Parking Guidelines
 - DCP 2 Industrial Development Land Use
 - DCP 3 MBK Urban Housing Code
 - DCP 4 Eastern Land Bank
 - DCP 5 Muswellbrook Signage Code
 - DCP 6 Floodprone Land
 - DCP 7 Section 94 Contribution /Community Enhancement Plan
 - DCP 8 Guidelines for Subdivisions and Auspec
 - DCP 9 Erosion and Sediment Control
 - DCP 10 Re-zoning and DAs involving contaminated land
 - DCP 11 South Muswellbrook Strategic Study
 - DCP 12 Exempt and complying developments
 - DCP 13 Construction and Design Specifications
 - DCP 14 Trade Waste Approvals Policy
 - DCP 15 Muscle Creek Rural Residential Development
 - DCP 16 Sex Industry Policy
- Disaster Plans (Local Emergency Management Plan)
- Elections 2004 – Various Content.
- EEO Management Plan
- Fees and Charges Policy
- Financial Management Plan
- Freedom of Information Documents (Statement and Summary of Affairs)
- Greenhouse Reduction Strategy
- Interests of Councillors and designated persons
- Investments Register
- Land (Council) Register
- Leases and licences for public land
- Local Environmental Plan

Making Muswellbrook Shire Strategic Plan
Management Plan – Period ending 30 June 2005
Minutes and agendas of Committee and Council Meetings
Plans of land proposed to be compulsorily acquired by Council
Plans of Management for Community Land

- Bowman Park
- Simpson Park
- Victoria Park
- Brennan Park
- Karoola Park
- Highbrook Park
- Hunter Park
- Muswellbrook Town Hall
- Senior Citizens and Community Centre, Muswellbrook
- Denman Memorial Hall

Operating Plans

- Olympic Park
- Weeraman Fields

Policy Register
Privacy Management Plan and Code of Practice
Private Use of Council Vehicle Policy
Protected Disclosure Act Internal Reporting System
Occupational Health and Safety Policy
Revenue Policy
Skin Penetration Register
State of the Environment Report – Period ending 30 June 2004
UH Northern Regional Environmental Management Strategy
Urban Stormwater Management Plan
Water Cooling Systems Register

SECTION 2 – STATEMENT OF AFFAIRS

The most recently published Statement of Affairs for the Muswellbrook Shire Council is dated June 2005. Copies are available from the Public Officer.

SECTION 3 – CONTACT ARRANGEMENTS

All applications shall be made to the General Manager or Public Officer in writing. The cost of FOI applications, all applications \$30.00, processing charge is \$30.00 per hour. Other details of fees can be obtained from the Public Officer

It is strongly recommended that members of the public contact the Public Officer before lodging FOI applications to ensure that documents are available or can be made available when required. Some documents are available on Council's website.

Access to documents can be obtained by contacting:

Mr Steve McDonald
Council's Public Officer
The Administration Centre
157 Maitland Street
Muswellbrook NSW 2333
Telephone: (02) 6549 3710
Facsimile: (02) 6549 3701
Email: council@muswellbrook.nsw.gov.au
Website: www.muswellbrook.nsw.gov.au
Hours: 9.00 a.m. to 4.30 p.m., Monday to Friday

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

SECTION 1 – POLICY DOCUMENTS

Administration and Miscellaneous

Keeping and Affixing of Council Seal
Privacy Management Plan
Alcohol Free Zones Policy
Motor Vehicle Policy

Council Meetings and 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

Parks, Gardens and Reserves

Narrabri Lawn Cemetery Plaques and Plinths

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 Policy
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:

Mr Tony Magner
Director Corporate Services
Narrabri Shire Council
46-48 Maitland Street
PO Box 261
Narrabri NSW 2390
Hours: 9.00 a.m. to 5.00 p.m., weekdays

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

SECTION 1 – POLICY DOCUMENTS

Code of Conduct
Code of Meeting Practice
Equal Employment Opportunity (EEO) Manual
Management Plan 2004/2007
Protected Disclosures – Internal Reporting System
Safety Practice Policy
Bush Fire Management Plan
Local Area Disaster Plan
Aerodrome Management Plan
Confined Spaces Manual
Road Asset Management System
Water Asset Management System
Sewer Asset Management System
Local Environment Plan 1991
Nallabooma Park Rural Residential Subdivision Code
Narrandera Heritage Study
Industrial Development Control Plan
Corella Woods Residential Subdivision Covenant and Fencing Code
National Food Premises Code
Local Approvals Policy
Local Orders Policy
Section 94 Contribution plans
Code for Residential Flat Buildings
State of the Environment Report
Water Supply Headworks Contribution Policy
Delegation of Authority
Councillors Expenses and Facilities Policy
Minutes of Meetings – Council and Committee
Policy Register
Building Control Policies
Bush Fire Control Policies
Community Facilities Policies
Employment and Safety Policies
Finance and Rating Policies
Health and Environment Policies
Noxious Weeds Policy
Operational Policies
Advertising Structures and Signs
Bush Fire Control
Emergency Management
Fees And Charges
Finance
Garbage Service
Occupational Health and Safety
Parks Gardens and Reserves
Plant Hire and Private Works
Trees and Nature Strips
Subdivision
Planning Policies
Parks and Recreational Policies

Plant Policy
Tendering Policy
Roads and Public Works Policies
Tourism Promotional Policy
Records Management Policy
Sewerage Local Fund Policies
Water Supply Local Fund Policies
Annual Report
Auditors Report
Business Papers
Disclosures Register
Land Register
Investment Register
Building Certificate Records
Building Application/Approval Records
Development Application/Consent Records

SECTION 2 – STATEMENT OF AFFAIRS

A copy of Council's most recent Statement of Affairs (as at 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:

Mr M. Hiscox
Freedom of Information Officer
Narrandera Shire Council
141 East Street
Narrandera NSW 2700
Telephone: (02) 6959 5510
Facsimile: (02) 6959 1884
Email: martin.hiscox@narrandera.nsw.gov.au
Website: www.narrandera.nsw.gov.au
Hours: 8.15 a.m. to 4.30 p.m.

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

SECTION 1 – POLICY DOCUMENTS

The following policy 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) and 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
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 Control Plans (DCPs):
 Draft Newcastle Development Control Plan 2004
 DCP 05 Elernmore estate subdivision (1981)
 DCP 06 Maryland subdivision (1982)
 DCP 09 Old Caledonian railway corridor between St James Road and Newton Street New Lambton (1983)
 DCP 10 Part of land bounded by Cardiff Road, Jubilee Road and the City of Lake Macquarie boundary Elernmore Vale (1983)
 DCP 13 Warabrook estate (Area covered by LEP 30) (1984)
 DCP 18 Interim policy on floodplain management for the Hunter River floodplain
 DCP 19 Outdoor advertising code
 DCP 20 Guidelines for industrial development
 DCP 21 Ajax Avenue Maryland
 DCP 22 New Lambton Gardens
 DCP 23 Elernmore Vale Extension
 DCP 24 Car parking code
 DCP 25 Beaumont Street Hamilton commercial centre

DCP 26 Minmi conservation study
DCP 27 Hope Street locality Wallsend
DCP 28 Fletcher (Eastern precinct)
DCP 29 Single dwelling and dual occupancy code
DCP 31 Warabrook South
DCP 32 Darby Street Commercial Precinct
DCP 33 Landscape Design Principles and Guidelines
DCP 34 South Beresfield Industrial Estate Precinct
DCP 35 Harde Avenue Estate Maryland
DCP 37 Honeysuckle (Marina Precinct)
DCP 39 Hannell Street Wickham
DCP 40 City West
DCP 41 Kooragang Port and Industrial Areas
DCP 42 Fletcher (Western Precinct)
DCP 43 Contaminated Land
DCP 44 Conservation Area Guidelines
DCP 46 Code for Regulation of Brothels and Other Sex Industry Establishments
DCP 47 Mixed Use Compatibility and Design Guide
DCP 48 Land Bounded by Tyrell, Wolfe, Church and Perkins Street, The Hill
DCP 49 Public Notification
DCP 50 Stormwater Management for Development Sites
DCP 51 Energy Smart Homes
DCP 52 Former Beaumont Park Site
DCP 55 Flood Management for Development Sites (2004) – Assessment Criteria and Technical Manual
DCP 56 Waste Minimisation
DCP 57 City East Urban Design Guidelines
DCP 58 Hamilton South Conservation Area
DCP 59 Exhibition Homes
DCP 60 Former Defence Land – Bruncker Road Adamstown

Development Application Guide ('DA GUIDE')

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

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
Lower Hunter Urban Housing Development Control Plan
Management Plan – 2004/2005 – 2006/2007
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 East Heritage Tourism Plan
Newcastle Environmental Management Plan II (2003)
Newcastle Flood Policy 2004 Parts A (Principles) and 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 – 2001
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 and 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

SECTION 2 – STATEMENT OF AFFAIRS

Council's Statement of Affairs dated 31 December, 2004 is available for inspection at the below address. A revised Statement of Affairs will be available from 30 June 2005.

SECTION 3 – CONTACT ARRANGEMENTS

The documents may be inspected during normal business hours at City Administration Centre. Enquiries concerning the documents should be addressed to:

Public Officer
Newcastle City Council
PO Box 489
282 King Street
Newcastle NSW 2300
Telephone: (02) 4974 2000
Facsimile: (02) 4974 2222

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

SECTION 1 – POLICY DOCUMENTS

Corporate

- Access to Council Documents
- Complaints
- Corporate Sponsorship
- Councillor Access to Staff
- Customer Service
- Freedom of Information
- Mayor and Councillor Facilities and Benefits
- Mediation
- Open Government
- Precincts
- Procurement
- Use of Council Seal
- Media Liaison
- Consultation
- Code of Meeting Principles and Practices
- Code of Conduct for Councillors
- Code of Conduct for Staff and Service Providers
- Code of Conduct for Precinct Committees
- Investment
- Personal Treatment Entitlement Card Holder
- Voluntary Rebates to Pensioners for Rates and Charges
- Collection and Recording of Information
- Collection and Recording of Information (Guidelines)
- Signs as Remote Supervision
- Signs as Remote Supervision Guidelines
- Divisional Policy Statements
- Urban Design Panel
- Compliance and Enforcement
- Child Protection
- Community Centres, Cultural and Recreational Facilities
- Disability Discrimination
- Donations
- Library Collection Development
- North Sydney Arts Committee
- Community Information
- Divisional Policy Statements
- Charitable Recycling Bins
- Filming Within Council Area
- Management of Council Land and Facilities
- Resident Parking Permit
- Use of the Footpath for Outdoor Dining or Displaying of Goods
- Circus
- Keeping of Roosters
- Overhanging Branches
- Public Bin Minimisation
- Standards for Volunteers and Community Representatives on Council Committees
- Standards for Contractors, their Staff, and Business Associates

Human Resources

- Equal Employment Opportunity
- Harassment
- Grievance Procedures
- HIV/Aids Anti-Discrimination
- Recruitment and Selection
- Recruitment and Selection Procedures
- Employment Screening – Working with Children Check
- Salary System Policy
- Leaseback Vehicles
- Employee Identification: Name Badges
- Employee Identification: Name Badges Procedures
- Employee Identification: Photo ID Card
- Employee Identification: Photo ID Card Procedures
- Long Service Recognition
- Long Service Recognition Procedures
- Driver Incentive Bonus
- Job Share
- Replacement of Stolen and Lost Property
- Industrial Agreements: Indoor and Outdoor Staff
- Home-Based Work
- Council Fleet Vehicle
- Equipment Allocation
- Salary Sacrifice
- Flexi-Time
- Travel Assistance
- Internal Reporting – Protected Disclosures
- Internal Reporting – Protected Disclosures Procedures
- Alcohol/Drugs in the Workplace
- Alcohol/Drugs in the Workplace Procedures
- Confidentiality of Employee Information
- Traffic Regulations – Council Vehicles
- Web Access and E-mail Policy
- E-mail Monitoring Guidelines
- Telephone and Voicemail Policy
- Service 1st Telephone Standards
- Attendance/Absenteeism
- Attendance/Absenteeism Procedures
- Parental Leave
- Parental Leave Procedures
- Voluntary Bush Fire Fighting
- Defence Forces Reserve Leave
- Sick Leave – Payment on Termination Policy
- Leave Without Pay
- Concessional Leave
- Bereavement Leave
- Counselling and Disciplinary
- Counselling and Disciplinary Procedures
- Dismissal Guidelines
- Drivers involved in Accidents
- PPA Appeals Process
- Service First Award Scheme Policy
- Training and Development
- Training and Development Procedures
- Education Assistance
- Education Assistance Procedures
- Occupational Health and Safety Communication and Consultation Policy
- Occupational Health and Safety
- Rehabilitation
- Smoking in the Workplace

- Personal Protective Equipment (PPE)
- Personal Protective Equipment (PPE) Procedures
- Health Assessment
- Health Assessment Procedures
- Manual Handling
- Manual Handling Procedures
- First Aid
- Injury Incident Management Procedures
- Employee Assistance Program (EAP)
- Employee Assistance Program (EAP) Procedures
- Workers Compensation Procedures
- Redundancy
- Redeployment
- Resignation

SECTION 2 – STATEMENT OF AFFAIRS

North Sydney Council's most recent Statement of Affairs (30 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.

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 website at. The Public Officer is available during normal business hours. Contact by phone should be made prior to a visit in person.

Public Officer
North Sydney Council
200 Miller Street
North Sydney NSW 2060
PO Box 12
North Sydney NSW 2059
Telephone: (02) 9936 8114
Email: council@northsydney.nsw.gov.au
Website: www.northsydney.nsw.gov.au
Hours: 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****PALERANG COUNCIL****FOI Agency No. 2242****SECTION 1 – POLICY DOCUMENTS**

The following documents of Palerang Council and the former Tallaganda Shire Council and Yarrawlumla Shire 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 Reports to 30 June 2004
Annual Financial Statements to 30 June 2004
Auditor's Reports to 31 December 2004
Management Plans and Budgets to 2005-2006
Schedule of Fees and Charges for 20005-2006
Code of Conduct 2005
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-Yarrawlumla Disaster Plan (DISPLAN) and Sub-plans
Management Plan – Community Lands
Community Social Plan 2000-2004
Rossi Bushland Reserve Management Plan
Queanbeyan and Yarrawlumla 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
Yarrawlumla 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
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

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)

TALLAGANDA

Risk Management Policy
Competition Policy
Adjoining Owners Notification Policy
Standards of Access
Section 94 (EPandA Act) and Section 64 (Local Government Act) Contributions Plans for Roadworks, Bush
Fire Control and 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

SECTION 2 – STATEMENT OF AFFAIRS

The last Statement of Affairs published was dated 31 December 2004.

SECTION 3 – CONTRACT ARRANGEMENTS

Telephone enquiries should be directed to Council's Freedom of Information Officer, Debby Ferguson. 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
4 Majara Street
Bungendore NSW 2621
144 Wallace Street
Braidwood NSW 2622
Telephone: 1300 735 025
Hours: 8.30 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
PARKES SHIRE COUNCIL

SECTION 1 – POLICY DOCUMENTS

The following documents are available for inspection and are listed and maintained in Council's Policy Register:

Abandonments
Advertising Signs
After Hours Internet Access Policy
Amusement Devices – Control of
Appeals and Donations
Baths – General
Baths – Parkes
Building – Applications
Building – Certificates of Compliance
Building – Regulations
Spicer Park Caravan Park
Cemeteries – Parkes
Child Protection Policy
Closing and Demolition Orders
Community Neighbourhood Centres
Complaints Handling Policy
Complaints Policy and Procedure
Conference Representation – Shires Association
Conferences – General
Councillor Access to Information and Interaction with Staff
Council Committees
Council Members – General
Council Property – Miscellaneous
Council Property – Administration Centre
Council Property – Leasing and Licensing
Credit Card Usage Policy
Drug and Alcohol Policy
Equal Employment Opportunity Management Plan Policy
Information Services Usage Policies
Fees and Charges
Fences – (Dividing Fences)
Firewood Collection from Roadsides
Garbage Service
Garbage and Rubbish Depots
Health – General
Food Act
Higher Grade Policy
Hospitals
Impounding
Industrial Estate
Industrial Estate – Goobang Junction
Information Services Usage Policy (Email, Internet, Network)
Insurance – General
Kerb and Guttering – Parkes
Littering
Liquor Act and Regulations
Noise Control

Notices (Seins)
 Optional Part-Time Work Arrangements for Employees with Family and Carers' Responsibilities
 Review of Passenger Vehicle Replacement Procedure
 Payment of Expenses and Provision of Facilities to Mayor and Councillors
 Policy and Delegations
 Protected Disclosures Act
 Purchase of PCs by Staff and Councillors
 Rateability of Lands
 Ratepayers' Associations
 Rates
 Rates and Charges Recovery
 Reports – Finance and General Purpose Committee
 Recreation Areas – Parkes – Unnamed
 Recreation Areas – Parkes – Bookings for Use of Parks
 Recreation Areas – Parkes – General
 Rehabilitation Policy
 Road Maintenance Priority Policy
 Roads and Streets – Naming and Numbering
 Roads and Streets – Street and Traffic Signs
 Roads and Streets – Trees
 Roads – State Highway – Sh17
 Road Safety Matters
 Rural Fire Service – District Assistance Plan
 Rural Fire Service – Service
 Safety Policy Statement
 Salary Packaging Policy
 Staff Matters – Awards (Salaries and Wages)
 Staff Matters – General
 Staff Matters – Staff Training – Lgitc
 Staff Matters – Corporate Wardrobe
 Staff Matters – Occupational Health and Safety
 Street Lighting
 Street Stalls – Applications and Allocations
 Street Trading – Street Busking
 Subdivision Standards
 Sun Protection Policy
 Telephone Usage Policy and Procedures
 Temporary Grazing Permits
 Time In Lieu Policy
 Town Planning – Policy
 Development Applications and Consents
 Travelling Stock Reserves
 Urban Street Tree Policy
 Video Surveillance Policy
 Water Supply – Consumer Connections
 Standpipe Water Sales
 Water Supply – Excess Water Accounts
 Water Supply – Villages
 Water Supply – Villages – Consumer Connections
 Water Supply – Villages – Standpipe Supplies
 Work Experience Placement Policy

