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OF THE STATE OF
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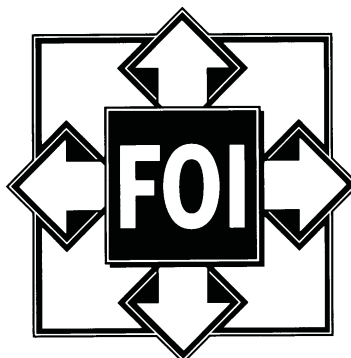
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Summary of Affairs

FREEDOM OF INFORMATION ACT 1989

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



**FREEDOM OF
INFORMATION**
YOUR RIGHT TO KNOW

Part 1

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

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

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

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FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****DEPARTMENT OF AGEING, DISABILITY AND HOME CARE****INTRODUCTION**

Under the terms of Section 14 of the Freedom of Information Act, the Department of Ageing, Disability and Home Care is required to publish a Summary of Affairs. This document is the Department's Summary of Affairs which lists the current policy and other documents of the Department.

Copies of this document may be obtained free of charge from the Freedom of Information Officer, Level 5, 83 Clarence Street, Sydney NSW 2000. (Telephone 8270 2320). Many of the documents listed are available on the Department's website: <http://www.dadhc.nsw.gov.au/dadhc/Publications+and+policies/>.

Information contained in this document may be quoted or reproduced without prior reference to the Department, but acknowledgment of the source would be appreciated.

The Department acts as the responsible Freedom of Information Agency for the following organisations whose Summaries of Affairs are also attached:

- Home Care Service of NSW
- Guardianship Tribunal
- NSW Ministerial Advisory Committee on Ageing
- Disability Council of NSW

SECTION 1 – POLICY DOCUMENTS

Accommodation and Respite

Accommodation Services – Client's Personal Finances (November 2000)

Accommodation Services – Household Operating Account (October 2000)

Allocation of Planned Respite Care (October 2002)

Area Casual Residential Support Worker Management Plan (September 2001)

Behaviour Intervention (February 2003)

Business Rules for the Assessment of Clients Entering DADHC Disability Services Group Homes

Business Rules – Changing, Creating or Deleting Disability Service Outlets (February 2004)

Business Rules for the Disability Services Register (January 2003)

Business Rules for Filling Client Vacancies Identified in the "197" Group Homes and Vacancies Created by the Group Homes EOI Project

Business Rules for the Group Home IT Network

Business Rules on the Status of Clients who Entered Residences Prior to the 'Restricted Admissions' Policy (2002)

Case Co-ordination and Case Management (October 1996)

Child Protection Policy and Reporting Procedures for DADHC and DADHC-funded Services (February 2004)

Circular DS-39 – Roles and Responsibilities of Assistants in Nursing in DADHC Disability Services Residences (16.04.02)

Circular DS-41 – Support for People with Epilepsy – Policy Supplement

- Policy Circular Supplement 2002 to the policy 6.26 Support of People with Epilepsy (Attachment) (23.05.02)
- Epilepsy notice for bathrooms (20.08.02)

Circular DS-44 – Admissions to DS Large Residential Centres (22.7.02)

Circular DS- 45 Shift Changeover for Accommodation – Support and Respite (23.7.02)

Circular DS-46- Client Checks Group Homes, Residences, Respite Centres and Day Programs (23.7.02)

Circular DS-48 – Administration of Insulin Via Insulin Pens (30.8.02)

Circular DS-50- Orientation to Respite Policy (10.9.02)

Circular DS-51- Supervision Policy for Accommodation, Respite and Day Programs (13.09.02)

Circular DS-52- Allocation of Planned Respite Policy (11.10.02)

Circular DS-56- Operational Procedures: Shift Changeover – version 2 (11.02)

Circular DS-57- Operational Procedures: Client Checks – version 2 (11.02)

Circular DS-59- Policy on Managing Client Risks (14.1.2003)
 Support for People with Epilepsy (May 2003)

- Bath Safety Rules
- Epilepsy Management Plan (Accommodation and Respite Services MCH F3)
- Audit of Practice and Risk Management Systems for Clients with Epilepsy and Bathing (Attach 3)
- Epilepsy Management Plan (In Home Support) (Attach 4)

 DS-21 – “No Admission of Children and Young People to DoCS Residences” Policy (14.6.00)
 DS-30 – Medications in Residence Policy (26.3.01)
 DS-38 – Approval and Posting of Service Descriptions for Accommodation
 DS-34 Client Holidays and Overnight Stays Policy
 DS-36 Staff Client Relationships
 DS-63 Behaviour Intervention Policy (30.01.2003)
 DS-64 – Placement of Clients in Group Home Vacancies (30.01.03)
 DS-65 – Addition to Policy Circular No DS-41 Audit of Practice and Risk Management Systems for Clients with Epilepsy and Bathing. (12.02.03)
 DS-66 Revised List of Service Activities for Community Support Teams (25.03.2003)
 DS-68 – Support of People with Epilepsy who receive In Home Support Services (Supplement March 2003) (25.03.03)
 DS-69 Additional forms for use with risk management policies (15.04.2003)
 DS-70 Placement of Clients in Group Home Vacancies (30.04.2003)
 DS-71 Clients to Cease Taking Products Affected by TGA Recall (8.04.2003)
 DS-72 – Support of Clients with Epilepsy (15.05.03)
 DS-73 – Managing Client Health Policy (22.05.03)
 Circular 2006/PM/0008 – New DADHC and OPC Inter-Agency Protocol: The Management of Client Finances in DADHC Residences and Group Homes
 Circular 2006/AM/0004 – Completion of Blank Client Death Notification (CDN) Form
 Circular 2006/PM/0003 Palliative Care Policy for Accommodation Support Services
 Circular 2005/PM/0024 – Issue of the Managing Client Finances in DADHC Residences Policy
 Circular 2005/PM/0022 – Additional reporting requirement: Response to the death of a client and reporting reviewable deaths policy
 Circular 2004/PM/0006 Issue of the Response to the Death of a Client and Reporting Reviewable Deaths Policy (August 2004)
 Circular 2004 – PM-0005 Amendments to Support of Clients with Epilepsy Policy and Operational Procedures: Client Checks (August 2004) Client Checks (November 2002)
 Client Death Notification Form (August 2004)
 Client Holidays and Overnight Stays (August 2001)
 Client Wills and Estates (October 2004)
 Consent for Specific Behaviour Intervention Practices, Exchange of Consumer Information and for Medical or Dental Treatment (October 1996)
 Consumer Files (October 1996)
 Decision Making and Choice/Consent (October 1996)
 Dignity of Risk and Duty of Care (October 1996)
 Directions for Managing Accommodation Services (April 2002)
 Directions for Managing Respite Services (April 2002)
 Driver’s Licences for RSWs and House Managers Seeking Permanent Appointment (December 2002)
 Eating Out: A Guide for People on Texture Modified Diets (September 2002)
 Ensuring Good Nutrition (May 2003)
 Fees for Board and Lodging for People with Disabilities (October 1996)
 Framework and Guidelines for the Development and Review of Client Policies (February 2004)
 Incident Management Policy (June 2006)
 Individual Planning for Adults in Accommodation Support Services (2005)
 Intake Policy (December 2001) (Community Access now)
 Maintaining Family Relationships (October 1996)
 Managing Client Finances in DADHC Residences (2005)
 Managing Client Health (May 2003)
 Managing Client Risks (January 2003)
 Medication (October 1996)
 Medications in Residences Policy (March 2001)
 Nutrition in Practice Manual (March 2002)
 Nutrition Practice Guidelines (July 2002)
 Nutrition and Swallowing Checklist (August 2006)

Orientation to DADHC Respite Services (August 2002)
 Our Commitment to Residents (2006)
 Palliative Care (2005)
 Participation and Integration (October 1996)
 Placement of Clients in Group Home Vacancies (January 2003)
 Principles for the Management of Finances in DoCS' Residences, Accommodation and Centre-based Respite Services (August 2000)
 Privacy, Dignity and Confidentiality (October 1996)
 DADHC and OPC Interagency Protocol Management of Client Finances in DADHC Residences and Group Homes (2006)
 Protocol between DADHC & OPC for Clients in Residences – Estate Managed (June 2001)
 Protocol for the Management of Community Visitor Reports to Services (Feb 2002)
 Reconfiguration of DADHC Group Homes and Vacancy Management (2005)
 Response to Sexual Assault, Physical and Emotional Abuse and Neglect (October 1996)
 Response to the Death of a Client and Reporting Reviewable Deaths (August 2004)
 Service Descriptions for Accommodation Support
 Service Descriptions for Group Homes
 Service Descriptions for Respite
 Sexuality and Human Relationships (October 1996)
 Shift Changeover (November 2002)
 Staff-Client Relationships (November 2001)
 Supervision Policy – Accommodation (September 2002)
 Supervision Policy – Respite (September 2002)
 Support for People with Epilepsy (May 2003)
 Update for Staff on Managing Finances in DoCS Accommodation and Respite Services (August 2000)
 Quality and Safety Framework

Community Access

Carers and Work: Fact Sheet
 Children's Standards in Action: A resource for service providers working with children and young people with a disability. (2004)
 Child Protection Policy and Reporting Guidelines for DADHD & DADHC funded services (February 2004)
 Circular DS-40 – Cessation of Fees in Disability Day Programs (17.04.02)
 Circular DS-53 – A Policy for Supporting Children and Young People with a Disability and their Families in NSW (July 2002)
 Circular DS-55 – Guidelines for the Development of Communication Support
 Circular DS-66 – Revised List of Service Activities for Community Support Teams (25.03.03)
 Circular DS-67 – Amendment to Intake Policy re: Eligibility Assessments (25.03.03)
 Circular DS-71 – Clients to Cease Taking Products Affected by TGA Recall (8.05.03)
 Community Participation Program Description (March 2006)
 Community Support Team – Intake Policy – Intake Points (May 2003)
 Community Support Teams Manual:

- Behaviour Intervention Policy (January 2004)
- Case co-ordination and Case Management (October 1996)
- Consent for Specific Behaviour Intervention Practices, Exchange for Consumer Information and for Medical and Dental Treatment (October 1996)
- Consumer Files (October 1996)
- Response to the Death of a client and reporting Reviewable Deaths Policy (August 2004)
- Client Death Notification Form (August 2004)
- Decision Making and Choice (October 1996)
- Dignity of Risk and Duty of Care (October 1996)
- General health and Safety for Consumers (October 1996)
- Managing Client Health (May 2003)
- Individual Planning (October 1996)
- Maintaining Family Relationships (October 1996)
- Medication (October 1996)
- Palliative Care (October 1996)
- Participation and Integration (October 1996)
- Intake Policy (December 2001)
- Privacy, Dignity and Confidentiality (October 1996)
- Respite Care Services (October 1996)
- Response to Sexual Assault, Physical and Emotional Abuse and Neglect (October 1996)

- Sexuality and Human Relationships (October 1996)
- Support for people with Epilepsy (May 2003)
- Valued Status (October 1996)
- Staff – Client Relationships (November 2001)
- Prioritisation and Allocation (August 1992)
- Managing Client Risks (January 2003)
- Managing Client Risks in the Workplace (January 2003)
- Circular DS-62 – Endorsed Assessment Tools for Use in DADHC Disability Services (January 2003)

Community Participation and Transition to Work Programs: Equipment and Modification Fund Guidelines 2005/05

Decision Rules Requests for Support November 2003

Directions for Managing Community Support Services (April 2002)

Eating Out: A Guide for People on Texture Modified Diets (September 2002)

Final Report: Review of the Early Childhood Intervention Coordination Program (2004)

Good Practice Guide – Moving from Institutional to Community Living

Guidelines for the Development, Implementation and Review of Communication Support systems for Persons with an Intellectual Disability and Complex Communication Needs (November 2002)

Individual Planning for Children and Young People Living in Out-of-Home Placements (July 2004).

Information & Referral Service Handbook (draft 2004)

Intake Policy (December 2001)

Keeping Families Together: Framework for Supporting Families Care for Children and Young People with a Disability (December 2005)

Literature Review: Prevention & Early Intervention 2003

A Review of the Research to Identify the Most Effective Models of Best Practice in the Management of Children with Autism Spectrum Disorders (April 2004)

Literature Review: Assisting People with a Disability from Culturally and Linguistically Diverse Communities and their Families (2005)

Living in the Community: Putting Children First (October 2002)

Local Support Co-ordination Manual June 2004

Memorandum of Understanding between DoCS and DADHC on Children and Young Persons with a Disability (November 2003)

Mobility Guideline 2003

Nutrition and Swallowing Checklist – Information for Clients and Families (October 2003)

Nutrition in Practice Manual (October 2003 – Second Edition)

Nutrition Kit (October 2003)

Recommended Practices in Family Centred Early Childhood Intervention

Requirements for Providing and Funding Out-of-Home Placements for Children and Young People with a Disability (July 2005)

Report of the Active Linking Initiative (ALI) March 2004

Research: Innovative Models of Community Support for People with High and Complex Support Needs (January 2005)

Research: Review of Positive Behaviour Support Programs for Families (August 2004)

Restricted Practices Authorisation: Procedures and Templates (August 2004)

Service Access System Decision Rules

Service Descriptions for Day Programs

Service Descriptions for Community Support Teams

Service Description for Local Support Co-ordination

Service Descriptions for Secure Services

Service Description Schedule: Community Participation Program

Service Description Schedule: Transition to Work Program

Standards in Action – Practice Requirements and Guidelines for Services Funded Under the Disability Services Act 1993 (1998)

Supervision Policy – Day Programs (September 2002)

Supporting Children and Young People with a Disability: Additional Guidelines for Funded Assistance (November 2003) (replaces Supporting Children and Young People with a Disability: interim policy and funding guidelines, July 2003)

Supporting Children and Young People with a Disability and their Families (July 2004) (replaces Supporting Children and Young People with a Disability and their Families: Out-of-Home Placements)

The Nutrition Program Evaluation 2003 (May 2003)

The Positive Approach to Challenging Behaviour

Strategic Policy and Planning

Bilateral Commonwealth/State/Territories Disability Agreement 3
 Bilateral Funding Agreement Between Department of Veterans Affairs and Department of Ageing, Disability and Home Care for financial assistance for veteran access to the Home and Community Care (HACC) program 2006-2009
 Boarding House Expert Advisory Group – Terms of Reference
 Boarding Houses – Service Type Description for 1.04 Group Homes, 2.01 Primary and Secondary Health Care, 2.06 Case Management, 3.01 Learning and Life Skills, 3.03 Community Based Activities, 3.03 Other Community Access
 Commonwealth/State/Territories Disability Agreement Minimum Data Set Documents for CSTDA Funded Services
 Licensed Residential Centres Licensing, Monitoring and Closure Policy Version 1.0, Vol One; Vol Two
 HACC Collection of personal information consent information sheets available in Arabic, Armenian, Assyrian, Chinese, Croatian, Dutch, French, German, Greek, Hindi, Hungarian, Italian, Korean, Macedonian, Maltese, Polish, Serbian, Spanish, Tagalog, Turkish, Ukrainian, Vietnamese
 Home and Community Care Amending Agreement 1998
 Home and Community Care Minimum Data Set Documents for HACC Funded Services
 Home and Community Care National Guidelines Summary
 Home and Community Care National Standards Instrument and Guidelines
 Home and Community Care National Program Guidelines
 Home and Community Care Service Type Descriptions
 Home and Community Care Service Type Guidelines
 Home and Community Care State Plan 2006-07
 Multilateral Commonwealth/State/Territories Disability Agreement 3
 National Framework for Comprehensive Assessment in the Home and Community Care Program
 NSW Government Disability Policy Framework
 Respite for Older Carers Bilateral Agreement

Purchasing and Funding

Acquittal Guide
 DADHC Funding Agreement
 Guide to DADHC Funding Agreement
 Guidelines for Application of Competitive Selection Process (under review)
 Procedures for Engaging Contractors and Consultants
 Resource Allocation Methodology
 Standard DADHC Contract for Contractors/Consultants

Aboriginal Home Care Development Branch

Aboriginal Policy Framework
 Consulting Effectively with Aboriginal people and Communities – Aboriginal Consultation Strategy
 Helping our people to live independently – Aboriginal Home Care Service brochure

Office for Ageing

Aboriginal and Torres Strait Islander Access and Equity Strategy
 Abuse of Older People: Interagency Protocol
 Achievements under the NSW Action Plan on Dementia 1996-2001
 Aged Care Education and Training in NSW: Audit of Courses in Elder Abuse and Dementia
 At Home with Dementia 2000: a practical manual on how to modify the home environment for a person with dementia (being updated)
 Future Directions for Dementia Care and Support 2001-2006
 “Mind your Memory” Cards in English and translated into 10 community languages (Italian, Greek, Polish, Spanish, Maltese, Croatian, German, Chinese, Vietnamese, Arabic).
 NSW Government Carers Statement, October 1999
 Office for Ageing Fact Sheet: Population Ageing Overview November 2006
 Office for Ageing Fact Sheet: Office for Ageing November 2006
 Seniors Information Service – English and Community Language Brochures and Fact Sheets
 Worried about your memory? Aboriginal Dementia Awareness information leaflet, and poster
 Planning Ahead Kit: resources for managing financial, health and lifestyle decisions into the future May 2006
 Fact Sheets on Ageing
 From Awareness to Action – Mature Workforce Retention Project – October 2006
 CALD Strategy (2005-08)

CALD Action Plan 2005-2006
 CALD Action Plan 2006-2007
 DADHC's Ethnic Affairs Priority Statement Plan 2005-06
 EAPS Plan 2006-07
 Literature Review: Assisting People with a Disability from Culturally and Linguistically Diverse Communities and their Families (2005)
 Multicultural Access Project Review Report (2005)
 Multicultural Access Project: Case Studies in Good Practice Project Profile (2005)
 NSW Government Carers Statement, October 1999

Business Improvement

DADHC Annual Report 2003-04
 DADHC Business Plan 2003-04
 DADHC Audit Committee Charter

Corporate Communications

DADHC Connections magazine
 Department's role, services and operations brochure
 Sponsorship Policy
 Stronger Together: A new direction for disability services in NSW (plan, summary and summary in 10 languages and accessible formats)
 Don't DIS my ABILITY International Day of People With a Disability 2004 Program of Events
 Don't DIS my ABILITY International Day of People With a Disability 2005 Program of Events
 Seniors Week 2006 Grants Program Application
 Seniors Week 2006 Grants Program Application Handbook
 Seniors Week 2006 Achievement Awards Nomination Form
 Seniors Week 2006 Program of Events
 Premier's Gala Concerts for Groups – Group Registration Form and Group Application Form
 Premier's Seniors Week Gala Concert Program
 Premier's Christmas Gala Concert Program
 Seniors Card 2006 Discount Directories (5 regional editions) – formerly called Member Guide
 Seniors Card 2006 Discount Directory Advertising Rate Card & Booking Form
 Seniors Card Member Application Form (eligibility criteria)
 Seniors Card Business Partner Application Form (plus Terms & Conditions flyer revised Feb 2004)
 Seniors Card What is a Seniors Card? (multi-lingual overview brochure)
 Seniors Card Senior Shopper (brochure)
 Seniors Card Privacy policy
 Seniors Card Business Partner Recruitment policy
 Seniors Card Discount Directory Advertising policy
 Seniors Card Volunteering policy
 Seniors Card Online Advertising Policy
 Seniors Card Inserts in Discount Directory Mailing policy
 Seniors Card Inserts in new member & Remakes Packs policy
 Seniors Card Direct Mail policy

Information Management

Information Security Policy (2004)
 Information and Communications Technology Strategic Plan (2006-2009)
 Intranet, Internet and E-mail Services Policy and Guidelines (2005)
 Records Management Policy (2005)
 Telecommunications Policy (2004)
 Information Classification and Ownership Policy (2005)

Strategic Finance

Credit Card Policy (2005)
 Taxis and Cab Charge Policy (2005)

Strategic and Corporate Human Resources

Attendance at Workforce Development Activities and Study Leave – Sept 06
 Behaviour and Intervention (Feb 2003)
 Child Protection Policy (Feb 2004)
 Code of Conduct and Ethics (Aug 2004)
 Criminal and Working with Children Checks, Policy and Procedure for Pre-employment (Nov 2005)

Managing Displaced and Excess Staff Policy and Procedure (Dec 2004)
Employment Equity, Diversity and Anti-Discrimination Policy (Mar 2005)
Enhanced Employee Assistance Program for DADHC Staff (Circular) (Jun 2004)
Equal Employment Opportunity Policy (Jan 2004)
Establishment Management Process Improvements (Circular) (Jun 202006)
Procedures for Position Establishment Management (May 2005)
Flexible Working Hours Agreement, DADHC (May 2005)
Grievances Policy, Resolution of Workplace (Apr 2005)
Harassment Free Workplace Policy (Jan 2004)
Induction, Policy and Procedures for DADHC (Dec 2004)
Integrated Capability Framework (Learning and Development) Aug 2006
Leave: Absent Staff
Leave: Adoption Leave (May 2005)
Leave: Annual Leave Loading (All) (May 2005)
Leave: Extended Leave (May 2005)
Leave: Leave Without Pay (Nov 2005)
Leave: Leave Without Pay – Home Care
Leave: Long Service Leave
Leave: Maternity Leave (May 2005)
Leave: Military Leave (May 2005)
Leave: Military Leave – Home Care
Leave: Parental Leave (May 2005)
Leave: Parental Leave – Home Care (May 2005)
Leave: Personal/Carer's Leave
Leave: Recreation Leave (May 2005)
Leave: Sick Leave (May 2005)
Leave: Sick Leave – Home Care
Leave: Special Leave (May 2005)
Leave: Study Time Leave (May 2005)
Occupational Health and Safety Policy (Sep 2004)
OHS Challenging Behaviour (Jun 97)
OHS Consultation Policy and Guidelines (Dec 2004)
OHS Electrical Safety Policy (May 202006)
OHS First Aid in the Workplace Policy (Sep 2005)
OHS Hazardous Substances Policy (Aug 2005)
OHS Incident Management Policy (Jun 202006)
OHS Infection Control Policy (Jan 202006)
OHS Manual Handling Policy (Sep 2004)
OHS Return to work Policy (Dec 2004)
OHS Risk Management (Sep 2004)
OHS Smoke Free Environment (Apr 202006)
Operational Guidelines: 2006-2007 Workforce Development Initiatives (Aug 2006)
Policy for Performance Development (Oct 2004)
Protected Disclosures Policy (Jun 2004)
Secondary Employment Policy (Jan 2004)

SECTION 2 – STATEMENT OF AFFAIRS

Under the Freedom of Information Act 1989, each NSW Government Department or Agency is required to publish an annual Statement of Affairs. The statement describes the structure and functions of the agency and lists categories of documents held. It also reports on FOI activity in the previous financial year and sets out how to obtain documents that are eligible for public scrutiny under legislation.

The Department has identified its Annual Report as its Statement of Affairs. The Annual Reports are available for inspection at the Departments head office at Level 5, 83 Clarence Street, Sydney. The Department's Annual Reports are also available on its website: www.dadhc.nsw.gov.au/publications and policies

SECTION 3 – CONTACT ARRANGEMENTS

Freedom of Information Officer
 Department of Ageing, Disability and Home Care
 Level 5, 83 Clarence Street
 Sydney NSW 2000
 Telephone: (02) 8270 2320
 Fax: (02) 8270 2495

Arrangements can be made to obtain copies of documents or to inspect them by contacting the FOI Officer.

HOME CARE SERVICE OF NSW**SECTION 1 – POLICY DOCUMENTS**

The Home Care Service of NSW (HCS) is a Statutory Corporation bound by the provisions of the NSW Home Care Service Act 1988. HCS is a public agency under the FOI legislation. HCS has been integrated into the Department of Ageing, Disability and Home Care (DADHC). Several of its policies and procedures (see above) apply across DADHC. Others (see below) apply to HCS employees within DADHC.

Many of these documents are also available on DADHC's website:

<http://www.dadhc.nsw.gov.au/dadhc/Publications+and+policies/Other/>

A service for independent living – Home Care Service brochure
 Aboriginal & Torres Strait Islander Service Policy Guidelines
 Attendant Care Program Guidelines November 2003
 Attendant Care Program Service Review Policy
 Checklist for care workers providing service for children and young people
 Client Eligibility & Access for Service Provision Guidelines
 Client Review Policy
 Communicating in Alternative Formats Policy with People with Disabilities
 Corporate Records Management Policy
 Fee Agreement Debt Collections Policies & Procedures
 High Need Pool Guidelines
 Joint Statement on Role Boundaries in Provision of Personal Care
 Mistreatment of Vulnerable Adults in their Homes
 Personal Care Policy Manual
 Personnel Policy Manual
 Policy and Procedures for the Home Care Service Corporate Uniform
 Portability Policy for Home Care Clients
 Price List Schedule for Services – Full Fee Customers
 Quality Assurance for Home Care Service – Guide to Good Practice
 Records Disposal Policy Manual
 Record keeping Policy Client Service Files
 Referral & Assessment Procedures for the Provision of HACC Services
 Reporting of Suspected Illegal Activity
 Safe Care Policy Manual
 Service Policy Guidelines
 Using Interpreters and Translators Policy

SECTION 2 – STATEMENT OF AFFAIRS

Due to Home Care Service's integration with the Department of Ageing, Disability and Home Care (DADHC), information about its current functions and structure is reflected in DADHC's Annual Report which is available for inspection upon request, and on DADHC's website: <http://www.dadhc.nsw.gov.au/dadhc/Publications+and+policies/> as well.

SECTION 3 – CONTACT ARRANGEMENTS

Freedom of Information Officer
 Department of Ageing, Disability and Home Care
 Level 5, 83 Clarence Street
 Sydney NSW 2000
 Telephone: (02) 8270 2320
 Fax: (02) 8270 2495

Arrangements can be made to obtain copies of documents or to inspect them by contacting the FOI Officer.

GUARDIANSHIP TRIBUNAL

SECTION 1 – POLICY DOCUMENTS

Access to New Treatments through Clinical Trials
 Accessibility Features of the New Guardianship Tribunal Website
 Application for Approval of a Clinical Trial
 Application for Consent to Medical or Dental Treatment
 Application for Guardianship and/or Financial Management
 Application for Recognition of Interstate Appointment
 Application to be Joined as a Party to a Matter
 Application to Review a Financial Management Order
 Application to Review Enduring Guardianship Appointment
 Application to Review Enduring Power of Attorney
 Application to Revoke a Financial Management Order
 Appointment of Enduring Guardian/Alternative Enduring Guardian
 Appointment of Power of Attorney
 Behaviour Management and Guardianship
 Financial Management Hearings – Information for Parties
 Financial Management Orders – What Happens After the Hearing?
 Getting ready for your hearing (pamphlet for people who are subjects of applications)
 Guardianship Hearings – Information for Parties
 Guardianship Tribunal online: <http://www.gt.nsw.gov.au>
 Guardianship Tribunal Reporter
 Guardianship Orders – What Happens After the Hearing?
 Hearings for Guardianship and Financial Management – Information for Parties
 Hearings for Applications to Review or Revoke Financial Management Orders – Information for Parties
 Hearings for Reviews of Guardianship Orders – Information for Parties
 How to Cancel the Appointment of Your Enduring Guardian
 Medical and Other Professional Assessment Reports
 Online Applications on the New Guardianship Tribunal Website
 ‘Person Responsible’
 Planning Ahead... Enduring Guardianship
 Planning Ahead... Enduring Power of Attorney
 Preliminary Hearings – Information for Parties
 Recognition of Interstate Appointment
 Representation at Hearings
 Request to Be Joined as a Party
 Resignation of Appointment of Enduring Guardian/Alternative Enduring Guardian
 Review of Enduring Powers of Attorney: Information for Parties
 Revocation of Appointment of Enduring Guardian
 Separate Representation
 Special Medical Treatment – Androgen Reducing Medication
 Special Medical Treatment – For People Under 16 Years
 Special Medical Treatment – Guidelines
 Special Medical Treatment – Hysterectomy or Endometrial Ablation
 Special Medical Treatment – Orchidectomy
 Special Medical Treatment – Termination of Pregnancy
 Special Medical Treatment – Tubal Ligation
 Special Medical Treatment – Vasectomy
 Substitute Consent
 Three Separate Organisations – (Pamphlet outlining the different roles of the Guardianship Tribunal/ Office of the Public Guardian / Office of the Protective Commissioner)
 Video Order Form
 We Welcome Your Feedback
 Website flyer (DL flyer information about the Guardianship Tribunal’s updated website)
 What Does the Guardianship Tribunal Do? – Available in Arabic, Chinese, Croatian, German, Greek, Italian, Macedonian, Polish, Serbian, Spanish, Tagalog, Turkish, Vietnamese.

The publications of the Guardianship Tribunal are available in large print or as ASCII text file on request. Some publications are available online at the Tribunal’s website – <http://www.gt.nsw.gov.au>. The Tribunal’s website has been designed for easy accessibility, with some pages available in 12 languages other than English, the

majority of publications and all application forms available for download, separate sections on applications and hearings and orders, video clips of the hearing process, and online applications for guardianship and financial management.

SECTION 2 – STATEMENT OF AFFAIRS

Information about the function and structure of the Guardianship Tribunal – its Statement of Affairs, can be found in its Annual Report which is available for inspection by contacting the Tribunal at the below address. The Tribunal's Annual Report is also available on its website: www.gt.nsw.gov.au.

SECTION 3 – CONTACT ARRANGEMENTS

Freedom of Information Officer
 Attention: Legal Officer
 Guardianship Tribunal
 2A Rowntree Street
 Balmain NSW 2041
 Telephone: (02) 9555 8500
 Fax: (02) 9555 9049

NSW MINISTERIAL ADVISORY COMMITTEE ON AGEING (FORMERLY NSW COMMITTEE ON AGEING)

SECTION 1 – ISSUE PAPERS

A Double-Edged Sword: Report of consultation with older residents of Queanbeyan and district, 2000
 A Step in the Right Direction: A seminar on foot health for older people, 2006
 A Two Way Street: Older People and Volunteering, 1999
 Building Community Trust – Social Capital and Rural NSW: an older person's perspective, 1999
 Caring for the Country: a spotlight on the needs of older people who live in rural and remote NSW, 2000
 Central West 2001: Report of consultations with older residents of Parkes, Forbes and environs, 2001
 Consultation at Kings Cross, 2005
 Consultation at Taree, 2005
 Consultations in Griffith and Narrandera: Final report and recommendations, 2002
 Consultations in Tamworth: Final Report, 2003
 Consultations on the Central Coast: Initial Report, 2005
 Consultations with Older People: on Mobility, Location and Financial Security, 2004
 Counting on Experience: a review of good practice in the employment of mature workers, 2002
 Driving Miss Daisy in Country NSW, 2000
 Erosion by Stealth: Reports on consultations with older residents of Kempsey and district, 1999
 Gendered Ageism- Job Search Experiences of Older Women (Department for Women & NSW Committee on Ageing), 1997
 Hear All About It: Seminar on hearing loss and older people, 2003
 'Have Your Say' Consultation with older people of non-English speaking backgrounds, Blacktown, 2002
 Home among the gum trees – Securing the future for older people who live in residential parks in NSW, 2004
 Including Us Too! Tips for events managers working with older people, 2000
 Job Search Experiences of Older Workers, 1996
 Keeping in touch: Older People Living Alone, 1996
 Keeping the balance: older men and healthy ageing. 2001
 Living Well Forum: Report of a consultation with older people from eight ethnic communities in South Western Sydney, 1998
 Local Government Services for Older People, 1996
 Making a Difference – The views of people in the valley: Report of consultations in Bega and district, 1998
 Never Too Late to Learn: A Report on Older People and Lifelong Learning, 1997
 NSW Committee on Ageing Consultation in Blacktown: Final report and recommendations, 2002
 NSW Committee on Ageing Consultations in Parkes and Forbes: Final report and recommendations, 2003
 Older People and Crime, 1997
 Older People and Government Services: Report to the Minister for Ageing, 2006
 Older People and Housing: The views of older people in southern Sydney, July 2003
 Older People Living in Residential Parks: Report to the Minister for Ageing, 2005

Paying the Price – The impact of mature age unemployment on government services, 2004
 Over the Hill or Flying High? An Analysis of Age Discrimination Complaints in NSW, 1998
 Final Report of consultation with older people in Griffith and Narrandera in September, 2002
 Retirement: a Survey, 1996
 River and Coast: A report of consultation in Tweed Heads and Murwillumbah, 2001
 Taking Charge: Making Decisions for Later Life, 1999
 The Eyes Have It: report of vision and older people seminar, 2002
 Too Young to Go: mature age unemployment and early retirement in NSW, 2002
 Volunteering and Older People, 1996
 When Families Break Down – Rights of Grandparents and Grandchildren 1997
 When the chips are down: Report of a consultation with older residents of Cobar and district, 1998
 Where to live as we age – Stay put or move? 2002
 Who Pays: The Impact of User Pays and Economic Policy of Older People, 1998
 Word of Mouth: Older People's Oral Health Seminar, 2004

Other documents

Brochures about the NSW Ministerial Advisory Committee on Ageing (one in English and one multilingual)
 Half Yearly Report (Jan – June, July – Dec.) published since 2002
 Strategic Plan 2003/04 – 2005/06, July 2003
 Strategic Work Plan 2006 – 07
 Consultation Protocols, Nov 2003 edition

SECTION 2 – STATEMENT OF AFFAIRS

The NSW Ministerial Advisory Committee on Ageing has set up its own website which has detailed information about the Committee's function and structure. The website also contains more information about its publications and other related information. www.maca.nsw.gov.au <<http://www.maca.nsw.gov.au>>

SECTION 3 – CONTACT ARRANGEMENTS

Freedom of Information Officer
 Department of Ageing, Disability and Home Care
 Level 5, 83 Clarence Street
 Sydney NSW 2000
 Telephone: (02) 8270 2320
 Fax: (02) 8270 2495

DISABILITY COUNCIL OF NSW

SECTION 1 – ISSUES PAPERS

Accommodation and Support Options for people with a Disability. A Study of the Accommodation and Support Needs of People who Live with their Ageing Parents or Carers (1994)
 A Question of Justice: Access and Participation for People with Disabilities in Contact with the Justice System (2003)
 Brochures – About the Disability Council (English, Arabic, Chinese, Vietnamese, Italian, Spanish and Greek versions)
 Consultation and People with a Disability: Issues for Public Sector Managers in NSW (1997)
 Emergency Evacuation Plan
 Media Guidelines (1994)
 More than Getting Through the Gate: The Involvement of Parents who have a Disability in their Children's School Education in NSW (2001)
 One of the Kids – Educating Children with and without Disabilities Together in the Same Classes and Schools. A Guide for Parents (1998)
 Position Statement: Access to Employment (2001)
 Position Statement: Access to and Delivery of Health Services (2001)
 Position Statement: Cost of Disability (2001)
 Position Statement: Education (2001)
 Position Statement: Flexible Options for Living in the Community (2001)
 Position Statement: Access (2001)
 Position Statement: Welfare Reform (2001)

Position Statement: Belonging in the Community (2001)
Position Statement: Housing for Everyone (2001)
Position Statement: Ageing (2001)
Setting It Straight – A Survey of Consumers’ Views on the Quality and Availability of Orthoses in NSW (1995)
Strategic Focus 2008 (May 2005)
Submission on Developing a Sustainability Charter for Australia: to the Inquiry into a Sustainability Charter by the Standing Committee on Environment and Heritage
Submission to Inquiry into Children, Young People and the Built Environment: A Submission to the NSW Parliamentary Committee on Children and Young People
Submission to Fit for the future – Planning for the Future: NSW Health 2025: Inquiry of NSW Health on the future directions for health in NSW
Lifecycle Housing: An introduction to a smarter approach to sustainable housing development. Meeting the changing needs of homeowners across the lifespan
Submission on Are the rights of people whose capacity is in question being adequately promoted and protected?
OH & S Challenges in the Disability Services Sector: A response to the ACROD Discussion paper.
Taxis and People with a Disability: Issues for Government and Industry (1998)
Time for A Break – Results of the Respite Care phone-in (1990)

SECTION 2 – STATEMENT OF AFFAIRS

Information about the Council’s function and structure can be found in DADHC’s Annual Report, which is available for inspection at DADHC’s Central Office, or at its website: www.dadhc.nsw.gov.au/publicationsandpolicies.

Further information about the Council is also available at its website:
<http://disabilitycouncil.nsw.gov.au/>

SECTION 3 – CONTACT ARRANGEMENTS

Freedom Of Information Officer
Department of Ageing, Disability and Home Care
Level 5, 83 Clarence Street
Sydney NSW 2000
Telephone: (02) 8270 2320
Fax: (02) 8270 2495

Most publications are available online at the Disability Council’s website:
<http://disabilitycouncil.nsw.gov.au>

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

The following policies and documents are held by the Ambulance Service of NSW:

Advancing Skills Consultation Paper, October 2005
Ambulance Officer Curriculum Guide 2001
Ambulance Rural Plan Consultation Paper – November 2006
Annual Reports 1996/97 to 2004/05
Best again 2002-2007 The future direction for the Ambulance Service of NSW
Best again 2002-2007 – Report card on the first 12 months
Best again 2002- 2007 – Half time report card July 2005
Code of Conduct for staff August 2006
Code of Conduct for Board Members
Conflict of Interest – Disclosure of Pecuniary Interests – July 1999
Corporate Plan 2004 – 2006
Corporate Plan 2005 – 2007
Clinical News 2004 – 2006 (quarterly clinical newsletter for staff)
Clinical Bulletin 2004 – 2006 (regular patient safety and Clinical Quality notifications)
Clinical Safety Alert Bulletins 2005 – 2006 (notification of immediate clinical risk)
Dealing with Misconduct Guidelines
Disability Action Plan 2000-2003
Draft Final Regional NSW Operational Review
Drug and Alcohol Policy – July 2003
Enhancing Health Care in Rural Communities “A discussion paper” June 2006
Equity and Diversity Management Plan 2005/06
Fact Finding Investigation Guidelines – May 2002
Information Management and Technology (IMET) Strategic Plan 2005-2007
Information Paper – Assessment, Treatment and Referral by Ambulance Officers – November 2006
Interim Asset Strategic Plan 2001
Major and Special Events Policy Guidelines – November 2006
NSW HEALTHPLAN 2005 – The NSW Health Services Functional Area Supporting Plan to the NSW State
Disaster Plan (NSW DISPLAN)
Operational Review-Sydney Interim Report 2001
Operational Review-Sydney Interim Report 2001 summary brochure
Operational Review-Sydney Final Report 2002
Operational Review-Sydney Final Report 2002 summary brochure
Provision of Ambulance Services – Frequently Asked Questions regarding new transport fees
Relevant Instructional Circulars to Staff
Relevant Personnel Policies and Procedures
Policy on Honorary Ambulance Officers 2003
Rotary Wing Review, December 2004
Sirens 2000- 2006 (fortnightly newsletter for staff)
Unsatisfactory Performance Guidelines

SECTION 2 – STATEMENT OF AFFAIRS

The most recently published Statement of Affairs for the Ambulance Service of NSW is incorporated into the 2004/2005 Annual Report. The Annual Report provides information on the functions and structure of the Ambulance Service. Copies of the Annual Report are available free of charge and the most recent report is available on the Ambulance Service website.

SECTION 3 – CONTACT ARRANGEMENTS

To access these policy documents and for applications under the Freedom of Information Act 1989, please contact:

FOI Coordinator
Ambulance Service of NSW
Locked Bag 105
Rozelle NSW 2039
Telephone: (02) 9320 7606
Fax: (02) 9320 7819.

Enquiries can be made between 9am and 5pm Monday to Friday.

Applications under the Freedom of Information Act 1989 should be accompanied by a \$30 application fee.

FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)
SUMMARY OF AFFAIRS
of the
ATTORNEY GENERAL'S DEPARTMENT

SECTION 1 – DOCUMENTS

The Attorney General's Department has produced a wide range of policy and administrative documents in the following areas, available to members of the public to access. The documents are available in hardcopy except where otherwise stated. The summary states where a fee applies for a document. The summary also indicates where the document is available on the Department's website www.lawlink.nsw.gov.au.

- Legal Services
- Freedom from Discrimination
- Equality of Opportunity
- Privacy
- Criminal Injuries Compensation
- Law Reform
- Crime Statistics and Justice Research
- Criminal Law Review
- Legal Policy Advice
- Community and Media Relations Service
- Case Law Reporting
- Court Policy and Case Management Records
- Community Justice
- Sheriff Services
- Standards of the Legal Profession
- Admission to the Legal Profession
- Legal Fees and Costs
- Aboriginal and Torres Strait Islander Justice Programs
- Occupational Health & Safety Programs
- Court Facilities
- Fine Enforcement
- Guardianship

List of Policy Documents produced by the Department

Aboriginal Justice Advisory Council

Fact Sheets:

- Aboriginal Justice Advisory Council (electronic)
- Community Justice Groups (electronic)
- Circle Sentencing (electronic)
- Speak Out Speak Strong (electronic)
- Royal Commission into Aboriginal deaths in custody (electronic)
- Aboriginal people in prison (electronic)
- Young offenders Act (electronic)
- Aboriginal Youth Justice Advisory Network (AYJAN) (electronic)
- NSW Aboriginal Justice Plan (electronic)
- Aboriginal people and bail Courts in NSW (electronic)

Other material

- Community Justice Groups Booklet (publication)
- Things That work (electronic)
- NSW Aboriginal Justice Plan Summary (electronic)
- Our Future, Our Voice Report from NSW summit September 04 (electronic)
- Young Aboriginal females reported missing to Police. Which way for prevention and service (electronic)
- Aboriginal & Torres Strait Islander victims of crime interagency forum Report 2001 (electronic)

- Report to the Attorney General Indigenous Justice Initiatives (electronic)
- “Where to from here” 10 years after the Royal Commission some suggested directions for Aboriginal justice planning
- “Policing Public Order” Offensive Language & Behaviour, the impact on Aboriginal People.
- “Diverting adults from the justice system” outcomes of the workshop October 2001
- “Holistic Community Justice” A proposed response to Aboriginal Family Violence
- “Diverting Aboriginal Adults from the criminal Justice system” Some background and issues for consideration
- “Caught Hook Line & Sinker” Incorporating fishing rights into the fisheries management Act.
- Aboriginal Justice Advisory Council Brochure (electronic)
- Aboriginal Justice Agreement (electronic)
- Managing Holistic Programs (electronic)
- RCIADIC Overview and Recommendations (electronic)
- Residential alternatives for Indigenous offenders, Chris Cuneen (electronic)
- Circle Sentencing in NSW Review and Evaluation Brendan Thomas & Rowena Laurie (electronic)
- Aboriginal People and Driving Licence offences (electronic)
- Beyond Justice: Proposed framework from the Aboriginal justice plan (electronic)
- Summary of the priorities and themes: from the first community negotiations (electronic)
- Aboriginal Justice Plan: Discussion Paper (electronic)
- The impact on Crime Prevention on Aboriginal Communities: Associate Professor Chris Cuneen (electronic)
- A fraction More Power: review of the impact of the children (protection & parental responsibility) Act on young people in Moree & Ballina (e)
- Strengthening Community Justice: Some issues in the recognition of Aboriginal Customary Law in NSW (electronic)
- Zero Tolerance Policing: It’s background and implications for Aboriginal People. August 1999 (electronic)
- NSW Aboriginal Justice Plan (publication)

Administrative Decisions Tribunal

ADT Annual Reports

- 1998-1999
- 1999-2000
- 2000-2001
- 2001-2002
- 2002-2003
- 2003-2004
- 2004-2005

Brochures

(All brochures available through ADT website)

- Discrimination complaints at the ADT
- Mediation conducted by the ADT
- Prohibited Employment Declarations in the ADT
- Review of NSW Government Decisions by the ADT
- Retail Leases Division
- Revenue Division
- Community Services Division

Practice Notes

(All Practice Notes available through ADT website)

- PN1 General Division: Freedom of Information Review Applications
- PN4 Application to Change Hearing Dates
- PN5 Appeals: Procedures for Appeals to the Appeal Panel of the Tribunal
- PN 6 General Division: Referral of Complaint under the Veterinary Surgeons Act 1986 and (replaced by PN 17)
- PN7 All Divisions: Summons to Attend and Give Evidence; Summons to Attend and to Produce Documents or other things: Tribunal Practice
- PN8 Retail Leases Division
- PN9 General Division: Licence Suspensions under Fair Trading Act 1987: Procedures relating to Applications for Review

- PN10 All Divisions: Access to the Tribunal – Use of Telephone and Video Links
- PN11 External Appeals: Procedures for External Appeals to the Appeal Panel of the Tribunal
- PN12 Costs
- PN13 All Divisions: Publication, Anonymisation and Suppression
- PN14 All Divisions: Expert Evidence and Reports
- PN15 All Divisions: Incapacitated Persons: Appointing a Representative
- PN16 General, Equal Opportunity, and Community Services Divisions: Mediation
- PN17 General Division: Professional Disciplinary Proceedings
- PN18 All Divisions: Calling Witnesses for Oral Evidence
- PN19 Equal Opportunity Division: Practice and Procedure
- PN 20 Retail Lease Division: Appointment of a Specialist Valuer

Policies

(All policies available through ADT website)

- Fees and Fee Waiver Policy
- Provision of copies of sound recording and transcript
- Witness expenses payable by one party to another party

Training material

- Good Decision Writing and Good Conduct of Proceedings – package of videos and training material [Note: fees apply].

Anti-Discrimination Board

- Annual Report 2000-2001
- Annual Report 2001-2002
- Annual Report 2002-2003
- Annual Report 2003-2004
- Annual Report 2004-2005
- Annual Report 2005-2006 (Available after tabling in Parliament)
- Guarantee of Service (currently unavailable – under revision)
- Equal Time (quarterly newsletter) (available by subscription in electronic form only)

Guidelines

- How to implement EEO in any organisation (currently unavailable – under revision)
- Harassment in the Workplace: Guidelines for managers
- Grievance Procedure Guidelines
- Sample Policies & Procedures (e-mail only)
- Anti-Discrimination and Equal Employment Opportunity Guidelines (EEO): For managers, team leaders and supervisors
- Discrimination, Harassment and Equal Employment Opportunity (EEO) for Non-supervisory staff: Your rights and responsibilities at work
- Guidelines – Carers' Responsibilities Discrimination (currently unavailable – under revision)
- Guidelines for Advertisers (currently unavailable – under revision)
- Guidelines for Community Workers
- Guidelines for Media (Vilification) (currently unavailable – under revision)
- Guidelines for Local Government Councillors (currently unavailable – under revision)
- Guidelines for Real Estate Agents (currently unavailable – under revision)
- Guidelines for Registered Clubs (currently unavailable – under revision)
- Guidelines for Financial Advisers (currently unavailable – under revision)
- Guidelines for Providers Of Goods And Services (currently unavailable – under revision)
- Guidelines for Small Business Owners and Managers
- Transgender Discrimination Guidelines (currently unavailable – under revision)
- Guidelines for Applying for an Exemption from the Anti-Discrimination Act (currently being revised)
- Sample Guidelines for Contact/Support Officers
- Grievance Investigation Guidelines
- Guidelines for Union Representatives
- Guidelines for Hoteliers (currently unavailable – under revision)
- Guidelines for managers of local councils (currently unavailable – under revision)
- Conciliation Conferences "A guide for complainants and respondents" (currently being revised)
- Discrimination Complaints Form

Fact sheets

- General Factsheet: Discrimination & the Anti-Discrimination Board of NSW
- What you can do if you are treated unfairly (easy to read, very low literacy)
- Treated unfairly because you are an Indigenous person?
- Age Discrimination
- Carers' Responsibilities
- Disability Discrimination: Your Rights
- Discrimination, EEO and Affirmative Action
- Harassment & Sexual Harassment: Your Rights
- Homosexual Discrimination
- Infectious Diseases
- Marital Status Discrimination
- Pregnant Women & Discrimination
- Race Discrimination: Your Rights (English and Arabic)
- Sex Discrimination
- Strategies Factsheet: How to deal with discrimination unfair treatment or harassment
- Transgender Discrimination: Your Rights
- Vilification: Your Rights (English and Arabic)
- What you need to know about anti-discrimination law (low literacy) (English and Arabic)
- Complaining to the Anti Discrimination Board of NSW
- A Guide for Respondents (unavailable – currently being revised)
- Know Your Rights: A guide for Aboriginal and Torres Strait Islander People – Discrimination and harassment
- Discrimination and unlawful dismissal
- Anti-discrimination law and the small business owner
- Pre-Employment Medicals (currently unavailable – under revision)
- Anti-Discrimination Law And Charities (currently unavailable – under revision)
- ADA Amendments Fact sheet

Brochures

- Unfair treatment...what to do
- On-Site Training Brochure (currently unavailable – under revision)
- Seminar Program Calendar
- Community Services Brochure (currently unavailable – under revision)
- Services for Employers Brochure (currently unavailable – under revision)
- Identifying and Eliminating Discrimination in NSW Industrial Instruments (currently unavailable – under revision)
- Race for the Headlines – Racism and Media Discourse (only available on web site)
- Balancing The Act: A submission to the NSW Law Reform Commission's review of the Anti-Discrimination Act 1977
- Poster order form
- Publications for employers order form
- ADB Magnets – contact details for advice on unlawful discrimination

Internal policy documents

- Draft Complaint Handling Manual (draft form only)
- Policy on lodging complaints (to be revised)
- Conflict of Interest Policy for Employees of the Anti Discrimination Board

Anti Discrimination Board speeches and submissions

(available only on the Board's website)

- ADB launches amendments and education initiatives
- Addressing systemic discrimination in the public sector
- ALRC and AHEC Inquiry in to the Protection of Human Genetic Information
- C-change: the report of the enquiry into hepatitis C related discrimination
- Launch: Unfair treatment ... what to do
- Mardi Gras Forum 2003 – The Neglected Communities – Papers
- NSW Aboriginal Justice Plan – Aboriginal Justice Advisory Council
- Race for the Headlines: racism and media discourse
- Review of the Administrative Decisions Tribunal Act 1997 (NSW)
- Review of the Births Deaths and Marriages Registration Act 1995 (NSW)
- Review of the Police Act 1990 (NSW)

- Review of the Property Relationships Act 1984 (NSW)
- Review of the Status of Children Act 1996
- Working Paper – Gay, Lesbian, Bisexual, Transgender and Intersex (GLBTI) Ageing and Discrimination Forum.
- Combined Forums for the Aboriginal and Torres Strait Islander Community – information and registration forms.
- Media Release – 16 August 2006 – Workchoices: Dismissal can still be unlawful
- Media Release – 23 December 2005 – Race Discrimination on the rise
- Legal cases fro Equal Time (ADB Newsletter)
- Articles about discrimination from Equal Time (ADB Newsletter)

Asset Management Services

- Use Of Departmental Premises By External Organisations
- Employee Housing – Departmentally Owned Premises
- Tendering – Policy and Procedure

Bureau of Crime Statistics and Research

Most of the reports published by the NSW Bureau of Crime Statistics and Research after 1993 are available free of charge on our website: www.lawlink.nsw.gov.au/bocsar. Hard copies of reports can be provided by post – a fee applies for statistical reports, legislative evaluations and some research reports. Crime and Justice Bulletins and Alcohol Studies Bulletins are available free of charge.

Statistical Reports (1991 to present) [fee applies]

Criminal Courts (Children's, Local and Higher Courts Statistics are contained in this report)

- NSW Criminal Courts Statistics – 1991 to present

Recorded Crime

- NSW Recorded Crime Statistics 1995 to present

Key Trends [fee applies]

- Key Trends in Crime and Justice 1993 to 1999 (last in series)

Policy Documents

- Information Service Operating Guidelines, revised 2005 (not available on website)
- BOCSAR Privacy Code, revised January 2003 (not available on website)

Legislative Evaluation Series (1985 to present) [fee applies]

- Crimes (Sexual Assault) Amendment Act 1981: Monitoring and Evaluation. Interim Report No.1 – Characteristics of the Complainant, the Defendant and the Offence (R. Bonney, 1985)
- Crimes (Sexual Assault) Amendment Act 1981: Monitoring and Evaluation. Interim Report No. 2: Court Outcome, Acquittals, Convictions and Sentence (R. Bonney, 1985)
- Crimes (Sexual Assault) Amendment Act 1981: Monitoring and Evaluation. Interim Report No. 3: Court Procedures (R. Bonney, 1987)
- NSW Summary Offences Act 1988 (R. Bonney, 1989)
- Domestic Violence: Impact of Legal Reform in NSW (J. Stubbs and D. Powell, 1989)
- NSW Sentencing Act (E. Matka, 1989)
- 'Dry Zones' and Crime in Walgett: An Evaluation of the Local Government (Street Drinking) Amendment Act 1990 (L. Burns, 1992)
- Criminal Victim Compensation : A Profile of Claims, Claimants and Awards (P. Salmelainen, 1993)
- Fine Default: Enforcing Fine Payment (R. Jochelson, 1995)
- Sentence Indication Scheme Evaluation – Final Report (D. Weatherburn, E. Matka & B. Lind, 1995)
- An Evaluation of the NSW Apprehended Violence Order Scheme (L. Trimboli & R. Bonney, 1997)
- An Evaluation of the NSW Youth Justice Conferencing Scheme (L. Trimboli, 2000)
- New South Wales Drug Court Evaluation: A Process Evaluation (S. Taplin, 2002)
- New South Wales Drug Court Evaluation: Health, Well-being and Participant Satisfaction (K. Freeman, 2002)
- New South Wales Drug Court Evaluation: Cost-effectiveness (B. Lind, D. Weatherburn, S. Chen, NSW Bureau of Crime Statistics and Research & M. Shanahan, E. Lancsar, M. Haas, R. De Abreu Lourenco, Centre For Health Economics Research and Evaluation, 2002)

Research Reports (1984 to present) [fee applies]

- Intoxicated Persons 1981 (1984)
- Bail Reform in NSW (J. Stubbs, 1984)
- Drugs and Crime (I. Dobinson and P. Ward, 1985)
- Fine Default (J. Houghton, 1985)

- The Impact of Random Breath Testing in NSW (J. Cashmore, 1985)
- Homicide: The Social Reality (A. Wallace, 1986)
- Soliciting in Darlinghurst (G. Travis, 1986)
- Prostitution: A Descriptive Literature Review (G. Travis, 1986)
- Bail and Drug Charges (D. Weatherburn, M. Quinn and G. Rich, 1987)
- Child Sexual Assault: The Court Response (J. Cashmore and M. Horsky, 1987)
- Drugs and Crime – Phase II (I. Dobinson and P. Ward, 1987)
- Criminal Justice in North-West New South Wales (C. Cunneen and T. Robb, 1987)
- Robbery (1987)
- Police Reports of Serious Assault in New South Wales (T. Robb, 1988)
- Appeals Against Sentence Severity, Sentencing Judgments of the NSW Court of Criminal Appeal (D. Weatherburn, 1988)
- Homicide 2 (R. Bonney, 1988)
- Buying and Selling Heroin – A Study of Heroin Users/Dealers (I. Dobinson and P. Poletti, 1989)
- Child Sexual Assault: The Court Response II (A. Goodwin, 1989)
- Questioning the Magistrate’s Decision: Sentencing and Conviction Appeals from the Local Court (C. Rizzo, 1989)
- Case Studies in Corporate Crime (R. Longdale, 1990)
- Police Reports of Non-Aggravated Assault in New South Wales (R. Bonney & L. Kery, 1991)
- School Arson in New South Wales (L. Burns, 1991)
- Planning Optimum Court Capacity (B. Lind, D. Weatherburn & J. Packer, 1990)
- Disadvantage and Crime in New South Wales (C. Devery, 1991)
- Domestic Violence in NSW: A Regional Analysis (C. Devery, 1992)
- Complaints Against Police in New South Wales (J. Stubbs, 1992)
- Mapping Crime in Local Government Areas: Assault and Break & Enter in Waverley (C. Devery, 1992)
- Family, Acquaintance and Stranger Homicide in New South Wales (M.T. Nguyen Da Huong & P. Salmelainen, 1993)
- A Computer Simulation Model of the District Criminal Court of New South Wales (I. Crettenden, J. Packer & S. Macalpine, 1993)
- Policing Pubs: Evaluation of a Licensing Enforcement Strategy (L. Burns & C. Courmarelos, 1993)
- Patterns of Motor Vehicle Theft (C. Devery, R. Jochelson & M.T. Nguyen Da Huong, 1993)
- Crime on the Rail System (R. Jochelson, 1994)
- Juvenile Offending: Predicting Persistence and Determining the Cost-Effectiveness of Interventions (C. Coumarelos, 1994)
- Sentence Disparity and its Impact on the NSW District Criminal Court (D. Weatherburn, 1994)
- Assaults on School Premises (L. Trimboli & R. Bonney, 1994)
- The Correlates of Offending Frequency: A Study of Juvenile Theft Offenders in Detention (P. Salmelainen, 1995)
- Sentence Indication Scheme Evaluation Interim Report – The Impact of the NSW Sentence Indication Scheme on Plea Rates and Case Delay (D. Weatherburn, 1995)
- Drug Law Enforcement Policy and its Impact on the Heroin Market (D. Weatherburn & B. Lind, 1995)
- The Criminal Justice Response to Sexual Assault Victims (A. Edwards, 1996)
- The Impact of Alcohol Sales on Violent Crime, Property Destruction and Public Disorder (R. Stevenson, 1996)
- Public Housing and Crime (E. Matka, 1997)
- Social and Economic Stress, Child Neglect and Juvenile Delinquency (D. Weatherburn & B. Lind, 1997)
- Crime & Place: An Analysis of Assaults and Robberies in Inner Sydney (R. Jochelson, 1997)
- The Stolen Goods Market in New South Wales (R. Stevenson & L. Forsythe, 1998)
- Juveniles in Crime – Part 1: Participation Rates and Risk Factors (J. Baker, 1998)
- Drug Law Enforcement: Its Effect on Treatment Experience and Injection Practices (D. Weatherburn, B. Lind & L. Forsythe, 1999)
- Managing Trial Court Delay: An Analysis of Trial Case Processing in the NSW District Criminal Court (D. Weatherburn & J. Baker, 2000)
- Validation of NSW Police Crime Statistics: A Regional Analysis (M. Chilvers & P. Doak, 2000)
- Drug Crime Prevention and Mitigation: A Literature Review and Research Agenda (D. Weatherburn, L. Topp, R. Midford & S. Allsopp, 2000)

- Simulating the New South Wales Criminal Justice System: A Stock & Flow Approach (B. Lind, M. Chilvers & D. Weatherburn, L. 2001)
- An Evaluation of the Safe City Strategy in Central Sydney (C, Coumarelos 2001)
- Factors Underlying Indigenous Arrest Rates (B. H. Hunter, Centre for Aboriginal Economic Policy Research, The Australian National University, Canberra, 2001)
- Evaluating police operations (1): A process and outcome evaluation of Operation Vendas (C. Jones & D. Weatherburn, 2004)
- The Cannabis Cautioning Scheme three years on: An implementation and outcome evaluation (J. Baker & D. Goh 2004)
- Ethics and the Governance of Criminological Research in Australia (Professor M. Israel, School of Law, Flinders University, Adelaide, 2004)
- School violence and its antecedents: interviews with high school students (A. Grunseit, D. Weatherburn & N. Donnelly, 2005)
- An evaluation of the NSW Child Sexual Assault Specialist Jurisdiction Pilot (J. Cashmore & L. Trimboli, 2005)

Crime and Justice Bulletins (1987 to present)

- Trends in Serious Crime in NSW (1987)
- Bail in NSW (1987)
- Heroin Use and Crime (1987)
- Criminal Prosecution Process in NSW (1987)
- Homicide (1988)
- Court Delay and Prison Overcrowding (1989)
- Arson in NSW (1990)
- Suicide (1990)
- Juvenile Justice and the Children's Court in New South Wales (1990)
- Sentencing Assault Offenders in the Higher Courts in New South Wales (1990)
- Uses and Abuses of Crime Statistics (E. Matka, November 1990)
- Domestic Violence in NSW (E. Matka, March 1991)
- Aspects of Malicious Damage (R. Bonney, March 1992)
- Imprisonment Rates in NSW and Victoria: Explaining the Difference (L. Babb, March 1992)
- Aspects of Demand for Criminal Court Time (D. Weatherburn & M.T. Nguyen Da Huong, April 1992)
- Stealing in NSW (P. Salmelainen, May 1992)
- Preventing Credit Card Fraud (R. Bonney, September 1992)
- Understanding Committal Hearings (P. Salmelainen, December 1992)
- Grappling with Court Delay (Don Weatherburn, January 1993)
- Adult Sexual Assault in NSW (P. Salmelainen & C. Coumarelos, July 1993)
- Trends in Homicide 1968 to 1992 (P. Gallagher, M.T. Nguyen Da Huong & R. Bonney, 1994)
- Women as Victims and Offenders (L. Trimboli, 1995)
- Why does NSW have a Higher Imprisonment Rate than Victoria (P. Gallagher, 1995)
- Household Break-ins and the Market for Stolen Goods (R. Jochelson, 1995)
- The Limits of Incapacitation as a Crime Control Strategy (J. Chan, 1995)
- Women in Prison (A. Edwards, 1996)
- Risk Management in Assembling Juries (B. Lind, 1996)
- Crime Perception and Reality: Public Perception of the Risk of Criminal Victimization in Australia (D Weatherburn, E. Matka & B. Lind, 1996)
- Methadone Maintenance Treatment as a Crime Control Measure (W. Hall, 1996)
- Measuring Trial Court Performance : Indicators for Trial Case Processing (D. Weatherburn, 1996)
- 'Home Invasions' and Robberies (P. Salmelainen, 1996)
- Young People and Crime (K. Freeman, 1996)
- Child Neglect: Its Causes and its Role in Delinquency (P. Salmelainen, 1996)
- Aborigines and Public Order Legislation in New South Wales (R. Jochelson, 1997)
- Anabolic Steroid Abuse and Violence (B. Maycock and A. Beel, 1997)
- Hung Juries and Majority Verdicts (P. Salmelainen, R. Bonney and D. Weatherburn 1997)
- Crime Trends in New South Wales: The Crime Victim Survey Picture (K. Freeman 1998)
- Mental Health and the Criminal Justice System (K. Freeman 1998)
- Measuring Crime Dispersion (M. Chilvers, 1998)
- Are the Courts becoming more lenient? Recent trends in convictions & penalties in NSW Higher and Local Courts (J. Baker, 1998)
- Cannabis and Crime: Treatment Programs for Adolescent Cannabis Use (L. Trimboli & C. Coumarelos, 1998)

- Predicting Violence Against Women: The 1996 Women's Safety Survey (C. Coumarelos & J. Allen, 1998)
- Crime Against International Tourists (J. Allen, 1999)
- Public Perception of Neighbourhood Crime in New South Wales (M. Chilvers, 1999)
- The Effect of Arrest on Indigenous Employment Prospects (B. Hunter and J. Borland, 1999)
- Heroin harm minimisation: Do we really have to choose between law enforcement and treatment (D. Weatherburn & B. Lind, 1999)
- Predicting Women's Responses to Violence: The 1996 Women's Safety Survey (C. Coumarelos & J. Allen, 1999)
- Performance Indicators for Drug Law Enforcement (D. Weatherburn, 2000)
- Drug Use Among Police Detainees (T. Makkai, J. Fitzgerald & P. Doak, 2000)
- New South Wales Drug Court Evaluation: Program and Participant Profiles (K. Freeman, R. Lawrence Karski and P. Doak, 2000)
- Community Survey of Willingness to Receive Stolen Goods (J. Allen, 2000)
- New South Wales Drug Court: Monitoring Report (S. Briscoe & C. Coumarelos, 2000)
- New South Wales Drug Court Evaluation: Interim Report on Health and Well-Being of Participants (K. Freeman, 2001)
- What Causes Crime? (D. Weatherburn, 2001)
- The Scope for Reducing Indigenous Imprisonment Rates (J. Baker, 2001)
- The Problem of Mobile Phone Theft (S. Briscoe, 2001)
- Firearms and Violent Crime in New South Wales (J. Fitzgerald, S. Briscoe & D. Weatherburn 2001)
- Does Prohibition Deter Cannabis Use? (D. Weatherburn & C. Jones, 2001)
- The Australian Heroin Drought and Its Implications for Drug Policy (D. Weatherburn, C. Jones, K. Freeman & T. Makkai, 2001)
- Preventing Corruption in Drug Law Enforcement (Justice James Wood AO, 2001)
- Trends in sentencing in the New South Wales Criminal Courts: 1990 – 2000 (J. Fitzgerald, 2001)
- Do targeted arrests reduce crime? (M. Chilvers and D. Weatherburn, 2001)
- Reducing Cannabis Consumption (C. Jones and D. Weatherburn, 2001)
- Law Enforcement's Role in a Harm Reduction Regime (J. P. Caulkins – Carnegie Mellon University, H. John Heinz III School of Public Policy and Management RAND, Drug Policy Research Centre, 2002)
- Multiple drug use among police detainees (Jacqueline Fitzgerald and Marilyn Chilvers, 2002)
- Hung juries and aborted trials: An analysis of their prevalence, predictors and effects (Joanne Baker, Adrian Allen and Don Weatherburn, 2002)
- Crime increases in perspective: The regional dispersion of crime in NSW, 2001 (M. Chilvers, 2002)
- Absconding on bail (Marilyn Chilvers, Jacqui Allen and Peter Doak, Number 68, May 2002)
- Reducing Juvenile Crime: Conferencing versus Court (G. Luke and B. Lind, 2002)
- Recent Trends in Recorded Crime and Police Activity in Cabramatta (M. Chilvers, V. Korabelnikoff & M. Ramsay, 2002)
- What Lies Behind the Growth in Fraud (M. Chilvers, 2002)
- Drug Use Monitoring in New South Wales: The First Two Years (K. Freeman & J. Fitzgerald, 2002)
- The impact of abolishing short prison sentences (Bronwyn Lind and Simon Eyland, Number 73, August, 2002)
- Unemployment duration, schooling and property crime (B. Chapman, D. Weatherburn, C.A. Kapuscinski, M. Chilvers and S. Roussel, Number 74, December 2002)
- Driving under the influence of cannabis in a New South Wales rural area (Craig Jones, Karen Freeman and Don Weatherburn, Number 75, May, 2003)
- The New South Wales Criminal Justice System Simulation Model: Further Developments (Jonathan Clark and Bronwyn Lind, Number 76, May 2003)
- Sentencing high-range PCA drink drivers in NSW (David Saffron and Marilyn Chilvers, Number 77, August 2003)
- Contact with the New South Wales court and prison systems: The influence of age, Indigenous status and gender (Don Weatherburn, Bronwyn Lind and Jiuzhao Hua, Number 78, August, 2003)
- The impact of heroin dependence on long-term robbery trends (Marilyn Chilvers and Don Weatherburn, Number 79, October, 2003)
- Public Perceptions of Crime Trends in New South Wales and Western Australia (Don Weatherburn, and David Indermaur, Number 80, March, 2004)

- Sentencing drink-drivers: The use of dismissals and conditional discharges (Steve Moffatt, Don Weatherburn, and Jacqueline Fitzgerald, Number 81, February 2004)
 - Long-term trends in trial court delay in NSW (Yeh Yeau Kuan, Number 82, August 2004)
 - Evaluation of the Bail Amendment (Repeat Offenders) Act 2002 (Jacqueline Fitzgerald and Don Weatherburn, Number 83, August 2004)
 - The deterrent effect of capital punishment: A review of the research evidence (Janet Chan and Deborah Oxley, School of Social Science and Policy, University of New South Wales, Number 84, October 2004)
 - What caused the recent drop in property crime? (Steve Moffatt, Don Weatherburn and Neil Donnelly Number 85, February 2005)
 - The transition from juvenile to adult criminal careers (Shuling Chen, Tania Matruglio, Don Weatherburn and Jiuzhao Hua, Number 86, May 2005)
 - Driving under the influence of cannabis: The problem and potential countermeasures (Craig Jones, Neil Donnelly, Wendy Swift and Don Weatherburn, Number 87, September 2005)
 - Early-phase predictors of subsequent program compliance and offending among NSW Adult Drug Court participants (Karen Freeman and Neil Donnelly, Number 88, October 2005)
 - Trends and patterns in domestic violence (Julie People, Number 89, October 2005)
 - Long-term trends in property and violent crime in NSW: 1990-2004 (Steve Moffatt and Suzanne Poynton, Number 90, January 2006)
 - Risk of re-offending among parolees (Craig Jones, Jiuzhao Hua, Neil Donnelly, Judy McHutchison and Kyleigh Heggie, Number 91, January 2006)
 - The attrition of sexual offences from the New South Wales criminal justice system (Jacqueline Fitzgerald, Number 92, January 2006)
 - How much crime does prison stop? The incapacitation effect of prison on burglary (Don Weatherburn, Jiuzhao Hua and Steve Moffatt, Number 93, January 2006)
 - Victims of abduction: patterns and case studies (Jacqueline Fitzgerald and Julie People, Number 94, July 2006)
 - Matching court records to measure reoffending (Jiuzhao Hua and Jacqueline Fitzgerald, Number 95, July 2006)
 - Generation Y and crime: a longitudinal study of contact with the NSW criminal courts before the age of 21 (Jiuzhao Hua, Joanne Baker and Suzanne Poynton, Number 96, August 2006)
 - The relationship between methamphetamine use and violent behaviour (Rebecca McKetin, Jennifer McLaren, Steven Riddell and Lisa Robins, National Drug and Alcohol Research Centre, UNSW, Number 97, July 2006)
 - Firearms and violent crime in New South Wales, 1995-2005 (Sarah Williams and Suzanne Poynton, Number 98, August 2006)
 - Indigenous over-representation in prison: the role of offender characteristics (Lucy Snowball and Don Weatherburn, Number 99, September 2006)
 - Malicious damage to property offence in New South Wales (Mark Howard, Number 100, September 2006)
 - The relationship between petrol theft and petrol prices (Steve Moffatt and Jacqueline Fitzgerald, Number 101, September 2006)
 - Child sexual assault trials: a survey of juror perceptions (Judy Cashmore and Lily Trimboli, Number 102, September 2006)
 - Reoffending among young people cautioned by police or who participated in a youth justice conference (Sumitra Vignaendra and Jacqueline Fitzgerald, Number 103, October 2006)
 - The economic and social factors underpinning Indigenous contact with the justice system: results from the 2002 NATSISS survey (Don Weatherburn, Lucy Snowball and Boyd Hunter, Number 104, October 2006)
- Alcohol Studies Bulletins (2001 to present)
- Temporal and Regional Aspects of Alcohol-Related Violence and Disorder (S. Briscoe and N. Donnelly, 2001)
 - Assaults on licensed premises in inner-urban areas (S. Briscoe and N. Donnelly, 2001)
 - Young Adults' Experience of Responsible Service Practice in New South Wales (N. Donnelly and S. Briscoe, 2002)
 - Liquor Licensing Enforcement Activity in New South Wales (Suzanne Briscoe and Neil Donnelly, Number 4, June, 2003)
 - The impact of increased drink-driving penalties on recidivism rates in NSW, (Suzanne Briscoe, Number 5, May 2004)

- The role of alcohol in injuries presenting to St Vincent's Hospital Emergency Department and the associated short-term costs (Suzanne Poynton, Neil Donnelly, Don Weatherburn, Gordian Fulde & Linda Scott, Number 6, December 2005)
- Costing alcohol-related injuries presenting to St Vincent's Hospital Emergency Department – A methodological note (Suzanne Poynton, Neil Donnelly, Don Weatherburn, Gordian Fulde & Linda Scott, Number 7, December 2005)
- Liquor outlet concentrations and alcohol-related neighbourhood problems (Neil Donnelly, Suzanne Poynton, Don Weatherburn, Errol Bamford & Justin Nottage, Number 8, April 2006)

Community Justice Centres

- Community Justice Centres Annual Report 2004/2005
- Community Justice Centres Annual Report 2003/2004
- Community Justice Centres Annual Report 2002/2003
- Community Justice Centres Annual Report 2001/2002
- Community Justice Centres Annual Report 2000/2001
- Community Justice Centres Annual Report 1999/2000
- Blewun with Sumwun? CJC Aboriginal and Torres Strait Islander Service
- Community Justice Centres: Business Plan 2000-2002
- Community Justice Centres Information Package – Brief Overview
- Are you fighting or arguing with someone? Here's how mediation can help you. (translations in 20 community languages)
- Got a Prickly Problem?
- State and Regional newsletters
- CJC 2006 Training calendar
- Disputes involving domestic violence
- Management of Aggressive clients
- Local Court and CJsCs referral Protocols
- Use of Interpreters
- Assigning Mediators to work
- Client Charter
- Support People Policy
- Mediator Accreditation
- Code of Professional Conduct
- Casual Employment Policy

Legal and Community Services Division (formerly Community Relations Division)

(All documents available on LSCD website unless otherwise indicated)

- Legal and Community Relations Commitment to the Community (formerly 'Community Relations Division Commitment to the Community')
 - Complaints Policy
 - Annulment of Criminal Conviction – information sheet
 - Charitable Trusts Act 1993 – Guidelines for Practitioners
 - Crown Copyright Guidelines
 - Ex Gratia Payments – information sheet
 - Guidelines for applicants in Costs in Criminal Cases
 - Guidelines on the Suitors' Fund in New South Wales
 - Inquiry into a Conviction or Sentence – information sheet
 - Guidelines for Justices of the Peace
 - Handbook for Justices of the Peace in New South Wales
 - Functions of Justices of the Peace – information sheet
 - Privacy Management Plan
 - Remission of Fines – information sheet
 - Policy for Applications for Remission of Unexpired Period of Driving Disqualification [not on website]
 - Statement of Affairs under the Freedom of Information Act 1989
 - Guidelines on applying for Freedom of Information in New South Wales
- LCSD Factsheets 'Frequently asked Questions' [available on the LCSD website]
- What is the Civil Liability Act?
 - Complaints about NSW Court Staff, Judicial officers, Tribunal Members and lawyers
 - Court Decisions
 - Criminal Records and Spent convictions

- Decisions of the Director of Public Prosecutions
- Double Jeopardy and the DNA Review Panel
- Applying for Legal Aid
- Perjury
- Debt Recovery

Compensation Court of NSW

- Compensation Court Registry Mission Statement
- Compensation Court of NSW – Annual Review 1998, 1999, 2000 and 2001 and 2002
- Protocol for the use of Video Courtrooms in the Compensation Court, October 1999
- Protocol for the use of the Video Courtroom in the Compensation Court by other Courts and Tribunals, December 1999
- Summary of Leave Conditions and Entitlements for Compensation Court and Dust Diseases Tribunal Staff, May 2000
- Compensation Court Video Link Checklist, 26 May 2000
- Application for Determination Information Sheet
- Metropolitan Listing Process Information Sheet
- Country Circuits Listing Process Information Sheet
- Medical Panel Information brochure
- Feedback/Complaints Forms (customised forms for Sydney, Parramatta, Wollongong, Newcastle and Medical Section)
- Compensation Court Reports Volumes 1 to 24
- Court Calendar 2003

Corporate Human Resources Division

Please refer to Human Resources Branch

- Aboriginal and Torres Strait Islander Employment Strategy
- Aboriginal and Torres Strait Islander Employment Strategy summary sheet
- Code of Conduct and Ethics
- EEO Annual Report for year ended 30.6.04
- EEO Strategic Management Plan 2004-06
- Graduate Recruitment Program (on Lawlink website)
- Guide for Job Applicants (on Lawlink website, and hardcopy policy)
- Guide to Gifts Information Sheet
- Interpreter Guidelines
- OH&S Policy
- Part time Work Policy
- Reasonable Adjustment Guidelines
- Recruiting People with a Disability Guidelines
- Recruitment and Selection Policy
- Temporary Staffing Policy
- Work Experience Policy and Guidelines
- Working for Us (on Lawlink website)

Corporate Records and Information Management

- Attorney General's Guidelines – Making Access Directions under the State Records Act 1998 [2005] [webpage] [no fee applies]
 - Records Disposal Kit – Guidelines for Business Centres on the management & disposal of administrative records [2006] [no fee applies]
 - Policy – Corporate Records Classification and Control [2006] [webpage] [no fee applies]
- The AGD Records Management Policy is still under development and will be published in 2007.