Documents Available but not Specifically Assigned in Policy Register

- Aerodrome Manual for Parkes Aerodrome
- Annual Financial Reports
- Annual Report
- Annual Reports of Bodies Exercising Delegated Council Functions (sec. 355)
- Auditor's Report
- Aus-Spec # 1 – Development Specification Series
- Bushfire Operations Plans
- Bushfire Risk Management Plans

- Business Papers For Council and Committee Meetings (but not including business papers for matters considered when a meeting is closed to the public)
- Code of Conduct
- Code of Meeting Practices
- Contributions Plan (Section 94 C Plan Oct '92) – DCP Parkes Urban Area
- Development Control Plans
- Disaster Plans, Sub Plans and Supporting Plans
- EEO Management Plan
- Environmental Planning Instruments (Parkes Local Environment Plan 1990)
- Family Day Care Centre Policy (Health, Safety, Fees)
- Information Relating to the Conduct of Councillors and Staff
- Internal Reporting Policy (Whistleblowers Act)
- Land Register
- Local Environmental Planning Instruments
- Local Policies Adopted by Council Concerning Approvals and Orders
- Management Plan
- Minutes of Council and Committee Meetings (but not including minutes of a meeting or any part of a meeting that is closed to the public other than the recommendations of that meeting)
- Motor Vehicle Lease Policy
- Naming of Parks and Reserves
- Naming of Streets, Roads and Bridges Policy
- National Competition Competitive Neutrality – Complaints Policy and Procedure
- Parkes Shire Local Approvals Policy 1998
- Parkes Shire Cultural Plan
- Parkes Shire Social Plan
- Parking Code
- Plans of Management for Community Land
- Plans of Management for Community Land (Adopted 1996)
- Pricing Policy (part of revenue policy)
- Procedures Manual (for internal use)
- Protection of the Environment Operations Act 1997 – Parkes Shire Council's Public Register
- Record of Building Certificates
- Records of Approvals Granted and Decisions Made on Appeals Concerning Approvals
- Records Policy (Local Government Disposal of Records Policy/Handbook)
- Register of Development Consents and Construction Certificates
- Register of Investments (Residential Flat Building Code)
- Returns as to Candidates Campaign Donations
- Returns of Interests of Councillors, Designated Persons and Delegates
- Risk Management Policy (in accordance with Risk Management Manual supplied by Group Fund Manager)
 - Rural Development,
 - Rural Small Holding Zones
- Sewerage Services Strategic Business Plan
- State of the Environment Report
- Stormwater Disposal Policy/Code (adopted Institute of Engineers Aust Rainfall and Run-off standards/RTA and Department of Housing requirements)
- Subdivision Code (Subdivision Development Standards)
- Swimming Pool Fencing Policy
- Tendering Policy (Local Government Tendering Regulations 1993)
- Vehicle Leasing Policy
- Water Supply Strategic Business Plan
- Work on Private Property (revenue policy/management plan)

SECTION 2 – STATEMENT OF AFFAIRS

Council's most recently published Statement of Affairs dated 30 June 2005 is available for inspection by contacting the Public Officer.

SECTION 3 – CONTRACT ARRANGEMENTS

Any Freedom of Information inquiries concerning the Council's activities or the procedure for arranging inspection of the Policy Documents should be directed to:

Mr B. Matthews
Public Officer
Parkes Shire Council
PO Box 337
Parkes NSW 2870
Telephone: (02) 6861 2333
Facsimile: (02) 6862 3946
Hours: 8.30 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****PARRAMATTA CITY COUNCIL****SECTION 1 – POLICY 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:

- Council's Code of Conduct
- Council's Code of Meeting Practice
- Annual Reports
- Annual Financial Reports
- Auditor's Report
- Equal Employment Opportunity Management Plan
- Council's Policy concerning the payment of expenses incurred by the provision of facilities to Councillors
- Council's Land Register
- Register of Investments
- Return of interest of councillors, designated persons and delegates
- Business papers for Council and Committee Meetings (but not including business papers for matters considered when a meeting 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.

Policy Documents

- Access and Equity
- Access to Council Records
- Activities on Footpaths, Roads and 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 and 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 and Seminars – Attendance by Members and 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 and 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 for 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
Project Officer Corporate
Parramatta City Council
PO Box 32
Parramatta NSW 2124
30 Darcy Street
Parramatta NSW 2150
Telephone: (02) 9806 5313
Facsimile: (02) 9806 5908
Hours: 8.30 a.m. to 4.30 p.m., Monday to Friday

John Neish, General Manager

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****PENRITH CITY COUNCIL****FOI Agency No. 2196****SECTION 1 – POLICY DOCUMENTS**

Advertising
Annual Financial Report
Annual Report
Auditors Report
Building Statistics
Business Papers
Candidates Political Contributions Register
Car Parks
Cemetery Operations
Child Care Services
Code of Conduct
Code of Meeting Practice
Control of Food Premises
Council's Land Register
Council's Management Plan
Council's Strategic Plan
Councillor payment of Expenses and Provision of Facilities
Development Statistics
Donations
Donations to Safety Houses
Development Control Plans
EEO Management Plan
Environmental Planning Instruments
Floodlighting of Sporting Fields and Parks
Footpath Crossings
Footpath Signs
Footpaths including Contributions for Construction
Home Industry
Internal Reporting Policy
Kerb and Gutter, Footpath Charges
Local Approvals and Orders Policy
Management of Community Complaints
Minutes of Council and Committee meetings
Notification of Practice for Development Applications
Parking Code
Plans of Management for Community Land
Private Childcare Centres in Residential Areas
Public Collections and Street Stalls
Records of Approvals Granted and Decisions made on Appeals
Records of Building Certificates
Register of Delegations
Register of Investments
Register of Policies and Codes
Returns of Interest of Councillors and Designated Persons and Delegates
Security Deposits
Sporting Field Allocations
Sporting Organisations General
Statement of Affairs under the Freedom of Information Act 1989

State of the Environment Report
 Summary of Affairs under the Freedom of Information Act 1989
 Valuation Fees on Properties Acquired by Council

PLANNING INSTRUMENTS

Development Control Plans

Advertising Signs
 Baby Care Rooms
 Blue Mountains Eastern Escarpment DCP Siting Design and Management
 Cambridge Park DCP CP-003 Proposed Road Closure vicinity Richmond and Lewis Roads
 Cambridge Park DCP CP-004 Road Pattern Cambridge Gardens
 Cambridge Park DCP CP-007 Road Pattern vicinity Carlyle Crescent
 Child Care
 Contaminated Land
 Crime Prevention Through Environmental Design
 Cranebrook DCP C-001
 Cranebrook DCP C-012 Cranebrook Release
 Cranebrook DCP C-013 Road Pattern vicinity Nepean Street
 Cranebrook DCP C-015 Road Pattern vicinity Boundary Road
 Cranebrook DCP C-016 Road Pattern vicinity Terrace Drive
 Cranebrook DCP C-018 Community Land / Group Neighbourhood Centre
 Cranebrook DCP C-019 Rural Residential
 Cranebrook DCP C-020 Road Pattern vicinity Sherringham Road
 Cranebrook DCP C-021 Amendments to C-019 Rural Residential
 Cranebrook DCP C-023 Amendments to C-012
 Cranebrook DCP C027 Land Uses vicinity Sherringham Road and Ironbark Drive
 Emu Plains DCP EP-012 Road Pattern vicinity Grey and Bedford Streets
 Emu Plains DCP EP-017 Road Pattern vicinity Brougham Street
 Emu Plains DCP EP-020 Commercial Area
 Emu Plains DCP EP-012 Road Pattern vicinity Grey Street
 Emu Plains DCP EP-012 Road pattern vicinity Troy and Emerald Streets
 Engineering Works
 Erskine Park Employment Area DCP
 Erskine Park DCP EPA-002 Road Pattern Erskine Park
 Erskine Park DCP EPA-005 Road Pattern vicinity Chatres Street
 Erskine Park DCP EPA-006 Road Pattern vicinity Chatsworth Road
 Erskine Park DCP EPA-008 Road Pattern vicinity Shepherd Street
 Erskine Park DCP EPA-013 General DCP vicinity Shepherd Street
 Erosion and Sediment Control
 Exempt and Complying Development
 Glenmore Park DCP Central Hamlets
 Glenmore Park DCP Community Plan
 Glenmore Park DCP Eastern Hamlets
 Glenmore Park DCP Glenmore Parkway
 Glenmore Park DCP Major Landuse
 Glenmore Park DCP Management
 Glenmore Park DCP Northern Hamlets
 Glenmore Park DCP Open Space
 Glenmore Park DCP Town Centre
 Glenmore Park DCP Western Hamlets
 Health Care Consulting Rooms
 Heritage Management
 Industrial Land DCP 1996
 Kingswood DCP K-005 Road Pattern vicinity Stock Ave
 Kingswood DCP K-006 Road Pattern vicinity Edward Ave
 Kingswood DCP K-008 Design and Siting of Non residential Development Great Western Highway and Morley Ave
 Landscape
 Londonderry DCP LO-009 Road Pattern vicinity Hughes Street
 Luddenham DCP LU-005 Equestrian Estate
 Mt Vernon DCP (Adopted but not yet in force)

Mt Vernon DCP MV-002 Land vicinity Horsley Road, Mt Vernon Road and Kemps Creek
North Penrith Urban Investigation Area
North St Marys DCP SMN-006 Development Guidelines IDO 81
North St Marys DCP SMN-007 Subdivision vicinity Boronia Ave
North St Marys DCP SMN-009 Medium Density Development Site vicinity Adelaide Street
North St Marys DCP SMN-016 Oxley Park Drainage Scheme
Notification and Advertising
Orchard Hills DCP Development Control Code No. 2
Orchard Hills DCP OH-007 Subzone C
Orchard Hills DCP OH-008 Lot 5 Wentworth Road
Orchard Hills DCP Development Control Code No. 1
Outdoor Trading and Eating Areas
Penrith City Rural Development
Penrith DCP P-020 Open Space and Inter-Residential Walkways vicinity Lemongrove
Penrith DCP P-024 Walkways vicinity Derby and Lethbridge Streets
Penrith DCP P-035 Shopping Centre The Crescent
Penrith DCP P-042 proposed Walkway King Street
Penrith DCP 1998 Lakes Environs
Penrith DCP FSR Controls Penrith City Centre
Register of Significant trees and Gardens
Residential Construction Works
DCP 2000 Residential Land
Rural Sheds
South Penrith DCP SP-001 Road Pattern South Penrith
South Penrith DCP SP-019 Road Pattern vicinity Mosely Ave
South Penrith DCP SP-022 Villa Unit Site vicinity Hatchinson Crescent
South Penrith DCP SP-025 School, Shops and Community Land
South Penrith DCP SP-027 Open Space and Service Road vicinity Blaikie Ave and Mulgoa Road
South Penrith DCP SP-030 Road Pattern vicinity Glenbrook Road and Wilfred Place
South Penrith DCP SP-039 DP844394 Lot 1 Glenbrook Street, Mulgoa Road and Cameron Street
South Penrith DCP SP-033 Medium Density Housing vicinity McNaughton Street and Mulgoa Road
South Penrith DCP SP-038 Road Pattern vicinity Maxwell Street and Mosley Ave
South St Marys DCP SMS-001 Road Pattern vicinity Marsden Road
DCP 1994 St Marys Town Centre Improvements (adopted but not yet in force)
St Clair DCP SC-002 Road Pattern St Clair
St Clair DCP SC-010 Road Pattern vicinity Lukes Lane
St Clair DCP SC-011 North Eastern Corner Banks Drive and Mamre Road
St Clair DCP SC-015 Residential Land Banks Drive
St Clair DCP SC-019 Road Pattern vicinity Chatsworth Road
St Clair DCP SC-020 South West St Clair Community Centre
St Clair DCP SC-021 Road Pattern vicinity Melville Road
Subdivision in Residential Zones
Tree Preservation Order (Draft)
Waste Planning
Werrington DCP WE-005 Road Pattern Werrington Downs
Werrington DCP WE-009 Road Pattern Werrington County
Werrington DCP WE-015 Roads and Landscaping vicinity Dunheved Road and Henry Lawson Ave
Werrington DCP WE-019 Road Pattern Armstein Crescent and Danny Street
Werrington DCP WE-021 Road Pattern Claremont Meadows
Werrington DCP WE-025 Road Pattern Claremont Meadows
Werrington Signals Mixed – Use Area (DRAFT)

Local Planning Instruments

Penrith Planning Scheme (as amended)
IDO 2 (as amended) Emu Plains
IDO 9 Kingswood Shopping Centre Great Western Highway Kingswood
IDO 11 (as amended) General Business Zone Great Western Highway St Marys
IDO 13 Industrial 4(a) uses Cranebrook Road and McCarthys Lane Cranebrook
IDO 17 School Trahlee and Muscharry Roads Londonderry
IDO 21 (as amended) Business 3(a) uses Station and Phillip Streets St Marys
IDO 22 (as amended) Business 3(a) uses Queen Street St Marys

IDO 25 (as amended) Residential and Open Space Zones Mulgoa Road Penrith
IDO 26 (as amended) Cambridge Gardens
IDO 27 (as amended) Werrington County
IDO 28 (as amended) South Penrith and South St Marys
IDO 32 Business 3(a) uses Great Western Highway St Marys
IDO 33 (as amended) Business 3(c) uses Hewitt and Jensen Streets St Marys
IDO 34 Business 3(c) uses Day Street St Marys
IDO 35 Business 3(c) uses plus TAB Smith Street Penrith
IDO 36 (as amended) Business 3(c) uses plus TAB Oxford Street Cambridge Park
IDO 47 (as amended) Dwelling Houses Cranebrook Road Cranebrook
IDO 56 (as amended) Open Space 6(a) uses Spinks Road Llandilo
IDO 57 (as amended) Business uses Great Western Highway Penrith
IDO 62 (as amended) Business 3(c) uses The Crescent Penrith
IDO 63 (as amended) Shops, Commercial Premises, Carparking Bringelly Road and Rodgers Street Kingswood
IDO 64 Business 3(c) uses plus TAB Victoria Street Werrington
IDO 68 Business 3(c) uses plus TAB Parklawn Place St Marys
IDO 69 (as amended) Business 3(b) uses King and Chapel Streets St Marys
IDO 71 Business uses Sainsbury Street St Marys
IDO 81 (as amended) North St Marys
IDO 82 Business 3(c) uses plus Laundrette Bringelly Road Kingswood
IDO 83 (as amended) Mt Pleasant
IDO 85 Squash Courts Smith Street Sydney
IDO 87 (as amended) Village Shopping Centre Charles Hackett Drive St Marys
IDO 91 Business 3(c) uses Caloola Ave Kingswood
IDO 93 (as amended) Rural Lands
IDO 98 Business 3(c) uses plus Hairdressing Salon Monfarville Street St Marys
LEP 43 (as amended) Nepean Centre and Panthers
LEP 85 (as amended) Erskine Park
LEP 96 (as amended) Claremont Meadows
LEP 150 (as amended) Commercial various
LEP 188 (as amended) Glenmore Park
LEP 201 (Rural Lands) (as amended)
LEP 226 (as amended) Blue Mountains Eastern Escarpment
LEP 255 Exempt and Complying Development (as amended)
LEP 258 Consent for Dwelling Houses and other Development
LEP 1991 (Environmental Heritage Conservation) (as amended)
LEP 1994 (Erskine Park Employment Area) (as amended)
LEP 1996 Industrial Land (as amended)
LEP 1996 – Classification of Public Land (as amended)
LEP 1997 (Penrith City Centre) (as amended)
LEP 1998 Urban Land (as amended)
LEP 1998 (Lakes Environs) (as amended)
LEP 2002 (Villages of Mulgoa and Wallacia)

Regional Environmental Plans

REP No. 9 Extractive Industry
REP No. 11 Penrith Lakes Scheme
REP No. 13 Mulgoa Valley
REP No. 20 Hawkesbury / Nepean River (No. 2 1997)
REP No. 25 Orchard Hills
REP No. 30 St Marys

Section 94 Plans

Claremont Meadows Release Area
Cultural Facilities
Erskine Park Employment Area
Erskine Park Residential Release Area
Footpath Construction in Established Residential Areas
Glenmore Park Release Area
Kingswood Neighbourhood Centre

Lakes Environs (Waterside Green)
Lambridge Industrial Estate North Penrith
Library Facilities
Mount Vernon Estate
North Cranebrook Release Area
Open Space in Existing Residential Areas
Penrith City Centre
St Marys Town Centre

SECTION 2 – STATEMENT OF AFFAIRS

Council's most recent Statement of Affairs for the period 1 July 2004 to 30 June 2005 is available by contacting Council's Freedom of Information Officer. Contact details are in Section 3.

SECTION 3 – CONTACT ARRANGEMENTS

Any enquiries regarding the Summary of Affairs or access to information can be directed to:

Jackie Shephard
Freedom of Information Officer
PO Box 60
Penrith 2751
DX 8017 Penrith
Telephone: (02) 4732 7732
Facsimile: (02) 4732 7958
Email: pencit@penrithcity.nsw.gov.au
Hours: 8.30 a.m. to 4.00 p.m.