Corporate Services

Including Communications Unit

- Attorney General's Department Annual Report 2005-06 (on Lawlink website)
- Attorney General's Department Annual Report 2004-05 (on Lawlink website)
- Attorney General's Department Annual Report 2003-04 (on Lawlink website)
- Attorney General's Department Annual Report 2002-03 (on Lawlink website)
- Attorney General's Department Annual Report 2001-02 (on Lawlink website)
- Attorney General's Department Annual Report 1998 – 2001 (on Lawlink website)

Court Services Division

(Incorporates District Court, Local Courts, Dust Diseases Tribunal, Office of the NSW Sheriff, Children's Court Clinic)

Children's Court Clinic

- Authorised Clinician Handbook
- Procedures regarding client interviews at the Children's Court Clinic

Complaints Policy and Procedures

- Records and Privacy Management Plan (Currently under review)
- Brochure – Assessment and Reports
- Brochure – Who we are and what we do

District Court of NSW

- District Court of New South Wales Strategic Plan
- Criminal Business Committee Business Plan
- Civil Business Committee Business Plan
- Resources Committee Business Plan
- Professional Standards Committee Business Plan
- District Court of New South Wales – Annual Review 2005
- District Court Practice Notes
- Guidelines for Waiver, Remission and Postponement of Fees
- Sydney Civil Listing Guidelines
- Client Contact Guidelines
- Litigation Searches – Policy
- Delegated Powers of Registrars
- Delegations (Sydney Registry) – Passports and Bail
- Standard Directions – Hearing and Arbitration
- Standard Directions- Show Cause Hearings
- Standard Directions – Commercial List default order

Dust Diseases Tribunal of New South Wales

- Dust Diseases Tribunal Practitioner's Guide
- Dust Diseases Practice Collection / Dust Diseases Select Advice to Practitioners
- Fees and Forms

Local Courts

- Local Courts Civil Claims / Criminal Filing Fees 2005
- Chief Magistrate's Practice Notes 2000-2006
- Guidelines for the waiver, remission and postponement of fees
- Local Courts/Civil Claims/ Criminal filing fees
- Local Courts of NSW Annual Review 2005
- Payment of Fees by Government and other Agencies
- Coroner's Court Brochure
- Report by the NSW State Coroner into deaths in custody/police operations 2005

Facts Sheets**Apprehended Violence Orders (AVO's) –**

- Information for person in need of protection (Domestic Violence)
- Information for person in need of protection (Personal Violence)
- Informants for defendants
- Interim Apprehended Violence Orders
- Appeals and Apprehended Violence Order
- Changing or Cancelling Apprehended Violence Orders

Civil Claims & Debt Recovery

- Commencing Legal Action to Recover a Debt
- Guide to Serving a Statement of Claim
- Defending a Claim
- How to enforce payment of a Judgment Debt

Criminal Procedures in the Local Court

- Going to Court for a Criminal Matter
- Types of Penalties Imposed in the Local Court
- Getting Time to Pay a Fine
- Application to Review a criminal Case Heard in the Absence of the Defendant
- Being a Bail Guarantor

Neighbourhood Problems

- How to Deal with Problems with Trees
- How to Deal with Noise Problems
- How to Deal with Problems with Fences

Sheriff

- Auctions
- Court Security
- Employment Information
- Recovery of Unpaid Debts – information sheet [on Lawlink website]
- Downing Centre Court Complex: Service Directory
- Policy and Code of Practice: Closed Circuit Television (CCTV) Surveillance
- Fine Enforcement
- Jury Exemptions
- Jury Duty – Frequent Questions
- Jury Summons Brochure
- Our Jury – Our Values (juror induction video available for viewing)
- Payments

Crime Prevention Division

- Preventing Violence – A review of the literature on violence and violence prevention www.lawlink.nsw.gov.au/cpd.nsf/pages/violreport_index
- Safer Communities Development Fund: Guidelines for Grant Applicants www.lawlink.nsw.gov.au/cpd.nsf/pages/cpdgrantsindex
- Guide 1: How to Develop Local Crime Prevention Plans under the Children (Protection and Parental Responsibility) Act 1997 www.lawlink.nsw.gov.au/cpd.nsf/pages/cpddevelopindex
- Guide 2: Applying for Safer Community Compacts under the Children (Protection and Parental Responsibility) Act 1997 www.lawlink.nsw.gov.au/cpd.nsf/pages/cpdsafer3
- Guide 3: Applying for Operational Areas under the Children (Protection and Parental Responsibility) Act 1997. www.lawlink.nsw.gov.au/cpd.nsf/pages/cpdoperationindex
- Juvenile Crime in NSW: A Review of the Literature 1996 www.lawlink.nsw.gov.au/cpd.nsf/pages/cpdreviewindex
- Juvenile Crime Prevention Strategic Plan: Consultation Report 1996 www.lawlink.nsw.gov.au/cpd.nsf/pages/jjdcindex
- Crime Prevention Resource Manual www.lawlink.nsw.gov.au/cpd.nsf/pages/moduleindex
- NSW Crime Prevention Division: Building Partnerships to Strengthen Communities (information brochure)
- Crime Prevention Program Directory www.lawlink.nsw.gov.au/cpd.nsf/pages/directorynsw_index
- Safer Communities Development Fund: Summary of Projects as at June 1999 www.lawlink.nsw.gov.au/cpd.nsf/pages/cpdgrants12
- Working with the Gay, Lesbian and Transgender Communities in NSW. A report on consultations with these communities. www.lawlink.nsw.gov.au/cpd.nsf/pages/gltcommunities_intro
- The Impact of Crime Prevention on Aboriginal Communities. A report prepared by Chris Cunneen for the Crime Prevention Division. www.lawlink.nsw.gov.au/cpd.nsf/pages/alr_index
- Evaluation of the NSW Government Policy Statement and Guidelines for Closed Circuit Television (CCTV) in Public Places – Final Report. www.lawlink.nsw.gov.au/cpd.nsf/pages/cctvfp_index
- Evaluation of a Mentoring Program for Young Juvenile Crime Offenders – Challenges for Evaluation Design. www.lawlink.nsw.gov.au/cpd.nsf/pages/presentation10_menteval
- Executive Summary of Mentoring Program Evaluation – Mentoring for Young Offenders – November 2002. www.lawlink.nsw.gov.au/cpd/nsf/files/YOM.Exec%summary
- Legal Art – A showcase of Beat Graffiti Grants Scheme Projects www.lawlink.nsw.gov.au/cpd
- Crime prevention on Farms. A series of 11 Information sheets describing specific aspects of reducing opportunities for crime on farms. Compiled by the Institute of Rural Futures – University of New England – October 2002. www.lawlink.nsw.gov.au/cpd
- Skools Out – A report from the Skools Out Forum on Homophobic Bullying and Harassment in and around Schools – November 2002. www.lawlink.nsw.gov.au/cpd
- Aboriginal Community Patrols – a practical guide. May 2003 www.lawlink.nsw.gov.au/cpd
- NSW MERIT Program – Magistrates Early Referral into Treatment – April 2002
- Evaluation of the Lismore Magistrates Early Referral into Treatment (MERIT) Pilot Program: Final Report – October 2003 www.lawlink.nsw.gov.au/cpd
- You Shouldn't Have to Hide to be Safe: A Report on Homophobic Hostilities and Violence Against Gay Men and Lesbians in NSW – December 2003 www.lawlink.nsw.gov.au/cpd

- Partners In Crime Prevention – Newsletter of the Crime Prevention Division – quarterly publication from April 2000 to October 2003

Criminal Law Review Division

(All the policy documents are available on the Criminal Law Review Division webpage)

- Discussion Paper: Drink Spiking, Model Criminal Code Officers' Committee of the Standing Committee of Attorneys-General (March 2006)
- Responding to sexual assault: the way forward, Criminal Justice Sexual Offences Taskforce (December 2005)
- NSW Interagency Plan for Better Mental Health (August 2005)
- New Developments in child protection- Child Protection Prohibition Orders Lloyd Babb, Director of the Criminal Law Review Division and Crown Prosecutor (July 2005)
- Assault Retrials – Tendering the original trial record of the evidence of the complainant – Lloyd Babb, Director (June 2005)
- Diversion of the cognitively impaired or mentally ill defendant: summary disposal of criminal offences under s32 Mental Health (Criminal Procedure) Act 1990 – Mary Spiers, Senior Policy Officer (March 2004)
- Advice to the Attorney General: Safeguards in Relation to Proposed Double Jeopardy Legislation – Acting Justice Jane Matthews (November 2003)
- Review to consider the Merits of Establishing a Gun Court in NSW – The Hon Gordon Samuels AC CVO QC (2003)
- Independent Review of the Crimes (Forensic Procedures) Act 2000 – Professor Mark Findlay (April 2003)
- Standard Non-Parole Sentencing and Guideline Judgments: Where to from here? – (Updated November 2003)
- The Consolidation of Law Enforcement Powers – (Updated February 2004)
- Sexual Review of the Law of Manslaughter in NSW – (April 2003)
- Sentencing Information Package – to assist victims of crime in understanding the sentencing process (May 2003)
- Crimes Legislation Amendment Act 2002 – (December 2002)
- Recently Introduced Amendments to the Crimes Act and other reforms – Paper delivered to the College of Law (2002)
- The Bail Amendment (Repeat Offenders) Bill – Paper delivered to the Institute of Criminology (2002)
- People with an Intellectual Disability – Giving Evidence in Court – Committee on Intellectual Disability and the Criminal Justice System (June 2002)
- A Review of the Law on the Age of Criminal Responsibility of Children (January 2000)
- Discussion Paper: Apprehended Violence Order – A Review of the Law (August 1999)
- Homosexual Advance Defence: Final Report of the Working Party (September 1998)

Diversity Services Unit

- Culturally and Linguistically Diverse Communities Access Plan 2006 – 2008 (CALD CAP)
- Summary of the CALD CAP
- Disability Strategic Plan 2006 – 2008 (DSP)
- Can you hear in the courtroom? – brochure on how to request hearing assistance in the court
- Posters notifying clients in our front line services areas that they can ask for disability related assistance
- “So you have to go to court!” – DVD, Video and Resource Kit. (Materials are also on-line)
- Posters notifying clients in our front line service areas about the ‘So you have to go to Court!’ video.
- Capacity Discussion Paper March 2006
- People with disability Request for Court Assistance – brochure and application form.

Finance & Strategy Branch

- Results & Services Plan 2006-07

Human Resources Branch

Previously known as Corporate Human Resources

Employment and Conditions

- Part time Work Policy
- Secondary employment Policy and Guidelines
- Temporary Staffing Policy

Equity and Diversity

- Code of Conduct and Ethics
- Community Language Allowance Scheme
- Corruption Prevention Strategy
- Days of Religious Significance
- EEO Annual Reports
- EEO Strategic Management Plan 2006 – 2009
- Email and Internet Use – Code of Practice
- Guide to Gifts Information Sheet
- Harassment Prevention Policy
- Interpreters Guidelines
- Work Experience Policy and Guidelines

Occupational Health, Safety and Rehabilitation

- Prevention of Workplace Bullying Policy
- Prevention of Workplace Violence Guidelines
- Sexual Harassment Policy

Recruitment

- Aboriginal and Torres Strait Islander Employment Strategy
- Aboriginal and Torres Strait Islander Guide for Applicants
- Graduate Recruitment Program (on Lawlink website)
- Guide for Job Applicants (on Lawlink)
- Guide for Selection Committee Members
- Reasonable Adjustment Guidelines
- Recruiting People with a Disability
- Recruitment and Selection Policy
- Summer Clerkship Scheme (on Lawlink)
- Temporary Staffing Policy
- Working for Us (on Lawlink)

Industrial Relations Commission of New South Wales

All documents and publications are available from the Commission's website at www.lawlink.nsw.gov.au/irc.

- Fact Sheet – Making an Unfair Dismissal Claim
- Guarantee of Service
- Annual Report of the President of the Industrial Relations Commission
- Industrial Gazette
- List of Awards in Force
- Index of Registered Industrial Organisations
- Procedures for a Support Wage System Special Wage Permit – March 1995
- CITIS User Manual
- A Guide to Conciliation of Unfair Dismissal Claims
- What happens if conciliation fails?
- Guide to preparing for Arbitration of Unfair Dismissals
- Notes to Assist Parties preparing Statements for Unfair Dismissal Matters
- Information for Applicants – Unfair Dismissal Procedure
- Information for Respondents – Unfair Dismissal Procedure
- Special Wage Permits
- Part Time Work Agreements
- A Guide to the registration responsibilities of Employers under the Clothing Trades (State) Award
- NSW Enterprise Agreements
- NSW Industrial Gazette Online
- List of NSW Awards and Contract Determinations
- Registered Industrial Organisations and Peak Councils
- Notes on Advice and representation
- Guide to the Industrial Relations Commission (History, Purpose and Function, Members, Industrial Registry)
- Daily Court Lists
- Judgments
- Procedures and Legislation

Land and Environment Court of NSW

All documents are available on the Land and Environment Court of NSW website www.lawlink.nsw.gov.au/lec unless otherwise stated:

- Land and Environment Court of NSW Annual Review 2001 (publication only)
- Land and Environment Court of NSW Annual Review 2002 (publication and online)
- Land and Environment Court of NSW Annual Review 2003 (publication and online)
- Land and Environment Court of NSW Annual Review 2004 (publication and online)
- Land and Environment Court of NSW Annual Review 2005 (publication and online)
- Appeal Information Sheets: Compensation for Resumption of land
- Appeal Information Sheets: Development Applications
- Appeal Information Sheets: Modification appeals – guidelines
- Appeal Information Sheets: Orders
- Appeal Information Sheets: Rates notices
- Appeal Information Sheets: Valuation objections
- eCallover Protocol
- eCourt User's Manual
- Forms and Fees
- Frequently Asked Questions – About the Court
- Frequently Asked Questions – eCourt
- Frequently Asked Questions – Mediation
- Frequently Asked Questions – On-Site Hearings
- Guide to the availability of interpreters
- Guide to Video Links at the Court
- Land and Environment Court of NSW Practice Directions
- Land and Environment Court of NSW Practice Notes
- Land and Environment Court of NSW Standard Directions
- Legal advice and assistance – a referral guide
- Litigants in person in the Land and Environment Court of NSW
- Media (Court information) Guide for the LEC
- Report of the Land and Environment Court Working Party – September 2001
- Video Links
- What is Alternative Dispute Resolution (ADR)?

LawAccess

- Fact sheets: Need legal help? (translated)
- Need legal help? (English)
- When will LawAccess NSW provide legal advice?

Pamphlets:

- Need legal help? Poster (A3 size that advertises LawAccess NSW)
- Need legal help? Wallet card
- Guide to the Law on the Internet – NSW

Policies

- Policies, Procedures and Standards Manual for Customer Service and Legal Officers
- Law Access NSW Complaints Handling policy
- Law Courts Library
- Law Courts Library Document Supply: Service Guide [webpage]
- Law Courts Library Rules [webpage]
- Library Access for Non Court staff (Legal Practitioners & Libraries) [webpage]

Attorney General's Department Law Libraries

- Guarantee of Service
- Access [webpage]
- Loans/Document Supply Service [webpage]
- Photocopying & Printing [webpage]

Downing Centre Library

- Rules [webpage]

NSW Law Reform Commission

REPORTS

<i>No.</i>	<i>Report</i>	<i>Publication date</i>
112	Uniform Evidence Law	December 2005
111	Majority Verdicts	August 2005
110	Uniform Succession Laws: Family Provision	May 2005
109	Expert Witnesses	June 2005
106	Community Justice Centres	February 2005
105	Time Limits on Loans Payable on Demand	October 2004
103	Apprehended Violence Orders	October 2003
102	Sentencing: Corporate Offenders	June 2003
101	Questioning of Complainants by Unrepresented Accused in Sexual Assault Trials	June 2003
100	Contempt by Publication	June 2003
99	Complaints Against Lawyers: An Interim Report	April 2001
98	Surveillance: An Interim Report	February 2001
97	The Rule in Pigot's Case	January 2001
96	Sentencing: Aboriginal Offenders	October 2000
95	The Right to Silence	July 2000
94	Set-Off	February 2000
93	Review of Section 316 of the Crimes Act 1900 (NSW)	December 1999
92	Review of the Anti-Discrimination Act 1977 (NSW)	November 1999
91	Review of the Disability Services Act 1993 (NSW)	July 1999
90	Review of the Community Services (Complaints, Appeals and Monitoring) Act 1993 (NSW)	July 1999
89	Contribution Between Persons Liable for the Same Damage	March 1999
88	Neighbour and Neighbour Relations	November 1998
87	Review of s 409B of the Crimes Act 1900	November 1998
86	Circulation of Legal Advice to Government	March 1998
85	Uniform Succession Laws: The Law of Wills	April 1998
84	The Right to Support From Adjoining Land	December 1997
83	Partial Defences to Murder: Provocation and Infanticide	October 1997
82	Partial Defences to Murder: Diminished Responsibility	May 1997
81	Review of the Adoption of Children Act 1965 (NSW)	March 1997
80	People with an Intellectual Disability and the Criminal Justice System	December 1996
79	Sentencing	December 1996
78	Provisional Damages	September 1996
77	Directed Verdicts of Acquittal	August 1996
76	Torrens Title: Compensation for Loss	June 1996
75	Defamation	September 1995
74	Blasphemy	November 1994
73	Unilateral Severance of a Joint Tenancy	July 1994
72	Barristers' Practising Certificates	February 1994
71	Right of Access to Neighbouring Land	April 1994
70	Scrutiny of the Legal Profession: Complaints Against Lawyers	February 1993
69	Review of the Adoption Information Act 1990 + Summary Report	July 1992
68	Community Law Reform Program Nineteenth Report: Wills for Persons Lacking Will-Making Capacity	February 1992
67	Alternative Dispute Resolution: Training and Accreditation of Mediators	September 1991
66	Criminal Procedure: Police Powers of Detention and Investigation after Arrest	December 1990
65	Community Law Reform Program Eighteenth Report: Contribution Among Wrongdoers — Interim Report on Solidary Liability	July 1990
64	Community Law Reform Program Seventeenth Report: Damages for Vendor's Inability to Convey Good Title — The Rule in <i>Bain v Fothergill</i>	July 1990
63	Community Law Reform Program Sixteenth Report: Jurisdiction of Local Courts Over Foreign Land	June 1988
62	Informed Decisions About Medical Procedures (Published jointly with the Law Reform Commission of Victoria: VLRC Report 24 and the Australian Law Reform Commission: ALRC Report 50)	June 1989
61	Names: Registration and Certification of Births and Deaths	December 1988

60	Artificial Conception Third Report: Surrogate Motherhood	December 1988
59	Community Law Reform Program Fifteenth Report: Dividing Fences	December 1988
58	Artificial Conception Second Report: In Vitro Fertilization + Outline	July 1988
57	Community Law Reform Program Fourteenth Report: Representations as to Credit	June 1988
56	Evidence	June 1988
55	Community Law Reform Program Thirteenth Report: Liability of Highway Authorities for Non-Repair	December 1987
54	Community Law Reform Program Twelfth Report: Disposal of Uncollected Goods	November 1988
53	Community Law Reform Program Eleventh Report: Restitution of Benefits Conferred Under Mistake of Law	July 1987
52	Community Law Reform Program Tenth Report: Liability for Injuries Caused by Dogs	June 1988
51	Second Report on the Sale of Goods	May 1987
50	Community Law Reform Program Ninth Report: Limitation of Actions for Personal Injury Claims	October 1986
49	Artificial Conception First Report: Human Artificial Insemination	July 1986
48	Criminal Procedure: The Jury in a Criminal Trial	March 1986
47	Community Law Reform Program Eighth Report: Wills — Execution and Revocation	March 1986
46	Community Law Reform Program Seventh Report: Attachment of Moneys Deposited with Building Societies and Credit Unions	December 1985
45	Criminal Procedure: Unsworn Statements of Accused Persons	October 1985
44	Fourth Report on the Legal Profession: Solicitors' Trust Accounts + Outline	December 1984
43	Report on Accident Compensation: A Transport Accidents Scheme for NSW (Volumes 1 and 2) + Outline	October 1984
42	Community Law Reform Program Sixth Report: Conscientious Objection to Jury Service	December 1984
41	Accident Compensation Interim Report: Workers' Compensation (Amendment) Bill 1982 and Cognate Bills	June 1983
40	Community Law Reform Program Fifth Report: Passing of Risk Between Vendor and Purchaser of Land	March 1984
39	Community Law Reform Program Fourth Report: Sound Recording of Proceedings of Courts and Commissions The Media, Authors and Parties	March 1984
38	The Magistracy Interim Report: First Appointments as Magistrates Under the Local Courts Act 1982	September 1983
37	Community Law Reform Program Third Report: Service of Civil Process on Sunday	August 1983
36	De Facto Relationships + Outline	June 1983
35	Community Law Reform Program Second Report: Interest on Certain Debts	February 1983
34	Community Law Reform Program First Report: Insurance Contracts – Non-Disclosure and Misrepresentation	February 1983
33	Third Report on the Legal Profession: Advertising and Specialisation + Outline	July 1982
32	Second Report on the Legal Profession: Complaints, Discipline and Professional Standards + Outline	April 1982
31	First Report on the Legal Profession: General Regulation and Structure + Outline	April 1982
30	Incorporation of Associations	January 1982
29	The Rule Against Hearsay + Outline	May 1978
28	The Testator's Family Maintenance and Guardianship of Infants Act 1916	June 1977
27	Commercial Arbitration	September 1976
26	Perpetuities and Accumulations	June 1976
25	Frustrated Contracts + Summary	June 1976
24	Proceedings By and Against the Crown + Outline	December 1975
23	The Land and Valuation Court	June 1975
22	The Coroners Act 1960	June 1975
21	Third Report on the Limitation of Actions: Special Protections	May 1975
20	Powers of Attorney and Unsoundness of Body or Mind	January 1975
19	Special Constables	July 1974

18	Powers of Attorney	June 1974
17	Evidence: Business Records	July 1973
16	Right of Appeal from Decisions of Administrative Tribunals and Officers + Summary	December 1972
15	First Report on the Sale of Goods	April 1972
14	Second Report on Supreme Court Procedure	October 1971
13	Law and Equity	October 1971
12	Second Report on the Limitation of Actions	June 1971
11	Defamation	February 1971
10	First Report on Statute Law Revision	December 1970
9	Covenants in Restraint of Trade	June 1970
8	Civil Liability for Animals	June 1970
7	First Report on Supreme Court Procedure	August 1969
6	Infancy in Relation to Contracts and Property	July 1969
5	Options in Leases	September 1968
4	Application of Imperial Acts	November 1967
3	First Report on the Limitation of Actions	October 1967
2	Proposed Amendments to the Legal Practitioners Act: 1898-1960	December 1966
1	Application for Writs of Habeas Corpus and Procedure to be Adopted	September 1966

DISCUSSION PAPERS

<i>No.</i>	<i>Discussion Paper</i>	<i>Publication date</i>
47	Review of the Uniform Evidence Acts (Published jointly with the Australian Law Reform Commission (DP 69) and the Victorian Law Reform Commission)	July 2005
46	Blind or Deaf Jurors	February 2004
45	Apprehended Violence Orders: Part 15A of the Crimes Act 1900	November 2002
44	Review of the Property (Relationships) Act 1984	April 2002
43	Contempt by publication + Summary	July 2000
42	Uniform Succession laws: administration of estates of deceased persons	September 1999
41	Right to Silence	May 1998
40	Set-off	March 1998
39	Review of Section 316 of the Crimes Act 1900 (NSW)	December 1997
38	Contribution Between Persons Liable for the Same Damage	September 1997
37	Directed Verdicts of Acquittal	June 1995
36	Barratry, Maintenance and Champerty	May 1994
35	People with an Intellectual Disability and the Criminal Justice System: Courts and Sentencing Issues	October 1994
34	Review of the Adoption of Children Act 1965 (NSW)	April 1994
33	Sentencing	April 1996
32	Defamation	August 1993
31	Provocation, Diminished Responsibility and Infanticide	August 1993
30	Review of the Anti-Discrimination Act	February 1993
29	People with an Intellectual Disability and the Criminal Justice System: Policing Issues	September 1993
28	Personal Property Securities (Published jointly with the Australian Law Reform Commission: ALRC DP 52)	August 1992
27	Right to Support by Adjoining Land	August 1992
26	Scrutiny of the Legal Profession: Complaints Against Lawyers	May 1992
25	Community Law Reform Program: Provisional Damages	January 1992
24	Blasphemy	February 1992
23	Community Law Reform Program: Unilateral Severance of a Joint Tenancy	September 1991
22	Community Law Reform Program: Neighbour and Neighbour Relations	April 1991
21	Alternative Dispute Resolution: Training and Accreditation of Mediators	October 1989
20	Community Law Reform Program: Wills for Persons Lacking Will-Making Capacity	August 1989
19	Torrens Title: Compensation for Loss (Published jointly with the Law Reform Commission of Victoria: VLRC DP 16)	June 1989
18	Artificial Conception Discussion Paper 3: Surrogate Motherhood	August 1988
17	Names: Certification and Registration of Births and Deaths	December 1987
16	Criminal Procedure: Police Powers of Arrest and Detention	August 1987
15	Artificial Conception Discussion Paper 2: In Vitro Fertilization	July 1987

14	Criminal Procedure: Procedure From Charge to Trial – Specific Problems and Proposals (Volumes 1 and 2)	February 1987
13	Criminal Procedure: Procedure From Charge to Trial – A General Proposal for Reform	December 1986
12	Criminal Procedure: The Jury in a Criminal Trial	September 1985
11	Artificial Conception Discussion Paper 1: Human Artificial Insemination	November 1984
10	Incorporation by Registration	February 1981
9	Unsworn Statements of Accused Persons	May 1980
8	Oaths and Affirmations	March 1980
7	Competence and Compellability	January 1980
6	The Legal Profession: Solicitors' Trust Accounts and the Solicitors' Fidelity Fund	October 1981
5	The Legal Profession: Advertising and Specialisation	October 1981
4	The Legal Profession: Structure of the Profession (Part 1 and Part 2) + Outlines 4(1) and 4(2)	May 1981
3	The Legal Profession: Professional Indemnity Insurance + Outline	December 1979
2	The Legal Profession: Complaints, Discipline and Professional Standards (Part 1) + Outline	April 1979
1	The Legal Profession: General Regulation + Outline	April 1979

ISSUES PAPERS

<i>No.</i>	<i>Issues Paper</i>	<i>Publication date</i>
27	Sentencing and Juries	June 2006
26	Uniform Succession Laws: Intestacy	April 2005
25	Expert Witnesses	November 2004
24	Minors' Consent to Medical Treatment	June 2004
23	Community Justice Centres	October 2003
22	Questioning of Complainants by Unrepresented Accused in Sexual Assault Trials	August 2002
21	Uniform Succession Laws: Recognition of Interstate and Foreign Grants of Probate and Letters of Administration	May 2002
20	Sentencing: Corporate Offenders	December 2001
19	Sentencing: Young Offenders	July 2001
18	Complaints Against Lawyers: Review of Part 10	October 2000
17	Guaranteeing Someone Else's Debts + Summary	April 2000
16	Review of the Disability Services Act 1993 (NSW)	September 1998
15	Review of the Community Services (Complaints, Appeals and Monitoring) Act 1993 (NSW)	September 1998
14	Review of Section 409B of the Crimes Act 1900 (NSW)	November 1997
13	Circulation of Legal Advice to Government	June 1997
12	Surveillance	May 1997
11	Uniform Succession Laws: Family Provision (Published jointly with the Queensland Law Reform Commission: QLRC WP 47)	February 1996
10	Uniform Succession Laws: The Law of Wills (Published jointly with the Queensland Law Reform Commission: QLRC WP 46)	February 1996
9	Review of the Adoption of Children Act 1965	May 1993
8	People with an Intellectual Disability and the Criminal Justice System	May 1992
7	Review of the Adoption Information Act 1990	March 1992
6	Torrens Title: Compensation for Loss	December 1989
5	Sale of Goods	March 1988
4	Community Law Reform Program: Proceedings of Courts and Commissions – Television Filming, Sound Recording and Public Broadcasting, Sketches and Photographs	March 1984
3	Criminal Procedure: General Introduction and Proceedings in Courts of Petty Sessions + Outline	1982
2	Accident Compensation + Outline	June 1982
1	De Facto Relationships + Summary	December 1981

RESEARCH REPORTS (occasional series)

<i>No.</i>	<i>Research Report</i>	<i>Publication date</i>
13	I give, devise and bequeath: an empirical study of testators' choice of beneficiaries	February 2006
12	Mediation and Community Justice Centres: An empirical study	October 2004
11	Darling, please sign this form: a report on the practice of third party guarantees in New South Wales	October 2003
10	The Right to Silence and Pre-trial Disclosure in NSW	July 2000
9	Review of the Disability Services Act 1993 (NSW) and the Community Services (Complaints, Appeals and Monitoring) Act 1993 (NSW): Consultations	May 1999
8	Discrimination Complaints Handling: A Study	June 1997
17	The Aboriginal Child Placement Principle (Funded with the assistance of The International Year of the Family)	March 1997
6	Intercountry Adoption and Parent Support Groups (Funded with the assistance of The International Year of the Family)	March 1997
5	People with an Intellectual Disability and the Criminal Justice System: Two Rural Courts	March 1996
4	People with an Intellectual Disability and the Criminal Justice System: Appearances Before Local Courts (Funded with the assistance of the Law Foundation of NSW)	February 1993
3	People with an Intellectual Disability and the Criminal Justice System: Consultations Funded with the assistance of the Law Foundation of NSW	February 1993
2	Artificial Conception: Surrogate Motherhood — Australian Public Opinion	May 1987
1	Criminal Procedure: The Jury in a Criminal Trial — Empirical Studies	June 1986

WORKING PAPERS (dormant series)

<i>No.</i>	<i>Working Paper</i>	<i>Publication date</i>
22	Accident Compensation Working Paper 1: A Transport Accidents Scheme for New South Wales + Outline	May 1983
21	Illegally and Improperly Obtained Evidence	1979
20	The Course of the Trial	June 1978
19	Evidence of Disposition	April 1978
18	Administration Bonds	1978
17	The Courts	1976
16	The Rule Against Hearsay	May 1976
15	Enforcement of Money Judgments: Draft Proposal	1975
14	Procedure: Common Law Pleadings — Scott Schedules	1975
13	The Sale of Goods: Warranties, Remedies, Frustration and Other Matters	1975
12	Testator's Family Maintenance and Guardianship of Infants Act 1916	October 1974
11	Commercial Arbitration (Volumes 1 and 2)	November 1973
10	Powers of Attorney	April 1973
9	Evidence: Business Records	1972
8	Legislative Powers	1972
7	The Mental Health Act 1958	1971
6	Special Constables	1971
5	Liability for Animals	September 1969
4	Covenants in Restraint of Trade	1969
3	Occupier's Liability + Summary	1969
2	Deferred Assessment of Damages for Personal Injuries: Interim Payments During the Period of Postponement of Assessment: Relevance of Remarriage or Prospects of Remarriage in an Action Under Lord Campbell's Act	1969
1	Defamation	1968

OPTIONS PAPERS (dormant series)

<i>No.</i>	<i>Options Paper</i>	<i>Publication date</i>
1	Legal Profession Inquiry: Options Paper on Solicitors' Costs and Conveyancing	January 1984

RESEARCH PAPERS (dormant series)

<i>No.</i>	<i>Background Paper</i>	<i>Publication date</i>
2	Accident Compensation: Case Study Booklet	August 1984
1	Accident Compensation: Traffic Accident Case Studies	June 1984

BACKGROUND PAPERS (dormant series)

<i>No.</i>	<i>Background Paper</i>	<i>Publication date</i>
5	The Legal Profession Background Paper V: Solicitor 's Trust Accounts and the Solicitors' Fidelity Fund	December 1981
4	The Legal Profession Background Paper IV: Structure of the Profession	August 1981
3	The Legal Profession Background Paper III: Complaints, Discipline and Professional Standards	October 1980
2	The Legal Profession Background Paper II: Professional Indemnity Insurance	January 1980
1	The Legal Profession Background Paper I: Complaints, Discipline and Professional Standards	May 1979

CONSULTANTS PAPERS (dormant series)

<i>No.</i>	<i>Background Paper</i>	<i>Publication date</i>
5	Studies in Comparative Civil and Criminal Procedure Volume 2: J Bishop, Innovations in Civil and Criminal Procedure	1978
4	Studies in Comparative Civil and Criminal Procedure Volume 1: N R Carson, Court Procedure in the United Kingdom, United States, South Africa and New Zealand	1978
3	Accident Compensation: J Dewdney and I Irwin, The Aftermath — Caring for Accident Victims in New South Wales	September 1984
2	Accident Compensation: M Chesterman, Proposals to Modify the Common Law	November 1983
1	Accident Compensation: Colin Bass Human Resources, Lump Sum Accident Compensation (Volumes 1 and 2)	June 1983

Legal Management Service

- Guidelines for Reviewing Government Legal Services
- Guidelines for Outsourcing Government Legal Work
- 1995, 1998 and 2000 survey of Government Use of Legal Services
- Business Plan

Legal Profession Admission Board

- Legal Profession Admission Rules 2005 (made pursuant to the Legal Profession Act 2004)
- Appointment as a Public Notary (information and forms)
- Public Notaries Appointment Rules (made pursuant to the Public Notaries Act 1997)
- Course Handbook (revised edition issued in April and October each year)
- A Pathway to Legal Practice (information pamphlet)
- Admission for Lawyers (information and forms)
- Admission for Overseas Practitioners (information and forms)
- Enrolment & Examination Statistics
- Admission statistics

Legal Representation Office

- Office Brochure concerning Police Integrity Commission Witnesses
- Office Brochure concerning Independent Commission Against Corruption Witnesses
- Terms and Conditions for LRO Panel Counsel providing representation for ICAC Witnesses
- Terms and Conditions for LRO Panel Counsel providing representation for PIC Witnesses
- Terms and Conditions for LRO Panel Senior Counsel providing representation for ICAC Witnesses
- Terms and Conditions for LRO Panel Senior Counsel providing representation for PIC Witnesses
- Terms and Conditions for LRO Panel Solicitor Advocate providing representation for ICAC Witnesses
- Terms and Conditions for LRO Panel Solicitor Advocate providing representation for PIC Witnesses
- Terms and Conditions for LRO Panel Instructing Solicitor providing representation for ICAC Witnesses

- Terms and Conditions for LRO Panel Instructing Solicitor providing representation for PIC Witnesses

Legislation and Policy Division

- Reports of the NSW Government on the Implementation of Recommendations of the Royal Commission into Aboriginal Deaths in Custody July 1996 – December 1997; and January 1998 – December 1998
- National Competition Policy: Review of the Legal Profession Act 1987 – Volumes 1,2 and 3 (August 1998)
- National Competition Policy: Review of the Legal Profession Act 1987 – A Summary of the Issues Paper (August 1998)
- Attorney General’s Guidelines on Making Access Directions under Part 6 of the State Records Act 1998 (August 2005)- webpage
- Report on the Review of the Financial Transaction Reports Act 1992, December 1998.
- Report on the Statutory Review of the Charitable Trusts Act 1993, April 1999.
- Gender Bias and the Law: Women Working in the Legal Profession, October 1999.
- Report of the Statutory Review of the Choice of Law (Limitation Periods) Act 1993, November 1999.
- Practice and Procedure Manual.
- Youth Justice Advisory Committee -” Review of Gatekeeping Role in Young Offenders Act 1997 (NSW)” by Nancy Hennessy (Report being co-published with other agencies) – webpage
- Discussion Paper on the National Competition Policy Review of the Council of Law Reporting Act 1969 (2001).
- Community Justice Conferencing for Adult Offenders – Discussion Paper (May 2001)
- National Competition Policy Review of the Professional Standards Act 1994 – Issues Paper (May 2001)
- National Competition Policy Legislation Review – Trustee Corporations Consultation Paper (May 2001)
- Review of the Sheriff Act 1900 and the Sheriff’s Role in the Security of Courts – Discussion Paper (July 2001)
- A Further Review of Complaints Against Lawyers, Issues Paper, November 2001
- Report on the Review of the Uncollected Goods Act 1995, November 2001
- Report on the Review of the Forfeiture Act 1995, December 2001
- Report of the Land and Environment Court Working Party (September 2001)
- Review of the NSW Director of Public Prosecutions Policy and Guidelines for Charge Bargaining and Tendering of Agreed Facts (May 2002)
- Report on the Statutory Review of the Public Defenders Act 1995 (September 2002)
- Report on the Statutory Review of the Married Persons (Equality of Status) Act 1996 (November 2002)
- Legal Profession Act 1987 – A Further Review of Complaints Against Lawyers (November 2002)
- Report on the Civil Liability (Personal Responsibility) Bill 2002(2002)
- Report on the Statutory Review of the Status of Children Act 1996 (May 2002)
- Review of Young Offenders Act 1997 (October 2002) – webpage
- Defamation Law: Proposal for Reform in NSW – Report of Attorney General’s Taskforce in Defamation Law Reform (April 2002)
- Review of the Victims Support and Rehabilitation Act 1996 and the Victims Rights Act 1996 (June 2004) – webpage
- Report on the Review of the Contractors Debts Act 1997 (June 2004)- webpage
- Report on the National Compensation Policy and Statutory Review of the Professional Standards Act 1994 (July 2002)
- Model Defamation Provisions (November 2004) – as proposed by the Standing Committee of Attorneys General – webpage
- Overview of the Civil Procedure Bill 2005 (April 2005)
- Report on the Damien McEachern Review of the Justice System (February 2004) – webpage
- Report on the Review of the Public Notaries Act 1997 (December 2004) – webpage
- Report on the Review of the Sea-Carriage Documents Act 1997 (December 2004) – webpage
- Issues Paper for the Review of Legal and Administrative Cost in Dust Diseases Claims (November 2004) – webpage
- Report of the Review of Legal and Administrative Costs in Dust Diseases Compensation Claims (March 2005) – joint report with The Cabinet Office – webpage

- An introduction to the Civil Procedure Act 2005 and Uniform Civil Procedure Rules 2005 (August 2005) – webpage
- The report of the New Legal Fees Review Panel on Legal Costs in NSW (December 2005) – webpage
- Review of the Policy on Access to Court Information Discussion paper (April 2006) – webpage
- Report of the Statutory Review of the Evidence (Audio and Audio Visual Links) Act 1998 (February 2006)
- Litigation Funding in Australia Discussion Paper (May 2006) – webpage
- Updated National Legal Profession Model Bill (July 2006) – webpage.

Office of the Legal Services Commissioner

- Annual report
- Business Plan
- OLSC Guarantee of Service
- Quality Systems Manual
- “Without Prejudice” newsletter (quarterly)
- Legal Practitioners’ Disciplinary Register [website]
- Investigations guidelines
- Assessment guidelines
- Administrative policies
- Confidentiality policy
- Complaint form
- Application for cost mediation at the OLSC
- Telephone mediation form
- OLSC Submission in Response to the Recommendations of Report entitled “A Further Review of Complaints Against Lawyers Report”
- OLSC Submissions in Response to the NSW Attorney General’s Department Issues Paper ‘A Further Review of Complaints Against Lawyers’ and the NSW Law Reform Commission’s Report 99 ‘Complaints Against Lawyers: An Interim Report’
- OLSC Submission to the NSW Law Reform Commission Review of Part 10 of the Legal Profession Act 1987, December 2000
- OLSC Submission to the National Competition Policy Review of the Legal Profession Act 1987
- Legal Services Commissioner participation on the Legal Fees Review Panel on Legal Costs in NSW (December 2005 Report accessible from Legislation and Policy Division website)

Brochures

- Complaints about the legal profession
- Reviews (detailing what a review is and how to request a review)
- Responding to complaints (detailing best practice for legal practitioners in relation to complaints handling)
- Costs Mediations by the Office of the Legal Services Commissioner (detailing how to apply for costs dispute resolution at the OLSC)

Fact Sheets

- What happens when you complain to the OLSC
- Costs disclosure
- Types of costs
- Regulated costs – workers compensation
- Regulated costs – civil liability act (personal injury claims)
- Regulated costs – victims compensation
- Regulated costs – family law matters
- Regulated costs – motor accident compensation
- Costs disputes
- Costs dispute resolution – OLSC
- Negligence
- Liens
- Conflict of interest
- Deceased estates
- Settlement
- File ownership and handling
- Hiring a legal practitioner
- Opposing legal representatives

Speeches/Papers

- New Structures for Legal Practices and the Challenges they bring for Regulators, Steve Mark and Molly Hutcherson, presented by Steve Mark at the 14th Commonwealth Law Conference 2005, London, September 2005
- What is Legal Work? – A Regulator’s View, presented by Steve Mark at the LAWASIA downunder 2005 Conference, Gold Coast, Queensland, March 2005
- Incorporated Legal Practices – A New Era in the Provision of Legal Services in the State of New South Wales, Steve Mark and Georgina Cowdroy, Penn State International Law Review, Spring 2004, Volume 22, Number 4, pp671-693
- Is State Regulation of the Legal Profession Inevitable?, presented by Steve Mark at the Pacific Rim Conference, Heron Island, October 2003
- Harmonisation or Homogenisation? The Globalisation of Law and Legal Ethics- An Australian Viewpoint, presented by Steve Mark at the Symposium on International Law Ethics at Vanderbilt Law School, Nashville Tennessee, USA, March 2001
- Personal Injuries and Workers Compensation Claims: Should these be adversarial?, presented by Steve Mark at the Medicine & Law Conference, Melbourne, May 2001
- Regulation: Putting the Profession in Good Order, presented by Steve Mark at the 2001 Conference of Regulatory Officers, Canberra, March 2001
- Looking Behind Client Instructions: Ethical Issues, presented by Steve Mark at the LAAMS CLE Seminar, Sydney, March 2001
- The Struggle for Identity in a Globalised World, presented by Steve Mark at the Change in Education Research Group Conference, UTS, Kuring-gai Campus, February 2001
- The Defence of the Fair Go Society, an occasional address by Steve Mark on being awarded the degree of Doctor of Laws honoris causa, Macquarie University, October 2000
- Resolving Grievances in a Grieving World, presented by Steve Mark at the 11th Women, Management and Industrial Relations Conference, July 1999
- Intellectual Property and Indigenous Rights, presented by Steve Mark at the Pacific Science Conference, UNSW, July 1999
- Risk – Danger or Development, presented by Steve Mark, December 1998
- Complaints Against Lawyers: What are they about and how are they handled?, presented by Steve Mark, Sydney University Law School, Sydney, May 1995

Office of the NSW Sheriff – obsolete

The Office of the NSW Sheriff merged with Local Courts in 2004. Please Refer to entry Local Courts and Sheriff for publications of the NSW Sheriff.

Office of the Privacy Commissioner

Submissions to agencies

- Review of the Privacy and Personal Information Protection Act
- Location Location Location: the future of location information to enhance the handling of emergency mobile phone calls
- Information Privacy and Employee Records
- Review of the Mental Health Act 1990
- Proposed revision of the Passports Act 1938 (Cth)
- Review of the State Records Act
- Property, Stock and Business Agents Amendment (Tenancy Database Regulation 2004)
- Residential Tenancies Databases
- Building Consumer Sovereignty in Electronic Commerce: A best practice model for business
- Discrimination in Employment on the Basis of Criminal Records (HREOC)
Documents relating to the Privacy and Personal Information Protection Act 1998
- Privacy and Personal Information Protection Act: A Plain English Guide
- A Guide to Making Privacy Management Plans
- A Guide to Making Privacy Codes of Practice
- A Guide to Internal Reviews
- A Guide to Public Registers
- A Guide to the Information Protection Principles

Documents relating to the Health Records and Information Privacy Act 2002

- Handbook to Health Privacy
- Statutory Guidelines:
 1. Use or disclosure of health information for the management of health services
 2. Use or disclosure of health information for training purposes

3. Use or disclosure of health information for research purposes
4. Notification when collecting health information about a person from someone else

Best Practice Guides

- Privacy and people with decision-making disabilities

Background & Research Papers

- Invisible Eyes (Video Surveillance)
- Smart Cards; Big Brother's Little Helper

Procedures for investigating complaints about alleged privacy breaches

- Privacy NSW (an information brochure)
- Privacy NSW's Data Protection Principles [website]
- Privacy NSW's Complaint Protocol
- Privacy NSW Telephone Enquiry Protocol
- Privacy NSW Advice Protocol

Information Bulletins

- Getting Old & Minor Criminal Records Removed
- How to have your name removed from a Mailing List
- More information about how to obtain information about yourself from NSW Government Agencies

Guidelines

- HIV Testing
- Drug Testing in the Workplace
- How to Handle Your Internal Reviews
- A Short Guide to the Workplace Surveillance Act 2005 (NSW)

Special Reports to Parliament

- Special Report to Parliament No. 1: Atkins / Queanbeyan City Council – September 2001
- Special Report to Parliament No. 2: Student A / Minister for Education – May 2002

Other publicly available documents

- Privacy Committee Annual Reports from 1975-1998
- Privacy NSW Annual Report 1998-99
- Privacy NSW Annual Report 1999-2000
- Privacy NSW Annual Report 2000-01 & 2001-02
- Privacy NSW Annual Report 2002-03
- Privacy NSW Annual Report 2003-04
- Privacy NSW Annual Report 2004-05
- Privacy NSW Annual Report 2005-06

Office of the Protective Commissioner

- Annual Reports (1999 – 2000, 2000 – 2001, 2001 – 2002, 2002 – 2003, 2003 – 2004, 2004-2005) (Reports from 2001-2002 available on OPC's webpage)
- Annual Report Highlights
- Client Feedback brochure
- Estate Management Service Standards [webpage]
- Financial and Asset Management Services and Private Management Support Services (explaining the services provided)
- Koori Financial Management
- Managing (Newsletter for Private Financial Managers) [webpage]
- My Budget and Money Plan – A booklet for people with a disability about budgeting and managing money [webpage]
- OPC News (Client Newsletter bi-annual) * the newsletters published since July 2002 [webpage]
- Private Managers Handbook [webpage]
- Private Management Support Branch Standards [webpage]
- Scott's Story, A Booklet for People with an Intellectual Disability
- Substitute Decision Making [webpage]

OPC Fact Sheets:

- Fact Sheet 1 – What Happens After an Order?
- Fact Sheet 2 – Who is an Estate Manager?
- Fact Sheet 3 – What are Substitute Decisions?
- Fact Sheet 4 – Reasons for Substitute Decisions.
- Fact Sheet 5 – Sale or Lease of Property
- Fact Sheet 6 – Purchase of Real Estate
- Fact Sheet 7 – Deceased Estates
- Fact Sheet 8 – Financial Planning and Investment

- Fact Sheet 9 – Claims for Past Care
- Fact Sheet 10 – How to Seek Review or Revocation of a Financial Management Order
- Fact Sheet 11 – Facts on Fees
- Fact Sheet 12 – Banker Arrangements
- Fact Sheet 13 – Your Rights as a Victim of Crime
- Fact Sheet 14 – Review of Decisions Administrative Decisions Tribunal
- Fact Sheet 15 – Managing the financial affairs of a missing person
- OPC Fact Sheets – Private Management:
 - Fact Sheet 1 – Functions of OPC, Financial Management Orders [webpage]
 - Fact Sheet 2 – Why Become a Private Manager [webpage]
 - Fact Sheet 3 – Responsibilities of a Private Manager [webpage]
 - Fact Sheet 4 – Fees and Charges [webpage]
 - Fact Sheet 5 – The Authorised Visitor [webpage]
 - Fact Sheet 6 – Power of Attorney, Wills and Estates [webpage]
 - Fact Sheet 7 – Review Process and Complaints [webpage]
- Policies and Procedures
 - Accounting Policies
 - Affidavits and Court Appearances
 - Aged Care Policy and Procedures – Directly Managed Clients
 - Audit Charter
 - Authorised Visitors
 - Authorities to Manage Estates
 - Cab Charge Policy: use of taxis – overtime
 - Client Asset Management
 - Client Incidents and Security – Clarence Street
 - Client Investment in Real Property
 - Client Personal Property & Belongings for the Purpose of Storage, Sale or Disposal
 - Client Plans
 - Client Securities Policy: Handling and Storage of Security Items
 - Collection (ie Redemption) of a Client’s Fixed Term Investments
 - Communication Guide for OPC
 - Conflicts of Interest
 - Continuation and Discontinuation of Management
 - Conveyancing
 - Corporate Governance Policy
 - Creation and Allocation of Legal Files
 - Deceased Estates
 - Disclosure of Information
 - Decision Making Policy
 - Disability Services
 - Electronic File Notes
 - Electronic Legal Submission
 - Employment of Carers
 - Feedback/Complaint Handling/Review of Decisions
 - Feeing Real Property
 - Fees – Waiver, remission or reduction
 - File Creation, Closure and Finalisation – Legal
 - File Review Policy
 - Financial Planning and Asset Allocation and Redemption
 - Fraud and Corruption Prevention Policy
 - Freedom of Information Policy – OPC
 - Gifts and Benefits Policy
 - Income Support Payment (Benefits)
 - Inspecting Vacant Client Properties
 - Internal Review of Decision Policy
 - Issuing Client Transaction Statements
 - Liabilities of a Protected Person
 - Limitation Dates – Legal
 - Past Care (GvK)
 - Personal Injury Compensation
 - Private Management Branch – Fees

- Real Estate
- Records Management Policy and Procedures
- Reviews of Management
- Sale of Real Estate
- Salvation Army – Groceries Policy
- Securities Policies
- Specialisation – Legal
- Translation and Interpreter Services
- Victims of Crime
- Visitors to OPC
- Voicemail in OPC
- Workplace Surveillance

Practice Directions

- Continuation and Discontinuation of Management
- Illicit Drugs
- Access to Wills
- Insurance
- Deceased Estates – Private Management
- Varying Security – Private Management
- Accommodation Agreements Requiring a Bond or Extra Services
- Gift – Loan of Clients Funds
- Caveats
- Section 23A(2) Authority to Client
- Interim and Reviewable Orders – Private Management
- Release of Information
- Obtaining Information from Newly Appointed Private Managers
- Distinction between Capital Gain and Income – Private Management
- Calculation of Net Annual Income – Private Management
- Accounting Requirements where Private Trustee is Manager – Private Management
- Procedure for Sale or Purchase where Private Trustee is Manager – Private Management
- Annual Rent Review
- Security – Setting Type/Accommodation Bond – Private Management
- Clean up of Rental Residences
- Withdrawal of Caveats for former clients
- Aged Care Accommodation Bonds and Pensions

Office of the Public Guardian

Annual Reports

- 1999-2000
- 2000-2001
- 2001-2002
- 2002-2003
- 2003-2004 [webpage]
- 2004-2005 (summary of activities [webpage])

Books

- After the hearing
- Enduring guardianship: your way to plan ahead (revised 2005) [webpage]

Booklets

- Making decisions for people under guardianship – Information for family, friends and service providers (revised Feb 2005) [webpage]
- Making decisions for you – Answers to your questions [webpage]
- NSW Public Guardian Client Survey 2002 OUTCOMES

Brochures

- An information and support service for guardians appointed in NSW [webpage]
- Guardianship standards [webpage]
- What is a guardian (Koori) [webpage]

Fact sheets

- What is a guardian
- Does someone you support have a legally appointed guardian
- How does the Public Guardian make decisions?
- What does a guardian do?

- The Public Guardian as guardian for a person with a mental illness
- The appointment of the Public Guardian
- Person Responsible
- Enduring guardianship – Chinese, Korean, Italian, Macedonian, Vietnamese, Greek, Arabic, Portuguese, Spanish

Newsletter

- On Guard! A newsletter for private guardians in NSW [webpage]

Position Statements [webpage]

- Determining whether to consent to a proposal concerning access to a person under guardianship
- Determining whether to consent to a proposal to move a person from domestic style accommodation
- Determining whether to consent to an intervention and support plan concerning a person's behaviour
- Determining whether to consent to contraception, menstrual regulation or menstrual suppression
- Determining whether to consent to proposed medical or dental treatment
- Determining whether to consent to proposed medical intervention involving amputation
- Determining whether to consent to the testing for and the treatment of HIV or AIDS
- Determining whether to consent to the use of restraint on an elderly person in a care facility
- Determining whether to consent to treatment proposed for a person with an eating disorder
- Responding to applications for consent to proposed treatment and care of a person who is critically or terminally ill
- Responding to proposals concerning a person living an 'at risk' lifestyle
- Valuing the cultural, linguistic and religious background of the person under guardianship

Professional Standards Council

Business management documents:

- Statement of Strategic Intent [currently under review]
- NSW Professional Standards Council Strategic Business Plan 2006-7
- Privacy Management Plan
- Guarantee of Service

Annual Reports:

- Annual Report 2004/2005 [webpage]
- Annual Report 2003/2004 [webpage]
- Annual Report 2002/2003 [webpage]
- Annual Report 2001/2002 [webpage]
- Annual Report 2000/2001 [webpage]
- Annual Report 1999/2000 [webpage]
- Annual Report 1998/1999 [webpage]
- Annual Report 1997
- Annual Report 1996
- Annual Report 1995

Promotional Materials include:

- 'Professionals who care™' client brochures [currently under review]
- Newsletters: 'Update' and 'Cover of Excellence™' [webpage]
- 'Cover of Excellence™ Schemes: Information for Associations' [webpage]

Cover of Excellence™ materials:

- Brochure
- Style Guide [webpage]
- Licence [webpage]
- Cover of Excellence™ Logo Questions and Answers [webpage]
- Administrators' Guide for providing logo

Information packages for Scheme Administrators:

- Application Guidelines [webpage]
- Fees Schedule [currently under review]
- Guide for Scheme Administrators [currently under review]
- Compliance Framework [currently under review]
- Risk Management Reporting Guidelines [currently under review]
- Corporate Governance [fee applies]
- Preliminary Draft Annual Reporting Guidelines [webpage]

Consultative papers:

- Guidelines for Industry Based Complaints & Discipline Data System, May 2005 [webpage]
- Complaints and discipline systems: consumer confidence and professional responsiveness, April 2000 [webpage]
- Whistle blowing in the Professions, April 2000 [webpage]
- Continuing Professional Development: Widening the Perspective, December 2000 [webpage]

Reports:

- Soft skills CPD: Foundation Skills for Good Professional Practice, December 2003 [webpage]
- Complaints and Discipline Systems Report, April 2001 [webpage]
- Whistle blowing in the Professions, April 2000 [fee applies]
- Model Code of Ethics Principles, June 2002 [fee applies]
- Review of the Impact of the Trade Practices Act, March 2003 [fee applies]

Information for clients and the community:

Professional Standards Schemes

- Accountants; Investigative and Remedial Engineers; Solicitors; Surveyors; Valuers; Barristers [webpage]

Policy Statements:

- Policy Statement on Disclosure of Limited Liability, updated September 2005 [webpage]
- Policy Statement on Complaints and Discipline Systems Report, April 2001 [webpage]
- Policy Statement on Payment of Annual Fees [webpage]
- Privacy [webpage]
- Pricing Policy [webpage]
- Policy Statement on Professional Indemnity Insurance [currently under review]

Other publicly available documents:

- Submissions to Issues Papers [webpage]
- Speeches, Presentations and Articles [webpage]

Public Defender's Office

- Evidence Act Tables [on Lawlink website]
- Sentencing Tables [on Lawlink website]
- Papers Delivered and published by Public Defenders to professional audiences
- "Short Notes" – concise summaries of reported and unreported criminal cases compiled since 1997
- Selected submissions made regarding law reform
- Public Defender's Annual Report
- Business Plan
- Service Level Agreement with the Aboriginal Legal Service (NSW/ACT)
- Service Level Agreement with NSW Legal Aid Commission

Registry of Births Deaths and Marriages

- Access to Information Policy
- Certificate Replacement Policy
- Change of Name Policy
- Complaints Policy
- E-deaths services – Use by Funeral Directors Policy
- Fee Waiver Policy
- Proof of Identity Refunds Policy
- Solicitors Applying for Certificates Policy
- BDM OHS Committee Charter
- Breaks during working hours policy
- Contractors on site policy
- Dress Code policy
- Family and Friends application policy
- Overtime and on call policy
- Refunds policy
- Staff entry, exit and movement policy
- Stolen Generation policy
- At a Glance (brochure)
- Wills Register (brochure)
- Getting Married (brochure)
- Birth Certificate Application Form (brochure and form)
- Death Certificate Application Form (brochure and form)

- Marriage Certificate Application Form (brochure and form)
- Application to Correct an Entry
- Fees for Products and Services flyer
- Family History brochure
- Change of Name 18 years and older, Application Form and information
- Change of Name, Under 18 years old, Application Form and information
- Application for a Replacement Change of Name Certificate
- Application to Correct an Entry (form)
- Application for Birth Card (brochure and form)
- Application for Single Status (brochure and form)
- Application for a Section 50 Search (form)
- Application Amending the Given Name of a Child (under 3 months) (form)
- Adding a Father's Details to a Birth Registration (form)
- Registering a Change of Sex (form)

Reporting Services Branch

- Guarantee of Service
- Business Plan – 2005-2006
- RSB Information Brochure

Sentencing Council

2006

- Seeking a Guideline Judgment on Suspended Sentences (July 2006)

2005

- Firearm Offences and the Standard Non Parole Sentencing Scheme (March 2005)
- How best to Promote Consistency in the Local Court (May 2005)
- Whether attempt and accessorial offences should be included in the Standard Non-Parole Scheme (March 2005)

2004

- Abolishing Prison Sentences of Six Months or Less (November 2004) (included a Discussion Paper)

2006

- The NSW Sentencing Council, by The Hon Alan Abadee RFD QC (former Chairperson), prepared for the Victorian Sentencing Advisory Council's Conference: Sentencing and the Community: Politics, Public Opinion & the Development of Sentencing Policy, Melbourne, Fri 21st – Sat 22nd July 2006 (published on the Council's website in August 2006)
- The Role of Sentencing Advisory Councils, by The Hon Alan Abadee RFD QC (Chairperson), prepared for the National Judicial College of Australia conference Sentencing: Principles, Perspectives & Possibilities, 10 February 2006 (published on the Council's website in March 2006).

2004

- The Role of the NSW Sentencing Council, by Peter Zahra, presented to the China-Australia Human Rights Technical Cooperation Program, Human Rights and Equal Opportunity Commission (April 2004)

2003

- The New South Wales Sentencing Council, by The Hon Alan Abadee RFD QC (Chairperson), prepared for the Local Courts Annual Conference (2003).

Supreme Court of NSW

All documents available on Supreme Court website www.lawlink.nsw.gov.au/lawlink/sc unless otherwise stated.

- The Supreme Court of New South Wales Annual Review 2001 (publication and online)
- The Supreme Court of New South Wales Annual Review 2002 (publication and online)
- The Supreme Court of New South Wales Annual Review 2003 (publication and online)
- The Supreme Court of New South Wales Annual Review 2004 (publication and online)
- The Supreme Court of New South Wales Annual Review 2005 (publication and online)
- NSW Law Almanac 2006 (hardcopy publication only; published in January 2006)
- NSW Law Almanac 2005 (hardcopy publication only; published in January 2005)
- NSW Law Almanac 2004 (hardcopy publication only; published in February 2004)
- NSW Law Almanac 2003 (hardcopy publication only; available July 2003)
- Professional Negligence List: a Guide to Draft Final Orders
- Mediation (web factsheet)

- The Supreme Court – About Us (web guide)
- Supreme Court of NSW and its Judicial Officers
- Guide to being a surety in a Supreme Court bail application Bail refund procedures
- Probate – How can the Court Assist You?
- Frequently Asked Questions about Probate
- Guidelines on judgments in electronic form
- Costs Assessment Forms and Fees
- Costs Assessment –Frequently Asked Questions – Reviews
- Technology in the Courtroom – Protocol and Procedures for Video and Audio Link
- Information for Litigants in the Possession List (website fact sheet – hardcopy also available in relevant courtroom)
- Pro Bono Assistance
- Where to obtain legal advice
- How to address correctly a Judicial Officer
- Registrars
- Supreme Court of New South Wales Practice Notes
- Disability Services
- Forms and fees
- Announcements
- Recent Rule Amendments
- Changes to Practice and Procedure
- Feedback and complaints
- Guidelines for the Waiver, Remission and Postponement of Fees

Victims Services

Please note that all material is available on the Victims Services, VOC or FFMPU website unless otherwise stated.

Information sheet

- Access to Court Documents
- Are you an Extended Family Member or Friend of a Missing Person?
- Are you the Sibling of a Missing Person?
- Are you the Parent of a Sibling of a Missing Person?
- Authorised Report Writers – A Guide for Applicants
- Best Practice Principles for Counselling the Families & Friends of Missing Persons
- Charter of Victims Rights
- Charter of Victims Rights – Aboriginal Communities
- Charter of Victims Rights No. 4 – Information about Investigation of the Crime
- Coping with Sleeplessness
- Coping with and witnessing a traumatic event
- Families & Friends of Missing Persons Unit Overview
- Guarantee of Service
- Helping Children cope with trauma
- Key Facts 2005/06
- Listen Up – (information about the Charter of Victims Rights for young people)
- Managing the Financial & Property Affairs of a Missing Person Protected Estates Amendment (Missing Persons) Act 2004 No 86
- Mental Illness & Serious Crime
- Report on the Roundtable Meeting for Siblings of Missing People 30 April 2005
- Support & Compensation for Victims of Domestic Violence
- Support & Compensation for Victims of Sexual Assault
- Telephone Interpreter Assistance (contains information in 20 languages)
- Your Rights as a Victim of Crime (24 sheets in different languages)
- What can I do to Assist Police when Reporting a Missing Person?

Brochure

- Approved Counselling Scheme for Victims of Violent Crime
- Compensation for Victims of Violent Crime (also available in Arabic, Chinese, Greek, Tagalog and Vietnamese)
- Families & Friends of Missing Persons Counselling Service (also available in Arabic, Dari, Greek, Polish & Vietnamese)
- Information about Counselling
- Information and Support for Victims of Crime

- Information for Families & Friends of Missing Persons
 - Information for Victims of Youth Crime
 - Someone Missing – Can the media help? (also available in Arabic, Dari, Greek, Polish & Vietnamese)
 - Support for Family Members of Homicide Victims
 - Victims of Crime – Information for service providers – Aboriginal Communities
 - Victims Registers
 - Your Rights as a Victim of Crime
Report/booklet
 - Aboriginal and Torres Strait Islander Victims of Crime Interagency Forum Report – 2001
 - A Glimmer of Hope – Stories of Courage from Families and Friends of Missing Persons
 - A Review of ATSI Peoples' Compensation and Counselling Claims lodged with the Victims Compensation Tribunal 2001-2003
 - Charter of Victims Rights Resource Kit
 - Guide to Schedule of Injuries
 - It's the Hope that Hurts – Best Practice in Counselling Models Relevant to Families and Friends of Missing Persons
 - Sentencing Information Package [currently under review]
 - Someone is Missing [hard copy only]
 - Standards for Counselling & Support Services for Victims of Crime [currently under review]
 - Standards for Court Support for Victims of Crime [currently under review]
 - Submissions Concerning Offenders in Custody Information Package [currently under review]
 - Support Needs for Families & Friends of Long-term Missing Persons
 - Victim Impact Statement Information Package
 - Young Aboriginal Females Reported Missing to Police: Which way for Prevention and Service
 - Your Day in Court
 - What Now? Information and Support for Victims of Crime in NSW
Application
 - Application for 2 hours of Counselling
 - Application for Compensation by a Family Member of a Homicide Victim
 - Application for Compensation by a Primary or Secondary Victim
 - Application for Counselling by Family Members of a Homicide Victim
 - Request for Further Hours of Approved Counselling
- Annual Report
- Victims Advisory Board Report on Activities 2005/2006
 - Victims Compensation Tribunal Chairperson's Report 2005/2006
- Newsletter
- Victims of Crime Chronicle (quarterly)
 - Families & Friend of Missing Persons e-newsletter [webpage only]
- Poster
- Charter of Victims Rights – Aboriginal Communities (A3)
 - Charter of Victims Rights – People with Disabilities (A3)
 - Charter of Victims Rights – People with Disabilities (A4)
 - Victims Support Line (contains information in five languages) [hard copy only]
 - Victims of Crime Website [hard copy only]
- Audio/videotape
- Victim Impact Statement Information Package – audio
 - Your Day in Court – audio
 - Your Day in Court – video [fee applies]
- Business Card
- Families and Friends of Missing Persons Trigger Card
- Miscellaneous
- Section 65 Guidelines – Chairperson's guidelines to sections of the legislation [web page only]
 - Victims Compensation Tribunal Chairperson's Guide to Victims Support & Rehabilitation Act 1996 [web page only]
 - Practice Note Number 1: Request for Oral Hearing on Appeal to the Tribunal
 - Victims Speak – report of the victims of crime phone-in May 2001
 - Position Statement – Charter of Victims Rights [web page only]
 - Guide to Completing Your Victims Compensation Application Form [web page only]

Restitution

- Affidavit of Financial Circumstances
- Application to Pay Amount of Restitution by Arrangement or by Instalments
- Notice of Objection to a Provisional Order for Restitution
- Guide for Restitution Defendants
- Restitution Payment Options Application

SECTION 2 – STATEMENT OF AFFAIRS

The latest Attorney General's Department's Statement of Affairs was the June 2005 edition. It is available for inspection at the Community Relations Division of the Attorney General's Department on Level 9 Goodsell Building, 8-12 Chifley Square, Sydney, or can be obtained from the Lawlink website http://infolink/lawlink/Corporate/ll_agdinfo.nsf/pages/community_relations_foipublications.

SECTION 3 – CONTACT ARRANGEMENTS

All inquiries under the Freedom of Information Act 1989 in relation to the Attorney General's Department should be made to:

Special Projects Officer (FOI/Privacy)
Attorney General's Department
Community Relations Division
Level 9 Goodsell Building
8-12 Chifley Square
Sydney NSW 2000
Telephone: (02) 9228 7236

The Department is open between the hours of 9:00am to 5:00pm Monday to Friday (except public holidays).

Any other queries concerning any information contained in this Summary or in the Statement of Affairs or in relation to information available under the Act should also be directed to the Special Projects Officer (FOI/Privacy).

If you are planning to make an application under FOI, feel free to contact the Community Relations Division who will be able to give you information on making the application as well as additional information on the Department and its services. You can also obtain information from the Department's website on www.lawlink.nsw.gov.au under Lawlink Agencies – Community Relations Division – Freedom of Information.

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

SECTION 1 – POLICY DOCUMENTS

Corporate and Audit Policies

- Quality Manual
- System for Auditing Government Entities (SAGE) – Audit Approach and Detailed Guidance
- Audit Office Practice Manual
- Corporate Services Manuals
- Guarantee of Service
- Accounting Manual
- Style Guide
- Contract Audit Agents Manual and Standard Contract
- Protected Disclosure Policy and Procedures Manuals
- Fraud Control
- Financial Audit Circulars
- Performance Audit Circulars
- Risk Management
- Privacy Management
- Communication Devices – Acceptable Usage Policy
- Professional Independence
- Records Management Manual
- Information Security Policy & Framework
- Corporate Planning Framework
- Performance Audit Guidance Notes and Checklists
- Financial Audit Guidance Notes, Forms, Checklists and Templates

People Management and Development Policies

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

General

- Administrative Circulars

PUBLICATIONS

The Audit Office publications in 2006 were:

Auditor-General's Reports to Parliament – Financial Audit Reports

We published five Auditor-General's Reports to Parliament – Financial Audits.

These reports summarise the outcomes of our financial audits of NSW Public Sector agencies' financial reports and may include agency performance information and report on waste, probity and financial judgement, investigate allegations of serious and substantial waste of public money.

These reports also comment on the outcomes of our reviews of government agency's compliance with a selection of legal requirements, Government policies and central agency directives.

Auditor-General's Reports to Parliament – Performance Audits

We published 15 Auditor General's Reports to Parliament – Performance Audits.

<i>Agency or Issue Examined</i>	<i>Title of Performance Audit Report or Publication</i>
The Legal Aid Commission	Distributing Legal Aid in New South Wales
NSW Health	Attracting, Retaining and Managing Nurses in Hospitals
Follow-up of 2003 Performance Audit	The Police Assistance Line
NSW Health	Helping Older People Access a Residential Aged Care Facility
NSW Health	Major Infectious Disease Outbreaks: Readiness to Respond
Department of Education and Training	Educating Primary School Students with Disabilities
Roads and Traffic Authority	Condition of State Roads
Follow-up of 2002 Performance Audit	Regulating the Clearing of Native Vegetation
Follow-up of 2002 Performance Audit	Managing Sick Leave in NSW Police and the Department of Corrective Services
Performance Information	Agency Use of Performance Information to Manage Services
Roads and Traffic Authority	The Cross City Tunnel Project
Department of Corrective Services	Prisoner Rehabilitation
Follow-up of 2000 Performance Audit	Fare Evasion on Public Transport
Agency Collaboration	Agencies Working Together to Improve Services
Department of Education and Training	The New Schools Privately Financed Project

Guides to Better Practice

As part of our performance audits we may also issue a Guide to Better Practice to help agencies implement improvements we recommend. In 2006 we issued one Better Practice Guide, Fraud Control Improvement Kit: Meeting Your Fraud Control Obligations.

Annual Report

The Audit Office's annual reports are available on the Audit Office internet site www.audit.nsw.gov.au.

Awareness

We issued 8 editions of Awareness.

This publication provides Office staff and our clients with the latest news on developments in accounting standards; auditing standards and public sector issues relevant to accounting and auditing. It also includes the Office's views, comments and policies in respect of the changing public sector audit and accounting environment.

Professional Update

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

All Office publications are included on the Office's internet site www.audit.nsw.gov.au.

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

Access to Office Documents

The Office is exempted from the requirements of Freedom of Information for auditing information, but covered for administrative matters. We received two FOI application since 1 January 2006. The first one was refused as it concerned audit information. Access was given to the second request.

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

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

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

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

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

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

Application Fees/Charges

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

SECTION 2 – STATEMENT OF AFFAIRS

The New South Wales Auditor-General:

- helps the New South Wales Parliament hold Government accountable for its use of public resources
- is independent of Government and reports directly to the Parliament
- is appointed by the NSW Governor for a fixed term of seven years
- operates under the Public Finance and Audit Act 1983.

The Audit Office of New South Wales supports the Auditor-General by:

- auditing New South Wales Government agencies' financial reports
- assessing how well agencies comply with a selection of legal requirements, government policies or central agency directives
- examining whether an agency is carrying out its activities effectively and doing so economically and efficiently and in compliance with relevant laws. Known as performance audits, audits may cover all or part of an agency's operations, or consider particular issues across a number of agencies
- investigating allegations of serious and substantial waste of public money.

SECTION 3 – CONTACT ARRANGEMENTS

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

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

Freedom of Information Coordinator
Level 15, 1 Margaret Street
Sydney NSW 2001
Telephone: (02) 9275 7100
Fax: (02) 9275 7200
Email: mail@audit.nsw.gov.au

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

The Casino Control Authority has the following documents for inspection or purchase:

- * Report on the Location, Size and Style of the New South Wales Casino (January 1993)
- * Invitation Document, the Sydney Casino, Australia (May 1993)
- * Ministerial Directions (as reported in relevant Authority Annual Reports)
- * Report of Public Inquiry Pursuant to Section 143(4) of the New South Wales Casino Control Act 1992 (December 1994)
- * Announcement of the grant of a casino licence and associated (Background Paper issued on 15 December 1994)
- * Report of Investigation Pursuant to Section 31 of The New South Wales Casino Control Act 1992 (December 1997)
- * Submission to The Independent Pricing and Regulatory Tribunal (“IPART”) Gaming Inquiry (27 August 1998)
- * Report of Investigation Pursuant to Section 31 of the New South Wales Casino Control Act 1992 (December 2000)
- * Report of Investigation Pursuant to Section 31 of the New South Wales Casino Control Act 1992 (December 2003)
- * Review of Progress of Star City as recommended by the Year 2000 Section 31 Investigation (May 2002)
- * Annual Reports (from 1992/93 to 2005/2006)
- * Approved Rules of Casino Games
- * Fraud Control Manual
- * Privacy Management Plan
- * Press/Media releases on major operational and administration decisions/policies

The following information is available at the Casino Control Authority’s internet site (www.casinocontrol.nsw.gov.au):

- * An overview of the Authority
- * Legislation – CCA Act & Regulations
- * Official Rules of NSW Casino Games
- * Various media releases and historical material
- * Annual Reports (from 1995/96 to 2005/2006)
- * 2006 Section 31 Investigation – Media Release 10 June 2006
- * 2006 Section 31 Investigation – Public Submissions
- * Introduction to the Government Inspectors (March 2004)
- * Reports of Investigation Pursuant to Section 31 of the New South Wales Casino Control Act 1992 (December 1997, December 2000 and December 2003)
- * Submissions to The Independent Pricing and Regulatory Tribunal (“IPART”) Gaming Inquiry (27 August 1998)
- * FOI Summary of Affairs

SECTION 2 – CONTACT ARRANGEMENTS

Requests under the Freedom of Information Act for access to documents held by the Casino Control Authority must be in writing and be accompanied by a fee of \$30.00.

Request should be directed to:

The Chief Executive
Casino Control Authority
GPO Box 3970
Sydney NSW 2001

Inquiries may be directed to telephone number (02) 8234 8800, fax number (02) 9299 7427 or E-mail (info@casinocontrol.nsw.gov.au). The Authority’s office hours are from 9:00 am to 5:00 pm Monday to Friday.

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

- Department of Health Circulars and Guidelines at
<http://www.health.nsw.gov.au/policies/>
<http://www.health.nsw.gov.au/policies/ib/index.html>
- Area Health Service and Public Hospital Manuals
- NSW Health Policy and Procedure Manuals at <http://www.health.nsw.gov.au/audit/manuals/>
- Hospital By-Laws
- Organisational Chart
- Hospital Strategic Plan
- Hospital Policies and Manuals
- ACHS EQuIP Guidelines
- Annual Report (published November of each year)

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

SECTION 2 – STATEMENT OF AFFAIRS

Statement of Affairs describes the agency's structure and function, the kind of documents the agency holds, financial statements, and patient statistics. The most recent Statement of Affairs for The Children's Hospital at Westmead is incorporated in its Annual Report. for 2005/06.

World Wide Web

The Children's Hospital at Westmead has a website that includes a wide range of information on health matters, publications, projects and our workforce. The address for this web site is www.chw.edu.au

SECTION 3 – CONTACT ARRANGEMENTS

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

Ms Leonie Shaw
Freedom of Information Officer
Medical Record Department
The Children's Hospital at Westmead
Locked Bag 4001
Westmead NSW 2145
Telephone: (02) 9845 2356

ACCESSING MEDICAL RECORDS

All medical records of patients are held at The Children's Hospital at Westmead. The NSW Department of Health issued a policy, which generally allows patients the right to access their medical records held by public health facilities. Access to these can be obtained in accordance with procedures laid down in Policies PD 2005_004 Medical Records in Hospitals and Community Care Centres and PD 2005_235 Health Records and Medical Reports charges.

People seeking access to medical records should contact the Medicolegal Manager (Medical Records Department) on (02) 9845 2356.

FREEDOM OF INFORMATION

To access unpublished documents held by The Children's Hospital at Westmead, it is necessary to apply in writing under the FOI Act to:

FOI Coordinator
Medical Records Department
Locked Mail Bag 4001
Westmead NSW 2145
Telephone: (02) 9845 2356
Hours: 9.00am to 5.00pm, Monday to Friday

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****NEW SOUTH WALES COAL COMPENSATION BOARD****(FOI Agency No. 1606)****SECTION 1 – POLICY DOCUMENTS**

The New South Wales Coal Compensation Board is divided into three (3) operational teams, a Corporate Support and Information Services team and a Corporate Services team. The following is a list of documents held by each team.

ASSESSMENT:

- Procedural Manuals
- Assessment Reports
- Claim and Application Files
- Interim Payments Reports

MODELLING:

- Colliery/Coal Area information
- Coal Area Reports, Plans, Maps
- Geological Reports
- Mining Reports
- Coal Area Model Submissions

MINERAL ECONOMICS:

- Economic Reports

CORPORATE SUPPORT AND INFORMATION SERVICES:

- Procedures Manuals
- Board Minutes
- Agenda Papers
- Information Brochures on Board Processes
- Administrative Files (personnel, motor vehicles, financial)
- Register of Gifts, Benefits and Hospitality
- Annual Reports
- Register of Pecuniary Interests of Board Members
- Restored Titles Database
- Board Seal Usage
- Policy Register
- Restitution Register

CORPORATE SERVICES:

- Consolidated version of Coal Acquisition (Compensation) Arrangements 1985 and amendments relating to the Arrangements
- Guarantee of Service
- Code of Conduct
- Corporate and Business Plans
- Equal Employment Opportunity Policy
- Corruption Prevention Policy and Procedures
- Occupational Health and Safety Policy
- Ethnic Affairs Policy Statement
- Disability Action Plan
- Energy Management Plan
- Privacy and Personal Information Protection Plan
- Complaints Register

SECTION 2 – STATEMENT OF AFFAIRS

The most recent Statement of Affairs by the New South Wales Coal Compensation Board was published by the Board in the 2006 Annual Report.

Copies of the Statement of Affairs and this Summary are available from the Board. Copies of both documents are free.

SECTION 3 – CONTACT ARRANGEMENTS

Enquiries should be directed to:

FOI Officer
NSW Coal Compensation Board
Level 5, 1 Castlereagh Street
Sydney NSW 2000
GPO Box 2670
Sydney NSW 2001
Phone: (02) 8226 5400
Toll Free: 1800 670 279
Fax: (02) 8226 5490
Email: admin@ccb.nsw.gov.au
Internet: <http://www.ccb.nsw.gov.au>
Hours: 8.30 am to 5.00 pm, Monday to Friday.

Enquiries may be made in person, by telephone, email, fax or post.

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

SECTION 1 – POLICY DOCUMENTS

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

- Annual Financial Statements
- Annual Estimates
- Annual Report 2004/2005
- Auditors Reports
- Business Papers for Board Meetings
- Minutes of Board Meetings
- Correspondence
- Working Papers
- Administrative Memoranda
- Statement of Affairs
- Protected Disclosures Policy
- Disability Action Plan
- Y2K Compliancy Reports
- GST Compliancy Reports
- Investment Policy

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

Mr Ray Smith,
Secretary,
Cobar Water Board,
PO Box 8,
Cobar NSW 2835
Telephone: (02) 6836 5888
Facsimile: (02) 6836 5889

Inspection of the Policy Documents may be arranged by contacting the above officer during normal office hours and at the address as set out below:

Cobar Water Board,
C/- Cobar Shire Council Offices,
Linsley Street,
Cobar NSW 2835
Hours: 8.00am-4.00pm, Monday to Friday

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****NSW DEPARTMENT OF COMMERCE****SECTION 1 – POLICY AND GENERAL PUBLICATIONS****COMMERCE CORPORATE**

- Corporate Plan
- Annual Report
- Reporting Corrupt Conduct, Maladministration and Serious and Substantial Waste of Public Money Policy December 2005
- NSW Dept of Commerce Occupational Health & Safety & Injury Management Policy Statement
- Business Ethics Statement November 2005
- NSW Government Tendering Guidelines
- Department of Commerce Tendering Manual – Chapter 9 Disclosure of Contract Information, and Contract Award Information Form compliance with Premier's Memorandum No 2000-11 disclosure on Information on Government Contracts with the Private Sector
- NSW Department of Commerce ICT Strategic Plan 2006 – 2010
- Internet and Email Use Policy
- Acceptable Use of Information and Information Systems Policy
- Graduate Recruitment Policy
- Student Placements Policy
- Study Time Leave and Assistance Policy
- Study Leave for the Public Sector Management Course Policy
- Children in the Workplace Policy
- Family and Community Service Leave Guidelines and Procedures
- HR Strategic Plan 2006-2009
- Smoke Free Workplace Policy

Enquiries: The Freedom of Information Coordinator, Level 22, McKell Building, 2-24 Rawson Place, Sydney between the hours of 9am–5pm, Monday to Friday.

Telephone: (02) 9372 8720

Facsimile: (02) 9372 8733

OFFICE OF FAIR TRADING**Fair Trading Investigations**

- Alteration/Replacement of Odometers in Motor Vehicles Procedure
- Notice to Show Cause Procedures under Motor Dealers Act
- Suspension of Licences Guidelines under section 64A of the Fair Trading Act 1987.

Enquiries: Manager, Fair Trading Investigations Branch, Level 3, 1 Fitzwilliam Street, Parramatta between the hours of 9am–5pm, Monday to Friday.

Telephone: (02) 9895 0416.

Real Estate Investigations

- Commissioner's Guidelines on Supervision under section 32 of the Property Stock and Business Agents Act 2002
- Estimated Selling Price Guidelines for Agents (Property Stock and Business Agents Act 2002)
- Guide for considering applications by licensees, former licensees, or their personal representatives for not taking Disciplinary Action, Prosecution Action or the Issue of Penalty Notices for Failure to Audit Trust Books and Records and Lodgement of an Audit Report or Statutory Declaration with the Commissioner under Sections 111 and 113 of the Property, Stock and Business Agents Act 2002.
- Guide to applying for an exemption under section 31 of the Property Stock and Business Agents Act 2002 from having a licensee-in-charge at each place of business

- Guide re: Disqualified Persons section 16 (1) (O) Property Stock and Business Agents Act 2002
- Property Services Compensation Fund Procedures Manual

Enquiries: Manager, Real Estate Investigations Branch, Level 3, 1 Fitzwilliam Street, Parramatta between the hours of 9am–5pm, Monday to Friday.

Telephone: (02) 9895 0511.

Rapid Response

- Enforceable Undertakings Guidelines
- Substantiation Notice Guidelines

Enquiries: Manager, Rapid Response Branch, Level 6, 1 Fitzwilliam Street, Parramatta between the hours of 9am–5pm, Monday to Friday

Telephone: (02) 9895 0043.

OPERATIONAL PRIORITIES AND INTELLIGENCE

- Formal Caution Manual
- Penalty Notice Manual
- Guidelines for Use of Statutory Notices and Powers
- Office of Fair Trading Compliance Policy
- Public Warning Statements – Procedures and Guidelines

Enquiries: Acting Manager, Operational Priorities & Intelligence Branch, Level 3, 1 Fitzwilliam Street, Parramatta between the hours of 9am–5pm, Monday to Friday

Telephone: (02) 9895 0513.

Safety and Standards

- Hazard Evaluation Procedures – Product Safety
- Electrical Equipment Safety Requirements in NSW – Explanatory Notes
- New South Wales Products Safety Committee – Information for Members
- Trade Measurement
- Trade Measurement Act – Certification Scheme Administration Guide
- Trade Measurement Policy for the conduct of retail and industrial inspection, verification, in service inspection (re-verification), certification, observation and rejection of trade measuring instruments
- Trade Measurement Enforcement Policy

Enquiries: Manager, Measurement & Technical Services Branch, Bradfield Road, Lindfield West between the hours of 9am–5pm, Monday to Friday.

Telephone: (02) 8467 4449.

Legal Services Division

- Prosecution Policy and Guidelines
- Guideline regarding Intervention by Minister or Commissioner for Fair Trading in Legal Proceedings
- Legal Assistance Guidelines
- Subpoena Procedures

Enquiries: Director, Legal Services Division, Level 3, 1 Fitzwilliam Street, Parramatta between the hours of 9am – 5pm, Monday to Friday.

Telephone: (02) 9895 0153.

REVS – Register of Encumbered Vehicles

- REVS Guidelines for Handling Subpoenas
- Show Cause matters – procedures
- REVS Penalty Notice Manual
- Telephone Vehicle Enquiry Procedure
- Stolen Vehicle Enquiry Procedures
- REVS Certificate Procedures
- Section 8(5) Retrospective Certificate Procedure
- Fine Default Enquiries
- Written Off Vehicle Enquiries

Enquiries: General Manager, REVS, Level 3, 1 Fitzwilliam Street, Parramatta between the hours of 9am–5pm, Monday to Friday.

Telephone: (02) 9895 2726.

Registry of Co-operatives and Associations

- Formation kits for co-operatives
 - Registry of Co-operatives & Associations – role and services
 - A guide to co-operatives
 - How to form a co-operative
 - Formation meeting for a co-operative
 - Standard rules for co-operatives (disk and hard copy)
 - Model rules for non-trading non-share co-operatives
 - Guide for using model rules for non-trading non-share co-operatives
 - Co-operatives Development Grants Program – fact sheet
 - Co-operatives Development Grants Program – guidelines
 - Standard forms of disclosure documents
 - Comparative table of business structures
 - Compliance checklist for co-operatives
 - Approved forms
 - Co-operative directors – a guide to duties and responsibilities
 - Co-operative membership
 - Search request forms
- Approved forms
- Setting up an incorporated association
- Running an incorporated association
- Model rules for an incorporated association
- How to incorporate as an association checklist
- Information sheets
- Search request forms
- Application forms and guide
- Consumer guide to funerals
- Funeral arrangements

Enquiries: Registry of Co-operatives & Associations, 154 Russell Street, Bathurst between the hours of 8.30am–5.00pm, Monday to Friday.

Telephone: (02) 6333 1400
Toll Free: 1800 502 042
Fax: 6333 1444.

Motor Vehicle Repair Industry

- Operational Policy and Procedures
- General Information sheets
- Glovebox Companion to Trouble Free Car Repairs

Enquiries: Director, Motor Vehicle Industry Authority, 239 Great North Road, Five Dock between the hours of 8.30am–5.00pm, Monday to Friday.

Telephone: (02) 9712 2200.

Policy and Strategy

- Rental Bond Board Grants, Funding Guidelines
- Consumer Credit Code Guidelines – Objectives, Criteria and Process
- Ministerial Council on Consumer Affairs (MCCA) Uniformity Agreement – administration of laws regulating the provision of Consumer Credit
- Sponsorship Policy
- Policy on Ex-gratia Payments
- Property agency industry – Commissioner’s Guidelines for Continuing Professional Development
- Property agency industry – Best Practice Guidelines for marketing training programs and recording participant outcomes
- NSW Consumer Protection Awards – Protocol Document – renamed NSW Fair Trading Awards Protocol Document
- Media Policy
- Guidelines for Exemptions from the Home Warranty Insurance Requirements under the Home Building Act 1989
- Your Opinion Counts (customer feedback system)
- Customer Service Standards (Statement of Guarantee of Service)
- Policy on Establishment of Continuing Professional Development for Regulated Industries

- Copyright and Website Linking Policy – Copyright Policy has been redrafted and is with Legal for approval. Website link is current

Enquiries: Office of the Deputy Commissioner for Fair Trading, Level 20, 227 Elizabeth Street, Sydney between the hours of 9am–5pm, Monday to Friday.

Telephone: (02) 9338 8908.

Home Building Service

- Home Building Licensing Procedural Manual

Enquiries: Acting Director, Home Building Licensing, Level 4, 1 Fitzwilliam Street, Parramatta, between the hours of 9am–5pm, Monday to Friday.

Telephone: (02) 9895 0850.

- Home Building Service – Complaint Handling Guidelines
- Mediation Services and Compliance Procedures Manual

Enquiries: Director, Mediation Services & Compliance, Level 4, 1 Fitzwilliam Street, Parramatta, between the hours of 9am – 5pm, Monday to Friday.

Telephone: (02) 9895 0801.

- Home Building Insurance Services Branch
- The Fair Trading Administration Policy and Procedures Manual
- The Building Insurers Guarantee Corporation Policy and Procedures Manual
- Conditions of Approval – Approved Private Providers of Insurance
- Market Practice Guidelines (general) – made as a condition of approval under section 103A of the Home Building Act 1989
- Market Practice Guidelines (for home warranty insurance issued to owner builders) – made as a condition of approval under section 103A of the Home Building Act 1989
- Claims Handling Guidelines – made as a condition of approval under section 103A of the Home Building Act 1989

Enquiries: Director, Insurance Services, Level 22, 227 Elizabeth Street, Sydney, between the hours of 9am–5pm, Monday to Friday.

Telephone: (02) 9777 8880.

Property & Licensing

- Renting Services Procedures Manual
- Rental Bond Lodgement and Revenue Procedures
- Rental Bond Refunds Procedures

Enquiries: Manager, Renting Services Branch, Level 4, 234 Sussex Street, Sydney between the hours of 9am–5pm, Monday to Friday.

Telephone: (02) 9377 9023.

Fair Trading Services

- Grants and Funding Programs Policy
- Credit Counselling Program Funding Guidelines
- Financial Counselling Trust Fund Funding Guidelines
- Property Services Grants Program Funding Guidelines
- Home Building Grants Program Funding Guidelines
- Tenants Advice and Tenancy Program Funding Guidelines
- Home Building Advice and Advocacy Service Pilot Guidelines
- Home Building Advocacy Service Pilot Guidelines

Enquiries: Office of the Executive Director, Fair Trading Services, Level 22, 227 Elizabeth Street, Sydney between the hours of 9am–5pm, Monday to Friday.

Telephone: (02) 9619 8777.

Customer Services

- Customer Services Handbook

Enquiries: Office of the Director, Customer Services Division, Level 6, 1 Fitzwilliam Street, Parramatta between the hours of 9am–5pm Monday to Friday. Telephone: 9895 0299.

Office of Fair Trading publishes a range of publications for the public, a full list of which is displayed on the Office of Fair Trading website at www.fairtrading.nsw.gov.au or by phoning Office of Fair Trading on 13 32 20.

Office of Industrial Relations

The OIR has the following policy documents available for inspection and/or purchase:

- Charging and Pricing Guidelines
- Various policies and procedures relating to work specification and operational matters, including:
- Guidelines for Accepting Industrial Complaints
- Workplace Targeting Policy & Procedures

Note: Where copies of policy documents are required, a photocopy fee of 20 cents per sheet is payable. However, in all cases, documents are only charged for when the total value of an individual request is \$10.00 or more.

Enquiries: Office of Industrial Relations also has a variety of current brochures, pamphlets, newsletters and booklets containing information on New South Wales industrial relations matters available to interested members of the public, some free of charge and others for a nominal fee. A full list of these publications is included in the Department of Commerce Annual Report and more information regarding OIR publications can be obtained by contacting the Office of Industrial Relations on 13 16 28 or by visiting the Office of Industrial Relations website www.industrialrelations.nsw.gov.au.

OFFICE OF PUBLIC WORKS AND SERVICES

Project Management

- Colour Scheme Primary Schools \$800.00 (CD)
- Colour Scheme Secondary Schools \$1200.00 (CD)
- Design Standard (\$450.00)
- Design Standard – Sections \$55.00 each
- Ecologically Sustainable Development in Education facilities \$55.00
- Education Research Facilities Group Gazette (subscription \$15.00)
- Energy Management in New South Wales Schools \$35.00
- Improving Workshop Safety \$225.00
- Landscape Design Standard \$150.00 (CD)
- Primary and Secondary Schools Facilities Standard \$800.00 (CD) and \$75.00 (Summary).
- Primary School Facilities Standard \$412.50 (CD)
- Playing Safe: Guidelines for the Installation and Maintenance of Playground Equipment in NSW Government Schools \$50.00
- School Specification Standard (\$450.00) or each Section (\$55.00)
- Secondary School Facilities Standard \$495.00 (CD)
- Secondary Schools Summary – \$55.00
- Special Education \$192.50 or \$45.00 Summary
- Sunshade in Schools \$11.00
- Windows & Doors Drawing Set \$150.00 (15 drawings @ \$10 each)
- Built to Teach: Designed to Learn (secondary schools \$100) and Space to Teach: Room to Learn (primary schools \$75) \$150 (DVD combined)
- Landscape Management in NSW Schools \$35.00

Enquiries: Cecilia Wilson

Telephone: (02) 9372 8697

Email: cecilia.wilson@commerce.nsw.gov.au

Sustainable Water Solutions

- NSW Tide Charts, \$5.50 per copy

Enquiries: Dave Gorham

Telephone: (02) 9949 0277

Email: Dgorham@mhl.nsw.gov.au

- MHL1482 NSW North Coast March 2006 Flood Summary
- MHL1469 NSW North Coast January 2006 Flood Summary
- MHL1464 DNR Arrawarra Creek Data Collection August-October 2005
- MHL1435 Marshalls Creek Flood Event 30 June 2005
- MHL1426 NSW North Coast Flood Summary June 2005
- MHL1425 NSW Wave Climate and Coastal Air Pressure Annual Summary 2004-2005
- MHL1424 NSW Coastal Rainfall Annual Summary 2004-2005
- MHL1423 NSW Ocean and River Entrance Tidal Levels Annual Summary 2004-2005
- MHL1422 NSW Estuaries and Rivers Water Levels Annual Summary 2004-2005

- MHL1420 North Beach Jetty Revetment Physical Model Testing
- MHL1399 DIPNR Boambee Creek Tidal Data Collection April-July 2005
- MHL1343 Korogoro Creek Data Collection May-August 2004
- MHL1269 DNR Tidal Planes Data Compilation Stage 3

Enquiries: Megan Jensen

Telephone: (02) 9949 0266 -

Email: mjensen@mhl.nsw.gov.au – Variable prices, cost on request

Government Architect's Office

- Building Price Indices \$165 per annum including quarterly updates available on the Internet (including GST)
- Concise Method of Measurement for Building Works \$33 (including GST)

Enquiries: Vincent Shaw

Telephone: (02) 9372 8311

Email: vincent.shaw@commerce.nsw.gov.au

Government Chief Information Office (GCIO) Information Communications Technology [Government Chief Information Office]

The following publications and information can be accessed at www.gcio.nsw.gov.au

- People First – NSW Government ICT Strategic Plan
- Acquisition of IM&T Guideline
- Authentication – Digital Signatures Guideline
- Benefits Management Plan Guideline
- Benefits Realisation Register Guideline
- Business Case Development Guideline
- Business Proposals Memoranda
- Buy not Build Memoranda
- Call Centre Establishment Guideline
- Call Centre Operation Guideline
- Change Management Guideline
- Chief Information Officer Guideline (3.2)
- Chief Information Officer Memoranda
- Code of Conduct and Ethics Guideline
- connect.nsw Implementation Framework
- Contracting Out Guideline
- Facilitators Handbook Guide to accompany the video [I wish] it wasn't me
- Government Network Services (ITS2068) Memoranda (5.4)
- Government Selected Application Systems (GSAS) Guideline
- Government Selected Application Systems – GSAS Memoranda (6.1)
- Guide to Labelling Sensitive Information
- IM&T Strategic Planning Guideline
- IM&T Strategic Planning Guideline Information Sheet 2004 Review of IM&T Strategic Plans
- IM&T Strategic Planning Guideline Information Sheet IM&T Strategic Planning Process
- IM&T Strategic Planning Guideline Information Sheet IM&T Steering Committee
- IM&T Strategic Plan Template
- IM&T Strategic Plan Progress Update Report Template
- Information Management – AGLS Metadata Guideline
- Information Management – Copyright Guideline
- Information Management – Liability Guideline
- Information Management – Privacy Guideline
- Information Management and Technology Blueprint
- Information Management – Audit – Guideline
- Information Management – Classification – Guideline
- Information Management Framework – Guideline
- Information Management Inventory – Guideline
- Information Security Guidelines – Part 1 Information Security Risk Management
- Information Security Guidelines – Part 2 Examples of Threats & Vulnerabilities
- Information Security Guidelines – Part 3 Information Security Baseline Controls
- Interoperability Framework

- New South Wales Government Policy Guidelines for Mobile Communications Devices and Associated Services
- New South Wales Telecommunications Strategy
- Post Implementation Review Guideline
- Project Management Guideline
- Project Risk Management Guideline
- Providing Information and Services Using the Internet: A Guide for NSW Government Agencies Guideline
- Provision of Information and Services Using the Internet Memoranda (5.1)
- Quality Management Guideline
- Security of Electronic Information Memoranda (3.3)
- Smart Cards Memoranda (8.2)
- Strategic Relationship Agreements Memoranda (6.4)
- Telecommunications Services Agreements (DITM 2001) Schedule 3
- Use of the Internet for Electronic Messaging Guideline
- Wide Area Network Communications Memoranda (5.2)
- Web Usability and Accessibility Guide
- X.500 Directories (1) Directory Architecture Guideline
- X.500 Directories (2) Core Directory Information Tree & Schema Guideline
- X.500 Directories Memoranda (5.3)

Construction

The following publications and information can be accessed at – www.construction.nsw.gov.au

- Aboriginal Participation in Construction Implementation Guidelines January 2001
- Capital Project Procurement Manual
- Consultant Performance Reporting and Exchange of Reports between Government Agencies Guidelines – October 2000
- Contractor Performance Reporting and Exchange of Reports between Government Agencies Guidelines (Construction) – December 1999
- Developing and Implementing a Training plan for Small Business (Construction)
- Environmental Management Systems Guidelines (Construction) – November 1998
- Environmental Performance Guide for Buildings
- Industrial Relations Management Systems Guidelines (Construction) 1999
- Guidelines for Auditing Project OHS Management Plans 4th edition – June 2004
- OHS Management Systems Guidelines 4th edition – June 2004
- OHS Management Systems Guidelines (Construction) At a glance brochure – June 2004
- Prequalification of Service Providers Guidelines – May 2003
- Training Management Guidelines – December 2000

The following documents can be accessed at www.dpws.nsw.gov.au/Government+Procurement/Government+Procurement.htm

- Security of Payment Act Information Package
- Government Procurement Policy and Strategy
- Tendering Guidelines
- Guidelines for Construction Procurement Valued to \$1 Million
- Capital Estimating Guidelines for Construction (Draft)

The following publications and information can be accessed via www.ogp.commerce.nsw.gov.au

- Gateway Review Process
- Capital Works Procurement
- Capital Project Procurement Manual
- Agency Accreditation Scheme
- Construction Agency Coordination Committee
- Environment Performance Guide for Building
- Environment Management System Guidelines
- Occupation & Health Safety & Risk Management System Guidelines
- Online Training Resource Manual for the Construction Industry in New South Wales

The following publications can be accessed at www.ogp.commerce.nsw.gov.au:

- Gateway Project Profile Assessment Tool
- Gateway Strategic Review Workbook

- Gateway Business Case Review Workbook
- Gateway Pre-Tendering Review Workbook
- Gateway Tender Evaluation Review Workbook
- Gateway Pre-Commissioning Review Workbook
- Gateway Post Implementation Review Workbook
- Gateway Review Toolkit

Procurement System for Capital Works

The following publications can be accessed at www.managingprocurement.commerce.nsw.gov.au/system/index.doc

- Procurement method selection guidelines
- GC21 standard form contract documents
- Minor Works standard form contract documents
- Mini Minor Works standard form contract documents
- Consultancy Services standard form contract documents
- Project Management Services standard form contract documents
- Selective Tendering Guidelines
- Contract management concept
- Cost adjustment guidelines
- Insurance guidelines
- Performance management system guidelines
- Contract dispute resolution guidelines
- Consultant Prequalification Scheme 2004-2007
- Contractor Prequalification Scheme 2005-2007
- Contractor Best Practice Accreditation Scheme
- Project manager selection – Tender planning
- Project manager selection – Tendering Process
- Consultant selection – Tender planning
- Consultant selection – Tendering Process
- Creating a tender document from the Mini Minor Works standard form
- GC21 clause commentary
- C21 clause commentary
- Minor Works clause commentary
- Guidance on the content of the Mini Minor Works standard form
- Consultancy services contracts – Agreement management
- Project management services contracts – Agreement management

Asset Management and Office Accommodation

The following publications and information can be accessed at www.ogp.commerce.nsw.gov.au:

- Total Asset Management Manual
- NSW Government Asset Management Committee
- Office Accommodation
- Government Office Accommodation Reform Program
- Government Office Accommodation Workspace Guidelines – Management Guide
- Government Office Accommodation Workspace Guidelines – Workbook
- Other Related Resources
- Goods and Services

Contracting Services

Please visit www.contractservices@nswp.commerce.nsw.gov.au to view all publications produced by Contracting Services (formerly State Procurement). There is a range of information on procurement and related areas including:

- BetterBuying – Client based quarterly newsletter
- Contract ‘user guides’ – approximately 115 available online
- SupplierNews – biannual publication for approved suppliers

Government Advertising

The following publications and information can be accessed at www.advertising.nswp.commerce.nsw.gov.au:

- Advertising Peer Review Overview
- Peer Review Workbook

eBusiness Solutions

A range of publications in relations to electronic procurement can be found on the following websites:

www.smartbuy.nsw.gov.au

NSW Government eMarketplace for the procurement of goods and services

www.tenders.nsw.gov.au

NSW Government eTendering site, for the advertisement of tender opportunities and secure receipt of tender bids electronically

State Records

Policy Documents

For convenience, State Records' major policy documents are grouped under broad headings based largely on the main Key Result Areas in the current Corporate Plan. For information on how to inspect or obtain copies of various documents, see 3 below.

Public access to State records

Except for 12, the following documents are available at www.records.nsw.gov.au:

1. Application for Reader's ticket
2. Archives in Brief 9: Your rights of access to State records
3. Archives in Brief 10: Citing State archives
4. Archives in Brief 11: Guidelines for publishing State archives
5. Archives in Brief 13: Reading room rules and procedures
6. Archives in Brief 16: Enquiry and copying services
7. Archives in Brief 18: Services for the public – our guarantee
8. Archives in Brief 48: Fees for reading room services
9. Archives in Brief 68: Our online resources
10. Archives Resources Kit Loan Service
11. Pre-order records
12. Public access policies and procedures
13. Register of access directions
14. Resources for:
15. Family historians
16. Indigenous people
17. People in regional NSW
18. School teachers and students

Providing services to the community

- EEO management plan
- Ethnic affairs Priorities Statement
- Disability strategic plan
- Indigenous Protocols
- Internet Strategy
- Government recordkeeping manual (this includes all State Records' published standards, guidelines and codes of best practice relating to recordkeeping and archival management). The Manual comprises four volumes:
 - Requirements for public offices
 - Guidelines for public offices
 - Procedures for public offices
 - Disposal Authorities for public offices
- Better skills strategy, 2002-2005
- Chief executives strategy, 2002-2005
- Disposal authorities
- Government recordkeeping procedure manual
- Improving compliance strategy, 2002-2005
- Archives Control and Management – Series system procedure manual
- Series system implementation plan
- Small agencies strategy, 2002-2005
- State Records Merged Thesaurus Guidelines

Improving Government Recordkeeping/Managing the State's archives

- Government recordkeeping manual (this includes all State Records' published standards, guidelines and codes of best practice relating to recordkeeping and archival management). The Manual comprises four volumes:
- Requirements for public offices
- Guidelines for public offices
- Procedures for public offices
- Disposal Authorities for public offices
- Better skills strategy, 2002-2005
- Chief executives strategy, 2002-2005
- Disposal authorities
- Government recordkeeping procedure manual
- Improving compliance strategy, 2002-2005
- Archives Control and Management – Series system procedure manual
- Series system implementation plan
- Small agencies strategy, 2002-2005
- State Records Merged Thesaurus Guidelines

Providing Records Storage Services (Government Records Repository – GRR)

- Summary fact sheet
- Secure records storage
- Remote storage for computer tapes and cartridges

Corporate Reporting, Planning and Policy

- Annual report 2005-2006
- Corporate plan 2001-2004
- Quality improvement plan
- Board of State Records – minutes/meeting papers
- Privacy management plan

Corporate Information and Communications (including Information Management and Technology)

- Acceptable Usage Policy (Including network, computer systems and communication devices)
- Information Security policy
- Internal communications – policy and guidelines
- IM&T strategic plan, 2005-2008
- Internet strategy
- Password Selection Guidelines
- Records management policy
- Records management system (RMS) user guidelines
- Style manual

Personnel Policies

- Code of conduct
- Complaints/problem handling procedures
- Corruption prevention policy and procedures (incorporating Protected disclosures policy)
- Cost of travel to and from work
- Credit cards policy
- Disclosure of personal information
- Freedom from harassment – policy and procedures
- Granting of higher duties/acting in a higher capacity/development opportunities
- Granting of study time leave
- Grievance resolution, processes for
- Motor vehicle usage guidelines
- Occupational Health and Safety policy
- Performance management statement
- Password Selection Guidelines
- Recruiting staff with electronic recordkeeping knowledge
- Return to work program
- Reporting Security Incidents
- Security Incident Management Procedure
- Security for Sydney Records Centre – procedures and guidelines

- Sick leave policy
- Staff attendance at staff development and training activities, including attendance at professional meetings, seminars and conferences
- Use of volunteers
- Working on weekends – policy and procedures

Statement of Affairs

The Statement of Affairs may be found in the State Records' Annual Report. This is available free of charge from the Sydney Records Centre, 2 Globe Street, Sydney 2000 during office hours (9.00 am – 5.00 pm, Monday to Friday). Copies are also available for inspection at the State Library and other deposit libraries under the Copyright Act.

Contact Arrangements

The policy documents listed under 1.1 above are available free of charge during office hours from the reading rooms in the Sydney Records Centre and at the Western Sydney Records Centre (Kingswood). Leaflets produced by the Government Records Repository (1.4 above) are available free from the GRR at the Western Sydney address. For the other items listed, arrangements may be made for inspection (and in some cases, purchase) by contacting the Chief Information Officer, telephone (02) 9673 1788.

Sydney Records Centre

2 Globe Street
The Rocks Sydney NSW 2000

Western Sydney Records Centre (Kingswood)

143 O'Connell Street
Kingswood NSW 2747
Telephone: (02) 9673 1788

SECTION 2 – STATEMENT OF AFFAIRS

Department of Commerce Corporate, Office of Fair Trading, Office of Industrial Relations, Office of Public Works and Services and NSW Procurement –

The Department of Commerce Annual Report serves the purpose of publishing the Department's Statement of Affairs. The report can be accessed on the Department of Commerce web site at www.commerce.nsw.gov.au

The last Statement of Affairs for the Department of Commerce was published in the Annual Report for 2005-2006.

SECTION 3 – CONTACT ARRANGEMENTS

General Department of Commerce including State Records Office.

Any inquiries concerning applications, procedures for inspecting and purchasing policy documents and Statements of Affairs should be made to:

The Freedom of Information Coordinator
Department of Commerce
Level 22, McKell Building,
2-24 Rawson Place
Sydney NSW 2000
Telephone: (02) 9372 8720
Facsimile: (02) 9372 8733

Other specific areas of the department are as follows:

Office of Fair Trading

Applications for access to any other type of documents held by the Office of Fair Trading should be made under the Freedom of Information Act 1989 (FOI). FOI forms can be downloaded from Fair Trading's website at: www.fairtrading.nsw.gov.au or obtained from any Fair Trading Centre.

Applications should be addressed to the:

Co-ordinator, Freedom of Information
Office of Fair Trading
PO Box 972
Parramatta NSW 2124
Telephone: (02) 9895 0362
Facsimile: (02) 9895 0085
Facsimile: (02) 9895 0222

Office of Industrial Relations

Any inquiries concerning applications, procedures for inspecting and purchasing policy documents and Statements of Affairs should be made to:

FOI Coordinator
NSW Office of Industrial Relations
Executive Officer
Level 23, McKell Building
2-24 Rawson Place
Sydney NSW 2000
Telephone: (02) 9020 4505
Facsimile: (02) 9020 4730

Freedom of information applications – fees and hours of business:

All application made under the Freedom of Information (FOI) Act 1989 require a normal fee of \$30.00 and general inquiries may be made between the hours of 9am to 5pm, Monday to Friday to any of the FOI Coordinators mentioned. FOI forms can be downloaded from the Office of Fair Trading website at www.fairtrading.nsw.gov.au or obtained from any Fair Trading Centre

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****COMMUNITY RELATIONS COMMISSION****For a multicultural NSW****FOI Agency No. 379****SECTION 1 – POLICY DOCUMENTS**

- Ageing People of a Non-English Speaking Background: A Policy Perspective (charge of \$5.00 plus postage)
- Business Continuity Management Policy
- Canterbury-Bankstown Community Harmony Round Table
- Canterbury Bankstown Community Harmony Round Table Project – Guidelines for the Operation of
- Canterbury Bankstown Community Harmony Round Table Project – Implementation Working Groups – Operational Guidelines
- Canterbury Bankstown Community Harmony Round Table Project – Partner Agencies Application
- CCTV Camera Surveillance Policy
- Code of Conduct for Commissioners, Officers and Employees of the Community Relations Commission For a multicultural NSW (Supplement to the NSW Public Sector Code of Conduct)
- CommuniLink Acceptable Use Policy
- CommuniLink Webhosting Services Policy Guidelines
- Community Development Grants Program 2006-07 – application form
- Community Development Grants Program Procedures Manual
- Community Harmony Crisis Management Plan
- Community Harmony Reference Group Report
- Community Language Allowance Scheme Examination Policy and Procedures Guidelines
- Community Relations Commission submission to the Department of Immigration and Multicultural and Indigenous Affairs on the DIMIA Client Service Charter and Client Service Strategy for Visa and Citizenship Services.
- Community Relations Commission submission to the NSW Parliament Legislative Council Standing Committee on State Development Inquiry into Skills Shortages in Rural and Regional NSW (September 2005)
- Community Relations Commission submission to the Review of the Community Relations Commission and Principles of Multiculturalism Act 2000 (September 2006)
- Community Relations Commission submission to the Senate Legal and Constitutional References Committee Inquiry into the Administration and Operation of the Migration Act 1958 (September 2005)
- Community Relations Report 2005
- Complaints Handling Policy and Procedures for Casual Interpreters and Translators
- Corporate Plan 2002-2006
- CRC Awards for Volunteering
- CRC Code of Conduct for Interpreters and Translators
- CRC Guide to services
- Crown Employees (Interpreters & Translators, EAC) (Transitional) Award
- Customer Information Management System Policy Guidelines
- EAPS Forward Plan 2003-2006
- EEO Annual Report 1998-1999
- Electronic Mail Management Policy
- Ethnic Affairs Priorities Statement (EAPS) Standards Framework
- Fairfield Model Court Report
- Families & Cultural Diversity – Volume 1: Contemporary Issues
- Families & Cultural Diversity – Volume 2: The Statistics
- Families & Cultural Diversity – Volume 3: The Research Perspectives
- Government Green Paper: Building on our Cultural Diversity (May 1996)
- Government White Paper: Building on Our Cultural Diversity – Ethnic Affairs Action Plan 2000
- Green Paper, Cultural Harmony – The Next Decade 2002-2012

- Guidelines – Exemptions from Payment for Language Services (March 2003 amended February 2004)
- Guidelines for the Operation of Regional Advisory Councils (June 2002)
- Guidelines for Youth Liaison teams
- Immigration and Planning in New South Wales (March 1997)
- Immigration: New South Wales Government Position Statement
- Inactive Records Procedures
- Information and Communication Technology Policy Guidelines
- Information and Communication Technology Strategic Plan 2007-2009
- Information and Communication Technology Operational Plan 2007-2009
- Information Security Policy Guidelines
- Language Services Schedule of Fees (amended July 2004)
- MediaLink Business Policy Guidelines
- MediaLink Guidelines for Reporters
- Ministerial Records Management Policy
- NSW comments on Integrated Humanitarian Settlement Strategy Discussion Paper
- NSW Council for Pacific Islanders – implementation plan
- NSW Government submission to the Australian Government on the recommendations of the Interdepartmental Committee on Humanitarian Settlement (November 2006)
- NSW Government submission to the Citizenship Task Force, Department of Immigration and Multicultural Affairs (DIMA), on the Australian Citizenship: Much more than a ceremony Discussion Paper (October 2006)
- NSW Government submission to the House of Representatives Joint Standing Committee on Migration Inquiry into Skills Recognition, Upgrading and Licensing (July 2005)
- NSW Position on Supporting Settlement in Rural Regional & Remote Australia
- Operational Guidelines for Community Liaison Officers
- Overseas Qualifications and Skills in the New South Wales Public Sector
- Police and Ethnic Communities (November 1994) – reprinted 1995
- Policy Guidelines for Translators (April 2004)
- Premier's Chinese Community Service Awards
- Proposed Direction for the Development of a representative Pacific Council – Options for Discussion
- Proposed Direction for the Development of a Representative Pacific Council – Outcome of Consultations with Pacific Communities
- Privacy Management Plan
- Records Management Policy guidelines
- Privacy Policy
- Religious Development in New South Wales (Planning for)
- Report of the Community Relations Commission Investigation into African Humanitarian Settlement in NSW (September 2006)
- Report of the Working Party on Migration to Sydney and Regional NSW
- Requesting and Working with Interpreters from the Community Relations Commission (May 2006)
- Resource Handbook for Chief Executive Officers & Senior Managers on Ethnic Affairs in the New South Wales Public Sector – reprinted 1998
- Retrenched Workers' Rights Project (January 1993)
- Serial Sponsorship: Perspectives for Policy Options 1992 (price \$5.00 plus postage)
- Street Festivals Project Guidelines
- The Way Forward: A Consultation Document Leading to a Community Relations Commission 1999
- Training Policy
- 2005 Multicultural Marketing Awards Guidelines
- Use of Interpreters in Domestic Violence and Sexual Assault Cases – A guide for Service Providers (June 2002) – 4th edition
- Viewpoints – A Collection of Speeches on Multicultural Issues (July 1996)
- Vital Records Procedures
- White Paper, Cultural Harmony, The Next Decade, 2002 – 2012

SECTION 2 – STATEMENT OF AFFAIRS.

The “Statement of Affairs” dated 2006, prepared in respect of the Community Relations Commission For a multicultural NSW, is available free of charge from the Freedom of Information (FOI) Coordinator on telephone number 8255 6773.

The document, published in the Commission’s 2005-2006 Annual Report, is available for inspection at the Commission’s head office at Level 8, 175-183 Castlereagh Street Sydney.

The “Statement of Affairs” provides an overview of the functions, objectives and activities of the Commission, together with administrative information of particular use to an inquiry in terms of Freedom of Information legislation.

SECTION 3 – CONTACT ARRANGEMENTS.

Copies of the policy documents and the “Statement of Affairs” may be obtained from the FOI Coordinator. There is no cost for the documents other than where indicated.

A full list of Commission publications is also available from the FOI Coordinator who may be contacted on telephone number 8255 6773 between 9.30 am and 4.30 pm.

Any applications under the Freedom of Information Act should be directed to:

The FOI Coordinator
Community Relations Commission
For a multicultural NSW
PO Box A2618
Sydney South NSW 1235

FREEDOM OF INFORMATION ACT 1989

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

SUMMARY OF AFFAIRS

of the

DEPARTMENT OF COMMUNITY SERVICES

SECTION 1 – POLICY DOCUMENTS

The Department of Community Services (DoCS) has produced a number of policy documents which are listed below. Most are available free of charge to the community from the addresss given in section 3

Documents that incur a fee are indicated and their cost (at time of publication) is also detailed. Items marked with an asterisk (*) are available on the DoCS website, <http://www.community.nsw.gov.au>. A number of additional functions have recently been transferred to DoCS from other departments. Where documents produced by those units are available on a different website the relevant address has been listed below.

Adoption and Permanent Care

Adoption Search Guide – What Do I Do Now? – cost \$10.00

Considering Adoption Booklet – cost \$15.00

Fact Sheets about Entitlements under the Adoption Act 2000

Mandatory Information for Birth Parents

Mandatory Information for Children

Mandatory Information for Intra-family Adoption

Post Adoption – Adoption Act 2000 – How it Affects You *

Post-Order Support Service

These documents are available from:

Adoption and Permanent Care Services,

Department of Community Services,

Level 9, Signature Tower,

2-10 Wentworth Street,

Parramatta NSW 2150

PO Box 3485,

Parramatta NSW 2124

Telephone: (02) 8855 4900

Fax: (02) 8855 4999

Business Help

Business Help is an electronic collection of documents on the Department's operational procedures on child protection and out-of-home care.

Children's Services

Draft Children & Young Persons (Care & Protection) Amendment (Out of School Hours Care Services) Regulation 2006 and accompanying Regulatory Impact Statement (RIS), November 2006

Early Childhood Qualifications Assessment Procedure

Early Childhood Services Policy for NSW

Early Childhood Teacher Interim Policy 2006*

Early Intervention Caseworker Manual Abbreviated version, 2006*

First Aid Training for Child Care Workers – Guidelines for Course Content *

Furniture and Play Equipment Checklist for a Child Care Centre in NSW (\$5.50) #

Guide to Children's Service Licensing*

Health and Safety Model Policies and Practices Manual

NSW Curriculum Framework for Children's Services *

Preschool Investment Reform Plan Application Package September 2006

Supporting Children with Additional Needs (SCAN) brochures and posters (languages available: English, Vietnamese, Croatian, Turkish, Macedonian and Chinese)

Supporting Children with Additional Needs (SCAN) Funding Scheme – Guidelines for identifying level of support needs *

Available from Salmat Print on Demand Centre, Level 3, McKell Building, 2-24 Rawson Place Sydney NSW 2000, tel: 1300 656 986.

Child Protection and Early Intervention

Early Intervention Program – Information for Agencies*

Early Intervention Program – Information for parents*

Early Intervention Program Service Provision Guidelines *

Green Paper – Statutory Child Protection in NSW: Issues and Options for Reform*

Good Practice Guide – Working with culturally and linguistically diverse (CALD) people and communities (2005)

Joint Investigation Response Team Policy and Procedure Manual

Mandatory Reporters – Guide to reporting risk of harm *

NSW Interagency Guidelines for Child Protection Intervention, 2006 Edition *

Policy on Child Neglect, July 2006

Corporate and Workforce Strategies

Code of Conduct and Ethics

DoCS Aboriginal Strategic Commitment

Ethnic Affairs Priorities Statement (EAPS) Plan 2005 – 2009*

Families and Communities

2002-2006 NSW Youth Policy Working Together Working for Young People

Aboriginal Child, Youth and Family Strategy Resource Kit (www.familiesfirst.nsw.gov.au)

Area Assistance Scheme Application Form 2006/07

Area Assistance Scheme Funding Guide 2006/07 (www.communitybuilders.nsw.gov.au/aas)

Area Assistance Scheme Terms and Conditions of Agreement for Funding

Better Futures Regional Strategy Resource Kit (www.youth.nsw.gov.au)

Community Services Grants Program Peak Organisations Service Plan 2001/02 *

Community Services Grants Program Service Framework *

Community Services Grants Program Service Specification Template *

Community Services Grants Program Service Specification User Guide *

Families First Evaluation Outcomes Framework NSW Data Report June 2004

(www.familiesfirst.nsw.gov.au)

Families First Policy Framework – A Support Network for Families Raising Children

(www.familiesfirst.nsw.gov.au)

Information for NSW Agencies regarding liaison with Pacific communities

Introductory Resource Guide on Islam and Muslim Communities (1998)

NSW Aboriginal Youth Leadership Project- Helping Young People Put Their Ideas Into Action

Participation and Partnership: Directions for consulting with the community, our clients and our community partners *

Right to Better Service: Ethnic Affairs Policy Directions – 1999 *

Right to Better Service: Rural and Remote Communities Policy Directions – 1999 *

Working Together for NSW; An Agreement between the NSW Government and NSW Non Government Human Services Organisations (www.communitybuilders.nsw.gov.au)

Out-of-home Care

Charter of Rights for 7 to 12 year olds

Charter of Rights for 13 to 18 year olds

Charter of Rights for Children and Young People in Out of Home Care in NSW

Financial Support for Children and Young People in Out of Home Care: Guidelines and Policy

Foster Carer Resource Guide

Framework for the Future of Out of Home Care in NSW

Guide to the Service Price List (for Header Agreements) *

Out-of-Home-Care Service Models – General Foster Care

Out-of-Home-Care Service Models – General Intensive Care

Out-of-Home Care Header Agreement 2006-2008*

Research, Funding and Business Analysis

Appendix 1 – DoCS Generic Service Agreement

Appendix 2 – Early Intervention Program Service Provision Guidelines

Appendix 3 – DoCS Planning Areas
 Appendix 4 – Critical Planning for Aboriginal and CALD Services
 Appendix 5 – Detailed instructions for cost templates
 Appendix 6 – Glossary
 Costing Manual for Child and Family Services in NSW*
 DoCS Contractual Arrangements with NGO Consortia
 DoCS Corporate Directions 2005/06
 DoCS Corporate Plan, 2004/05 – 2008/09 *
 DoCS Early Intervention Program (web page)*
 DoCS Evaluation Guidelines
 DoCS Funding Policy (August 2005)
 DoCS Guidelines for External Researchers *
 DoCS Performance Monitoring Framework
 DoCS Research Agenda 2004/2005 *
 DoCS Strategic Management Framework (August 2005)
 Dual Diagnosis Support Kit
 Early Intervention Caseworker Manual*
 Early Intervention DPP/CPO Manual*
 Early Intervention Fact Sheet*
 Early Intervention Program: eligibility and referrals (web page)*
 Early Intervention Program – frequently asked questions*
 Early Intervention Program Integrated Service Delivery Guidelines for Non Government Services, May 2005
 Early Intervention Program Service Agreement (Incorporating Lead Agency)*
 Early Intervention Program: Service for families (web page)*
 Early Intervention Program Service Specifications*
 Early Intervention Service Provision Guidelines*
 Economic Evaluation guidelines
 EOI Information Package – Assistance for Women and Women with Children Affected by Domestic Violence
 EOI Information Package – Supervised After Hours Emergency Accommodation for Children and Young People
 Families and Friends Affected by the Drug and Alcohol Use of Someone Close (Booklet available in English, Serbian, Vietnamese, Turkish, Chinese, Croatia and Arabic)
 Financial Support for Children and Young People in Out Of Home Care: Guidelines and Policy
 Good Practice Guidelines for DoCS – Funded Services
 Good Practice Guidelines for DoCS – Funded Services – Quality Self-Assessment
 Good Practice Guidelines for DoCS – Funded Services – Quality Workplan
 Guide for Service Providers to the Youth Drug and Alcohol Court Program
 Guidelines for Directorate Business Planning in DoCS (January 2005)
 Guidelines for Partnerships and Planning Teams 2004/05 – Report on Achievements
 Information Package – Performance Monitoring Framework in the Out of Home Care High Needs Kids Program
 Indexation Payment Policy 2004/2005 *
 Interim Brokerage Guidelines for Early Intervention Program Funded Services*
 Paper on Integrated service delivery*
 Questions and Answers relating to finalisation of the EOI for the Early Intervention Program roll-out*
 Research reports
 Assessment of Parenting Capacity: A Review of the Literature
 Child Neglect: A Review of the Literature *
 Contact between children in out-of-home care and their birth families *
 Is all contact between children in care and their birth parents ‘good’ contact? *
 Trends in the number of children and young people in out-of-home care in NSW
 Research to Practice Notes
 Active Engagement: Strategies to increase service participation by vulnerable families*
 Child Neglect – Key Intervention Strategies
 Effective components of home visiting programs *
 Effective Parenting Capacity Assessment: Key Issues
 Neglect: Key issues *
 Parenting Capacity Assessment: Improving Decision Making
 Parenting programs: What makes them effective? *

Quality child care as an intervention: Issues for caseworkers *
 Research to Practice Notes
 Research to Practice Seminar Notes and supporting materials
 Assessing parenting capacity: A review of the literature – Ms Angela White *
 Contact between children in care and their birth parents – Dr Stephanie Taplin
 Evidence-based engagement skills at all levels of practice – Prof Marianne Berry
 Facilitating children's participation in child protection processes – Prof Jan Mason & Ms Annette Michaux
 Innovations in evidence-based parenting interventions, Positive Parenting Program (Triple P) – Prof Matt Sanders
 NSW Children's Court Clinic: Parenting capacity assessment – practice and limitations
 Strategies and challenges in population-level dissemination – the U.S. Triple P System Population Trial – Prof Ron Prinz
 Working in partnership with parents: the family partnership model – Prof Hilton Davis
 Research to Practice Updates (2005: Oct, Nov; 2006: Jan, Mar, May) *
 Service Agreement 2005-2006 (Incorporating Lead Agency)
 Stage 2 Expression of Interest Information Package for Service Providers
 Statistical Services Guidelines
 Technical Report: Caseloads Literature Review

Strategy, Communication and Governance

Children's Week awards and grants – application form
 Complaints Operating Framework
 Fraud Control Plan *
 Fraud Risk Assessment for Service Providers *
 Hearing your concerns: foster carer complaints line
 Managing Allegations Against Employees, Policy and Procedures
 Privacy Management Plan
 Responding to Fraud in DoCS Funded Services
 Visiting delegations policy

Violence Against Women

Domestic Violence Interagency Guidelines
 Evaluation of the NSW Pilot Program for Perpetrators of Domestic Violence – Final report
 Heroines of Fortitude status report – the experience of women in courts as victims of sexual assault
 Improving Service and Criminal Justice Responses to Victims of Sexual Assault 2006
 Local Domestic Violence Committee Grants Guidelines
 Negotiating Consent Kit – discussing safer sexual relationships with young people
 NSW Violence Against Women Prevention Awards nomination guidelines
 Old Crime, New Modus Operandi – Preventing Drug and Alcohol Assisted Sexual Assault Report
 Position Paper on Programs for Perpetrators of Domestic Violence
 Religion and Family Harmony Report 2005
 Violence Excluded-a study into exclusion orders in South East Sydney

These documents are available by contacting the Violence Against Women Specialist Unit ph: (02) 9716 2061 or (www.lawlink.nsw.gov.au/vaw).

SECTION 2 – STATEMENT OF AFFAIRS

The most recent Department of Community Services Statement of Affairs is published in the Department's 2004/2005 Annual Report. It can be downloaded from <http://www.community.nsw.gov.au/html/Annualreport05/index.htm> under Appendices.

SECTION 3 – CONTACT ARRANGEMENTS

All enquiries under the Freedom of Information Act 1989 in relation to the Department of Community Services, or in relation to any information contained in this Summary or in the Statement of Affairs, should be directed to:

Freedom of Information Coordinator,
Freedom of Information Unit,
Department of Community Services,
4-6 Cavill Avenue,
Ashfield NSW 2131
Locked Bag 28,
Ashfield NSW 1800
Telephone: (02) 9716 2662
Fax: (02) 9716 2999

Enquiries can be made by telephone, fax or in person between the hours of 8.30 am and 5.00 pm Monday to Friday (except public holidays).

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****DEPARTMENT OF CORRECTIVE SERVICES****(Includes the State Parole Authority and the Serious Offenders Review Council)****SECTION 1 – POLICY DOCUMENTS**

Section 15 (1) (c) of the FOI Act requires the Department to make each of its policy documents, as defined by section 6 of the FOI Act, available for inspection and purchase by members of the public. Section 15 (2) of the FOI Act allows the Department to delete from a policy document information that would, if included, cause the document to be an exempt document. Where no price is shown, the policy document is a free publication. Documents with an asterisk, *, next to them are available on the Internet. The Department's website address is www.dcs.nsw.gov.au. Documents with a hash, #, next to them are available in the Department of Corrective Services Library.

Aboriginal Support & Planning Unit

- Aboriginal Offenders Strategic Plan 2003-2005 * #

Adult Education and Vocational Training Institute

- AEVTI Policy and Procedures Manual 2005 – 2006*

Alcohol and other Drugs/HIV and Health Promotion

- HIV/AIDS, Communicable Diseases and Health Promotion Policies, Procedures and Management Guidelines
- Inmate HIV & Health Promotion Peer Support Program

Assistant Commissioner, Outer Metropolitan Region

- Bolwarra House Transitional Centre Management Plan
- Management Plan for Jacaranda Cottages of the Emu Plains Correctional Centre
- Parramatta Transitional Centre Management Plan
- The Mothers' and Childrens' Programme Policy
- Women's Facilities & Services Command Statement of Values
- Women's Facilities & Services Command Vision and Mission Statement
- Women's Facilities & Services Command Statement of Intent for Visiting Sections
- Women's Facilities & Services Command Workplace Anti-Violence Policy

At Risk Offenders

- Management Plan and Operational Procedures for Acute Crisis Management Units
- Discussion Paper: Suicide Prevention Strategic Framework * 2005-2010 – paper can be found at www.csa.nsw.gov.au/AJCSO.home.htm

Chaplaincy Services

- Chaplaincy Manual
- Mission Statement
- Role and Resourcing of Prison Chaplaincy

Child Protection Co-ordination and Support Unit

- Child Contact Assessment Program – Assessment Guidelines (some material is deleted from this document as it would be exempt under the FOI Act)
- Strategic Framework Child Protection 2003-2005 #

Commissioner's Media Unit

- Media Policy, Section 20, Operation & Procedures Manual 2005-06

Community Offender Services

- Community Funding Program – Expression of Interest Information and Submission Package (2002/03-2004/05)
- Victims of Violent Crimes Grants Program *

Corporate Legislation and Parliamentary Support

- Operations Delegations
- Financial Delegations

Corporate Research, Evaluation and Statistics

- Research Program #

Corporate Strategy

- Annual Report 2005-2006 * #
- Annual Report Highlights Brochure/CD ROM
- Corporate Plan 2006 – 2009 * #
- Departmental Policy Protocols
- Planning Policy

Corrective Services Industries

- Corrective Services Industries Business Plan (\$2.75 per copy)
- CSI and Competitive Neutrality (\$11.00 per copy)
- CSI in Focus
- CSI and Other Businesses Brochure

Disability Services Unit

- Disability Action Plan 2000-2002

Family & Community Support

- Funeral assistance
- Travel assistance for Families Visiting Inmates

Finance & Asset Management

- Minor Works Asset Management Manual (November 2005)
- Accounting Policy Manual – 1995
- Accounting Procedures Manual – 2002
- Accounts Payable Procedures – Cab Charge Card Policy
 - Year End/Month End Procedures
 - Corporate Credit Card Policy
- Chart of Accounts
- Procurement & Materials Management Manual
- Procurement Procedures (being updated)
- Transport Policy and Procedures (being updated)
- Henry Deane Parking Procedure Manual (December 2005)
- DCS Ellipse Equipment Register Policy and Procedure Manual
- Fixed Asset Policy
- Engagement of Consultants/Contracted Employees Policy & Procedures
- Risk Management Policy & Procedures Manual
- Contract Management Committee Guidelines (March 2005)
- CTS Inmate Phone System Management Procedure (November 2005)
- Centralised Accounts Payable System Management Manual Version 3
- Debt Recovery Policy
- Engagement of Consultants Policy & Procedure Statement
- Property Policies & Procedures, Acquisitions and Disposals (February 1999)
- Lease Quote Procedures – Salary Sacrifice Motor Vehicles (April 2005)
- ICT Equipment Purchasing Procedures V1.4
- ComputerFleetClientXpress 6.4 User Manual (April 2004)

Freedom of Information & Privacy Unit

- FOI & Privacy Unit Proof of Identity Policy *
- Public Access to Records, Documents, Personal Information and Health Information *
- Privacy Internal Review Applications Lodged Out of Time Policy

Human Resources Division

- Criminal Records Check – Security and Criminal Records Checks Policy and Guidelines (\$3.60 per copy)
- Occupational Health and Safety Policy (\$1.20 per copy)
- Occupational Health and Safety Manual (\$25.00 per copy) #
- Aboriginal Employment & Career Strategy 2003-2006 *

- EEO Management Plan (\$2.50 per copy) *
- EEO Report 2002/2003 (\$2.50 per copy)

Information Management & Technology Division

Policy & Guidelines

- ICT Continuity Policy
- Change Management Policy
- Corporate Records Management Policy
- Incident Management Policy
- Vendor Relationship Policy
- Information Security Policy
- Internet & Intranet Policy
- Information Classification & Ownership Policy
- Electronic Mail Policy
- Information Security Management System Policy

Procedures

- Backup of the OIMS Webservice – r1280 (Sun 6) Box
- Change Management
- Change Management Process Manual
- Complaints Handling – Service Hub
- Document Control
- Novell and GroupWise Transfer
- OIMS Incident/Change Escalation
- Updating patches for Solaris
- Removal of ICT Equipment
- Self-Help Records Archival/Disposal Procedures for Users With CIMS Access
- Self-Help Records Archival/Disposal Procedures for Users Without CIMS Access
- IM&TD Financial Management – Payments
- Adding An Application Using NAL
- Check/Update L: Drive Access
- Create a New BIMS Account
- Ellipse Troubleshooting
- Incident Management Process
- Install a Local Device
- IM&T Security Incident Management
- Logging in to the Sun Management Centre Web Console
- Maintaining Email and Mailbox Function
- Manual Installation of SecureTek Software
- OIMS Incident/Change Escalation
- OMS/OIMS (Sunfire 4800) System Restart
- OIMS User Account Management – Inmate Custodial Services
- Priority One Incident Handling
- Releasing a Document in OIMS
- Setting up a CSSL Account
- Shutdown and Restart Quantum NT Server
- Uninstalling Applications Which Do Not Work
- Workstation Registration Fixes
- Broadcast Emails
- IIS Image Copy Process
- Installation – Inmate Imaging System
- Installation Procedure – ConsoleOne
- Installation Procedure – Corvu
- Installation Procedure – Mims
- Installation Procedure – Rightfax
- Installation Procedure – APT
- SOE Build Instructions
- DCS IM&T Customer Engagement Model
- IM&T Service Management Customer Charter
- Vendor Relationship Database
- NBO Appliance Build Guide

- NBO Troubleshooting Guide
- Non conformance Reporting & Corrective Action Requirements
- Enterprise Branch Office User Guide
- Project Reporting Procedure
- Project Risk Register
- Adding Patch Number 111292-17 To RCHBLADE
- Building and Loading an Operating System on a Sun SPARC Workstation
- Document Management
- Updating the Restricted Procedures Site
- Creating ORS Accounts
- Creation of NDS Accounts
- DCS Security Management – Statement of Applicability
- Encrypting Laptop Hard drives
- IM&TD Staff Induction
- IM&TD Induction Manual
- Information Security Compliance Program
- Lan Audit Program
- Management Review of the ISMS
- Memorandum of Understanding for External Agencies
- OIMS User Account Management – Community Offender Services
- Physical Access Control to IM&TD
- Protection of DCS Information
- Receipt & Dispatch of Goods
- Security Administration – Email Usage Audit
- Security Administration – Clearing Gateway
- Security Administration – Non Compliance
- Security Administration – System Access Control
- Security Administration – Information Security Forum Reporting Security – Cyclical Review of System User Accounts
- Security – Staff Resignation, Termination & Transfer
- Staff Induction
- Teleworking
- Threat Risk Assessment
- Wiping and Re-Imaging Computer Hard Disks
- Managing Directory Services using the “Novell ConsoleOne” Product

Standards

- Documentation Standard
- Project Governance Standard
- Desktop Security Standard

Inmate Classification & Case Management Branch

- Inmate Case Management Policy
- Managing Young Adults in NSW Correctional Centres
- Aboriginal and Torres Strait Islander Handbook * #
- Inmate Handbook #
- Inmate Classification & Placement Policy & Procedures Manual (This manual is part of the Operations Procedures Manual – Section 2. See Offender Management Policy Unit below.)

Legal Branch

- Section 1.9, “Subpoenas”, contained in the Legal Branch Policy & Procedures Manual

Multiculturalism

- Plan for Cultural Inclusion 2004 – 2007 *

Offender Policy Unit

- Community Offender Services Policy and Procedure Manual. CD ROM (\$10.00 per copy).

Section A Case Management

Full deletions

- 1.10 Supervision Level Assessment/Interim Service Delivery Standards
- 1.12.3 Alerts Screen
- 6.7 Submit Assessments for Approval

Attachment A

- NSW Corrective Services Operations Procedures Manual – contains policies and procedures relating to the management of correctional centres and inmates. CD ROM (\$10.00 per copy) #

Full deletions – sections

- 6 Escorts
- 7.7 Inmates Access to Private Medical Practitioners
- 7.16 Compassionate Leave
- 12.6 Correctional Centre Security
- 12.8 Correctional Centre Gates
- 12.9 Use of Force
- 13 Serious Incidents
- 22 Staff Administration
- 23 Category AA and Category 5 Inmate: Management Regime

Partial deletions – sections

- 2.6.18 Procedures for Court Cell complexes
- 2.8 Correctional Centres
- 2.17.2 Inmate Transfer and Escorts Procedures
- 2.18 The Serious Offenders Review Council – High Security Inmate Management Committee – Escort procedures for extreme high security inmates

Committee – Escort procedures for extreme high security inmates

- 2.26 Placement Location for specific programs:
 - Sex offender programs MSPC Area 3 and Area 5
 - Criteria for custodial witness protection program CWPP – Special Purpose Centre and Dawn Deloas Centre
 - Protection Status – Violent Predators Intervention Program –

Point 6.21 External Escorts

- 8.31.2 Types of Video Conference Systems used in correctional centres
- 10.1.20 Cell Allocation
- 10.2.6 Inmate Identification Cards and Cell Cards
 - 10.2.6.1 Inmate Imaging System
 - 10.2.6.2 Replacements
- 10.2.8 Gaol Issue Clothing at Initial Reception
 - 10.2.8.1 Initial Clothing Issue at Reception – Male Inmates
 - 10.2.8.2 Additional Issue of Inmate Clothing – Male Inmates
 - 10.2.8.3 Initial Clothing Issue at Reception – Female Inmates
 - 10.2.8.4 Additional Issue of Inmate Clothing – Female Inmates
 - 10.2.8.5 Reception – Hygiene Items
 - 10.3.2.7 Medical Screening

12.10.6.1 Exercise Stop, Detain and Search Powers in Targeted Operations

Periodic Detention Administration Branch

- Periodic Detention Policy and Procedures Manual. CD ROM (\$10.00 per copy).

Probity and Staff Development Division

- Guide to Conduct and Ethics * #
- Protected Disclosures Policy #
- Management of Professional Conduct Policy #
- Employee Alcohol & Other Drugs Policy

Psychology Services

- Psychology Policy and Procedures Manual

Restorative Justice Unit

- Charter of Victims Rights – Victims Rights Act 1996 *
- Submissions Concerning Offenders in Custody – Information Package *
- Restorative Justice Unit – information brochure; Frequently asked Questions *
- Restorative Justice Unit – Programs and Services*
- Victims Register Brochure – English, Arabic, Spanish, Chinese, and Vietnamese*
- Restorative Justice for Victims of Crime video (\$15.00 each). This video is also available for viewing at the Restorative Justice Unit.
- Restorative Justice – Offenders Version video (\$15.00 each). This video is also available for viewing at the Restorative Justice Unit.

Sentence Administration Branch

- Policy and Procedures – Parole Order Transfers

Sex Offender Programmes

- Guidelines for the Protection of Victims of Abuse and the Management of Sex Offenders October 1997

State Parole Authority

- State Parole Authority – Operating Guidelines
- State Parole Authority – Code of Conduct and Protocol Guidelines

Throughcare and E-Case Management

- Throughcare Strategic Framework 2002-2005 #

Women's Services

- Women's Action Plan#
- Women's Action Plan 2*

SECTION 2 — STATEMENT OF AFFAIRS

The most recent Statement of Affairs of the Department of Corrective Services was published in the Department's 2004-2005 Annual Report. The Annual Report is available on the Department's website (www.dcs.nsw.gov.au), in the Department of Corrective Services Library (contact details provided in Section 3) and in some public libraries. The Statement of Affairs may also be obtained free of charge by contacting the Freedom of Information & Privacy Unit. The Statement of Affairs may be inspected at the Department's Freedom of Information & Privacy Unit. The address of the Freedom of Information & Privacy Unit is level 6, Henry Deane Building, 20 Lee Street, Sydney. The Freedom of Information & Privacy Unit is generally open from 8.30 am to 4.30 pm Monday to Friday. Members of the public are advised to telephone the Freedom of Information & Privacy Unit to make an appointment prior to making a personal visit. To make an appointment contact the Manager of the Unit on telephone number (02) 8346 1067.

SECTION 3 — HOW TO INSPECT OR OBTAIN THE DOCUMENTS LISTED IN SECTION 1

The documents listed in section 1 can be inspected or obtained by contacting the officer-in-charge of the relevant listed section. The sections can be contacted through the Department's switchboard on telephone number (02) 8346 1333. The officer-in-charge of a given section will advise the procedures for inspecting and purchasing a document. If you wish to inspect a document, the officer-in-charge will advise you of the address at which you may inspect the document and the times at which you may inspect the document. The Head Office of the Department of Corrective Services is located at 20 Lee Street, Sydney; however, not all sections of the Department are located at that address. Generally, all administrative sections of the Department operate between the hours of 8.30 am and 4.30 pm.

Documents with an asterisk, *, next to them are available on the Internet. The Department's website address is www.dcs.nsw.gov.au. Documents with a hash, #, next to them are available in the Department of Corrective Services Library. The Department of Corrective Services Library is open to the public. Members of the public may view and photocopy documents, within the copyright guidelines, but cannot borrow items. Enquiries to the Library can be made on telephone number (02) 9804 5459 and by email at vinay.sharma@nsw.gov.au.

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

SECTION 1 – POLICY DOCUMENTS

Country Energy has produced a wide range of policy and administrative documents in the following areas to which access is available to members of the public:

Customer Newsletters

Electricity Network Pricing and Information

- Annual Prices Report 1 July 2006 to 30 June 2007
- Network Strategy Statement
- Network Price List 2006
- Network Price List 2005
- Street Lighting Management Plan
- Distribution Loss Factors FAQs
- Electricity Network Performance Report 2004-05
- Public Lighting Use of System Charges 1 February 2006
- Public Lighting Use of System Charges 1 February 2006 – Annual Tariff Schedule
- Register of Interested Persons
- Network Pricing FAQs
- Excluded Services – Customer Funded Connections
- Excluded Services – Type 1-4 Metering Services
- Carrier Access Arrangement Template
- Access Price Schedule
- Country Energy Submission to IPART: 2004 Electricity Networks Determination
- Capital Contributions – Guidelines
- Pricing and Service Information Package 2002
- Electricity Supply Standard
- Reimbursement Scheme for Rural and Large Load Customers

Gas Network Pricing and Information

- Gas Fitting Rules
- Wagga Wagga Gas Transportation Charges
- Adelong, Gundagai and Tumut Gas Transportation Charges
- Bombala Gas Transportation Charges
- SW Slopes Gas Transportation Charges
- Cooma Gas Transportation Charges
- Wagga Wagga Access Arrangement Information
- Wagga Wagga Access Arrangement
- Reference Service Agreement Wagga Wagga Natural Gas Distribution Network
- Gas Supply Availability
- DPI Discovery Form
- Request of Consumption Data – Request Form
- Request for Gas Transportation Form – Application Form Cooma
- Request for Service – Order Form
- Request for Deactivation – Request Form
- Request for Network Connection – Application Form
- Customer Service – Request Form
- Relocation of Network Service – Request Form
- Change of Delivery Point Information – Request Form
- Notice of Leak Test of Consumer Installation

Proposed Network Improvements

- Reliability, Sustainability, Innovation
- Final Report

- GPS Revised Report
- NERA Cost Effectiveness Analysis
- Electricity System Development Review
- Transmission Network Limitations in the Cowra/Forbes/Parkes area
- Transmission Network Limitation on the NSW Mid North Coast

Contestable Works

- CEK8058 – P1 Single Phase Electronic Meter Installation and Use
- CEK8059 – Q4A Polyphase Electronic Meter Installation and Use
- CEK8073 – CM170 Single Phase Induction Disc Meter Installation and Use
- General Terms and Conditions for the Supply of Electricity to New Subdivisions and Site Developments
- Easement Requirements
- Design Information
- Public Lighting Consent
- Design Submission
- Notification to Commence Construction
- Outage/Connection Request
- Completion Notice
- Manual CEM7004
- Approved Materials Form
- Environmental Assessment

Retail Prices**Electricity Pricing Documents**

- Retail Price List
 - South Australian Price Fact Sheet
- Country Energy – excluding Far West Region*
- Urban Domestic Electricity Tariffs
 - Urban Business Electricity Tariffs
- Country Energy – Far West Region*
- Domestic Electricity Tariffs
 - Business Electricity Tariffs

Natural Gas Pricing Documents

- Regulated Retail Gas Charges
- Wagga Wagga and Uranquinty Gas Tariffs
- Tumut & Gundagai Gas Tariffs
- Henty, Culcairn, Holbrook and Walla Walla Gas Tariffs
- Temora Gas Tariffs
- Cooma and Bombala Gas Tariffs
- Regulated Retail Gas Charges

Electricity Contracts

- Standard Form Customer Supply Contract
- Summary for Small Retail Customers – Electricity
- Your Rights Regarding Bills and Charges for Electricity
- Standard Form Customer Connection Contract
- Negotiated Short Form Customer Connection Contract
- HV Connection Requirements

Gas Contracts

- Standard Form Contract – Gas
- Summary for Small Retail Customers – Gas
- Your Rights Regarding Bills and Charges for Gas

Safety Publications

- Public Electrical Safety Awareness Plan
- Network Management Plan
- Natural Gas Safety and You
- Christmas Lights Safety Check
- Bush Fire Risk Management Plan
- Electrical Safety for Plumbers
- Customer Installation Safety Plan

- What all Residents Should Know About Living with Electricity Easements
- Structures near powerlines
- Electrical Hazard Awareness for Operators of High Machinery
- Safety First
- Electrical Hazard Poster

Tenders and Expressions of Interest

Please see the RFT published under this section from time to time

Miscellaneous

- Summary of Affairs December 2005
- Statement of Affairs June 2005
- What to do if the Lights Go Out
- Connecting to the Electricity Network
- Electricity Industry Guideline No. 13
- Vegetation Management Plan

All documents are free of charge unless stated otherwise. These documents are published on Country Energy's website www.countryenergy.com.au.

SECTION 2 – STATEMENT OF AFFAIRS

The first edition of Country Energy's Statement of Affairs was published in July 2002. Copies of Country Energy's Statement of Affairs can be obtained by writing to the FOI Officer.

SECTION 3 – CONTACTS ARRANGEMENTS

In many instances, information may be provided or access given to documents by simply making a request either in person, by telephone, fax, mail or e-mail. Should Country Energy decline to provide information or give access to documents in response to a request of this nature, the applicant may consider making a formal application for access under the provisions of the Freedom of Information Act. Under this Act, Country Energy is required to make information available where possible.

Access to documents can be obtained by making a request in writing to the Freedom of Information Officer, supplying all details required accompanied with the application fee. Applications may be lodged in person, faxed or posted to the FOI Officer. The FOI Officer is available during business hours of 8:00 am to 4:00 pm. Contact details of the FOI Officer are:

FOI Officer
Country Energy
PO Box 718
Queanbeyan NSW 2620
Telephone: 13 23 56
Facsimile: (02) 6332 6812

Proof of identity may be required at the time the inquiry is made or the application lodged.

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****DEPARTMENT OF ENVIRONMENT AND CONSERVATION****Introduction**

The policy documents listed below reflect the current strategic and operational policies of the Department of Environment and Conservation (DEC).

New policy documents are being developed progressively to assist DEC in carrying out its mandate for environment protection and natural and cultural heritage conservation and as an educational and information resource for the community, industry and Government agencies.

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

SECTION 1 – POLICY DOCUMENTS

DEC policy documents are listed below. Members of the public wishing to access the documents should refer to Section 3 of this Summary of Affairs (Contact Arrangements).

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

The list is divided into the following categories:

- Corporate policy documents
- Botanic Gardens Trust policy documents
- Cultural Heritage Division policy documents
- Environment Protection and Regulation Division policy documents
- Parks and Wildlife Division policy documents
- Sustainability Programs Division policy documents
- Environmental guidelines
- Guidelines on interim environmental objectives
- Manuals
- Policy documents adopted by DEC
- Policy statements/strategies.

CORPORATE POLICY DOCUMENTS

Aboriginal Employment and Development Strategy 2002-2006 (under review)

Aboriginal People, Environment and Conservation (2006)

Code of Ethical Conduct (2006)

Corporate Plan 2006-10

DEC Annual Report 2005-2006

DEC intellectual property management framework 2006

Guideline to Aboriginal Intellectual Property

Guideline to Intellectual Property and Confidential Information

Guideline to Intellectual Property and Contracts

Guideline to Intellectual Property and Databases

Guideline to Intellectual Property and Information Technology

Guideline to Intellectual Property and Plants

Guideline to Intellectual Property and Publishing.