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

Port Stephens Council's Policy Register is reproduced below. Policy documents are available to interested persons. Some are free of charge while others incur a fee, depending on the nature of the document. Council's Accessing Information policy was amended in May 1998 to ensure that all members of the public receive consistent access to information on request. The policy clarifies the documentation available to the general public without the need for a Freedom of Information application and how to apply for documentation that requires a Freedom of Information application.

POLICY INDEX (as at 7 June 2005)

2004 Port Stephens Community Profile
30 Year Plan
Accessing Information
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 and 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 and Recreation Clubs Loans
Community and Cultural Markets
Community Awards
Community information and communication
Community Services Policy
Community Consultation
Companion Animal Management Plan
Competitive Neutrality
Complaints/Requests Handling
Contaminated Land Policy
Contribution to works for Kerb and Gutter construction
Control of Open Burning Policy
Corporate Sponsorship
Council Prosecutions
Credit Control and Hardship
Development within the Explosive Safe Zone
Disability Access
Dog Exercise areas

Dog Noise Strategy
Electricity payment for Sporting Reserves
Enforcement of Restricted Parking Areas Regulation at Newcastle Airport
Entertainment Licence
Equal Employment Opportunity
Erosion and Sediment Control
Footway Dining Areas in Port Stephens
Footway and Cycleways
Foreshore Dinghy Storage
Gathering Information
Governance Panel Protocol
Hairdressing, Beauty and Skin penetration Premises – Guidelines for operation and construction.
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 and 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 and 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 and 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 Terrace Local Area Plan
Reimbursement Policy for Councillors
Requests for Assistance – Legal Costs
Requests for Financial Assistance
Requisition of funds by Councillors
Restricted Funds
Risk Management Policy
Road naming guidelines
Road Assessment and Maintenance
Road Safety Strategic Plan
Roadside Tributes and 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 and 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 2003/045. Council's Annual Report 2003/2004 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 Officer
Port Stephens Council
116 Adelaide Street (old Pacific Highway)
PO Box 42
Raymond Terrace NSW 2324
DX21406 Raymond Terrace
Telephone: (02) 4980 0255
Facsimile: (02) 4983 1194
Email: council@portstephens.nsw.gov.au
Hours: 8.30 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
GREATER QUEANBEYAN CITY COUNCIL

SECTION 1 – POLICY DOCUMENTS

The Council has adopted policies and procedures concerning a multitude of topics. A complete set of the documents set out below is available at the Council's Office.

1. Code of Conduct
2. Code of Meeting Practice
3. Annual Report – 2004
4. Management Plan – 2004/2005 – 2006/2007
5. Reimbursement of Travelling and other Expenses Policy – Councillors
6. Register of Investments – Produced to Council every month and can be accessed from the Finance Section
7. Returns of Interests of Councillors, designated persons and delegates (blank forms and Register kept in Governance Division)
8. Minute Books (bound) kept in Governance Division
9. Annual Reports of Bodies Exercising Delegated Council Functions:
 - Administration of Crown Reserves Annual Report
10. Equal Employment Opportunity Policy
11. Council's Policy Register
12. Equal Employment Opportunity Statement
13. Plan of Management – Queanbeyan Showground
14. Plans of Management for Community Land:
 - Community Land
 - Sportsgrounds and Parks
 - Regional Parks
 - Neighbourhood Parks
 - Local Parks
 - Natural Areas
 - Urban Bush Reserves
 - Queanbeyan River Corridor
 - Pedestrian Laneways
 - Planting Reserves
 - Service Reserves
 - Community Service Centres
 - Lanyon Drive Cemetery
 - Vacant/Uncommitted Community Land
 - Jerrabomberra Community Centre and Youth Facilities, and
 - General Community Use.
15. Tree Preservation Order Policy
16. Section 94 Contribution Policy – Amendment
17. Queanbeyan Plan of Management – Waste and Recycling Services
18. Motor Vehicles Policies:
 - Motor Vehicle Policy
 - Tendering – Motor Vehicles
 - Taking Council Vehicles Home
 - Lease of Motor Vehicles – Council Employees
19. Statement of Affairs, the Summary of Affairs and the Register of Policy Documents required under the Freedom of Information Act 1989 – Documents can be accessed through the Manager, Administration
20. Files and other documents of a non-confidential nature – Can be accessed through the Records Management Section
21. Planning Scheme and LEP and DCP

SECTION 2 – STATEMENT OF AFFAIRS

The Greater Queanbeyan City Council's most recent Statement of Affairs was published in its Annual Report 2005.

SECTION 3 – CONTACT ARRANGEMENTS

Details of the procedures for inspecting and purchasing the Council's Policy documents are available from:

Stuart Warner
Public Officer
257 Crawford Street
Queanbeyan NSW 2620
Telephone: (02) 6298 4516
Hours: 8.30 a.m. to 5.00 p.m., business days.

Requests under the Freedom of Information Act for access to documents must be in writing and accompanied by a \$30 application fee.

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

SECTION 1 – POLICY DOCUMENTS

PART 1 COUNCIL MATTERS, MAYOR, COUNCILLORS AND STAFF

1.01 Council Matters

- 1.01.01 Procedure for Making New Policies.
- 1.01.01A Procedure for Review of Policies.
- 1.01.02 Council and Committee Meetings – Standing Orders and Arrangements. (Code of Meeting Practice)
- 1.01.03 Legal Matters – Solicitors.
- 1.01.04 Community Service Awards.
- 1.01.05 Nuclear Free Zone – City Of Randwick.
- 1.01.06 Botany Bay – Dredging.
- 1.01.07 Kingsford-Smith Airport and 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 and civic awards only).
- 1.01.19 Delegation of Authority – Administration and Finance Committee.

1.02 Mayor

- 1.02.01A Delegation of Authority – Mayor.
- 1.02.02 Delegation of Authority – Mayor and General Manager Jointly.
- 1.02.03 Public Statements to the Press – Council Spokesman.
- 1.02.04 Sister Cities – Distribution of Funds to Mayor and Councillors during Visits.

1.03 Councillors

- 1.03.01 Electoral Roll – Provision to Councillors.
- 1.03.04 Annual Estimates – Submission of Draft Estimates to Councillors.
- 1.03.05 Information Required by Council Member.
- 1.03.06 Newspaper Publications by Councillors.
- 1.03.10 Councillors' Expenses and Provision of Facilities.

1.04 Mayor, Councillors and Staff

- 1.04.01 Code of Conduct Guidelines.
- 1.04.03 Code of Councillor Practice.
- 1.04.04 Internal Reporting System.
- 1.04.05 Provision of Information to and Interaction Between Councillors and Staff.
- 1.04.06 Code of Conduct – Councillors and Staff.

PART 2 GENERAL MANAGER'S OFFICE

- 2.01.02 Response – Written Enquires/Request from Public.
- 2.01.04 Delegation of Authority – General Manager and Staff.
- 2.01.06 Council and Committee Meetings – Authority to vary dates and times.

PART 3 GOVERNANCE AND FINANCIAL SERVICES

3.01 General Administration

- 3.01.01 Public Collections/Appeals.
- 3.01.02 Staff Social Club.

- 3.01.03 Records Disposal Schedule.
- 3.01.07 Local Ethnic Affairs Policy Statement.
- 3.01.08 Document and Correspondence Administration.
- 3.01.09 Local Government Act 1993 – Administrative Arrangements.
- 3.01.10 Acknowledgement of Incoming Correspondence.
- 3.01.11 Guidelines for the Engagement and use of Consultants.
- 3.01.12 Open Access to Objection and Support Letters – Local Approval Applications and Development Applications.
- 3.01.13 Purchasing.
- 3.01.14 Tendering.
- 3.01.15 Risk and Insurance – Risk Management Policy.
- 3.01.16 Risk and Insurance – Signs as Remote Supervision.
- 3.01.17 Risk and Insurance – Gathering Information.

3.02 Finance

- 3.02.01 Equipment Acquisition.
- 3.02.02 Donations and Expenditure under Section 504; Subsidies under Sections 298 (2), 358 and 364.
- 3.02.03 Council Contracts with Companies.
- 3.02.04 Reserve – Employees Leave Entitlements.
- 3.02.05 Petty Cash Limit.
- 3.02.06 Rates – Pensioners Accruing Rates and Charges.
- 3.02.07 Investments – Surplus Cash
- 3.02.08 Bank Guarantees
- 3.02.09 Sponsorship Principles.
- 3.02.10 Funding Source – Non-Budgeted Expenditure

3.03 Property

- 3.03.01 Randwick Town Hall – Hire.
- 3.03.02 Council Buildings – Solar Energy.
- 3.03.03 Use of Council Chamber and Meeting Rooms, etc.

3.04 Personnel

- 3.04.01 Provision of Vehicles for Senior Officers.
- 3.04.02 Private Use of Council Vehicles.
- 3.04.05 Flexible Working Hours Scheme.
- 3.04.24 Corporate Credit Cards – Non-issue of.
- 3.04.25 Letters of Commendation to staff after 15 Years' Service.
- 3.04.26 Attendance of Staff at Conferences and Seminars.
- 3.04.27 Staff Code of Conduct.

3.05 Community Services

- 3.05.01 Accessible Environment for Disabled People.
- 3.05.03 Ethnic Policy and Migrant Services.

PART 4 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.
- 4.04.04 Bus Seats at Bus Stops
- 4.04.04 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.

PART 5 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.
- 5.02.05 Code for Keeping of Pigeons.
- 5.02.06 Variations in Licensed Trading Hours.

5.03 Building Matters

- 5.03.16 Code for Construction and Use of Food Vending Vehicles.
- 5.03.17 Code for Construction and Use of Temporary Food Premises.
- 5.03.22 Local Approvals Policy.

PART 6 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.
- 6.01.12 Development Control Plan No. 20 – Restaurants on Public Road Footpaths, Airspace above Roads and Public Land.
- 6.01.15 Development Control Plan No. 6 – Frenchman’s Road, Kemmis Street and Clovelly Road Shopping Centre.
- 6.01.17 Development Control Plan No. 8 – Military Road and Bunnerong Roads, Matraville (Oil Refinery Site).
- 6.01.20 Development Control Plan No. 11 – 3-21 Wolseley Road, Coogee.
- 6.01.21 Plan of Management No. 1 – Glebe Gully.
- 6.01.22 Subdivision Code
- 6.01.23 Heritage Development.
- 6.01.24 Development Consents – Time Limit.
- 6.01.25 Development Assessment Committee.
- 6.01.26 City Council Housing Policy.
- 6.01.27 Development Control Plan – Parking.
- 6.01.28 Development Control Plan – Randwick Junction Business Centre.
- 6.01.29 Contaminated Land.
- 6.01.30 Development Control Plan – Eastern Suburbs Memorial Park.

- 6.01.31 Development Control Plan – Maroubra Beach Commercial Precinct.
- 6.01.32 Development Control Plan – Multi Unit Housing.
- 6.01.33 Development Control Plan – Dwelling Houses and Attached Dual Occupancies.
- 6.01.34 Environmental
- 6.01.35 Development Control Plan – Exempt and Complying Development.
- 6.01.36 Development Control Plan – Backpacker Accommodation.
- 6.01.37 Rainwater Tanks.

PART 7 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.

Administrative Registers and Documentation

- State of the Environment Report.
- Financial Statements.
- Management Plan (incl. Pricing Policy, Revenue Policy).
- Minutes of Committee Meetings and Business Papers.
- Minutes of Council Meetings and Business Papers.
- Policy Register.
- Local Government Records General Disposal Authority 4.
- Local Government Records General Disposal Authority 10.
- Complaints Management Policy.
- Annual Report.
- Auditors' Report.
- Rolls of Electors.
- Disclosures Register (Councillors and Staff).
- Investments Register.
- Social Plan.
- Privacy Management Plan

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 and 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 and Development Plan 1998.
 Heffron Park Tennis Complex Recreation Facility Management and Development Plan 1998.
 Clovelly Seabreeze Kiosk Heritage Significance Assessment 1998.
 Urban Design Study of Randwick and The Spot Shopping Centres 1994.
 Randwick City Council Bicycle Plan 1998.
 Maroubra Beach and Environs Master Plan 1998.
 Frenchman's Bay Plan of Management 2002.
 Malabar Beach and Foreshore Landfill Remediation and Rehabilitation – Environmental Site Characterisation Final 2002.
 The Spot Parking Scheme – Draft Reports.
 Coogee Beach Parking Scheme – Draft Report.
 Clovelly Parking Scheme – Draft Report.

City Planning Documents

(a) Development Control Plans

DCP No. 6 Land bounded by Kemmis Street, Frenchman's Road and Clovelly Road, Randwick.
 DCP No. 8 Military Road and Bunnerong Road, Matraville.
 DCP No.13 Bunnerong Power Station, Matraville.
 DCP No.16 Kingsford Commercial Centre.
 DCP No.18 Randwick Bus Depot, Cnr King and Dangar Streets, Randwick.
 DCP No.19 Matraville Town Centre.
 DCP No.21 Amusement Centres.
 DCP No.22 The Spot and Surrounds.
 DCP Outdoor Advertising.
 DCP Backpacker Accommodation.
 DCP Dwelling Houses and Dual Occupancy.
 DCP Eastern Suburbs Memorial Park.
 DCP Kensington Town Centre 2002.
 DCP Exempt and Complying Development.
 DCP Maroubra Beach Commercial Precinct.
 DCP Multi-Unit Housing.
 DCP Parking.
 DCP Randwick Junction Business Centre.
 DCP Defence Site Bundock and Avoca Streets Randwick.
 DCP Public Notification of Development Proposals and Council Plans.
 DCP Maroubra Junction Town Centre.
 DCP Footpath Dining and Trading.
 DCP Prince Henry Hospital Site.
 Draft DCP Randwick City Heritage.
 Draft DCP West Kensington Heritage Conservation Area.
 Draft DCP North Randwick Heritage Conservation Area.

(b) Local Environmental Plans

Randwick LEP 1998 (and Amendments).

(c) Other Planning and Building Documents

Building Certification Services Information Sheet.
 Building Certificate Register.
 Building Application/Approval Register.

Construction Certificate Register.
Complying Development Certificate Register.
Local Approvals Register.
Construction Certificate and Principal Certifying Authority Information Sheets.
Randwick Development Application Guide.
Principal Certifying Authority Agreement.
Fire Safety and 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 and Access Study.
Register of Development Applications.
Register of Subdivision Certificates.
Register of Strata Subdivision Applications.
Sediment and 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 and Noise Impacts Information Sheet.

Community and 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 and Modification Service Brochure.
Home and Community Care Services Brochure.
Collection Development Policy.
Marketing and Promotion Plan.
LINCS Database (Community Information).

SECTION 2 – STATEMENT OF AFFAIRS

The most recent annual Statement of Affairs of the Randwick City Council was published effective 30 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

Premier's Department Library
Level 15
Governor Macquarie Tower
1 Farrer Place
Sydney NSW 2000

Serial Processing Unit
National Library of Australia
Canberra ACT 2600

The Librarian
Parliament of NSW
Macquarie Street
Sydney NSW 2000

SECTION 3 – CONTACT ARRANGEMENTS

Many of the documents listed in this Summary of Affairs are readily available at the Council's Office and Libraries as detailed below. However, should the particular item being sought not be available through these avenues, members of the public are invited to contact the Freedom of Information Officer who will arrange for them to be supplied.

The Freedom of Information Officer is available during normal business hours of 8.30 a.m. to 5.00 p.m. and, to avoid any inconvenience, contact should first be made by telephone prior to a personal visit.

Administrative Centre (FOI Officer)
30 Frances Street
Randwick NSW 2031
Telephone: (02) 9399 0999
Facsimile: (02) 9319 1510
Website: www.randwick.nsw.gov.au

Randwick Branch Library
Royal Randwick Shopping Centre
Belmore Road (Cnr Short Street)
Randwick NSW 2031
Telephone: (02) 9399 6966
Facsimile: (02) 9399 7358

Bowen Library
669-673 Anzac Parade
Maroubra NSW 2035
Telephone: (02) 9314 4888
Facsimile: (02) 9314 4780

Matraville Branch Library
1203 Anzac Parade
Malabar NSW 2036
Telephone: (02) 9661 6192
Facsimile: (02) 9661 6863

R. Brownlee, General Manager.

FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)
SUMMARY OF AFFAIRS
of the
RICHMOND RIVER COUNTY COUNCIL
Floodplain Management

SECTION 1 – POLICY DOCUMENTS

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:

- 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

SECTION 2 – STATEMENT OF AFFAIRS

Council's Statement of Affairs can be inspected at Council's office during normal business hours.

SECTION 3 – CONTACT ARRANGEMENTS

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

Mr Paul Muldoon
General Manager
Richmond River County Council
218-232 Molesworth Street
PO Box 230
Lismore NSW 2480
Telephone: (02) 6621 8314
Facsimile: (02) 6622 1181
Email: floodplain@rrcc.nsw.gov.au
Hours: 8.30 a.m. to 5.00 p.m.