DEC policy and approach for managing external complaints and allegations 2006

Disability Action Plan 2002-2005 (EPA)

Disability Action Plan 2003-2006 (NPWS)

Ethnic Affairs Priority Statement (EPA)

Ethnic Affairs Priorities Statement (NPWS)

Externally Funded Projects – Policy and Procedural Guidelines

Fraud and corruption prevention strategy
Law Enforcement Policy (NPWS) (July 2002)
Making a protected disclosure (2004)- Under review
NSW Environmental Law: Access to Information
DEC Procurement Manual 2006
Prosecution Guidelines (EPA) (2004)
Prosecution Policy (NPWS) (1997)
Prevention & Resolution of Workplace Bullying & Harassment (2006)
Reaching Resolution: Resolving Workplace Grievances, Policy and Procedures (2006)
Statement of Business Ethics

BOTANIC GARDENS TRUST POLICY DOCUMENTS

Botanic Gardens Trust Annual Report 2005-2006
Botanic Gardens Trust Results and Services Plan
Capital Investment Strategic Plan 2003-2008
Commitment to Service
Botanic Gardens Trust Corporate Plan 2006 – 2010
Cultural Diversity Statement (BGT)
Domain Master Plan (2002 – 2012)
Environmental Commitment Statement (BGT)
Mount Annan Master Plan (2000 – 2010) (under review)
Policy for Personal Trainers
Royal Botanic Gardens and Domain Trust Regulations
Royal Botanic Gardens Central Depot Conservation Management Plan
Royal Botanic Gardens Conservation Management Plan
Total Asset Management Strategies 2005-2006 (under review)

CULTURAL HERITAGE DIVISION POLICY DOCUMENTS

Aboriginal Cultural Heritage Standards and Guidelines Kit (Guidelines under review)
Aboriginal Heritage Information Management System (AHIMS) information sheet
Aboriginal Land Claims Policy (July 2002)
Aboriginal Place Declarations: Guidelines for their Assessment (2002)
Conservation Management Plan Guidelines (2002)
Conservation Management Plan Policy (2002)
Cultural Heritage Community Consultation Policy (2001) (under review)
Cultural Heritage Information Policy (2001)
Cultural Heritage Conservation Policy (2002)
Cultural Heritage Strategic Policy (2001) (under review)
Guide to Approvals: Cultural Heritage Items on Land Reserved under the National Parks and Wildlife Act (2004)
Guide to Building Conservation Works (2002)
Guidelines for Heritage Act Delegations (2004)
Guidelines for Repatriation of Aboriginal Cultural Material (2002)
Guidelines for the Preparation of Conservation Management Plans (2003)
Guidelines for the Receipt of Aboriginal Cultural Material (2003)
Guideline for Works: Cultural Heritage Buildings and Structures (2004)
Heritage Assessment Maintenance Program Guidelines (2005-2006)
Manual for the identification of skeletal remains (2006)
Moveable Heritage Policy (2002)
Repatriation of Aboriginal Cultural Material Policy (2002)
Schedule 14 Guidelines for Assessment of Reserve Lands (2002)
Talking History: Oral History Guidelines (2004)

ENVIRONMENT PROTECTION AND REGULATION DIVISION POLICY DOCUMENTS

Green offsets for sustainable regional development –
<http://www.environment.nsw.gov.au/resources/offsets05259.pdf>
Institutional framework for implementing salinity offsets under the POEO Act
<http://www.environment.nsw.gov.au/resources/framework05260.pdf>
National Parks and Wildlife Act 1974: Part 6 Approvals – Interim Community Consultation Requirements for Applicants (Dec 2004)
National Market-based Instruments Pilots Program: Green offsets for sustainable regional development – Final report (August 2005)

- National Market-based Instruments Pilots Program: Institutional framework for implementing salinity offsets under the Protection of the Environment Operations Act 1997 (August 2005)
- Biodiversity Certification and Banking in Coastal and Growth Areas (August 2005)
- Biobanking- A background paper. An investigation of market-based tools (including biodiversity banking and biodiversity offset schemes) to secure long term biodiversity objectives
- BioBanking – A Biodiversity Offsets and Banking Scheme: Developing a scheme to complement the biodiversity certification process in NSW. Working paper (December 2005)
- <http://www.environment.nsw.gov.au/resources/biobanking05661.pdf>
- Guide to the Threatened Species Conservation Amendment (Biodiversity Banking) Bill 2006 (June 2006)
- <http://www.environment.nsw.gov.au/threatspec/biobankbill.htm>
- Draft Brush-Tailed Rock Wallaby Recovery Plan
- Compliance Audit Handbook (1997) (under review)
- Engaging a Contaminated Land Consultant in NSW (2005)
- Information about Assessing Gasworks Sites (2005)
- Environmental Incident Reporting Protocols– Operations Policy (2005)
- Operations Policy and background information with examples for prioritising time and effort put into responding to public reports of environmental incidents.
- Environmental Planning and Assessment Manual Vol I (1998) (under review)
- Environmental Planning and Assessment Manual Vol II Appendices (1998) (under review)
- Handbook for Kangaroo Trappers (2004)
- NSW Kangaroo Management Procedural Manual (draft)
- Draft NSW Kangaroo Management Plan 2007-2011
- NSW Kangaroo Management System User Manual (draft)
- Recommendations for Radiation Safety Officers and Radiation Safety Committees (December 2003)
- Recovery planning for threatened species (December 1998) (under review)
- Recovery planning – statewide priorities for plan preparation (May 2003) (under review)
- Reviews of Environmental Factors – Guidelines for completing a review of environmental factors covering exploration in state conservation areas (2003)
- Reviews of Environmental Factors – Proponents’ guidelines for the preparation of Reviews of Environmental Factors (2003)
- Threat abatement planning (December 1998) (under review)
- Threat abatement plans:
- Once the NSW Scientific Committee lists a key threatening process ie. a process that threatens, or could threaten, the survival or evolutionary development of species, populations or ecological communities, DEC will prepare a threat abatement plan. Draft and final threat abatement plans can be found on the web site (www.nationalparks.nsw.gov.au/npws.nsf/Content/Threat+abatement+plans).
- Threatened Biodiversity Survey and Assessment: Guidelines for Developments and Activities (November 2004) (draft under review)
- Threatened Species Information Circulars (all under review):
- Circular 1 Threatened Species Conservation Act (January 1996)
- Circular 2 Threatened Species Assessment under the EP&A Act: the 8 part test of significance (November 1996)
- Circular 3 Scientific Licences for Threatened Flora and Fauna (November 1996)
- Circular 4 Critical Habitat Identification and Declaration (December 1996)
- Circular 5 Species Impact Statements (June 1998) (under review)
- Threatened Species Information Fact Sheets (all under review):
- Alternation to natural flows as a key threatening process – an overview (July 2002)
- Bushrock removal – a key threatening process (October 1999)
- Clearing of native vegetation as a key threatening process – an overview (September 2001)
- Removal of dead wood as a key threatening process – an overview (December 2003)
- Threatened Species Policy and Procedure Statements (all under review):
- Statement 1 Director-General’s Requirements (March 1996)
- Statement 2 Concurrence and Consultation (March 1998)
- Statement 3 Delegations of power and functions (October 1999) (under review)
- Statement 4 Issuing of Scientific Licences for Threatened Flora and Fauna (Nov 1996)
- Statement 5 Guidelines for the Exhibition of Draft and Approved Recovery Plans (2000) (under review)
- Statement 6 Authorship of Recovery Plans and Ownership of Intellectual Property (August 1999)
- Statement 7 Provision and Format of Action Costs in Recovery Plans
- Statement 8 Statewide Prioritisation for Recovery Plan Preparation
- Statement 9 Policy for the Translocation of Threatened Fauna in NSW (July 2001)

Threatened species recovery plans:

Once a species, population or ecological community has been listed as threatened, DEC may draw up a recovery plan. This plan is designed to return the species, population or ecological community to a point where their survival is viable in nature and outline the actions that government departments and other organisations have agreed upon to help the recovery of the species. Recovery plans must generally be considered before development applications can go ahead. Draft and final recovery plans can be found on the web site (www.nationalparks.nsw.gov.au/npws.nsf/Content/Recovery+plans).

Trade of Fauna Policy (July 2002)

Draft Priority Action Statement

PARKS AND WILDLIFE DIVISION POLICY DOCUMENTS

Access to Inholdings – Guidelines for Granting Easements, Rights of Ways and Licences (February 2003)

Adaptive Reuse Leases Policy (February 2003)

Adventure Activities Policy (July 2002)

Annual Passes – Guidelines for Agents

Beekeeping Policy (July 2002)

Boundary Fencing Policy (2005)

Business Planning – Guidelines for Preliminary Assessment of Business Opportunities”;

Commercial Recreation Tour Operator’s Policy

Conservation Management Plan for Royal National Park Coastal Cabins Areas (2005)

Cycling Policy (June 2003)

DEC Wild Dog Policy (2005)

DEC Firearms Management Manual (2006)

Discovery Program Policy and Guidelines (September 2003)

Filming & Photography Policy (July 2002) (under review)

Fire Management Manual 2006 (updated yearly)

Firewood Policy (July 2002)

Guidelines for completing a review of environmental factors covering exploration in state conservation areas

Guidelines and Conditions for Marine Reptile Rescue, Rehabilitation and Release in NSW

Guidelines for Animal Care and Use in Research and Education for NPWS Staff, Contractors and Volunteers

Care and Use of Vertebrate Animals in Research and Education

Guidelines for Issuing Licences for Modified Natural Areas (February 2003)

Hang gliding and paragliding policy (PDF – 167KB)

Hygiene protocol for the control of disease in captive snakes (PDF – 1.0MB)

Hygiene protocol for the control of disease in frogs (PDF – 1.6MB)

Koala rehabilitation policy

Kosciuszko National Park Huts Conservation Strategy (draft) (2005)

Leases for Permanent Residential Accommodation Policy (February 2005)

Living Parks – a sustainable visitation strategy for NSW national parks

Marine Mammals Management Manual

Memorandum of Understanding Policy

Military Activities Policy (July 2002)

Mitigation of Damage to Commercial Fruit Crops by Flying-Foxes

Neighbour Relations Policy (July 2002)

Netting of Commercial Fruit Trees: Guidelines to Protect Wildlife

Netting of Garden Fruit Trees: Best Practice Guidelines to Protect Wildlife

NPWS guidelines for marine reptile rescue, rehabilitation and release (PDF – 985KB)

NPWS Policy on Cetacean Conservation and Management

NPWS Policy on the Rescue and Rehabilitation of Oiled Wildlife

NPWS Procedural Guidelines on the Rescue and Rehabilitation of Oiled Wildlife

NSW Biodiversity Strategy (1999) (under review)

NPWS Pesticide Use Notification Plan (2006)

NSW Threat Abatement Plan for Predation by the Red Fox (*Vulpes vulpes*) (2001)

NSW Threat Abatement Plan for Invasion of native plant communities by *Chrysanthemoides monilifera* (bitou bush and boneseed) (2006)

New South Wales Feral Animal Aerial Shooting Team (FAAST) Management Manual: Policy, Procedures Guide, Assessment Guide and Training and Reference Manual (2003)

Orienteering, Rogaining and Geocaching Policy (September 2002)

Park Names Policy (March 2003)

Park Use Fees Operational Guidelines
 Pets Policy (August 2002)
 Policy and Procedures for the Disentanglement of Large Cetaceans
 Policy and procedures for the mitigation of commercial crop damage by flying-foxes (PDF – 304KB)
 Policy for the translocation of threatened fauna in NSW (PDF – 250KB)
 Policy on management of native birds that show aggression to people (PDF – 228KB)
 Policy on the management of possums causing disturbance to residential or commercial property
 Bell Miner Associated Dieback (BMAD) Independent Scientific Literature Review (2006)
 Bell Miner Associated Dieback National Forum Proceedings (2005)
 Project Environmental Management Plan (October 2004)
 Protected and Threatened Plants in the Cut-flower Industry Management Plan (2002-2005)
 Protected Areas Strategy
 Recreational Horse Riding Policy (May 2006)
 Rehabilitation of Fauna Policy (July 2002)
 Revocation of Land Policy (July 2002)
 Schedule 14, National Parks and Wildlife Act 1974: Guidelines for the assessment of reserved land
 Soil Conservation & Rehabilitation Policy
 Snowfields Accommodation Policy (September 2005)
 State of the Parks 2004
 Statement of reconciliation
 Statewide Policy Directive – NPWS Conservation Risk Assessment for the Application of Pesticides on Park (2006)
 Taxidermy and Preserved Fauna Policy (July 2002)
 Threatened species information disclosure policy (updated February 2005) (PDF – 86KB)
 Trade of Fauna Policy (PDF – 130KB)
 Vehicle Access Policy (July 2002)
 Visitor Safety Policy (July 2002)
 Voluntary Conservation Agreements Guidelines (2003) (under review)
 Voluntary Conservation Agreements Policy (Under Review)
 Volunteers Policy and Guidelines (Under review)
 Walking Tracks Policy (July 2002)
 Wild dog policy (PDF – 149KB)

Plans of Management:

The National Parks and Wildlife Act 1974 requires that a plan of management be prepared for each park or reserve. A plan of management outlines how an area will be managed in the years ahead. Plans of management are being progressively prepared for all parks and reserves. All current draft and adopted plans of management are available on the web site (www.nationalparks.nsw.gov.au/npws.nsf/Content/Park+management+info), with the exception of the following plans:

- Hartley Historic Site Plan of Management
- Mutawintji National Park, Nature Reserve and Historic Site
- The Lane Cove National Park – Weir Precinct Master Plan
- Perisher Range Resorts Environmental Management System

Plan of Management Manual from PWD and Northern Directorate Design Guidelines for Interpretative projects (2005)

Fire Management Plans and Strategies:

NPWS fire management manual

NPWS fire management plans and strategies are designed to help:

- safeguard human life and property
- promote the conservation of biodiversity
- protect Aboriginal sites and historic assets.

Draft and final fire management plans and strategies can be found on the website

(www.nationalparks.nsw.gov.au/npws.nsf/Content/Fire+management+plans+by+doctype).

SUSTAINABILITY PROGRAMS DIVISION POLICY DOCUMENTS

Environmental Trust Annual Report 2004-05

Environmental Trust Emergency Pollution Clean-Up Program Guidelines (1999)

Environmental Trust Grant Guidelines 2006

Learning for Sustainability – NSW Environmental Education Plan 2007-2010

Sustainability Compact between Hewlett-Packard Australia and Department of Environment and Conservation, November 2005

Sustainability Compact between IAG and the Department of Environment and Conservation, July 2006
Sustainability Compact between Sensis Pty Ltd and Department of Environment and Conservation, April 2006
The Environment and NSW Ethnic Communities in 2004, Sept 2005. .
Report to the Minister on the implementation of the Extended Producer Responsibility Priority Statement 2004, by the Expert Reference Group established by the Minister, November 2005
NSW Waste Avoidance and Resource Recovery, Strategy and Performance Report 2006
NSW Government Waste Reduction and Purchasing Policy (WRAPP) Progress Report 2006

ENVIRONMENTAL GUIDELINES

Chemical Control Order in Relation to Scheduled Chemical Wastes 2004
Chemical Control Order in Relation to Materials and Wastes Containing Polychlorinated Biphenyl 1997
Chemical Control Order in Relation to Dioxin-contaminated Waste Materials 1986
Chemical Control Order in Relation to Aluminium Smelter Wastes Containing Fluoride and/or Cyanide 1986
Chemical Control Order in Relation to Organotin Wastes 1989
Liquid Waste Fact Sheets:
 Handling liquid waste (October 2005)
 Preventing spills (October 2005)
 Reducing liquid waste through cleaner production (October 2005)
 Responding to spills (October 2005)
 Storing liquid waste (October 2005)
Guide to Licensing Under the Protection of the Environment Operations Act 1997 Part A and Part B
Guide to Notice – Issuing notices under the Protection of the Environment Operations Act 1997 (2006)
Powers of Authorised Officers – A guide to your powers under environment protection legislation (2006)
Considering environmental values of water when issuing prevention notices (2006)
Technical Framework – Assessment and Management of Odour from Stationary Sources in NSW (2006)
Technical Notes – Assessment and Management of Odour from Stationary Sources in NSW (2006)
Guide to Part 4 of the Protection of the Environment Operations (Clean Air) Regulation 2002: emissions of air impurities from activities & plant <http://www.environment.nsw.gov.au/air/poecapart4.htm>
Environmental Action for Manufacturers of Furniture and Timber Products (2006)
Contaminated Sites: Guidelines for Assessing Banana Plantation Sites (1997)
Contaminated Sites: Guidelines for Assessing Former Orchards and Market Gardens (2005)
Contaminated Sites: Guidelines for Assessing Service Station Sites (1994)
Contaminated Sites: Guidelines for Consultants Reporting on Contaminated Sites (1998)
Contaminated Sites: Guidelines for the Assessment of Former Gasworks Sites (2003) (draft)
Contaminated Sites: Guidelines for the Assessment and Management of Groundwater Contamination (draft) (2004)
Contaminated Sites: Consultation Paper – Proposals to Amend the NSW Site Auditor Scheme under the Contaminated Land Management Act 1997 (2002)
Contaminated Sites: Guidelines for the NSW Site Auditor Scheme (2006)
Contaminated Sites: Guidelines for the Vertical Mixing of Soil on Former Broad-Acre Agricultural Land (1995)
Contaminated Sites: Guidelines on Significant Risk of Harm from Contaminated Land and the Duty to Report (1999)
Contaminated Sites: Sampling Design Guidelines (1995)
Cover your Load: Important Information for Waste Transporters and the Waste Industry (2004)
Crackdown on Illegal Dumping: A Handbook for Local Government (Consultation Draft) (2006)
Environmental Best Management Practice Guidelines for Concreting Contractors (2004)
Environmental Compliance Operating Principles (2002)
Environmental Guidelines: Aerial Spraying Facilities (1999)
Environmental Guidelines: Assessment, Classification and Management of Liquid and Non-Liquid Wastes (1999)- reissued 2004
Environmental Guidelines: Best Management Practices for Marinas and Boat Repair Facilities (June 1999)
Environmental Guidelines — Composting and Related Organics Processing Facilities (2004)
Environmental Guidelines: Industrial Waste Landfilling (draft) (1998)
Environmental Guidelines: Regulation of Open Burning in NSW (June 2003)
Environmental Guidelines for Selecting, Installing and Operating Domestic Solid Fuel Heaters (August 1999)
Environmental Guidelines: Solid Waste Landfills (1996)

Environmental Guidelines: Surface Water Management on the Covered Forecourt Areas of Service Stations (1992)

Environmental Guidelines: Use of Effluent by Irrigation (2004)

Brochure: Safely disposing of asbestos waste from your home (2005)

Brochure: Is that Fill Legal? 2004 (under review)

Waste Dumping Fact Sheet 1 for Community Enforcement Officers, Environmental Health Officers, Rangers (2000)

Waste Dumping Fact Sheet 2 for Planners, Development Control Officers (2000)

Waste Dumping Fact Sheet 3 for Engineering and Works Officers (2000)

Environmental Information for Auto Servicing & Mechanical Repairers (1998)

Environmental Information for Builders (1998)

Environmental Information for the Composites Industry (2001)

Environmental Information for Dry Cleaners (2002)

Environmental Information for the Foundry Industry (2001)

Environmental Information for Marinas, Boatsheds and Slipways (1998)

Environmental Information for Photographic Film and Paper Processors (1998)

Environmental Information for Printers (2000)

Environmental Information for Retail Food Businesses (1998)

Environmental Information for Service Stations (1998)

Environmental Information for Shopping Centre Management (2000)

Environmental Information for Small Factories (2000)

Environmental Information for Smash Repairers (1998)

Environmental Planning for Landscaping Works: Site Guide (2002)

Environmental Matters 21: Managing Pesticides – Who Does What

Environmental Matters 22: What are Pesticides

Environmental Matters 23: How Pesticides Work

Environment Matters 28: Pesticides Act 1999 — Your Responsibilities

Environment Matters 29: How to Respond to Pesticide Misuse

Environment Matters 32: New Law for Keeping Records of the Pesticides You Use

Environment Matters 40: New Law for Training people who Use Pesticides in Their Work

Environmental Matters 41: New Law for Notifying the Community When Public Authorities use Pesticides in Public Places

Environmental Matters 42: New Law for Notifying Residents About Pesticide Use in Multiple Occupancy Residential Complexes

Food Sense Guide: A Guide to Reducing Waste in the Hospitality Industry (1998)

Greensmart Course for the Building Industry (2003)

Guidance Note: Assessment of non-standard fuels (May 2005)

Guideline for the Use and Disposal of Biosolids Products (1997)

Guidelines on the Burning of Bio-material: Record keeping and Reporting Requirements for Electricity Generating Facilities (2005)

Guidelines for Seeking Environmental Court Orders (2003)

Guidelines to assist reporting WRAPP progress for 2003-2005 (November 2004)

Herbicide Risk Management Tools for the Recycled Organics Industry (2003)

Improving the Environmental Management of NSW Golf Courses (2003)

Industry Guidance Fact Sheet – Pesticides Record Keeping: Field Crops, Pastures and Tree Plantations

Industry Guidance Fact Sheet – Pesticides Record Keeping: Horticulture

Industry Guidance Fact Sheet – Pesticides Record Keeping: Landlords and Property Managers

Industry Guidance Fact Sheet – Pesticides Record Keeping: Livestock

Industry Guidance Fact Sheet – Pesticides Record Keeping: Pest Controllers

Industry Guidance Fact Sheet – Pesticides Record Keeping: Vertebrate Pest Baiting

Industry Guidance Fact Sheet – Pesticides Record Keeping: Green Keepers

Industry Guidance Fact Sheet – Pesticides Record Keeping: Public Authorities

Information for applicants: Registration of sealed source devices

Information for employers and employees that use ionising radiation: Personal monitoring devices

Information for employers: Radiation licence exemptions

Information for employers: Radiation accidents

Information for occupiers: Registration of premises that keep radioactive substances

Information for radiation licence applicants: Variations to licences and licence conditions where the variation fee will be waived

Information for registration applicants – Ionising radiation apparatus used in radiotherapy or the planning of radiotherapy (2004)

- Information sheet: Courses for radiation licensing purposes – Guidance for Course Providers Seeking Approval
- Information sheet: Occasional users of agricultural & forestry pesticides.
- Information sheet: Registration of diagnostic imaging (X ray) apparatus (2004)
- Information sheet: Registration of sealed source devices
- Information sheet: Whole Body Scanning (2003)
- Investing in our Catchments – Water Quality and its role in river health (2004)
- Issue of Authorisations — NSW Ozone Protection Regulation 1997
- Landscape Industry Fact Sheets (2006)
- Load Calculation Protocol — for use by holders of NSW Environment Protection Licences when calculating assessable pollutant loads (2005)
- Managing Lead Contamination in Home Maintenance, Renovation and Demolition Practices: A Guide for Councils
- Minimising Construction and Demolition Waste (1997)
- Model EMP: Environmental Management Plan for Landscaping Works (2002)
- Noise Control Guideline – Rail Traffic Noise
- Noise Control Guideline – Construction Noise
- Noise Control Guideline – Vibration
- Noise – Environmental Criteria for Road Traffic Noise (1999)
- Noise Guide for Local Government (2004)
- Noise – Managing Neighbourhood Noise (video and booklet package) (EPA) (2000)
- Noise – Managing Rural Noise (video and booklet package) (EPA) (2001)
- Noise – NSW Industrial Noise Policy (2000)
- NSW Pollution Laws and the Workplace (1999)
- NSW Radiation Series No. 5: Recommendations for Radiation Safety Officers and Radiation Safety Committees (2003)
- Nurseries: Environmental Information Sheets (1999) – includes:
- Chemical/Fuel Storage and Handling Information Sheet
 - Environmental Responsibilities Information Sheet
 - Land Modifications Information Sheet
 - Local Native Vegetation and Weeds
 - Sediment and Erosion Control Information Sheet
 - Water Quality Management
- Paint Clean: Environmental Information for Painters (2001)
- Profits from Cleaner Production: A Self-Help tool for Small to Medium-Sized Businesses (2000)
- Protocol for Investigating and Reporting Fish Kills (October 2000)
- Radiation Control Enforcement Guideline (2004)
- Radiation Guideline: Monitoring Devices (Radiation) (2005)
- Radiation Guideline: Preparation of Radiation Safety Manuals (2005)
- Radiation Guideline: Recommendations for Minimum Standards and Safety Requirements for fixed radiation gauges (sealed radioactive sources) (1995)
- Radiation Guideline No. 6: Registration Requirements & industry Best Practice for Ionising Radiation Apparatus Used in Diagnostic Imaging (revised edition 2004)
- Part 1: Mammography
 - Part 2: Fluoroscopy and Radiography
 - Part 3: Dentistry (including Maxillofacial)
 - Part 4: Veterinary Science
 - Part 5: Computed Tomography and Bone Mineral Densitometry
 - Part 6: Test Protocols for Parts 2–5
- Radiation Guideline: The operation of part 3 of the mutual recognition legislation in relation to licensing and accreditation of consulting radiation experts under the Radiation Control Act 1990 incorporating Trans-Tasman mutual recognition agreement (2003)
- Recreation Vehicles Act 1983: Guidelines for Selection, Design and Operation of Recreation Vehicles Areas
- EM33 Road Transport of Dangerous Goods: Responsibilities of Consignors (2004)
- EM34 Road Transport of Dangerous Goods: Responsibilities of Prime Contractors (2004)
- EM35 Road Transport of Dangerous Goods: Responsibilities of Vehicle Owner (2004)
- EM36 Road Transport of Dangerous Goods: Responsibilities of Drivers (2004)
- EM37 Road Transport of Dangerous Goods: Shipping (Transport) Documents (2004)
- EM38 Road Transport of Dangerous Goods: Warning signs for bulk goods vehicles (2004)
- EM39 Road Transport of Dangerous Goods: Warning signs for packaged goods vehicles (2004)
- Site Guide: Environmental Planning for Landscaping Works (2002)

Stormwater Management for Construction and Demolition Sites – an Instructor’s Learning Resource package for Industry Training and Vocational Education (2000)
 Stormwater Management for Council Depots (1999)
 Stormwater Management for Golf Courses (1999)
 Stormwater Management for Parks and Gardens (1999)
 Stormwater Management for Road Construction and Maintenance (1999)
 Stormwater Management for Swimming Pools (1999)
 Training Course Manuals for the Train-the-Trainer Program with TAFE Automotive Teachers
 Waste and Environment Levy: Operational Guidance Notes
 Working Towards a Cleaner Environment: Environmental Management for the Smash Repair Industry (produced with the NRMA) (1993)
 WRAPP Guide to Conducting an Office Waste Assessment (January 2006)
 Managing Urban Stormwater: Treatment Techniques (1997)
 Managing Urban Stormwater: Harvesting and Reuse (2006)
 A Resource Guide for Local Councils: Erosion and Sediment Control (2006)

GUIDELINES ON INTERIM ENVIRONMENTAL OBJECTIVES

Water Quality and River Flow Interim Environmental Objectives, Guidelines for River, Water and Groundwater Management Committees for:

- Barwon–Darling and Far Western Catchments (1999)
- Bega River Catchment (1999)
- Bellinger River and Coffs Harbour Catchment (1999)
- Border River Catchment (NSW) (1999)
- Brunswick River Catchment (1999)
- Camden Haven and Hastings River Catchments (1999)
- Castlereagh River Catchment (1999)
- Clyde River and Jervis Bay Catchments (1999)
- Cooks River Catchment (1999)
- Georges River Catchment (1999)
- Gosford and Northern Beaches Lagoons Catchments (1999)
- Gwydir River Catchment (1999)
- Hacking River Catchment (1999)
- Hunter River Catchment (1999)
- Illawarra Catchments (1999)
- Karuah River and Great Lakes Catchments (1999)
- Lachlan River Catchment (1999)
- Lake Macquarie and Tuggerah Lakes Catchments (1999)
- Macleay River Catchment (1999)
- Macquarie–Bogan River Catchment (1999)
- Manning River Catchment (1999)
- Moruya River Catchment (1999)
- Murray River Catchment (NSW) (1999)
- Murrumbidgee and Lake George Catchments (1999)
- Nambucca River Catchment (1999)
- Namoi River Catchment (1999)
- Richmond River Catchment (1999)
- Sydney Harbour and Parramatta River Catchment (1999)
- Towamba and Genoa River Catchments (1999)
- Tuross River Catchment (1999)
- Tweed River Catchment (1999)

MANUALS

Approved Methods for the Modeling and Assessment of Air Pollutants in New South Wales (2005)
 Approved Methods for the Sampling and Analysis of Air Pollutants in New South Wales (2005)
 Approved Methods for the Sampling and Analysis of Water Pollutants in New South Wales (2004)
 Contingency Planning and Operations Manual (For Use by Regional Algal Coordinating Committees) (2000)
 Environment Protection Manual for Authorised Officers (under review)
 Monitoring and Reporting Coastal Recreational Water Quality Information Package and Field Manual (2004)

POLICY DOCUMENTS FROM OTHER AGENCIES ADOPTED BY DEC

The following documents are not published by but have been adopted as policy by DEC:

Air

- National Environment Protection Measure and Impact Statement, Variation to the Ambient Air Quality Protection Measure (PM2.5) (2002)
- Interim Review of ANZECC Strategy for Ozone Protection (ANZECC) (1992)
- National Environment Protection (Air Toxics) Measure (2004)
- National Environment Protection Measure for Ambient Air Quality (NEPC) (1998)
- National Environment Protection Measure for Diesel Vehicle Emissions
- National Environment Protection Measure (National Pollution Inventory) (NEPC) (1998)
- Policy for Control of HCFC Emissions in Australia, Australian and New Zealand Environment and Conservation Council (ANZECC) (1994)
- Revised Strategy for Ozone Protection in Australia Report No. 30 (ANZECC) (1994)
- Strategy for Ozone Protection (Australian Environment Council) (1989)

Radiation Control

- Australian Institute of Radiographers Guidelines for the Professional Development Year
- Administration of Ionizing Radiation to Human Subjects in Medical Research (National Health and Medical Research Council (NHMRC) Radiation Health Series No. 12) (1984)
- Clean-up and Disposal of Radioactive Residues from Commercial Operations Involving Mineral Sands (NHMRC) (1993)
- Code of Nursing Practice for Staff Exposed to Ionizing Radiation (NHMRC Radiation Health Series No. 8) (1984)
- Code of Practice for the Exposure of Humans to Ionizing Radiation for Research Purposes (ARPANSA Radiation Protection Series No. 8) (2005)
- Code of Practice for the Safe Transport of Radioactive Material 2001 (ARPANSA Radiation Protection Series No. 2)
- Code of Practice for the Safe Use of Ionizing Radiation in Veterinary Radiology: Parts 1 and 2 (NHMRC Radiation Health Series No. 3) (1982)
- Code of Practice for the Safe Use of Radiation Gauges (NHMRC Radiation Health Series No. 4) (1982)
- Code of Practice for Protection Against Ionizing Radiation Emitted from X-ray Analysis Equipment (NHMRC Radiation Health Series No. 9) (1984)
- Code of Practice for the Safe Use of Ionizing Radiation in Veterinary Radiology: Part 3 — Radiotherapy (NHMRC Radiation Health Series No. 10) (1984)
- Code of Practice for the Safe Use of Soil Density and Moisture Gauges Containing Radioactive Sources (NHMRC Radiation Health Series No. 11) (1984)
- Code of Practice for the Disposal of Radioactive Wastes by the User (NHMRC Radiation Health Series No. 13) (1985)
- Code of Practice for the Safe Handling of Corpses Containing Radioactive Materials (NHMRC Radiation Health Series No. 18) (1986)
- Code of Practice for the Safe Use of Ionizing Radiation in Secondary Schools (NHMRC Radiation Health Series No. 19) (1986)
- Code of Practice for Radiation Protection in Dentistry (NHMRC Radiation Health Series No. 20) (1987)
- Code of Practice for the Control and Safe Handling of Radioactive Sources Used for Therapeutic Purposes (NHMRC Radiation Health Series No. 23) (1988)
- Code of Practice for the Design and Safe Operation of Non-Medical Irradiation Facilities (NHMRC Radiation Health Series No. 24) (1988)
- Code of Practice for the Safe Use of Sealed Radioactive Sources in Borehole Logging (NHMRC Radiation Health Series No. 28) (1989)
- Code of Practice for the Safe Use of Industrial Radiography Equipment (NHMRC Radiation Health Series No. 31) (1989)
- Code of Practice for Near-Surface Disposal of Radioactive Waste in Australia (NHMRC Radiation Health Series No. 35) (1992)
- International Basic Safety Standards for Protection against Ionising Radiation and for the safety of Radiation Sources (Radiation Safety Series No. 115 IAEA) (1996)
- ISO 2919 – Sealed Radioactive Sources – Classification
- ISO 9978: 1992 Radiation Protection – Sealed Radioactive Sources – Leakage Test Methods
- Interim Guidelines on Limits of Exposure to 50/60 Hz Electric and Magnetic Fields (NHMRC Radiation Health Series No. 30) (1989)

- Intervention in Emergency Situations Involving Radiation Exposure (NHMRC Radiation Health Series No. 32) (1990)
- Occupational Standard for Exposure to Ultraviolet Radiation (NHMRC Radiation health Series No. 29) (1989)
- Radiation Control Compliance Audit Handbook (2003)
- Recommendations for Ionization Chamber Smoke Detectors for Commercial and Industrial Fire Protection Systems (NHMRC Radiation Health Series No. 25) (1988)
- Recommendations for Limiting Exposure to Ionizing Radiation (1995) (Guidance Note [NOHSC: 3022 (1995)]) and National Standard for Limiting Occupational Exposure to Ionizing Radiation [NOHSC: 1013 (1995)] (ARPANSA's Radiation Protection Series No. 1 (2002)
- Recommendations for Minimising Radiological Hazards to Patients (NHMRC Radiation Health Series No. 14) (1985)
- Recommendations for Discharge of Patients Undergoing Treatment with Radioactive Substances (ARPANSA Radiation Protection Series No. 4) (2002)
- Recommended Limits on Radioactive Contamination on Surfaces in Laboratories (NHMRC Radiation Health Series No. 38) (1995)
- Research Protocols Using Ionising Radiation in Human Volunteers (NSW Hospital and Radiation Safety Officers Group (HURSOG)) (2003)
- Revised Statement of Cabinet X-ray Equipment for Examination of Letters, Packages, Baggage, Freight and Other Articles for Security, Quality Control and Other Purposes (NHMRC Radiation Health Series No. 21) (1987)
- Safety Guidelines for Magnetic Resonance Diagnostic Facilities (NHMRC Radiation Health Series No. 34) (1991)
- Standards Australia, Publication No. AS 2243.4, Safety in Laboratories, Part 4: Ionizing Radiation (1998)
- Statement on Enclosed X-ray Equipment for Special Applications (NHMRC Radiation Health Series No. 22) (1987)

Waste

- Brochure: safely disposing of asbestos waste from your home (2005)
- Brochure: Is that Fill Legal? (2004)
- Information Bulletin on the Movement of Controlled Wastes between States and Territories under the National Environment Protection Measure No. 1: Waste Producers (Controlled Waste NEPM Implementation Working Group) (1999)
- Information Bulletin on the Movement of Controlled Wastes between States and Territories under the National Environment Protection Measure No. 2: Waste Transporters (Controlled Waste NEPM Implementation Working Group) (1999)
- Information Bulletin on the Movement of Controlled Wastes between States and Territories under the National Environment Protection Measure No. 3: Waste Facilities (Controlled Waste NEPM Implementation Working Group) (1999)
- Land Protection Proposal: Regulating the use of industrially sourced waste materials as fertilisers (2004)
- National competition policy review: Waste Minimisation and Management Act 1995 and the Waste Provisions of the Protection of the Environment Operations Act 1997, Environment Protection Authority (2001)
- National Environment Protection Measure for the Movement of Controlled Wastes between States and Territories (National Environment Protection Council) (1998)
- National Environment Protection Measure for Used Packaging Materials (National Environment Protection Council) (1999)
- Overview of the National Waste Tracking System under the National Environment Protection Measure for the Movement of Controlled Wastes between States and Territories (Controlled Waste NEPM Implementation Working Group) (1999)
- Report on the Review of the Protection of the Environment Operations Act 1997 (October 2003)

Water

- Advice to Water Management Committees No. 1 – Managing to diversion limits in regulated rivers (NSW Government) (2001)
- Advice to Water Management Committees No. 2 – Supplementary water access (NSW Government) (2001)
- Advice to Water Management Committees No. 3 – Floodplain harvesting (NSW Government) (2001)
- Advice to Water Management Committees No. 4 – Regulated rivers (high security) access licences (NSW Government) (2001)
- Advice to Water Management Committees No. 5 – Managing to diversion limits in inland unregulated rivers (NSW Government) (2001)

- Advice to Water Management Committees No. 7 – Diversion limits for coastal unregulated rivers (NSW Government) (2001)
- Advice to Water Management Committees No. 8 – Groundwater quantity management (NSW Government) (2001)
- Advice to Water Management Committees No. 9 – Groundwater dependent ecosystems (NSW Government) (2001)
- Advice to Water Management Committees No. 10 – Freshwater flows to estuaries and coastal waters (NSW Government) (2001)
- Advice to Water Management Committees No. 11 – Integrating water quality and RFOs in water sharing plans (NSW Government) (2001)
- Advice to Water Management Committees No. 12 – Conservation of biodiversity and threatened species management (NSW Government) (2001)
- Advice to Water Management Committees No. 13 – Incorporating the results of the weir review into the water sharing plans (NSW Government) (2001)
- Advice to Water Management Committees No. 14 – Aboriginal issues and cultural heritage protection (NSW Government) (2001)
- Advice to Water Management Committees No. 15 – Water transfers (NSW Government) (2001)
- An Interim Approach for Water Monitoring in NSW (prepared for the State Water Monitoring Coordination Committee) (2003)
- Australian Guidelines for Recreational Use of Water (NH&MRC) (1990)
- Daily Extraction Management in Unregulated Rivers (2002)
- Environment and Health Protection Guidelines: On-site Sewage Management for Single Households (Department of Local Government) (1998)
- National Water Quality Management Strategy: Australian and New Zealand Guidelines for Fresh and Marine Water Quality (ARMCANZ/ANZECC) (2000)
- National Water Quality Management Strategy: Australian Drinking Water Guidelines — Summary (NHMRC & NRMCC) (2004)
- National Water Quality Management Strategy: Effluent Management Guidelines for Aqueous Wool Scouring and Carbonising (ARMCANZ/ANZECC) (1999)
- National Water Quality Management Strategy: Effluent Management Guidelines for Dairy Processing Plants (ARMCANZ/ANZECC) (1999)
- National Water Quality Management Strategy: Effluent Management Guidelines for Dairy Sheds (ARMCANZ/ANZECC) (1999)
- National Water Quality Management Strategy: Effluent Management Guidelines for Intensive Piggeries (ARMCANZ/ANZECC) (1999)
- National Water Quality Management Strategy: Effluent Management Guidelines for Tanning and Related Industries (ARMCANZ/ANZECC) (1999)
- National Water Quality Management Strategy: Effluent Management Guidelines for Wineries and Distilleries (ARMCANZ/ANZECC) (1998)
- National Water Quality Management Strategy: Guidelines for Groundwater Protection in Australia (ARMCANZ/ANZECC) (1995)
- National Water Quality Management Strategy: Guidelines for Sewerage Systems — Acceptance of Trade Waste (Industrial Waste) (1994)
- National Water Quality Management Strategy: Guidelines for Sewerage Systems — Effluent Management (ARMCANZ/ANZECC) (1997)
- National Water Quality Management Strategy: Guidelines for Sewerage Systems — Reclaimed Water (ARMCANZ/ANZECC) (2000)
- National Water Quality Management Strategy: Guidelines for Urban Stormwater Management (ARMCANZ/ANZECC) (2000)
- National Water Quality Management Strategy: Guidelines for Water Quality Monitoring and Reporting (ARMCANZ/ANZECC) (2000)
- National Water Quality Management Strategy Guidelines: Implementation Guidelines (ARMCANZ/ANZECC) (1998)
- National Water Quality Management Strategy: Policies and Principles — A Reference Document (ARMCANZ/ANZECC) (1994)
- National Water Quality Management Strategy: Rural Land Uses and Water Quality — A Community Resource Document (ARMCANZ/ANZECC) (2000)
- National Water Quality Management Strategy: Water Quality Management — An Outline of the Policies (ARMCANZ/ANZECC) (1994)
- NSW Guidelines for Urban and Residential Use of Reclaimed Water (NSW Recycled Water Coordination Committee) (1993)

NSW Water Savings Policy (NSW Government) (2003) (draft) (under review)
National Guidelines for Water Recycling: Managing Health and Environmental Risks
Environment Protection and Heritage Council, the Natural Resource Management Ministerial
Council and the Australian Health Ministers' Conference. November 2006

Other

A Guide to Mangrove Transplanting (SPCC/Fisheries Division, NSW Dept of Agriculture)
Australian and New Zealand Guidelines for the Assessment and Management of Contaminated Sites (Australian
and New Zealand Environment and Conservation Council, NHMRC) (1992)
Australian Code for the Transport of Dangerous Goods by Road and Rail (National Road Transport Commission
and Federal Office of Road Safety) (1998)
Australian Environmental Guidelines for Copper Chrome Arsenate Timber Preservation Plants (1996) (TPAA,
ANZECC)
Code of Practice for the Reprocessing of Closed Head Steel Drums — Supplement to the Australian Dangerous
Goods Code (Federal Office of Road Safety) (1992)
Composite Sampling: National Environmental Health Forum Monographs, Soil Series No. 3 (now known as
EnHealth) (1996)
Core Environmental Indicators for Reporting on the State of the Environment (ANZECC State of the
Environment Reporting Task Force) (2000)
Dangerous Goods Initial Emergency Response Guide (Standards Australia) 1998
Environmental Health Risk Assessment: Guidelines for assessing human health risks from environmental
hazards (Commonwealth Department of Health and Ageing and EnHealth Council,) (2002)
Environmental Guidelines: State of the Environment Reporting by Local Government (Department of Local
Government) (2000)
Environmental Services Functional Area Supporting Plan [Enviroplan] (State Emergency Management
Committee) (2001)
Financial Liability for Contaminated Site Remediation — a position paper (ANZECC) (1994)
Guidance Notes for the Transport of Class 6-2 (Infectious Substances) Dangerous Goods (Federal Office of
Road Safety) (1997)
Guidelines for the Assessment and Cleanup of Cattle Tick Dip Sites for Residential Purposes (NSW Agriculture
& CMPS&F) (1996)
Hazardous Materials Emergency Subplan [Hazmatplan] (State Emergency Management Committee) (2000)
Hexachlorobenzene Waste Management Plan (ANZECC) 1996
Load Reduction Agreements — Freeing Funds for Environmental Improvements (2005)
Load Restraint Guide (National Road Transport Commission and Federal Office of Road Safety) (1994)
Medical Examinations of Commercial Vehicle Drivers (National Road Transport Commission
Management of Asbestos in the Non-occupational Environment (enHealth) (2005)
Minimum Construction Requirements for Water Bores in Australia Edition 2 (Land and Water Biodiversity
Committee) (2003 and Federal Office of Road Safety) (1997)
National Environment Protection (Assessment of Site Contamination) Measure 1999
(National Environment Protection Council) (1999)
National Guidelines For Beef Cattle Feedlots in Australia (Agricultural Council of Australia and New Zealand)
(1992)
National Protocol: Approval/Licensing of Trials of Technologies for the Treatment/Disposal of Schedule X
Wastes (ANZECC) (1994)
National Protocol: Approval/Licensing of Commercial-Scale Facilities for the Treatment/Disposal of Schedule
X Wastes (ANZECC) (1994)
National Strategy for the Management of Empty Unwanted Farm Chemical Containers (ANZECC) (1997)
Organochlorine Pesticides Waste Management Plan (July 1999)
Polychlorinated Biphenyls Management Plan (ANZECC) (2003)
Site-specific Emission Factor Guidance (2001)
Specification for Segregation Devices for the Transport of Dangerous Goods (Commonwealth Department of
Transport and Regional Services) (2000)
Specifications for Intermediate Bulk Containers for the Transport of Dangerous Goods (Federal Office of
Road Safety) (1997)
State Disaster Plan [Displan] (State Emergency Management Committee) (2000)
Technical Basis for Guidelines to Minimise Annoyance Due to Blasting Overpressure and Ground Vibration
(ANZECC) (1990)
Technical Basis for the Regulation of Noise Labelling of New Grass-Cutting Machines (AEC 1988)

POLICY STATEMENTS/STRATEGIES

Action for Air: An Update (September 2002)
Action for the Environment: The NSW Government's Environment Statement (2001)
Construction and Demolition Waste Action Plan (1998)
Corporate Environmental Reporting: Why and How (1997)
Differential Smoky Vehicle Enforcement Policy (2000)
Extended Producer Responsibility Priority Statement (2005/06)
Green Offsets for Sustainable Development – Concept Paper (2002)
Hunter River Salinity Trading Scheme – Working Together to Protect River Quality and Sustain Economic Development (2003)
Hunter River Salinity Trading Scheme Auction – General Information for the 2004 action (2004)
Hunter River Salinity Trading Scheme Auction – Process and Rules (2004)
Policy on Former Unhealthy Building Land Sites (2003)
Local Planning for Healthy Waterways using NSW Water Quality Objectives 2006
Marine Water Quality Objectives for NSW Ocean Waters – South Coast 2005.
Marine Water Quality Objectives for NSW Ocean Waters – Sydney Metropolitan and Hawkesbury-Nepean 2005.
Marine Water Quality Objectives for NSW Ocean Waters – North Coast 2005.
Marine Water Quality Objectives for NSW Ocean Waters – Hunter -Central Coast 2005.
Using the ANZECC Guidelines and Water Quality Objectives in NSW 2006.
Considering Environmental Values of Water When Issuing Prevention Notices 2006.
DEC “Adapting to Climate Change: Impacts on Biodiversity” (may be published on the net by 30 Dec)
State of the Environment Report 2006

SECTION 2 – STATEMENT OF AFFAIRS

DEC's Statement of Affairs was published in its 2004-2005 Annual Report.
The Statement of Affairs and Annual Report can be downloaded from the website (www.environment.nsw.gov.au). See Section 3: Contact Arrangements for other ways to obtain a free copy.

SECTION 3 – CONTACT ARRANGEMENTS

Many of DEC's key documents and publications are available on its website (www.environment.nsw.gov.au). Other contact arrangements follow:

Environment Protection documents

DEC's environment protection policy documents may be inspected at DEC's Sydney Library, which is located at:

Level 15
59-61 Goulburn Street
Sydney NSW 2000

Please contact the Library in advance to arrange inspection (phone: (02) 9995 5302 or fax: (02) 9995 5910). Members of the public cannot borrow Library materials but a reading section and photocopying facilities are available. Office hours are 9.30 am to 4.30 pm, Monday to Friday.

Publications may be purchased over the counter at Level 14 of the above address between the hours of 8.30 am to 5 pm Monday to Friday.

DEC's Environment Line receives reports about environment, parks and pollution incidents, provides information about DEC's activities, policies and pollution issues and assists members of the public seeking access to DEC's policy documents. It may be reached on:

- 131 555 (NSW only) or (02) 9995 5555 (TTY: (02) 9211 4723) for environment and pollution incident reporting (24 hours); and
- 1300 361 967 for parks information (8.30am to 5pm, Monday to Friday).

Parks and Wildlife documents

General enquiries can be referred to the Information Centre:

Level 14
59-61 Goulburn Street
Sydney NSW 2000
Phone: 1300 361 967
Email: info@environment.nsw.gov.au

Details of current prices of documents may be obtained by contacting the Information Centre or by going to the website www.environment.nsw.gov.au.

Many Parks and Wildlife policy documents are available for inspection at the DEC Hurstville Library (43 Bridge Street, Hurstville). The Hurstville Library is open by appointment only (ph: 02 9585 6437).

Some policy documents may be inspected or purchased during normal business hours at various Parks and Wildlife offices. Members of the public who wish to inspect or purchase documents at a regional office should telephone the office regarding their local business hours and the availability of documents.

Botanic Gardens Trust documents

Publications can be obtained by enquiring at the Visitor Centres at the Royal Botanic Gardens, Mount Annan Botanic Garden, Mount Tomah Botanic Garden between the hours of 10.30 am and 4.00 pm.

For publications not available through visitor centres, arrangements can be made to obtain copies of the Botanic Gardens Trust publications by contacting the DEC FOI/Privacy Officer (see below).

Freedom of Information Act 1989

Requests under the Freedom of Information Act 1989 for access to documents held by DEC that are not publicly available should be accompanied by a \$30.00 application fee and directed in writing to:

FOI/Privacy Officer
Department of Environment and Conservation
PO Box A290
Sydney South NSW 1232

General enquiries about FOI, the Statement of Affairs and Summary of Affairs documents can be made to the FOI/Privacy Officers on (02) 9995 6080 or (02) 9995 6497.

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

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

Publications

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

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

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

Or post to:

Eraring Energy,
PO Box A2238,
Sydney South NSW 1235

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

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

The NSWFB holds the following policy documents. Most are available free. A fee may be charged for larger documents.

1. Aboriginal, Cultural and Threatened Species Sites Policy
2. Access for Fire Brigades Appliances
3. AIRS Policy
4. Annual Statistical Report
5. Bulk Storage of Rubber
6. Code of Conduct
7. Community Activity Reporting System Policy
8. Community Education Policy
9. Contracts and Purchasing Policy
10. Corporate Plan
11. Disability Strategic Plan
12. EEO and Diversity Statement and Plan
13. Environmental Policy
14. Environmental Policy – Complaints
15. Ethnic Affairs Policy Statement
16. Fireworks Policy
17. Guide to Estimating Fire Loss Damage
18. Guidelines for Fire Protection of Temporary Structures
19. Letter of Intent – Agreement with the Open Training and Education Network
20. Managing False Alarms Policy
21. Media Policy
22. Memorandum of Arrangement between Airservices Australia and the NSW Fire Brigades
23. Agreement between the Commonwealth, as represented by the Department of Finance and Administration, and the State of NSW, as represented by the NSW Fire Brigades and the Rural Fire Service of NSW, for Commonwealth Contributions for Fire Services
24. Memorandum of Understanding between the NSW Department of Corrective Services and the NSW Fire Brigades
25. Memorandum of Understanding between the Royal Australian Navy and the NSW Fire Brigades for fires and hazardous material incidents involving Navy ships and establishments
26. Memorandum of Understanding between the NSW Fire Brigades and the Environment Protection Authority
27. Memorandum of Understanding between the NSW Fire Brigades and the Ambulance Service of NSW
28. Memorandum of Understanding with EnergyAustralia
29. Memorandum of Understanding between NSW Fire Brigades, Oberon Shire Council, and CSR Limited
30. Memorandum of Understanding between the NSW Fire Brigades and the Snowy Mountains Hydro Electric Authority
31. Memorandum of Understanding between the NSW Fire Brigades and the NSW Rural Fire Service
32. Memorandum of Understanding between the NSW Fire Brigades and Shell Refining Australia
33. Memorandum of Understanding between the NSW Fire Brigades and NSW Department of Transport
34. Memorandum of Understanding between the NSW Fire Brigades and the ACT Fire Brigade
35. Memorandum of Understanding between the NSW Police and the NSW Fire Brigades on the Shared Use of an Aircraft
36. Memorandum of Understanding between NSW Fire Brigades and the CSIRO's Centre for Critical

- Infrastructure on the refinement of training and operational response through the modeling of disaster scenarios, risk management and contingency planning
37. Memorandum of Understanding between NSW Fire Brigades and Telstra on Triple Zero (000) /112 Communication Service Levels
 38. Memorandum of understanding between the NSW Fire Brigades and the Roads and Traffic Authority of NSW covering the NSWFB use of the RTA CCTV system and traffic management at incidents
 39. Memorandum of Understanding between NSWFB and NSW Department of Juvenile Justice DJJ) – attendance of NSWFB at DJJ Youth Justice Conferences for fire related offences
 40. Memorandum of Understanding between the Australian Capital Territory Fire Brigade and the New South Wales Fire Brigades for Mutual Fire Investigation
 41. Memorandum of Understanding between NSWFB and the Department of Juvenile Justice – Youth Justice Conferences
 42. Memorandum of Understanding between NSWFB and Country Fire Authority of Victoria (CFA) – protocols for joint emergency management, joint service delivery and mutual aid agreement between NSWFB and CFA
 43. Mutual Aid Agreements for local government areas between the NSW Fire Brigades and the NSW Rural Fire Service
 44. Mutual Aid Agreement between the NSW Fire Brigades and State Emergency Service: Information Sharing
 45. Mutual aid agreement between the NSW Rural Fire Service Fire Investigation Unit and the NSW Fire Brigades Fire Investigation Unit
 46. Mutual Aid Agreement between the NSW Fire Brigades and RAAF Defence Orchard Hills
 47. Non-operational Filming Policy
 48. Occupational Health and Safety Policy
 49. Operational Risk Management Policy
 50. Operational Water Use Policy
 51. NSWFB Policy for Minor Residential Developments
 52. Pre-incident Planning Guidelines
 53. Procedures for AFA Third Party Services Provision
 54. Regional Service Delivery Plans
 55. Service Level Agreement between the NSW Fire Brigades and NSW Rural Fire Service for Communication of Emergency Calls and Related Information
 56. Sponsorship Policy
 57. Standard Operational Guidelines
 58. Standing Orders
 59. Statement of Joint Intent between NSW Fire Brigades and Sydney Catchment Authority
 60. Statistical Research Papers:
 - Fires in the home
 - Children causing fires
 - Incendiary and Suspicious Fires 1987-1993
 - Socio-economic characteristics of communities and fires
 - Deaths from residential property fires in NSW July 1991-June 1996
 - NSWFB Incidents and responses: a ten year review
 61. Mutual Aid Agreement between NSW Fire Brigades and Queensland Fire and Rescue Service
 62. Fire investigation protocol between the NSW Fire Brigades, the NSW Police and the NSW Rural Fire Service
 63. Privacy policy
 64. Policy for the Engagement of Contractors
 65. Interstate Assistance Agreement Between New South Wales Fire Brigades And The Australian Capital Territory Fire Brigade

SECTION 2 – STATEMENT OF AFFAIRS

The NSWFB Statement of Affairs, last updated 30 June 2006, is available on request.

SECTION 3 – CONTACT ARRANGEMENTS

Requests for access to documents under the FOI Act 1989 should be made in writing and accompanied by a \$30 application fee to:

FOI Officer
NSW Fire Brigades

Level 10,
227 Elizabeth Street
Sydney NSW 2000
Telephone: (02) 9265 2999
website: www.fire.nsw.gov.au

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

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

The Authority is a statutory corporation established in April 2004 to regulate the handling and sale of food in NSW to ensure that food is safe and suitable for consumption. As Australia's first completely integrated or "through-chain" food regulation agency, the Authority is responsible for food safety across the entire food industry, from primary production to point-of-sale.

The Authority administers the regulatory framework for industry to produce safe and correctly labelled food by administering the Act and its subordinate regulation, Food Regulation 2004. The Authority develops NSW food safety schemes, in consultation with consumer and industry stakeholders and contributes to the development of national food standards in the Food Standards Code.

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

General and Policy Documents

Strategic Plan

Annual Report 2005/06

Brochure "A profile of the NSW Food Authority"

Memorandum of Understanding between Department of Health and NSW Food Authority

Memorandum of Understanding between Department of Primary Industries and NSW Food Authority

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

Memorandum of Understanding between the New Zealand Food Safety Authority and the NSW Food Authority

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

NSW Food Regulation Partnership – Issues and Options

NSW Food Regulation Partnership – Blueprint

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

Facts Sheets

Media Releases

Foodchain (electronic newsletter)

Code of Conduct

Fraud and Corruption Control Prevention Policy

Occupational Health and Safety Policy

Occupational Health and Safety Consultation Arrangement

Return to Work and Injury Management Program

Information paper "A New Approach to Food Safety"

National Risk Validation Project – Final Report (2002)

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

Delegations under the Food Act 2003

Procedure for approving analysts under the Food Act 2003

Policy on naming businesses in survey reports

Food Safety Program Template – New Scheme Development

General Guidelines for Food Safety Programs – New Scheme Development

Compliance and Enforcement Policy

Complaints Policy

Industry Specific DocumentsFoodwise (industry newsletter – print, email and available on www.foodauthority.nsw.gov.au)

Transport

Code of Practice for the Transport of Primary Produce and Seafood

Health Care

Food Safety (Baseline) Survey of NSW Hospital and Aged Care Businesses – Summary

Industry Guide to Developing a Food Safety Program (Hospitals and Aged Care)

Audit Guidelines (Hospitals and Aged Care)

Hospital & Aged Care Food Safety Audit Trial Project – Summary

Dairy Industry

Dairy Test Manual

NSW Dairy Manual

Code of Practice for the Collection of Milk from Dairy Farms

Code of Practice for Dairy Buildings

General Circulars

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

Dairy Export Inspections

Meat Industry

Guide to Food Safety Programs for a Retail Meat Premises

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

Audit of Export Registered Poultry Meat Processing Premises – November 2000

Memorandum of Understanding between SafeFood/NSW Health/Local Government and Shires Associations:

Food Safety Responsibilities for Retail Meat Premises – August 2000

Memorandum of Understanding between NSW Food Authority and Department of Environment and

Conservation (National Parks and Wildlife Service) Rationalisation of Inspection Services for Kangaroo

Field Chillers.

General Circulars

Meat Industry Levy brochure

Seafood Industry

Seafood Safety Manual

Environmental Sampling Procedures (Shellfish and Water).

NSW Shellfish Program Operations Manual

NSW Aquaculture Shellfish Harvest Area Water Bacteriology and Phytoplankton Survey Data

Metal Contamination of Major NSW Fish Species Available for Human Consumption

Code of Practice for Depuration of Oysters in NSW

Code of Practice for Fishers

Code of Practice for Seafood Premises

Food Safety Program for Farmed Oysters

Food Safety Program for Oyster Processors

Food Safety Program for Commercial Fishers

Food Safety Program for Fishing Co-operatives

Food Safety Program for Seafood Storage Facilities

Food Safety Program for Seafood Processors

Food Safety Program for Aquaculture (Live and Whole fish; Chilled fish; and Prawns)

Food Safety Program for Wild Shellfish Harvest

Food Safety Program for Wet Storage of Bi-valve Shellfish

Guidelines for Wet Storage of Bi-valve Shellfish

Shellfish Harvest Area Sanitary Survey Reports

Shellfish Harvest Area Management Plans

NSW Shellfish Program Marine Biotoxin Management Plan

NSW Shellfish Program Coordinators' Handbook

Industry Guide to Food Safety Program for Seafood Smokers

General Circulars

Plant Products Industry

Regulatory Impact Statement Plant Products

Plant Products Safety Manual

Industry Guide to Developing a Food Safety Program (Plant Products)

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

A fee is charged for the following documents:

- Environmental Sampling Procedures (Shellfish and Water) – \$11.00 (GST inclusive) plus postage and handling
- Code of Practice for Depuration of Oysters in NSW – \$11.00 (GST inclusive) plus postage and handling
- Shellfish Harvest Areas Sanitary Survey reports – \$55 (GST inclusive) plus postage and handling
- Shellfish Harvest Areas Management Plans – \$27.50 (GST inclusive) plus postage and handling
- NSW Shellfish Program Marine Biotoxin Management Plan – \$27.50 (GST inclusive) plus postage and handling
- NSW Shellfish Program Coordinators' Handbook – \$38.50 (GST inclusive) plus postage and handling
- NSW Shellfish Program Operations Manual (control copy) – \$165 (GST inclusive) plus postage and handling
- Seafood Safety Manual – \$55.00 (GST inclusive) plus postage and handling
- NSW Retail Meat Diary – \$11.00 (GST inclusive) plus postage and handling
- Industry Guide to Developing a Food Safety Program (Hospitals & Aged Care) – \$30.00 (GST inclusive) plus postage and handling
- Audit Guidelines (Hospitals & Aged Care) – \$30.00 (GST inclusive) plus postage and handling

Freedom of Information applications: May be made by completing the form 'Application for access under the Freedom of Information Act (NSW)' which is found on the website www.premiers.nsw.gov.au and submitting the form together with a cheque in the sum of \$30 for the application fee to the FOI Officer at the Head Office address.

NSW FOOD AUTHORITY OFFICES**Head Office**

6 Avenue of the Americas
Newington NSW 2127
PO Box 6682
Silverwater NSW 1811
Hours: Monday to Friday 8.30 am to 5.00 pm.
Telephone: (02) 9741 4777
Facsimile: (02) 9741 4888
Email: info@foodauthority.nsw.gov.au
Internet: <http://www.foodauthority.nsw.gov.au>

Consumer and Industry Contact Centre

Hours: Monday to Friday 8.30 am to 5.30 pm
Telephone: 1300 552 406
Fax: (02) 9647 0026
Email: contact@foodauthority.nsw.gov.au

The NSW Food Authority also has regional offices in Taree, Thornton, Lake Illawarra, Wagga Wagga, Coffs Harbour, Dubbo, Wollongbar and Queanbeyan.

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****GREYHOUND AND HARNESS RACING REGULATORY AUTHORITY****SECTION 1 – FOI POLICY DOCUMENTS**

- Responsible Gambling
- Anti-Terrorism Planning
- Hot Weather Policy (Greyhounds)
- Hot Weather Policy (Harness)
- Waste Management
- Rules of Greyhound Racing
- Rules of Harness Racing
- Local (Club) Rules for Greyhound Racing as approved by the Authority
- NSW Harness Racing Rules
- Communication Devices
- Internet Policy
- Reports, Agendas and Minutes of Meetings of the Authority
- OH&S
- FOI Guidelines
- Privacy Management Plan
- Codes of Conduct for Authority Members and Employees
- Harassment Policy
- Service Guidelines
- (Draft) Anti Corruption and Fraud Control Plan
- Grading Policy (Greyhounds)
- Ethnic Affairs Priorities Statement
- Decisions of the Greyhound Racing Appeals Tribunal
- Decisions of the Harness Racing Appeals Tribunal
- Decisions of the Greyhound and Harness Racing Appeals Tribunal
- Annual Reports (Hard Copies) are available for \$25 each

SECTION 2 – STATEMENT OF AFFAIRS

The annual Statement of Affairs of the Greyhound and Harness Racing Regulatory Authority has been updated to reflect the structural changes to the Authority following the enactment of the Greyhound and Harness Racing Administration Act 2004. The latest statement can be found in our Annual Report on the Authority's website at <http://www.gra.nsw.gov.au>

SECTION 3 – CONTACT ARRANGEMENTS

Enquiries concerning access to documents of the Greyhound and Harness Racing Regulatory Authority, and amending documents about personal affairs, should be directed to the Chief Executive by telephone (02) 9643 3100 or in writing to:

The Chief Executive
Greyhound and Harness Racing Regulatory Authority
PO Box 138
Lidcombe NSW 2141

Facilities for examining and obtaining copies of documents are available at the Authority's business premises located at:

19 Queen Street
Auburn NSW 2144
Hours: 8.45am-4.45pm – Monday to Friday
22 Meredith Street
Bankstown NSW 2200
Hours: 8.30am-4.30pm – Monday to Friday

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****NEW SOUTH WALES DEPARTMENT OF HEALTH****OTHER AGENCIES IN THE HEALTH PORTFOLIO****Area and Statewide Health Services**

Under the Freedom of Information Act 1989 (NSW), the eight Area Health Services in New South Wales, the Ambulance Service of NSW, The Children's Hospital at Westmead, Justice Health (formerly the Corrections Health Service), the Health Care Complaints Commission, the Mental Health Review Tribunal and HealthQuest are separate entities to the Department. These agencies are responsible for processing FOI applications relevant to their own agency.

For a list of policy documents held by these agencies, please contact the appropriate agency as listed in section 3 of this document.

ACCESSING MEDICAL RECORDS

Most patients' medical records are held at the hospital or health centre where treatment was provided. The Department's policy generally allows patients the right to access their medical records held by public health facilities. Access to these can be obtained in accordance with procedures laid down in Policies PD 2005_004 (Medical Records in Hospitals and Community Care Centres) and PD 2005_235 (Health Records and Medical Reports Charges).

People seeking access to medical records should contact the relevant hospital (medical records section) or Community Health Centre directly. Should any difficulties be encountered in obtaining medical records, contact the appropriate Area Health Service in the first instance. For further information regarding access of medical records, please contact the Department's FOI Coordinator on (02) 9391 9000.

FREEDOM OF INFORMATION

A range of publications on FOI – including brochures, booklets and Summary of Affairs – are available from the NSW Premier's Department website at <http://www.premiers.nsw.gov.au>

To access unpublished documents held by the Department, please apply in writing to the Department's FOI Coordinator, at the address listed in section 2 of this document. Please also contact the FOI Coordinator for any further enquiries.

SECTION 1 – DOCUMENTS HELD BY THE NEW SOUTH WALES DEPARTMENT OF HEALTH

For all publications listed below, copies are available on the Department's website or by written application to the Department's FOI Coordinator, unless otherwise indicated.

CORPORATE COMMUNICATIONS

The Better Health Centre (BHC) is the distribution warehouse for the Department's publications. Most community, policy and corporate documents produced by the Department are available for access via the BHC.

Order forms for a wide range of publications are available from the BHC or via the Department's website at <http://www.health.nsw.gov.au/pubs/>. Orders can be placed with the BHC's Publication Enquiries Officer via telephone on (02) 9816 0452 or via email at bhc@doh.health.nsw.gov.au. Copies of translated publications are available from the Multicultural Health Communication Service website (<http://www.mhcs.health.nsw.gov.au>).

Some reports and publications are also sold through the Government Bookshop – located at Level 3, 2-24 Rawson Place, Sydney NSW 2000 (phone number: 1300 656 986).

HEALTH SYSTEM SUPPORT DIVISION**Corporate Governance and Risk Management**

- Fraud Control Strategy – Department of Health, NSW (Central Admin) (PD2005_059)

- Improper Conduct – Procedures For Recruitment/Employment Of Staff And Other Persons (PD2005_109)
- Corrupt Conduct-Reporting Possible Corrupt Conduct To The Independent Commission Against Corruption (PD2005_173)
- Employment Screening Of Staff And Other Persons In Child Related Areas – Policy And Procedure (PD2005_177)
- Risk Assessment Arising From Criminal Charges/Convictions (Policy And Procedure Compliance Of) (PD2005_193)
- Child Related Employment – Determination (PD2005_196)
- Conflicts Of Interest In The Public Health System (PD2005_469)
- Policy, Guideline And Information Bulletin Distribution System For The NSW Department Of Health (PD2005_481)
- Audit Commission – Remuneration For Independent Members – Area Health Services (PD2005_616)
- Child Related Allegations, Charges And Convictions Against Employees (PD2006_025)
- Criminal Allegations, Charges And Convictions Against Employees (PD2006_026)

Hard copies of the following manuals are available to the public at a cost of \$100.00, and can be obtained from the Corporate Governance and Risk Management Branch on (02) 9391 9000. Electronic copies are also available via the Department's website at <http://www.health.nsw.gov.au/audit/manuals/index.html>

Public Service Manuals

- Accounting
- Delegations:
 - Combined
 - Public Health
- Leave/Salaries
- Supply Procedures

Health Services and Public Hospital Manuals

- Accounting
- Accounts And Audit Determination
- Cleaning Services Standards
- Fees Procedures
- Health Records And Information Manual (For Community Health Facilities)
- Leave Matters
- Patient Matters
- Purchasing And Supply

Asset and Contract Services

Documents available for purchase (all \$110.00 unless otherwise indicated)

- Biomedical Engineering Health Building Guidelines (1992)
- Day Oncology Unit Health Building Guidelines – Kit (1993)
- Drug And Alcohol Service Health Building Guidelines – Kit (1992)
- Engineering And Maintenance Unit Health Building Guidelines – Kit (1992)
- Floor Coverings For Health Care Buildings (1988) (\$33.00)
- Inpatient Assessment And Rehabilitation Health Building Guidelines – Kit (1992)
- Linen Handling Unit Health Building Guidelines (1992)
- Managing Maintenance Guidelines (1994) (\$27.50)
- Medical Records Unit Health Building Guidelines (1993)
- Mortuary/Post Mortem Unit Health Building Guidelines (1992)
- Obstetric Unit Health Building Guidelines (1992)
- Pharmacy Unit Health Building Guidelines – (1992)
- Reference Code For Conventional Cook Chill (2003), including:
 - Reference Code For Extended Shelf Life Cook Chill
 - Reference Code For Cook Freeze
 - Reference Code For Cook Serve
- Rural Health Service Building Guidelines (2000) – CD-Rom
- Stores Unit Health Building Guidelines (1992)
- Thermostatic Mixing Valves In Health Care Facilities Ed. 1 (1990)

Documents available free of charge

- Asset Management – Government Construction Projects (PD2005_195)
- Asset Management – Government Construction Projects (PD2005_191)
- Capital Works Administration Costs – Capital Works Procedure No.12 (PD2005_046)
- Capital Works Procedure No.18 (CWP 18) Asset Maintenance Planning (GL2005_009)
- Colour And Colour Consultants In Health Care Building Projects – Use Of (GL2005_010)
- Construction Procurement Policy (PD2005_373)
- Danger Tags In Hospitals – Use Of (PD2005_001)
- Disposal Of Surplus Goods, Obsolete/Unserviceable Stores (Excluding Motor Vehicles) (PD2005_329)
- Environmental Planning And Assessment Act 1979 – Section 94 Contributions For Health Works (PD2005_041)
- Environmental Planning And Assessment Act 1979 – Section 94 Contributions For Health Works (PD2005_041)
- Equipment – Removal From Departmental Premises – Departmental (Central Admin) (PD2005_058)
- Facility Planning Manual (The Process Of) (PD2005_050)
- Fire Safety In Health Care Facilities – Guidelines (2005_336)
- Health Facility Guidelines – NSW Department Of Health (GL2005_052)
- High Environmental Performance For Buildings (PD2005_306)
- Improved Access To Health Care Facilities (PD2005_077)
- Lease Arrangements And Government Policy Relating To Procurement Of Office Accommodation (PD2005_297)
- Maintenance Of Anaesthetic Machines (PD2005_022)
- Medical Helipads – Guidelines (PD2005_128)
- Nylon Carpets In Health Care Buildings – Use Of (PD2005_080)
- Office Accommodation Policy – Public Health Organisations And Ambulance Service (PD2005_576)
- Preparation Of Conservation Management Plans During Capital Project Planning (PD2005_331)
- Private Sector Financing Of Government Facilities Barter Transactions (PD2005_172)
- Privately Owned Equipment – Inspection And Testing (GL2005_003)
- Property Disposal Reforms – Premier’s Memorandum No.2003-3 (PD2005_302)
- Purchase And Installation Of (Non Ethylene Oxide) Sterilising Equipment And Products (PD2005_055)
- Relations With Commonwealth Government’s Construction Industry Development Agency (CIDA) (PD2005_052)
- Release Of The Health Facility Guideline – Safety And Security As A Working Draft (PD2005_293)
- Rental And Management Aspects Of Public Sector Housing (PD2005_089)
- Requirements For The Provision Of Cold And Heated Water (PD2005_344)
- Siemens Ultratherm Diathermy Units – Insulation Of High Tension Cables (PD2005_003)
- Statewide Management Movable Heritage In NSW Public Health System/Health/Medicine Collections Policy (PD2005_401)
- Submission Of Building And Development Applications (PD2005_036)
- Types Of Fire Extinguishers To Be Used In Health Care Facilities (GL2005_047)

Documents available via <http://www.healthdesign.com.au/nsw.hfg>

- NSW Health Facility Guidelines:
 - Part A – Introduction And Instructions For Use
 - Part B – Health Facility Briefing And Planning
 - Part B – Ambulatory Care
 - Part B – Community Health
 - Part B – Emergency Unit
 - Part B – Inpatient Unit
 - Part B – Intensive Care
 - Part B – Child & Adolescent Mental Health
 - Part B – Psychiatric Emergency Care Centre
 - Part B – Acute Adult Mental Health & PICU
 - Part B – Ambulatory Mental Health Unit
 - Part B – Rehabilitation/Allied Health Unit
 - Part B – Clinical Information Unit
 - Part B – Medical Imaging, NICU/SCU
 - Part B – Maternity Unit
 - Part B – Paediatric/Adolescent IPU
 - Part B – Pharmacy Unit

- Part B – Renal Dialysis Unit
- Part B – Operating Unit
- Part C – Design For Access, Mobility, OHS And Security
- Part D – Infection Prevention & Control
- Part F – Furniture Fittings & Equipment
- Part F – Operational Commissioning
- Standard Facility Cost Planning Guidelines
- TS11, Engineering Services And Sustainable Development

Corporate Personnel Services

- Flexible Work Locations Policy – NSW Department Of Health (PD2005_318)
- Job Evaluation Policy – Central Office (PD2005_150)
- NSW Department Of Health Protected Disclosures Policy (PD2005_263)
- NSW Department Of Health Work And Family Room Policy (PD2005_310)
- NSW Department Of Health Restructuring Procedures (PD2005_321)
- NSW Department Of Health Alcohol And Other Drugs Policy (PD2005_148)
- Grievance Resolution Procedures – NSW Department Of Health (PD2005_147)
- Freedom From Harassment – Policy And Procedures (PD2005_577)
- Statement On Bullying, Harassment And Discrimination -Joint Management, PSA And Nursing Association Statement (PD2005_250)
- Mature-Aged Workforce Policy (PD2005_137)
- NSW Department Of Health Policy – Employment Screening Using Criminal Record Checks (PD2005_552)
- Risk Assessments Arising From Criminal Charges/Convictions (Policy And Procedure Compliance Of) (PD2005_193)
- Secondment Or Use Of The Services Of Health System Employees By The Department (PD2005_340)
- Coaching And Performance Systems (CAPS) Policy – NSW Department Of Health (PD2005_301)
- Induction Program – NSW Department Of Health (PD2005_244)
- Learning & Development Policy – NSW Department Of Health (PD2005_255)
- Occupational Health And Safety Policy & Workers Compensation And Injury Management Policy (PD2005_360)
- Paid Trade Union Leave (PD2005_428)
- Salary Increase For NSW Health Department Staff Employed Under Public Service Awards Covered By PSA (PD2005_467)
- NSW Department Of Health – Staff Exit Information (Procedures For The Collection Of) (PD2005_232)
- Using Language Services To Overcome Communication Barriers (GL2005_050)
- Spokeswomen’s Program Within The NSW Public Health System (Circular 98_16)

Nursing and Midwifery Office

- Chief Nursing Officer Update Spring (2004)
- Nursing Practice and Process Development Survey (2003)
- Guidelines for the Management of Nursing Work Experience for School Students: A Guide for Health Services (2001)
- Our Commitment – NSW Nursing Workforce (Nov 2000)
- NSW Nursing Workforce Research Project Report (Sept 2000)
- Midwifery Taskforce Report – Background (1995) (Available on order from N&MO)
- Ministerial Standing Committee on the Nursing Workforce Action Plan (Sept 2001)
- Nurse Practitioner Services in NSW (framework document) (1998) (Available on order from N&MO)
- Nurse Recruitment and Retention Taskforce – Final Report (1996) (Available on order from N&MO)
- Nurse Practitioner Project Stage 3 (1995) (Available on order from N&MO)
- Profile of the Registered Nurse and Enrolled Nurse Workforce 1998 – 2002
- NSW Area Director of Nursing Strategic Plan to Develop the Nursing and Midwifery Workforce in NSW (2003/2004)

Employee Relations

For awards/determinations and salary rates, please refer to the Department’s website.