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

SECTION 1 – POLICY DOCUMENTS

The following policy documents are available in Council's office for inspection (free of charge) or purchase as indicated:

- Council's Code of Conduct
- Council's Code of Meeting Practice
- Annual Report
- Annual Financial Reports
- Auditor's Report
- Management Plan
- EEO Management Plan
- Council's policy concerning the payment of expenses incurred by, and the provision of facilities to, Councillors
- Council's Land Register
- Register of Investments
- Returns of the interests of Councillors, designated persons and delegates
- Returns as to candidates' campaign donations
- Agendas and business papers for council and committee meetings (but not including business papers for matters considered when part of a meeting is closed to the public)
- Minutes of Council and Committee meetings, but restricted (in the case of any part of a meeting that is closed to the public), to the resolutions and recommendations of the meeting
- Any Codes referred to in this Act
- Register of Delegations
- Annual Reports of bodies exercising delegated council functions
- Applications under Part 1 of Chapter 7 for approval to erect a building, and associated documents
- Development Applications (within the meaning of the Environmental Planning and Assessment Act 1979) and associated documents
- Local policies adopted by the Council concerning approvals and orders
- Records of approvals granted, any variation from local policies with reasons for the variation, and decisions made on appeals concerning approvals
- Records of Building Certificates under the Environmental Planning and Assessment Act 1979
- Plans of land proposed to be compulsorily acquired by the council
- Leases and licences for use of public land classified as community land
- Plans of management for community land
- Environmental planning instruments, development control plans and plans made under section 94AB of the Environmental Planning and Assessment Act 1979 applying to land within the council's area
- The Statement of Affairs, the Summary of Affairs and the register of policy documents required under the Freedom of Information Act 1989
- Departmental representatives' reports presented at a meeting of the council in accordance with section 433
- The register of graffiti removal work kept in accordance with section 67A.

Copies of these documents may be purchased at a cost of \$0.55 per page (minimum charge \$2.00).

SECTION 2 – STATEMENT OF AFFAIRS

The most recent Statement of Affairs of the Council is that for December 2004. Copies may be purchased from Council at a cost of \$0.55 per page (minimum charge \$2.00).

SECTION 3 – CONTACT ARRANGEMENTS

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

Mr W. S. Halcrow
Public Officer
Richmond Valley Council
Corner Walker Street and Graham Place
Locked Bag 10
Casino NSW 2470
Telephone: (02) 6660 0312
Facsimile: (02) 6662 5198
Hour: 8.15 a.m. to 4.30 p.m., Monday to Friday

FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)
SUMMARY OF AFFAIRS
of the
RIVERINA WATER COUNTY COUNCIL

SECTION 1 – POLICY DOCUMENTS

Code of Conduct
Code of Meeting Practice
Consultative Committee
Delegations of Authority
Equal Employment Opportunity Management Plan
Expenses and Facilities
General Policy Register
Management Plan
Minutes of Council Meetings
Occupational Health and Safety Policy
Occupational Health and Safety Rehabilitation Policy
Organisational Structure
Privacy Management Plan
Register of Investments
Returns of the Interest of Councillors and Designated Persons
Safety Management Plan
Strategic Business Plan
Water Pricing
Other Documentation:
Annual Financial Reports
Annual Report
Auditor's Report
Business Papers

SECTION 2 – STATEMENT OF AFFAIRS

Council's Statements of Affairs can be inspected at Council's office during normal office hours.

SECTION 3 – CONTACT ARRANGEMENTS

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

Mr Gerald Pieper
General Manager
Riverina Water County Council
91 Hammond Avenue
PO Box 456
Wagga Wagga NSW 2650
Telephone: (02) 6922 0608
Facsimile: (02) 6921 2241
Email: admin@rwcc.com.au
Hours: 8.30 a.m. to 4.00 p.m.

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 and Townhouse Development (34)
 - Residential Flat Building (35)
 - Brothel Development (36)
 - Dual Occupancy and Granny Flat Development (39)
 - Housing for Elderly with Disability (40)
 - Boarding Houses, Hostels and 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 and Minimisation (53)
 - Single Unit Dwelling Code (56)
 - Exempt and Complying Development (57)
 - Arncliffe and Banksia Town Centres (58)
 - Amendments to Residential Controls (Ventilation requirements to DCP 34, 35 and 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, and 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 and Spa Code
- Privacy Management Plan
- Protected Disclosures Policy
- Purchasing Practices and Procedures
- Residential Sub Division Code
- Rockdale Planning Scheme Ordinance
- Schedule of Fees and 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

Inquiries can be made during normal business hours. Contact by telephone should be made prior to a personal visit.

John Logue
Rockdale City Council
Administration Building
2 Bryant Street
PO Box 21
Rockdale NSW 2216
Telephone: (02) 9562 1666
Facsimile: (02) 9562 1777
Email: jlogue@rockdale.nsw.gov.au
Hours: 8.30 a.m. to 4.00 p.m.

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 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
ROUS WATER

SECTION 1 – POLICY DOCUMENTS

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:

- 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
 - Performance Management and Development
- Expenses and Facilities
- Management Plan incorporating 3-Year Forward Plan, Revenue Policy and 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
- Rocky Creek Dam:
 - Logging in Catchment
 - 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

SECTION 2 – STATEMENT OF AFFAIRS

Rous Water's Statement of Affairs can be inspected at the administration office during normal business hours.

SECTION 3 – CONTACT ARRANGEMENTS

Any enquiries concerning Rous Water's activities should be directed to:

Mr Paul Muldoon
General Manager
Rous Water
218-232 Molesworth Street
PO Box 230
Lismore NSW 2480
Telephone: (02) 6621 8055
Facsimile: (02) 6622 1181
Email: water@rouswater.nsw.gov.au
Hours: 8.30 a.m. to 5.00 p.m.

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

of the

CITY OF RYDE**FOI Agency No. 2203****SECTION 1 – POLICY DOCUMENTS****CIVIC SERVICES**

Access and Equity Policy
Annual Report 2002/2003
Business Papers/Minutes of Committee and Council Meetings
Children's Needs Paper – Social Plan 2005
Code of Conduct
Code of Good Governance
Community Arts Policy
Community Buildings Strategy
Community Services Customer Complaints Policy
Competitive Neutrality Complaints Policy
Confidential Information Protocol for Councillors and Staff
Disability Discrimination Act Action Plan
Delegations Register
Disclosures Register for Councillors and Senior Staff
Guidelines for Managing Library resources on loan to Home Library Service institutional members
Home Library Service Institutional Membership
Immunisation Policy and Procedures
Language Aide Policy
Management Plan 2003/2006
Media Policy
Multi-Purpose Use of Council Meeting Facilities Policy
Older People's Needs Paper – Social Plan 2005
Plain English Policy
Policy on Payment of Expenses and Provision of Facilities for Mayor and other Councillors
Protected Disclosures Information Booklet
Register of Pecuniary Interests
Ryde Community Grants Program – Guidelines and Application Form (CDSE)
Ryde/Hunters Hill Home Modification and Maintenance Service – Policy and Practice Manual
Ryde Library Services Guide to Membership conditions and services
Ryde Library Services Toys at North Ryde Branch Library
Social Plan 2000
Sponsorship Policy
Vacation Care Program – Staff Information and Procedures Manual
Volunteers Policy
Young People's Needs Paper – Social Plan 2005

ENVIRONMENTAL PLANNING

Bed and 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 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 and Recycling: Standard Requirements for the Construction of Garbage and 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 and Housing Opportunities

Ryde Planning Scheme Ordinance

Development Contribution Plan

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 AND SERVICES

Conditions of Use of Grounds and Amenities

Conditions for Road Closures/Street Parties

Guidelines for the Submission of a Tree Preservation Application

Information on Gutter and Footway Crossings for Vehicular Access to Normal Single Residences

Information Relating to Special Purpose Signs

Recycling and Waste Guide

Register of Plans of Management for Parks

Ryde Local Disaster Plan

Subdivisional Road Requirements

Temporary Access through Public Reserves and Parks

Tree Preservation Order and Tree Management Policy

Waste Services Booklet

CORPORATE SERVICES

Audited Financial Statements of Account for the year ended 30 June 2004

Conditions of Employment Policies

Employee Relations Policies

Equity and Diversity Policies

Induction Policies

Information Technology Policies

Investment Policy and Register

Land Register

Occupational Health and Safety Policies

Organisational Development Policies

Procurement Policy

Resourcing Policies

Remuneration and Benefits Policies

SECTION 2 – STATEMENT OF AFFAIRS

City of Ryde's most recent Statement of Affairs is dated June 2003.

SECTION 3 – CONTACT ARRANGEMENTS

Requests for access to other documents under the Freedom of Information Act should be directed to The Freedom of Information Officer. Requests for access to and copies of policy documents should be directed to:

The Customer Service Centre
Civic Centre
1 Devlin Street
Ryde NSW 2112
Telephone: (02) 9952 8222
Facsimile: (02) 9952 8070
Email: cityofryde@ryde.nsw.gov.au
Website: www.ryde.nsw.gov.au
Hours: 8.30 a.m. to 4.30 p.m. weekdays

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 and 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 and 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 and 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 and Licensing
Spraying of Blackberries
Subdivisions – Miscellaneous
Trees – Miscellaneous
Use of Vehicles on Beaches within the Shellharbour LGA
Waste Management Strategy (2002)

Corporate Health and Safety

Occupational Health and Safety Policy
Rehabilitation Policy and Return to Work Program
Alcohol and 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 and 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/Residential
Car Parking
Child Care Centre Guidelines
Commercial Development
Complying Development
Contaminated 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 and 7, 8a and 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 and 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

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 2 – STATEMENT OF AFFAIRS

The Statement of Affairs 2004 under this Section is contained in Council's Annual Report and is available free of charge by contacting the Public Officer. The Annual Report which incorporates Council's Statement of Affairs includes, Council's Charter, Councillors information, the role of Mayor/Councillors and General Manager, the Council's Organisational Structure, its Principal Activities and Services and its policy on public participation at Council Meetings. Inspection of the Statement of Affairs can be made at Council's Libraries and Administration Building (Lamerton House) during normal operating hours.

SECTION 3 – CONTACT ARRANGEMENTS

Applications and enquiries relating to Policy Documents and access to Council records can be made to the Public Officer. 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.

Public Officer
Shellharbour City Council
PO Box 155
Shellharbour City Centre NSW 2529
Level 2
Lamerton House
Lamerton Crescent
Shellharbour City Centre
Telephone: (02) 4221 6111
Hours: 8.30 a.m. to 4.30 p.m., Monday to Friday (Public Holidays excepted)

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****SHOALHAVEN CITY COUNCIL****FOI Agency No. 2208****SECTION 1 – POLICY DOCUMENTS**

The following policy documents are open for inspection. Certain documents are available for purchase whilst others would be subject to a photocopying charge.

Abseiling and 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 and 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 and 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 and 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 and Activities
Development – Public Utilities – Electricity
Development – Public Utilities – Water and 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 – Calynea 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 and Other Artifacts in Council’s Parks and 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 and 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 and 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 and 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 – KandG and Footpaths
Rates and 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 and 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 and Sewer – Minor Mains Extension
Water and Sewer Usage Charges – Undetected Leak Policy
Water and 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 30 June of each year. Copies are available free of charge from the Information Officer.

SECTION 3 – CONTACT ARRANGEMENTS

Access to Shoalhaven City Council's policy documents can be arranged through the Information Officer during office hours. Contact by telephone should be made prior to making a personal visit. Correspondence should be addressed to:

The General Manager
Shoalhaven City Council
PO Box 42
Nowra NSW 2541

Information Officer
City Administrative Centre
Bridge Road
Nowra NSW 2541
Telephone: (02) 4429 3366

FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)
SUMMARY OF AFFAIRS
of the
SINGLETON SHIRE 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 and 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 and Northern Hunter Regional Environmental Management Strategy
Use of Council's Footpath in Commercial Areas

Tourism

Tourism Strategy – Singleton
Waterfest – Event Timing

Water and 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 and Dedication – Crown, Development and 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 and Howes Valley Area and the Vicinity of Wollemi and 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 to:

Margaret Wyatt (Corporate Records Manager) or
Allen Black (Executive Officer)
Singleton Shire Council
PO Box 314
Singleton NSW 2330
Telephone: (02) 6578 7224 or (02) 6578 7221
Facsimile: (02) 6572 4197
Hours: 8.30 a.m. to 4.30 p.m., Monday to Friday

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

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
Community Land, Access for Non-Recreational Users of (draft)
Community Noticeboards, Usage of
Conduct, Code of
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 and Flag Poles
Financial Assistance
Flooding
Flood Prone Lands, Interim
Food Shops
Footpath Obstruction
Footpath, Materials on
Freedom of Information
Garbage Bins, Replacement of 240L MGBs
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 and 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 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 and Safety
Orders
Open Space Contribution
Outbuildings
Parking
Parking Contributions
Plans
Plans of Management

- Airey Park
- Community Facilities
- Coxs Creek Environmental Area
- Dual Purpose
- Mason and 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 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 and Procedures and 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
PO Box 120
Strathfield NSW 2135
Telephone: (02) 9748 9976

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****SUTHERLAND SHIRE COUNCIL****FOI Agency No. 2212****SECTION 1 – POLICY DOCUMENTS**

The council has available for inspection and purchasing (where relevant) the following current policy documents:

Children Services

Child Protection Policy and Procedures
Voluntary Code of Practice for Out of School Hours Service

Civil Works

Civil Works carried out in conjunction with Subdivision and Developments
Piping of Existing open Drains in Private Residential Properties where Subdivision is not involved
Reconstruction and Maintenance of Private Roads or Rights-of-way
Vehicular Footpath Crossings in Road Reserves
Vehicular Footpath Crossings across Public Roads

Communication

Advertisements that request Public Comment During the Christmas Period
Invitations or Requests for Aboriginal involvement in Council arranged Events
Mayor's Message Guidelines
Media and Public Comment Policy
Newsletter (Our Shire) Editorial Policy

Community Grants

Annual Grants
Funding of Charities and Community Based Organisations
Heritage Grants – Local Public Guidelines
Miscellaneous Grant Applications under Section 356

Community Services

Aboriginal Reconciliation Statement
Access Policy
Crime Prevention Plan
Homelessness Policy
Menai Community Safety Plan
Miranda Local Area Command Liquor and Gaming Accord
Partnership Protocol with the NSW Police in the Assessment of Development Applications
Shiresafe Street Camera Programme – Code of Practice
Sutherland Local Area Command Licensed Premises Liquor Accord
Volunteers Guidelines
Volunteers Policy

Cultural Events

Community Arts
Exhibition Policy for the Hazelhurst Regional Gallery and Arts Centre
Filming Policy

Engineering

Dredging
Graffiti Management

Environmental

Biodiversity
Clean Waters Policy
Community Partnering Policy
Contaminated Land
Environment Fund – Policy for Operation and Investment
Greenweb Strategy
Integrated Transport Policy
Issuing of Section 149 Certificates -Advice on Properties within 4.8 km of Lucas Heights
Local Air Quality
Response to Sewage Bypass Notification at Cronulla Sewage Treatment Plant
Sustainable Timbers Policy

Finance and Purchasing

Advances by Council
Allocation of Priorities
Get It Green Purchasing
Interest Payable on Security Bonds
Investment of Cash Balances
Petty Cash Policy and Procedures February 2004
Purchasing Policy and Procedures
Rate Recovery
Treatment of Incomplete Works
Voluntary Pensioner Rebate

Governance*Conduct*

Codes of Conduct for:
Community Representatives
Councillors, staff and delegates of Council
Precinct Residents' Associations
Council, Committee and Sub-Committee Meetings
Arranging Site Inspections or Meetings for Councillors
Code of Meeting Practice
Community Presentations to Committees of Council
Process and Rules for the Independent Hearing and Assessment Panel
Provision of Child Care at Sub-Committees
Recommendations that require resources or funds
Special Committee and Council Meetings

Expenses and Facilities

Conference Attendance Reports
Interstate and Overseas Travel
Payment of Expenses and provision of facilities to Councillors
Travel and Conference by Councillors, General Manager and Directors

General

Conflicts of Interest Policy and Guidelines
Council Seal
Councillor Access to Information
Customer Response
Display of Election Material – Council Election
Gifts, Benefits and Hospitality
Internal Ombudsman Guidelines
Lodgement of Disclosure of Interest Returns
Non-Disclosure of Name of Complainants
Privacy Management Plan
Secondary Employment
Sponsorship
Statement of Business Ethics

Reporting

Whistleblower's Policy [Internal Reporting System (Protective Disclosures Act)]
Local Government Association Annual Conference
Lot and DP numbers in Reports to Council
Tender Reports to Council

Information Technology

Information Security
Internet E-mail
Internet Usage
Microsoft Access Development Query Use
On-line Service Strategy

Legal Services

Financial Contribution Towards Legal Costs
Legal Assistance – Councillors and Staff

Libraries

Library Acquisition
Material for Public Display in Council's Libraries

Parks and 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 and Study*

Study Assistance Program
Training Policy

Workplace

Alcohol and Other Drugs
Corporate Uniform
Counselling and Discipline
Fair Workplace Policy and Procedures
Hepatitis A
Language Aide
Occupational Health, Safety and Rehabilitation Management System
Parental Leave
Use of Council Resources
Working From Home Policy and Procedures

Planning and Assessment

Breach of Practice by Private Certifiers
Consideration of Development Applications submitted by Council
Dealing with incomplete or non-compliant applications
Development Application Decision Techniques and Mediation Policy
Enforcement of non-compliance with Orders 21 and 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

Property

A Frame Advertising Boards
Clothing Appeal Collection Bins
Kerb House Numbering
Leases to Community Groups

Naming of Public Facilities
Open Space Land Acquisition Policy
Outdoor Seating Areas in Cronulla Plaza and Peryman Place
Outdoor Seating Areas, excluding Cronulla Plaza and Peryman Place
Public Liability Insurance Cover for Hirers of Council's Community Halls, Parks and Reserves
Release and Relocation of Drainage Easements
Short Term Access over Fire Trails

Roadways

Prevent Rubbish Skips and Dumpsters on Roads
Use of Roads for Community Events

Sport and Recreation

Active Playing Field Service Plan
Night Competition Games Upon Active Open Space

Stormwater Management

On-Site Stormwater Detention – Policy and Technical Specification
Stormwater Management – Model Policies and Guidelines

Strategic Planning

Community Consultation
Competition Policy – The Next Steps in Reform
Precinct Residents' Associations Policy
Strategic Management Cycle

Telecommunications

Procedures for Mobile Phones
Telecommunication Code of Practice

Waste Services

Additional Garbage Capacity Policy
Bin Contamination Policy
Bin Service Requirements Policy
Domestic Waste Service Collection

SECTION 2 – STATEMENT OF AFFAIRS

The Council of Sutherland Shire has produced a Statement of Affairs, as at 30 June 2005. The Statement is available to the public by contacting Council's Freedom of Information Officer or on council's website.

SECTION 3 – CONTACT ARRANGEMENTS

Access to policy documents can be arranged through contacting Council's Freedom of Information Office during office hours. Initial contact should be made in writing or telephone. The details are:

Freedom of Information Officer
Sutherland Shire Council
4-20 Eton Street
Locked Bag 17
Sutherland NSW 2232
Telephone: (02) 9710 0190
Email: ssc@ssc.nsw.gov.au
Website: www.sutherland.nsw.gov.au
Hours: 8:30 a.m. to 4.30 p.m., Monday to Friday

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

SECTION 1 – POLICY DOCUMENTS

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
Barraba Shire Council 2003/2004 State of the Environment Report
Manilla Shire Council 2003/2004 State of the Environment Report
Nundle Shire Council 2003/2004 State of the Environment Report
Parry Shire Council 2003/2004 State of the Environment Report
Tamworth City Council 2003/2004 State of the Environment Report
Tamworth City Council Significant Tree Register
Tamworth City Council Street Tree Master Plan

Financial and Operational

Tamworth City Council 2003/2004 Financial Reports
Barraba Shire Council 2003/2004 Financial Reports
Manilla Shire Council 2003/2004 Financial Reports
Nundle Shire Council 2003/2004 Financial Reports
Parry Shire Council 2003/2004 Financial Reports
Tamworth City Council 2003/2004 Auditors Report
Barraba Shire Council 2003/2004 Auditors Report
Manilla Shire Council 2003/2004 Auditors Report
Nundle Shire Council 2003/2004 Auditors Report
Parry Shire Council 2003/2004 Auditors Report
Tamworth City Council 2003/2004 Annual Report

Barraba Shire Council 2003/2004 Annual Report
Manilla Shire Council 2003/2004 Annual Report
Nundle Shire Council 2003/2004 Annual Report
Parry Shire Council 2003/2004 Annual Report
Tamworth Regional Council Management Plan 2004/2005
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
Barraba Shire Council Policy Register
Manilla Shire Council Policy Register
Parry Shire Council Policy Register
Tamworth City 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 and Notification of Development Applications
Parry Rural Lands Strategy
Tamworth Section 94 Contributions Plan
Hills Plain Section 94 Plan
Parry Section 94 Plan
Nundle Section 94 Plan
Manilla Section 94 Plan
Barraba Section 94 Plan
Parry Local Environmental Plan
Manilla Local Environment Plan
Nundle Local Environmental Plan
Barraba Local Environmental Plan
Tamworth Local Environmental Plan 1996

Public Health

Tamworth Regional Council Food Premises Code

Records Management

Local Government Records – General Disposal Authority

Community Planning

Tamworth Regional Council Community Plan

Water Supply

Dungowan Dam Pipeline Customer Charter
Dungowan Dam Pipeline Issues and Discussion Paper.

SECTION 2 – STATEMENT OF AFFAIRS

The Council's current and most recent Statement of Affairs has been available upon request since 30 June 2005.

SECTION 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 the Council's Administration Building, during normal office hours.

Stephen Bartlett (Public Officer)
Acting Corporate Director Services
Tamworth Regional Council
Ray Walsh House
Peel Street
Tamworth
Telephone: (02) 6755 4438
Email: 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.

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 and Development Policy
- Saleyard Truck Washing Bay
- Hire of Heavy Plant
- Development and Building Notification Approvals
- Payment of Expenses and Provision of Facilities
- Dwelling – Removal Code – Aria Park and Springdale
- Code of Conduct
- Code of Meeting Practice
- State of the Environment
- Accreditation and Certification Protocol – Private Building Surveyors
- Use of Council Equipment by Employees Outside of Working Hours
- 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 and 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 and Gutter
- Disaster Recovery and Continuity Business Plan
- Hearing Conservation Policy
- Policy on Use and Hire of Mobile Stage

SECTION 3 – CONTACT ARRANGEMENTS

Enquiries may be directed to The Public Officer during business hours. 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 (Mr Steve Firth)
Temora Shire Council
PO Box 262
Temora NSW 2666
Telephone: (02) 69771099
Email: temshire@temora.nsw.gov.au
Hours: 8.00 a.m. to 4.30 p.m., Monday to Friday

G. C. Lavelle, General Manager

FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)
SUMMARY OF AFFAIRS
of the
TENTERFIELD SHIRE COUNCIL
FOI Agency No. 2217

SECTION 1 – POLICY DOCUMENTS

Tenterfield Shire Council maintains the following documents available for public inspection.

Annual Reports including Annual Financial Reports

Auditors Reports

Budget Review

Building Application/Approval Records

Building Certificate Records

Business Papers

Code of Conduct for Local Government – Model Code and Council adopted Code (per Section 440 of LGA)

Code of Meeting Practice

Consultative Committee Policy

Contributions Plan – Section 94

Contributions Plan – Car Parking Tenterfield CBD

Delegation of Authority Register

Development Application/Consent Records

Development Control Plan for Development on land within Zone 2(v)(Village or urban in Tenterfield)

Disclosures Register

Employee Handbook

Equal Employment Opportunity Management Plan

Investments Register

Local Approvals Policy

Management Plan and Revenue Policy (including Financial Forecast for period)

Minutes of Committee Meetings

Minutes of Council Meetings

Occupational Health and Safety Committee Policy

Parks and Reserves Management Plan

Plant Replacement Program

Privacy Management Plan

Saleyards Management Plan

Social Plan

State of the Environment Report

Subdivision Code

Tenterfield Local Environmental Plan

Tenterfield Memorial Baths Management Plan

Tenterfield Shire Road Network Management Plan

Water and Sewerage Headworks Contribution Policy

Workplace Assessment Committee Policy

Council's Policy Register (which contains the following adopted policies of Council)

GENERAL

Accounting Policy

Acting General Manager

Charitable Appeals

Community Donations/Contributions

Competitive Neutrality Complaints

Debt Recovery

Designated Persons

Expenditure Authority for the Mayor and General Manager

Fund Raising Stalls
Insurance Claims
Internet, Email and Computer Usage
Investment
Library – Borrowings
Library – Family History Group
Library – Internet Users
Library – Library and Information Services
Library – Collection Development Policy
National Framework for Women in Local Government
Payment of Expenses and Provision of Facilities to Councillors
Policy Register Distribution
Provision of Information to and interaction between Councillors and Staff
Purchase of Goods Locally
Rental of Council Residence – General Manager
Rental of Council Residence – Other Staff
Reserve Funds
Resource Sharing
School of Arts – Collections Acquisition and Deaccession Policy and Procedural Manual
Special Exhibitions Collection Policy
Sponsorship – Centenary of Federation
Submissions
Transfer of Land in Payment of Rates
Writing Off of Debts
School of Arts/Theatre Front of House Policy

WORKS AND SERVICES

Access to Properties
Delegation for Purchases – Minor Plant Items
Demand Management – Tenterfield Water Supply
Demand Management – Urbenville Water Supply
Footpaths – Paving
Gutter Crossings
Kerb and Gutter – Contributions (Corner Lots)
Kerb and Gutter – Replacement of Granite Gutter Blocks
Maintenance of Accesses
Maintenance of Nature Strips and Road Verges
Motor Vehicles – Council Transfers
Motor Vehicles – Delegation for Purchase of Light Vehicles
Plant Operations, Servicing and Maintenance
Property – Disposal of Obsolete/Surplus Property
Public Gates and By-Passes
Roadside Memorials/Commemorative Markers
Safe Operation, Maintenance and Servicing of Hired Plant
Signage – Bed and Breakfast (B and B) Establishments
State Emergency Service – Agreement with Kyogle Council
Temporary Closure of Town Streets
Tenterfield CBD Works Procedures
Water – Rural Connections
Water – Service Connections
Workshop Access

PLANNING AND DEVELOPMENT

Approvals – Sandwich Board
Building Control – Building Lines
Council Property – Pianos
Development Application Fees
Excessive Vegetation Control in Residential Areas
Impounding – Abandoned Motor Vehicles
Memorial Hall Fees
Noxious Weeds
On-site Sewage Management

Sewerage – Septic Tank Connections
Street Vending
Subdivision for purpose of a Dwelling, or other purpose, without the supply of reticulated electrical power
Subdivision – Road Naming
Water Supplies and Sewerage Services – Contributions to Water and Sewer Main Extensions

HUMAN RESOURCES

Camping Out
Conference, Seminar and Training Expenses
Corporate Uniform
Child Protection
Education Expenses
Emergency Preparedness
Employment Screening
Grievance and Dispute Procedure
Interview Expenses
Leave – Emergency Services Duty
Leave – Picnic Day
Leave – Rostered-Days-Off
Motor Vehicles Private Use
Occupational Health and Safety – Electrical Inspection of Construction Tools
Occupational Health and Safety – Lifting Using Chains and Slings
Occupational Health and Safety – Traffic Control at Work Sites
Outdoor Staff Clothing and Personal Protective Equipment (PPE)
On-Site Facilities
Occupational Health and Safety – Chainsaws
Occupational Health and Safety – First Aid
Occupational Health and Safety
Personnel Files
Protected Disclosures
Recognition of Services
Re-evaluation of a Position Grade
Removal Expenses
Salary System
Staff Appointments
Staff Benefits
Telephone Allowances
Workplace Smoking

SECTION 2 – STATEMENT OF AFFAIRS

Council's Statement of Affairs dated 30 June 2004 has been prepared and is available from Council's office for perusal.

SECTION 3 – ACCESS TO INFORMATION

Members of the public wanting access to Council's documents are asked to make contact with the Public Officer, who is able to arrange for copies of documents to be made available. This Officer will also advise the appropriate place and times should the documents be required for inspection.

Requests for information in terms of the Freedom of Information Act (other than the policy documents listed above), are to be made in writing (an application form is available) accompanied by the appropriate fee. Applications are to be addressed to the Public Officer, Tenterfield Shire Council. The Public Officer is available during Council business hours at the address below, and contact should be made prior to attending:

The Public Officer
Tenterfield Shire Council
PO Box 214
Tenterfield NSW 2372
Telephone: (02) 6736 1744
Facsimile: (02) 6736 2669
Email: council@tenterfield.nsw.gov.au
Hours: 9.00 a.m. to 4.30 p.m., Monday to Friday

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****TUMUT SHIRE COUNCIL****FOI Agency No. 2219****SECTION 1 – POLICY DOCUMENTS**

Tumut Shire Council has the following documents available for inspection:

Management Documents

1. Urban Stormwater Management Plan
2. Sporting Facilities in the Tumut Shire – Plans of Management
3. Tree Committee – Terms of Reference
4. Waste Recycling Committee – Terms of Reference
5. Management Plan
6. Social Action Plan for Tumut Shire Council
7. Strategic Plan for the Management of Public Land in the Tumut Shire
8. Generic Plan for Significant Sportsfields – Plan of Management
9. Sporting Facilities 10 year Management Plan
10. On-site Sewage Management Plan
11. Works Unit Business Plan
12. Works Unit Capability Statement
13. Strategic Business Plan for Water and Sewerage Systems
14. Fees and Charges
15. Budget – 1 year
16. Aerodrome operations, maintenance and emergency
17. Trade Practices Act
18. Tumut River Greenbelt Management Plan
19. Access Committee – Terms of Reference
20. Aboriginal Liaison Committee – Terms of Reference
21. Tumut Aerodrome Committee – Terms of Reference
22. Risk Management and Safety Committee – Terms of Reference
23. Wondalga Quarry Committee – Terms of Reference
24. Youth Focus Committee – Terms of Reference
25. Consultative Committee – Terms of Reference
26. Disaster Office Recovery Plan
27. Public Health Plan
28. Risk Management Strategy
29. Road Safety Strategic Plan 2005-2010
30. Apex Club of Tumut Inc to work in Bila Park – Terms of Reference
31. Communications Committee – Terms of Reference
32. Friends of Stockwell Park – Terms of Reference
33. Friends of Tumut Shire Cemeteries – Terms of Reference
34. Independent Service Provider (SWS Board) – Terms of Reference
35. Landcare Wetlands Working Group – Terms of Reference
36. Saleyards Committee – Terms of Reference
37. Third Age Tumut Shire – Terms of Reference
38. Tumut Shire Swimming Pools Committee – Terms of Reference
39. Youth Council Constitution and Roles – Terms of Reference
40. Use of Firearms Safe Work Method Statement

Staff and Councillors

41. Career Enhancement
42. Salary
43. Loss of Licence
44. Recruitment and Selection

45. Volunteer
46. Volunteer's Handbook
47. Records Management
48. Internet and Email
49. Drug and Alcohol in the Workplace
50. Corruption Prevention Policy
51. Making of Rescission Motions
52. Appointment of Public Officer
53. Conferences, Seminars and Leave
54. Employee Awards
55. Leaseback Vehicles
56. Management of Remuneration Packages
57. Mayoral/General Manager meeting
58. Payments to Councillors
59. Reimbursement of Expenses – Staff
60. Sick Leave
61. Time Off in Lieu (Toil) – Staff
62. Use and Custody of the Common Seal
63. Council Delegate Reports
64. Child Protection
65. Workers Compensation
66. Rehabilitation
67. Noise Control
68. No Smoking in the Workplace
69. Manual Handling
70. Hearing Protection
71. Occupational Health and Safety
72. Occupational Health and Safety Committee Constitution
73. Chemical Safety
74. Employee Assistance Program
75. Eye Protection
76. HIV/AIDS in the Workplace
77. Education and Training Support
78. Service and Communications
79. Complaints
80. Protection from Ultraviolet Radiation
81. Consultative Committee Constitution
82. Family Leave
83. Information/Interaction between Councillors/staff – ICAC(see Code of Conduct)
84. Council Code of Conduct
85. Council Conflict of Interest (see Code of Conduct)
86. Council Protected Disclosures (see Code of Conduct)
87. Code of Meeting Practice
88. Access Committee
89. Grievance
90. Competency Based Assessment
91. Equal Employment Opportunity – Management Plan
92. Discipline
93. Immunisation
94. Competitive Neutrality – Complaints and Procedures
95. Casual Employment
96. Leave without Pay
97. Formation of Self-managing teams strategy
98. Family Friendly Employment
99. Special Leave
100. Uniform – Corporate
101. Risk Management and Safety
102. Union Picnic Day
103. Cadetship Program
104. Electrical Tagging/Testing
105. Certificates, Applications and Orders

106. Funeral Leave
107. Gathering Information
108. Harassment
109. Personal and Privacy Information Protection Act
110. Signs as Remote Supervision
111. Signs as Remote Supervision Procedures

Planning

112. Building Inspection
113. Local Approvals
114. Local Orders
115. Dwarf Walls
116. Illegal Building Work
117. Industrial Land
118. Private Water Service
119. Processing Development Applic. construction cert. and complying Development
120. Property Addressing
121. Recycled Buildings
122. Temporary accommodation in Caravans
123. Access to Tumut Town Common
124. Alcohol Free Zones
125. Building over Sewerage Mains
126. Cemeteries
127. Crown Roads
128. Disposal at Waste Recycling Centres
129. Displays of goods on Footpaths in Commercial areas
130. Ecologically Sustainable Development
131. Fairway Drive Access
132. Footpath and Pedestrian ways
133. Kerb and Gutter
134. Leash free dog exercise area
135. Metal Clad Buildings
136. Private Development of Public Land
137. Prohibited camping on Crown Reserve
138. Roadside stall
139. Stock Grid
140. Stock or vehicle loading ramps
141. Street tree
142. Street naming
143. Town Planning – Dwellings in general business zones
144. Urban Fencing
145. Use of structural engineers
146. Verandahs over footpaths
147. Water Supply Connection
148. Rainwater Tank
149. Adelong Commercial Area
150. Building Lines
151. Disposal of Liquid Trade Waste
152. Developer Contribution Plan -Water and Sewerage Supply
153. Environmental Auditing of Industrial Premises
154. Street Stalls
155. Development Control Plan No. 5 – Brothels
156. Development Control Plan No. 3 – Carparking
157. Street Parking Control
158. State of Environment Report
159. Septic Tank Code
160. Orchard Planning Near Rural Dwelling – Planning
161. Tumut Local Environmental Plan
162. Rural Local Environmental Study and Urban Strategy
163. Development Control Plan No. 1 – Talbingo
164. Residential Development Control 1 (1 and 2 Storey Low Density Development)

165. Urban Subdivision Code
166. Rural Subdivision Code
167. Development Control Plan No. 2 – Rural Residential Development
168. Section 94 Contribution Plan
169. Contaminated Land
170. Car Parking Strategy – Tumut Town Centre
171. Extension of Sealed Road Network
172. Road Service Crossings
173. Development Control Plan No. 4 – Public Notification
174. Development Bonds and Maintenance Bonds
175. Installation of Rain Water Tanks in Residential Areas
176. Submitting A Development Application
177. Control of Urban Trees
178. Erosion Control Guidelines for Building Sites
179. Television and Film Production Shoots
180. Industrial Strategy
181. Private Sewerage Service (Pumping System)
182. Directional Signs
183. Tree Preservation Order
184. Maintenance of Public Roads and Property Access
185. Display of Private Second Hand Vehicles for Sale
186. Directional Signs
187. Development Control Plan No. 7 – Rural Tourist Accomodation
188. Development Control Plan No. 6 – Industrial
189. Development Control Plan No. 8 – Residential Fencing
190. Development Control Plan No. 9 – Development of Cedar Crescent and Quandong Avenue
191. Provision of Rural School Bus Routes and Bus Stops and Guidelines
192. Conduct at Saleyards
193. OHandS Saleyard Manual
194. Residential Development Contributions
195. Stormwater Drainage Construction and Maintenance

Finance

196. Arrangements to settle accounts
197. Exemptions for Gate Charges at Waste Recycling Ctr
198. Cashiering
199. Debt Recovery
200. Gifts, Donations and Exemptions
201. Financial Management
202. Investment
203. Provision/sale of potable water from Council Standpipes

Commercial Operations

204. Tendering
205. Plant Replacement
206. Economic Development
207. Caravan Park operations
208. Provision of Contract Services by Council
209. Granite quarry
210. Regional Tourist Signpost Strategy
211. Local Tourism Plan
212. Council Caravan Parks – 10 year strategy
213. Lease of Council Land

Emergency Services, Community Services, Health, Sport and Recreation, Weeds

214. Fire Station
215. Flood Plain Management
216. Bushfire training
217. Bush Fire Danger Period
218. Fire Prevention in Pine Plantations
219. Overgrown allotments

220. Activities during fire bans
221. Use of Council Plant at Bushfires
222. Electronic Equipment Usage
223. Food Safety
224. Sale of Tobacco Products
225. Sportsground and Facilities Users
226. Sport and Recreation Committee – Terms of Reference
227. Allocation of Sports grounds
228. Noxious Weeds Management
231. Community Service Placements
232. Montreal Theatre
233. Community and Welfare Services
234. Interaction with the Business Community

SECTION 2 – STATEMENT OF AFFAIRS

The Council's Statement of Affairs will be produced in the 2004/05 Annual Report.