- A Framework For Managing The Disciplinary Process In NSW Health (PD2005_225)
- Access To Reduced Hours For Staff (Including Managers And Supervisors) Following Maternity Leave (PD2005_154)
- Accessing Leave Entitlements And Flexible Work Practice Arrangements To Observe Religious Duties (PD2006_004)

- Annual Leave (PD2006_089)
- Apprentice Tradesmen – Recognition Of Pre-Employment Courses (PD2005_016)
- Best Practice Guidelines For Including Health And Safety In The Engagement, Management And Evaluation Of Contractors In Health Services (PD2005_227)
- Bullying, Harassment And Discrimination: Joint Management And Employee Association Statement (PD2005_223)
- Chaplaincy Services To The NSW Health System (PD2005_123)
- Chaplains Subsidy (PD2006_016)
- Charging Of Commission By Health Services From Salaries And Wages Of Employees (PD2005_185)
- Creation And Grading Of Positions For Clerical And Administrative Support Staff In Community Health Centres – Public Health Organisations (PD2005_445)
- Creation And Grading Of Positions In Area Health Services/Public Hospitals (PD2005_035)
- Delegation Of Authority – Determination Of Gradings – Hospital Secretaries (State) Award And Public Hospital (Medical Superintendents) Award (PD2005_435)
- Department Of Health Manual Handling Numerical Profile (PD2005_118)
- Devolution Of Industrial Relations Responsibilities To Area Health Services (PD2005_061)
- EEO Program Minimum Standards For Area Health Services And The NSW Ambulance Service (PD2005_145)
- Effective Incident Response: A Framework For Prevention And Management In The Health Workplace (PD2005_234)
- Effective Workplace Grievance Resolution: Policy And Better Practice (PD2005_584)
- Effectively Communicating The NSW Health Code Of Conduct (PD2005_627)
- Employee Assistance Programs: NSW Health Policy And Best Practice Programs (PD2005_568)
- Employer Contributions For First State Super And Complying Accumulation Superannuation Schemes (PD2005_350)
- Employment Health Assessment Policy And Guidelines (PD2005_186)
- Employment Of People With Disabilities In DoH, AHS' And Public Hospitals (PD2005_032)
- Executive Performance Management – NSW Health (PD2006_083)
- Family And Community Services Leave And Personal/Carer's Leave (PD2006_090)
- Flexible Work Practices Policy (PD2005_087)
- Guidelines And Training Competencies For The Handling Of Cytotoxic Drugs And Related Waste In NSW Health Care Establishments (PD2005_081)
- Guidelines For Provision Of Work Experience Programs In NSW Public Health System (GL2005_020)
- Hazardous Substances And Dangerous Goods In NSW Health – Guidelines For Safe Use (GL2006_010)
- Health Managers Level 5 And Above – Approval For An Allocated Day Off (PD2005_549)
- Health Service Boards, Chief Executive Officers And Other Employees Of Health Services Are Not Permitted To Offer Over-Award Salaries (PD2005_334)
- Health Services Staff With Possible Exposure To Severe Acute Respiratory Syndrome (SARS) (PD2005_309)
- Incremental Salary Progression For Part-Time Employees In Public Health Organisations And The Health Administration Corporation (PD2005_456)
- Industrial Consultative Arrangements – Public Health Organisation (PD2005_397)
- Learning And Development Leave Policy (PD2006_066)
- Leave Administration (PD2006_093)
- Leave Without Pay – (PD2006_91)
- Long Service Leave Entitlements For Permanent Part-Time Employees (PD2005_440)
- Long Service Leave – (PD2006_092)
- Management Development Strategy For NSW Health (PD2005_112)
- Managing Displaced Employees (PD2005_517)
- Managing Displaced Employees (PD2005_104)
- Managing Employment, Promotion And Transfer Where Employees Are Closely Related Or Have A Close Personal Relationship (PD2005_201)
- Managing For Performance: A Better Practice Approach For NSW Health (PD2005_180)
- Managing Overpayment Of Salaries And Wages For Health Service And Public Hospital Employees (PD2005_160)
- Managing Sick Leave – Policy, Procedures And Eligibility (PD2006_063)
- Managing Workplace Issues For Transgender People (PD2005_165)
- Mature-Aged Workforce Policy (PD2005_137)
- Medical Officer Secondments Accounting Arrangements (PD2005_005)
- NSW Health Code Of Conduct (PD2005_626)
- NSW Health Policy And Procedures For Injury Management And Return To Work (PD2005_328)

- NSW Health Training Program – A Safer Place To Work: Preventing And Managing Violent Behaviour (PD2005_316)
- Occupational Health And Safety Issues Associated With The Management Of Bariatric (Severely Obese) Patients (GL2005_070)
- Occupational Health And Safety Rehabilitation Numerical Profile (PD2005_189)
- Official Travel (PD2005_619)
- Orientation Policy For NSW Health (PD2005_187)
- Out Of Pocket Expenses And Christmas Season Parties (PD2005_114)
- Paramedic Ambulance Officers – Conditions Of Employment – Undertaking Clinical Training (PD2005_544)
- Participation At External Seminars (PD2005_356)
- Payment Of Shift Penalties And Other Work Related Allowances Whilst Subject To Misconduct/Other Disciplinary Inquiries (PD2005_095)
- Payroll Procedures – 38 Hour Working Week – Allocated Days Off, Annual Leave & Debiting Of Leave (PD2006_094)
- Policy And Best Practice Guidelines For The Prevention Of Manual Handling Incidents In NSW Public Health Services (PD2005_224)
- Policy And Guidelines For The Development Of Protected Disclosures: Procedures In Health Services (PD2005_135)
- Policy And Guidelines For The Safe Handling Of Glutaraldehyde In NSW Public Health Care Facilities (PD2005_108)
- Policy And Guidelines For The Safe Use Of Hazardous Substances In NSW Public Health Care Facilities (GL2006_010)
- Policy Framework And Guidelines For The Prevention And Management Of Latex Allergy (PD2005_490)
- Policy On Employment Of People With Physical Disability In The Department Of Health, Area Health Services And Public Hospitals (PD2005_032)
- Pre-Employment Screening Of Security Staff – Procedures (PD2005_326)
- Private Practice By Resident Medical Officers And Registrars In Public Hospitals (PD2005_018)
- Privacy Of Personnel Information On Aboriginal Staff And Clients (PD2005_236)
- Protecting People And Property: NSW Health Policy And Guidelines For Security Risk Management In Health Facilities (PD2005_339)
- Provision Of First Aid Facilities And Personnel (PD2005_351)
- Public Authorities Superannuation Act – Definition Of Salary (PD2005_025)
- Public Sector Employees Contesting Elections (PD2006_040)
- Qualifications For Senior Financial Management And Accounting Positions (PD2005_169)
- Recognition Of Service For Salary Purposes In Public Health Organisations And Ambulance Service (PD2005_569)
- Recruitment And Selection Policy And Business Processes – NSW Health Service (PD2006_059)
- Registration Of Professional Personnel (PD2005_013)
- Reimbursement Of Child Care Costs For Health Service Board Members (PD2005_111)
- Reimbursement Of Licence Fees For Security Officers Required To Hold A Security Licence (PD2005_226)
- Right Of Private Practice – Allied Health Professionals (PD2005_317)
- Salaried Diagnostic Specialists Rights Of Private Practice In Respect Of Compensable Patients (PD2005_007)
- Salaried Senior Medical Practitioners And Rights Of Private Practice – Disbursement Funds From No 2 Accounts (PD2005_324)
- Salary Sacrifice For Superannuation (GL2005_058)
- Secondment Of Resident Medical Staff To NSW Hospitals – Guidelines (PD2005_458)
- Security Improvement Assessment Tool (PD2005_551)
- Senior Executive Service – Notional Salary (PD2005_144)
- Skilled Tradesman Employed In 2nd And 3rd Schedule Hospitals – Explosive Power Tools Licence (PD2005_477)
- Special Leave (PD2006_095)
- Staff Establishments – Second And Third Schedule Hospitals (PD2005_479)
- Staff Mobility (PD2006_096)
- Staff Specialists' Training, Education And Study Leave (TESL): New Funding Entitlement 2006-2007 (PD2006_067)
- Staff Specialists' Private Practice Arrangements – Reimbursement – Medical Indemnity Payments (PD2006_047)
- TESL Travel For Salaried Senior Medical Practitioners (PD2005_305)

- The Occupational Health, Safety And Rehabilitation Numerical Profile (PD2005_189)
- Trade Union Activities – (PD2006_097)
- Use Of Departmental Motor Vehicles – Environmental Health Officers (PD2005_040)
- Use Of Motor Vehicles Within NSW Health (PD2005_403)
- WorkCover NSW Reporting Requirements: Occupational Exposures To Blood-Borne Diseases (PD2005_354)
- Worker’s Compensation Claims For Non-Inpatient Treatment Of Hospital Employees (PD2005_017)
- Workforce Learning And Development Strategy For NSW Health (PD2005_113)
- Workplace Health And Safety: Policy And Better Practice Guide (PD2005_409)
- Zero Tolerance Response To Violence In The NSW Health Workplace (PD2005_315)

Finance and Business Management

- Capital Asset Charges (October 2001)
- Operations Guidelines, Non-Government Organisations Grant Program

Legal and Legislative Services

- Policy On Intellectual Property Arising From Health Research (PD2005_370)
- Provision Of Pathology Services To Private In-Patients In Public Hospitals (PD2005_381)
- Private Cord Blood Banking (PD2005_394)
- Patient Information And Consent To Medical Treatment (PD2005_406)
- Subpoenas (PD2005_405)
- Prosecution Policy And Guidelines (PD2005_322)
- Legal Matters Of Significance To The Government (PD2005_182)
- Advertising Of Private Injury Services By Lawyers In Hospital (PD2005_251)
- Extinction Of Life And Certification Of Death (PD2005_488)
- Release Of Assets Of Deceased Patients (PD2005_492)
- Visiting Medical Officers (Honorary Medical Officers) Contract Of Coverage
- Mental Health Agreements Between NSW And Other States Concerning Civil Patients (Victoria, Queensland & ACT) And Absconding Forensic Patients (Victoria & Queensland)
- Review Of The Human Tissue Act 1983:
 - Discussion Paper – Assisted Reproductive Technologies (October 1997)
 - Discussion Paper – Regulation Of The Supply Of Blood And Blood Products (January 1998)
 - Report – Blood Donation And The Supply Of Blood And Blood Products (April 2002)
 - Discussion Paper – Organ And Tissue Donation And Use And Post Mortem Examination (October 1999)
- Review Of The Mental Health Act 1990:
 - Discussion Paper 1: Carers And Information Sharing (February 2004)
 - Discussion Paper 2: The Mental Health Act 1990 (July 2004)
 - Exposure Draft Bill (August 2006)
 - Report Of The Review Of The Mental Health Act (August 2006)
- Review Of The Nurses Act 1991:
 - Issues Paper – Review Of The Nurses Act 1991 (July 1999)
 - Report – Review Of The Nurses Act 1991 (October 2001)
- Review Of The Nursing Homes Act 1988:
 - Issues Paper – Review Of The Nursing Homes Act 1989 (June 2000)
- Review Of The Podiatrists Act 1989:
 - Issues Paper – Review Of The Podiatrists Act 1989 (April 2000)
 - Report – Review Of The Podiatrists Act 1989 (May 2003)
- Review Of The Private Hospitals And Day Procedure Centres Act 1988:
 - Issues Paper – Review Of The Private Hospitals And Day Procedure Centres Act 1988 (December 2000)
 - Interim Report – Review Of The Private Hospitals And Day Procedure Centres Act 1988 (May 2002)
- Review Of The Public Health Act 1991:
 - Issues Paper – Review Of The Public Health Act 1991 (September 1999)
- Regulatory Impact Statements:
 - Regulatory Impact Statement For The Dental Technicians Registration Regulation 2003
 - Regulatory Impact Statement For The Medical Practice Regulation 2003
 - Regulatory Impact Statement For The Nurses Regulation 2003
 - Regulatory Impact Statement For The Dental Practice Regulation 2003
 - Regulatory Impact Statement For The Podiatrists Regulation 2005
 - Podiatrists Regulation 2005

- NSW Health Privacy Management Plan (PD2005_362)
- NSW Health Privacy Manual (PD2005_593)

Workforce Development and Leadership

- Junior Medical Staff Recruitment For Clinical Year 2006 – NSW Health (PD2005_613)
- Definition Of An Aboriginal Health Worker Released 23/02/2005 (IB2005_001)
- Aboriginal Employment Strategy (PD2005_225)
- Child Care Policy – NSW Health (PD2005_100)
- Junior Medical Staff Recruitment For Clinical Year 2007 – NSW Health (PD2006_056)
- NSW Health Aboriginal Workforce Development Strategic Plan 2002 – 2007
- Aboriginal And Torres Strait Islander Health Workforce National Strategic Framework
- NSW Health Workforce Action Plan 2005
- Profile Of The Medical Workforce In NSW 1999 – 2003
- Summary Of The Medical Workforce In NSW 2004 – 2005
- Profile Of The Dentist Labourforce In NSW 1998 – 2004
- Profile Of The Psychologist Labourforce In NSW 1999 – 2003
- Profile Of The Podiatrist Labourforce In NSW 1999 – 2004
- Profile Of The Pharmacist Workforce In NSW 1999 – 2003
- Profile Of The Physiotherapist Labourforce In NSW 1999 – 2003
- The Area of Need program has a designated web site, which provides comprehensive information on requirements and processes involved in the declaration of Area of Need status for medical positions: <http://www.health.nsw.gov.au/othp>

POPULATION HEALTH DIVISION

Centre for Aboriginal Health

- Ensuring Progress In Aboriginal Health In NSW – A Policy For The NSW Health System (1999)
- Ensuring Progress In Aboriginal Health In NSW – A Policy For The NSW Health System (1999) – An Outline
- NSW Aboriginal Family Health Strategy (1995)
- NSW Aboriginal Health Revised Partnership Agreement (2001)
- NSW Aboriginal Health Strategic Plan (1999)
- NSW Health Aboriginal Health Impact Statement And Guidelines (2003)
- NSW Health Aboriginal Health Impact Statement Survival Guide (2003)
- NSW Otitis Media Strategic Plan For Aboriginal Children – A Summary
- NSW Otitis Media Strategic Plan For Aboriginal Children – (2000)
- NSW Health – Communicating Positively – A Guide To Appropriate Aboriginal Terminology (2004)
- Principles For Recording Aboriginal And Torres Strait Islander Origin Information Of Patient And Clients (PD2005_547)
- Preferred Terminology To Be Used When Referring To Aboriginal And Torres Strait Islander Peoples (PD2005_319)
- Welcome To Country Protocols Policy (PD2005_472)

Centre for Chronic Disease Prevention & Health Advancement

Tobacco and Health Branch

- NSW Tobacco Action Plan 2005-2009 – A Vision For The Future
- NSW Tobacco Action Plan 2005-2009 – Background Paper
- Guide For The Management Of Nicotine Dependent Inpatients – Summary Of Evidence
- Counting The Costs Of Tobacco And The Benefits Of Reducing Smoking Prevalence In NSW
- What Licensed Venues Need To Know – Information Kit
- Let's Take A Moment – Quit Smoking Brief Intervention – A Guide For All Health Professionals

Nutrition and Physical Activity Branch

- Childhood Obesity Summit NSW Government Response 2003
- Government Action Plan 2003-2007
- Breastfeeding In NSW: Promotion, Protection, And Support
- Breastfeeding In NSW: Promotion, Protection, And Support – Policy At A Glance
- Eat Well NSW: Strategic Directions For Public Health Nutrition 2003-2007

Injury Prevention Policy Branch

- Management Policy To Reduce Fall Injury Among Older People
- Aboriginal Safety Promotion Strategy

Strategies and Settings Branch

- Building Capacity To Improve Health: A Strategic Framework
- Health Promotion With Schools: A Policy For The Health System
- NSW Aboriginal Health Promotion Program: Direction Paper
- NSW Chronic Disease Prevention Strategy: Discussion Paper
- Report On The National Consultation Workshop For The Establishment Of The Collaborative Centre For Aboriginal Health Promotion (2002) – Report (Hard Copy Only)
- Skin Cancer Prevention Strategic Plan For New South Wales 2001 – 2005
- NSW Health Impact Assessment Project Report – A4 Booklet

Communicable Diseases

- Notifiable Diseases Manual (2004)
- Notifiable Diseases Under The Public Health Act 1991 (PD2006_014)
- Supply Of Rifampicin Prophylaxis To Prevent Meningococcal Disease (PD2005_163)
- Notifiable Disease Data Security And Confidentiality (PD2005_181)
- Bacille Calmette Guerin Vaccination (PD2005_208)
- Tuberculosis Related Services – Charging For (PD2005_579)
- Chemotherapy (PD2005_071)
- Tuberculosis Contact Tracing (PD2005_581)
- Tuberculosis Management Of People Knowingly Placing Others At Risk Of Infection – Guidelines (PD2005_068)
- Tuberculosis Screening & Protection – Health Care Worker (PD2005_209)
- Tuberculosis Health Undertakings (TBU) – Follow-Up (PD2005_075)
- Tuberculosis Infection Control (PD2005_596)
- Tuberculosis – Management Of Multi Drug Resistant Tuberculosis In NSW (PD2005_159)
- Tuberculosis Management Of Persons (PD2005_141)
- Tuberculin Skin Testing (PD2005_580)
- Preventive Therapy (PD2005_072)
- Tuberculosis (TB) Coordinator (Area) Role (GL2005_031)
- Screening – Target Groups (PD2005_073)
- Tuberculosis Prevention And Control Services – Chest Clinics In NSW (The Role Of) (GL2005_030)
- Tuberculosis And HIV (PD2005_076)
- Tuberculosis In Children And Adolescents (GL2005_060)
- Definition Of HIV Infection And Aids-Defining Illness

AIDS/Infectious Diseases Branch

- NSW Hepatitis C Strategy
 - NSW Hepatitis C Care And Treatment Plan
 - Guidelines For The Development Of Sexual Health Services In NSW
 - NSW HIV/Aids Health Promotion Plan 2001 – 2003
 - NSW HIV/Aids Strategy 2006 – 2009: Overview And Action Plan (PD2006_072)
 - NSW HIV/Aids Strategy 2006 – 2009: Environmental Scan
 - NSW Sexually Transmissible Infections Strategy 2006 – 2009: Overview And Action Plan (PD2006_071)
 - NSW Sexually Transmissible Infections Strategy 2006 – 2009: Environmental Scan
- Needle And Syringe Program Policy And Guidelines For NSW
- Sterilization And Disinfection Core Competencies (March 2003)
 - NSW Immunisation Strategy 2003-2006
 - Contact Tracing Guidelines For The Sexually Transmissible Diseases And Blood Borne Viruses. (PD2005_184)
 - Screening For Sexually Transmissible Diseases And Blood Borne Viruses In Pregnancy. (GL2005_024)
 - HIV Antibody Testing – Counselling – Guidelines (PD2005_048)
 - HIV Antibody Testing By Laboratories In NSW (PD2006_035)
 - HIV Infection Management Of People Who Risk Infecting Others (PD2005_258)
 - HIV, Hepatitis B And Hepatitis C – Management Of Health Care Workers Potentially Exposed (PD2005_311)
 - Homoeopathic Immunisation (GL2005_005)
 - Immunisation Mass – Poliomyelitis, Whooping Cough, Diphtheria, Tetanus, Measles, Mumps And Rubella (PD2005_033)
 - Immunisation Register – Australian Childhood (PD2005_085)
 - Immunisation Services – Authority For Registered Nurses (PD2005_229)

- Infection Control Program Quality Monitoring (PD2005_414)
- Rabies Immunoglobulin (Rig) And Rabies Vaccine For Post Exposure Treatment (Pet) (PD2005_218)
- Human Immunodeficiency Virus (HIV) – Management Of Non-Occupational Exposure (PD2005_005)
- Infection Control Management Of Reportable Incidents (PD2005_203)
- Blood Alcohol And Drug Test Kits – Modification Of (PD2005_572)
- Infection Control Policy (PD2005_247)
- Sharps Disposal By Public Hospitals/Authorised Outlets Of NSW Needle & Syringe Program For Community (PD2005_262)
- Single Use Medical Devices (Suds) Remanufacture (PD2005_399)
- Hepatitis B Vaccination Policy (PD2005_222)
- HIV, Hepatitis B And Hepatitis C – Management Of Health Care Workers Potentially Exposed (PD2005_311)
- HIV, Hepatitis B Or Hepatitis C Health Care Workers Infected (PD2005_162)
- WorkCover NSW Reporting Requirements: Occupational Exposures To Blood-Borne Pathogens (PD2005_354)
- Infection Control Program Quality Monitoring Indicators Users Manual (Version 2 – 2005/06)
- Multiresistant Organisms (MROs) Proceedings Of The MRO Summit Convened By NSW Health 6 October 2005, Reducing The Burden Of MROs
- NSW MRO Key Recommendations Report 2006
- Fact Sheets:
 - What Are Antibiotic Resistant Bacteria?
 - Responsible Antibiotic Use
 - MRAB (Multi-Resistant Acinetobacter Baumannii)
 - MRSA (Methicillin Resistant Staphylococcus Aureus)
 - VISA (Vancomycin Intermediate Staphylococcus Aureus)
- VRE (Vancomycin Resistant Enterococci)
- Human Immunodeficiency Virus (HIV) – Management Of Non-Occupational Exposure (PD2006_005)
- Immunisation Services – Authority For Registered Nurses (PD2005_229)
- Occupational Screening And Vaccination Against Infectious Diseases (PD2005_338)
- Sexual Health Services (ACHS) – Accreditation Guidelines For NSW (GL2005_066)
- Sexual Health Services (QMS) – Accreditation Guidelines for NSW (GL2005_067)
- HIV, Hepatitis B And Hepatitis C – Health Care Workers Infected (PD2005_162)
- HIV Confidentiality: A Guide To Legal Requirements (PD 2005_134)

Environmental Health Branch

- Approved Specifications For Warm Water Systems
- Blood Cholesterol And Glucose Measurement Code Of Best Practice
- Code Of Practice For The Control Of Legionnaires Disease
- Domestic Greywater Treatment Systems Accreditation Guidelines
- Greywater Reuse In Sewered Single Domestic Premises
- Guidelines For The Funeral Industry
- Guidelines On Blood Cholesterol And Glucose Measurement
- Investigation Of Cases Of Elevated Blood Lead Levels – Guidelines For Environmental Health Officers (Contact Officer: Neil Shaw 9816 0264)
- NSW Health Drinking Water Monitoring Program
- NSW Health Response Protocol For The Management Of Coliform Bacteria In Drinking Water
- NSW Health Response Protocol – Following Failure In Water Treatment Or Detection Of Giardia Or Cryptosporidium In Drinking Water
- Precautions For Schools And Child Care Centres During Boil Water Alerts
- Precautions For Swimming Pools And Spas During Boil Water Alerts
- Precautions Relating To Commercial Establishments Serving Food Or Drink To The Public During Boil Water
- Protocol For Minimising The Risk Of Cryptosporidium In Public Swimming Pools And Spa Pools
- Public Swimming Pool And Spa Pool Guidelines
- Radiation Safety Guidelines – Speech Pathologists/Other Staff – Modified Barium Swallows/Fluoroscopy
- Septic Tank And Collection Well Accreditation Guidelines
- Sewage Management Facility – Treatment System Accreditation Guidelines
- Skin Penetration Code Of Best Practice
- Skin Penetration Guidelines
- Using Water Header Tanks – Following Boil Water

- Waste Management Guidelines For Health Care Facilities
- Water Carters (Guidelines For) – NSW Health
- Waterless Composting Toilet Accreditation Guidelines

Clinical Policy Unit

- Anaphylaxis (IB2004/2)
- Anaphylaxis Educator Contact Details (IB2004/30)
- Anaphylaxis And Severe Allergic Reactions (Fact Sheet) (Dec 2003)
- Peanut Allergy (CHO Alert) (December 2003)
- Acute Management Of Young Children And Infants With Gastroenteritis – Clinical Practice Guidelines (PD2005/238)
- Paracetamol Use (PD2006_004)
- Paracetamol Use (CHO Alert) (Nov 2002)
- Policy Framework And Guidelines For The Prevention And Management Of Latex Allergy (PD2005/490) (Under Review)
- Regulation Of Complementary Health Practitioners – Discussion Paper (September 2002)
- Guideline For The Management Of Fresh Blood Components (Mar 2003)
- Management Of Fresh Blood Components (PD2005/261)
- National Blood Authority: Accountability For Blood And Blood Products In NSW (PD2005/332)
- NSW Haemophilia Advisory Group Guidelines On Factor VIII Usage January 1997 (PD2005/106)
- Treatment And Supply Of Factor VIII To Patients With Haemophilia And Von Willebrands Disorder (PD2005/168)
- Use And Retention Of Human Tissue Including Organ Donation, Post-Mortem Examination And Coronial Matters (PD2005/341)
- Coroners' Cases And Amendments To Coroners Act 1980 (PD2005/352)
- NSW Health Human Tissue Inquiry Line Fact Sheet (Feb 2003)
- Do You Have Questions About Human Tissue Or Organs Kept From A Past Autopsy On A Family Member? (Also Available By Contacting The Human Tissue Inquiry Line On 1800 225 822)
- Acute Management Of Infants And Children With Acute Abdominal Pain (PD2005_384)
- Acute Management Of Infants And Children With Asthma (PD2005_386)
- Acute Management Of Infants And Children With Bacterial Meningitis (PD2005_383)
- Acute Management Of Infants And Children With Bronchiolitis (PD2005_387)
- Acute Management Of Infants And Children With Croup (PD2005_392)
- Acute Management Of Infants And Children With Fever (PD2005_388)
- Acute Management Of Infants And Children With Head Injury (PD2005_391)
- Acute Management Of Infants And Children With Otitis Media (PD2005_385)
- Acute Management Of Infants And Children With Seizures (PD2006_023)
- Acute Management Of Infants And Children With Sore Throat (PD2006_019)
- Rh D Immunoglobulin (Anti-D) (PD2006_074)
- Blood- NAT Testing To Include Autologous Blood And Directed Donations (PD 2006_044)

Pharmaceutical Services Branch

- Approved Systems For Recording The Supply Of Substances On Prescription Generally Or In An Emergency To Health Professionals (TG50/4)
- Criteria For Electronic Drug Records (TG 210)
- Criteria For The Diagnosis And Management Of Attention Deficit Hyperactivity Disorder In Adults (TG190/3)
- Criteria For The Diagnosis And Management Of Attention Deficit Hyperactivity Disorder In Children And Adolescents (TG181/6)
- Criteria For The Issue Of Non-Handwritten Prescriptions (TG184/4)
- Drugs Of Addiction (Schedule 8) (TG13/19)
- Guide To Handling Of Medications In Nursing Homes In NSW (IB 2003/10)
- Guide To Poisons And Therapeutic Goods Legislation For General Sellers Of Poisons – (TG9A/2)
- Guide To Poisons And Therapeutic Goods Legislation For Medical Practitioners And Dentists (TG12/21)
- Guide To Poisons And Therapeutic Goods Legislation For Pharmacists (TG79/26)
- Guide To Poisons And Therapeutic Goods Legislation For Poisons Licence Holders (TG9/10)
- Guide To Poisons And Therapeutic Goods Legislation For Veterinary Surgeons (TG74/10)
- Guide To Supply By Wholesalers Of Substances In Schedule 2, 3 Or 4 Of The Poisons List (TG191/6)
- Guide To The Poisons And Therapeutic Goods Legislation – Private Hospitals And Day Procedure Centres (TG115/10)
- Guide To The Requirements Of Poisons And Therapeutic Goods Legislation For The Supply Of Schedule 3 Substances (TG151/9)

- Guidelines For The Handling Of Medication In Community-Based Health Services And Residential Facilities In New South Wales (PD 2005_105)
- Guidelines For The Management Of Patients With Chronic Non-Cancer Pain (TG202/7)
- Guidelines For The Prescribing Of Flunitrazepam (TG204)
- Guidelines For The Prescribing Of Short Acting Barbiturates (TG206)
- Methotrexate – Safe Use Of Oral Methotrexate (PD 2005_624)
- Opioid Dependent Persons Admitted To Hospitals In NSW – Management (PD2006_049)
- Policy On Handling Of Medication In New South Wales Public Hospitals (PD 2005_206)
- Principles For The Preparation Of Pharmaceuticals In Hospital Pharmacy Departments In NSW (PD2005_590)
- Recognising And Handling Drug Dependent Persons: Notes For Medical Practitioners (TG 116A/14)
- Recognising And Handling Patients Liable To Abuse Benzodiazepines: Notes For Medical Practitioners (TG199/2)
- Recognising And Handling The Misuse Of Anabolic-Androgenic Steroids: Notes For Medical Practitioners (TG197/2)
- Requirements For An Authority To Prescribe Drugs Of Addiction Under The Poisons And Therapeutic Goods Act (TG 212/1)
- Schedule 4 Appendix D Drugs (Prescribed Restricted Substances) (TG14/13)
- Section 100 Highly Specialised Drugs Program (IB 2006_033)
- Section 100 Highly Specialised Drugs Program Guidelines (PD 2005_183)
- Standing Orders For The Administration Of Medication In A Public Health Emergency (PD2005_374)
- Summary Of Controls On The Prescribing And Handling Of Drugs Of Dependence By Medical Practitioners (TG 135/8)
- Summary Of Requirements For Authority To Obtain, Use Or Supply Schedule 7 Substances (TG207/1)
- Supply Of Methadone And Buprenorphine Under The New South Wales Pharmacotherapy Drug Treatment Programs – Notes For Community Pharmacists (TG201/1)
- Trends In Prescribing Stimulant Medication For The Treatment Of Attention Deficit Hyperactivity Disorder In Adults (P Salmelainen)
- Trends In Prescribing Stimulant Medication For The Treatment Of Attention Deficit Hyperactivity Disorder In Children And Adolescents In NSW (P Salmelainen)

Private Health Care Branch

- Licence Application Submission Checklist – Private Hospital
- Licence Application Submission Checklist – Day Procedure Centre
- Transfer Of Licence Application Submission Checklist

Centre for Epidemiology and Research

- NSW Health Model For Single Ethical Review Of Multi-Centre Research (August 2006)
- HRECS Fee Policy For Review Of Clinical Trials
- Operations Manual For NSW Health HRECS
- Human Tissue: Requirements Of The Human Tissue Act 1983 In Relation To Research And Use Of Tissue (GL 2006-021)
- Model Privacy Addition To HREC Application Form
- Privacy Information Sheet For Researchers
- Annual Privacy Reporting Form For HRECS To Privacy NSW
- Consultation Paper: Procedural Documents For The NSW Health Model For Single Review Of Multi-Centre Research: October 2006
- Discussion Paper: Scientific Review Of Clinical Drug Trials: October 2006
- Clinical Trials: Risk Management, Insurance And Indemnity Draft Policy Directive
- Inter-Jurisdictional Forum. Towards Timely, Efficient And Effective Review Of Multi-Centre Clinical Trials: Forum Papers And Outcome Of Discussions
- Guidelines For End-Of-Life Care And Decision Making: 2005
- Using Advance Care Directives: 2004

Population Health Indicators and Reporting Branch

- Health Of The People Of New South Wales—Report Of The Chief Health Officer, 2006
- Health Of The People Of New South Wales—Report Of The Chief Health Officer, 2004
- Health Of The People Of New South Wales—Report Of The Chief Health Officer, 2002
- Health Of The People Of New South Wales—Report Of The Chief Health Officer, 2000
- Health Of The People Of New South Wales—Report Of The Chief Health Officer, 1997
- Health Of The People Of New South Wales—Report Of The Chief Health Officer, 1996

The above report is also updated annually online at <http://internal.health.nsw.gov.au/public-health/chorep/toc/choindex.htm>

Surveillance Methods

- Mothers and Babies Reports:
 - 2004 Report
 - 2003 Report
 - 2002 Report
 - 2001 Report
 - 2000 Report
 - 1999 Report
 - 1998 Report
 - 1997 Report
 - 1996 Report
- NSW Midwives Data Collection Report, 1995
- NSW Birth Defects Register Reports, 1994 & 1995
- Program For Enhanced Population Health Infrastructure: Discussion Paper
- Program For Enhanced Population Health Infrastructure: A Report Of The Responses To The November 2000 Discussion Paper
- Burden Of Disease, New South Wales, Feasibility Report

Health Survey Program

- Annual Reports On Adult Health For The Whole State:
 - 2005 Report On Adult Health In New South Wales
 - 2004 Report On Adult Health In New South Wales
 - 2003 Report On Adult Health In New South Wales
 - 2002 Report On Adult Health In New South Wales
 - 1997-1998 Report On Adult Health In New South Wales
- Monthly Reports On Adult Health For The Whole State:
 - 2004 Monthly Report On Adult Health In New South Wales
 - Annual Reports On Adult Health For Each Health Area
 - 2005 Annual Report On Adult Health By Area Health Service
 - 2004 Annual Report On Adult Health By Area Health Service
 - 2003 Annual Report On Adult Health By Area Health Service
- Biennial Reports On Child Health For The Whole State:
 - 2004 Biennial Report On Child Health In New South Wales
 - 2001 Biennial Report On Child Health In New South Wales
- Triennial Reports On Adult Health For The Divisions Of General Practice:
 - 2004 Triennial Report On Adult Health By Division Of General Practice
- Occasional Reports On The Health Of Specific Populations:
 - 1999 Report On Older People's Health In New South Wales

Other available publications and reports on monitoring population health and methodological issues include:

- Strategy For Population Health Surveillance In New South Wales: Discussion Paper
- Development Of A Chronic Disease Risk Factor Index In The New South Wales Health Survey Program
- Recommendations For Monitoring Overweight And Obesity In New South Wales
- Recommendations For Food And Nutrition Monitoring In New South Wales
- Comparison Of Short Questions Relating To Quantity And Frequency Of Bread And Cereal Intake
- Recommendations For Short Questions To Assess Food Consumption In Children In New South Wales Health Surveys
- Surveillance Of Child Health In New South Wales: Status, Gaps And Developments
- Does Sampling Using Random Digit Dialling Really Cost More Than Sampling From Telephone Directories: Debunking The Myths
- New South Wales Population Health Survey: Review Of Weighting Procedures
- Report On Question Development Field Testing: Cancer, Injury, Injury Prevention, Musculo-Skeletal Disorders, Nutrition And Physical Activity
- Recommendations For The Truncation Of Body Mass Index In Population Data
- Development Of The New South Wales Child Health Survey
- Report On The Development Of The New South Wales Child Health Survey 2001
- The New South Wales Health Survey Program: Overview And Methods, 1996-2000
- Health Surveys: Building An Information Base For Population Health In New South Wales
- New South Wales Health Survey Program: An Analysis Of The Costs And Benefits Of Different Survey Management Options

Public Health Training and Development Branch***NSW Public Health Bulletin***

Current and back issues from 1990 can be accessed at <http://www.health.nsw.gov.au/public-health/phb/phb.html>

NSW Public Health Bulletin Supplements

2005

- Mothers And Babies 2004 Report

2004

- NSW Mothers And Babies 2003 Report
- New South Wales Adult Health Survey 2003
- The Health Behaviours Of Secondary School Students In NSW 2002
- Trends In The Prescribing Of Stimulant Medication For The Treatment Of Attention Deficit Hyperactivity Disorder (ADHD) In Adults In NSW
- Health And Equity In New South Wales

2003

- The NSW Adult Health Survey 2002
- NSW Mothers And Babies 2002 Report
- An Evaluation Of Videoconferencing Bug Breakfast
- Report On The Development Of The New South Wales Child Health Survey 2001

2002

- New South Wales Mothers And Babies 2001 Report
- Burden Of Disease, New South Wales, Feasibility Report
- New South Wales Child Health Survey 2001
- Trends In The Prescribing Of Stimulant Medication For The Treatment Of Attention Deficit Hyperactivity Disorder In Children And Adolescents In NSW
- Program For Enhanced Population Health Infrastructure (PEPHI): Report Of The Responses To The November 2000 Discussion Paper

2001

- The NSW Health Survey Program: Overview And Methods, 1996-2000
- New South Wales Mothers And Babies 2000 Report
- New South Wales Mothers And Babies 1999 Report

2000

- New South Wales Mothers And Babies 1998 Report
- NSW Public Health Bulletin Discussion Paper 2000
- NSW Older People's Health Survey, 1999

Population Health Information

- Better Health Graphs (Volume 1): A Report Of An Experimental Study To Improve Graph Comprehension
- Better Health Graphs (Volume 2): The Literature Reviews

STRATEGIC DEVELOPMENT DIVISION**Centre for Drug & Alcohol**

- Youth Alcohol Action Plan 2001-2005
- Heroine Overdose And Prevention Management Strategy
- Methadone/Buprenorphine Treatment Agreement
- NSW Detoxification Clinical Practice Guidelines
- NSW Methadone Clinic Accreditation Standards
- NSW Health Opioid Treatment Guidelines
- NSW Policy For The Use Of Buprenorphine
- NSW Health Drug And Alcohol Plan 2006-2010
- Information For Medical Practitioners & Pharmacists On The Treatment Of Heroin Dependence
- Rapid Detoxification For Opioids (Circular 2001/17)
- A Reference Manual For Participants – Pharmacotherapies
- NSW Health – Alcohol & Other Drugs Policy For Nursing Practice In NSW
- Amphetamine, Ecstasy And Cocaine: A Prevention And Treatment Plan 2005-2009.
- Interagency Guidelines For The Early Intervention, Response And Management Of Drug And Alcohol Misuse (Full Version)
- Interagency Guidelines For The Early Intervention, Response And Management Of Drug And Alcohol Misuse (Condensed Version)

- NSW Health Drug And Alcohol Program Clinical Supervision Guidelines.
- NSW Health Guidelines For Consumer Participation In Drug And Alcohol Services
- Clinical Guidelines For Assessment And Management Of Psychostimulant Users (2 Page Clinical Sheet)
- 2005-2006 And 2006-2007 Data Dictionary And Collection Guidelines For The NSW Minimum Data Set For Drug And Alcohol Treatment Services, Version 5
- National Clinical Guidelines For The Management Of Drug Use During Pregnancy, Birth And The Early Development Years Of The Newborn

Centre for Mental Health

- Aboriginal Mental Health Policy: A Strategy For The Delivery Of Mental Health Services For Aboriginal People In New South Wales
- Accredited Persons Handbook
- Acute Stress, Trauma And Bereavement – Information For General Practitioners
- Summary Report: The Management And Accommodation Of Older People With Severely And Persistently Challenging Behaviours
- NSW Service Plan For Specialist Mental Health Services For Older People (SMHSOP) 2005-2015
- Guidelines For Working With People With Challenging Behaviours In Residential Aged Care Facilities – Using Appropriate Interventions And Minimising Restraint
- Annual Reports Under Section 301 Of The Mental Health Act
 - 1997/98 Annual Report Under Section 301 Of The Mental Health Act
 - 1998/99 Annual Report Under Section 301 Of The Mental Health Act
 - 1999/00 Annual Report Under Section 301 Of The Mental Health Act
 - 2000/01 Annual Report Under Section 301 Of The Mental Health Act
- A Statewide Approach To Measuring And Responding To Consumer Perceptions And Experiences Of Adult Mental Health Services
- A Statewide Approach To Measuring And Responding To Consumer Perceptions And Experiences Of Adult Mental Health Services
- An Intergalactic Guide To Relationships
- Better Mental Health Care For You
- Care And Support Pack For Families And Friends Bereaved By Suicide
- Caring For Mental Health
- Caring For Mental Health In A Multicultural Society – A Strategy For The Mental Health Care Of People From Culturally And Linguistically Diverse Backgrounds In NSW
- Consensus Guidelines For Assessment And Management Of Depression In The Elderly
- Dementia Estimates And Projections, NSW And Its Regions – (Note: This Is A Primary Health And Community Partnerships Publication)
- Family Help Kit
- Framework For Housing And Accommodation Support For People With Mental Health Problems And Disorders
- Framework For Rehabilitation For Mental Health
- Framework For Suicide Risk Assessment And Management
- Getting In Early: A Framework For Early Intervention And Prevention In Mental Health For Young People In New South Wales
- Guidelines For The Promotion Of Sexual Safety In NSW Mental Health Services
- Housing And Accommodation Support Initiative Report 1: Summary
- Improving Mental Health And Wellbeing In NSW (7 Aug 2003):
 - Children Of Parents With Mental Illness
 - Improving Mental Health And Wellbeing In NSW
 - Integrated Perinatal And Infant Care (IPC)
 - NSW Early Psychosis Program
 - NSW School-Link Initiative
 - NSW Parenting Program For Mental Health
 - Suicide Prevention In NSW
- Increasing Awareness Of Mental Illness Among Secondary School Students
- Issues Paper For Responding To Children Under Ten Who Display Problematic Sexualised Behaviour Or Sexually Abusive Behaviour
- Joint Guarantee Of Service For People With Mental Health Problems And Disorders – NSW Department Of Housing, NSW Aboriginal Housing Office, NSW Health, Aboriginal Health And Medical Research Council Of NSW, NSW Department Of Community Services
- Literature Review: The Effects Of Built And Natural Environment On Mental Health Units For Mental Health Outcomes And Quality Of Life

- Local Management Of Media Reporting On Suicide Deaths
- Making Mental Health Better For Children And Adolescents (Four-Page Brochure)
- Management Of People With A Coexisting Mental Health And Substance Use Disorder – Discussion Paper
- Mental Health Act Guidebook
- Mental Health Clinical Care And Prevention Model: A Population Mental Health Model (Jul – 01)
- Mental Health For Emergency Departments: A Reference Guide (2002)
- Mental Health, HIV And AIDS: A Policy Statement
- Mental Health Promotion In NSW. Conceptual Framework Of Developing Initiatives
- Mental Health Sentinel Events Review Committee: Tracking Tragedy – First Report Of The Committee (NSW)
- NSW Government Response To The Select Committee Inquiry Into Mental Health Services In NSW
- NSW Government Response To Tracking Tragedy 2004
- Parenting Partnerships, NSW – Resource And Literature Review
- Parenting Partnerships, NSW – Strategy 2002-2004
- Periodic Reports On The Mental Health Status Of People In NSW Are Published In The Report Of The Chief Health Officer In 1996 And 1998
- Police Ambulance MOU (Memorandum Of Understanding) Flow Charts 2002
- Prevention Initiatives For Child And Adolescent Mental Health: NSW Resource Document
- Preventing And Managing Reported Increases In Suicide In Local Communities
- Psychostimulant Users – Clinical Guidelines For Assessment And Management
- Review Of The Mental Health Act 1990
- Review Of The NSW Mental Health Act Discussion Paper 1 – Carers And Information Sharing
- Rural And Regional Youth Suicide Evaluation Report
- School-Link: Health And Education Working Together. School-Link Training Program Evaluation Report
- School-Link: Health And Education Working Together. School-Link Training Program Evaluation Summary Of Results And Recommendations
- School-Link: Helping Adolescents With Depression And Related Disorders. Leaflet.
- Strategy For Mental Health Care: Caring For Mental Health
- Strategy: Making Mental Health Better For Children And Adolescents
- Suicide: We Can All Make A Difference, Leaflet And Four Page Brochure
- Suicide In New South Wales: We Need To Know More: The NSW Suicide Data Report
- Suicide Prevention Fact Sheet In Family Help Kit
- Suicide Prevention For Older People – Training Manual
- Supporting Children After Suicide
- The NSW Government's Plan For Mental Health Services (10 Mar 05)
- The Physical Health/ Mental Health Handbook (2004)
- Triple P Procedure Manual
- The Schizophrenias: Guidelines For A Holistic Approach To Clinical Practice (2001)
- Working Group For Mental Health Care In Emergency Departments Final Report And Recommendations
- Young People's Health – Focusing On Preventing Mental Health Problems
- Your Guide To MH-OAT
- Zero Tolerance Zone
 - Group Brochure
 - Group Poster
 - Hand Brochure
 - Hand Poster
 - Policy And Framework Guidelines

Primary Health and Community Partnerships

- Policy For Identifying And Responding To Domestic Violence (2003)
- Child Protection Service Plan 2004-2007 (2004)
- Adult Sexual Assault Protocol (2004)
- Directory Of Gynaecological Oncology Treatment Support Services (2004)
- A Clear Voice For Clinicians And The Community-Report Of The Clinical And Community Advisory Group (2004)
- Adapting The Ward For People With Dementia (2003)
- A Framework For The Development Of Local Health Related Transport Guidelines (1999)
- A Guide To Rehabilitation And Support Services For Children And Young People (1997) (Photocopy Only)
- Aboriginal Men's Health Implementation Plan (2003)

- Care Of Patients With Dementia In General Practice – Guidelines (July 2005)
- Economic Evaluation Of The NSW Hospital In The Home Pilot Project (June 2001) (Photocopy Only)
- Future Directions For Dementia Care And Support In NSW 2001-2006 – A Joint Strategy Of The NSW Health Department And The NSW Department Of Ageing, Disability And Home Care
- Gender Equity In Health (2000)
- General Practice Policy (2000)
- Guidelines For Family Care Centres In NSW (2000)
- Multicultural Health Plan
- Interagency Guidelines For Responding To Adult Victims Of Sexual Assault (1995)
- Non-Government Organisation Grant Program Operational Guidelines (2000)
- NSW Government Carers Statement (October 1999)
- NSW Health Child Protection Policy And Procedures Manual (1997)
- NSW Health Services Frontline Procedures For The Protection Of Children And Young People (2000)
- NSW Health Policy On The Program Of Appliances For Disabled People (2000/103)
- NSW Healthy Ageing Framework 1998-2003
- Isolated Patients Travel And Accommodation Assistance Scheme (IPTAAS) Policy And Procedures Manual (June 2000)
- NSW Palliative Care Framework (2001)
- Policy On The Routine Circumcision Of Normal Male Infants – Circular 2003/77 (October 2003)
- Strategic Directions For Refugee Health Care In NSW (October 1999)
- Moving Forward In Men's Health (June 1999)
- Strategic Framework To Advance The Health Of Women (2000)
- The Start Of Good Health: Improving The Health Of Children In NSW (1999) – NSW Child Health Policy Document – Summary
- Victims Of Crime Policy (1995) (Photocopy Only)
- Women's Health Outcomes Framework (2002)
- Young People's Health: Our Future – Policy, Summary And Seven Fact Sheets (1999)
- Neonatal Minimisation Of Early Onset Of Group B Streptococcal (EOGBS) Infection (C2002/28)
- Tocolytic Agents – Protocols For Administration For Threatened Preterm Labour (C2002/49)
- Postpartum Haemorrhage (PPH) – Framework For Prevention, Early Recognition & Management (C2002/99)
- Magnesium Sulphate (Mgso4) Infusion Protocol For Eclamptic Seizure Prophylaxis (C2002/27)
- Children – Clinical Care/Resuscitation/Newly Born Infant – AHS Development Of Policy/Procedures (C2002/30)
- RH D Immunoglobulin (Anti-D) (C2003/4)
- Consumer And Community Representative Selection – Guidelines – NSW Department Of Health (2003)
- Consumers Representatives – Working With Consumers In NSW Health, Guidelines For Secretariat (2002)
- NSW Framework For Maternity Services 2000-2005
- Guidelines For Family Care Centres In NSW (2000)
- In All Fairness-NSW Health And Equity Statement (2004)
- Adult Sexual Assault Forensic Examinations Conducted By Nurse Examiners (PD2005_614)
- Clinical Practices – Adult Sexual Assault Forensic Examinations Conducted By Nurse Examiners (2005)
- Child Sexual Assault Medical Protocol 2002 (Photocopy Only)
- Non-English Speaking Background – Standard Procedures – Improved Access Area/Public Health Services (1987)
- Neo-Natal Abstinence Syndrome Guidelines (PD2005_494)
- Protecting Children & Young People (PD2005_299)
- Multilingual Health Resources By AHS, DoH And NGOs Funded By NSW Health (Guidelines For Production) (2001)
- Sexual Assault Services Policy And Procedure Manual (Adult) (PD2005_607)
- Victims Rights Act 1996 (PD2005_287)
- The Interagency Guidelines For Child Protection Intervention (Revised 2005)
- Joint Investigation Response Teams Policy And Procedures 2001 (JIRT Manual)
- Issues Paper For Responding To Children Under Ten Who Display Problematic Sexualised Behaviour Or Sexually Abusive Behaviour
- Transport For Health Policy (PD2006-068), Published On 24 August 2006
- Consumer And Community Representative Selection-Guidelines (2003)
- Consumer Representatives-Working With Consumers In NSW Health, Guidelines For Secretariat (2002)
- Partners In Health: Sharing Information And Making Decisions Together. Report Of The Consumer And Community Participation Implementation Group (October 2001)

Statewide Services Development

- A Cancer Care Model For NSW (1999)
- Activity Planning Guideline For Emergency Department Services, 2006
- A Policy Framework For Medical Rehabilitation In NSW (1995)
- Aim2005 – The Current Software Package Used For Projecting Acute Inpatient Activity
- Critical Care Adult Tertiary Referral Networks – Intensive Care Default Policy (PD2006_46)
- Early Notification Of Severe Trauma (2002)
- Emergency Department Access Block Working Party Report (1999)
- Emergency Department Service Plan (2001)
- Emergency Departments Strategic Directions (May 1997)
- Emergency Departments: A Policy Statement (1994)
- Ethical Code Governing The Provision Of Genetics Services (June 1998)
- Flow Info – A Software Package Used For Review Of Inpatient Activity
- Genetics Services In NSW 2001 – 2004 (2005)
- Guide For The Development Of Area Health Care Services Plans
- Guide To The Role Delineation Of Health Services – Rural Companion Guidelines (Available For Purchase) 2004
- Guide To The Role Delineation Of Health Services, Third Edition (Available For Purchase) (2002)
- Guidelines For The Networking Of Paediatric Services In NSW (2002)
- Intensive Care Service Plan (2001)
- Intensive Care Strategic Directions (1999)
- NSW Framework For The Development Of New Cardiac Catheterisation Laboratories (2004)
- NSW Government Response To The Report Of RHICG, NSW Rural Health Plan (2002)
- NSW Guidelines For The Development Of New Cardiac Catheterisation Laboratories (March 96)
- NSW Health Department Guidelines For The Hospitalisation Of Children (1998)
- NSW Intensive Care Services – A Basis For Review (May 1998)
- NSW Metropolitan Critical Care Plan (November 1996)
- NSW Rural Critical Care Plan (1998)
- NSW Trauma System Policy Review (1994)
- Planning For Radiotherapy Services In NSW To 2006 (2003)
- Radiotherapy Management Information System (1997-2004)
- Recruitment Brochure – A Career In Medical Physicists
- Recruitment Brochure – A Career In Radiation Therapy
- Recruitment Flyer – Overseas Recruitment Program
- Review Of NSW Radiation Therapist Tutor Role In NSW Area Health Services (2006)
- Same Day Surgery Policy For NSW: “What A Difference A Day Can Make” (1999)
- Selected Specialty And Statewide Service Plans (2002)
 1. Heart & Lung Transplantation (2002)
 2. Pancreas Transplantation (2002)
 3. Liver Transplantation (2002)
 4. Severe Burns Service (2003)
 5. Neonatal Intensive Care Service Plan To 2006 (2005)
- Service Planning Guideline For Intravenous Chemotherapy Services (2005)
- Snake And Spider Bite Management Protocol (Black And White Copies Only) (1998)
- Specialised Testing For Genetic Disorders – Part 1 Recommendations For Service Provision (2000)
- Specialised Testing For Genetic Disorders – Part 2 Guidelines For Specialised Testing For Genetic Disorders (2000)
- State Trauma Plan (1991)
- Strategic Plan For Radiotherapy Services In NSW 1995-2000 (February 1995)
- The Report Of The Rural Health Implementation Coordination Group. The NSW Rural Health Report (2002)
- Workload Planning For Community Based Health Services Guidelines (October 2004)

Inter-Government and Funding Strategies

- NSW Funding Guidelines 2006-2007
- NSW An-Snap Clinical Training Handbook
- Resource Distribution Formula Technical Paper 2005 Revision

HEALTH SYSTEM PERFORMANCE DIVISION

Strategic Information Management (SIM) Branch

- Collecting Patient Registration Information Training Program
- Discussion Paper – Ethical Management Of Health Information (Available From The NSW Department Of Health)
- Information And Communications Technology Strategy 2006-2011 “Building A Sustainable Future”
- Information Management And Technology Education, Training And Development Strategy – A Strategy For NSW Healthcare Workers (Available From The Better Health Centre And The NSW Department Of Health Website)
- Circular Number: 2003/47 NSW Health Electronic Information Security Policy (PD2005_314)
- Electronic Health Record Complaint Management Policy
- Privacy Policy For The NSW Electronic Health Record
- Electronic Health Record Information Booklet
- Quick Reference Guide For Consumers (Electronic Health Record)
- Privacy Statement (Electronic Health Record)
- Patient Participation (Electronic Health Record)
- Teenagers Fact Sheet (Electronic Health Record)

Quality & Safety Branch

- NSW Patient Safety And Clinical Quality Program (PD2005_608) http://www.health.nsw.gov.au/Policies/Pd/2005/PD2005_608.html
- NSW Clinical Excellence Commission Directions Statement http://www.cec.health.nsw.gov.au/Pdf/Directions_Sment.Pdf
- Patient Safety And Clinical Quality Program: First Report On Incident Management In The NSW Public Health System, 2003-2004 http://www.health.nsw.gov.au/Pubs/2005/Pdf/Incident_Mgmt.Pdf
- A Framework For Managing The Quality Of Health Services In NSW (PD2005_585) http://www.health.nsw.gov.au/Policies/Pd/2005/Pdf/PD2005_585.Pdf
- Executive Summary: A Framework For Managing The Quality Of Health Services In NSW <http://www.health.nsw.gov.au/Pubs/2000/Pdf/Executive.Pdf>
- Easy Guide To Clinical Practice Improvement: A Guide For Healthcare Professionals http://www.health.nsw.gov.au/Quality/Pdf/Cpi_Easyguide.Pdf
- Better Practice Guidelines For Frontline Complaints Handling 1998 <http://Internal.Health.NSW.Gov.Au/Pubs/B/Pdf/Frontline.Pdf>
- Clinical Practice – Model Policy For The Safe Introduction Of New Interventions (PD2005_333) http://www.health.nsw.gov.au/Policies/Pd/2005/PD2005_333.html
- Patient Identification – Correct Patient, Correct Procedure And Correct Site Model Policy (PD2005_380) http://www.health.nsw.gov.au/Policies/Pd/2005/PD2005_380.html
- Appointment Of Staff Specialists – Policy For Implementation (PD2005_500) http://www.health.nsw.gov.au/Policies/Pd/2005/Pdf/PD2005_500.Pdf
- Appointment Of Visiting Practitioners – Policy For Implementation (PD2005_496) http://www.health.nsw.gov.au/Policies/Pd/2005/Pdf/PD2005_496.Pdf
- Clinical Practices – Pressure Ulcer Prevention (PD2005_257) http://www.health.nsw.gov.au/Policies/Pd/2005/PD2005_257.html
- Quality Framework – Annotated Bibliography Quality And Safety Branch
- Quality In Health Care: What Can You Expect? <http://www.health.nsw.gov.au/Pubs/2000/Pdf/Qualitya5.Pdf>
- Safety Advocate Issue 1 – Sterilisation And Disinfection http://www.health.nsw.gov.au/Pubs/S/Pdf/Safety_Ad_1.Pdf
- Safety Advocate Issue 2 – Medication Safety http://www.health.nsw.gov.au/Pubs/S/Pdf/Safety_Ad_2.Pdf
- Safety Advocate Issue 3 – Fall Injury Prevention In Acute Care http://www.health.nsw.gov.au/Pubs/S/Pdf/Safety_Ad_3.Pdf
- Safety Advocate Issue 4 – Bed Rail Safety http://www.health.nsw.gov.au/Pubs/S/Pdf/Safety_Ad_4.Pdf
- Safety Advocate Issue 5 – Infusion Pump Safety – Sep 2003 http://www.health.nsw.gov.au/Pubs/S/Pdf/Safety_Ad_5.Pdf
- Safety Advocate Issue 6 – Self-Inflating Bag/Mask Devices – March 2004 http://www.health.nsw.gov.au/Pubs/S/Pdf/Safety_Ad_6.Pdf
- Safety Advocate Issue 7 – Safe Management Of Breast Milk – July 2005 http://www.health.nsw.gov.au/Pubs/S/Pdf/Safety_Ad_7.Pdf
- Safety Advocate Issue 8 – Retained Instruments – Abdominal Visceral Retractor – Oct 2004 http://www.health.nsw.gov.au/Pubs/2004/Pdf/Safety_Ad_8.Pdf

- The Clinician's Toolkit For Improving Patient Care http://www.health.nsw.gov.au/Pubs/2001/Pdf/Clinicians_Toolkit.Pdf
- NSW Government Response To The Inquiry Into Complaints Handling <http://www.health.nsw.gov.au/Pubs/2005/Compshandling.Html>
- Qualified Privilege For Quality Improvement Committees And Programs In Health http://www.health.nsw.gov.au/Public-Health/R&Cp/Qp_Report_Web.Pdf
- Application For Qualified Privilege By A Quality Assurance Committee
- Information Package For Quality Assurance Committees Seeking Qualified Privilege http://www.health.nsw.gov.au/Pubs/Quality_Assurance/Pdf/Qualified_Brochure.Pdf
- Delineation Of Clinical Privileges For Visiting Practitioners And Staff Specialists – Policy For Implementation (PD2005_497) http://www.health.nsw.gov.au/Policies/Pd/2005/Pdf/PD2005_497.Pdf
- Performance Review Of Visiting Practitioners (PD2005_498) http://www.health.nsw.gov.au/Policies/Pd/2005/Pdf/PD2005_498.Pdf
- NSW Quality Of Health Care Indicators Set – Definitions Phase 1 <http://www.health.nsw.gov.au/Pubs/2000/Pdf/Definitions.Pdf>
- NSW Quality Of Health Care Indicators Set – Tables Phase 1 <http://www.health.nsw.gov.au/Pubs/2000/Pdf/Tables.Pdf>
- Phase One Indicators Of Appropriateness For NSW Area Health Services (In NSW Quality Of Health Care Indicators Set – Definitions Phase 1 <http://www.health.nsw.gov.au/Pubs/2000/Pdf/Definitions.Pdf>)
- Patient Safety And Clinical Quality Program Implementation Plan (PD2005_609) http://www.health.nsw.gov.au/Policies/Pd/2005/PD2005_609.Html
- Complaint Or Concern About A Clinician – Principles For Action (PD2006_007) http://www.health.nsw.gov.au/Policies/Pd/2006/Pdf/PD2006_007.Pdf
- Complaint Or Concern About A Clinician – Management Guidelines (GL2006_002) http://www.health.nsw.gov.au/Policies/Gl/2006/GL2006_002.Html
- Patient Safety And Clinical Quality Program: Second Report On Incident Management In The NSW Public Health System, 2004-2005 http://www.health.nsw.gov.au/Pubs/2005/Pdf/Patient_Safety.Pdf
- NSW Clinical Governance Directions Statement <http://www.health.nsw.gov.au/quality/clingov/pdf/cgudirstat.pdf>
- Medication Chart – NSW Implementation of the National Inpatient Medication Chart (PD2006_028) http://www.health.nsw.gov.au/policies/pd/2006/pdf/PD2006_028.pdf
- Incident Management Policy (PD2006_030) http://www.health.nsw.gov.au/policies/pd/2006/PD2006_030.html
- Hot Or Cold Packs Application (GL2005_015) http://www.health.nsw.gov.au/policies/GL/2005/GL2005_015.html
- Safe Handling Of Intravenous Potassium Chloride In Health Care Facilities (PD2005_342) http://www.health.nsw.gov.au/policies/PD/2005/PD2005_342.html
- Safety Advocate Baxter Infusion Pumps <http://www.health.nsw.gov.au/quality/sabs/pdf/8feb06baxter.pdf>
- Safety Notice Guidant Implantable Pacemakers <http://www.health.nsw.gov.au/quality/sabs/pdf/SN001guidant.pdf>
- Safety Alert – Ultravist-370
- Safety Alert – Safe Use Of Vinicristine
- Safety Alert Broadcasting System (SABS) Policy
- Lookback Policy
- Incident Management Policy
- Complaint Management Policy

HEALTH PROFESSIONALS REGISTRATION BOARDS

Copies of extracts of registers of:

• Chiropractors Registration Board	\$20.00
• Dental Technicians Registration Board	\$10.00
• Osteopaths Registration Board	\$20.00
• Optometrists Registration Board	\$10.00
• Optical Dispensers Licensing Board	\$10.00
• Physiotherapists Registration Board	\$10.00
• Podiatrists Registration Board	\$10.00
• Portfolios In Professional Practice For Registered Nurses	\$15.20
• Portfolios In Professional Practice For Enrolled Nurses	\$11.80
• Psychologists Registration Board	\$20.00
• Dental Board Of NSW	\$20.00

Nurses & Midwives Registration Board

- Professional Conduct: A Casebook Of Disciplinary Decisions Relating To Professional Conduct Matters (Out-Of-Print)

Chiropractors Registration Board

- Requirements For Registration As A Chiropractor In NSW
- Information Booklet For Candidates (Relating To Examination For Registration) For Chiropractors
- Codes Of Professional Conduct For Chiropractors
- Chiropractic Education And Research Grant Information
- Guide To Chiropractic Act
- Privacy Statement
- Newsletter
- Annual Report 2004-2005
- Chiropractors Registration Board Privacy Statement
- Examination Booklet

Dental Board

- Advertising Regulation 27
- Dental Board And Research Account
- Further Qualifications To Practice
- General Anaesthesia And Simple Sedation Regulation 34
- Infection Control Regulation Schedule 5
- Making Complaints In Relation To Dentists Section 44
- Patients Records And Radiographs Regulation 33
- Qualifications Authorised By The Board
- Registration Requirements
- Registration Under Mutual Recognition Act
- Requirements For Recognition As A Specialist

Dental Technicians Registration Board

- Instructions For Dental Technicians Registration Examination
- Information About (Including Application Form) Applying For Registration
- Information About (Including Application Form) Applying For Restoration
- Application For A Practising Certificate As Dental Prosthetist
- Schedules Of Fees

Nurses & Midwives Registration Board

- NMB Update Newsletter – 3 Issues Per Year (March, July And November)
 - Recognised Courses Leading To Registration As A Nurse
 - Guidelines For The Development Of Courses Leading To Registration As A Nurse
 - Guidelines For Preparation Of Reports In Regard To Recognised Pre-Registration Nursing Courses
 - National Competency Standards For The Registered Nurse
 - Guidelines For The Development Of Courses Leading To Registration As A Midwife
 - Institutions Recognised For The Purpose Of Conducting Approved Courses Leading To Registration As A Midwife
 - Guidelines For Educational Institutions Wishing To Submit Courses For Approval With Regard To The Authorization Of Nurse Practitioners And Midwife Practitioners
 - National Competency Standards For The Enrolled Nurse
 - Recognised Courses Leading To Enrolment As An Enrolled Nurse
 - Course Requirements For Enrolled Nurse Education
 - Standards For Organisations Providing The Theoretical Education For Enrolled Nurse Education
 - Standards For Organisations Providing Prescribed Examinations For Enrolled Nurses
 - Standards For Organisations Providing The Clinical Education For Enrolled Nurse Education
 - Approved Courses In Medication Administration
 - The Administration Of Medications In Residential Facilities
 - Complimentary Therapies In Nursing And Midwifery Practice
 - Guidelines For Registered Nurses, Registered Midwives And Enrolled Nurses Regarding The Boundaries Of Professional Practice
 - Registered And Enrolled Nurses Employed In Non-Nursing And Allied Nursing Roles
 - Code Of Professional Conduct
 - Impaired Nurses And Midwives
 - NMB Midwifery Guidelines July 2006

- Information For Applicants For Registration Or Enrolment
- Medication Endorsement
- Restoration To A Register Or Roll And Restoration / Enrolment With Conditions
- Guidelines And Information On The Operation Of Mutual Recognition In New South Wales
- Research And Development Scholarships – Guidelines For Applicants
- Nurse Practitioners And Midwife Practitioners In New South Wales Information Brochure
- Nurse Practitioner And Midwife Practitioner Application Guide
- Guidelines For Preparation Of A Case Study
- Strategic Plan 2004-2007
- Code Of Conduct For Members Board And Committees Of The Board
- Professional Care And Public Protection Through Standards And Regulation
- History Of The New South Wales Nurses Registration Board
- Professional Conduct: A Casebook Of Disciplinary Decisions Relating To Professional Conduct Matters (Available Online Only)
- Expectations Of Beginning Registered Nurses In The Workforce 1997

Information Leaflets

- Information For Applicants For Registration, Enrolment Or Medication Endorsement
- Restoration To A Register Or Roll And Restoration/Enrolment With Conditions
- Guidelines And Information On The Operation Of Mutual Recognition In New South Wales
- Research And Development Scholarships – Guidelines For Applicants
- Information For Applicants For Authorisation As Nurse Practitioners

Reports

- Annual Report 2005-2006

Policy Documents

- Guidelines For The Development Of Courses Leading To Registration As A Nurse.
- Guidelines For The Development Of Courses Leading To Registration As A Midwife.
- The Administration Of Medications (Available On-Line)
- Complementary Therapies In Nursing Practice (Available On-Line)
- Guidelines For Registered Nurses And Enrolled Nurses Regarding The Boundaries Of Professional Practice
- Registered And Enrolled Nurses Employed In Non-Nursing And Allied Nursing Roles.
- Impaired Nurses And Midwives (Available On-Line)
- Impaired Nurses And Midwives (To Be Revised)
- Course Requirements For Enrolled Nurse Education

Osteopaths Registration Board

- Code Of Professional Conduct
- Privacy Policy Statement
- Code Of Conduct For Members Of The Board And Committees Of The Board
- Advertising Regulations Guidelines
- Requirements For Registration As An Osteopath In NSW
- Information About (Including Application For) Applying For Registration
- Information About (Including Application For) Applying For Restoration
- Osteopaths Education And Research Grant Information
- Accreditation Policy

Optical Dispensers Licensing Board

- Guidelines For Overseas Trained Applicants
- Guidelines Sheet Relating To Approval To Practise

Optometrists Registration Board

- Information About (Including Application For) Applying For Registration
- Information About (Including Application For) Applying For Restoration
- Code Of Professional Conduct
- Schedule Of Fees

Pharmacy Board Of New South Wales

- Code Of Practice For The Supply, Of Beta 2 Agonist Inhalers
- Dispensing Schedule 2, Schedule 3 And Unscheduled Products
- Doctor Shopping And Excessive Prescribing

- Guidelines For The Operation Of Service Companies By Pharmacists
- Guidelines For Mail Order Dispensing
- Guidelines For Pharmacies In Medical Centres
- Dose Administration Aids
- Responsibility To Scrutinise And Intervene
- Alternative And Complementary Medicines In Pharmacy
- Guidelines For Pharmacists' Professional Responsibilities In Their Dealings With Private Hospitals And Nursing Homes
- Impaired Health Professionals
- Non Pharmacist Managers Of Pharmacies
- Non Prescription Supply Of Schedule 3 Products
- Operations Of Pharmacies Without NHS, Approved Numbers
- Pharmacy ~Board Review Information Sheet
- Policy On Price Promotion Of Professional Services And Therapeutic Goods
- Registration Information Sheet – Interstate And New Zealand Graduates
- Registration Information Sheet, – Overseas Registration Information Sheet – University Of Sydney Graduates
- Remote Prescription Collection Service Guidelines
- Schedule 3 – A Pharmacy Board View
- Service Companies
- Substitution
- Owner's Name To Be Displayed And Name Of Pharmacist In Charge To Be Displayed
- Drug Register Entries
- Criteria For Counselling: The Role Of Counselling In Error Minimisation
- Express Dispensing/Fast Prescription Service
- Dispensing Procedures – Look-Alikes And Sound-Alikes
- Extemporaneous Dispensing Errors
- Professional Liability Of Partners
- Managing Complaints And Medication Errors
- Pharmacist Workloads And Related Stress
- Maintaining The Cold Chain
- Computer Generated Prescriptions
- Internet Domain Name Guideline

Physiotherapists Registration Board

- Policy Statement No 1 – Physiotherapists And Sexual Misconduct
- Policy Statement No 3 – Medicines To Be Supplied, Administered Or Used By Physiotherapists
- Code Of Conduct For Board Members (April 1998)
- Guidelines Of Examiners And Supervisors Of Overseas Trained Physiotherapists
- Patient Statement Of Rights Brochure (2001)
- Guidelines For The Application And Removal Of Plaster/Casts (2001)
- Information On The Ian Collier Memorial Scholarship
- Annual Report Of The Board
- Registration Application Forms
- Newsletter Of The Physiotherapists Registration Board
- Frontline Complaints Handling
- Getting To Know The Physiotherapists Act 2001

Podiatrists Registration Board

- Requirements For Registration As A Podiatrist In NSW
- Code Of Professional Conduct
- Education And Research Grant Information

Psychologists Registration Board

- Code Of Conduct (2004)
- Psychologists And Sexual Behaviour In Professional Relationships
- Complaints Handling Procedures
- Registration Information Kit Including Supervision Guidelines
- Education And Research Grant & Scholarship Guidelines

SECTION 2 – STATEMENT OF AFFAIRS

The most recent Freedom of Information (FOI) Statement of Affairs for the NSW Department of Health (Department) is incorporated in its Annual Report for 2005/06.

World Wide Web

NSWHealthWeb is the Internet website maintained by the Department. The website includes a wide range of information on health matters, the health workforce, hospitals and other health services, publications and projects. The address of this website is <http://www.health.nsw.gov.au>

A list of the Department's Policy Directives, guidelines and information bulletins can be accessed through the Department's website at <http://www.health.nsw.gov.au/policies/index.html>

ENQUIRIES

For further enquiries, please contact:

FOI Coordinator
NSW Department of Health
Locked Mail Bag 961
North Sydney NSW 2059
Telephone: (02) 9391 9000

SECTION 3 – CONTACT LIST**Departmental**

Office of the Director-General NSW Department of Health Locked Mail Bag 961 North Sydney NSW 2059	Telephone: (02) 9391 9040 8.30am to 5.30pm Monday to Friday
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Health System Support Division

Asset & Contract Services NSW Department of Health Locked Mail Bag 961 North Sydney NSW 2059	Telephone: (02) 9391 9435 9.00am to 5.00pm Monday to Friday
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Media & Communications Publications Coordinator NSW Department of Health Locked Mail Bag 961 North Sydney NSW 2059	Telephone: (02) 9391 9121 8.30am to 5.30pm Monday to Friday
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Corporate Personnel Services NSW Department of Health Locked Mail Bag 961 North Sydney NSW 2059	Telephone: (02) 9391 9504 8.30am to 5.30pm Monday to Friday
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Shared Services Centre NSW Department of Health Locked Mail Bag 961 North Sydney NSW 2059	8.30am to 5.30pm Monday to Friday Telephone: (02) 9391 9422
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Employee Relations NSW Department of Health Locked Mail Bag 961 North Sydney NSW 2059	Telephone: (02) 9391 9357 9.00am to 5.00pm Monday to Friday
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Executive Support Unit NSW Department of Health Locked Mail Bag 961 North Sydney NSW 2059	Telephone: (02) 9391 9642 8.30am to 5.30pm Monday to Friday
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Finance and Business Management NSW Department of Health Locked Mail Bag 961 North Sydney NSW 2059	Telephone: (02) 9391 9177 9.00am to 5.00pm Monday to Friday
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Legal and Legislative Services Telephone: (02) 9391 9605
 NSW Department of Health 8.30am to 5.30pm
 Locked Mail Bag 961 Monday to Friday
 North Sydney NSW 2059

Nursing and Midwifery Office Telephone: (02) 9391 9529
 NSW Department of Health 8.30am to 5.00pm
 Locked Mail Bag 961 Monday to Friday
 North Sydney NSW 2059

Workforce Development and Leadership Telephone: (02) 9391 9649
 NSW Department of Health 8.30am to 5.30pm
 Locked Bag 961 Monday to Friday
 North Sydney NSW 2059

Strategic Development Division

Centre for Mental Health Telephone: (02) 9391 9307
 NSW Department of Health 9.00am to 5.00pm
 Locked Mail Bag 961 Monday to Friday
 North Sydney NSW 2059

Inter-Government and Funding Strategies Telephone: (02) 9391 9533
 NSW Department of Health 9.00am to 5.00pm
 Locked Mail Bag 961 Monday to Friday
 North Sydney NSW 2059

Primary Health and Community Partnerships Telephone: (02) 9391 9184
 NSW Department of Health 8.30am to 5.30pm
 Locked Mail Bag 961 Monday to Friday
 North Sydney NSW 2059

Statewide Services Development Telephone: (02) 9391 9491
 NSW Department of Health 8.30am to 5.30pm
 Locked Mail Bag 961 Monday to Friday
 North Sydney NSW 2059

Population Health Division

Aboriginal Health Branch Telephone: (02) 9391 9502
 NSW Department of Health 9am to 5pm
 Locked Mail Bag 961 Monday to Friday
 North Sydney NSW 2059

AIDS and Infectious Diseases Unit Telephone: (02) 9391 9250
 NSW Department of Health 8.30am to 5.30pm
 Locked Mail Bag 961 Monday to Friday
 North Sydney NSW 2059

Clinical Policy Unit Telephone: (02) 9391 9188
 NSW Department of Health 9.00am to 5.00pm
 Locked Mail Bag 961 Monday to Friday
 North Sydney NSW 2059

Human Tissue Inquiry Line Telephone: 1800 225 822
 NSW Department of Health 9.00am to 5.00pm
 Locked Mail Bag 961 Monday to Friday
 North Sydney NSW 2059

Centre for Epidemiology and Research Telephone: (02) 9391 9224
 NSW Department of Health 8.30am to 5.30pm
 Locked Mail Bag 961 Monday to Friday
 North Sydney NSW 2059

Centre for Health Protection Telephone: (02) 9391 9934
 NSW Department of Health 9.00am to 5.00pm
 Locked Mail Bag 961 Monday to Friday
 North Sydney NSW 2059

Communicable Diseases Branch NSW Department of Health Locked Mail Bag 961 North Sydney NSW 2059	Telephone: (02) 9391 9250 9.00am to 5.00pm Monday to Friday
Centre for Drugs & Alcohol NSW Department of Health Locked Mail Bag 961 North Sydney NSW 2059	Telephone (02) 9391 9259 9.00am to 5.00pm Monday to Friday
Environmental Health Unit NSW Department of Health Locked Mail Bag 961 North Sydney NSW 2059	Telephone: (02) 9816 0373 9.00am to 5.00pm Monday to Friday
Strategies and Setting Branch NSW Department of Health Locked Mail Bag 961 North Sydney NSW 2059	Telephone: (02) 9391 9123 8.30am to 5.30pm Monday to Friday
Nutrition and Physical Activity Branch NSW Department of Health Locked Mail Bag 961 North Sydney NSW 2059	Telephone: (02) 9391 9661 8.30am to 5.30pm Monday to Friday
Pharmaceutical Services Branch NSW Department of Health Locked Mail Bag 961 North Sydney NSW 2059	Telephone: (02) 9879 3214 8.30am to 5.30pm Monday to Friday
Private Health Care Branch NSW Department of Health Locked Mail Bag 961 North Sydney NSW 2059	Telephone: (02) 9424 5955 9.00am to 5.00pm Monday to Friday
Tobacco and Health Branch NSW Department of Health Locked Mail Bag 961 North Sydney NSW 2059	Telephone: (02) 9391 9111 8.30am to 5.30pm Monday to Friday
Health System Performance	
Strategic Information Management Branch NSW Department of Health Locked Mail Bag 961 North Sydney NSW 2059	Telephone: (02) 9391 9689 9:00am to 5.00pm Monday to Friday
Quality and Safety Branch NSW Department of Health Locked Mail Bag 961 North Sydney NSW 2059	Telephone: (02) 9391 9200 8.30am to 5.30pm Monday to Friday
Health Service Performance Improvement Branch NSW Department of Health Locked Bag 961 North Sydney NSW 2059	Telephone: (02) 9391 9823 9:00am to 5.00pm Monday to Friday
Demand & Performance Evaluation NSW Department of Health Locked Mail Bag 961 North Sydney NSW 2059	Telephone: (02) 9391 9714 8.30am to 5.30pm Monday to Friday
Clinical Services Redesign Unit NSW Department Of Health Locked Mail Bag 961 North Sydney NSW 2059	Telephone (02) 9391 9878 8.30am to 5.30pm Monday to Friday

Health Professionals Registration Boards

Health Professionals Registration Boards brochures, information and/or documents may be accessed from the Registrars/Secretaries of the Boards by writing at PO Box K599, Haymarket, NSW (1238). For further enquiries, please contact:

Health Professionals Registration Boards

Mr Jim Tzannes

Telephone: (02) 9219 0201

8.30am to 4.30pm, Monday to Friday

Chiropractors Registration Board

Ms Amanda McEacharn

Telephone: (02) 9219 0206

8.30am to 4.30pm, Monday to Friday

Dental Technicians Registration Board

Mr Michael Jaques

Telephone: (02) 9219 0207

8.30am to 4.30pm, Monday to Friday

Optical Dispensers Licensing Board

Ms Mary Shanahan

Telephone: (02) 9219 0204

8.30am to 4.30pm, Monday to Friday

Pharmacy Board of NSW

Ms Kym Ayscough

Telephone: (02) 9281 7736

9.00am to 4.30pm Monday to Friday

Podiatrists Registration Board

Ms Amanda McEacharn

Telephone: (02) 9219 0206

8.30am to 4.30pm, Monday to Friday

Area Health Services

Greater Southern Area Health Service

Ms Heather Gray, Chief Executive

Telephone: (02) 6124 9850

Facsimile: (02) 6124 9885

PO Box 1845

Queanbeyan NSW 2620

Greater Western Area Health Service

Dr Claire Blizard

Telephone: (02) 6841 2217

Facsimile: (02) 6841 2236

PO Box 4061

Dubbo NSW 2830

Hunter & New England Area Health Service

Mr Terry Clout, Chief Executive

Telephone: (02) 4921 4922

Facsimile: (02) 4921 4939

Locked Bag 1

New Lambton NSW 2305

North Coast Area Health Service

Mr Chris Crawford, Chief Executive

Telephone: (02) 6620 2899

Facsimile: (02) 6620 2166

Locked Bag 11

Lismore NSW 2480

Optometrists Registration Board

Mr Michael Jaques

Telephone: (02) 9219 0207

8.30am to 4.30pm, Monday to Friday

Dental Board

Ms Barbara Cameron

Telephone: (02) 9281 0835

9.00am to 4.30pm, Monday to Friday

Nurses & Midwives Reg. Board

Mr Ron Dwyer

Telephone: (02) 9219 0226

8.30am to 4.30pm, Monday to Friday

Osteopaths Registration Board

Ms Jennifer Caldwell

Telephone: (02) 9219 0246

8.30am to 4.30pm, Monday to Friday

Physiotherapists Registration Board

Ms Sue Hardman

Telephone: (02) 9219 0205

8.30am to 4.30pm, Monday to Friday

Psychologists Registration Board

Ms Mary Shanahan

Telephone: (02) 9219 0204

8.30am to 4.30pm, Monday to Friday

Sydney South West Area Health Service

Mr Mike Wallace, Chief Executive

Telephone: (02) 9828 5700

Facsimile: (02) 9828 5704

Locked Bag 7017

Liverpool BC 1871

Sydney West Area Health Service

Prof Steven Boyages, Chief Executive

Telephone: (02) 4734 2120

Facsimile: (02) 4734 3734

PO Box 63

Penrith NSW 2751

South Eastern Sydney & Illawarra Area Health Service

Prof. Debora Picone, Chief Executive

Telephone: (02) 4253 4861

Facsimile: (02) 4253 4878

Level 8, Block C, Wollongong Hospital

Locked Mail Bag 8808

South Coast Mail Centre NSW 2521

Northern Sydney & Central Coast Area Health Service

Dr Stephen Christley, Chief Executive

Telephone: (02) 4320 2333

Facsimile: (02) 4320 2477

Locked Bag 2915

Central Coast Business Centre NSW 2252

Statewide Health Services

Ambulance Service of NSW
Mr Greg Rochford, Chief Executive
State Headquarters
PO Box 105
Rozelle NSW 2039
Telephone: (02) 9320 7601
Facsimile: (02) 9320 7802

Justice Health Service
Dr Richard Matthews, Chief Executive
PO Box 150
Matraville NSW 2036
Telephone: (02) 9289 2977
Facsimile: (02) 9311 3005

The Children's Hospital at Westmead
Dr Tony Penna, Chief Executive
Locked Bag 4001
Westmead NSW 2145
Telephone: (02) 9845 3327
Facsimile: (02) 9845 0510

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****DEPARTMENT OF HOUSING****INTRODUCTION**

This document constitutes the Summary of Affairs as at December 2006, prepared in accordance with section 14 of the Freedom of Information Act 1989 for the Department of Housing and an associated statutory authority, the New South Wales Land and Housing Corporation ("The Corporation"). The Corporation has not appointed members and its affairs are managed by the Director General of the Department of Housing.