SECTION 3 – CONTACT ARRANGEMENTS

Members of the public requiring access to Council's documents are asked to make contact with the Public officer, who is able to arrange for copies of documents to be made available. The Public Officer will also advise the appropriate place and times should the documents be required for inspection.

Requests for information in terms of the Freedom of Information Act (other than the policy documents listed above, are to be made in writing (an application form is available), accompanied by the appropriate fee. Applications are to be addressed to the Freedom of Information Officer, Tumut Shire Council.

The Public Officer and the Freedom of Information Officer are both available during Council business hours 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) 6941 2555
Facsimile: (02) 6941 2678
Email: rmcmillan@tumul.nsw.gov.au
Hours: 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
UPPER HUNTER SHIRE COUNCIL

SECTION 1 – POLICY DOCUMENTS

Policy and Procedures Manual Index For 2005

MERRIWA OFFICE

Access

 Access and Equity

Accounts

 Debt Recovery

Advertising

 Media

 Structures

 Temporary Structures

Aged Units

 Rental

Animals

 Stock Impounding

Appeals

 Street Stalls

Baths

 Commercial Swimming Lessons

Cemetery

 Burials on Private Property

 Lawn

Committees

 Section 355

Commons

 Riding of Motorcycles

Complaints

 Handling

Conferences and Seminars

 Expenses

Contractors

 Employment

Correspondence

 Formal Communication with the State of Nsw

 Formal Communication with Commonwealth of Australia

Council

 Operations

Council Meetings

 Closed Sessions of Council

 Distribution of Minutes

 Resolutions

 Resolutions Outstanding

 Notice of Ordinary Meetings and Notices of Business

 Order of Business

 Outside of Merriwa

Councillors

 Elected Members' Fees and Facilities

 Gifts, Bribes and Inducements

- Development
 - Advertising and Notification of Development Applications
 - Bus Parking Areas
 - Inspections Where Council is Appointed the Principal Certifying Authority
- Disco Equipment
 - Conditions of Hire
- Donations
 - School Book Prizes
- Elections
 - Mayor and Deputy Mayor
- Financial Management
 - Investments
 - Merriwa Pre-School Kindergarten
- Food Premises
 - National Code
- Gravel
 - Royalties
- Halls
 - Conditions of Hire
- Insurance
 - Occupiers' Liability – Casual Hirers of Council Facilities
 - Claims Against Council
- Kerbing, Guttering, Footpath Paving and Vehicular Crossings
 - Contributions
 - Payment by Instalments
- Low Income Housing Units
 - Rental
- Merriwa Art Prize and Photography Exhibition
 - Purchase of Exhibit
- Merriwa Festival of the Fleeces
 - Remuneration of Co-Ordinator/Director
- Planning
 - Facilities in Rural Outbuildings
- Plant
 - Replacement Under \$40,000 Capital Value
 - Replacement of Leaseback Vehicles
- Public Facilities
 - Access for the Disabled
- Ramps
 - Public Gates and Motor Bypasses
- Records
 - Management
- Recreational Facilities
 - Sports Ovals
 - Sports Ovals – Training/Wet Weather
 - Merriwa Showground
- Risk Management
 - Footpaths/Cycleways
 - Gathering Information
 - Signs as Remote Supervision
 - Trees and Tree Roots
- Roads
 - Access
 - Maintenance of Shire Roads
 - Maintenance
- Sewage Management
 - Biosolids Program
 - Installation of Septic Tanks Within Merriwa Township
 - On-Site Strategy
- Sewer and Water Extensions
 - Capital Contributions

Showground
Hire of Roach Pavilion for Accommodation Purposes

Staff
Occupational Health and Safety
Drugs and Alcohol
Passive Smoking and Smoke Free Workplace
Uv and Protective Clothing
Working in Isolation

Tenders
Sale of Council Property

Theft and Vandalism
Reward

Trees
In Streets
Removal
Consultation

Waste Management
Discharge of Liquid Trade Waste into Council's Sewer
Extended Producer Responsibility
Recycling Replacement/Repair of Mobile Garbage Bins

Water
Accounts
Local Rate
Pricing for Land Zoned 1 (A) and 1 (C)

Youth
Child Protection

MURRURUNDI OFFICE

Advertising Sign Code
Building Line Policy
Building Over Sewer Mains Policy
Bushfire and Emergency Manuals
Code of Conduct
Code of Meeting Practice
Community Services Policy
Delegations of Authority Register
Development Control Plan – Exempt and Complying Development
Development Incentive – Rate Moratorium
E.E.O. Management Plan
Emergency Management Plan
Erection of Fences, Screen Walls and Courtyard Walls
Expenses and Facilities Policy
Fees and Charges
Fence Roads, Motor By-Passes and Public Gates on Roads
Financial Management Plan
Hiring of Community Halls Policy
Keeping of Horses Animals and Birds
Legal Actions – Ability to Commence – Policy
Local Approvals Policy
Local Orders Policy
Local Roads Category System
Management Plan
Minutes of Committee Meetings
Minutes of Council Meetings
Murrurundi Local Environmental Plan, 1993
Nine day fortnight Scheme
Notification of Adjoining Owners Policy
Occupational Health and Safety Code
Parking in Council's Depot
Plans of Management for Community Land
Plant Replacement Policy

Private Use of Council Vehicles Policy
Risk Management Policy
Road Maintenance Priority Policy
Section 94 Contributions plans
Sewerage Mains Extension Policy
State of the Environment Report
Subdivision Code

SCONE OFFICE

01 Commercial Activities
02 Community Relations
 02.04 Awards (Prizes)
 Hunter McLoughlin Memorial Citizenship Award
03 Community Services
 03.16 Service Provision
 Family Day Care Joint Partnership
04 Corporate Management
 04.15 Procedures
 04.15.01 Signing Forms and Correspondence
 04.15.03 Communication Devices
 04.15.04 Acceptable Use of Internet and Email
 Making of Public Announcements
 Business Paper Presentation
 Signing Section 603 Certificates
 Armed Hold Up
 Bomb Threat Procedure
 Incident Report
 Emergency Evacuation Office Premises
05 Council Properties
 05.02 Acquisitions and Disposals
 Replacement Programme
 05.08 Maintenance
 Installation of Equipment
06 Customer Service
 06.10 Registration
 Customer Service – Register of Complaints
 Customer Service – Works Request
 Competitive Neutrality Complaints
07 Development and Building Controls
 07.04 Inspections
 Private Pool Inspections
 07.11 Policy
 Erection of Fences, Screen Walls and Courtyard Walls
 Fire Safety in Existing Buildings
 Disposal Methods Asbestos Waste
 Adjoining Owners Notification
 Application to Erect Building
 Alignments
 Builders Hoardings
 Building over Sewer Mains
 Maintenance Fire Safety in Buildings
 Occupation/Use of Moveable Dwellings
 Resited Dwellings
 Sanitary Services
 Approvals
 Advertising Signs – A Frame
 Relocated Dwellings
 Flood Control – Interim Policy
 Restrictions as to user Aberdeen Valley View Estate
 Erection of Hay Sheds

- Code for Development of Land in Industrial Area
- Code for the Erection of Residential Flat Buildings
- Code for the Provision of Off Street Parking
- Development Control Plan – Kelly St
- One off Functions
- Code for Construction and Operation Hair Dressing, Beauty and Skin Penetration Premises
- Attached Dwellings
- Fees for Dwelling Houses
- Land Filling of
- Cut and Fill Guidelines
- Site Inspections and Deputations to Environmental Services Committee
- Easement/Right of Way Access
- Code for Display of Advertising Structures
- Conduct of Bed and Breakfast Establishments
- Access Policy
- Development Control Satur IV Residential Subdivision
- 08 Economic Development
 - 08.14 Service Provision
 - Permanency of Scone Aerodrome
- 09 Emergency Services
- 10 Energy Supply and Telecommunications
- 11 Environmental Management
- 12 Financial Management
 - 12.04 Banking
 - 12.04.02 Cash Books/Sheets
 - 12.04.02.01 Scone Visitor Information Centre
 - 12.04.04 Credit Cards
 - Access to Council Money/Keys
 - Cashiers Shortages/Overs
 - Receipt Book Register
 - Imprest Cash Handling
 - 12.07 Creditors
 - Payment of Goods and Services
 - Warrant
 - 12.08 Debtors
 - Billing Complaints
 - Deferred Payments
 - Debt Recovery – Outstanding Rates, Water and Sundry Debtor Charges
 - Kerb and Gutter Accounts
 - Recognition of Income Grant
 - 12.09 Fees and Charges
 - Landing Fees
 - Charges and Fees – Exemptions
 - Responsibility for Payment of Fees
 - Casual Use Charge
 - Refund Fees
 - 12.11 Investments
 - Investments
 - 12.22 Sponsorships
 - 12.22.01 Donations
- 13 Governance
 - 13.05 Council Meetings
 - Closed Meetings
 - Questions Without Notice
 - 13.06 Councillors
 - 13.06.01 Benefits
 - 13.06.01.01 Payment of Expenses and Provision of Facilities
 - 13.06.02 Code of Conduct
 - 13.06.03 Code of Meeting Practice
 - Declaration of Interest
 - Payment of Councillors Fees

- 14 Government Relations
- 15 Grants and Subsidies
- 16 Information Management
 - 16.03 Freedom of Information
 - Freedom of Information
 - Legal Documents
 - 16.12 Procedures
 - 16.12.01 Email Mailbox Storage
 - 16.14 Records Management
 - 16.14.03 Disposal of Records
 - Anonymous Letters
 - Handling Correspondence
 - Personnel Records
 - Inwards Mail
 - Tax File Number Security
- 17 Information Technology
 - 17.14 Planning
 - Information Services Use as a Strategic Resource
- 18 Land Use and Planning
 - 18.05 Planning
 - 18.05.06 Management Plans
 - 18.05.06.01 Scone Golf Course
 - 18.05.06.02 Jefferson Park
 - 18.05.06.03 Bill Rose Sports Complex
 - 18.05.06.04 Youth Hostel, Segenhoe Rd, Scone
- 19 Laws and Enforcement
 - 19.06 Investigations
 - Investigation of Complaints by ICAC, DLG, ACCC, Ombudsman
 - 19.07 Licensing
 - Street Entertainment Approvals
 - Night Time Open Air Entertainment
 - 19.08 Local Laws
 - Abandoned Shopping Trolleys
 - Alcohol Free Zone
 - 19.12 Policy
 - 19.12.06 Fundraising in Kelly St and Environs
 - 19.17 Standards
 - 19.17.01 Animal Code
 - Circus and Captive Animals
 - Animals where Tethered
 - Establishment of Pound
 - Reimbursement Fees and Charges
 - Keeping of Animals
 - Limit Number of Dogs
- 20 Legal Services
 - 20.01 Advice
 - Joint Transactions
 - 20.12 Tendering
 - Appointment of Solicitors
- 21 Parks and Reserves
 - 21.15 Service Provision
 - Jefferson Park St Andrews Street Reserve
 - Passive Recreation Parks Restrictions to Use
- 22 Personnel
 - Training Courses – Reporting
 - Training and Development
 - Travel and Accommodation Expenses
 - 22.07 Employment Conditions
 - 22.07.01 Allowances
 - 22.07.01.04 Interest free loan for Information Technology Equipment
 - 22.07.01.05 Issue of Materials to Employee

- 22.07.01.06 Motor Vehicle Private Use
- 22.07.01.07 Sole Staff and Interrupted Meal Breaks
- 22.07.03 Code of Conduct
- 22.07.03.01 Secondary Employment
- Incidental Use of Council Equipment
- 22.07.08 Hours of Work
- 22.07.08.01 RDO Roster
- 22.07.08.02 RDO
- 22.07.08.03 Time in Lieu
- 22.07.14 Competency
- 22.07.14 Competency Assessment
- Housing
- Corporate Uniforms – Office Staff
- Internet Access
- Expenses
- Payment of Bonus
- Payroll Payments
- Removal Expenses
- Rental Subsidy and Council Residences
- Salary Review
- Use of Skills – Remuneration
- Computers for Senior Staff
- 22.09 Equal Employment Opportunity (Eeo)
- Equal Employment Opportunity (Eeo)
- 22.10 Establishment
- Description Guidelines
- 22.13 Leave
- 22.13.01 Annual and Long Service Leave
- 22.13.07 Leave Without Pay
- Australian Defence Force
- Civil Emergencies Leave
- 22.17 Occupational Health and Safety
- 22.17.06 Health Promotion
- 22.17.06.01 Alcohol and other Drugs
- Alcohol and Other Drugs
- OHands
- Rehabilitation Policy
- Smoke Free Areas
- Smoking
- 22.19 Performance Appraisal
- 22.19.01 Development and Performance Review
- 22.23 Recruitment
- 22.23.07 Process Chart
- 22.23.07.01 Process Chart Casual Field Office Technical Services
- Pre Employment Medical
- Appointment on Merit
- Type of Employment Contract
- Staffing Request and Recommendation for Appointment
- Appointment Resources
- 22.26 Separations
- Retirement
- Clearance Final Pay
- 23 Plant Equipment and Stores
- 23.01 Acquisition
- Buy Local
- 23.07 Fleet Management
- Motor Vehicle Private Use
- Use of Motor Vehicles
- Utilisation of Corporate Cards
- 23.16 Stores
- Stock Discrepancies

- Requisition, Ordering, Receipt, Issue and Return of all Goods and Services
- Procedure: Requisition, Ordering, Receipt, Issue, Return and Payment of all Goods and Services
- Materials Acquisition and Control Obsolete Slow Moving or Scrap Material
- Sales Tax Exemption
- 23.17 Tendering
 - Tender System Control
 - Competitive Tendering for Council Services
- 24 Public Health
 - 24.11 Monitoring
 - Food Recall
- 25 Rates and Valuations
- 26 Recreation and Cultural Services
- 27 Risk Management
 - 27.03 Policy
 - 27.03.01 Gathering Information
 - 27.07 Risk Assessment
 - 27.07.02 Corruption Prevention
 - 27.07.02.01 Corruption, Maladministration, Serious and Substantial Waste
 - 27.07.02.02 Bribes, Gifts and Benefits
 - 27.07.06 Public Liability
 - 27.07.06.01 Paths Roads Signs Maintenance and Inspection
- 28 Roads
 - 28.09 Maintenance
 - Bridges – Weight Limits
 - Public Gates and Grids
 - Resumptions
 - Obstruction To Footpath and Roads
 - Dust Seal Criteria
 - 28.12 Naming
 - 28.12.01 Road and Lanes
- 29 Sewerage and Drainage
- 30 Traffic and Transport
- 31 Waste Management
- 32 Water Supply
 - 32.13 Monitoring
 - Taking of Private Water Supply Samples
 - 32.17 Policy
 - Connection To Rural Properties
 - Single Service Connection

UPPER HUNTER

- 01 Commercial Activities
- 02 Community Relations
 - 02.11 Enquiries
 - 02.11.01 Telephone Reception
 - 02.24 Sponsorships
 - 02.24.01 Donations
- 03 Community Services
- 04 Corporate Management
- 05 Council Properties
- 06 Customer Service
- 07 Development and Building Controls
- 08 Economic Development
- 09 Emergency Services
- 10 Energy Supply and Telecommunications
- 11 Environmental Management
- 12 Financial Management
 - 12.03 Authorisations
 - 12.03.01 Delegations
 - 12.17 Procedures

- 12.17.01 Hire of Community Halls and Meeting Rooms
- 12.22 Sponsorships
 - 12.22.01 Donations
- 13 Governance
 - 13.06 Councillors
 - 13.06.03 Code of Meeting Practice
- 14 Government Relations
- 15 Grants and Subsidies
- 16 Information Management
 - 16.04 Records Management
 - 16.04.02 Control of Records
- 17 Information Technology
- 18 Land Use and Planning
- 19 Laws and Enforcement
- 20 Legal Services
- 21 Parks and Reserves
- 22 Personnel
 - Volunteers
- 23 Plant Equipment and Stores
- 24 Public Health
- 25 Rates and Valuations
- 26 Recreation and Cultural Services
- 27 Risk Management
- 28 Roads
- 29 Sewerage and Drainage
 - Discharge of Liquid Trade Waste to Sewerage System
- 30 Traffic and Transport
- 31 Waste Management
- 32 Water Supply
 - Water Restrictions

SECTION 2 – STATEMENT OF AFFAIRS

Copies of Council's Statement of Affairs prepared in June 2005 are available for inspection.

SECTION 2 – CONTACT ARRANGEMENTS

Documents may be inspected at Council's Administration Offices at Merriwa, Murrurundi and Scone, during business hours.

The public may be able to access documents by mail, telephone or in person, subject to the requirements relating to personal information contained in the PPIPA, Council's Privacy Management Plan and the relevant Privacy Codes of Practice.

Verbal enquires should be directed to either Mrs Katrina Kemp, Records Officer, or Mr Wayne Cossens, Director of Corporate Services. Written requests should be addressed to:

Mr Daryl Dutton
Acting General Manager
Upper Hunter Shire Council
PO Box 208
Scone NSW 2337
Telephone: (02) 6540 1100
Facsimile: (02) 6545 2671
Email: council@upperhunter.nsw.gov.au
Hours: 9.00 a.m. to 4.00 p.m., each day, excluding Public Holidays

Council has a pre-printed application form to assist applicants in this process. Before applications are considered, the appropriate fee must be paid.

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****URANA COUNCIL****FOI Agency No. 2223****SECTION 1 – POLICY DOCUMENTS**

Council maintains the following Policy Documents:

Policy Manual

Payment of Councillors and Mayoral Fees, Expenses and Facilities

Protected Disclosures and Internal Reporting System

Code of Conduct

Local Approvals Policy 1996

Building Control

Bush Fire Service Policy and 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 and Safety Policy

Rehabilitation Policy Statement

Private Use of Council Vehicles by Staff

Selection and Appointment of Staff Members

Agreement Nine Day Working Fortnight

Smoking in the Workplace

Delegations of Authority

Hire of Plant for Council works

Access to crossings to private properties

Floodplain Management Policy

Light Vehicle, Truck and Light Plant Replacement

Attendance at Annual Conferences

Noxious Weeds Control

Hire of Plant for Council Works

Use of Council Roads by Agricultural Aircraft

Road Openings

Policy for Infringements under SEINS

Tree Plantations

Hiring of Community Halls

Council Road Reserves

Management Plan

Management Plan 2004/2005 to 2006/2007

Training Policy (See Management Plan)

Pricing Policy (See Management Plan)

Bush Fire and Emergency Manuals

Corporate Plan

Disaster Plan

Emergency Management Plan

Section 94 Contributions Plan

Minutes of Committee Meetings

Minutes of Council Meetings

Revenue Policy (See Management Plan)

State of the Environment Report (See Annual Report)

Annual Report

Auditors Report
Business Papers
Disclosures Register
Investment Register

SECTION 2 – STATEMENT OF AFFAIRS

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

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

SECTION 3 – CONTACT ARRANGEMENTS

Applications and inquiries regarding Freedom of Information can be made during office hours or in writing addressed to:

Mr John Hunt
General Manager
Urana Shire Council
PO Box 55
30-32 William Street
Urana NSW 2645
Telephone: (02) 6930 9100
Hours: 8.30 a.m. to 5 p.m., Monday to Friday

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

Wagga Wagga City Council is constituted under the Local Government Act 1993 and has the following documents available at the Council's office for inspection:

- Access to Private Property
- Auditors Report
- Building Application – Approval Records
- Building Certificate Records
- Development Application/Construction Certificate – Consent Records
- Code of Conduct
- Code of Meeting Practice
- Delegations of Authority Register
- Development Control Plans
 - Development Control Plan No. 1 – Amusement Machines and Amusement Centres
 - Development Control Plan No. 2 – Road Traffic and Arterial Road Network Strategy
 - Development Control Plan No. 3 – Flood Mitigation Strategy
 - Development Control Plan No. 4 – Drainage Strategy
 - Development Control Plan No. 5 – Sewer Strategy
 - Development Control Plan, 1986
 - Draft Rural Development Control Plan
- Development Control Plan Amendments
 - Development Control Plan, 1986 – Amendments Numbered 1 – 60 inclusive
- Disclosures Register
- Engineering Guidelines for Subdivisions
- Environmental Management System Manuals
 - Narrung Street Waste Water Treatment Plant
 - Koorringal Waste Water Treatment Plant
 - Forest Hill Waste Water Treatment Plant
 - Wagga Wagga City Council Pumping Stations
- Equal Employment Opportunity Management Plan
- Flood Operations Manual
- Garbage Rates and Services
- Internal Reporting Policy (for Protected Disclosures)
- Local Environmental Planning Instruments
 - Wagga Wagga Local Environmental Plan, 1985
 - Wagga Wagga Local Environmental Plan – Reclassification of Public Land
 - Wagga Wagga Rural Local Environmental Plan, 1991
- Local Environmental Planning Instruments Amendments
 - Wagga Wagga Local Environmental Plan – Reclassification of Public Land
 - Wagga Wagga Local Environmental Plan, 1985 – Amendments numbered 2 to 5 and 7 to 39 inclusive
 - Wagga Wagga LEP, 1985 and IDO No's 9 and 11 – (Amendment number 6)
 - Wagga Wagga Local Environmental Plan, 1991 – Amendments numbered 1 to 9 inclusive
- Management Plan
- Minutes of Committee Meetings
- Minutes of Council Meetings
- Occupational Health and Safety Practices Manual
- Operating Manuals
 - Narrung Street Waste Water Treatment Plant
 - Koorringal Waste Water Treatment Plant
 - Forest Hill Waste Water Treatment Plant
 - Uranquinty and Tarcutta Treatment Plant

- Payment of Expenses and Provision of Facilities to the Mayor and Councillors
- Plans of Management for Community Land
 - Pomingalarna Park
 - Willans Hill
 - Duke of Kent Oval
 - Norman Duck Oval
 - Ashmont Oval
 - Rawlings Park – Bushland Reserve
 - Belling Park
 - French’s Field
 - Humula Recreation Reserve, Playground and Village
 - Parkland, Corner of Koorringal Road and Kulgoa Street
 - Hopwood Park
 - Wiradjuri Reserve
 - Sherwood Avenue Park
 - Surveyor Townsend Park
 - Brunskill Avenue Park
 - Fife Street Open Space
 - Glen Murray Reserve
 - Small Street Reserve
- Privacy Management Plan
- Privacy Code of Practice for Local Government
- Section 94 Contributions Plan
- Social Plan 1998
- State of the Environment Report
- Trade Waste Guidelines
- Tourism Wagga Wagga – Strategic Plan
- Tree Preservation Order

All internal policies of the Council are included in the policy register.

SECTION 2 – STATEMENT OF AFFAIRS

Council produced its first Statement of Affairs in June 1994 and has produced other Statements of Affairs as at June in each year following. These documents can be viewed at Council’s office. The Statement of Affairs is included each year in Council’s Annual Report.

SECTION 3 – CONTACT ARRANGEMENTS

Documents can be accessed and may be inspected at the Wagga Wagga Civic Centre during ordinary office hours. Any enquiries under the Freedom of Information Act concerning Council’s activities should be directed to:

Mr Michael McCauley
Public Officer
Wagga Wagga City Council
PO Box 20
Corner Baylis and Morrow Streets
Wagga Wagga NSW 2650
Telephone: (02) 6926 9297
Facsimile: (02) 6926 9199
Email: mccauley.michael@wagga.nsw.gov.au
Hours: 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
WARRINGAH COUNCIL

SECTION 1 – POLICY DOCUMENTS

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 and Adjoining Foreshores, June 2000
 - Brookvale Park, September 2002
 - Coastal Lands Plan of Management, September 2002
 - Dee Why Valley and 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 and 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 and 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

SECTION 2 – STATEMENT OF AFFAIRS

Council's Statement of Affairs is available for inspection free of charge or purchase at a cost of \$5.00.

SECTION 3 – CONTACT ARRANGEMENTS

Bob Pigott
Executive Officer, Corporate Services
Warringah Council
Civic Centre
725 Pittwater Road
Dee Why NSW 2099
Telephone: (02) 9942 2444

FREEDOM OF INFORMATION ACT 1989

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

SUMMARY OF AFFAIRS

of the

WAVERLEY COUNCIL

SECTION 1 – POLICY DOCUMENTS

The listed policy documents are held for public inspection free of charge at Waverley Council's Offices. If the document is also available for purchase, a price has been listed.

Council also maintains records relating to many subjects including properties, legal documents, personnel and minutes of Council meetings. These records are usually available for inspection for free except in cases where refusal of access is determined according to the Freedom of Information Act 1989, the Privacy and Information Personal Protection Act 1998 or in other cases which are sub judice or relating to property valuations/transactions or other matters specified as confidential by Council.

List of Policies

Access and Equity Policy – Aboriginal and Torres Strait Islanders	
Access – People with a Disability DCP No. 26 – June 1999	\$30
Advertising Signs and Structures DCP No.8 – July 1991 (last amended June 1994)	\$30
Advertising and Notification of Development Applications DCP No. 29 – March 2000 (last amended March 2002)	\$30
Affordable Housing Strategy – August 1996	
Aged Housing – Plan of Management	\$30
Annual Financial Reports	
Annual Report 2003/2004	
Appeals to Council – Guidelines 2001	
Arnold Street – Guidelines for development on unmade portion – Draft DCP 32	\$30
Audit of Accounts	
Birrell Street (197) Waverley, development guidelines DCP 21 – March 1998	\$30
Blood Borne Communicable Diseases Policy	
Boarding Houses/Backpacker Accommodation/Bed and 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 (draft)	
Bondi Junction Town Square Draft DCP	\$30
Bondi Junction Urban Design Control Plan (last amended February 2002)	\$30
Bondi Park – Carnivals for Charitable Organisations	
Bondi Park and Pavilion Plan of Management	\$10
Bondi/Waverley School of Arts Plan of Management 2004	
Bondi to Bronte Coastal Walk Study	
Boundary Fences	
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)	\$850 per annum
Character Study Bronte Beach, Dover Heights and Queens Park (Draft November 2000)	

Charing Cross Conservation Area DCP No.6 – October 1990 (last amended 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
Committees of the Council: Structure and Responsibilities	
Collection Management Policy (Waverley Library Service).	
Community Crime Prevention DCP No.9 – April 1992 (last amended July 1998)	\$30
Community Bus Policy	
Community Markets Policy	
Community Safety Plan	
Community Services for Older People – Planning and Provision of	
Community Services Leasing Policy	
Community Services Policy	
Complaints Management Policy	
Conflict of Interest Policy	
Construction Work Code of Practice	
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	
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 and 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
Economic Development Policy and 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
Footpath Gardens	
Footpath Seating for Restaurants DCP No. 15 – August 1997 (last amended 2004)	\$30
Garbage Receptacles – Approved	
Genetically Engineered/Modified Foods	
Grievance Procedures	
Guidelines for Acquiring/Leasing Council Property	
Guidelines on Leave without Pay	
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	
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	
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.	
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	\$35
No Smoking Policy	
Occupational Health and Safety Constitution and Safety Policy	
Occupational Health and Safety Handbook	
Ocean Street (36-38) Bondi DCP No. 25 – October 1999	\$30
Offshore Sandmining	
Ozone Protection Policy	
Participative Work Design Guidelines	
Part Time Work Guidelines	
Pay Policy	
Payment of Expenses and Provision of Facilities to Councillors	
Pensioner Rates	
– Payment by Instalments	
– Penalty for Late Payment	
Performance Management Guidelines	
Personnel and Staff Position File Procedures	
Pesticides Policy	
Power Boats – Control of	
Privacy Management Plan (2002)	
Precinct Policy	
Probation and Management of New Employees: Procedures	
Procurement of Goods and Services Policy	
Probation and Management of New Employees – Procedures	
Protected Disclosures Policy	
Protective Clothing and Equipment Code of Practice	
Public Art Policy	
Rates – Deferment of – Pensioners (see Pensioner Rates)	
Records Management Policy	
Recreation Needs Survey 1992	
Recruitment Procedures Manual	
Reducing Crime Through Design DCP No.9	\$30
Reference under Seal	

Register of Investments	
Rehabilitation Procedures Policy	
Renewable Timbers Policy	
Report – Traffic Capacity Bronte Road and 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)	
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 – May 1997	\$30
Sale – Small Parcels of Land	
Section 94 Contribution Plan – October 2003	\$30
Sewerage/Stormwater Drain Blockage Policy	
Shopping Trolleys – Abandoned	
Sick Leave Absenteeism Management Policy	
Significant Tree Register	
Site Waste Minimisation Strategy and Management DCP No.10 – December 1997	\$30
Skills and Performance Assessment Procedures	
Small Parks Plan of Management (Draft)	
Social Plan 2000 Volume 1 and 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	
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 (LandD Plan)	
Transportation Policy (2002)	
Tree Management Plan – Planting Policy	
Tree Preservation Order	
Visitor and Tourism Strategy (November 2002)	
Volunteering Policy and Strategy	
Vital Records Protection and Disaster Recovery Plan (Draft 2004)	
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	
Waverley and Woollahra Bondi Junction Commercial Centre DCP (Draft)	\$30
Waverley and Woollahra Local Disaster Plan	
Waverley Local Environmental Plan 1996 with amendments	\$30
Waverley Local Environmental Plan 1996 – LEP Zoning map	\$35
Waverley Local Environmental Plan 1996 – LEP Heritage map	\$25
Waverley in the Mid 90s `Profile and Forward Plan of Community Needs – 1994 (individual chapters available)	
Waverley Park Plan of Management	\$10
Waverley Transportation Policy	
Waverley Telecommunications and Radio Communications DCP No. 37 (draft)	\$30
Youth Services Policy	

SECTION 2 – STATEMENT OF AFFAIRS

The 2004 Statement of Affairs for Waverley Council is available from Waverley Council Chambers.

SECTION 2 – CONTACT ARRANGEMENTS

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. Request for information and access to documents can be directed to:

Bronwyn Kelly
 Director Corporate and Technical Services
 Waverley Council
 PO Box 9
 Bondi Junction NSW 2022
 Telephone: (02) 9369 8115

Waverley Council's Offices
 Corner Bondi Road and Paul Street
 Bondi Junction NSW 2022
 Telephone: (02) 9369 8129
 Hours: 8.30 a.m. to 5.00 p.m., Monday to Friday

Waverley Library
 32-48 Denison Street
 Bondi Junction NSW 2022
 Hours: 10.00 a.m. to 9.00 p.m., Monday to Friday
 9.30 a.m. to 3.00 p.m., Saturdays
 1.00 p.m. to 5.00 p.m., Sundays

Kim Anson, General Manager

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

SECTION 1 – POLICY DOCUMENTS

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

- Code of Conduct
- Code of Meeting Practice
- Code of Practice – Standards for Customer Service
- Development Contribution Plans
- Strategic Corporate Management Plan
 - Revenue Policy
 - Pricing Policy
 - Fees and Charges Policy
 - Financial Management Plans
 - Strategic Corporate Plans
 - Strategic Management Plans
- Delegations of Authority Register
- Development Control Plans
 - Environmental Planning Instruments
 - Interim Policy Orders
 - Local Approvals Policy
- EEO Management Plan
- Emergency Management Plan
- Emergency Services Policy
- Expenses and Facilities Policy
- Fence Policy/Code
- Internal Reporting Policy
- Local Orders Policy
- Policy Register
- State of the Environment Report
- Tree Preservation Order
- Advertising Code
- Occupational Health and Safety Code
- Private Use of Council Vehicles Policy
- Annual Report
- Auditors Report
- Business Papers
 - Minutes of Committee Meetings
 - Minutes of Council Meetings
- Disclosures Register
- Investment Register
- Building Certificate Records
- Building Application/Approval Records
- Development Application/Consent Records
- Flat Code and Car Parking Code
- Bed and Breakfast Accommodation 1997
- Footway Restaurants and Footpath Obstructions
- Payment of Expenses and Provision of Facilities to Mayor and Councillors
- Competitive Neutrality Complaints Handling Procedure
- Code of Practice – Councillors Access to Information and their Interaction with Staff
- Privacy Code of Practice

SECTION 2 – STATEMENT OF AFFAIRS

The most recent Statement of Affairs of the Council is that of 2004/2005 which was prepared as at 30 June 2005. Copies of the document are included as an attachment to the Wellington Council 2004/05 Annual Report, on Council's website www.wellington.nsw.gov.au or from Council's Administration Centre, Nanima Crescent, Wellington NSW.