SECTION 1 – POLICY DOCUMENTS AND PUBLICATIONS**CORPORATE**

Annual Report 2004-2005
Disability Action Plan 2000-2002 and Summary of Initiatives 2003-2004
Ethnic Affairs Priorities Statement – 2004-2009 EAPS Plan
2001/2002 Healthy Ageing Framework (HAF) Action Plan
NSW Government New Directions in Social Housing for Older People (on website)
Housing Today
60 Years of Public Housing
NSW Department of Housing Code of Conduct and Ethics
NSW Department of Housing Corporate Plan 2000-2003 (on website)
NSW Department of Housing Corporate Plan 1999-2000 (on website)
NSW Housing Youth Achievement awards 7 April '06
NSW Youth Housing Scholarships 7 April '06

DISCUSSION PAPERS (available on www.housing.nsw.gov.au)

Discussion Paper 1 – Trends and changes in the social housing sector in European countries
Discussion Paper 2 – Healthy Housing Communities
National Housing Conference 1999
National Housing Conference 2001
National Housing Conference 2003
National Affordable Housing Conference 2005
Discussion Papers
Professional Policy and Practice Partnership

REPORTS AND PAPERS (available on www.housing.nsw.gov.au)

Changes to Family Payments from 1 July 2000
1999 Bilateral Commonwealth State Housing Agreement – between Commonwealth and New South Wales
2003 Multilateral Commonwealth State Housing Agreement – between Commonwealth and New South Wales
2003 Bilateral Commonwealth State Housing Agreement – between Commonwealth and New South Wales
NSW Department of Housing Reconciliation Information Kit
Rip-Off to Right-on: Re-orienting project managers, service providers and builders undertaking work affecting ATSI communities
Siting & Housing: Design guidelines for siting in urban areas
2002/2003 NSW Budget Commentary on the Housing Assistance Program (260K)
2003/2004 NSW Budget Commentary on the Housing Assistance Program
2004/2005 NSW Budget Commentary on the Housing Assistance Program
2005/2006 NSW Budget Commentary on the Housing Assistance Program
Rehabilitation: new ways for older housing
New South Wales Housing Indicators Report – Data to December 1999
A Bountiful Harvest – Community Gardens and Neighbourhood Renewal in Waterloo (4.5mb)
High Rise Strategy Paper – May 2005

MISCELLANEOUS

Indigenous Outreach Posters – Greater Western Sydney (October 2005)

Barton Road Spring Fair flier / invite (September 2005)

Fire Week Drawing Competition (October 2005)

Rentstart By Phone

Fact Sheet and Application Forms (July 2005)

Advertising

Dubbo Public Forum (July 2005)

Expression of Interest – Asset Maintenance Services (October 2005)

Community Development & Resourcing Grants (October 2005)

Inner City Homelessness Outreach & Support Service EOI (October 2005)

Crisis Accommodation Program EOI (October-November 2005)

OCH EOI Intervention Capacity Building and Change Management (March 2006)

OCH EOI Administrators and Liquidators (March 2006)

Sale of Marrickville Town Hall (April 2006)

Mulgum House – EOI for management of ten units (April 2006)

Open letter from Minister in Daily Liberal Newspaper re: Dubbo redevelopment (May 2006)

Fire Kit – Protect Your Mob – Protect Your Family

Fire safety information targeting tenants (June 2004)

Folder, Fridge Card, 3x4 posters, 1 x A3 poster, Fridge magnet

Community Development and Resourcing Grants

Fact Sheet (September 2003)

Information Sheet (September 2005)

Antisocial Behaviour

Information sheet for stakeholders (May 2004)

Information Sheet – The Residential Tenancies Amendment (Public Housing) Bill 2004 (July 2004)

Helping you take the next step in your career

Aboriginal and Torres Strait Islander Mentoring Program (brochure + poster)

Aboriginal Enquiry Line

Business card, magnet and poster

After Hours Temporary Accommodation Line

Brochure and promotional card

Technical Officer Recruitment Campaign

DL Brochure

Business card

Poster

Private Rental Brokerage Service

DL Brochure

Reshaping Public Housing Reforms

New South Wales Government's Plan for Reshaping Public Housing

New South Wales Housing and Human Services Accord

Fact Sheets

Paying for Water

Changes to Rent Subsidy (October 2005)

Stakeholder Letters

Letter providing general information to tenants on rent subsidy and water charges

Letter to tenants providing details of rent and water charges

Letter to tenants on fire safety inspections

Letter on fire safety to external authorities

- Councils
- Fire Brigade
- Emergency Services

Letter to Water Authorities and Councils

Fliers

Fliers promoting tenant information session on rent and water

Reports

Housing and Human Services Accord

Housing and Human Services Accord Discussion Paper

Invitation to Non-Government Organisations to consult on the Accord

Rent & Sales Report 73 & 74

PRODUCT STRATEGY AND DEVELOPMENT

Disability Action Plan 2000-2002 and Summary of Initiatives 2003-2004

International Day of People with a Disability 2006 available at

<http://www.internationaldayofpeoplewithadisability.com.au>

Ethnic Affairs Priorities Statement – 2004-2009 EAPS Plan www.housing.nsw.gov.au

Block Booking Interpreter Service – Timetable available on www.housing.nsw.gov.au

NSW Housing Youth Scholarships Application Form and Guide to Completing the Form

NSW Housing Youth Achievement Awards Nomination Form and Guide to Completing the Form

Product Development Guidelines, 2005

THE HOMELESSNESS UNIT

Joint Guarantee of Service for People with Mental Health Problems and Disorders

Joint Guarantee of Service for People with Mental Health Problems and Disorders – Living in Aboriginal,

Community and Public Housing (2003). Jointly published with Department of Health. Available on Department of Housing website and NSW Health website.

Newsletter October 2003

Newsletter June 2004

Newsletter July 2005

Newsletter March 2006

Partnership Against Homelessness

Partnership Against Homelessness – Fact Sheet

Inner City Homelessness Action Plan – Fact Sheet

Inner City Homelessness Action Plan – Launch Document

After Hours Temporary Accommodation Line – Information Sheet

Protocol for Homeless People in Public Places – Fact Sheet

Inner City Homelessness Outreach & Support Service – Information Sheet on Tender

Inner City Homelessness Outreach & Support Service – Fact Sheet

Staying Home, Leaving Violence (East Sydney) Service Brochure

Staying Home, Leaving Violence Project – Women's/ Police information Cards (November 2005)

Staying Home, Leaving Violence Project – Freestanding banner (November 2005)

HOUSING APPEALS COMMITTEE

Housing Appeals Committee Brochure – update and reprint (Feb 2005)

REDEVELOPMENTS (www.housing.nsw.gov.au)

Dubbo

Minto Renewal Project

Your Questions Answered – Questions and Answers / Map (September 2005)

Letter to Residents – Ongoing since September 2005 e.g. 12 month notice of rehousing

Newsletters

The Minto Messenger Newsletter – Dec 2005, Aug 2006

Plans

Concept Plan – approved 30/6/06 – on display

Rehousing Staging Plan – approved 30/6/06 – on display

Consultations

Concept Plan Consultations – September 2005, December 2005

Elizabeth Street Redfern

Fact Sheets (221Kb PDF)

Questions and Answers (54Kb PDF)

Plans

Masterplan Image (1.16Mb)
 Masterplan 3D Image (1.16Mb)

Kenny and Halliday Streets – West Bathurst

Fact Sheets
 Fact Sheets (122Kb PDF)
 Questions and Answers (37Kb PDF)

Bonnyrigg Living Communities Project

Fact Sheets (English, Arabic, Chinese, Khmer, Spanish and Vietnamese)
 Bonnyrigg Living Communities Project – Frequently Asked Questions – March 2006
 Request for Detailed Proposals Volumes 1, 2, 3, and 4 – 19 September 2005
 What You Told Us Brochure – August 2005

Newsletter to Tenants

Living Communities Project Newsletter: issues 4, 5, 6, 7 & 8 (Arabic, Khmer, Spanish, Lao & Vietnamese)
 Fact Sheet – August 2005
 Frequently Asked Questions – August 2005
 Tenants' Frequently Asked Questions – Tenancy Management – November 2005
 Tenants' Frequently Asked Questions – February 2006

Stakeholder Letters

Letter to tenants in Bonnyrigg Estate regarding Property Assessment Survey – November 2005

HOME PURCHASE ASSISTANCE BRANCH**Policy Documents**

HomeFund Policies Manual
 Mortgage Assistance Scheme Guidelines

Publications

Application for Mortgage Assistance
 The A-Z of Home Purchase
 Home Buyer's Budget Planner
 Home Buyer's Checklist
 Financing your Home Purchase
 A Guide to the Costs of Home Purchase
 Buying Land & Building a Home
 Mortgage Assistance Scheme
 Home Purchase Advisory Service (July 2005)
 Home Purchase Assistance for Public Housing Tenants (Fact Sheet – updated August 2005)
 Home Purchase Advice and Mortgage Assistance Scheme
 Cost: Free

If you have any questions about the publications please contact the Home Purchase Assistance Branch directly on toll free 1800 806 653 Monday to Friday 8.30am to 5.00pm.

CLIENT SERVICE STRATEGY (available on www.housing.nsw.gov.au)**Policy**

Abandoned Dwellings and Uncollected Goods
 Abandoned vehicles and vehicles causing a nuisance
 Aboriginal People and Housing Assistance
 Absence from Dwelling
 Acquiring New Public Housing
 Additional/Unauthorised Occupants
 Appeals and Review of Decisions
 Child Protection
 Client Feedback
 Client Service Visits
 Commitment to Service and Code of Conduct
 Consumer Trader and Tenancy Tribunal
 Domestic Violence
 Eligibility for Public Housing
 Emergency Response

Emergency Temporary Accommodation
Freedom of Information
Good Neighbour Policy
Headleasing
Housing Assistance for Elderly Clients
Housing Former Tenants
Improvements to Homes
Income Confirmation Scheme
Information Sharing and Co-ordination with Other Agencies
Languages Services
Lead Paint
Locational Needs
Market Rent
Matching Clients and Properties (previously Allocating Public Housing)
Minors and Housing Assistance
Modifications
Mutual Exchange
Nomination of Public Housing Applicants to Community Housing Providers
Non Rent Charges
Offering a Property to a Client
Pay TV, Satellite Dishes & Antennas
Payment of Rent & Water Usage
Pets
Priority Housing
Privacy and Confidentiality
Public Equity Partnership
Public Housing Entitlements
Relocating Tenants
Renewable Tenancies
Rental and Water Usage Arrears
Rental Subsidies Fraud
Rental Subsidies
Rentstart
Sale of Homes to Tenants and Disposal of Public Housing
Sign-Up
Smoke Free Zones
Special Assistance Subsidy – Disability
Special Assistance Subsidy – Special
Succession of Tenancy
Summary of Housing Assistance Options for Applicants
Tenant Participation and Consultation
Transfers (Previously Rehousing)
Types and Length of Lease
Under Occupancy
Use of Premises
Vacated Accounts
Vacating a Property
Wait-turn Housing
Water Charging

Forms

Client Feedback Form
Succession to Tenancy Application
Rentstart by Phone Forms
Information Sheet
Application
Additional Persons
Declaration From Person Assisting The Applicant
Form B
Property Information Form

Centre for Affordable Housing

Centre for Affordable Housing Fact Sheet
 Introduction to Affordable Housing Fact Sheet
 Key Worker Affordable Housing Fact Sheet
 Financially Sustainable Affordable Housing Fact Sheet
 New Rent Setting in Affordable Housing Fact Sheet
 Local Government Affordable Housing Strategy Summary
 Debt Equity Affordable Housing Guidelines

Community Regeneration Documents

Transforming Estates into Communities: Partnership and Participation (Fact Sheet)
 Transforming Estates into Communities: Partnership and Participation (full Estates Strategy document)
 UNSW research report (jointly published by the Department of Housing and UNSW); A Bountiful Harvest,
 Community Gardens and Neighbourhood Renewal in Waterloo (Authors; Linda Bartolomei, Linda Corkery,
 Bruce Judd and Susan Thompson) available on the Department of Housing's Website
 Community Involvement in Regeneration Literature Review (available on Intranet only)
 Evaluation of the ITM Program Literature Review (available on Intranet only)

Community Renewal (Housing Services) Documents

Tenant Employment Initiatives: Community Contracts
 Building Partnerships – Transforming Estates into Communities
 Tenant Employment
 Community Renewal in Airds
 Community Renewal in Bellambi
 Community Renewal in Bidwill
 Community Renewal in Cranebrook
 Community Renewal in East Nowra
 Community Renewal in Goonellabah
 Community Renewal in Inverell
 Community Renewal in Macquarie Fields
 Community Renewal in Miller
 Community Renewal in Minto
 Community Renewal in Riverwood
 Community Renewal in Waterloo
 Community Renewal in West Dubbo
 Handy Person's Program Information Sheet
 Handy Person's Program A4 flier (September 2003)
 PHCC Evaluation – Executive Summary, Discussion and Recommendations
 Partnership and Planning Day Report 2006

Community Development and Resourcing Grants 2003/2004, 2005/2006

Information Sheet (2005/06)
 Funding Guidelines (October 2005)
 Application Form (2005/06)

Regional Tenant Resource Service

RTRS Contact List
 Program Guideline 2005/06, 2006/07

Brochures and Fact Sheets – Other Fact Sheets

Aboriginal Employment Opportunities
 Aboriginal Housing
 Allocation Zones – Metropolitan Sydney
 Allocation Zones – Regional NSW
 Applying for or being referred to Community Housing
 Applying for public housing when you are a former tenant
 Being a Good Neighbour in Your New Home (Arabic, Chinese, Russian, Spanish and Vietnamese)
 Changes to Income Eligibility for Public Housing (Arabic, Bosnian, Chinese, Croatian, Dari, Dinka, Farsi,
 Korean, Russian, Serbian, Spanish, Turkish and Vietnamese)
 Changes to Rent Subsidy
 Changes to Tenure for Public Housing (Arabic, Bosnian, Chinese, Croatian, Dari, Dinka, Farsi, Korean,
 Russian, Serbian, Spanish, Turkish and Vietnamese)
 Client Feedback

Direct Debit
Domestic Violence
Emergency Temporary Accommodation
Fire Safety Program
Getting Information to Aboriginal people
Home Purchase Advice and Mortgage Assistance Scheme
Home Purchase Assistance for Public Housing Tenants
How to be a Good Neighbour
Improvements to Homes
Income Confirmation Scheme
Innercity Homelessness Action Plan
Innercity Homelessness Outreach and Support Service
Information for Indigenous People
Interim Tenancies (Arabic, Bosnian, Chinese, Croatian, Dari, Dinka, Farsi, Korean, Russian, Serbian, Spanish, Turkish and Vietnamese)
Interpreter Services
Locational Needs Assessment
Lease Review (Arabic, Bosnian, Chinese, Croatian, Dari, Dinka, Farsi, Korean, Russian, Serbian, Spanish, Turkish and Vietnamese)
Maintenance Reform Program (English (PDF file, 91 kb), Arabic (PDF file, 125kb), Chinese (PDF file, 403 kb), Russian (PDF file, 227kb), Spanish (PDF file, 228kb), Vietnamese (PDF file 232kb))
Maintenance Reform Program FAQ
Market Rent Review
Mutual Exchange
Partnership Against Homelessness
Paying for Water (Arabic, Chinese, Spanish, Russian and Vietnamese)
Pay TV
Pets (Arabic, Chinese, Farsi, Korean, English, Russian, Serbian, Spanish, Turkish and Vietnamese)
Priority Housing
Privacy and Personal Information Notification (Arabic, Chinese, Russian, Spanish, Turkish and Vietnamese)
Problems with Harassment (Arabic, Chinese, Russian, Spanish and Vietnamese)
Problems with Noise (Arabic, Chinese, Russian, Spanish and Vietnamese)
Problems with Nuisance and Annoyance (Arabic, Chinese, Russian, Spanish and Vietnamese)
Protocol for Homeless People
Public Housing
Public Private Partnerships
Renewable Tenancies
Rent Deduction
Rental Subsidy Policy
Rentstart (Arabic, Bosnian, Chinese, Croatian, Dari, Dinka, Farsi, Korean, Russian, Serbian, Spanish, Turkish and Vietnamese)
Rentstart by Phone
Reviewing Decisions
Rights and Responsibilities of Department of Housing Tenants
Smoke Alarms (Arabic, Chinese, Russian, Spanish and Vietnamese)
Smoke Free Areas in Public Housing (Arabic, Chinese, Farsi, Korean, Russian, Serbian, Spanish, Turkish and Vietnamese)
Smoke Free Area (Questions and Answers)
Special Assistance Subsidy
Swimming Pools
Tenant's Guide to Services Offered by the Housing Call Centre (Arabic, Chinese, Russian, Spanish and Vietnamese)
Tenant's Guide to Services Offered by the Housing Call Centre – Diagrams
Tenant Employment
Transfers
Two offer Policy
Water Charges
Water Saving Ideas
Who is eligible for Public Housing (Arabic, Chinese, Russian, Spanish and Vietnamese)

Newsletters

Community Housing Bulletin – Aug, Nov, Dec 2000, Feb, April 2001, September 2004 and May 2005 – Autumn 06

The South Eastern Tenant Times: Issues 2, 7, 8, 10, 1, 12, 13, 14, 15, 16, 17, 18, 19 & 20.

Your Home: A Newsletter for Public Housing Tenants: Issues 4, 5, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34 & (35 budget issue) – (6 languages – English, Arabic, Chinese, Russian, Spanish and Vietnamese)

Public Housing Customer Council News: Issues 1, 2, 3, 4, 5, 6, 7 and 8

Northern Links Issues 8, 9 and 10

Hunter-Central Coast Tenant's Advisory Council (HCCTAC) Tenant News: Issue 1, 2, 3 and 4.

JGOS Mental Health: Issue 07/05 and 03/06

HOUSING POLICY AND PARTNERSHIPS

Strategic Policy and Planning within the Department of Housing produced the following reports, which are available on the Internet.

Rent & Sales Reports

- No. 45 – Rent for Sep-98 Quarter, Sales for Jun-98 Quarter
- No. 46 – Rent for Dec-98 Quarter, Sales for Sep-98 Quarter
- No. 47 – Rent for Mar-99 Quarter, Sales for Dec-98 Quarter
- No. 48 – Rent for Jun-99 Quarter, Sales for Mar-99 Quarter
- No. 49 – Rent for Sep-99 Quarter, Sales for Jun-99 Quarter
- No. 50 – Rent for Dec-99 Quarter, Sales for Sep-99 Quarter
- No. 51 – Rent for Mar-00 Quarter, Sales for Dec-99 Quarter
- No. 52 – Rent for Jun-00 Quarter, Sales for Mar-00 Quarter
- No. 53 – Rent for Sep-00 Quarter, Sales for Jun-00 Quarter
- No. 54 – Rent for Dec-00 Quarter, Sales for Sep-00 Quarter
- No. 55 – Rent for Mar-01 Quarter, Sales for Dec-00 Quarter
- No. 56 – Rent for Jun-01 Quarter, Sales for Mar-01 Quarter
- No. 57 – Rent for Sep-01 Quarter, Sales for Jun-01 Quarter
- No. 58 – Rent for Dec-01 Quarter, Sales for Sep-01 Quarter
- No. 59 – Rent for Mar-02 Quarter, Sales for Dec-01 Quarter
- No. 60 – Rent for Jun-02 Quarter, Sales for Mar-02 Quarter
- No. 61 – Rent for Sep-02 Quarter, Sales for June-02 Quarter
- No. 62 – Rent for Dec-02 Quarter, Sales for Sep-02 Quarter
- No. 63 – Rent for Mar-03 Quarter, Sales for Dec-02 Quarter
- No. 64 – Rent for Jun-03 Quarter, Sales for Mar-03 Quarter
- No. 65 – Rent for Sep-03 Quarter, Sales for June-03 Quarter
- No. 66 – Rent for Dec-03 Quarter, Sales for Sep-03 Quarter
- No. 67 – Rent for Mar-03 Quarter, Sales for Dec-03 Quarter
- No. 68 – Rent for Jun 04 Quarter, Sales for Mar – 04 Quarter
- No. 69 – Rent for Sept 04 Quarter, Sales for June 04 Quarter
- No. 70 – Rent for Dec 04 Quarter, Sales for Sep 04 Quarter
- No. 71 – Rent for Mar 05 Quarter, Sales for Dec 04 Quarter
- No. 72 – Rent for Jun 05 Quarter, Sales for Mar 05 Quarter
- No. 73 – Rent for Sep 05 Quarter, Sales for Jun 05 Quarter
- No. 74 – Rent for Dec 05 Quarter, Sales for Sep 05 Quarter
- No. 75 – Rent for Mar 06 Quarter, Sales for Dec 05 Quarter
- No. 76 – Rent for Jun 06 Quarter, Sales for Mar 06 Quarter
- No. 77 – Rent for Sep 06 Quarter, Sales for Jun 06 Quarter

Reports and Papers

2003/2004 NSW Budget Commentary on the Housing Assistance Program

2005/2006 NSW Budget Commentary on the Housing Assistance Program

2006/2007 NSW Budget Commentary on the Housing Assistance Program

Help with Housing – The Bilateral Commonwealth State Housing Agreement 1999-2003

Boarding House Upgrade program (Brochure Guidelines, Application Form, Deed of Agreement)

Asset Performance

Maintenance Reform Program 2005 – The Sutherland Model

DOH Asset Standards Version 4 – 2005

Maintenance Scoping Training Manual 2004

Property Assessment Survey Training Manual – May 2005

OFFICE OF COMMUNITY HOUSING**Publications on the Department of Housing website:****Consultation Draft – Planning for the Future: Community Housing****Community Housing Bulletins**

- August 2000
- November 2000
- December 2000
- February 2001
- April 2001
- September 2004
- Autumn 2005
- Winter 2005
- Spring 2005
- Summer 2005
- Autumn 2006

Guidelines

- Crisis Accommodation Program Guidelines

Policies

- Rent Policy
- Complaints policy
- Disability Policy

Factsheet

- Stock Transfer Program
- Community Housing – Tenants' Questions and Answers

Publications/Manuals available for community providers from the Office of Community Housing at 223-229 Liverpool Road, Ashfield. Telephone: 8753 8000

- Community Housing is it for me?
- Community Housing Bulletins
- CAPII (Crisis Accommodation Program Innovation Initiative) manual updated 2000
- Community Housing External Appeals Guidelines
- Consultation Draft – Planning for the Future: Community Housing
- HASI Manual
- Home and Housed
- Maintenance Planning Guide
- My Place Initiative Guidelines
- NSW Community Housing Disability Policy
- NSW Co-operative Housing Program Operational Guidelines
- NSW Community Housing Rent Policy
- Office of Community Housing – A Profile
- Office of Community Housing Complaints Policy
- Performance Based Registration Manual
- Registration Framework – Performance Based Registration System for NSW non-government housing providers
- PBRs Procedure 1 – Registration Assessment Methodology
- PBRs Procedure 1 – Supplement 1: Registration Assessment Methodology
- PBRs Procedure 1 – Supplement 2: Accreditation Evaluation Reports as Evidence
- PBRs Procedure 2 – Ongoing Performance Monitoring
- PBRs Procedure 3 – Complaints and Appeals
- PBRs Procedure 4 – Addressing Performance Concerns
- PBRs Procedure 5 – Temporary Registration
- Supported Accommodation Initiative for People Living with HIV/AIDS manual (updated 2000)
- Tenancy Guarantees Manual

Fact Sheets:

- Community Housing Insurance Scheme
- Community Housing Leasing Program Nos. 1-12
- Community Housing – Tenant's Questions and Answers
- Crisis Accommodation Program Management of Leasing Subsidies No. 1-2
- Housing Policy and Programs

- Information sheet: Maintenance Planning – Structural Damage
- National Community Housing Standards and Accreditation System
- Performance Based Registration System for New South Wales Non-Government Housing Providers
- Stock Transfer Program

Accreditation:

National Community Housing Standards (1998 edition)

National Community Housing Standards (May 2003 edition)

- Accreditation Kit – documents and tools include:
- Baseline requirements form
- External evaluation timetable
- File audit guide
- Process tracking guide
- Self Evaluation Report
- Supporting document list
- Tenant and agency questionnaires
- Protocols for exchange of information between Standards and Accreditation Unit and OCH

Accreditation News:

Accreditation News Nos 1-10

RESITECH (RESIDENTIAL TECHNOLOGIES AUSTRALIA)

<i>PUBLICATION</i>	<i>COST</i>
Corporate Resitech Brochure	FREE

The following Fact Sheets are available free of charge:

Aboriginal Housing Services
 Asset Management
 Community Managed Housing
 Design and Construction
 Disabled and Special Needs
 Heritage
 Neighbourhood Renewal
 Professional Services
 Property Audit and Maintenance
 Property Services
 Retirement Housing
 Upgrading Services
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SECTION 2 – MOST RECENT STATEMENT OF AFFAIRS

The Statement of Affairs published under section 14 of the Freedom of Information Act is included in the Department's Annual Report. The most recent Annual Report for the Department is the 2004/2005 edition.

SECTION 3 – CONTACT ARRANGEMENTS

Copies of this document and the 2004/2005 Annual Report may be obtained free of charge from the FOI Manager, Legal Services Branch. Many of the documents published by the Department of Housing are available on its website at www.housing.nsw.gov.au. Enquiries concerning the inspection of policy documents and Freedom of Information matters can be made from Monday to Friday between 8.30am and 4.30pm to:

FOI Manager
Legal Services Branch
Department of Housing
Locked Bag 4001
Ashfield BC NSW 1800
Telephone: (02) 8753 8386
Fax: (02) 8753 8406

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****HUNTER NEW ENGLAND AREA HEALTH SERVICE**

This Summary of Affairs is a combined document incorporating the Hunter Area Health and New England Area Health Services, which merged with the lower section of the Mid North Coast Area Health Service to become the Hunter New England Area Health Service on 1 January 2005.

The Summary of Affairs covers the Area Administration Office (Newcastle), Regional Administration Office (Tamworth), Tertiary Referrals Hospitals of John Hunter, John Hunter children's, Newcastle Mater Misericordiae and Royal Newcastle; Mental Health Hospitals of James Fletcher and Morisset, Rural Referral Hospitals of Armidale, Maitland, Tamworth, Taree-Manning; District Health Services of Belmont, Cessnock, Glen Innes, Gloucester, Gunnedah, Inverell, Kurri Kurri, Manilla, Moree, Muswellbrook (including Aged Care Facility), Narrabri, Quirindi, Scone, Singleton; Community Hospitals of Barraba, Bingara, Boggabri, Bulahdelah, Denman, Dungog, Emmaville, Guyra, Merriwa, Murrurundi, Tomaree, Tenterfield, Tingha, Walcha, Warialda, Wee Waa, Werris Creek, Wingham; Community Health Services of Armidale, Ashford, Barraba, Beresfield, Bingara, Boggabri, Bulahdelah, Bundarra, Cessnock, Clarencetown, Denman, East Maitland, Forster, Glen Innes, Gloucester, Gresord, Gunnedah, Guyra, Gwabegar, Harrington, Hawks Nest/Tea Gardens, Inverell, Kurri Kurri, Manilla, Merriwa, Moree, Morisset, Mungindi, Murrurundi, Muswellbrook, Narrabri, Nelson Bay, Newcastle, Nundle, Pilliga, Premer, Quirindi, Raymond Terrace, Scone, Singleton, Stroud, Tambar Springs, Tamworth, Taree, Tenterfield, Toomelah, Toronto, Uralla, Walcha, Walhallow, Wallsend, Warialda, Wee Waa, Werris Creek and Windale.

The Summary of Affairs also covers such entities as Hunter Area Pathology Service, New England Pathology Service, Hunter Area Rehabilitation Service, Hunter New England Population Health, Hunter New England Mental Health Service, Hunter Health Imaging Service, Migrant Health, Possom Place, Hunter New England Equipment Service/PADP, New England Linen Service, Pacific Linen Services.

SECTION 1 – POLICY DOCUMENTS

The following policies and documents are produced by the Area and may be accessed for information on the intranet site:

Area and Regional Office

- By-Laws of the Hunter New England Area Health Service (draft)
- Personnel Policy and Procedures Manuals
- Delegations of Authority for Hunter New England Area Health Service
- Emergency Handbooks – Hunter Health Plan
- Annual Reports
- Corporate Plan – 2000-2004
- Strategic Healthcare Services Plan 2005-2010
- Hunter Strategy
- Governance – Clinical and Community Engagement Framework March 2005 (Hunter New England Area Health Service)
- Aboriginal Health Plan
- Multicultural Health Plan 2001-2005
- Hunter Aboriginal Health Partnership Agreement
- The Latest – Chief Executive Weekly Newsletter
- Service Directory
- Orientation Handbook
- Infection Control Manual
- Health Service Plans
- HNEAHS Performance Agreement 2005/2006
- Personnel Policies and Procedures Manual
 - Sexual Harassment Policy
 - Grievance/Disciplinary Procedures
 - Equal Employment Opportunity Policies

- Performance Management Policy
- Occupational Health and Safety Policies
- Zero Tolerance incorporating Code Black Procedures
- Human Resource Manual

A working party has formulated a new policy framework for the Hunter New England Area Health Service. Work on the integration of policies has commenced.

Hunter New England Health

- 01/17 Prediction, Prevention and Management of Pressure Ulcers
 05/-- Motor Vehicle Policy and Directives (supersedes 01/13 and 02-03)(this policy has not been allocated a number)
 06/01 Policy Development and Management Framework
 ---- Who is to Wear a Corporate Uniform (this policy has not been allocated a number)

Former Hunter Area Health Service

- 92/02 Code of Conduct
- 92/04 Procedures for Report of Theft and Incidents within Hunter Area Health Service
- 92/07 Approval of Leave to attend conferences/seminars
- 93/02 Transfer of employee annual leave and ADO entitlements between units of the Hunter Area Health Service
- 93/04 Staff employed at more than one site
- 94/01 Appointment of Staff to External Boards and Organisations
- 94/02 Appointment of Clinical Department Heads/Unit Directors
- 94/04 Opening of Mail
- 95/01 Assessment of Intoxicated Persons at HAHS Facilities
- 95/02 College of General Practitioner Trainees – Temporary Privileges
- 95/05 Community Nursing Discharge
- 95/06 Escort of Patients Between Hospitals
- 95/07 Patient Rights and Responsibilities
- 96/01 Intravenous Peripheral Cannula & IV Therapy Management Policy for Adults
- 96/02 Vaginal Examination Policy
- 96/03 Staff Health Documentation and Record Keeping
- 96/04 Dantrolene & Malignant Hyperpyrexia and Hyperthermia
- 96/06 Opportunistic Immunisation of Children
- 96/07 Patients Discharged on Anticoagulant Therapy
- 96/08 Discharge Medications
- 96/09 Patients' Own Drugs
- 96/10 Prescribing for Inpatients
- 96/11 Multi-dose Containers
- 96/14 Urinary Catheterisation
- 96/15 Community Nursing Referral
- 96/16 Exchange Program RN – Emergency
- 97/02 HOSPAS – Patient Anonymity
- 97/04 Central Line
- 97/05 Nurse Initiated Advanced Life Support
- 97/06 Community Nurses and Medication Compliance Aids
- 98/02 Mobile Telephones and Pagers
- 98/03 Service Agreements
- 98/05 Residential Aged Care Placement
- 98/06 Aboriginal and Torres Strait Islander Deaths
- 98/08 Leave without pay
- 98/09 Fundraising – Purchase of Equipment
- 98/10 Intellectual Property
- 98/12 Occupation of Hunter Area Health Service Properties by NGOs
- 98/13 Approval Process for Aboriginal Health Services
- 98/14 "No CPR" Guidelines
- 98/15 Advertising
- 98/16 Outpatient Pharmaceutical Charges
- 99/01 Environmental Policy
- 99/02 Disposal of Surplus Equipment
- 99/03 Complementary medicine use in hospitals

- 99/04 Guidelines for discharge of residents from Aged Care Facilities
- 99/05 Bed Allocation
- 99/07 Work Restrictions for Infected Health Care Workers
- 99/08 Latex Allergy
- 99/10 Manual handling
- 99/11 OH&S Footwear
- 99/12 Fraud Control
- 99/14 Child Health Nursing/Early Childhood Service
- 99/17 Senior Medical/Dental Appointments
- 99/18 Tuberculosis Screening
- 99/19 Email and Internet Access
- 99/20 Process for Resolution of Complex Individual Patient Resource Allocation Issues
- 99/21 Staff implications arising from the restructuring of services
- 99/22 Relieving in higher grade positions
- 99/23 Reporting Allegations of Child Abuse
- 00/03 Resolution of complaints regarding the clinical competence and/or performance of doctors
- 00/04 Point of Care Testing
- 00/05 Guidelines for the Establishment and Maintenance of General Clinical Coding Audits
- 00/06 Correction/Redirection of Duplicate Medical Record Numbers within the HOSPAS System
- 00/07 "Live Load" Testing of Emergency Generators in Health Facilities
- 00/08 Management of Bowel Care in the Community Setting
- 00/09 Online Publishing on the Hunter Health Intranet and Internet Sites
- 00/10 Records Management
- 00/11 Danger Tags
- 00/12 Out of Service Tag
- 00/13 Flexible Work Practice
- 01/01 Safe Work Practices
- 01/02 Reporting of Safety Related Issues by Staff
- 01/03 ROI – Section 248 (Children and Young Persons Care & Protection Act 1998 NSW)
- 01/04 Notification of Coronial Matters
- 01/05 Introduction of New Interventional Procedures Involving Patients in the Hunter Area Health Service
- 01/06 Community Health Intake and Registration
- 01/07 Complaints Management
- 01/10 Smoke Free Workplace
- 01/11 Children and Young People at Risk of Harm or Abuse and/or Neglect
- 01/12 Over-Award Payments and/or Employment Conditions
- 01/13 Motor Vehicles (superseded by HNEH Motor Vehicle Policy and Directives 05/xx)
- 01/14 Confined Space
- 01/16 Hearing Conservation in the Workplace
- 01/17 Pressure Wounds: Risk Management and Documentation
- 01/18 Management After Birth of Non-viable Foetus (less than 400 grams, less than 20 weeks gestation)
- 01/19 Creutzfeldt-Jakob Disease (CJD)
- 01/20 Violence, Abuse and/or Neglect: Domestic Violence, Family Violence, the Adult Client and/or their Carer, Victims of Crime
- 01/21 Bullying, harassment and discrimination
- 01/22 Reduction of excessive annual leave balances
- 01/23 Cost sharing of imported blood products and related recombinant products
- 01/24 Injury management
- 01/25 Reference checking
- 01/27 Administration and management of Non-Government Organisation (NGO) Grant Program
- 02/01 Personal protective equipment
- 02/02 Sun safety
- 02/03 Product management process
- 02/04 Workplace change, design/redesign, refurbishment and service planning.
- 02/05 Management of clinical adverse events
- 02/06 Conduct of patient safety meetings
- 02/07 Risk reduction for wrong site clinical interventions (including wrong site surgery)
- 02/08 Use of red syringes to reduce the risk for inadvertent administration of neuromuscular blocking agents.

- 02/09 Retained body parts – funeral expenses
- 02/11 Clinical management of patients with possible suicidal behaviour or who are at risk of suicide
- 02/12 Policy development framework
- 02/13 Assistants in nursing
- 02/15 Surgical site infection surveillance (SSI)
- 02/17 Management of infection control incidents
- 02/18 Prevention of Chickenpox in hospitalised patients and staff
- 02/19 Motor Vehicle Safety
- 02/20 Changes in Occupancy of Space within Hunter Area Health Service Facilities
- 02/21 Alcohol and Other Drugs Policy for Nursing Practice
- 02/22 Asbestos Management
- 02/23 Process for Dealing with Safety Alerts from the Therapeutic Goods Administration (TGA)
- 02/24 Compliance Maintenance
- 02/25 Preventative Maintenance
- 02/26 Emergency telephone orders for the administration of medications where the medical officer is unable to be present
- 02/27 Dispute resolution concerning disagreements in the ordering and interpretation of clinical tests
- 02/28 Medical responsibility for the care of patients awaiting transfer to another healthcare facility and/or who require specialist clinical advice.
- 02/29 Transfer of information from maternal services to child and family health nursing services
- 02/30 Transfer of care from maternal services to child and family health nursing services
- 02/31 Disposal of the placenta
- 03/01 Suspected adverse drug reaction reporting and documentation
- 03/02 Nurse Initiated Medicines
- 03/03 Obstetric Transfers
- 03/04 Employment of Postgraduate Medical Officers Year 1 and Years 2 (PGY2 and PGY2)
- 03/05 Intravenous Cannulae in Post Operative Paediatric Patients
- 03/07 Before School Screening
- 04/01 Policy implementation
- 04/02 Antibiotic Guidelines
- 04/03 Radiation Safety
- 04/04 Interference to medical equipment from the use of cellular mobile telephones and other radio transmitters
- 04/05 Management of women with post partum haemorrhage
- 04/06 Hazardous Substance Management
- 04/07 OH&S Accident, Incident and Near Miss Reporting, Recording and Investigation
- 04/08 ADOs – HSM3 and Above
- 04/09 Disposal of Surplus Equipment
- 04/10 Advanced clinical roles for enrolled nurses
- 04/11 Administration of medication by enrolled nurses
- 04/12 Staff identification
- 04/13 Infection control management of multi-resistant organisms (MRO's) in Hunter Health facilities
- 04/14 Infection Control and Control Policy Related to Construction and Renovation
- 04/15 Protocol for liaison with pharmaceutical company representatives
- 04/16 Serological Testing for HIV, HBV and HCV Health Care Workers involved in “exposure prone procedures”
- 04/17 Safety Rules
- 04/18 Reporting of Corrupt Conduct under S11 Independent Commission Against Corruption Act 1988
- 04/19 Management of Opioid Dependent Patients Admitted to Public Hospitals in Hunter Health
- 04/20 Introduction and Amendment of Health Record forms
- 04/21 Cough Policy for Staff
- 04/22 Febrile Patient Management (Adults and Children)
- 04/23 Exposure Management for Blood and Body Substances for Health Care Workers (HCWs) and the Community
- 04/24 Immunisation of Healthcare Workers (HCWs) and Health Care Students (HCSs) and at Risk Patient Groups
- 04/25 HIV Post Exposure Prophylaxis (PEP) Occupational Exposures
- 04/26 Culling Clinical Records in Hunter Health Facilities

Former New England Area Health Service

- 98-01 Supply of Oxygen and Continence Aids through PADP (Department of Health Circulars 2000/103 and 2000/104 now cover these issues).
- 98-02 Sale of Aids and Appliances through PADP Lodgement Centres, (Department of Health Circulars 2000/103 and 2000/104 now cover these issues).
- 98-03 PADP Means Test Limits and Client Contribution Fee (Department of Health Circulars 2000/103 and 2000/104 now cover these issues).
- 98-04 Rights of Private Practice and Private Employment for Allied Health Staff (under review)
- 98-05 Assessment of the Extinction of Life and Certification of Death (Department of Health Circular 99/92 now covers this issue).
- 98-06 Entonox Administration (superseded by 02-16)
- 98-07 Restraint (superseded by 00-06)
- 98-08 Basic Foot Care by Nurses (superseded by 02-06)
- 98-09 Telephone Advice Policy (superseded by 02-13)
- 98-10 Student Training and Rights of Patients (under review)
- 98-11 Clinical Care of Patients with Meningococcal Infection (superseded by 02-05)
- 98-12 Presentation of Health Information of a Controversial Nature in Schools – for review in light of “Health Promotion with Schools: A Policy for the Health System” October 2000
- 98-13 Thrombolytic Policy (superseded by Guidelines and Procedures 02-01)
- 98-14 Defibrillation by Accredited Registered Nurses (superseded by 02-14)
- 98-15 Defibrillation by Accredited Registered Nurses or Accredited Enrolled Nurses using a Semi-automatic External Defibrillator (superseded by 02-15)
- 98-16 Complaints – reviewed in April 2001.
- 99-01 Response to Abuse of Older People (superseded by Policy No. 03-21)
- 99-02 Volunteer Service Policy (superseded by Policy No. 03-03)
- 99-03 Provision of Care by Health Service Staff to Hostel Residents (suspended pending review)
- 99-04 Formal Pastoral Care/Chaplaincy Services (superseded by Policy No. 2003-22)
- 99-05 Media Policy
- 99-06 Management of Possible Suicidal Behaviour
- 99-07 Consent to release and exchange information
- 99-08 Counselling supervision in Community Health (superseded by Policy No.2003-02)
- 99-09 Patient Transport Policy (superseded by Policy No. 2003-09)
- 99-10 Management of HCW and non-occ. Exposure to HIV, Hep. B and Hep. C
- 99-11 Occupational Rehabilitation Policy (superseded by Policy No. 02-10)
- 99-12 Manual Handling Policy, Reviewed in April 2001
- 99-13 Hazardous Substances and Dangerous Goods (superseded by Policy No. 02-07)
- 99-14 Occupational Health and Safety Policy (superseded by 02-08)
- 99-15 Occupational Noise Management Policy (superseded by 02-09)
- 00-01 Single use, Re-use and Reprocessing of Medical Devices
- 00-02 Cleaning for Reprocessible Medical Devices
- 00-03 Admission and Discharge Planning
- 00-04 Access to and Use of the Internet
- 00-05 Clinical Practice Guidelines for the Administration of Medications Superseded by 02-04)
- 00-06 Restraint (superseded by Policy 2003-07)
- 00-07 Latex Attachments – distributed 9/01/01
- 00-08 Learning and Development Leave approval policy
- 00-09 Caring for Homebirth clients following transfer to hospital
- 00-10 Gonorrhoea and Chlamydia testing of Aboriginal Women by Women’s Health Nurse (PCR)
- 00-11 Needle Syringe Program Secondary Outlet Policy
- 00-12 Sun Protection Policy (superseded by Policy 2003/05)
- 01-01 Fundraising Policy
- 01-02 Health Care Workers infected with HIV, Hepatitis B or Hepatitis C
- 01-03 Code of Conduct Policy and Standards
- 01-04 Records Management
- 01-05 Public Hospitals Methadone Maintenance Treatment
- 01-06 Community Health Intake and Registration
- 01-07 Guidelines on the management of health care at the end of life (NSW Health has issued a final draft document (September 2002) for Guidelines for Decision Making at the End of Life
- 02-01 Clinical Guidelines for Patients with Chest Pain from a Possible Acute Coronary Syndrome
- 02-02 Recommendations regarding rural district and community hospital Pharmacy Anti-venom and

- Venom Detection Kit (VDK) stocks
- 02-03 Guidelines for the use of Metered Dose Inhalers (MDIs) and Spacers
- 02-01 Provision of Physical Activity Programs in Community Settings
- 02-02 Recognition of Length of Service (superseded by Policy 03-04)
- 02-03 Clinical Practice Guidelines for the Administration of Medications (replaces policy 00-05)
- 02-04 Clinical Practice Guidelines for the Administration of Medications (replaces Policy 00-05)
- 02-05 Clinical Care of Patients with Meningococcal Disease (replaces policy 98-11)
- 02-06 Footcare provided by Nurses (replaces policy 98-08)
- 02-07 Hazardous Substances and Dangerous Goods (replaces Policy 99-13)
- 02-08 Occupational Health & Safety (replaces Policy 99-14)
- 02-09 Occupational Noise Management (replaces policy 99-15)
- 02-10 Occupational Rehabilitation (replaces policy 99-11)
- 02-11 Policy Development & Management
- 02-12 Recovery of Wages Overpayment
- 02-13 Telephone Advice Policy (replaces Policy 99-13)
- 02-14 Manual external defibrillation by credentialled registered nurses (replaces policy 99-14)
- 02-15 Defibrillation by credentialled registered nurses or credentialled enrolled nurses using a semi automatic external defibrillator (replaces policy 99-15)
- 02-16 Entonox Administration (replaces 98-06)
- 02-17 Management of a complaint or concern about a clinician
- 02-18 Clinical Audit
- 03-01 Clinical Guidelines for the Acute Management of Young Children and Infants with Gastroenteritis in Hospitals.
- 03-02 Guidelines for the Preservation of Forensic Evidence (reissued October 2003)
- 03-03 Protocol for the Management of Alcohol Withdrawal in NEAHS Facilities
- 03-04 Guidelines for Checking Resuscitation Equipment and Recommended Stock Items on Resuscitation Trolleys
- 03-05 Guidelines for the Early Notification of Severe Trauma within the New England Critical Care Network
- MS 1/2003 Third Stage of Labour – Active Management
- MS 2/2003 Post partem Haemorrhage (PPH)
- MS 3/2003 Retained Placenta
- MS 4/2003 Inverted Uterus
- MS 5/2003 Hypertensive State in pregnancy
- MS 6/2003 Protocol for Hydrazaline Infusion
- MS 7/2003 Guidelines for the use of Magnesium Sulphate in Pre-eclampsia and Eclampsia
- 03-01 Aged Care Services – Planning and Leadership
- 03-02 Clinical Supervision in Counselling Services (replaces Policy 99-08)
- 03-03 Volunteer Services (replaces Policy 99-02)
- 03-04 Recognition of Length of Service (replaces Policy 02-02)
- 03-05 Sun Protection (replaces Policy 00-12)
- 03-06 Infection Control
- 03-06 A Infection Control – Oral Health
- 03-07 Before School Screening
- 03-08 Management of Nicotine Dependent Inpatients
- 03-09 Patient Transport (replaces Policy 99-09)
- 03-10 Radiation Safety
- 03-11 Recruitment and Selection of Staff
- 03-12 Documentation of Assessment and Care in Aged Care Services
- 03-13 Compliance
- 03-14 Use of Healthcare Interpreters
- 03-15 Security
- 03-16 Healthcare Records – Documentation
- 03-17 Administration of Medication in Aged Care Services
- 03-18 Risk Management
- 03-19 Access to and use of the Internet
- 03-20 Electronic Messaging
- 03-21 Response to Abuse of Older People (replaces Policy 99-01)
- 03-22 Pastoral Care/Chaplaincy Services (Replaces Policy 99-01)
- 03-23 Patient Information & Consent to Medical Treatment
- 03-24 Management of Alcohol Withdrawal in NEAHS facilities

03-25	Cardiac Rehabilitation
03-26	Gonorrhoea and Chlamydia Urine Testing of Aboriginal people by Aboriginal Sexual Health Education Officers and Community Health Nurses using Polymerase Chain Reaction (incorporating Guidelines and Procedures)
03-27	Restrain of patients/residents in New England Area Health Service facilities (replaces Policy 00-06)
04-01	Waste Management
04-02	Health Promotion with Schools
04-03	Latex Allergy
04-04	Administration of Medications by ENs
04-05	Crutches
04-06	Child Protection
04-07	Assess Extinction of Life Certification of Death
04-08	Coroners cases
04-09	Sexual Diversity
04-10	Single Use and Reprocessing of Medical Device
04-11	Identification and management of Perinatal Depression
04-12	Privacy – Policy Memorandum
04-13	Mental Health Acute Bed Management Policy
04-14	Resuscitation of Newly Born Infant
04-15	Safe Handling of IV Potassium Chloride
04-16	Compassionate Supply of Medications Scheme
04-17	Consumer and Carer Participation in Mental Health
04-18	Safe Introduction of New Interventional Procedures into Clinical Practice

Former Mid North Coast Area Health Service

POL 01/04	Clinical Supervision
POL 02/09	Energy Management
POL 02/15	Employee Relations Related Policies
POL 03/21	Petitions
POL 03/24	Disposal of Surplus, Obsolete and Unserviceable Information Technology Hardware
POL 03/34	Mandatory Training
POL 03/46	Pre Appointment (employment) Health Assessment
POL 04/13	Taxation Policy
POL 04/14	Clinical Products Trial (Equipment and Consumables) and Evaluation Procedure
POL 04/18	Reporting Quality Issues with Clinical Products (Equipment and or Consumables)
POL 04/19	Recall of Clinical Product (Equipment and or Consumables)
POL 04/25	Telehealth Services – Access and Administration
POL04/26	Expensive Drug Reimbursement
POL 04/31	Waste Segregation Audits in Health Care Facilities
POL04/45	Testing of Electrosurgical Leads and Accessories

2004 Guidelines and Procedures

04-01	Procedure for Cleaning of Reprocessable Medical Devices
04-02	Severe trauma early notification
04-03	Self-inflating bag valve mask devices
04-04	Resuscitation Equipt-trolleys
04-05	Potassium Chloride IV Infusions
04-06	Client Registration Guidelines
MS 1 – 2004	Resuscitation of Newly Born Infant
MS 2 – 2004	Administration of Anti D
MS 3 – 2004	Respiratory Maladaptation

2005 Guidelines and Procedures

05-01	Intermittent Bolus Dose and Continuous Infusion of Epidural Drugs Policy
05-02	Patient-controlled Analgesia (PCA)
05-03	Administration of Vitamin K to Adults for the treatment of increased Prothrombin Time (Elevated INR)

Hospitals, Community Services and Units

- Hospital and Departmental Policy and Procedures Manuals
- Admission and Discharge Policy
- Nursing Services Policy/Procedure Manuals

- RMOs/Medical Officers' Handbook
- Orientation Handbook
- Infection Control Manuals
- Quality Management Plans
- Patient Information Brochures/Handouts
- Patient Brochures
- Hospital Newsletters
- Disaster Plans
- Occupational Health and Safety Manuals

Methods of Conveying Regulations, Protocols, Policy Matters to Selected Groups

- Administrative memoranda
- Medical Administrative memoranda
- Nursing Administrative memoranda
- Intranet/Internet
- GroupWise Email
- Committees' Structure
- Media Releases
- Chief Executive Newsletters

SECTION 2 – STATEMENT OF AFFAIRS

Section 14 (1) (a) of the FOI Act requires a Statement of Affairs of an agency to be published every 12 months.

The Statement of affairs of the Hunter New England Area Health Services provides a general description of the Service, records kept and documentation available from each of the individual Hospital/Units. However the majority of requirements are also covered in Annual Reports.

Annual Reports provide information on the objectives, functions and structure of the Hunter New England Area Health Service. A copy of Annual Reports may be obtained by contacting the Hunter New England Area Health Service Communications Unit on (02) 4985 5522

SECTION 3 – CONTACT ARRANGEMENTS

All enquiries about gaining access to these documents, or FOI matters generally, should be directed to the following between the hours of 8.30 am and 5.00 pm:

FOI Coordinator
Hunter New England Area Health Service
Locked Mail Bag 1
New Lambton NSW 2305
Telephone: (02) 65929777
Facsimile: (02) 4921 4959
Email: hnehealthess@hnehealth.nsw.gov.au

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

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

Hunter Water Corporation’s Annual Report
Network Water Facilities Manual (Vols 1-5)
Sewerage Operations & Maintenance Manual
Water Operations & Maintenance Manual
Service Performance Evaluation Manual
Capital Works Procedures Manual
Standard Technical Specifications
Water & Sewer Design Manual
Weather Monitoring Installations Manual
Business Continuity Manual
Business Continuity Policy
Business Continuity Plans
Crisis & Emergency Management Handbook
Quality Management Systems Manual
Standard Construction Practice Water Supply & Sewerage
Plumbing/Technical Counter Functions
WWTW Technical Data Manual
Operations Manuals for various WWTW (17 of)
Safety Manual
Confined Space and Sewer Entry Handbook
Purchasing/Tendering Policy
Quality Policy Manual
QA Field Co-ordinators Manual
Business & Urban Development Quality Assurance Manual
Step by Step Guide for customers who are developing (modifying) either land or buildings.
Sewer Overflow Manual
Service Centre Call Out Policy Manual
Customer Services Policy & Procedure
Hunter Water Act 1991
Operating Licence/Customer Contract
State Owned Corporations Act 1989
Hunter Water General Regulation 2000
Insurance Manual
Mobile Equipment Policy & Procedure Manual
Miscellaneous Fees
Code of Practice on Debt & Disconnection
Customer Contract Pamphlet
Complaints Handling
Customer Charges Guide
Integrated Water Resource Plan
Consultative Forum Charter
Report of Customer Complaints to the Energy & Water Ombudsman (EWON)
Code of Conduct
Seal Register
Register of Charges
Register of Members

Open Board Papers
Consultative Forum Papers
Trade Waste Policy and Management System
Tankering Policy
Guidelines for the Installation and Maintenance of Oil Separators for Service Stations and Vehicle Repair Shops
Guidelines for General Pre-treatment and Maintenance Requirements for Trade Waste Generators
Guidelines for Installation and Maintenance of Grease Arrestors and Other Food Waste Pre-treatment Facilities
Environmental Management Plan
Environmental Management System Manual
Guide to Hunter Water's Notice of Requirements for Developers
Brochure on Developer Charges and Development Servicing Plans
Brochure on Provision of Water and Sewer Services
Developer Servicing Plans
Non-standard Water and Sewer Services Policy
Search of Property Financial Details or History
Property Acquisition/Disposal Policy
Various Accounting & Finance Policies
Configuration Management Policy procedures LS/96-1
Water Network Asset Management Plan
Risk Management Policy and procedures LS/96-2
Sewer Network Asset Management Plan
Asset Management Strategy LS/97-1
Various leaflets on General Environmental Awareness
Various leaflets on Information on the Corporation and its services to customers.

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

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

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

Hunter Water Corporation
36 Honeysuckle Drive
Newcastle NSW 2310
PO Box 5171
HRMC NSW 2310
DX 7858
Newcastle
Telephone: (02) 4979 9759
Facsimile: (02) 4979 9414

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

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

FREEDOM OF INFORMATION ACT 1989

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

SUMMARY OF AFFAIRS

of the

JUSTICE HEALTH

SECTION 1 – POLICY DOCUMENTS

The following are the policies produced by Justice Health and maybe accessed for information at the Justice Health intranet site.

Policy No. Policy Name

1.01	Access to Inmates – Emergencies
1.02	Administration of Medication
1.025	Admission / Discharge Mulawa Annex
1.03	Admission – Psychiatric LBH
1.031	Admission – Medical LBH
1.032	Admission Public Hospitals – Emergency & Elective
1.033	Hospital Admission Refusal by Juvenile Detainees DELETED
1.036	Adolescent Health Assessment
1.04	Alcohol & Other Drugs
1.06	Appointments – Cancellation
1.061	Appointments with Psychiatric Consultants
1.065	Assistants in Nursing
1.07	Child Residents – Clinical Responsibilities
1.08	Clinical Services Provided by Justice Health
1.09	Clonazepam (Rivotril) Prescription
1.095	Injectable Contraception
1.1	Cosmetic Surgery & Tattoo Removal
1.11	Court Ordered Psychiatric Care
1.111	Court & Police Cell Complexes
1.12	Death in Custody
1.13	Dental Services
1.131	Dental Cards
1.132	Dental Clinics – Standard Equipment
1.133	Dental Emerg/Referrals to Phospitals
1.134	Dental Sevice Provisions by Justice Health
1.14	Dexamphetamine Sulphate Treatment for ADHD
1.15	Divulging Information to Courts & Solicitors
1.16	Discharge Planning – Long Bay Hospital Medical/Surgical
1.17	Early Release on Medical Grounds
1.18	Enforced Treatment
1.181	Enforced Treatment – Medical
1.19	Escort Staff – Release of Health Information
1.2	Forensic Patients – renamed MENTAL HEALTH REVIEW TRIBUNAL
1.21	Four Out Cells Clinical Reasons – new name Accomodation for Clinical Reasons – Adult
1.22	Handcuffs & Other Physical Restraints
1.23	Health Care Interpreter Service
1.231	Health Problem Notification Form – Adults
1.232	Hepatitis B – Screening & Immunisation of Inmates
1.233	Hepatitis B Vaccination for Youth Health Officers
1.24	Hoarding / Trading / Diverting Medications
1.248	Insulin Administration Using Multi-Use Syringes
1.25	Hunger Strikes
1.251	Liver Biopsy – Percutaneous
1.254	Long Term Health Plan – Adults
1.26	Medical Alert Forms
1.261	Medical Recommendations – Special Transport
1.262	Medical Certificates & Sick in Cell

1.263	Medical Holds
1.27	Medication During a 'Lockdown'
1.271	Medication Recommended Maximum Dosage
1.272	Medication Incident Report
1.275	Management of Suspected Cases of Meningococcal Disease
1.28	Methadone Maintenance Program
1.287	Insulin Administration Using Multi-Use Syringes
1.29	Newly Sentenced Inmates Risk Assessment
1.3	On-call Services
1.31	P D Centres – Justice Health Provision of Health Care
1.32	Reception Assessment Process
1.321	Reception Screening Diabetes Mellitus
1.33	Referrals to Public Hospital – Elective Admissions
1.331	Referrals to DCS – Justice Health Professional Staff
1.34	Safe Environments & Safe Cells / NEW NAME Accommodation
1.35	Seclusion – Long Bay Hospital
1.36	Segregated Custody
1.365	Risk Assessment for Patients Charged with Serious Indictable Offences
1.37	Special Nurse Psychiatric Observation- LBH
1.371	Enrolled Nurses – Responsibilities
1.38	Suicidal & Self Harm Behaviour Management
1.39	Telephone Orders
1.4	Temporary Transfers – Long Bay Hospital
1.401	Transfer to Another Cor Centre on Med Grounds
1.41	Transgender People
1.42	Two-out Cell Placement
1.422	Tuberculosis – Surveillance & Management
1.425	Peripheral Cannulation and Venepuncture
1.427	Visual Observation Long Bay Hospital
1.43	Women's Health – Pregnancy
1.44	X-ray Examinations Referrals
2.005	Catering Policy
2.01	Code of Conduct
2.015	Complaints Handling
2.017	Correctional Centre Management – Occupational & Inmate Meetings
2.02	Corruption Prevention Plan And Fraud Control
2.021	Courier Services
2.022	Delegations Authority
2.03	Incident Reporting and Management
2.031	Incident Reporting to Senior Administration
2.037	Inmate Development Committee
2.04	Inmate Drug Purchase
2.05	Justice Health – Key Administration
2.051	Keys (Adolescent Health) – DELETED in 2.05
2.06	Local Health Services – Use of
2.07	Medical / Psychiatric Reports for External Agencies
2.08	Medication Purchase – Staff (CHS/DCS)
2.09	Mobile Telephones, Pagers and Memobank
2.1	Motor Vehicles
2.11	No Policy / Procedures or Departures from
2.12	Non-Business Use of Justice Health Resources
2.13	Petty Cash
2.135	Policy Development & Review
2.137	Practice Improvement Projects
2.14	Protected Disclosure
2.15	Purchasing
2.155	Risk Management Framework
2.16	Safe Driving
2.17	Time Sheets
2.18	Unfit for Court – Medical Reasons
3.01	Clinical Supervision

- 3.02 Conduct & Discipline
- 3.03 Conference / Seminar /Course
- 3.04 Defusing & Debriefing
- 3.043 Dress Code
- 3.045 Employee Assistance Program
- 3.05 Equity in the Workplace
- 3.06 Exit Interview
- 3.07 Flexible Work Practices
- 3.08 Grading of Positions
- 3.09 Grievance Resolutions
- 3.1 Harrassment, Bullying & Discriminations
- 3.11 Learning & Development Leave
- 3.115 Mgt of Staff with Alcohol or Drug Problem
- 3.12 NSW Workcover Authority – Inspectors / Inspections
- 3.13 Orientation
- 3.132 Performance Management
- 3.14 Sick Leave Management
- 3.15 Staff Recruitment & Selection
- 3.16 Time in Lieu of Overtime
- 3.17 Workplace Injury Management
- 4.007 Access to Med Records by MHAS Reps (incl Sensitive Access Warning)
- 4.01 Clinical Information – Transfer and Communication
- 4.011 Clinical Record Keeping
- 4.012 Corporate and Clinical records Management
- 4.019 Medical Records Forms Design
- 4.02 Medical Record Procedures
- 4.021 Medical Record Access for Allied & DCS
- 4.025 Online Communication & Network Resources: Use by JH staff
- 4.03 Release of Medical Information
- 4.04 Treatment Sheets Used in Police Cells
- 4.06 Database Development, Use and Support
- 4.065 Purchasing Standards
- 4.07 PAS Usage Policy
- 5.01 Assault – Justice Health Staff
- 5.011 Assault – Involving Inmates – advice to DCS/DJJ
- 5.015 Child Protection
- 5.018 Cleaning, Sterilisation and Disinfection of Medical Equipment
- 5.02 Control Of Hazardous Substances
- 5.03 Cytotoxic Drugs – Handling
- 5.035 Duress Alarms and two-radios
- 5.04 Emergency Health Care (First Aid)
- 5.05 Health Screening of Food Handlers
- 5.051 Hepatitis A Immunisation
- 5.06 HIV Notification
- 5.07 Infection Control Regulations
- 5.08 Infectious Disease Notification
- 5.09 Manual Handling & Ergonomics
- 5.1 Management of Staff Exposure to Blood or Body Substances
- 5.11 Occupational Health & Safety
- 5.115 OH&S Hazard Management
- 5.12 Occupational Health & Safety Committee
- 5.123 Safe Introduction of New Interventions into Clinical Practice
- 5.125 Screening of HCWs who perform Exposure Prone Procedures
- 5.13 Security & Disposal of Needles & Syringes
- 5.14 Sexual Assault – Management & Promotion of Safety
- 5.15 Smoke Free Workplace
- 5.155 Management of Tobacco Use among Inmates & Detainees
- 5.157 Transporting Detainees
- 5.158 Targeted Screening Program for Blood Borne & Sexually Transmitted Infections
- 5.17 Vaccination – Influenza & Pneumococcal
- 5.175 Waste Management

SECTION 2 – STATEMENT OF AFFAIRS>

Section 14 (1) (a) of the Freedom of Information Act requires an agency to publish its statement of affairs every 12 months. The majority of the requirements are covered in the annual report published by Justice Health. A copy of the annual report can be obtained by telephoning the Executive Support Unit of Justice Health on (02) 9289 2977 during office hours or by accessing the website for Justice Health at <http://www.justicehealth.nsw.gov>

SECTION 3 – CONTACT ARRANGEMENTS

All enquiries about gaining access to these documents or FOI matters generally should be directed to the following between the hours of 8 am and 5 pm.

Medico-legal Coordinator
Telephone: (02) 9289 5168

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****DEPARTMENT OF JUVENILE JUSTICE****BACKGROUND**

The Department of Juvenile Justice was established as a separate and autonomous Government body on 1 November 1991 and as a schedule 1 NSW Government Department on 10 September 1993.

SECTION 1 – POLICY DOCUMENTS

Section 15 (1) (c) of the Freedom of Information Act 1989 requests the Department to make each of its policy documents available for inspection and purchase by members of the public. Section 15 (2) allows the Department to delete from a policy document information that would, if included, cause the document to be an exempt document. The price of each policy document is included in the list below. Where no price is shown, the policy document is a free publication.

Aboriginal / Torres Strait Islander Employment & Career Development
Administrative, Financial and Human Resources Delegations Manual
Allied Health Files – Procedure for Transfer
Asset Recording Procedure
Australasian Juvenile Justice Administrators: Standards for Juvenile Justice Custodial Facilities
Case Management Policy
Case Management Procedures
Client Complaints Policy
Client Protection Policy
Clinical Supervision Guidelines
Code of Conduct
Community and Custodial Services Intervention Framework
Corporate Plan 2004 – 2007
Delegation – Children (Detention Centres) Act 1987
Delegation – Children (Detention Centres) Regulation 2000
Delegation – Children (Community Service Orders) Act 1987
Delegation – Children (Community Service Orders) Regulation 2000
Detainee Placement and Relocation
Disability Action Plan
Electronic Communication Devices Policy
Employment Screening Package for Contractors 2006
Equity Action Plan
Escape Management Plan
Ethnic Affairs Priorities Statement
Events Management Policy
Fixed Assets Policy
Framework For Programming
Fraud Control & Corruption Prevention Policy
Girls and Young Women's Policy for Managing in Centres Other Than Juniperina
Goods & Services Tax Policy and Procedures
Grievance Procedure
Guidelines for Central Support Office staff working with Reception
Harassment Free Workplace Policy
Incentive Policy
Information and Communications Technology Asset Procurement and Disposal Guidelines
Information Security Policy
Instrument of Delegation
Internal Reporting Policy
Intranet Content Management Strategy
Juvenile Justice Community Services Procedures

Language Services Kit	
Language Services Policy	
Learning & Development Policies	
Learning & Development Procedures	
Logo Policy	
Massachusetts Youth Screening Instrument 2: Procedures	
Managing Difficult Behaviour Policy	
Mentor Scheme Guidelines	
Media Policy	
Mental Health Review Tribunal Procedures	
Memoranda of Understanding:	
Agreement between the Department of Juvenile Justice	
And:	For:
Centrelink	Program protocol for the provision of services for young people in juvenile justice centres
Children's Court of NSW	Roles and responsibilities concerning the acceptance by the Children's Court of the department's offer to provide bail supervision in suitable cases
Department of Community Services	Children and young people who are under the parental responsibility of the Minister for Community Services and are clients of the Department of Juvenile Justice
Department of Corrective Services	Memorandum of Understanding for the Establishment and/or Formalisation of All Operational Understandings, Arrangements and Protocols (Sept 2006)
Department of Corrective Services (DCS)	for the establishment of all operational understandings, between DJJ and DCS (Schedule 4 – Kariiong JCC)
Dept Education and Training	Provision of education and training in juvenile justice centres.
Justice Health	The transfer of responsibility for the provision of health services in detention centres
NSW Police	Defines the responsibilities of NSW Police and DJJ in (a) the resolution of hostage or high risk situations at DJJ detention centres and (b) in detention centres when DJJ custodial staff take industrial action
NSW Fire Brigades	NSW Fire Brigades attendance at Department of Juvenile Justice Youth Justice Conferences for fire related offences – 31 May 2006 NSWFB Guidelines for attendance at Youth Justice Conferences
Motor Vehicle Fleet Policy	
Objective Detainee Classification Policy	
Occupational Health And Safety Programs	First aid in the workplace, First aid flow charts, Hazardous substances, OHS office environment, Personal protective equipment, Mechanical safety handbook (Under review), Manual Handling, JJC safety and security inductions, Smoke free environment
Occupational Health And Safety Injury Management Policy & Procedures	
Occupational Health Safety & Injury Management Strategic Plan 2005 – 2008	
Office Accommodation Policy	
Operations Procedures Manual for Juvenile Justice Centres	
Privacy Policy	
Probation And Parole Procedures	
Procurement Policy	
Protocol For Acceptable Use Of Internet And Email	
Public Transport Ticket Purchase Scheme	
Recognition of Current Competency: Policy and Procedures for Youth Justice Conference Convenors	
Records Management Policy	
Registrable Offenders Policy	
Remote Control Facility Policy	
Section 24(1)(c) Procedures – conditional discharge	
Self-Harm Policy	

Specialist Crisis Team Operational Guidelines
 Serious Young Offenders Review Panel Policy
 Serious Young Offenders Review Panel Operational Procedures
 Sick Leave Procedures
 Urinalysis Program Procedures
 Use of Department Resources
 Use of Force & Instruments of Restraint Procedures
 Victims Register Policy
 Waste Management Policy
 Writing Style Guide
 Youth Justice Conference Convenor Training Manual
 Youth Justice Conferencing Procedures Manual
 Youth Justice Conferencing Strategic Plan
 Youth Justice Conferencing/NSW Police Service Joint Protocols
 Youth Level Of Service/Case Management Inventory

PUBLICATIONS: NEW AND CURRENT

Annual Report 2004-2005
 Annual Report 2003-2004
 Annual Report 2002-2003
 Annual Report 2001-2002
 Annual Report 2000-2001
 Annual Report 1999-2000
 Annual Report 1998-1999
 Brochure: Youth Justice Conferencing: a guide
 Aboriginal Over-representation Strategic Plan
 Brochure: "About the Department of Juvenile Justice"
 Brochure: "DNA Testing, What does it mean for young people?"
 Detainee Urinalysis Information Form
 Girls and Young Women's Action Plan 2002-2004
 JJ Jigsaw (electronic departmental newsletter)
 Family Information Kit
 Recruitment and Engagement of Youth Justice Conference Convenors
 Tagata Moana – Pacific Island Resource Guide
 Youth Justice Conference Convenors Quick Reference Guide
Juvenile Justice Centre Induction Booklets
 What goes on in Cobham?
 What goes on in Reiby?
 What goes on in Keelong?
 What goes on in Riverina?
 What goes on in Acmena?
 What goes on in Baxter?
 What goes on in Orana?
Psychological and Specialist Services Pamphlets
 Forensic Program
 Violent Offender Program
 Sex Offender Program
 Alcohol and Other Drugs Program
Information and Evaluation Series
 Cain, M. Juveniles in detention: issues of over-representation, Department of Juvenile Justice 1995, re-published 2005 ISBN 0 7310 4892 X
 Cain, M. Special needs groups: young women, Aboriginal and Indo-Chinese detainees, Department of Juvenile Justice 1994, re-published 2005 ISBN 0 7310 3641 7
 Cain, M. Juveniles in detention: a model for diversion, Department of Juvenile Justice 1993, re-published 2005 ISBN 0 7310 1120 1
 Cain, M. An evaluation of parole orders and court-specified parole supervision, Department of Juvenile Justice 1993, re-published 2005 ISBN 0 7310 0290 3
Research reports
 2003 NSW Young People in Custody Health Survey
 2006 Young People on Community Orders Health Survey

- Cain, M. Recidivism of Juvenile Offenders in NSW, Department of Juvenile Justice 1995, re-published 2005, ISBN 0 7310 8887 5
- Thompson, A.P. & Webster, M. (2003). An analysis of psychological forensic reports for juvenile offenders. Monograph Series Collaborative Research Unit, No. 3, NSW Department of Juvenile Justice: Author. ISBN: 0 7347 6500 2.
- Kenny, D.T, Seidler, K., Keogh, T. & Blaszczyński, A. (1999). Clinical characteristics of Australian juvenile sex offenders: Implications for treatment. Monograph Series Collaborative Research Unit, No. 2, NSW Department of Juvenile Justice: Author. ISBN: 0 7347 6121 X.
- Kenny, D.T, Seidler, K., Blaszczyński, A. & Keogh, T. (1999). Profiling Australian juvenile sex offenders: Offender and offence characteristics. Monograph Series Collaborative Research Unit, No. 1, NSW Department of Juvenile Justice: Author. ISBN: 0 7347 6120 1.
- Youth Justice Advisory Committee Reports*
Background information prepared for tabling of review report on Young Offenders Act 1997
- Bowen, H. and Boyack, J Youth justice to adult restorative justice in New Zealand/Aotearoa Sydney University Institute of Criminology May 2003
- O'Sullivan, T. Provision of legal advice and youth hotline Sydney University Institute of Criminology May 2003

SECTION 2 – STATEMENT OF AFFAIRS

The most recent Statement of Affairs of the Department of Juvenile Justice was published in the 2005-2006 Annual Report.

SECTION 3 – CONTACT ARRANGEMENTS

The Department of Juvenile Justice has eight Juvenile Justice Centres, together with regionally based Juvenile Justice Community Services offices, Intensive Programs Units and Youth Justice Conference Offices. Requests under the Freedom of Information Act 1989 are centrally coordinated at the Department's Central Support Office in Sydney. Freedom of Information request forms are available on the Internet at www.djj.nsw.gov.au/publications.

APPLICATIONS FOR INFORMATION AND FEE STRUCTURE

The following information is provided as required in terms of the legislation. Requests under the Freedom of Information Act for access to Departmental documents and records should be made in writing, accompanied by an application fee, and forwarded to:

The Freedom of Information Officer
Department of Juvenile Justice
PO Box K399
Haymarket NSW 1240

Applications may be delivered in person to the Freedom of Information Officer at the Department's Central Support Office:

Level 24
Sydney Central
477 Pitt Street
Sydney NSW 2000

Inquiries should be directed in the first instance to the Freedom of Information Officer by telephone (02) 9219-9400, or by facsimile (02) 9219-9500. Arrangements may be made to gain access to documents and obtain copies of documents at the Central Support Office of the Department of Juvenile Justice by contacting the Freedom of Information Officer. Inspection times are generally between 10 am and 4 pm Monday to Friday.

Personal Applications:	\$30.00 application fee plus \$30.00 per hour processing charge after the first 20 hours
Non-Personal Applications:	\$30.00 application fee plus \$30.00 per hour processing charge
Internal Review:	\$40.00 application fee
Amendment of Records:	Nil

Note: In cases of financial hardship and public interest requests, a 50% reduction in fees and charges may apply.

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

The Department of Lands was established by the Public Sector Employment and Management (General) Order 2003 on 2 April 2003. It is responsible to the Minister for Lands.

The Department of Lands (Lands) is comprised of three operational divisions:

- Land and Property Information Division (LPI)
- Crown Lands Division
- Soil Conservation Service Division

and the Office of Rural Affairs.

The Department also provides administrative support to:

- Board of Surveying and Spatial Information of New South Wales; and
- Geographical Names Board.

LPI operates as a NSW Government Business Enterprise providing land, property and valuation information and services including deeds and parcel based land registration, land title consultancy, surveying, mapping and spatial information and land valuation for rating and taxation purposes.

Crown Lands Division manages and administers Crown lands held under lease, licence or permit; community and Council managed reserves; lands retained in public ownership for environmental purposes; lands within the Crown public roads network and administration of minor ports in New South Wales.

Soil Conservation Service Division is a specialist conservation earthmoving and soil consultancy business, specialising in:

- The planning, design and construction of soil and water conservation earthworks; and
- The planning and implementing of practical and realistic solutions to common land degradation problems.

The Office of Rural Affairs provides support to the Minister for Rural Affairs and the Government with the identification of key issues and needs of rural people, and improved awareness and access to information and services provided to rural NSW by working with the Regional Community Consultative Committee and collaboratively with government agencies and the broader community.

These areas are serviced by internal corporate support areas, including Financial Services, People and Performance Development Group, Administrative Services, Legal Services, Information Technology and Communications and the Communication Solutions Group.