SECTION 3 – CONTACT ARRANGEMENTS

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

Mr Allan Dive
Director, Corporate Services
Wellington Council
Nanima Crescent
PO Box 62
Wellington NSW 2820
Telephone: (02) 6845 2099
Facsimile: (02) 6845 3354
Email: mail@wellington.nsw.gov.au
Internet: www.wellington.nsw.gov.au
Hours: 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****WILLOUGHBY COUNCIL****FOI Agency No. 2234****SECTION 1 – POLICY DOCUMENTS**

Council has the following policy documents, registers, reports, codes, Local Environmental Plans and Development Control Plans available for inspection:

Administrative

- Advertising
 - Amplification – election campaigning
 - Council’s ovals
 - Litter Bins
 - Public Telephone Boxes
- Anonymous Material
- Complaints Handling Procedures
- Contracts
- Corporate Image
- Council Flyers
- Council Agendas
- Council Seal
- Documents – Amending/Reviewing
- Exhibition of Items
- Files – Access To
- Freedom of Information Act – File access/tape recordings of Council meetings, etc
- Freedom of Information – Ombudsman Guidelines
- House/Property Numbering
- Interviews and Calls – Documenting of same
- Key to the City
- Management, Audit and Reporting Procedures in Relation to Out-sourced Projects
- Mobile Phones
- Personal Computers
- Petitions
- Plaques – history detail/corporate image
- Representations to Governments
- Surveillance Camera Tapes – Access
- Tenders

Building/Development/Planning

- Construction Certificate
 - Accredited Certifier
- Building Certificates
 - Refund of Fees No. 1
 - Refund of Fees No. 2
- Building Setback Controls – Gibbes St/Eastern Valley Way – Light Industrial Area
- Buildings – Judgement of Height
- Council-owned land – Owner’s Consent Building/Development Applications
- Development Applications
 - Assessment when Council is applicant
 - Assessment by Community Services
 - Conditions of Consent – Artarmon Industrial Area
 - Public Display
- Dividing Fences Act – Council Responsibilities
- Extended Trading Hours – Car dependent activities

- Fees – DAs – Heritage Controls
- Floor Space Bonus – Designation of Community Facilities
- Informal Planning Meetings
- Linen Plans – Release of
- Mediation in Approval Process (by an external Mediator)
- Neighbour Notification
 - Section 149A (Bldg Certs)
 - Policy for Building Works and Development Applications
 - Development Applications – on-site requirements
 - Copies to Councillors – DAs
 - Proposed Conservation Areas
- Rezoning – Exhibition of Documents
- Setbacks – Pacific Highway
- Site Excavation Work and Rock Removal
- Skateboard Ramps
- Stormwater Pollution Control
- Telecommunications Towers

Community

- Access Policy Statement
- Access and Equity Policy
- Child Care Facilities – Guidelines for Development
- Commission/Charities – Chatswood Town Centre
- Community Copying Service
- Community Grants and Subsidy Scheme – Cash Grants
- Council Crest – Use of by Community Organisations
- Display of Publicity Banners
- Endorsement of Local Community Organisations
- Floor Space Bonus – Designation of Community Facilities (go to Building)
- Internet Access
- Long Day Care Centres
- Meeting Venues – (for use by Progress Associations)
- Out of Schools Hours Policy and Procedures
- On-going Concessional Hire of Council Facilities
- One-off Concessional Hire of Council Facilities
- Racists/Offensive Messages and Material in the Library
- Recycling Receptacles in Public Places
- S356 Donations to Charity Groups
- Sponsorship
- Sports Assistance Scheme
- Tennis Courts – Lighting of
- Waste Free Events

Council and Councillors

- Local Govt Assoc. Annual Conference Attendance
- Conferences – Reporting (For payment of expenses, etc. please refer to policy for payment of expenses/provision of facilities to Councillors)
- Code of Conduct
- Committees
 - Committee Meeting/Function Times
 - Council Committees
 - Recommendations of Committees involving expenditure
 - Non-S377 Committees – General Administration
 - S377 – Advertising of Vacancies
 - S377 Committees – General Administration
- Council Meetings
 - Addressing Meetings
 - Code of Meeting Practice
 - Delivery of Business Paper/Additional Items
 - Format of Meetings/General
 - Staff Matters – staff input
 - Tape Recordings

- Councillors
 - Access to Information and Interaction with Staff
 - Car Parking
 - Code of Conduct
 - Conflicts of Interest
 - Gifts and Benefits
 - Legal Assistance
 - Payment of Expenses and Provision of Facilities
 - Protected Disclosures Act 1994
 - Contacting Council's Legal Advisers
- Inspection Committee (Procedures)
- Ward Inspections – Delegation of Authority and Procedures

Finance/Purchasing

- Cashier's Shortages
- Expenditure on Plant/Equipment
- Filming Fees
- Investments
- Petty Cash – Expenditure of
- Purchasing
- Rates – Brochures with notices
- Recycling Crates – Loss of
- Refunds – School Holiday Activity Centres
- S 356 Donations to Charitable and Community Groups
- Veterinary Costs – Seized Dogs

Human Resources

- Children's Services Division – General hygiene and communicable diseases
- Code of Conduct
- Conferences – Attendance by employees
- Council Vehicles – Private use of
- Gratuities
- Higher Grade Pay
- Interest-Free Loans
- Local Govt Assoc. Annual Conference – Staff attendance
- Public Service Medal Nomination
- References for staff
- Rehabilitation Policy/Procedure
- Safety
 - Policy
 - Personal Protective Clothing and Equipment
- Service Awards
- Smoking in the Workplace
- Staff Matters – Senior staff input when Council deals with staff matters
- Staff – Pre-employment Medical Examination
- See also Human Resources Policies and Procedures Manual

Open Space

- Artarmon Industrial Area – Footpath paving/street tree planting
- Bushcare Program
- Horses – Grazing of on open land
- Mowing of nature strips
- Noxious Weed Bamboo
- Park Furniture (memorial plaques)
- Sporting Fields/Ovals
 - Line Marking
 - Sunday use for Competitions
 - Provision of Lighting
- Street Trees
 - Lopping
 - Tree Planting generally

Property

- Bicycle Parking Spaces – Administration building
- Bookings – Conditions of Hire – Civic Centre/Bailey Hall
- Footway Merchandise Display Policy
- Footway Restaurant Policy
- Property Maintenance – Leased Premises
- Civic Centre – Removal of Scenery by Musical Societies
- Trumper Pavilion – Chatswood Oval – Use of Kitchen
- Tennis Courts – Northbridge (hire of)
- Tennis Courts – Lease of
- Sale or Lease of Council Land

Roads/Footpaths/Drains

- Damage to private sewer mains from roots growing in nature strips and public parks
- Drainage Contribution Plan
- Inter-allotment drainage
- Kerb ramps – wheelchairs
- Kerb crossings – construction/materials
- On-site stormwater detention
- Rainwater Tanks
- Street Signs – House Numbering

Traffic/Transport/Parking

- Bicycle Racks – Provision of
- Bus Shelters
- Carparking Facilities – Foreshore areas zoned Residential 2 (a) from Forsyth Park to Clive Park

Environmental Planning Instruments

- Willoughby LEP 1995 (as amended)
- Regional Environmental Plan No. 5, Chatswood City Centre (as amended)

Parks Plans of Management

- Bicentennial Reserve and Flat Rock Gully
- Forsyth Park (includes Northbridge Baths)
- Willoughby, Bales, OH Reid Memorial, Naremburn and Greville Street Parks
- Castlecove Park and Castlecove Golf Course
- Griffin Reserves Castlecrag
- West Ward Parks
- Sportsfields
- Chatswood CBD Parks
- Generic Bushland
- East Ward Parks
- Foreshore Cottages Castlecrag
- Naremburn Ward Parks
- Northbridge Ward Parks
- Middle Harbour Ward Parks
- Cortile Reserve, Castlecrag

Section 94 Contribution Plans

- Open Space, Recreation and Community Facilities
- Child Care
- Drainage
- Car Parking
- Road and Traffic/Transport Management
- St Leonards Roadworks
- Chatswood City Centre – Open Space and Recreation Facilities

Development Control Plans

- 2 Transport Requirements for Development
- 4 Chatswood Fringe Area
- 5 Professional Consulting Rooms in Residential Areas
- 8 West Artarmon – Naremburn – St Leonards

- 11 Gore Hill Interchange
- 13 Amusement Centres in the Mandarin Centre
- 14 Access and Mobility
- 15 Multi Unit Residential Developments for 2 (b), 2 (c) and 2 (d) zones
- 16 Dwelling Houses, Dual Occupancy and Boarding Houses in Residential Zones
- 17 St Leonards Station site
- 19 Heritage and Conservation
- 20 Advertisements and Advertising Structures
- 21 Regulations of Brothels
- 22 Residential Development in Business Zones 3 (a), 3 (b), 3 (c), 3 (d), 3 (e), 3 (e2)
- 23 Willoughby Local Housing Program
- 24 207 Pacific Highway
- 25 Exempt and Complying Development
- 27 Notification
- 30 Environmental Sustainability
- 31 63 Archer Street
- 32 Railway Street Site
- 33 ABC Gore Hill Divestment Site

Management Plan and Budget 2003-2008

Council has created a Management Plan and Budget that details Council's vision, goals and strategic planning for the period 2003-2008

SECTION 2 – STATEMENT OF AFFAIRS

In accordance with the Freedom of Information Act, a Statement of Affairs was prepared during December 2004.

SECTION 3 – CONTACT ARRANGEMENTS

Information on Council services and activities and Council Minutes and Agendas can be obtained via Council's Internet Site. Enquiries and requests for access to documents held by Council should be directed to:

The Public Officer
Willoughby City Council
PO Box 57
Chatswood NSW 2057
Telephone: (02) 9777 1000
Facsimile: (02) 9411 8309
Email: email@willoughby.nsw.gov.au
Website: www.willoughby.nsw.gov.au
Hours: 8:30 a.m. to 5:00 p.m., Monday to Friday (except Public Holidays)

John C. Owen, General Manager

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****WINGECARRIBEE SHIRE COUNCIL****FOI Agency No. 2236****SECTION 1 – POLICY DOCUMENTS**

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

Adjoining owners notification (see Notification of Adjoining Owners Policy)
Advertising Code
Annual Report
Arts and Culture Policy
Auditors Report
Budget (see also Management Plan)
Building application/approval records
Building Line Policy
Business Papers
Code of Conduct
Code of Meeting Practice
Contributions Plans (see also Section 94 Contributions)
Delegations of Authority Register
Development application/consent records
Development Control Plans
Disaster Plan
Disclosures Register (see also Pecuniary Interest Returns)
EEO Management Plan
Expenses and Facilities Policy (concerning the payment of expenses incurred by, and in the provision of facilities to, Councillors)
Internal Reporting Policy (for the purposes of the Protected Disclosures Act)
Investment Register
Library Annual Report
Local Environmental Plans
Land Register
Local Approvals Policy
Management Plan
Minutes of Committee Meetings
Minutes of Council Meetings
Motor Vehicle Policy (see Private Use of Council Vehicles Policy)
Notification of Adjoining Owners Policy
Occupational Health and Safety Code
Organisational Employment related Policies
Pecuniary Interest Returns (see also Disclosures Register)
Plans of management for community land
Policy Register
Pricing Policy (see also Management Plan)
Private Use of Council Vehicles Policy
Rehabilitation Policy
Revenue Policy (see also Management Plan)
Section 94 Contributions Plans (see Contributions plans)
Smoke Free Work Environment Policy
State of the Environment Report
Statement of Affairs – FOI
Summary of Affairs – FOI
Subdivision Code
Tendering Policy

SECTION 2 – STATEMENT OF AFFAIRS

A Statement of Affairs as at 30 June 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.

SECTION 3 – CONTACT ARRANGEMENTS

Documents may be inspected during office hours at the Civic Centre. Inquiries may be directed to the Freedom of Information Officer. 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
Elizabeth Street
Moss Vale NSW 2577
Telephone: (02) 4868 0888
Hours: 8.30 a.m. to 4.30 p.m., Monday to Friday

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.

Council has procedures in place for accessing information, which require completion of a 'File Access Request' form, to record requests and to facilitate ease of access, in accordance with section 12 of the Local Government Act. Any reasonable request for access to documents held by Council is considered and wherever possible access will be arranged free of charge. However, photocopying charges will apply. If information is not available under section 12 of the Local Government Act then a person may make a formal application under the Freedom of Information Act for access to documents held by Council.

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

Accounting and Asset 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

Section 94 Contribution Plan

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
Commercial use of Public Footpaths and Roadside Verges
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

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

SECTION 3 – CONTACT ARRANGEMENTS

Wollondilly Shire Council

Frank McKay Building

62-64 Menangle Street

PO Box 21

Picton NSW 2571

Telephone: (02) 4677 1100

Facsimile: (02) 4677 2339

DX 26052 Picton

Email: council@wollondilly.nsw.gov.au

Hours: 8:00 a.m. to 4:00 p.m., Monday to Friday

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:

Local Environmental Plans

Illawarra Planning Scheme Ordinance

Wollongong Local Environmental Plan No. 38 (as amended)

City of Wollongong Local Environmental Plan 1990 (as amended)

Development Control Plans (as amended)

- DCP 1 Railway Street, Corrimal
- DCP 3 Market Square Park
- DCP 6 Commercial and Industrial Standards
- DCP 7 Kirrang Avenue, Wollongong
- DCP 9 Residential Standards Part 1 and Part 2
- DCP 11 Baywood Avenue, Dapto
- DCP 12 Surfside Drive, Port Kembla
- DCP 15 Coledale
- DCP 17 William James Drive, Cordeaux Heights
- DCP 18 Surfside Drive, Port Kembla
- DCP 19 Point Street, Bulli
- DCP 20 Cordeaux Heights Estate
- DCP 21 Fords Road, Thirroul
- DCP 22 Otford Village
- DCP 23 Small Rural Holdings, West Dapto
- DCP 24 Porters Farm, Mount Keira
- DCP 26 "The Byrn", Mount Keira
- DCP 28 Cox's Avenue/Daniel Street, Corrimal
- DCP 29 Mount Kembla Village
- DCP 31 Cordeaux Road and William James Drive, Mount Kembla
- DCP 32 Pioneer Beach Estate, Woonona
- DCP 33 Princes Highway, Bulli Pass
- DCP 34 Helensburgh Commercial Centre
- DCP 35 Old Drive-in Site, Fairy Meadow
- DCP 36 Hopman Crescent/Nolan Street, Berkeley
- DCP 37 Paynes Road, West Dapto
- DCP 38 Gloucester Boulevard/Gallipoli Street, Port Kembla
- DCP 39 Horsley, West Dapto
- DCP 40 Kembla Grange Equestrian Estate
- DCP 41 Springhill Road, Coniston
- DCP 42 Heritage Development
- DCP 43 For the Keeping of Pigeons
- DCP 44 Cormack Avenue, Dapto
- DCP 45 Reddalls Road, West Dapto
- DCP 46 Fair Trading
- DCP 47 Yallah Tourism Zone
- DCP 48 Notification of Development and Building Applications
- DCP 49 Multi Dwelling Development
- DCP 50 O'Briens Road Figtree
- DCP 00/6 Industrial Land at Berkeley
- DCP 57 Bulli Spinners Site

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

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 3 – 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: (02) 4227 7092
Hours: 9.00 a.m. to 5.00 p.m. weekdays

FREEDOM OF INFORMATION ACT 1989

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

SUMMARY OF AFFAIRS

of the

WYONG SHIRE COUNCIL

SECTION 1 – POLICY DOCUMENTS

The following is a list of the policy documents held by the Council of the Shire of Wyong:

<i>Policy Document</i>	<i>Contact Officer</i>
Code of Conduct	Manager, Corporate and Administrative Services
Equal Employment Opportunities Management Plan	Personnel and Industrial Relations Officer
Policy – Councillor Expenses	Manager, Corporate and Administrative Services
Local policies concerning approvals and orders	Team Leader of Information and Administration – Shire Planning
Code of Meeting Practice	Manager, Corporate and Administrative Services
Plans of management for community land	Team Leader of Information and Administration – Shire Planning
Environmental planning instruments and development control plans	Manager Development Assessment
Register of delegations	Manager, Corporate and Administrative Services
Manual of Standard Procedures	Manager, Corporate and Administrative Services
Procedure for Protected Disclosures – Internal Reporting Policy	Director, Corporate Services
Procedure for Engagement and Management of Consultants and Professional Service Contractors	Director, Corporate Services
Procedure for Opening and Calling Tenders	Manager, Corporate and Administrative Services
Personnel Policy, Procedures and Practices Manual	Manager, Staff Services
Development Contributions Plan	Contributions Officer
Policy Manual	Manager, Corporate and Administrative Services
Procedure for Use of Council Seal	Manager, Corporate and Administrative Services
Provision of Information between Councillors and Staff	Manager, Corporate and Administrative Services
Purchasing Manual	Supply Manager
Business papers and minutes of council and committee meetings open to the public	Manager, Corporate and Administrative Services
Regional environmental plans	Director, Shire Planning
Management Plan 2005/2006	Finance Manager
Local environmental plans	Director, Shire Planning
Environmental impact studies	Manager, Development Assessment
Development applications	Customer Service Officer
Register of development consents	Customer Service Officer
Building approval list	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. The charge involved is based on copy charges of 11 cents per A4 page, 21 cents per A3 page and \$2.40 for binding (GST included). Apart from hard-copy access, many documents are also available on Council's website.

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.

SECTION 2 – STATEMENT OF AFFAIRS

A Statement of Affairs of the Wyong Council for the twelve months to 30 June 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.

SECTION 3 – CONTACT ARRANGEMENTS

These documents may be inspected at Council's Civic Centre during office hours, 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.

The Public Officer
 Wyong Council
 Hely Street
 PO Box 20
 Wyong NSW 2259
 Telephone: (02) 4350 5306
 Facsimile: (02) 4351 2098
 Email: wsc@wyong.nsw.gov.au
 Website: www.wyong.nsw.gov.au
 Hours: 8.30 a.m. to 4.30 p.m., Monday to Friday (excepting public holidays)

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
- 2003/2004 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 – CONTRACT ARRANGEMENTS

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
PO 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 – CONTRACT ARRANGEMENTS

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
Telephone: (02) 6382 1688

Prior to making an application it is suggested that the applicant contact Council's FOI Officer as some information may be provided as part of a free community service.