SECTION 1 – POLICY DOCUMENTS**Corporate**

Acceptable Use of Information Technology and Telecommunications Policy

Access Control Policy

Accounting Manual

Anti Virus Policy

Asset Control Policy

Business Continuity Management Policy

Change Management Policy

Code of Conduct

Complete Guide to Staff (Induction Manual)

Conflict of Interest Policy

Corporate Clothing Policy

Corrupt Conduct, Maladministration and Serious and Substantial Waste, and Protected Disclosures Policy

Desktop Replacement Policy

Equal Employment Opportunity Policy

Filling of Short Term Vacancies Policy

Internal Reporting (Protected Disclosures) Policy
Information Security Policy
Gifts and Benefits Policy
Grievance Resolution
Harassment Free Workplace Policy
Information Security Policy
Interim Privacy Management Plan
Job Evaluation Policy
Learning and Development Policy
Management of Consultants and Contractors Policy
Managing E-Mail Resources Policy
Mail Server Policy
Media Policy
Mobile Phone Policy
Occupational Health and Safety Policy
Outside Employment Policy
Policy for Protection against Malicious Software
Policy and Guidelines for the use of Departmental mobile telephones
Queens Square Security Policy
Records Management Policy
Risk Management Policy
Travel Policy
Workforce Management Plan
Working From Home Policy

Land and Property Information

- Intellectual Property – Copyright and Licensing
- LPI Privacy Statement
- Suppression of Personal Information in LPI Public registers
- WebGov Policy
- Rating and Taxing Valuations Procedures Manual
- Valuation Contract Management Procedures Manual
- Objection and Reascertainment Procedures Manual
- Administering Procedures
- Valuer-General's Instructions
- Chief Valuer's Instructions
- Technical Instructions

Surveying

- Surveyor General's Directions for Survey Practice
- Redefining the Queensland-New South Wales Border: Guidelines for Surveyors
- Guidelines for the Determination of the State border between New South Wales and Victoria along the Murray River
- Intellectual Property – Copyright and Licensing
- Rural Addressing: A Model for Systematic Addressing for Rural Properties in New South Wales

Land Titling

- Registrar General's Directions
- Electronic Settlement, Electronic Lodgment and Automatic Registration of Real Property Dealings in NSW – Public Consultation Document, May 2004
- Agreement on principles for the development of a roadmap to a national electronic conveyancing system
- National business model for the implementation of a national electronic conveyancing system (Draft)
- National governance arrangements for the establishment of a national electronic conveyancing system (Draft)
- Electronic Settlement, Electronic Lodgment and Automatic Registration of Real Property Dealings in NSW: Public consultation feedback report March 2005
- Manual owner inquiry search requests – policy and procedures

Board of Surveying and Spatial Information

Consideration of Complaints Against Surveyors Policy
Determination for Continuing Professional Development
Rules for the Conduct of Examinations for Certificate of Competency as Mine Surveyor

Geographical Names Board of NSW

Dual Naming Policy
Road Naming in NSW Policy
Guidelines for the Naming of Roads
Guidelines for the Determination of Suburbs and Localities in NSW
Policy on the Position and Extent of Geographical Names
Policy on the Concurrence for Government Departments for Names Assigned Under Other Acts
Cultural Designation Guidelines
Generic Reserve Naming Policy
Guidelines for the Determination of Place Names
Primary Source Policy
Policy On Web Based Submissions For Advertised Proposals
Policy on Welcome to Country Signs
Policy on Board Member Induction

Crown Lands

Caravan Park Levy Committee Guidelines for the Administration of Applications for Financial Assistance
Coastal Crown Lands Policy 1991 – under review
Crown Lands Caravan Park Policy 1990 – under review
Crown Lands Foreshore Tenures Policy (Non-commercial Occupations) 1991 – under review
Crown Lands NSW Business Directive 2004 for Commercial Leasing and Licensing of Crown Land
Crown Lands Policy for Marinas and Waterfront Commercial Tenures 2005
Natural Disaster Relief Scheme Guidelines
Tourist Facilities and Services on Crown Reserves 1997
Food and Beverage Outlets on Crown Reserves 1997
A Handbook for Trust Management of Reserved and Dedicated Crown Land
Public Reserve Management Fund (PRMF) Guidelines– under review
Fire Protection Policy for Caravan Parks on Crown Reserves and Leasehold Land 2005
Investment Policy for Trust Boards Managing Crown Reserves and Commons 2005

Soil Services

Staff Borrowing of Equipment Policy
Non-smoking in the Workplace

Some policy documents are available, free of charge, from the Department of Lands website www.lands.nsw.gov.au which has links to our administrative units. Geographical Names Board policies and guidelines may be accessed at their website www.gnb.nsw.gov.au.

SECTION 2 – STATEMENT OF AFFAIRS

A Statement of Affairs was published in the Department's 2004/2005 Annual Report.

The Department's policy documents and Statement of Affairs may be inspected or obtained from the address indicated in Section 3 below.

SECTION 3 – CONTACT ARRANGEMENTS

Requests for documents the F.O.I. Act or the Privacy and Personal Information Act in the possession of Lands should be applied for in writing supplying the information required under the appropriate Act or by completing a Department of Lands Request for Access form. The completed written application should be directed to:

The FOI Coordinator
Bruce Robertson
Office of the Director General
1 Prince Albert Road
Queens Square, Sydney NSW 2000
Telephone: (02) 9236 7773
Facsimile: (02) 9236 7632
Hours: Monday to Friday, 8.30 a.m.–4.30 p.m.

An application fee of \$30.00 is applicable. Processing fees may also be applicable.

Note: Land title records, survey records and the Register of Land Values maintained by the Department are in the main Public Records open to public scrutiny free of charge or for a fee prescribed by Regulations under the various acts administered by the Registrar General, Surveyor General and Valuer General.

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****OFFICE OF LIQUOR, GAMING AND RACING****INTRODUCTION**

Under the terms of Section 14 (1) (b) and (3) of the Freedom of Information Act 1989, the Office of Liquor, Gaming and Racing is required to publish an up-to-date summary of affairs at six-monthly intervals. The information contained in this summary of affairs is correct as at 31 December 2006.

Unless otherwise noted, copies of the documents listed are available for download from the Office's website – www.olgr.nsw.gov.au

SECTION 1 – POLICY DOCUMENTS

The Office of Liquor, Gaming and Racing is responsible for the regulation and balanced development, in the community interest, of the gaming, racing, liquor and charity industries in New South Wales.

A wide range of policy and administrative documents are available for access to members of the public. The range includes:

- Annual Reports
 - Department of the Arts, Sport and Recreation
 - Department of Gaming and Racing [< 2004-05]
 - Casino Community Benefit Fund [< 2004-05]
 - Responsible Gambling Fund
 - Liquor Administration Board
 - EEO
- Code of Conduct
- Corporate Plan
- Corruption Prevention Policies and Procedures
- Disability Action Plan
- EEO Management Plan
- Ethnic Affairs Priorities Statement
- Privacy Management Plan

Bulletins – Charities

- March 1998
- December 1999
- July 2001
- June 2002
- February 2004

Bulletins – Liquor and Gaming

- December 1999 – Legislation Bulletin
- March 2000 – General Industry Bulletin
- April 2000 – Legislation Bulletin (2)
- July 2000 – Legislation Bulletin
- July 2000 – General Industry Bulletin
- September 2000 – General Industry Bulletin
- December 2000 – General Industry Bulletin
- March 2001 – General Industry Bulletin
- July 2001 – General Industry Bulletin
- October 2001 – General Industry Bulletin
- December 2001 – General Industry Bulletin
- December 2001 – Legislation Bulletin
- March 2002 – Legislation Bulletin
- April 2002 – General Industry Bulletin
- July 2002 – General Industry Bulletin

- September 2002 – General Industry Bulletin
- December 2002 – General Industry Bulletin
- April 2003 – General Industry Bulletin
- July 2003 – General Industry Bulletin
- July 2003 – Legislation Bulletin (3 issues)
- September 2003 – General Industry Bulletin
- December 2003 – General Industry Bulletin
- March 2004 – General Industry Bulletin
- July 2004 – General Industry Bulletin (3 issues)
- October 2004 – General Industry Bulletin
- December 2004 – General Industry Bulletin
- March 2005 – General Industry Bulletin
- July 2005 – General Industry Bulletin
- December 2005 – General Industry Bulletin
- Volume 1, Edition 1, April 2006
- Volume 1, Edition 2, July 2006
- Volume 1, Edition 3, December 2006

Bulletins – Racing

- December 1997 – Racing New South Wales
- December 1998 – Racing New South Wales
- April 2000 – Racing New South Wales

Information Sheets – Industry

- Counselling and Support Services for Problem Gamblers, Families and Others
- End of Year Functions and Alcohol Checklist
- G-line (NSW) Problem Gambling Help Line
- Government Duty on Commercial Gaming and Wagering
- Industry Statistics at a Glance
- Liquor Accords – Local Solutions for Local Liquor Problems
- NSW Liquor Industry’s Code of Practice – Responsible Promotion of Liquor Products
- NSW Racing Industry
- NSW Photo Card and Evidence of Age Requirements
- PlaySmart Gaming Consumer Information brochures
- Young People and the NSW Liquor Laws

Information Sheets – General

- 2005-06 Christmas/New Year Trading Hours for Licensed Venues and Registered Clubs
- 3/05 CMS Connectivity Arrangements
- 1/05 Governor’s Licences for Racing Clubs
- 6/04 Requirements of the Liquor Administration Board for the Responsible Service of Alcohol Courses
- 9/03 Mandatory Responsible Service of Alcohol Training
- 7/03 Self-Exclusion Schemes in Hotels and Registered Clubs
- 5/03 Venue Connectivity to Centralised Monitoring System (CMS)
- 3/03 Responsible Gambling Affidavit for Clubs
- 2/03 Responsible Gambling Affidavit for Hotels
- 14/02 Gaming Machines Further Amendment Act 2002
- 10/02 Amendment to Gaming Machines Act 2001
- 9/02 Minors and the Responsible Service of Alcohol in Licensed and BYO Restaurants
- 6/02 Social Impact Assessment of Gaming Machine Applications
- 3/02 Sale and Supply of Liquor in Hospitals and Nursing Homes
- 2/02 Gambling Harm Minimisation requirements for race clubs and TAB Limited outlets
- 7/01 PlaySmart Player Information Brochures
- 19/00 Liquor and Registered Clubs Amendment (Penalty Notices) Regulations 2000
- 16/00 The Role of the Director of Liquor and Gaming
- 14/00 Guidelines for Exemption from Cashing of Cheques and Location of Cash Dispensing Facilities
- 11/00 The NSW Responsible Conduct of Gambling Course
- 5/00 The Role of Special Inspectors and Key Officials of the Department of Gaming and Racing
- 4/00 Social Function Liquor Laws
- 6/99 Management of Registered Clubs
- 5/99 Gambling Legislation Amendment (Responsible Gambling) Act 1999
- 5/98 Financial Management for Race Clubs – A basic outline

- 3/98 Club Best Practices – ‘Use your Auditor to Check on Key Matters’
- 2/98 Commencement of Amendments – Liquor and Registered Clubs Legislated Amendment (Community Partnership) Act 1998
- 15/97 Responsible Service on Licensed Cruise Vessels
- 7/97 Liquor and Registered Clubs Legislation Amendment (Monitoring and Links) Act 1997
- 6/97 Guidelines for Completion of the ‘Progressive Gaming System Application’
- 5/97 Guidelines for Completion of the ‘Standalone Gaming Device Applications’

Fact Sheets – Liquor and Gaming

- 1 Liquor Licences in NSW
- 1.2 Minors Functions Authority – Hotels
- 1.3 Minors Functions Authority – Nightclubs
- 1.4 10 Hints on How to Make Your Under 18s Functions A Success
- 2 Certificate of Registration
- 2.2 Section 22A Approval for Junior Members – Registered Clubs
- 2.3 Functions Authority – Registered Clubs
- 3 Applying for a New Liquor Licence
- 4 Transfer of Licence
- 6.1 Advertising Applications
- 6.2 Objections to Applications under the Liquor Act 1982
- 6.3 Applications to the Liquor Administration Board
- 8 Complaints – Quiet and Good Order of the Neighbourhood
- 9 Permanent Function Licences
- 10 Temporary Function Licences
- 11 Community Liquor Licences
- 15 Governor’s Licences
- 16 Special Event Licences
- 18 Signs in Registered Clubs
- 19 Signs in Licensed Premises
- ▶ Gaming Machine Harm Minimisation
- ▶ Dine or Drink Authority – Fees Payable – Schedule of fees payable for a dine-or-drink authority for a licensed restaurant

Responsible Gambling Fund

- An Assessment of Member Awareness, Perceived Adequacy and Perceived Effectiveness of Responsible Gambling Strategies in Sydney Clubs (Nerilee Hing, Southern Cross University)
- Assessment of the Research on Technical Modifications to Electronic Gaming Machines in NSW, Australia (Centre for Gambling Studies, Auckland University)
- Casino Community Benefit Fund Newsletter – Edition 2 – December 2003
- Casino Community Benefit Fund Newsletter – Edition 1 – September 2002
- Casino Community Benefit Fund Information Sheet
- CCBF Funded Financial Counselling Services
- Client Data Set (CDS) Report – 1 January-30 June 2005
- Client Data Set (CDS) Report – 1 January-31 December 2004
- Client Data Set (CDS) Report – 1 July-31 December 2003
- Client Data Set Guide for Users
- Client Data Set Consent forms (English and 23 community languages)
- Evaluation of the Impact of the Three Hour Shutdown of Gaming Machines (ACNielsen)
- Funding and Performance Agreement
- G-line (NSW) Annual Report 2003-04
- G-line (NSW) Annual Report 2004-05
- G-line (NSW) Problem Gambling Help Line – Information Sheet
- G-line (NSW) Unscrambling Problem Gambling Advertising Campaign
- G-line (NSW) Wallet Card
- Counselling and Support Services for Problem Gamblers, Families and others – Information Sheet
- Policy Framework on Treatment Services for Problem Gamblers and their Families
- Problem Gamblers Receiving Counselling or Treatment in NSW – 2004 (Annual survey)
- Problem Gamblers Receiving Counselling or Treatment in NSW – 2003 (Annual survey)
- Problem Gamblers Receiving Counselling or Treatment in NSW – 2002 (Annual survey)
- Problem Gamblers Receiving Counselling or Treatment in NSW – 2001 (Annual survey)
- Quality Improvement Accreditation Project – Information Sheet
- Testing of Harm Minimisation Messages for Gaming Machines – Consumer Contact

- The Economic Impact of Gambling (National Institute of Economic and Industry Research)
- The Psychological Causes of Problem Gambling: A longitudinal study of at risk recreational EGM players (Mark Dickerson, John Haw and Lee Shepherd – University of Western Sydney)

Charitable Fundraising – Brochures

- Access to Information (and information request form)
- Auditor Independence
- Auditor Qualifications
- Authority Conditions
- Branches
- Charitable Fundraising – Application Form
- Charitable Fundraising General Information
- Disaster Appeals
- Financial Reporting
- Incorporation and Change of Name
- Investigating Charities – Complaints
- Registered Office
- Religious bodies – exemptions
- Remuneration of members of the governing body
- Reporting entity
- Starting a Charity
- Sweet Charity
- Suggested Rules (model constitution)
- The Audit
- Traders
- What is a Charitable Purpose?
- What is a Fundraising Authority?

Community-based Minor Gaming/Lottery Activities – Brochures

These brochures provide information on the following types of community-based gaming or lottery activities:

- Art Unions
- Card Jackpot Games
- Club Bingo
- Charity Housie
- Charity Housie – Smoke-free
- Conduct of Interstate Lotteries
- Football Doubles
- Gaming Nights
- Gratuitous Lotteries
- GST implications in respect of community-based minor gaming activities
- Lucky Envelopes and Chocolate Wheels
- Investigating Community Gaming Activities – Complaints
- Mini-numbers
- Money Prizes – Prohibited Prizes
- No-draw Lotteries
- Progressive Lotteries
- Promotional Raffles in Registered Clubs
- Raffles
- Ready Reference Guide
- Ready Reference Guide for Political Parties
- Social Housie
- Sweeps and Calcuttas
- Tipping Competitions
- Trade Promotion Lotteries
- Two-up on Commemorative Days

Priced Publications

- Annual Subscription Services – Liquor and Gaming Bulletin \$25.00 to \$100.00
- Best Practice Guidelines for Charitable Organisations – 4th Edition \$35.00

Publications – Other

- Liquor Accord Toolkit

SECTION 2 – STATEMENT OF AFFAIRS

The Department of the Arts, Sports and Recreation's annual report will provide information which serves as the NSW Office of Liquor, Gaming and Racing's latest statement of affairs. The annual report (describing the operation, functions and structure of the organisation) can be obtained from the Office's Communications Branch by telephoning (02) 9995 0333.

The report is also available for downloading from the Office's website www.olgr.nsw.gov.au/About Us/Annual Reports

SECTION 3 – CONTACT DETAILS**Accessing Information on the Internet**

The Office of Liquor, Gaming and Racing's website – www.olgr.nsw.gov.au – offers access to information developed for industry stakeholders and members of the public.

An online database can be accessed at – <https://wwwdb.dgr.nsw.gov.au> – where you can obtain particulars of persons or organisations authorised in NSW to conduct art unions, fundraising appeals for charitable purposes, games of chance (charity housie, lucky envelopes, chocolate wheels), and trade promotion lotteries.

Inquiries concerning available subscription services and the procedures for inspecting and/or purchasing the Office's policy and administrative documents can be directed to info@olgr.nsw.gov.au – or contact:

Office of Liquor, Gaming and Racing
Communications Branch
Level 7, 323 Castlereagh Street
(GPO Box 7060)
Sydney NSW 2000
Telephone (02) 9995 0333
Facsimile (02) 9995 0669

Freedom of Information applications

Applications under the Freedom of Information Act 1989 should be directed to:

The FOI Coordinator
Office of Liquor, Gaming and Racing
GPO Box 7060
Sydney NSW 2001
Telephone (02) 9995 0300
Facsimile (02) 9995 0888

Applications are to be submitted in writing and accompanied by a \$30 application fee (section 17).

A processing charge of \$30 per hour (plus photocopying/printing costs) applies to all applications (section 24 (1) (c)), with the exception of those requests for personal information where a fee of \$30 per hour is applied after the first 20 hours of processing. Photocopying and/or printing costs also apply.

A reduction of costs may be available in some circumstances, such as if a person is the holder of either a Pensioner Concession Card or Health Care Card, or to non-profit organisations under financial hardship or on other public interest grounds.

Reductions should be requested in the applicant's original letter of application and be supported by evidence.

Applications for an internal review are to be accompanied by a fee of \$40. There are no processing costs.

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****DEPARTMENT OF LOCAL GOVERNMENT****and the following associated agencies:****Local Government Boundaries Commission****Local Government Grants Commission****Local Government Pecuniary Interest and Disciplinary Tribunal****Local Government Remuneration Tribunal****Minutes of Meetings**

Agendas and Minutes are held in relation to meetings of various commissions and committees administered by the Department. These include:

- New South Wales Local Government Boundaries Commission
- New South Wales Local Government Grants Commission

Circulars

Circulars are regularly issued to councils providing information or advice on a wide range of issues. Most of the policy determinations made in relation to local government issues are contained in circulars distributed to councils. Circulars and other key publications are available on the Department of Local Government Internet Homepage, located at <http://www.dlg.nsw.gov.au>. Circulars falling within the category of FOI policy documents issued since January 2006 are listed as follows.

No. Title

- 06-72 Compliance Of Radio Transmission Sites: Occupational (Employee) And Public Safety
- 06-71 Public Swimming Pool Safety Survey
- 06-70 Investment Requirements For NSW Councils
- 06-69 Companion Animals – Commencement Of Companion Animals Amendment Act 2006 And Amending Regulation
- 06-68 Applications For Ministerial Approval For A Special Variation To General Income
- 06-67 Companion Animals Act 1998 – Breed And Temperament Assessment Guidelines
- 06-66 Local Government Reform Proposals
- 06-65 Stormwater Charge Implementation Issues
- 06-64 Inappropriate Use Of Council Resources
- 06-63 Local Government Brochures And Fact Sheets
- 06-62 Applying For Pecuniary Interest Exemptions Under Section 458 Of The Local Government Act 1993
- 06-61 Annual Reporting Requirements Of Local Councils
- 06-60 Local Government Skills Shortages Scholarship Program – Call For Applications
- 06-59 Local Government Graffiti Survey
- 06-58 Survey On The Implementation Of The Model Code Of Conduct For Local Councils In NSW
- 06-57 Guidelines For The Payment Of Expenses And The Provision Of Facilities To Mayors And Councillors
- 06-56 Formation Of Corporations And Other Entities – Assessment Criteria
- 06-55 Review of the Swimming Pools Act 1992 – Discussion Paper for Comment
- 06-54 2006/2007 Council Claims For Payment Of Pensioner Concession Subsidies and Pensioner Concession Households Data Collection
- 06-53 Council Data Collection System For Seizures Of Dogs And Cats For 2006-2007
- 06-52 Standard Contract Of Employment For Senior Staff (Other Than General Managers) In Force From 1 September 2006 And Publication Of Interactive Versions Of The Standard Contracts
- 06-51 2006/07 Rating Return – Comprising: The Statement Of Compliance And Rates And Charges
- 06-50 Walk To Work Day – Friday 6 October 2006
- 06-49 New Guidelines For The Compulsory Acquisition Of Land By Councils
- 06-48 NSW State Plan
- 06-47 Stormwater Management Services Charge Guidelines

- 06-46 Fraud Control in Local Government
- 06-45 Strategic Tasks Guide 2006-07
- 06-44 Councils Obligations To Enforce Dangerous Dog Provisions Under The Companion Animals Act 1998
- 06-43 Financial Reporting 2006
- 06-42 Assessment of Financial Capacity Of Contractors
- 06-41 Audit of Annual Written Returns Of Interests Lodged Under Section 449 Of The Local Government Act 1993
- 06-40 Code Of Practice For Plumbing and Drainage – Revised Edition
- 06-39 Amendments to the Local Government Act 1993
- 06-38 Updated Code of Accounting Practice And Financial Reporting
- 06-37 Standard Contract of Employment For General Managers – In Force From 1 July 2006
- 06-36 Local Government Reform Program – Promoting Better Practice Information Available Online
- 06-35 Companion Animals Amendment Act 2005 – Notices of Intention to Make Restricted Dog Declarations
- 06-34 Requested Borrowing Limit 2006-2007
- 06-33 Local Government Pecuniary Interest and Disciplinary Tribunal – Procedure Manual
- 06-32 Provision of Financial Assistance Under Section 356 Of The Local Government Act – Developing A Financial Assistance Policy
- 06-31 Pecuniary Interest and Disciplinary Tribunal Emphasises Need to Observe Pecuniary Interest Provisions
- 06-30 Notice of Intention to Declare Dog to be a Restricted Dog – Approved Form – Companion Animals Act 1998
- 06-29 Companion Animals Amendment Act 2005 – Commencement of Remaining Provisions And Supporting Regulation
- 06-28 Information About Rating for 2006-07 – Fee For Section 603 Certificates, Boarding House Tariffs And Maximum Interest Rate On Overdue Rates and Charges
- 06-27 Strategic Alliance Network Conference – Draft Final Program and Call For Late Registrations
- 06-26 Council Claims for Payment of Pensioner Concession Subsidy – June 2006
- 06-25 Department of Local Government Secondment Opportunity – Policy and Research Officer
- 06-24 Stormwater Management Services Charge – Commencement of Legislation and Updated FAQs
- 06-23 Department of Local Government Secondment Opportunity – Principal Policy Officer (Re-Advertised)
- 06-22 Applications for Approved Temperament Assessors
- 06-21 Strategic Alliances and Resource Sharing Initiatives
- 06-20 Recovery of Income Written Off As A Result of The 20% Limit On Farmland Ordinary Rates
- 06-19 Alcohol Free Zone Evaluation and Survey of Councils
- 06-18 Stormwater Management Service Charge – Frequently Asked Questions
- 06-17 Strategic Alliance Network Conference – Registration and Draft Program
- 06-16 Variation of General Income for 2006/2007
- 06-15 Strategic Alliance Network Conference – Invitation to Present Council and ROC Resource Sharing Models
- 06-14 Adjustments to Notional Income in 2006/07 for Newly Rateable Crown Land
- 06-13 Applications for Ministerial Approval for a Special Variation to General Income
- 06-12 Social Justice Initiatives Survey 2004-2005
- 06-11 Integrated Planning and Reporting
- 06-10 Determinations of the Local Government Remunerations Tribunal
- 06-09 Department of Local Government Secondment Opportunity – Principal Policy Officer

Practice Notes

- Practice Note 1 Public Land Management (revised May 2000)
- Practice Note 2 Approval of Caravan Parks & Manufactured Home Estates
- Practice Note 3a Building Notification (revised) August 1996
- Practice Note 4 Mine Rating
- Practice Note 5 Recruitment of the General Manager & Senior Staff
- Model Code of Conduct For Local Councils in NSW
- Practice Note 7 Freedom of Information
- Practice Note 8a Code of Practice and Code of Tendering in the Construction Industry July 1996
- Practice Note 9 Complaint Management in Councils
- Practice Note 10 Swimming Pools on Public Land – Water Safety
- Practice Note 12 Resource Sharing for Local Government

Environment Guidelines – State of the Environment Reporting by Local Government
 Practice Note 14 Local Approvals Policies (LAPs)
 Practice Note 15 Water Safety – Revised October 2005
 Practice Note 16 Meetings Practice Note

Publications

The publications listed have been prepared by the Department of Local Government and are available on the Internet at www.dlg.nsw.gov.au. Hard copies of our most recent publications may be obtained from Salmat Document Management Solutions by calling (02) 9743 8777, faxing (02) 9743 8603 or emailing toni.patterson@salmat.com.au or christine.brydon@salmat.com.au. Unless otherwise stated, publications are free. This list of publications is not exhaustive and while some titles may not appear under the Publications banner, they exist elsewhere on the website and may be accessed by using the site search field on the home page.

- Special Variation Guidelines, 23 November 2006
- Speech by the Minister for Local Government, the Hon Kerry Hickey MP, at the Local Government Association Conference, 30 October 2006
- A New Direction for Local Government – A Position Paper – October 2006
- Planning a Sustainable Future – Integrated Planning and Reporting For NSW Local Councils, 10 November 2006
- How to Access Council Information – factsheet, 24 October 2006
- Your Council – factsheet, 24 October 2006
- How to Have Your Say – factsheet, 24 October 2006
- How to Have Your Say – brochure, 24 October 2006
- Why Do You Pay Rates – brochure, 24 October 2006
- Your Council – brochure, 24 October 2006
- How to Access Council Information – brochure, 24 October 2006
- Restricted and Dangerous Dogs in NSW, 11 September 2006
- Dogs in Rural Communities, 11 September 2006
- Guidelines for the payment of expenses and the provision of facilities for Mayors and Councillors for Local Councils in NSW, 5 September 2006
- Standard Contract of Employment: Senior Staff (other than General Managers) of Local Councils in NSW, 5 September 2006
- Standard Contract of Employment: General Managers of Local Councils in NSW, 5 September 2006
- DLG Guarantee of Service, 8 August 2006
- Guidelines For The Compulsory Acquisition Of Land By Councils, 8 August 2006
- Stormwater Management Services Charge Guidelines , 26 July 2006
- Standard Contract of Employment – General Managers of Local Councils in NSW
- Pecuniary Interest Guidelines – June 2006
- Report of an Investigation in terms of Section 430 of the Local Government Act 1993 into Kyogle Council (excluding attachments).
- Stormwater Management Service Charge – Frequently Asked Questions (FAQs), 13 April 2006
- Special Variation Guidelines, 28 February 2006
- Fitting the Pieces Together – Integrated Planning and Reporting by NSW Local Councils, 9 February 2006
- On-Site Sewage Management System Survey – Consultant’s Report, 10 November 2005
- Council Rating and Revenue Raising Manual – Summary of Changes, 1 November 2005
- Council Rating and Revenue Raising Manual, 1 November 2005
- Applying for a Pensioner Concession Information Sheet, 1 November 2006
- Survey of Skills Shortages in NSW Local Government, 6 September 2005
- National Framework for Women in Local Government Information Kit for Councils, 10 June 2005
- Tweed Shire Council Public Inquiry – First Report, May 2005
- The Model Code of Conduct for Local Councils in NSW, 24 December 2004
- Guidelines for the Model Code of Conduct for Local Councils in NSW, 24 December 2005
- Future Options for Council Rating: Dealing with the separation of water from land under the Water Management Act 2000, 6 December 2005
- Corporate Plan 2004-2007, 1 December 2004
- Information Regarding Former Murrurundi Shire Council, 27 October 2004
- Structural Reform of Local Government in New South Wales – Map Local Government Areas, 15 September 2004
- Liverpool City Council: Public Inquiry: Final Report: Findings and Recommendations Volume 3 – (July 2004), 26 July 2004

- Cultural Planning Guidelines for Local Government, 8 July 2004
- Review of the Companion Animals Act 1998 – Report on the Act Review, 29 June 2004
- Lessons from the Liverpool City Council Experience: Recommendations for Public-Private Partnerships in Local Government: Volume 2, 28 June 2004
- Hardship Rate Relief Application Form, 15 June 2004
- Pensioner Concession Application Form, 15 June 2004
- Applying for a Pensioner Concession Information Sheet, 15 June 2004
- Memorandum of Understanding between the NSW Ombudsman and the Department of Local Government, 21 April 2004.
- Report of an Investigation in terms of Section 430 of the Local Government Act 1993 into Walgett Shire Council, 9 February 2004
- So You Are Thinking of Becoming a Local Government Councillor, 7 January 2004
- Pensioner Concession Application Form, 15 June 2004
- Applying for A Pensioner Concession Application Form, 15 June 2004
- Report of an Investigation in terms of Section 430 of the Local Government Act 1993 into Rylstone Shire Council, 11 December 2003
- Brochure – Social and Community Planning – Working Together to Benefit our Whole Community: Community Guide, 16 September 2003 (available in various languages)
- Home Pool Safety Checklist, 1 August 2003
- Department of Local Government Corporate Plan 2002-2005
- Department of Local Government Annual Report 1996/97, 1997/98, 1998/99, 1999/2000, 2000/01, 2001/02, 2002/03. 2003/2004.
- Evaluating Cross-Agency Programs: A Framework for Managing the Process, May 2003.
- Proclamation – Boundary Alteration – Sydney City, South Sydney and Leichhardt Councils, February 2003
- Social and Community Planning Reporting Guidelines, December 2002
- Social and Community Planning Reporting Manual, December 2002
- Report of an Investigation in terms of Section 430 of the Local Government Act 1993 into Warringah Council, October 2002
- Getting Australia Active – Towards Better Practice for the Promotion of Physical Activity, October 2004
- National Competition Policy – Review of the Local Government Act, October 2002
- Multicultural Forum Notes 2001 – from the Local Government Multicultural Forum hosted by Holroyd Council on 8 November 2001, August 2002
- Thinking about blowing the whistle – How to make a protected disclosure, June 2002
- Report of an Investigation under section 430 of the Local Government Act 1993 Re: Tweed Shire Council and Seaside City, June 2002
- Analysis of Council Data Collection System for Seizures of Cats and Dogs 2000/2001
- Analysis of Council Data Collection System for Seizures of Cats and Dogs 1999/2000
- Local Government Pecuniary Interest Tribunal Procedure – 2002
- Chapter Summary of the Local Government Act 1993 – Updated Information Paper No. 3, December 2001
- Report of an Investigation under section 430 of the Local Government Act 1993 Re: Tweed Shire Council and Kings Forest Estate, March 2002
- Dangerous Dog Survey 2001 – Report on Findings, February 2002
- Report on Crime Prevention Planning and Initiatives Survey, December 2001
- Review of the Children (Protection and Parental Responsibility) Act 1997, December 2001
- NSW Water Safety Framework 2001-2003, December 2001
- 2001/2002 Ethnic Affairs Priorities Statement (EAPS), December 2001
- Final Report – Evaluation of the NSW Government Policy Statement and Guidelines for Closed Circuit Television (CCTV) in Public Places, November 2001,
- Language Aide Kit – Ethnic Workers in Local Government Network, October 2001
- Report on Physical Activity Survey, July 2001
- Multicultural Forum Notes – held on Monday 6 November 2000 at Rockdale City Council, July 2001
- Strategic Tasks for Councils – 2001-2002, July 2001
- Report- Inquiry into the Structure of Local Government in Eight Council Areas in the Inner City and Eastern Suburbs of Sydney, July 2001
- Local Government and You: Information and Issues for Aboriginal People in NSW, July 2001
- Brochure – Your Local Government and You, July 2001
- Privacy, You and Your Local Council, March 2001
- Creating Active Communities – Physical Activity Guidelines for Local Councils, January 2001
- Candidates and Councillors 1999-2000 – Report on the Survey of Local Government Elected Members and

- Candidates for Elections held between September 1999 and August 2000, January 2001
- Candidates and Councillors 1995 – The 1995 Survey of Local Government Elected Members and Candidates, January 2001
- Dividing Fences Law, December 2000
- Disability Action Plan 2001-2003, December 2000
- Report of an Investigation under Section 430 of the Local Government Act 1993 Re: Ku-ring-gai Council, November 2000
- The Unintended Impact of National Competition Policy on Non Government Organisations – Preliminary Report December 1997, November 2000
- Minister's Second Reading Speech – Local Government Amendment Bill 2000, November 2000
- Privacy Management Plan, October 2000
- Local Government Filming Protocol, September 2000
- Swimming Pool Laws, August 2000
- Simply Active Everyday Progress Report 1999, August 2000
- NCP Review of the Local Government Act 1993 – Issues Paper, July 2000
- New South Wales Government Policy Statement and Guidelines for the Establishment and Implementation of Closed Circuit Television (CCTV) in Public Places, July 2000
- Report on Findings from the Evaluation of the Aboriginal Mentoring Program, May 2000
- Fact Sheet: Employment Screening, Child-Related Employment, February 2000
- Windouran Shire Council Public Inquiry Report, February 2000
- Management Planning for Local Government – Guidelines, January 2000
- Anti Discrimination Guidelines for Managers of Local Councils, January 2000
- Anti Discrimination Guidelines for Local Government Councillors, January 2000
- Environmental Guidelines – State of Environment reporting by Local Government, December 1999
- Bega Valley Shire Council Public Inquiry Report, August 1999
- Your council, August 1999
- How to have your say in council, August 1999
- Local Government Amendment (Amalgamations and Boundary Changes) Bill 1999 – Second Reading Speech, June 1999
- Lake Macquarie City Council Investigation Report, June 1999
- Annexures to the Lake Macquarie City Council Investigation Report, June 1999
- Bega Valley Shire Council – Investigation Report, May 1999
- Youth Consultation Checklist, May 1999
- Council Staff and Councillors' Views about Youth Consultation, May 1999
- Companion Animals Regulation 1999 and Regulatory Impact Statement, April 1999
- Circular to Veterinary Surgeons, March 1998
- Department of Local Government Guarantee of Service, December 2001
- Ministerial Guidelines on Alcohol Free Zones, November 1998
- Multiculturalism & Local Governance – A National Perspective, November 1998
- Simply Active Everyday: A plan to promote physical activity in NSW 1998-2002, October 1998
- Crime Prevention Resource Manual for Local Councils, October 1998
- Inquiry into Sydney City Council Election Procedure – Report (home page only) October 1998
- Minister's Second Reading Speech on the Local Government Amendment (Ombudsman's Recommendations) Bill 1998, September 1998
- Are Vehicles Trespassing On Your Land Or Blocking Your Driveway, August 1998 (home page only)
- Asset Accounting Manual Update No 4 (home page only)
- Comparative Information on NSW Local Government Councils – 1994/95, 1995/96, 1996/97, 1997/98, 1998/99, 1999/00, 2000/01, 2002/2003 and 2003/2004 (home page only).
- Council Staff and Councillor's Views About Youth Consultation, May 1999 (home page only)
- Competitive Tendering Guidelines, January 1997
- Disability Action Plan 2001-2003
- Dog and Cat Owners, Things You Need to Know About the Companion Animals Act (Brochure)
- Free Parking Area Agreements, August 1998 (home page only)
- Guidelines and Code of Practice for Dance Parties, April 1998 (under cover of circular)
- Guidelines for Dance Parties: Provision of Water at Dance Parties 1999 (under cover of circular)
- Guidelines for the Compulsory Acquisition of Land by Councils, January 1997
- Guidelines on the Management of Competitive Neutrality Complaints, October 1997
- How Local Councils Consult With Young People, October 1997 (home page only)
- How Young People Would Like to be Consulted, December 1998 (home page only)
- Local Government Act brochures: (also available translated into community languages) – Why do you pay rates?

- Local Government Code of Accounting Practice & Financial Reporting (home page only to update 10)
- Local Government Filming Protocol, September 2000
- Major and Special Events Planning – A Guide for Promoters and Council, October 1997 (home page only)
- Management Planning for NSW Local Government, Guidelines – January 2000
- Multiculturalism & Local Governance – A National Perspective, November 1998
- NSW Local Government Directory (home page only)
- Perspectives (Local Government Newsletter) Issues 1 – 20
- Pricing and Costing for Council Businesses – A Guide to Competitive Neutrality, July 1997
- Privacy, You and Your Local Council, March 2001 (home page only)
- Proposals To Encourage Regional Co-operation Between Local Government Authorities in NSW, January 1997 (home page only)
- Review of the Local Government Act 1993 – Report on the Act Review, June 1999 (home page only)
- The Unintended Impact of National Competition Policy on Non Government Organisations Preliminary Report, December 1997 (home page only)
- Under Careful Consideration: Key Issues for Local Government. Guidelines to Reduce Conflicts of Interest in Councils, March 1997 (home page only)

Local Government Pecuniary Interest and Disciplinary Tribunal Publications:

- Local Government Pecuniary Interest and Disciplinary Tribunal Procedure Manual – 2005 (replaces 2002 version).
- 2005 Annual Report, September 2005
- 2004 Annual Report, November 2004
- 2003 Annual Report, September 2003
- 2002 Annual Report, October 2002
- 2001 Annual Report, March 2001
- 2000 Annual Report, January 2000
- 1999 Annual Report, January 1999
- 1998 Annual Report, January 1998
- 1997 Annual Report, January 1997
- 1996 Annual Report, January 1996
- 1995 Annual Report, January 1995

Local Government Remuneration Tribunal Publications

- Report and Special Determinations of the Local Government Remuneration Tribunal, April 2006
- Report and Special Determinations of the Local Government Remuneration Tribunal, December 2005
- Report and Determination of the Local Government Remuneration Tribunal, April 2005
- Report and Determination on the Categorisation of Eastern Capital City Regional Council, November 2004
- Erratum – Report and Determination on the Categorisation of New and Reconstituted Councils, July 2004
- Report and Determination on the Categorisation of New and Reconstituted Councils, June 2004
- Report and Determination of the Local Government Remuneration Tribunal, May 2004
- Report and Determination of the Local Government Remuneration Tribunal, May 2003
- Report and Determination of the Local Government Remuneration Tribunal, May 2002
- 2001 Report and Determinations, April 2001
- 2000 Report and Determinations, May 2000
- 1999 Report and Determinations, May 1999
- 1998 Report and Determinations, April 1998

Local Government Grants Commission

- NSW Local Government Grants Commission – Annual Report 2005/2006, November 2006
- NSW Local Government Grants Commission – Annual Report 2004/2005, November 2005
- NSW Local Government Grants Commission – Annual Report 2003/2004, December 2004
- NSW Local Government Grants Commission – Annual Report 2002/2003, December 2003
- NSW Local Government Grants Commission – Annual Report 2001/2002, November 2002
- NSW Local Government Grants Commission – Annual Report 2000/2001, October 2001
- NSW Local Government Grants Commission – Annual Report 1999/2000, January 2001
- NSW Local Government Grants Commission – Annual Report 1998/1999, January 2000
- NSW Local Government Grants Commission – Annual Report 1997/1998, January 1999
- NSW Local Government Grants Commission – Annual Report 1996/1997, January 1998

Local Government Boundaries Commission

- Steps in the Inquiry Process
- Factors considered in relation to merger proposals
- Guidelines for Preparing Amalgamation Proposals, August 1999
- Social/Community Planning Guidelines, May 1998
- Social/Community Planning Manual, May 1998
- Guidelines for Assessing Social Impact, December 1997
- The Concept of Community Interest: A discussion paper which explores the concept of community of interest as it applies to local government, 1989

Septic Safe Publications (some also available on CD-Rom):

There are various brochures and papers available on the Septic Safe homepage accessible via the Department of Local Government homepage.

Companion Animals Publications:

There are various brochures and papers available on the Companion Animals homepage accessible via the Department of Local Government homepage.

Internal Circulars

The Department issues two types of internal circulars. The Director General issues special circulars to staff dealing with matters of major importance. The Manager, Business Services issues circulars covering a wide range of non-policy issues.

Procedure Manuals

The Department's procedure manuals and guidelines are concerned with internal management functions.

SECTION 2 – STATEMENT OF AFFAIRS

The Department's most recent Statement of Affairs is now available. Copies can be obtained free of charge from the FOI Co-ordinator, Department of Local Government, Locked Bag 3015 NOWRA NSW 2541 and from the Department's homepage at www.dlg.nsw.gov.au.

SECTION 3 – ACCESS TO DEPARTMENTAL DOCUMENTS**Informal Access**

The Department's general philosophy towards its affairs is openness. Any reasonable request for access to the documents held by the Department will be favourably considered and wherever possible access will be arranged informally and free of charge. However, there are inhibiting factors and these need to be understood and acknowledged. They include:

- the time and resources which may be involved in providing access;
- the political sensitivity of the material;
- the rights to privacy of others who may be affected by the disclosure of the information.

Personal information about members of the public

Members of the public seeking to amend Departmental documents about their personal affairs should contact the FOI Co-ordinator. In most cases, a written application will be required in terms of the FOI Act. Proof of the amendments being requested will also be required – what such proof will be may vary from case to case.

Formal FOI Applications

Should an informal request for access to documents be refused, or if for some other reason a person wishes to make a formal application under the Freedom of Information Act, such an application should be addressed to the FOI Co-ordinator. Formal applications should be accompanied by a fee of \$30.

Enquiries and Applications

Enquiries, requests and formal FOI applications should be directed to the FOI Co-ordinator at the address below between the hours of 9.30 am and 5.00 pm.

Department of Local Government
Level 2
5 O'Keefe Avenue
Nowra NSW 2541

or

Locked Bag 3015
Nowra NSW 2541
Phone: (02) 4428 4217

It is strongly suggested that members of the public telephone the FOI Co-ordinator before attending or lodging FOI applications to ensure that documents are available or can be made available when required.

Fees and Charges

Fees and Charges are summarised below.

<i>Nature of Application</i>	<i>Application Fee</i>	<i>Processing Charge</i>
Access to records by natural persons about their personal affairs	\$30*	\$30/hr after first 20 hrs*
All other requests	\$30*	\$30/hr**
Internal review	\$40**	Nil
Amendment of records	Nil ***	Nil

* subject to 50% reduction for financial hardship and public interest reasons
** refunds may apply as a result of successful internal reviews and successful applications for amendments of records
*** no application fees are charged for internal reviews in relation to amendment of records

Fees and charges outlined above are pursuant to the Freedom of Information (Fees and Charges) Order 1989.

ACCESS TO PERSONAL INFORMATION UNDER THE PRIVACY AND PERSONAL INFORMATION PROTECTION ACT 1998

The Department has adopted a privacy management plan which sets out its policies and practices for dealing with privacy and personal information. The plan is accessible on the Department's web site at www.dlg.nsw.gov.au.

Members of the public may find the following sections to be of particular interest – Section 4.1 (“Classes of Personal Information and Compliance with IPPs”); Section 4.2 (“The Notification, Access and Alteration Process”); and Section 5 (“The Internal Review Process”).

A person's rights of access under the Privacy legislation are quite separate from his or her rights under the Freedom of Information legislation, but are limited to “personal information” as defined in the Privacy legislation.

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

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

- Lotto Rules
- Lotto Strike Rules
- OZ Lotto Rules
- Powerball Rules
- 6 From 38 Pools Rules
- Lucky Lotteries Rules
- Instant Scratchies Rules
- Advertising Code of Practice
- Annual Reports
- Australian Lotteries Industry Code of Practice
- “How to Play” pamphlets for all games
- “A Player’s Guide to Claiming Prizes” brochure
- “Players Club” brochure
- “Welcome to the Players Club!” brochure
- NSW Lotteries Privacy Policy
- NSW Lotteries Code of Conduct
- Brochures relating to the NSW Lotteries’ Policy for Appointing Agencies

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

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

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

SECTION 2 – STATEMENT OF AFFAIRS

The most recent Statement of Affairs has been published in the Corporation’s 2005/06 Annual Report and copies of the Statement may be obtained (free of charge) by contacting the FOI Coordinator.

SECTION 3 – CONTACT ARRANGEMENTS

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

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

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

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

SECTION 1 – POLICY DOCUMENTS

The MAA has the following policy documents:

- 10 Step Guide to Recruitment (March 2002)
- A Chiropractors guide to the NSW Motor Accidents Scheme (April 2003) *
- A Physiotherapist's guide to the NSW Motor Accidents Scheme (March 2003) *
- A Providers Guide to Decisions on Reasonable and Necessary Treatment, Rehabilitation and Attendant Care (June 2002) *
- Suspension of NSW CTP Licences
- Applications for NSW CTP Licences
- Assets Disposal (March 2003)
- Assessment of Brain Injuries – Information for Assessors*
- Assessment of Brain Injuries – Information for the Injured Person*
- Assessment of Brain Injuries – Information for the Injured Person – Neuropsychological Assessments*
- Assessment of Brain Injuries – Protocol*
- Care and support services – Communication procedures for the NSW Motor Accidents Scheme (February 2004)*
- CARS Assessors' Code of Conduct (June 2006)
- CARS Assessors' Fee Schedule (June 2006)
- CARS Assessors' Terms of Engagement (June 2006)
- Case management in the Motor Accidents Scheme (2003) *
- Claims Assessment Guidelines (May 2006) *
- Claims Assessment Guidelines (Pre-1 May 2006) *
- Claims Handling Guidelines (reissued September 2006) *
- Claims Register Access
- Code of Conduct (April 2002)
- Corporate Governance Statement (January 2003) *
- Electronic Messaging and Internet Access Policy (October 2005)
- Employment of Relatives or Family Members in MAA Policy (August 2004)
- Equal Employment Opportunity Management Plan 2003-06 (June 2003)
- Ethnic Affairs Priorities Statement and Implementation Plan 2003-2006 (May 2003)
- Excess Recreation Leave Policy (March 2006)
- Exit Interview Programme (October 2004)
- Flexible Working Hours Agreement (June 2002)
- FOI Statement of Affairs (June 2006) *
- Grievance Management Policy and Procedures (revised August 2004)
- Guidelines for levels of attendant care for people who have a spinal cord injury and can claim under the Motor Accidents Scheme (March 2002) *
- Guidelines for organising neuropsychological assessments and reports for NSW CTP claims (August 2000)*
- Harassment Free Workplace (revised November 2005)
- Induction Policy and Program (April 2005)
- Information Management & Technology Strategic Plan 2006-2009
- Information Security Policy (October 2005)
- MAA Corporate Plan 2003-2006 (revised 2005)
- MAA Disability Action Plan 2003-06 (June 2003)
- MAA DRIVES24 User Guidelines (April 2005)
- MAA Injury Coding Guidelines
- MAA Internal Communication (May 2003)
- MAA Job Evaluation Policy (revised July 2005)

- MAA Medical Guidelines – Guidelines on the assessment of the degree of permanent impairment of an injured person (September 2005) *
- MAA Medical Guidelines – Guidelines on the assessment of the degree of permanent impairment of an injured person (March 2000) *
- MAA Regulatory & Enforcement Policy (October 2005)
- MAAS Procedures Manual – covering internal procedures in the areas of registry, preliminary assessments, medical appointments, additional correspondence, CARS exemptions and assessments, MAS reports, MAS reviews
- Market Practice Guidelines (revised January 2006)*
- The Review Panel Process – Practice Note 3/2005 (23 March 2006)*
- MAS Assessors Code of Conduct (June 2006)
- MAS Assessors Fee Schedule (January 2006)
- MAS Assessors' Certificates of Determination and Statement of Reasons Formats (March 2005 and January 2006)
- MAS Assessors terms of Engagement (June 2006)
- MAS Assessors' "Information for conducting a medical assessment under s 61 of the Motor Accidents Compensation Act 1999" (July 2003)
- Matching client needs and support worker skills in the NSW Motor Accidents Scheme (August 2003) *
- Medical Assessment Examination *
- Medical Assessment Guidelines (May 2006) *
- Medical Assessment Guidelines (Pre-1 May 2006) *
- Medical Review Panel Certificate of Determination and Statement of Reasons Formats (October 2005)
- Medicolegal examinations
- Mergers and Takeovers involving NSW CTP Insurers
- Minor Dental Assessments – Information Sheet for Stakeholders*
- Minor Skin Assessments – Information Sheet for Stakeholders*
- Mobile Phone Policy (August 2004)
- Occupational Health and Safety Policy (February 2005)
- Premium Determination Guidelines*
- Preparation for a Review Panel – Practice Note 2/2005 (1 November 2005)*
- Privacy Management Plan (August 2004)
- Protected Disclosures Policy & Guidelines (February 2002)
- Rehabilitation Communication Procedures for the NSW CTP Scheme (April 2003) *
- Resolving Medical Disputes – What to do if you and your CTP insurer have a disagreement about your treatment, rehabilitation and/or attendant care services (January 2001) *
- Review of Sick Leave Policy (March 2006)
- ROADS – Review of Achievements and Development Scheme (revised February 2005)
- Schedule of Premium Relativities
- Section 45 Interim Dispute Resolution Procedure
- The Role of the Review Panel – Practice Note 1/2005 (1 November 2005)*;
- Traumatic Brain Injury Care and Support Protocols for adults in the NSW CTP Scheme
- Traumatic Brain Injury Care and Support Protocols for children in the NSW CTP Scheme
- Travel Policy and Procedures (November 2005)
- Treatment, Rehabilitation and Attendant Care Guidelines for Conditionally Licensed CTP Insurers (May 2004)*
- Treatment, Rehabilitation and Attendant Care Guidelines for Currently Licensed CTP Insurers (September 2006)*
- Use of Taxis (March 2002)
- Waste Reduction and Purchasing Plan 2003-2006 (July 2003)
- Who needs 24 hour care in the CTP Scheme? (January 2006)
- Workers Compensation and Injury Management (December 2004)
- Working from Home Policy and Procedures (December 2003)

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

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

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

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

SECTION 2 – STATEMENT OF AFFAIRS

The MAA's Statement of Affairs is published on the Motor Accidents Authority website www.maa.nsw.gov.au each year. Copies of the Statement of Affairs can be obtained by contacting the FOI Coordinator.

SECTION 3 – CONTACT ARRANGEMENTS

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

FOI Coordinator
Motor Accidents Authority/ Office of the Motors Accidents Authority
Level 22, 580 George Street
Sydney NSW 2000

or

FOI Coordinator
Motor Accidents Authority/ Office of the Motors Accidents Authority
DX 1517 Sydney

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

David Bowen
General Manager

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

SECTION 1 – POLICY DOCUMENTS

Newcastle Port Corporation's Policy Documents are:

- Marine Pollution Incident Investigation and Prosecution Procedures.

SECTION 2 – STATEMENT OF AFFAIRS

A copy of the Corporation's Statement of Affairs can be provided by contacting the Corporation's Freedom of Information Officer.

SECTION 3 – CONTACT ARRANGEMENTS

Contact arrangements for Newcastle Port Corporation are:

Michael Dowzer,
Newcastle Port Corporation,
PO Box 663,
Newcastle NSW 2300
Email: mail@newportcorp.com.au
Phone: (02) 4985 8222
1800 048 205

Inspection or purchase may be arranged during normal business hours. Most of the documents listed above are available for inspection or purchase upon application to the NPC FOI Officer. Requests under the Freedom of Information Act for access to documents held by the NPC must be made in writing with a \$30 fee.

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****NORTH COAST AREA HEALTH SERVICE**

The Summary of Affairs of the North Coast Area Health Service covers the Area Offices, Division of Population Health and Planning, Community Health Services, Ballina District Hospital, Bellinger River District Hospital, Bonalbo Hospital, Byron District Hospital, Campbell Hospital – Coraki, Casino & District Memorial Hospital, Coffs Harbour Base Hospital, Dorrigo Multi Purpose Service, Grafton Base Hospital, Kempsey District Hospital, Kyogle Memorial Health, Lismore Base Hospital, Macksville District Hospital, Maclean District Hospital, Mullumbimby & District War Memorial Hospital, Murwillumbah District Hospital, Nimbin Multi Purpose Service, Port Macquarie Base Hospital, The Tweed Hospital, Urbenville Rural Hospital and Health Service Project (RHHSP), Wauchope District Memorial Hospital and other public health services.

SECTION 1 – POLICY DOCUMENTS

The following policies and documents are produced by the North Coast Area Health Service, individual Hospitals and Services and may be accessed for information.

Area Office

- Aboriginal Health Plan
- Aboriginal Health Strategic Plan
- Access To Unregistered Medications Through The Special Access Scheme
- Administration of Medications by Enrolled Nurses Policy
- Alcohol and Other Drugs Manual
- Adult Patient Assessment Tool and Care Plan for North Coast Area Health Service Hospitals
- Annual Report
- Area Asset Strategic Plan
- Area Clinical Services Plan 2002-2007
- Area Fire Safety Policy
- Area Health Plan
- Area Renal Services Plan
- Area Strategic Plan
- Assessment and Management of Depression in the Elderly
- Audit Committee Terms of Reference
- Blood alcohol testing for drivers and pedestrians injured in road accidents.
- By-laws of the North Coast Area Health Service
- Child Protection Policy and Procedures Manual
- Child, Youth and Family
- Clinical Services Policy Manuals
- Clinical Supervision Policy
- Code of Conduct, NSW Health
- Community Health Service Emergency Procedures Handbook
- Community Participation Policy
- Complaints Management, Policy and Procedure
- Complementary Medicines for Inpatients, Guidelines
- Consent for Medical / Nursing Intervention
- Consent to Medical Treatment Policy
- Consumer Rights and Responsibilities
- Contractor Occupational Health and Safety Management
- Correct Patient, Correct Site, Correct Procedure Policy and Model Procedure
- Critical Care Network Plan
- Critical Incident Policy
- Dementia Care Plan
- Diabetes Service Policy Documents
- Discharge Planning Policy
- Domestic Violence Implementation Plan

- Early Notification of Severe Trauma
- Early Psychosis Policy
- Environmental Scoping Plan
- Family Planning Service Protocols and Procedures
- Food and Nutrition Policy
- Fraud Prevention and Control Plan
- General Reference Manual
- Guidelines for Fire Safety in Health Care Facilities
- Guidelines for Reportable Incidents
- Health Research conducted within NCAHS, Process for review and approval
- HIV/HCV Policy
- HIV/Sexual health and Hepatitis C Service Plan 2003 – 2006
- Identified Special Needs Patients, Smoke Free Workplace Policy
- Infection Control Guidelines
- Information Security Policy
- Interim Policy on the Management of People with Disabilities in Hospitals
- Latex Allergy and Prevention Pamphlet for Health Care Consumers
- Long Term Residential Care Patients – Smoke Free Workplace
- Management of a Complaint or Concern about a Clinician
- Management of Abuse of Disabled and Older People
- Management of Clinical Adverse Events and Near Misses Policy
- Management of Medical Officer and GP details in the Patient Administration System
- Management of Opioid Dependent Persons Admitted to Public Hospitals
- Management of Water Quality for Haemodialysis
- Management of Workplace Aggression and Violence
- Mental Health Plan
- Mental Health Strategic Plan
- Methadone Maintenance Treatment
- Needle and Syringe Program Policy
- No Cardio Pulmonary Resuscitation Policy
- Nursing drug and Alcohol Policy
- Personal Information Privacy Policy
- Opioid Pharmacotherapy Maintenance Treatment
- Opportunistic Immunisation Policy
- Ordering of Pathology and Radiology requests and referral to specialists by non-medical clinicians Policy
- Orthodontics Policy
- Paediatric Surgery Policy For Richmond Valley Hospitals Handling Injuries
- Palliative Care Service
- Patient Valuables and Belongings
- Payment to Visiting Medical Officers, Visiting Dental Officers and General Practitioners
- People Experiencing Mental Illness, Smoke Free Workplace
- PEP – Post Exposure Prophylaxis for Occupational & Non-occupational Exposures Policy, Guidelines & Clinical Flowchart
- Personal Health Information, Release of, Policy
- Policy on the Introduction (By Healthcare Professionals) of Complementary Therapies and Complementary Medicines
- Postnatal Depression/Perinatal Mood Disorders Area Policy
- Pre-employment Criminal Records Screening
- Prevention and Management of HIV & Hepatitis Infection in Health Care Workers Policy
- Process for review and approval of all health research conducted within the NCAHS
- Professional Accountability and Clinical Governance for Northern Rivers Area Health Service Nurses
- Progressing Quality in the NRAHS
- Protected Disclosures Policy
- Quality Policy Statement
- Quality issue alerts for clinical products (equipment and/or Consumables)
- Recall of Clinical Products (Equipment and/or Consumables)
- Release of Personal Health Information Policy
- Responding to Allegations of Child Abuse Against Employees
- Restraint Policy
- Revenue Policy

- School Health Nursing Policy
- Security of Health Records / Personal Health Information
- Security Policy
- Sexual Assault Policy Manual
- Sexual Health and Blood-borne Viruses Strategic Plan
- Sexual Health and Hepatitis C Plan
- SHOP – Sexual Health Operational Procedures
- Smoke Free Community Visits Policy
- Smoke Free Health Care Policy
- Standard procedures for the handling of accountable items during surgery in the operating theatres
- Telehealth Services – Access and Administration
- Tobacco Plan
- Use of Mobile Telephones in Health Care Facilities
- Women’s Health Nurse Policy
- Women’s Health Strategic Plan
- Write off of “excess” amounts from private inpatients hospital accounts Policy
- Write-off and Deductible fees Policy
- Zero Tolerance to Violence

Mental Health Services.

- Area Mental Health Risk Management Plan
- Clinical Policy and Procedures Manual
- General Policy and Procedures Manual
- Collaborative Services, Drug & Alcohol and Mental Health Services
- Physical Restraint Procedures
- Privacy & Confidentiality Policy
- School Link Policy

Hospitals and Community Health Services

Community Health Services

Ballina Community Health

- Administration and Reception Policy and Procedure Manual – Ballina Site
- Complaints Manual – Ballina Site
- Critical Incident Policy Manual – Ballina Site
- Development 0 – 5 years Policy and Procedures
- Emergency Procedures Manual
- Hospital/Shire and DOCS Welfare Disaster Plans
- Occupational Health and Safety Manual
- Paediatric Occupational Therapy Policy Manual
- Papanicolau (PAP) Test Policy
- Physiotherapy Policy and Procedure Manual
- Policy and Procedures for Use and Transportation of Beds for Clients of Ballina Primary Care
- Risk Management and Claims Manual – Ballina Site
- Safe Operating Procedures
- Safety and Security Manual – Ballina Site
- School Health Nursing Policy
- Service Delivery Plans for Paediatric Therapy Services
- Speech Pathology Policy Manual
- Team Planning Manuals containing: Area Health Plan, Demographic Profiles, Performance Agreements and Strategic Directions.
- Use of Facilities by Visiting Clinicians Providing Services to Privately Referred Outpatients Policy

Byron Bay Community Health

- Administration and Reception Policy and Procedure Manual
- Dementia Care Policy Manual
- Hospital/Shire and DOCS Welfare Disaster Plans
- Physiotherapy Policy and Procedure Manual
- Safe Operating Procedures
- Safety and Security Policy – Byron Hospital/CHC
- Service Delivery Plans
- Speech Pathology Policy Manual

- Team Planning Manuals containing: Area Health Plan, Demographic Profiles, Performance Agreements and Strategic Directions.
- Use of Facilities by Visiting Clinicians Providing Services to Privately Referred Outpatients Policy
- Visiting Medical Officers Liaison Policy

Casino Community Health

- Disaster Plans – NSW Health Plan, Local Plan
- Domestic Violence Policy and Protocol Manual
- Health Records and Information – Manual for Community Facilities
- Occupational Health and Safety Manual
- Primary and Extended Care Policy and Procedures Manual
- Quality Plan for Casino Primary Health Care
- Rights and Responsibilities Pamphlet
- Staff and Services Pamphlet

Coraki Community Health

- Critical Incident Manual
- Emergency and Special Procedures Manual
- Intravenous Therapy
- Operational Policy and Procedure Manual
- Policy and Guidelines for Parental Administration of Medications
- Protocols and Standing Orders for Medication Administration
- Rehabilitation Unit Policy and Procedure Manual
- Security and Safety Policy and Procedure Manual

Grafton Community Health

- Child and Family Policy & Procedures
- Child Protection Policy and Procedures
- Community Health Policy and Procedures Manual
- Community Nursing Policy and Procedures
- Counter Disaster Plan
- Early Childhood Policy and Procedures
- Healthplan
- Patient Matters Manual
- Safety and Security Manual

Kyogle Community Health

- Kyogle Community Health Brochure / Rights of Consumer
- Kyogle Memorial Hospital General Reference Manual

Mullumbimby Community Health

- Emergency Procedures Manual
- Hospital/Shire and DOCS Welfare Disaster Plans
- Mullumbimby Community Health Elective Surgery Transport Scheme
- NRAHS General Reference Manual
- NSW Disaster Planning Manual
- Physiotherapy Policy and Procedure Manual
- Safe Operating Procedures
- Use of Facilities by Visiting Clinicians Providing Services to Privately Referred Patients
- Visiting Medical Officers Liaison Policy

Murwillumbah Community Health

- By-Laws

Primary Health and Extended Care Directorate (former MNCAHS sites) Community Health

- Area Oxygen And Respiratory Guidelines and Procedure Manual
- Diabetes Service Policy Documents
- Handling and Administration of medication by community based health care services
- Feed the Family Guidelines
- Palliative Care Policies
- Sexual Assault Service Procedures
- Women's Health Nurses Procedures and Protocols
- Wound Management Guidelines

Southern Cluster Community Health Services

- Aged Care Assessment Team – Intake Prioritisation Procedure
- Assessment Care and Discharge Planning Policy
- Consent Policy
- Disaster Response Policy
- Health Promotion Policy
- Intake Policy
- Quality Improvement Policy
- Risk Management Policy – Maclean

Tweed Heads Community Health

- By-Laws
- Critical Incident Manual: Policy and Guidelines
- Disaster Plans
- General Management Policy and Procedures Manual
- Mental Health Policy and Procedures Manual 1 and 2
- Safety and Security Policy

Western Cluster Community Health Services

- Clients Rights and Responsibilities Policy
- Community Health Western Business Plan
- Community Health Western Strategic Plan
- Disaster Policy
- General Reference Manual
- Quality Improvement Policy

Sexual Health and Needle and Syringe Exchange

- NRAHS HIV/BBC Strategic Plan
- NRAHS Sexual Health Promotion Plan

Hospitals***Ballina District Hospital***

- NRAHS General Reference Manual
- Occupational Health and Safety Manual
- Policy and Clinical Practice Manual
- Policy and Guidelines for Parental Administration of Medications
- Protocols and Standing Orders for Medication Administration
- Occupational Health & Safety Policy and Procedure Manual
- Safe Operating Procedures
- Safety and Security Manual
- Disaster manuals

Bellinger River District Hospital

- Clinical Policies and Procedures Manual
- General Policy and Procedures Manual

Bonalbo Hospital

- Patient Matters Manual
- Safety and Security Manual
- Disaster manuals

Byron District Hospital

- Burns Management and Transfer Guidelines
- Child Protection Policy and Procedure
- Safety and Security Manual
- Patient Information Manual
- Occupational Health and Safety Policy
- Manual Handling Policy

Campbell Hospital – Coraki

- Management of Burns
- Multicultural Resource Manual

- NCAHS General Reference Manual
- Operational Policy and Procedure Manual
- Security and Safety Policy and Procedure

Casino & District Memorial Hospital

- Operational Policy Manual
- Nursing Policy Manual
- Patient Information
- Quality Activity Plans

Coffs Harbour Health Campus

- Administration Policy and Procedure Manual
- Biomedical Engineering Policy and Procedure Manual
- Birthing Unit Policy and Procedure Manual
- Central Sterilising Services Department Policy and Procedure Manual
- Community Health Policy and Procedure Manual
- Day Surgery Policy and Procedure Manual
- Emergency Policy and Procedure Manual
- General Policy and Procedure Manual
- Infection Control Policy and Procedure Manual
- Intensive Care Unit / Coronary Care Unit Policy and Procedure Manual
- Medical Imaging Policy and Procedure Manual
- Medical Records Policy and Procedure Manual
- Medical Unit Policy and Procedure Manual
- Neonatal Nursery Policy and Procedure Manual
- Obstetrics Policy and Procedure Manual
- Oncology Policy and Procedure Manual
- Paediatrics Policy and Procedure Manual
- Pathology Policy and Procedure Manual
- Pharmacy Policy and Procedure Manual
- Physiotherapy Policy and Procedure Manual
- Primary Health Policy and Procedure Manual
- Rehabilitation Policy and Procedure Manual
- Social Work Policy and Procedure Manual
- Speech Pathology Policy and Procedure Manual
- Surgical Ward Policy and Procedure Manual

Dorrigo Multi Purpose Centre

- NRAHS HIV/BBC Strategic Plan
- NRAHS Sexual Health Promotion Plan

Grafton Base Hospital

- Admission and Discharge Policy
- Clinical Policy and Procedure Manual
- General Policy and Procedure Manual

Kempsey District Hospital

- Clinical Policy and Procedure Manual
- General Policy and Procedure Manual

Lismore Base Hospital

- Clinical Policy and Procedure Manual
- CSSD (Central Sterile Supply Dept) Reference Manual
- Fees Procedures Volumes 1 and 2
- General Policy and Procedure Manual
- Intensive Care Clinical Practice Manual
- Intravenous Therapy Manual
- LBH Patient Information Guide
- Midwife Resource Manual
- Operation Suites Policy and Procedure Manual
- Paediatric Clinical Practice Manual
- Pain Management Manual

- Pathology Manual
- Pharmacy Policy and Procedures
- Physiotherapy Policy and Procedure
- Policy and Procedure Manual – Radiology
- Protocols – Anaesthetic Department
- Radiation Safety Manual
- Recovery Policy and Procedure Manual
- Renal Unit Policy and Procedures Manual
- Security Manual
- Special Care Nursery Policy and Procedures Manual
- Speech Pathology Policy and Procedures Manual
- Women’s Care (Maternity) Unit Policy and Procedures Manual

Maclean Hospital

- Administration Policy and Procedures Manual
- Emergency Policy and Procedures Manual
- General Policy and Procedures Manual
- Nursing Policy and Procedures Manual
- Operating Theatre Policy and Procedures Manual

Mullumbimby & District War Memorial Hospital

- Burns Management and Transfer Guidelines
- Child Protection Policy and Procedure
- Disaster Plan
- Infection Control Manual
- Infectious Diseases Manual
- Management Guidelines, Snake and Spider Bite
- Occupational Health and Safety Policy
- Patient Matters Manual
- Safety and Security Manual

Murwillumbah District Hospital

- Admission and Discharge Policy
- Airport Emergency Plan
- Assessment and Rehabilitation Policy and Procedure Manual
- Disaster Manual
- Emergency Preparedness Manual
- Infection Control Manual
- Medical Records Policy and Procedure
- Occupational Health and Safety Manual

Nimbin Multi Purpose Centre

- Case Plans Policy
- Clinical Policy and Procedures Manual
- Community Aged Care Packages Resource Book and application forms
- Disaster Plan
- Emergency Care Protocols (Adult and paediatric)
- Nurse Practitioner Nimbin Health Practice Guidelines
- Nursing Standards Manual
- Patient Information Booklet (Rights and responsibilities)
- Residential Care Admission Information and Application Package
- Wound Management Guidelines

Port Macquarie Base Hospital

- NRAHS HIV/BBC Strategic Plan
- NRAHS Sexual Health Promotion Plan

The Tweed Hospital

- CIAP Clinical Practices Guidelines
- Clinical Risk Management Programme
- Continuum of Care, General Manual
- Emergency Department Clinical Practice Guidelines, Adult.

- Emergency Department Clinical Practice Guidelines, Clinical Skills
- Emergency Department Clinical Practice Guidelines, Paediatric
- General Policy and Procedures Manual
- Tweed Emergency Preparedness Manual
- Tweed Hospital Clinical Practice Manual

Directorate of Population Health, Planning and Performance

- Consent Forms
- Home Visits Protocol
- List of Appointed Medical Referees
- Notifiable Diseases Manual

SECTION 2 – STATEMENT OF AFFAIRS

A copy of the Statement of Affairs is available in the North Coast Area Health Service Annual Report, copies of which can be obtained from the officer whose contact details appear in Section 3.

SECTION 3 – CONTACT ARRANGEMENTS

Inquiries in relation to the inspection or purchase of the Area's policy documents can be made with the officer listed below between the hours of 8.30am and 5.00pm.

Area Records Manager
North Coast Area Health Service
Locked Mail Bag 11
Lismore NSW 2480
Telephone: 02 6620 2100

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****NORTHERN SYDNEY AND CENTRAL COAST AREA HEALTH SERVICE**

The Summary of Affairs of the Northern Sydney and Central Coast Area Health Service covers the Area Executive Unit, The Directorate of Clinical Operations, The Directorate of Workforce, The Directorate of Finance, The Directorate of Nursing & Midwifery, the Directorate of Clinical Governance, The Directorate of Population Health, Planning & Performance. In terms of Health Service Facilities and Services, the Summary of Affairs includes the following: Macquarie Hospital, Hornsby Ku-ring-gai Health Service which incorporates Hornsby Hospital and Community Health Services, The Northern Beaches Health Service which incorporates both Manly and Mona Vale Hospitals & Community Health Services and the Royal North Shore and Ryde Health Service which incorporated Royal North Shore and Ryde Hospitals & Community Health Services, Royal Rehabilitation Centre, Sydney, Hope Healthcare Group (Greenwich and Neringah Hospitals & Graythwaite Nursing Home) and Northern Sydney Home Nursing Service, The Central Coast Health Service which incorporates Gosford, Wyong and Woy Woy Hospitals, Long Jetty Healthcare Centre and Community Health Services.

SECTION 1 – POLICY DOCUMENTS

The following policies and documents are produced by the Area Health Service and may be accessed for information:

- Area By-Laws
- Area Performance Agreement
- Public Health Unit Demographic Update
- Area Newsletters – better health bulletin
- Community Health Services Plan
- Manual Handling Policy
- Motor Vehicle Policy
- Fundraising Policy
- Media Policy
- Pre-Employment Criminal Records Screening
- Framework for Quality
- Critical Incident Policy
- Organisational Chart
- Annual Report 2006
- Code of Conduct
- Delegation Manual
- Occupational Health & Safety Manual
- Mental Health Services Plan
- HEALTHPLAN
- Better Practice Guidelines for Patient Management
- Sexual Harassment
- Grievance Procedures
- Complaints management policy
- Recruitment & Employment Procedures
- Equal Employment Opportunity
- Critical Operations Standing Operating Procedures (COSOPS)
- Developing solutions with the community – northern beaches consultation document
- Community Health Strategic Plan Implementation: Child and Family Health Services.

The following policies and documents are produced by individual Hospitals and may be accessed for information:

- Departmental policy and procedure manuals
- Quality Assurance plans
- Admission and discharge policies
- Patient information brochures

- Local newsletters
- Infection Control Manuals
- Occupational Health & Safety manuals
- Accreditation documents
- Disaster plans
- Staff handbooks

SECTION 2 – STATEMENT OF AFFAIRS

The Freedom of Information Act (1989) was introduced to allow members of the public the right to view, obtain copies and amend documents held by government agencies.

The number of FOI requests for personal information contained in medical records has decreased since the initial FOI Act was passed in 1989. This is due primarily to the adoption of the NSW Health Department Circulars 90/126 and 94/75 that allow requests for personal medical records to be dealt with directly and without the need for a formal FOI application. Both staff and community have continued to report positively on the adoption of this procedure.

SECTION 3 – CONTACT ARRANGEMENTS

Inquiries in relation to the inspection of policy documents and Statement of Affairs can be made with the FOI Officer listed below:

FOI Contact Officer
Northern Sydney and Central Coast Area Health Service
Locked Mail Bag 2915
Central Coast Business Centre 2252
Telephone: (02) 4320 3220

FREEDOM OF INFORMATION ACT 1989

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

SUMMARY OF AFFAIRS

of the

OFFICE OF THE OMBUDSMAN

FOI Agency No. 31

SECTION 1 – POLICY DOCUMENTS

This is the Summary of Affairs of the Office of the Ombudsman for the period ending 31 December 2006. The Ombudsman holds the following policy documents as defined in the Freedom of Information Act. Each document is available for inspection or purchase.

Inter-agency arrangements

Arrangements between Administrative Decisions Tribunal of New South Wales and the NSW Ombudsman
C@tsi Tri Agency Agreement between NSW Police, the PIC and the Ombudsman for the Customer Assistance Tracking System (under review by NSW Police)

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

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

Determination by the NSW Ombudsman under Section 25CA of the Ombudsman Act concerning the non-government schools under the authority of the Catholic Archbishop of Canberra & Goulburn

Determination by the NSW Ombudsman under Section 25CA of the Ombudsman Act concerning the non-government schools under the authority of the Catholic Archbishop of Sydney

Determination by the NSW Ombudsman under Section 25CA of the Ombudsman Act concerning the non-government schools under the authority of the Catholic Bishop of Armidale

Determination by the NSW Ombudsman under Section 25CA of the Ombudsman Act concerning the non-government schools under the authority of the Catholic Bishop of Bathurst

Determination by the NSW Ombudsman under Section 25CA of the Ombudsman Act concerning the non-government schools under the authority of the Catholic Bishop of Broken Bay

Determination by the NSW Ombudsman under Section 25CA of the Ombudsman Act concerning the non-government schools under the authority of the Catholic Bishop of Lismore

Determination by the NSW Ombudsman under Section 25CA of the Ombudsman Act concerning the non-government schools under the authority of the Catholic Bishop of Maitland-Newcastle

Determination by the NSW Ombudsman under Section 25CA of the Ombudsman Act concerning the non-government schools under the authority of the Catholic Bishop of Parramatta

Determination by the NSW Ombudsman under Section 25CA of the Ombudsman Act concerning the non-government schools under the authority of the Catholic Bishop of Wagga-Wagga

Determination by the NSW Ombudsman under Section 25CA of the Ombudsman Act concerning the non-government schools under the authority of the Catholic Bishop of Wilcannia-Forbes

Determination by the NSW Ombudsman under Section 25CA of the Ombudsman Act concerning the non-government schools under the authority of the Catholic Bishop of Wollongong

Determination by the NSW Ombudsman under Section 25CA of the Ombudsman Act concerning the Department of Education and TAFE Commission

Determination by the NSW Ombudsman under Section 25CA of the Ombudsman Act concerning Barnardos

Determination by the NSW Ombudsman under Section 25CA of the Ombudsman Act concerning the Association of Independent Schools

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

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

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

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

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

PCCM Wide Area Network Service Level Agreement NSW Police, the PIC and the Ombudsman

General policies

Access and Equity Action Plan

*Access Control Policy

*Business Continuity Policy

*Business Continuity Plan

Child Protection Policy

Code of Conduct

Community Services Functions and Powers of the Ombudsman

Compliments and Complaints Policy

Consultation with the Ombudsman under Division 2 of the FOI Act

Disability Action Plan

Disclosure of Information Policy

Ethnic Affairs Priority Statement (being updated)

FOI Standard Letters and Procedures

Guarantee of Service [contained in the Statement of Corporate Purpose]

Harassment Prevention Policy

Internal Reporting Policy – Protected Disclosures Act

Interviewing Complainants Policy and Procedures

Key Performance Indicators

Media Policy

Mediation Protocol for the Ombudsman's Office

Privacy Management Plan

*Procedure Manual – Child Protection Team

*Procedure Manual – Community Services Division – Complaints Procedures (sections 2-3 only – other sections in development)

*Procedure Manual – Community Services Division – Complaints Handling Reviews

*Procedure Manual – General Team

*Procedure Manual – Official Community Visitor Scheme

*Procedure Manual – Police Team

*Procedure Manual – Section 19

Request for Review of Ombudsman Decision Policy

*Secure Monitoring Unit policy and Procedures

Statement of corporate purpose

*Witness Protection Policy and Procedures

Office management

Accounting Manual

Accounts Payable Policy

Co-Lateral Flexible Working Hours Agreement

Compensation for Loss to Private Property Policy

*Computer Systems Back up and Monitoring Policy

Corporate Governance Policy

Energy Policy

*Information Security Policy

Information Technology Strategic Plan 2004-2007

File Classification Policy

Context File Classification Plan

Policy Development and Review

Reasonable Adjustment Policy

Records Management Policy

*Risk Assessment Policy – Information Security

Style Guide

Total Asset Management Policy:

- Asset Strategy 2006 – 2009
- Capital Investment Strategy 2006 – 2009
- Asset Maintenance Strategy 2006 – 2009
- Asset Disposal Strategy 2006 – 2009
- Office Accommodation Strategy 2006 – 2009
- Procurement Plan 2006 – 2009
- Information and Communications Technology (ICT) Strategic Plan 2006 – 2010

*User password policy

- Use of Communication Devices
Use of Office Cars Policy
Waste Reduction and Purchasing Policy
Publications and Guidelines
Annual Report 2006/2007 (previous years may also be available or by photocopy)
Annual Report – Law Enforcement (Controlled Operations) Act 1997 for period ending 30 June 2006
Annual Report 2005-2006 – Official Community Visitors (previous years may also be available or by photocopy)
Annual Report – Reviewable Death 2005
- Child Protection:
- Child Protection in the Workplace – Responding to Allegations Against Employees.
 - Developing a Child Protection Policy: A Practical Guide for Agencies
 - Making a Complaint – Child Protection
 - Information Sheet – Child Protection Policy Framework for Children’s Services
- Child Protection Fact Sheets:
- No. 1 – Keeping Records
 - No. 1 – How We Assess an Agency’s Investigation
 - No. 3 – Child Protection Legislation: What Employers and Employees Need to Know.
 - No. 3 – Planning and Conducting an Investigation
 - No. 5 – Responding to Allegations: Responsibilities of heads of agencies
 - No. 6 – Developing a Code of Conduct.
 - No. 7 – Recognising and Managing Conflict of Interests
 - No. 8 – Reviewing your Child Protection Policy – An Agency Self-Assessment Checklist
 - No. 9 – Risk Management following an Allegation Against an Employee
 - No. 10 – How We Audit Agencies that Provide Services for Children
 - No. 11 – Apologies and Child Protection
- Community Services Division:
- Know Your Rights as a Consumer of Community Services
 - The Rights Stuff – A Toolkit for Consumers of Community Services in NSW
 - Communicate – Newsletter for the Community Services Sector – December 2003, May 2004, January 2005
 - Official Community Visitors: A Voice for People in Care
- Making a Complaint:
- Got a Problem with a Child Protection or Support Service Provided by DoCS?
 - Got a Problem with Out-of-Home Care Services for Children and Young People?
 - Got a Problem with a Disability Service?
 - Got a Problem with a SAAP Service?
 - Got a Problem with a Home and Community Care Service?
- Community Services Division Fact Sheets:
- No. 1 Expanded role for the Ombudsman in community services
 - No. 2 Handling complaints
 - No. 3 Reviewable deaths – children and young people, and people with a disability
 - No. 4 Licensed boarding houses
 - No. 5 Apologies by Community Service Providers
- Community Visitors Fact Sheets:
- No. 1 – Official Community Visitors – Who we are and What We Do
- General Publications:
- Effective Complaint Handling
 - Enforcement Guidelines for Councils
 - FOI Policies and Guidelines (2nd Edition available from July 1997 – currently being revised)
 - Principles on Obtaining and Distributing Legal Advice
 - Protected Disclosures Guidelines (5th Edition)
 - Resolving Complaints about Police – A Guide to Who Does What
 - Complaint Handler’s Tool Kit
 - Public Sector Mediation Guidelines
 - Options for Redress: Guidelines for Redress for Detriment Arising Out of Maladministration
 - Dealing with Difficult Complainants
 - Investigating Complaints: A Manual for Investigators
 - Better Service and Communications for Councils

- Legislative Review and the NSW Ombudsman
- Model Internal Reporting Policy for Councils
- Model Internal Reporting Policy for Agencies Other than Councils

General Fact Sheets:

- General Information – What We Do and How We Do It
- Enjoying Yourself (Youth brochure)
- That's not Fair! (Aboriginal brochure)
- Guarantee of Service
- Problems with police?
- Trouble with council?
- Problems in detention?
- Unhappy with an FOI decision?
- The Ombudsman and You (available in community languages)
- Women's Fact Sheet – The Ombudsman and You
- Some tips for making a complaint
- Thinking of blowing the whistle? (public sector agencies)
- Thinking of blowing the whistle? (councils)
- Fine enforcement information sheet
- Youth "Got a complaint" Brochure
- Training Workshop 2006
- Our work with Aboriginal communities

Public Sector Agencies Fact Sheets:

- No. 1 – Apologies by Public Officials and Agencies
- No. 2 – Bad faith, Bias and Breach of Duty
- No. 3 – Conflict of Interests
- No. 4 – Discretionary powers
- No. 5 – Enforcement
- No. 6 – Frankness and Candour
- No. 7 – Gifts
- No. 8 – Handling complaints
- No. 9 – Investigation of complaints
- No. 10 – Jurisdiction and functions of the Ombudsman
- No. 11 – Knowledge of Wrong Conduct
- No. 12 – Legal Advice
- No. 13 – Maladministration
- No. 14 – Natural Justice/Procedural Fairness
- No. 15 – Oversight of Public Administration
- No. 16 – Public Interest
- No. 17 – Quality Customer Service
- No. 18 – Reasons for Decisions
- No. 19 – Security of Information
- No. 20 – Transparency and Accountability
- No. 21 – Useful Tips
- No. 22 – Very Difficult Complainants
- No. 23 – Whistleblowing
- No. 24 – Expectations in Service Provision
- No. 25 – Youth Participation
- No. 26 – A–Z of Public Administration

Local Government Fact Sheets:

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

Staffing Policies

Conflict of Interests Policy

Consultative Arrangements Policy

Equal Employment Opportunity Policy and Management Plan

Grievance and Dispute Management policy

Higher Duties Policy

Participation in Management Development Program Policy
Performance Management Policy
Performance Management Policy – SES
Managing Unsatisfactory Performance
Recording Time Worked
Salary Packaging
Secondment Policy
Study leave Policy
Working at Home Policy

If copies of policies of less than 20 pages are required, they will be provided free of charge. If copies of policies that are more than 20 pages are required, a photocopying charge of 20c per page will apply. The Procedure Manuals listed on page 3 can be purchased for \$100 each. Copies or inspection can be arranged by contacting our Office at the address given in Section 4 below.

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

SECTION 2 – STATEMENT OF AFFAIRS

The latest edition of the Statement of Affairs of the Office of the Ombudsman was published in June 2006 and is available free of charge at the address below.

SECTION 3 – CONTACT ARRANGEMENTS

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

Level 24
580 George Street
Sydney NSW 2000

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****DEPARTMENT OF PLANNING****SECTION 1 – POLICY DOCUMENTS****REGIONAL ENVIRONMENTAL PLANS (REPS)**

REP No. 2 – Georges River Catchment
REP No. 5 – Chatswood Town Centre
REP No. 6 – Gosford Coastal Areas
REP No. 7 – Multi-Unit Housing – Surplus Government Sites
REP No. 8 – Central Coast Plateau Areas
REP No. 9 – Extractive Industry (No. 2)
REP No. 10 – Blue Mountains Regional Open Space
REP No. 11 – Penrith Lakes Scheme
REP No. 13 – Mulgoa Valley
REP No. 14 – Eastern Beaches
REP No. 16 – Walsh Bay
REP No. 17 – Kurnell Peninsula
REP No. 18 – Hoxton Park – Parramatta–Baulkham Hills – Public Transport Corridor
REP No. 19 – Rouse Hill Development Area
REP No. 20 – Hawkesbury-Nepean River (No. 2 – 1997)
REP No. 21 – Warringah Urban Release Areas
REP No. 24 – Homebush Bay Area
REP No. 25 – Orchard Hills
REP No. 26 – City West
REP No. 27 – Wollondilly Regional Open Space
REP No. 28 – Parramatta
REP No. 29 – Rhodes Peninsula
REP No. 30 – St Marys
REP No. 31 – Regional Parklands
REP No. 33 – Cooks Cove
Sydney REP (Sydney Harbour Catchment) 2005
Drinking Water Catchments Regional Environmental Plan No.1

Hunter

Hunter REP 1989
Hunter REP 1989 – Heritage
Williams River Catchment REP

Illawarra

Illawarra REP No. 1
Illawarra REP No. 2 – Jamberoo Valley
Jervis Bay REP 1996
Lower South Coast REP No. 1 – High Rise Buildings
Lower South Coast REP No. 2

North Coast

Lord Howe Island REP 2005 and Lord Howe Island DCP 2005
North Coast REP 1988
North Coast REP – Heritage Items (Draft Amendment No 3)

Western New South Wales

Kosciuszko REP 1998 – Snowy River
Murray REP No. 2 – Riverine Land
Orana REP No. 1 – Siding Spring
Riverina REP No. 1

Western Division REP No. 1 – Extractive Industries
 Willandra Lakes REP No. 1 – World Heritage Property

STATE ENVIRONMENTAL PLANNING POLICIES (SEPPS)

SEPP No. 1 – Development Standards
 SEPP No. 3 – Castlereagh Liquid Waste Disposal Depot
 SEPP No. 4 – Development Without Consent and Miscellaneous Complying Development
 SEPP No. 6 – Number of Storeys in a Building
 SEPP No. 7 – Port Kembla Coal Loader
 SEPP No. 8 – Surplus Public Land
 SEPP No. 9 – Group Homes
 SEPP No. 10 – Retention of Low – Cost Rental Accommodation
 SEPP No. 11 – Traffic Generating Developments
 SEPP No. 14 – Coastal Wetlands
 SEPP No. 15 – Rural Land – Sharing Communities
 SEPP No. 16 – Tertiary Institutions
 SEPP No. 19 – Bushland in Urban Areas
 SEPP No. 21 – Caravan Parks
 SEPP No. 22 – Shops and Commercial Premises
 SEPP No. 26 – Littoral Rainforests
 SEPP No. 27 – Prison Sites
 SEPP No. 29 – Western Sydney Recreation Area
 SEPP No. 30 – Intensive Agriculture
 SEPP No. 31 – Sydney (Kingsford Smith) Airport
 SEPP No. 32 – Urban Consolidation (Redevelopment of Urban Land)
 SEPP No. 33 – Hazardous and Offensive Development
 SEPP No. 35 – Maintenance Dredging of Tidal Waterways
 SEPP No. 36 – Manufactured Home Estates
 SEPP No. 37 – Continued Mines and Extractive Industries
 SEPP No. 39 – Spit Island Bird Habitat
 SEPP No. 41 – Casino/Entertainment Complex
 SEPP No. 43 – New Southern Railway
 SEPP No. 44 – Koala Habitat Protection
 SEPP No. 45 – Permissibility of Mining
 SEPP No. 47 – Moore Park Showground
 SEPP No. 48 – Major Putrescible Land fill Sites
 SEPP No. 49 – Tourism Accommodation in Private Homes – Draft only
 SEPP No. 50 – Canal Estates
 SEPP No. 51 – Eastern Distributor
 SEPP No. 52 – Farm Dams and Other Works in Land and Water Management Plan Areas
 SEPP No. 53 – Metropolitan Residential Development
 SEPP No. 54 – Northside Storage Tunnel
 SEPP No. 55 – Remediation of Land
 SEPP No. 58 – Protecting Sydney’s Water Supply
 SEPP No. 59 – Central Western Sydney Economic and Employment Area
 SEPP No. 60 – Exempt and Complying Development
 SEPP No. 61 – Exempt and Complying Development for White Bay and Glebe Island Ports
 SEPP No. 62 – Sustainable Aquaculture
 SEPP No. 63 – Major Transport Projects
 SEPP No. 64 – Advertising and Signage
 SEPP No. 65 – Design Quality of Residential Flat Development
 SEPP No. 67 – Macquarie Generation Industrial Development Strategy
 SEPP No. 69 – Major Electricity Supply Projects
 SEPP No. 70 – Affordable Housing (Revised Schemes)
 SEPP No. 71 – Coastal Protection
 SEPP No. 72 – Linear Telecommunications Development – Broadband
 SEPP No. 73 – Kosciuszko Ski Resorts
 SEPP No. 74 – Newcastle Port and Employment Lands
 SEPP (Seniors Living) 2004
 SEPP (Building Sustainability Index: BASIX) 2004
 SEPP (ARTC Rail Infrastructure) 2004

- SEPP (Sydney Metropolitan Water Supply) 2004
 SEPP (Major Projects) 2005 – Formerly known as State Environmental Planning Policy (State Significant Development) 2005

S117 DIRECTIONS

Ministerial directions issued under the EP&A Act – 30 September 2005

- Direction No. 1 – Acid Sulfate Soils
 Direction No. 2 – Approval, Concurrence and Consultation
 Direction No. 3 – Business Zones
 Direction No. 4 – Central Coast
 Direction No. 5 – Coal, Other Minerals, Petroleum and Extractive Resources
 Direction No. 6 – Coastal Protection
 Direction No. 7 – Commercial and Retail Development along the Pacific Highway, North Coast
 Direction No. 8 – Community Use of Educational Establishments
 Direction No. 9 – Conservation and Management of Environmental and Indigenous Heritage
 Direction No.10 – Designated Development
 Direction No.11 – Development in a Mine Subsidence District or on Unstable Land
 Direction No.12 – Development near Licensed Aerodromes
 Direction No.13 – Environmental Protection Zones
 Direction No.14 – Farmland of State and Regional Significance on the NSW Far North Coast
 Direction No.15 – Flood Prone Land
 Direction No.16 – Industrial Zones
 Direction No.17 – Integrating Land Use and Transport
 Direction No.18 – Manufactured Home Estates and Caravan Parks
 Direction No.19 – Planning for Bushfire Protection
 Direction No.20 – Recreation Vehicle Areas
 Direction No.21 – Residential Zones
 Direction No.22 – Rural Zones
 Direction No.23 – Savings
 Direction No.24 – Second Sydney Airport: Badgerys Creek
 Direction No.25 – Site Specific Zoning
 Direction No.26 – Special Area Zones and Recreation Zones
 Direction No.27 – Sydney to Canberra Corridor Strategy
 Direction No.28 – Water Catchment Areas – Sydney Catchment Authority

PLANNING CIRCULARS

Manufacturing

- B23 – SEPP 30 – Intensive Agriculture (Amendment No. 1)
 E10 – Landfilling: EIS Practice Guidelines
 E9 – Planning Guidelines for Contaminated Land
 E8 – SEPP 33 – Hazardous and Offensive Development: Application Guidelines
 E6 – Practice Guidelines for Cattle Feedlots
 E5 – Schedule 3 of the Environmental Planning and Assessment Regulation 1980
 F11 – Acid Sulphate Soils Advisory Circular
 Aquaculture – What level of environmental assessment does aquaculture require?
 Best Practice Guidelines for Contaminated Water Retention and Treatment Systems

Mining

- B37 – SEPP 45 – Permissibility of Mining
 B33 – SEPP 37 – Continued Mines and Extractive Industries
 E7 – Practice Guidelines for EIS Preparation Extractive Industries and Quarries, attachment: Practice Guideline

Extractive Industries

- B29 – SEPP 35 Maintenance Dredging of Tidal Waterways

Waste

- B38 – SEPP 48 Putrescible Landfill Sites

Hazards

- E12 – The Assessment of Potentially Hazardous Development

Crown Project

D6 – Crown Development Application and Conditions of Consent. Attached Best Practice Guidelines:

- LEP Maps: Preparing Maps for Local Environmental Plans
- Letting People Know: Ideas on When and How to Involve the Community in Planning
- Development Control Plans: Preparing Development Control Plans
- Performance Based Conditions of Consent: How to Use Performance Based Conditions of Consent

Development Assessment Related

E11 – EIS Guidelines

Planning Focus Good Practice Guidelines

Building Systems

BRAN 239 – Building Code of Australia (BCA) 2005 Amendment

BRAN 238 – Building Code of Australia (BCA) / Building Sustainability Index (BASIX) Seminars for 2005

BRAN 237 – Energy Efficiency Regulation Documents for Class 5 – 9 Buildings & 5 Star Houses – for comment

BRAN 236 – Fire stop collars – ensuring appropriate use and compliance

BRAN 235 – Australian Building Codes Board (ABCB) Discussion Paper re: building in areas of salt attack and acid sulphate soils

BRAN 234 – New contact details for advisory services at Bridge Street, Sydney NSW 2000

BRAN 233 – Building Code of Australia (BCA) Advisory Service – Hours of operation

BRAN 232 – Building Code of Australia (BCA) 2004 Amendment

BRAN 231 – Access for people with disabilities – proposal documents for public comment

BRAN 230 – Energy Efficiency Class 2 – 4 buildings – Extension of time to comment

BRAN 229 – Sound Insulation Provisions – Outcomes Report

BRAN 228 – Amendment No. 13 to Building Code of Australia (BCA) 1996

BRAN 227 – Amendment No. 12 to Building Code of Australia (BCA) 1996

BRAN 226 – NSW Variation – Energy Efficiency – Amendment No. 12 to Building Code of Australia (BCA) 1996

BRAN 225 – Proposal for fire hazard properties: Building Code of Australia (BCA) – for comment

BRAN 224 – Amendment No. 11 to Building Code of Australia (BCA) 1996

BRAN 223 – Proposed Changes to Sound Insulation provisions of Building Code of Australia (BCA) – for comment

BRAN 222 – Amendment No. 10 to Building Code of Australia (BCA) 1996

BRAN 221 – Fire Alarm Monitoring – Approval / Certification of Conversion as Complying Development

BRAN 220 – Amendment No. 9 to Building Code of Australia (BCA) 1996

BRAN 219 – Amendment No. 8 to Building Code of Australia (BCA) 1996

BRAN 218 – Amendment No. 7 to Building Code of Australia (BCA) 1996

BRAN 217 – Glazing in buildings – AS 1288 and AS 2047 – proposed change

BRAN 216 – Recall of specified fire doors under the Trade Practices Act 1974

BRAN 215 – Amendment No. 5 to Building Code of Australia (BCA) 1996 – Explanatory Notes

BRAN 214 – Deletion of reference to AS 1250 – superseded by AS 4100

BRAN 213 – Gazettal of amendment of Local Government (Approvals) Regulation to call up Amendment No. 5 to Building Code of Australia (BCA) 1996

BRAN 212 – Amendment No. 3 to Building Code of Australia (BCA) 1996 – Explanatory Notes

BRAN 211 – Gazettal of amendment of Local Government (Approvals) Regulation to call up Amendment No. 3 to Building Code of Australia (BCA) 1996

BRAN 210 – Essential Fire Safety Measures

BRAN 209 – Amendment No. 2 to the Building Code of Australia (BCA) 1996

BRAN 208 – Survey of Rising Damp Salt

BRAN 207 – Essential Fire or Other Safety Measures

BRAN 206 – Gazettal of amendment of Local Government (Approvals) Regulation to call up Amendment No. 2 to Building Code of Australia (BCA) 1996

BRAN 205 – Building Code of Australia (BCA) Seminars – Purchase of work book

BRAN 204 – Maintenance and Certification of Essential Fire and Other Measures

BRAN 203 – Introduction of the Building Code of Australia (BCA) 1996

BS 06–006 – Codemark new certification scheme for building products and systems (23/6/06)

BS 06–005 – Implementation of the EP&A Amendment (Smoke Alarms) Regulation 2006

BS 06–003 – Changes to the Building Code of Australia 2006 (13/04/06)

BS 06–001 – BCA 2006 information sessions (03/02/06)

BS 05 – 002 – Structural steel bolts (19/12/05)
 BS 05 – 001 – Building Legislation Amendment (Smoke Alarms) Act 2005 – update (28/09/05)
 Letter – Amendment No. 6 to Building Code of Australia (BCA) 1996 and
 Letter – BCA & EP&A Act: Automatic fire alarm disconnections – important issues
 Letter – Proposed Energy Efficiency measures for houses – Invitation to comment
 Letter – Access for people with disabilities – Directions Report
 Letter – SEPP4 Amendment: Automatic Fire Alarm Monitoring as complying development
 Letter – BCA & EP&A Regulation: Automatic Fire Alarm Monitoring – Update of information
 Letter – BCA & EP&A Regulation: Automatic Fire Alarm Monitoring – Advice on changes
 Letter – Hillside land: Development approval – issues for consideration
 Letter – Fire safety issues in existing backpacker type premises
 Advisory Note – New smoke alarm requirements for existing buildings from 1 May 2006
 Fact Sheet 1: New smoke alarm requirements: Owners of houses, residential flats and units
 Fact Sheet 2: New smoke alarm requirements: For ‘shared accommodation’ buildings

Planning Systems

PS 06 – 019 – Changes to the Standard Instrument for principal LEPs (4/9/06)
 PS 06 – 018 – Approval to install relocateable and flat-pack homes outside a caravan park or manufactured home estate (3/10/06)
 PS 06 – 017 – Performance monitoring of the planning system (17/7/06)
 PS 06 – 016 – Commencement and implementation of the EP & A Amendment Act 2006 (5/7/06)
 PS 06 – 015 – Spot rezoning (15/6/06)
 PS 06 – 014 – Minor amendments to LEPs using section 73! (12/7/06)
 PS 06 – 013 – Local environmental studies (02/05/06)
 PS 06 – 012 – New transitional arrangements for development control plans (05/05/06)
 PS 06 – 011 – Changes to the public notice requirements for planning agreements (18/04/06)
 PS 06 – 010 – Changes to the EP&A Regulation regarding major project assessments (18/04/06)
 PS 06 – 009 – Changes to the land acquisition process for reserved land (27/04/06)
 PS 06 – 008 – Standard Instrument (Local Environmental Plans) Order 2006 (03/04/06)
 PS 06 – 007 – Changes to existing use rights (31/03/06)
 PS 06 – 006 – Changes to the transitional arrangements for the introduction of new section 117 directions (17/02/06)
 PS 06 – 005 – Local environmental plan review panel (16/02/06)
 PS 06 – 003 – State Environmental Planning Policy No 4 – Amendment No 17 (17/02/06)
 PS 06 – 002 – Inclusion of Property Vegetation Plans in planning certificates (10/01/06)
 PS 06 – 001 – Regulation of camping density in primitive camping grounds (10/01/06)
 PS 05 – 014 – State Environmental Planning Policy (Seniors Living) 2004 – (Amendment No 1) (23/12/05)
 PS 05 – 013 – Amendment No 4 to SEPP 71 – coastal protection (12/12/05)
 PS 05 – 012 – Planning implications of the extension of the NSW Coastal Zone (22/11/05)
 PS 05 – 011 – Changes to the arrangements for implementing new requirements for development control plans (09/12/05)
 PS 05 – 010 – Requirements for development control plans with the latest planning reforms (09/11/05)
 PS 05 – 009 – Changes to ministerial directions under section 117 of the EP&A Act (30/09/05)
 PS 05 – 008 – Changes to Part 3 and 4 of the EP&A Act (30/09/05)
 PS 05 – 007 – Commencement of updated Regulation for caravan parks and moveable dwellings (14/09/05)
 PS 05 – 006 – Commencement of Part 3A (Major Projects) of the EP&A Act (29/07/05)
 PS 05 – 005 – Reports by the Director General under section 69 of the EP&A Act (19/08/05)
 PS 05 – 004 – Development contributions practice notes (08/07/05)
 PS 05 – 003 – Changes to the development contributions system in NSW (14/06/05)
 PS 05 – 002 – State significant development (27/05/05)
 PS 05 – 001 – Occupation certificates and conditions of development consent (22/04/05)

PLANNING REFORMS

2006

- Local planning practice notes (PN 06-003 Preparing LEPs using the standard instrument: definitions; PN 06-002 Preparing LEPs using the standard instrument: standard zones; PN 06-001 Preparing LEPs using the standard instrument: standard clauses) – 12 April 2006/Revised 4 September 2006
- Standard Instrument (Local Environmental Plans) Order 2006 – 31 March 2006
- Standard Instrument (Local Environmental Plans) Order Questions & Answers – 31 March 2006
- Information sheet 1: EP&A Amendment Bill 2006 – an overview – 28 February 2006
- Information sheet 2: Planning administrators and planning assessment panels – 28 February 2006
- Information sheet 3: Development contributions – 28 February 2006

2005

- Fact sheet 6: Environmental safeguards – August 2005
- Fact sheet 5: The community and major projects – August 2005
- Fact sheet 4: Critical infrastructure – August 2005
- Fact sheet 3: Independent hearings and assessment panels – August 2005
- Fact sheet 2: Project applications under Part 3A: steps in the process – August 2005
- Fact sheet 1: Part 3A and the planning reforms – August 2005
- NSW planning reforms: information session briefing notes (version 2.0) – September 2005
- Development contributions practice notes – July 2005
- NSW Government's planning reforms: Winning jobs and investment for NSW – 12 May 2005
- Letter to council: Reminder of removal of unnecessary concurrences – 24 February 2005

2004

- Rivers and Foreshores Improvement Act exemptions: questions and answers – 24 December 2004
- Letter to council: Removal of unnecessary concurrences – 17 December 2004
- Letter to council: Rivers and Foreshores Improvement Act – permit exemptions – 17 December 2004
- Letter to council: A simpler approval process for minor development near waterways – 10 December 2004
- NSW Government's response to recommendations from the planning reviews – September 2004
- Improving the NSW planning system – public paper – September 2004
- NSW Government's response to recommendations from the planning reviews – September 2004
- Fact sheet 6: Development assessment – September 2004
- Fact sheet 5: Simplification of local planning – September 2004
- Fact sheet 4: Regional strategies – September 2004
- Fact sheet 3: What planning reforms mean for the community – September 2004
- Fact sheet 2: What planning reforms mean for local government – September 2004
- Fact sheet 1: Key facts on the NSW planning system – September 2004
- NSW planning reforms: questions and answers – September 2004
- Guide to Quality of Construction Act amendments – 12 July 2004
- Information on Inspections & Signage During Construction – 12 July 2004

2003 and earlier

- Q&A on development assessment and certification – 22 December 2003
- Hints and prompts for implementing the new EP&A (Quality of Construction) Act – 22 December 2003
- Top 10 messages relating to the new EP&A Amendment (Quality of Construction) Act 2003 – 22 December 2003
- Top 10 themes in the new EP&A Amendment (Quality of Construction) Act 2003 – 22 December 2003
- Guiding Development: Better Outcomes – September 1999. Updates September 2000, August 2001
- EP&A Act & Regulation notes (various – listed below)

SUSTAINABILITY/BASIX

BASIX Alterations and Additions Cost Estimate

BASIX Benchmarking

BASIX Cost Benefit Study (summary)

BASIX definitions dated: 30/09/2005

BASIX Fact Sheet

Changes to the Regulatory Scheme for BASIX from 1 October 2005

Council Checklist

D.I.Y. Thermal Comfort Method

Data input checklist – Multi dwelling

Data Input Checklist – Single Dwelling

Direct cost of BASIX compliance – full report

Direct cost of BASIX compliance – summary

Dual Occupancy Guidelines

Environmental Planning and Assessment Amendment (Building Sustainability Index: BASIX) Regulation 2004

Environmental Planning and Assessment Amendment (Building Sustainability Index: BASIX) Regulation 2005

Environmental Planning and Assessment Further Amendment (Building Sustainability Index: BASIX) Regulation 2005

Environmental Planning and Assessment Amendment (Building Sustainability Index) Regulation 2006

Environmental Planning and Assessment Further Amendment (Building Sustainability Index) Regulation 2006

State Environmental Planning Policy (Building Sustainability Index: BASIX) 2004
 State Environmental Planning Policy (Building Sustainability Index: BASIX) 2005
 State Environmental Planning Policy (Building Sustainability Index: BASIX) 2006
 Guideline to the BASIX SEPP
 Help notes – Multi dwellings
 Help notes – Single Dwelling
 Multi-Unit Energy and Peak Demand Study
 Multi-Unit fact sheet
 Practice note: The Regulatory Scheme for BASIX
 Thermal Comfort Protocol: dated 30/09/2005
 Improving Flat Design: a progress report (UDAS) \$11 – available for purchase
 Mixed Use in Urban Areas (UDAS) \$44 – available for purchase at The Information Centre
 Neighbourhood Character (UDAS) \$44 – available for purchase at The Information Centre
 Residential Densities (UDAS) \$44 – available for purchase at The Information Centre
 Residential Flat Design Code (UDAS) only available on the internet
 Residential Flat Pattern book (UDAS) \$44 – available for purchase at The Information Centre
 Urban Form (UDAS) \$44 – available for purchase at The Information Centre

MAJOR DEVELOPMENT AND ASSESSMENT

Compliance Program: – Strategic Plan – September 2003
 Compliance Program: – Audit Procedures – September 2005
 Clyde Waste Transfer Terminal (Special Provisions) Act 2003
 Upper Hunter Cumulative Impact Study and Action Strategy
 Upper Hunter Cumulative Impact Study: Summary
 Kosciuszko Alpine Resorts Geotechnical Policy

RURAL AND REGIONAL PLANNING

Western

Population Change in the New England North West Region; Discussion Paper, October 2004.
 Better Rural Residential Development; A guide for councils west of the Great Divide on preparing rural residential strategies, June 2001.
 Rural Lands Policy, 2000.
 ProfileNENW on www.iplan.nsw.gov.au
 Growing the Region's Connections: A coordinated transport planning framework for northern inland NSW – Situation Statement (August 2005)
 Draft DCP – Poultry Farms
 Spatial Data Available to Recipients of PRFP Funds in Barwon Region for Strategic Planning

North Coast

Boundary Adjustments Policy
 Aboriginal Heritage of the North Coast: Discussion Paper
 Built Heritage of the North Coast: Draft Amendment to North Coast REP 1988 and Interim Inventory
 Lord Howe Island Development Control Plan: Setbacks, Site Coverage and Landscaping. Prepared by the Department in conjunction with the Lord Howe Island Board
 Lord Howe Island Regional Environmental Plan 1986
 Far North Coast draft Regional Strategy
 Regional History of the North Coast – A Discussion Paper on Recent Settlement
 North Coast: Design Guidelines
 North Coast Urban Planning Strategy into the 21st Century
 Northern Rivers Regional Strategy consisting of the following parts:

- Framework for a Sustainable Future;
- Final Report for Phase One – Guiding Principles for a Sustainable Future Part 1;
- Real Actions for a Sustainable Future – A Business Plan for Phase Two;
- Model Conditions Extractive Operations for the NSW Coast;
- Clarence Valley Settlement Strategy.

 Northern Rivers Farmland Protection Project consisting of the following parts:

- Stage Two Consultation Report: A Report Outlining the Consultation Process and Key Raised During Public Consultations In August and September, 2004
- Final Recommendations February 2005
- Methodology Report 2005

 Recommendations of the North Coast Extractive Industries Standing Committee (Brochure)

Rural Settlement: Guidelines on Rural Settlement on the North Coast of NSW
 Sustainable Urban Settlement – Guidelines for Regional NSW: 2000
 Tourism Development Near Natural Areas: Guidelines for the North Coast
 Urban Settlement Strategies – Guidelines for the North Coast

South Coast

Draft South Coast Regional Strategy
 Draft Illawarra Regional Strategy
 Illawarra Transport Planning Principles
 Twofold Bay & Hinterlands Strategy
 Jervis Bay Settlement Strategy
 Lower South Coast Regional Settlement Strategy

Murray/Murrumbidgee

ACT & Sub-region Planning Strategy (1998)
 Sydney-Canberra Corridor Region Strategy (1995)
 Alpine Region Strategy (2001)
 Alpine Resorts Plan – Exposure Draft (2004)
 Alpine Resorts Plan Environmental Study (2004)

Hunter

Hunter REP 1989: Background Paper
 Hunter REP 1989: Summary and Plan
 Lower Hunter: Lower Hunter Employment Lands
 Lower Hunter: Lower Hunter Housing Market Study
 Upper Hunter: Lower Hunter Cumulative Impact Study and Action Strategy
 Upper Hunter: Lower Hunter Cumulative Impact Study: Summary
 Williams River Catchment: Best Practice Notes
 Williams River Catchment: Regional Planning Strategy
 Lower Hunter Regional Strategy
 Hunter Regional Environmental Plan 1989 (Heritage)
 Coastal Design Guidelines 2003
 SEPP 71 Coastal Protection
 Sydney Regional Environmental Plan Sydney Harbour Catchment 2005 (includes Luna Park Legal Instrument)
 Interim Land Release Contribution Policy
 The Western Parklands Management Vision Summary Report

METROPOLITAN PLANNING

Metropolitan Strategy: City of Cities – A Plan for Sydney’s Future (Free)
 Metropolitan Strategy: City of Cities – A Plan for Sydney’s Future, Supporting Information (\$44.00)
 ADI St Marys: Environmental Planning Strategy
 Blue Mountains Eastern Escarpment Study
 Greystanes Estate Employment Lands Precinct Plan
 Hawkesbury Nepean: The Action Plan of the Hawkesbury Nepean Environmental Planning Strategy 1997
 Homebush Bay West – Development Control Plan
 Parramatta – the City at the Centre: A Strategy for Discussion
 Scenic Quality: Hawkesbury Nepean Scenic Quality Study
 Significant Wetlands of the Hawkesbury Nepean River Valley
 DCP – Sydney Harbour and Parramatta Rivers
 DCP – Sydney Harbour Foreshores and Waterways Area 2005
 Boat Storage Policy for Sydney Harbour
 Sharing Sydney Harbour Access Program
 Sharing Sydney Harbour Access Plan
 December 2004 – Planning Guidelines for Walking and Cycling
 Gosford-Wyong Structure Plan (1977)
 Shaping the Central Coast (1999)

HERITAGE

2001 Guidelines for photographic recording of heritage sites, buildings & structures revised 2004, 2006
 Assessing Historical Importance; A Guide to State Heritage Register Criterion A
 1999 Standard Exemptions for Works Requiring Heritage Council Approval, 2003 amended June 2004, July 2005, May 2006 (\$13.50)

State Agency Heritage Guide cost: (\$19.50)
 Design in Context; Guidelines for Infill Development in the Historic Environment RAI A NSW
 Heritage Interpretation Policy
 1998 Heritage Council Code of Meeting Practice and Committee Structures, amended 2005 (\$25.50)
 Place Names of Heritage Value: A Heritage Council Policy (\$5.00)
 Conservation Management Plan: A Checklist
 Local Government Heritage Guidelines (\$43.00)
 Conservation Management Documents, revised 2002
 Statements of Heritage Impact, revised 2002
 Assessing Heritage Significance (\$21.00)
 Historical Themes
 Natural Heritage Principles (\$5.00)
 Movable Heritage Principles in conjunction with Ministry for the Arts (\$5.00)
 Model Heritage Provisions for Local Environmental Plans (\$5.00)
 Assessing Historical Association
 Historical Research for Heritage
 Minimum Standards of Maintenance and Repair (\$6.00)
 Criteria for Listing on the State Heritage Register
 Community-based Heritage Studies
 How to carry out work on heritage buildings and sites, revised 1998
 1995 How to Prepare Archival Records of Heritage Items revised 1998
 Skeletal Remains; Guidelines for Management of Human Skeletal Remains
 NSW Government Heritage Policy
 Altering Heritage Assets
 Conservation Areas
 Heritage Approvals
 Heritage Curtilages
 Heritage Nominations
 Heritage Planning Practice Note.1
 History and Heritage
 Investigating Fabric
 Investigating History
 NSW Government and Heritage
 NSW Heritage Manual
 Planning and Heritage
 Principles of Conservation Work on Heritage Places
 Code of Practice; Historical Archaeologist Excavations
 Historical Archaeological Sites, in conjunction with Department of Planning
 Publications priced can be purchased from the Heritage Office.

BUILDING PROFESSIONAL BOARD

BS 06 – 002 – Implementation of the Building Professionals Act 2005 (16/03/06)
 PS 06 – 004 – Prohibition of retrospective construction certificates and changes concerning compliance certificates (13/02/06)
 BP Bulletin Issue 6 – July 2006
 Regulatory Impact Statement – Building Professionals Regulation 2006 (July 2006)
 Draft accreditation scheme (July 2006)
 Performance criteria: draft guide (July 2006)
 Code of conduct: a guide (July 2006)
 Info Sheet 1 – Building Professionals Act
 Info Sheet 2 – Building Professionals Board
 Info Sheet 3 – Accredited certifiers
 Info Sheet 4 – Scheme for accrediting certifiers
 Info Sheet 5 – Applying for accreditation
 Info Sheet 6 – Transitional arrangements for existing certifiers
 Info Sheet 7 – Continuing professional development
 Info Sheet 8 – Some terms used in accreditation
 Briefing Session package (July 2006)
 NSW Certification System: Overview (August 2006)
 Ministerial Guidelines under clause 198 of the EP&A Regulation (adopted on 21 August 2006)

Making a complaint against an accredited certifier – June 2004
 Letter, Accredited Certifiers and Conflict of Interest – January 2005
 Answers to commonly asked questions – Provides answers to queries on types of applications integrated development, certification, enforcement, accreditation of certifiers, advertising and notification requirements – October 1998

ENVIRONMENTAL INSTRUMENT GUIDELINES

Manufacturing EIS Guidelines:

- Aquaculture in Land-Based Facilities
- Aquaculture in Natural Waterbodies
- Bitumen Works
- Cattle Feedlots
- Chemical Facilities
- Composting and Related Facilities
- Concrete Works
- Extractive Industries – Dredging
- Extractive Industries – Quarries
- Irrigation of Sewage Effluent
- Landfilling
- Marinas and Related Facilities
- Piggeries
- Poultry Farms
- Roads and Related Facilities
- Sewerage Systems
- Coal Mines and Associated Infrastructure

Manufacturing – Is an EIS required for alterations and additions?

Manufacturing – Managing Land Contamination: Planning Guidelines SEPP 55 – Remediation of Land

EP & A ACT AND REGULATION NOTES

- The Environmental Planning and Assessment Amendment (Quality of Construction) Act 2003
 To advise on the introduction of the Environmental Planning and Assessment Amendment (Quality of Construction) Act 2003 – December 2003
- Environmental Planning and Assessment Amendment (Development Consents) Act 2003
 To advise on the recent changes to the Environmental Planning and Assessment Act and Regulation that commence on 1 December 2003. – November 2003
- Miscellaneous minor amendments
 To advise of minor changes to the EP&A Act, which take effect 22 July 2003 – July 2003
- Land and Environment Court review
 To advise about the Land and Environment Court Amendment Act 2002, which takes effect 10 February 2003 – February 2003
- Environmental Planning and Assessment Amendment (Insurance) Regulation 2002
 To advise of changes in relation to professional indemnity insurance – December 2002
- Additional fee on development applications
 To advise of further changes to fees made by the Environmental Planning and Assessment Further Amendment (Fees) Regulation 2002 which came into effect on 1 November 2002- November 2002
- Fees payable on integrated development and development requiring concurrence
 To advise of changes to fees made by the Environmental Planning and Assessment Amendment (Fees) Regulation 2002, which came into effect on 2 August- September 2002
- Conversion of fire alarm monitoring
 To advise of changes introduced by the EP&A Amendment (Conversion of Fire Alarm Monitoring) Regulation 2002 – August 2002
- Transfer of functions
 To advise of the transfer of functions relating to places of public entertainment from the LG Act to the EP&A Act – March 2002
- Changes to the regulated development fees
 To outline the changes to the fees under the EP&A Regulation, which starts from 1 January 2002 – September 2001
- Using the 'clock' for development applications
 To outline the procedures under the EP&A Regulation for stopping and restarting the 'clock' when additional information is requested on development applications – April 2001

- Using penalty notices
To outline the purpose and operation of the penalty notice provisions under the EP&A Regulation – December 2000
- Practice notes – Regulation 2000 references
To provide users of Guiding Development: Better Outcomes, and the Act and Regulation notes, with updated clauses from the EP&A Regulation – December 2000
- Health, safety and amenity during construction
To help consent authorities write conditions of development consent to address health, safety and amenity issues that arise during construction works – December 2000
- Notifying council resolutions to prepare draft local environmental plans
To help councils meet the requirements of clause 9 of the EP&A Regulation when notifying decisions to prepare local environmental plans – December 2000
- Information required for planning certificates
To tell councils about the information that needs to be included in planning certificates as a result of the EP&A Regulation – December 2000
- Environmental Planning and Assessment Regulation 2000
To advise of the main changes to the planning and development system arising from the EP&A Regulation – September 2000
- Aquaculture – what level of environmental assessment does aquaculture require?
To advise of changes to environmental assessment, advertising and deemed refusal periods requirements for certain aquaculture developments – September 2000
- What do councils consider when they apply section 96?
To help councils apply section 96 of the EP&A Act which was amended on 1 June 2000 – June 2000
- Notifying the public about section 96 modifications
To advise councils on the public notification and advertising of applications to modify development consents – June 2000
- Private certification of strata plans
To advise developers, surveyors, council officers, accredited certifiers and owners corporations on the issue of strata certificates by private certifiers – June 2000
- Long service levy and changes to forms
To explain that the long service levy now needs to be paid at the construction certificate stage – January 2000
- Environmental Planning and Assessment (Amendment) Act 1999
To advise of changes to the EP&A Act in relation to: – January 2000
 - affordable housing
 - development funds
 - modification of development consents
 - operational improvements

ADVISORY NOTES

- Accredited Certifiers and Conflict of Interest – 6 January 2005
- DIPNR Circular – Occupation Certificates and Conditions of Development Consent – 22 April 2005
- Top ten messages relating to the Environmental Planning and Assessment Amendment (Quality of Construction) Act 2003 and Regulations – 22 April 2005
- Letter, Linking conditions of consent to the issue of occupation certificates – 30 July 2004
- Letter, Further refinements to the planning and building certification system – 12 July 2004
- Guide to Quality of Construction Act amendments – 12 July 2004
- Information on Inspections and Signage during Construction – 12 July 2004
- Letter, Commencement of mandatory inspections for Classes 1 and 5 to 10 buildings – 30 June 2004
- Letter, Improvements to the NSW building certification system – 27 February 2004
- Letter, Improvements to the NSW building certification system – 22 December 2003
- Questions and Answers – 22 December 2003
- Making a complaint against an accredited certifier
- Hints and prompts – 22 December 2003
- Threatened Species Conservation Amendment Act 2002- 1 April 2003
- Direction under s94E – 6 November 2000
- Advice on planning certificates (for exempt and complying development) – March 2000
- Advice on planning certificates (general) – August 1998
- Answers to commonly asked questions- last updated October 1998
- Savings and transitional questions and answers – December 1998

GUIDANCE ON PREPARING LOCAL ENVIRONMENTAL PLANS

- Section 117 (2) directions by the Minister – This is a consolidated list of directions in force prior to the commencement of section 117 (2A)) – Prior to 30 September 2005
- LEP Preparation Guidance Note No. 2004-2 – May 2004
- LEP Preparation Guidance Note No. 2004-1 – March 2004
- Letter to councils – December 1999
- Section 71 of the Environmental Planning and Assessment Act now repealed – March 1999
- LEPs and council land: best practice guideline – January 1997

SECTION 2 – STATEMENT OF AFFAIRS

The Department's most recent Statement of Affairs appeared in the Department's Annual Report for the financial year 2005/06.

SECTION 3 – CONTACT DETAILS FOR OBTAINING ACCESS TO DOCUMENTS

In the first instance, the contact person for obtaining access to documents is as follows:

The Manager
FOI and Privacy Unit
23-33 Bridge Street
Sydney NSW 2000

Inquiries can be made by telephone on (02) 9228 6116, between the hours of 9:30 am and 4:00 pm.

FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)
SUMMARY OF AFFAIRS
of the
MINISTRY FOR POLICE

SECTION 1 – POLICY DOCUMENTS

Annual Reports
Code of Conduct
Confiscated Proceeds Account Funding Guidelines
Corporate Plan 2004-2009
Grievance Policy and Procedures
Guidelines for Grants from the Minister's Discretionary Fund
Privacy Management Plan
Review of the Firearms Act 1996
NSW Police Building Code
Report of the Review of the Witness Protection Act 1995
Report of the Review of the Law Enforcement (Controlled Operations) Act 1997
Report of the Review of the Security Industry Act 1998 and the Security Industry Regulation 1999
Commercial Agents and Private Inquiry Agents Act 1963: National Competition Policy Review, Final Report
Commercial Agents and Private Inquiry Agents Regulation 2005 Regulatory Impact Statement
Firearms Regulation 2006 Regulatory Impact Statement
Review of the Police Act 1990

SECTION 2 – STATEMENT OF AFFAIRS

The Ministry's most recent Statement of Affairs is located in its 2005 – 2006 Annual Report.

SECTION 3 – CONTACT ARRANGEMENTS

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

Freedom of Information Coordinator
Ministry for Police
PO Box A66
Sydney South NSW 1235

Telephone enquiries should be directed to the Freedom of Information Coordinator, Ministry for Police, on telephone number (02) 8263 6253.

The Ministry's hours of business are 8:30am to 5:00pm, Monday to Friday.

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****PREMIER'S DEPARTMENT****SECTION 1 – POLICY DOCUMENTS****PUBLIC EMPLOYMENT OFFICE (PEO)**

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

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

Circular**1993**

C93-07 – Availability of Police Academy for Conferences and Training

C93-09 – Fringe Benefits Tax on Car Parking and Review of Agency Vehicle Requirements

C93-17 – Premier's Memorandum No. 93-36 Managing Excess Employees

1994

C94-04 – Senior Executive Service – Changes to Components of Total Remuneration Packages Resulting from Variations to FBT Legislation

C94-12 – Senior Executive Service – Applications for Compensation and the Right of Return

C94-16 – Tax Equivalent Regime (TER) for SES Finance and Data Processing Positions

1995

C95-03 – Protected Disclosures Act 1994

C95-10 – SES – Changes to FBT

C95-12 – Application Of Premier's Memoranda To All Ministers

C95-21 – Option of Cash out Accrued Leave

C95-22 – Domestic travel – Members of CES and SES

1996

C96-11 – Cessation of Payment for 'Right of Return' – Chief and Senior Executive Service

C96-12 – Changes to Motor Vehicle Policy – Wholesale Sales Tax and Leasing

C96-16 – Higher Duties Allowance

C96-22 – Access to Public Sector Executives Superannuation Scheme

1997

C97-05 – M4 and M5 Cashback

C97-13 – Long-term temporary employees

C97-40 – Senior Officers Award

C97-42 – Chief and Senior Executive Service (SES) Leave Entitlements (Restricted)

C97-45 – Recruitment Consultants

C97-53 – Consultative Arrangements: Policy and Guidelines

C97-58 – Devolution of evaluation of senior officer positions

C97-84 – Working for the Dole

1998

C98-04 – Crown Employees (Transferred Officers Compensation) Award , Use of the Crown Solicitor's Office

C98-08 – Pay Advice Slips

C98-103 – Premier's Department Performance Management Policy and Guidelines

C98-105 – Principles for Review of Awards

C98-11 – Carer's Leave for Employees Covered by the Uniform (Ministerial) Leave Conditions

C98-14 – Community Language Allowance Scheme

C98-22 – SES Mobility System

C98-23 – Use of Family and Community Services Leave , Funerals

C98-40 – Senior Executive Service – Changes to Motor Vehicle Policy – Wholesale Sales Tax

C98-50 – Implementation of Job Evaluation Outcomes

C98-57 – Unattached Officers: Chief And Senior Executive Service (SES)

- C98-59 – Commencement of Legislation Improving Retrenchment Benefits for State Superannuation Scheme Members
C98-62 – Managing Displaced Employees: Salary Maintenance Provisions
C98-73 – Dispute Resolution
C98-80 – Premier's Department Policy and Guidelines: Mature Workforce and Alcohol and Other Drugs

1999

- C99-01 – Superannuation Amendments
C99-09 – Use of Employer Communication Devices
C99-14 – Gender Analysis Checklist for the Review of Community Service Obligations
C99-15 – Senior Executive Service Motor Vehicles Novated Leases
C99-23 – Suspension of Advertising and Filling of Vacancies
C99-31 – Guidelines for Collaboration and Integrated Services
C99-37 – Direction to Take Leave Displaced Employees
C99-39 – New Superannuation Preservation Rules
C99-45 – Stage 3 Devolution of Evaluation of Senior Executive Positions Levels 4-8.
C99-48 – Arrangements re the Suspension of Advertising and Filling Vacancies Following Introduction of the 1999-2000
C99-49 – Payments in Lieu of Employer Superannuation Support for Employees and Former Employees Aged 65 Years and Over
C99-51 – Managing Displaced Employees Job Search Leave
C99-55 – Reference Guide For Employees Caring For Older Persons
C99-57 – Optional Access to Early Retirement Benefits
C99-59 – Mobility of superannuation for employees transferring employment between the NSW public sector, local government sector and electricity distribution sector
C99-62 – Interpreter Budget Requirements In Contracting Out Services And Funding Services Delivered By Non Government Organisations, Government Trading Enterprises And State Owned Corporations
C99-69 – Qualifications for Senior Financial Management and Accounting Positions

2000

- C2000-05 – Superannuation Amendments
C2000-10 – Changes to the method of calculating Superannuation on costs for Executive members of First State Super
C2000-11 – Managing and Supporting Attendance at Work
C2000-16 – Sickness Absence Policy
C2000-19 – Conditions Applicable to Employees Selected to Participate in Migrant Work Experience Program
C2000-25 – Revised Procedures to Access Daily Overseas Travelling Allowances
C2000-26 – Employment Health Assessment Policy and Guidelines
C2000-32 – Government Owned Training/Conference Facilities
C2000-33 – Taxation of Allowances
C2000-37 – Monitoring of Use of Communication Devices (including internet access)
C2000-42 – Superannuation Retrenchment Benefits
C2000-46 – Impact of FBT and GST on Salary Sacrifice Arrangements
C2000-53 – Looking for Work with the NSW Government
C2000-62 – NSW Government Job Vacancy Advertising Procedures
C2000-64 – Report on the Review of the Spokeswomen's Programme
C2000-68 – Amendment to Premier's Memorandum No. 2000-15, Access To Published Information Laws, Policy and Guidelines
C2000-70 – SES Motor Vehicles
C2000-73 – Disclosure – Commission for Children & Young People
C2000-74 – Staying in Towns

2001

- C2001-07 – Improving Aboriginal Employment Outcomes within the NSW Public Sector
C2001-08 – Principles for Approval of NSW Enterprise Agreements and Information on Reviewed
C2001-10 – Devolution of Establishment of Senior Officer Positions
C2001-16 – New Arrangements For The Lifting Of The Suspension Of Advertising And Filling Vacancies
C2001-20 – Superannuation Amendments
C2001-32 – Reimbursement of Goods and Services Tax Awards
C2001-37 – Process for Lifting Suspension of Advertising and Filling Vacancies

- C2001-41 – Call Centre Coordination Review Of Options To Share Call Centre Infrastructure
C2001-44 – JOBS.NSW
C2001-53 – NSW Government Application for Employment/Transfer/Promotion

2002

- C2002-10 – Pay Slips and Employers' Records
C2002-11 – Deduction of Union Membership Fees – Model Claus
C2002-13 – Clearance of Vacancies – Workforce Management Centre
C2002-28 – Stage Wage Case 2002
C2002-35 – Common Selection Criteria Brochure
C2002-36 – Public Sector Employment and Management Act 2002
C2002-37 – Elsa Dixon Aboriginal Employment Program
C2002-40 – Increment in Superannuation Guarantee Requirement from 1 July 2002
C2002-43 – Statutory and Public Office Holders – Salary Sacrifice Motor Vehicles
C2002-45 – Motor Vehicle Policy
C2002-46 – Public Sector Employees Contesting State Elections
C2002-47 – Disclosure Of Information In Government Contracts With The Private Sector
C2002-50 – Public Employees' and Agencies' Involvement in Political Fundraising Activities
C2002-56 – Compliance With NSW Superannuation Legislation
C2002-57 – Employer Contributions For First State Super And Complying Accumulation Superannuation Funds
C2002-58 – Crown Employees (Librarians, Library Assistants, Library Technicians And Archivists) Award 2002
C2002-61 – Salary Packaging For Non-SES Employees
C2002-62 – Superannuation Amendments
C2002-63 – Use Of Government Owned Training/Conference Facilities
C2002-73 – New Principles For Approval Of Enterprise Agreements

2003

- C2003-05 – Travelling Overseas On Official Business – Australian Department Of Foreign Affairs And Trade Travel Advice
C2003-07 – Severe Acute Respiratory Syndrome – Travelling Overseas On Official Business
C2003-12 – Salary Packaging Amendment – Annual Public Transport Tickets
C2003-14 – Membership Of Private Sector/Non-Government Boards By Nsw Executive Officers
C2003-17 – Protecting The Archival Heritage Of The State
C2003-22 – Establishment of Healthquest as a Statutory Health Corporation
C2003-23 – Updated Personnel Handbook
C2003-24 – The Roads and Traffic Authority (RTA) as a contractor to agencies
C2003-27 – Crown Employees (Transferred Employees Compensation) Award
C2003-28 – Apologies By Public Sector Agencies And Officials
C2003-31 – Increase In Parking Space Levy
C2003-35 – Training On Merit Selection Techniques
C2003-37 – Occupational Stress - Hazard Identification and Risk Management Strategy
C2003-42 – Quarterly Collection Of Full Time Equivalent (Fte) Numbers For The Nsw Public Sector
C2003-45 – Making Of New Crown Employees (General Staff Salaries) Award
C2003-48 – Reimbursement Of Goods And Services Tax
C2003-49 – Ministry For Science And Medical Research
C2003-50 – Privacy Guidelines On Disclosure Of Information During Industrial Relations Consultations
C2003-51 – Non-SES Salary Packaging And Motor Vehicles
C2003-52 – Department Of Energy, Utilities And Sustainability

2004

- C2004-01 – Variation To Conditions Of Employment Award Re Casual Rates And Entitlements
C2004-07 – Conflict of Interests
C2004-08 – Commencement of variations to conditions of employment award Re: casual rates and entitlements
C2004-11 – Commonwealth defence employer support Payment scheme
C2004-19 – Motor Vehicle Policy Requirements For CEOs
C2004-22 – Nomination Of Employer Representatives To The Government And Related Employees Appeal Tribunal
C2004-26 – Employer Representatives To The Government And Related Employees Appeal Tribunal
C2004-28 – Cadet Rates of Pay, Public Service Department

- C2004-32 – HSC VET Work Placements In All Government Departments
- C2004-33 – NSW Traineeships for People with a Disability
- C2004-35 – HR Expert System Release 2
- C2004-37 – Manual Of Delegations To Department Heads
- C2004-38 – Extension Of Military Leave Through ‘Top Up’ Pay
- C2004-41 – Commonwealth Legislation: Choice Of Superannuation Fund
- C2004-43 – Verification Of Professional And/Or Academic Qualifications
- C2004-45 – Public Sector Salaries Award Settlement of claim with the Public Service Association
- C2004-48 – Information Paper for CES/SES Separated from Office

2005

- C2005-03 – Official Travel within Australia and Overseas
- C2005-04 – Leave for staff directly affected by The South and South East Asia Tsunami Emergency
- C2005-09 – Aboriginal Employment: Improving Your Agency’s Performance
- C2005-10 – Crown Employees (Public Sector Salaries 2004) Award
- C2005-12 – Changed Superannuation Guarantee Reporting
- C2005-15 – Commonwealth Legislation: Choice Of Superannuation Fund
- C2005-17 – Redeployment System Changes
- C2005-20 – Launch Of Sector-Wide Career Development Website
- C2005-22 – Reserve Forces Day – 25 June, 26 June, 2 July and 3 July 2005
- C2005-27 – Senior Executive Service – Notional Salary
- C2005-28 – Retirement Intentions Survey
- C2005-29 – Salary Packaging Benefits For Chief And Senior Executive Service
- C2005-30 – Amendment To Motor Vehicle Policy
- C2005-32 – Superannuation Nominated Salary For Chief And Senior Executive Service
- C2005-33 – Superability of extended leave at double pay, and Correction to meal, travelling and related allowances circular
- C2005-34 – Variation To Crown Employees (Public Service Training Wage) Award 2002
- C2005-35 – Australian and overseas travelling allowances – Including chief executive officers, senior executive officers, statutory appointees, and part-time members of boards, committee
- C2005-36 – Crown Employees Wages Staff (Rates Of Pay) Award 2005
- C2005-37 – Workplace Surveillance Act 2005
- C2005-38 – Extension Of Non-Salary Enhancements To CES/SES Officers
- C2005-40 – Speaking and attendance at commercial conferences and seminars
- C2005-42 – Annual Determination Of Remuneration For Judges, Magistrates And Related Group and The Public Office Holder Group
- C2005-47 – Agency Briefings – Impact of Workchoices Legislation
- C2005-48 – Conversion Of First State Superannuation From A NSW Regulated Scheme To A Commonwealth Regulated
- C2005-50 – Commencement of the amendments to the Extended Leave provisions in the Public Sector Employment and Management Act 2002 and repeal of the Transferred Officers Extended Leave Act 1961

2006

- C2006-01 – Publication of Revised SES Guidelines
- C2006-03 – Rostered Days Off For 2006 – 2008 Crown Employees (Skilled Trades) Award And General Construction (State) Award
- C2006-06 – Crown Employees (Public Service Conditions of Employment) Reviewed Award 2006 and Review Of The Personnel Handbook
- C2006-07 – Secure Employment Test Case Decision and Actions Following Receipt Of Any Applications For Variations to Awards
- C2006-08 – Salary Packaging – Removal Of 50% Limit 2006
- C2006-09 – Accessing leave entitlements and flexible work hours arrangements to observe religious duties
- C2006-10 – SES/Senior Officers Motor Vehicle Charges 2006-2007
- C2006-11 – Secure Employment Test Case Award Variations
- C2006-12 – Premier’s Public Sector Awards – 2006
- C2006-14 – Trade union delegate meetings in the week commencing 15 May 2006 Trades) Award and General Construction (State) Award
- C2006-17 – National Aboriginal & Islander Day Observance Committee (NAIDOC Week 2-9 July 2006)
- C2006-18 – Reduction In The Rate Of Fringe Benefits Tax
- C2006-21 – Introduction of electronic distribution of the Public Sector Notices
- C2006-22 – Senior Executive Service – Notional Salary

- C2006-23 – Release of Retirement Intentions Survey Report
C2006-24 – Federal Budget 2006-07 – Proposed changes to superannuation rules and personal income tax rates
C2006-25 – Military Leave – Defence Reserve Service (Protection) Act 2001
C2006-26 – Changes to Government Advertising Policy
C2006-27 – Review of Meal, Travelling and Related Allowances
C2006-28 – Unattached Officers – Chief And Senior Executive Service
C2006-29 – SES Grievance And Dispute Resolution Procedures
C2006-31 – Review of Meal, Travelling and Related Allowances
C2006-32 – Leave For Staff Directly Affected By The Conflict In Lebanon
C2006-33 – Australian and overseas travelling allowances – Including chief executive officers, senior executive officers, statutory appointees, and part-time members of boards, committees
C2006-34 – Workforce Profile Collection Occupational Coding
C2006-36 – Making It Our Business – Improving Aboriginal Employment in the NSW Public Sector
C2006-40 – Christmas And New Year Leave 2006/07
C2006-41 – Public Sector Employees Contesting Elections
C2006-42 – Variation To Crown Employees (Public Service Training Wage) Award 2005
C2006-43 – Annual Determination Of Remuneration For Judges, Magistrates And Related Group And Public Office Holders
C2006-44 – ACTU Sky Channel broadcast Meetings 30th November 2006
C2006-45 – Employment arrangements for the March 2007 NSW General Election
C2006-47 – Reduction In Recruitment Lead Time
C2006-48 – Managing gifts and benefits in the public sector
C2006-49 – Leave For Staff Affected By The Bush Fire Emergency
C2006-50 – Launch of the NSW Government Sage Centre Internet Site
C2006-51 – State authorities superannuation scheme – Salary sacrifice of compulsory contributions

Memoranda

1990

- M90-29 – Remuneration Packaging for Advertising Public Sector Vacancies
M90-26 – S.E.S. Grievance Mediation – Co-operation and assistance to the Grievance Mediator
M90-13 – Performance Agreement Guidelines
M90-06 – Fringe Benefits Tax – Higher Education Contribution Scheme
M90-02 – Senior Executive Service – Grievance Mediation Mechanism

1991

- M91-34 – Reporting of Grants to Non-Government Organisations
M91-19 – Amendment of Superannuation Legislation

1992

- M92-30 – Privatisation – Staffing Implications
M92-28 – Parking Space Levy and Government Agencies

1994

- M94-35 – Suspension of Public Employees from Duty
M94-10 – Employee Housing Policy

1995

- M95-46 – Reappointment Of Former Administrative And Clerical Officers To Public Sector After Voluntary Redundancy
M95-45 – Performance Agreement Guidelines
M95-40 – Flexible Work Practices
M95-27 – Unattached Officers
M95-2 – Women Executives' Strategy

1996

- M96-24 – Protected Disclosures Act 1994
M96-11 – Dealing with employee work-related concerns and grievances, and harassment free workplace
M96-05 – Managing Displaced Employees

1997

- M97-28 – Out-of-Pocket Expenses and Christmas Season Parties
M97-27 – Managing Displaced Employees
M97-19 – Spokeswomens Programme

M97-12(A) – Traineeships in the NSW Public Sector
M97-10 – Model Code of Conduct for NSW Public Agencies
M97-03 – Employee sponsored child care

1998

M98-37 – Executive service model contract of employment
M98-24 – Managing displaced employees relocation of employees to available work
M98-12 – Use of probity auditors by public sector agencies
M98-04 – Production costs of annual reports

1999

M99-19 – Applicability Of Memoranda And Circulars To State Owned Corporations (SOCS)
M99-10 – Suspension of advertising and filling of vacancies exemptions
M99-05 – Chief Executive Performance Agreement Guidelines

2000

M2000-25 – Leave Conditions – Statutory Appointees
M2000-24 – Reappointment to CES and SES Positions
M2000-15 – Access to Published Information – Laws, Policy and Guidelines [library deposit]
M2000-10 – Strategies for Flexible Workplace Arrangements
M2000-06 – Government Owned Training Facilities
M2000-05 – Remuneration and Contracts of Employment for CES & SES Officers

2001

M2001-11 – Revised ‘Fitness to Continue’ Procedures

2002

M2002-11 – Spokeswomen’s Program
M2002-08 – Departmental Savings Strategies Productivity Savings Progress Reports
M2002-07 – Engagement and Use of Consultants
M2002-04 – Acceptable Use of the Internet and E-mail

2003

M2003-15 – CEO Contracts – Performance Management And Salary Sacrifice Arrangements

2005

M2005-06 – Review Of Government Advertising
M2005-14 – Working Together: Public Sector OHS and Injury Management Strategy 2005-2008
M2005-11 – Federal industrial relations legislation – impact on NSW public sector employers

2006

M2006-04 – NSW Government Policy: Negotiating Public Sector Wages, Salaries And Employment Conditions
M2006-05 – Biofuels And Other Alternative Fuels – Nsw Government Commitments
M2006-09 – Chief Executive Officer Performance Agreements
M2006-13 – Christmas Leave Arrangements
M2006-15 – 2006 Annual Determination Of Remuneration For Chief Executive And Senior Executive Services
M2006-16 – Out Of Pocket Expenses And Christmas Season Parties

PEO Circulars**1995**

P95-24 – Corporate Incentives – Acceptance of Benefits by Public Employees
P95-25 – Administrative Arrangements for Unattached Chief Executive Officers
P95-27 – Re-appointment of Former Senior Executive Officers to the Public Sector
P95-34 – Guidelines under the Public Sector Management Amendment Act 1995
P95-37 – Use of Eligibility Lists Under the PSM Act 1995
P95-45 – Union Picnic Day
P95-59 – Re-employment of former Executive Officers who have received compensation for removal from office
P95-61 – Engagement of Companies

1996

P96-01 – Protected Disclosures Act 1994
P96-04 – Abolition of Salary Maintenance Chief Executive and Senior Executive Service
P96-07 – Standing for election to the Commonwealth Parliament

P96-23 – Engagement and Use of Consultants
P96-26 – Deletion of SES Positions and Removal and Unattachment of Occupants
P96-27 – Public Sector Vacancies
P96-35 – Payment Of Shift Penalties Disciplinary Matters
P96-40 – Services for Displaced Employees
P96-54 – Senior Officers

Publications

- A quarterly newsletter for spokeswomen published by the Spokeswomen's Program Management Committee
- Crown Employees (Transferred Officers Excess Rent Assistance) Agreement
- Fact Sheets – Workforce Management Centre

1990

- Information sheet: History of EEO Legislation in NSW

1993

- Information sheet: Flexible Work Practices for Employees from non-English Speaking Background

1995

- Guidelines for the Suspension of Public Employees
- Policy and Guidelines on Flexible Work Practices
- Resource book: Guide to EEO Data Collection

1996

- Fair Ways newsletter: EEO Data Collection
- Guidelines on Senior Officers Classification
- Policy & guidelines: Harassment Free Workplace
- Policy and guidelines: Dealing with Employee Work-related Concerns and Grievances
- Resource Book: Good Job — Success with Aboriginal & Torres Strait Islander Employment Strategies
- Resource book: The Choice is Yours: Choosing Employment Options in the NSW Public Sector

1997

- Booklet: Success with Flexible Work Practices
- Brochures: Part-Time Work with the NSW Government
- Code of Conduct and Ethics for Public Sector Executives
- Consultative Arrangements: Policy and Guidelines
- Employer Sponsored Childcare
- Model Code of Conduct
- Fair Ways newsletter: Mentoring

1998

- Alcohol and other Drugs – Policy and Guidelines
- Booklet: Journeys: Stories from our Culturally Diverse NSW Public Sector
- Booklet: Strengthening EEO: A Focus on Outcomes for EEO Practitioners
- Brochure: EEO for Senior Executives & Directors of Employment Equity
- Brochure: Strengthening EEO: CEO Leadership
- CES Model Contract of Employment
- Interim Guidelines for Implementation of the Community Language Allowance Scheme
- Mature Workforce Policy
- Performance Management Policy and Guidelines
- Report: Pay Equity: Librarians and Geologists
- Research Scientist Classification
- Role of the NSW Public Sector in the 2000 Olympic and Paralympic Games Volunteer Program Salary Packaging of Superannuation
- Salary Sacrifice for Superannuation Information Sheet

1999

- Guidelines for Collaboration and Integrated Services. Working Together in the Public Sector
- Guidelines for Developing Performance Agreements for CEOs
- Policy and Guidelines for the use by Staff of Employer Communication Devices
- Resource book: Mentoring Made Easy: A Guide
- Women on the Move

2000

- Access to Published Information – Laws, Policy and Guidelines
- Employment Health Assessment Policy and Guidelines
- Fair Ways newsletter: Aboriginal Reconciliation
- Implementation of National Training Packages
- Managing and Supporting Attendance at Work
- NSW Personnel Handbook
- Resource Book: Aboriginal Employment in Practice for the NSW Public Sector
- Review of the NSW Government's Spokeswomen's Program
- Sickness Absence Policy
- Staying in Town
- Strategies for Flexible Workplace Arrangements
- Women On-Line – Stories by Women in IT

2001

- Booklet: I Have the Skills, Do You Have the Job? Case Studies in Productive Diversity
- Booklet: Strengthening EEO: A Focus on Outcomes for University EEO Practitioners
- Booklet: Yarnin' Up: Stories of Aboriginal People's Careers in the NSW Public Sector
- Brochure: Aboriginal & Torres Strait Islander Cadetship Program (student version)
- Brochure: Aboriginal & Torres Strait Islander Cadetship Program (agency version)
- Brochure: EEO for Senior Executives & Directors of Employment Equity
- Brochure: EEO for University Executives
- Brochure: Traineeships for People with a Disability (for applicants)
- Fair Ways: What is EEO? — University version
- Guidelines: Aboriginal & Torres Strait Islander Cadetship Program in the NSW Public Sector
- Reforming the public sector
- Strong Women, Strong Communities

2002

- Booklet: Moving On Up: Paralympians Contributing to the NSW Public Sector
- Booklet: Picking the Best Person for the Job: Merit Selection for NSW Public Sector Panels
- Brochure: Looking for Work with the NSW Government
- Brochure: Maternity leave
- Brochure: What are Common Selection Criteria?
- Fair Ways newsletter: About Flexible Work Practices
- Fair Ways newsletter: What is EEO?
- Government Owned Training Facilities
- Motor Vehicle Policy
- SES Guidelines

2003

- Booklet: Employ Able Resource Guide
- Booklet: Equal to the Task Good Practice Guide
- Fair Ways newsletter: Adjustments at work
- Fair Ways newsletter: Invitation to Managers to Gain Skilled Staff

2004

- Aboriginal Employment Strategies
- Manual of Delegations to Department Heads

2005

- Aboriginal Employment
- Diversity Delivers
- Traineeships for People with a Disability Program

2006

- Retirement Intentions Survey
- Mature Workforce Retention Project
- Making it our Business – Improving Aboriginal Employment in the Public Sector – NSW Policy Statement 2006-2008
- Making it our Business – Improving Aboriginal Employment in the NSW Public Sector – Strategic Framework and Resource Guide 2006-2008

MINISTERIAL AND PARLIAMENTARY SERVICES

- Guidelines for Boards and Committee Members Appointment and Remuneration – (Premier’s Memorandum 2004-10, 15 October 2004)
- Diversity in the Membership of Public Sector Boards and Committees (Pamphlet May 2002)
- Appointing Women to Boards, Councils and Committees – “Call for Applicants” (Pamphlet)
- In NSW we are Gaining Wider Horizons-a Call for Applicants for People from Culturally Diverse Backgrounds – “Call for Applicants” (Pamphlet)
- NSW Boards and Committees: Premier’s Department Register–Application Form
- Appointing People with a Disability to Public Sector Boards, Councils and Committees (Pamphlet – October 2000)
- Appointing People from Non-English Speaking Backgrounds to Public Sector Boards, Councils and Committees (Premier’s Memorandum 1999-7, 10 February 1999).
Contact: Ms Samantha Reid 9228 3624 or e-mail: boards@premiers.nsw.gov.au
- Conduct Guidelines for Members of Boards and Committees – (Premier’s Memorandum 2001-17, 17 December 2001)
- Guidelines for the Engagement and Use of Consultants (Premier’s Department Circular 2004-17, 15 July 2004)
Contact: Ms Janet Britton 9228 4635
- Freedom of Information FOI Procedure Manual, Third Edition, 1994 or at www.premiers.nsw.gov.au
- FOI Poster and Pamphlets – Poster; two pamphlets: “Guidelines for Using FOI in NSW” and “Reviews and Appeals”, updated October 2004, also available at www.premiers.nsw.gov.au
Contact: Ms Jo Haran 9228 4441
- New Arrangements for Government Media Monitoring (Premier’s Memorandum 2004-02, 6 May 2004)
- Broadcast (Radio and Television) Media Monitoring (Premier’s Department Circular 2005-05, 21 January 2005)
- Press Clip Monitoring Arrangements (Premier’s Department Circular 2005-51, 16 December 2005)
- Government Press Clip Monitoring Arrangements (Premier’s Department 2006-30, 24 July 2006)
Contact: Ms Karen Howell 9228 4665
- Payment of Copyright Fees for Government Print Monitoring (Premier’s Department Circular 2005-16, April 2005)
- Overseas Projects (Premier’s Memorandum 2002-03, February 2002)
- Overseas Projects Reporting Requirements (Premier’s Department Circular 2002-30, 25 June 2002)
Contact: Mr Trevor Barnes 9228 4954

Remuneration Tribunals

- Reports and Determinations of the Parliamentary Remuneration Tribunal
- Reports and Determinations of the Statutory and Other Offices Remuneration Tribunal
- Reports and Determinations of the Local Government Remuneration Tribunal
- Statement of Principles in respect to compensation applications.
Contact: Mr Emanuel Sklavounos 9228 3570 or e-mail sklavoe@premiers.nsw.gov.au or reports and determinations may be viewed the Tribunal website at www.remtribunals.nsw.gov.au

STRATEGIC PROJECTS DIVISION

Publications

2006

- Guidelines for the Administration of the NSW Aboriginal Trust Fund Repayment Scheme, March 2006.

2005

- Aboriginal Trust Fund Repayment Scheme Information Sheet No. 1 – How the Scheme Works 2005
- Website information on the Aboriginal Trust Fund Repayment Scheme – How the Scheme Works 2005.
Contact: Ms Marilyn Hoey via 8374 5383

MANAGEMENT SERVICES

Guarantee of Service

Internal Procedures for Protected Disclosures Act

Safe Driving Policy and Guidelines

Use of Premier’s Department internet, e-mail, computer and network facilities by

Department employees

Workplace Surveillance Act 2005-Summary of Surveillance Policies within Premier’s Department

Contact: Mr David Roden, 02 9228 3372

Code of Conduct

Adjustment Policy for Employees with Disabilities
 Harassment Free Workplace Policy – Combating harassment & bullying
 Disability Action Plan 2003/2006
 Ethnic Affairs Priority Statement (EAPS)
 Annual Report

Contact: Ms Paula Castile 9228 5047

Equal Employment Opportunity
 Filling of Short Term Vacancies Policy
 Scholarships Program
 Learning and Development Policy
 Study Assistance Scheme
 Working from Home Policy
 Flexible Work Hours Agreement
 Performance & Development System
 Employee Assistance Program

Contact: Ms Susan Hayes, 9228 3129

Occupational Health and Safety
 Workplace Injury Management and Rehabilitation Policy
 Contact: Ms Maria Duca, 9228 3018

Grievance and Dispute Resolution Procedures

Contact: Mr David Roden, 9228 3372 or Dr Elizabeth Coombs, 9228 3096

Records Management Program

Waste Reduction and Purchasing Plan

Contact: Mr David Roden, 02 9228 3372

PERFORMANCE DEVELOPMENT DIVISION

The Performance Development Division came into being on 1 July 2004 following the amalgamation of the Service Delivery Improvement team (now known as Public Sector Management Improvement) from the Service Delivery Improvement Division with the Performance Measurement and Review Division

Publications

Strategic Management Calendar
 Strategic Management Framework
 Intellectual Property Management Framework for the NSW Public Sector
 Principles for the Operation and Conduct of meetings of Senior Officer Groups

Circulars and Memorandums

Circular 2004-27 – 2003/04 Strategic Management Calendar (29 September 2004)
 Circular 2004-46 – Website to publish information about all NSW Government funding programs (21 December 2004)
 Circular 2005-06 – Intellectual Property Management Framework for the NSW Public Sector (9 February 2005)
 Circular 2005-07 – Principles for the Operation and Conduct of meetings of Senior Officer Groups (10 February 2005)
 Circular 2005-44 – 2005/6 Strategic Management Framework and Calendar (8 November 2005)
 Memorandum 2006-12 – Overseas Projects – Involvement of the Department of State and Regional Development (14 August 2006)
 Circular 2006-35 – Good Practice Grants Administration (15 August 2006)
 Circular 2006-37 – 2006/07 Strategic Management Framework and Calendar (11 September 2006)

PERFORMANCE MEASUREMENT AND REVIEW DIVISION

The Performance Measurement and Review Division came into being on 1 July 2003 following the transfer out of the previous Review & Reform Division of the Performance Improvement Branch

Performance Measurement and Review Division

Publications:

Nil

Circulars and Memorandums:

Nil

Review and Reform Division**Publications:****1999**

- The Privacy Code of Practice for the NSW Public Sector Workforce Profile
- Overview Report for the NSW Public Sector Workforce Profile

2000

- The NSW Public Sector Workforce Profile 2000 – Data Specifications Workbook
- NSW Public Sector Workforce profile 2000 – Excel Template User Guide
- NSW Public sector Workforce Profile 2000 – CHRIS User Guide
- Business Case Guidelines (December 2000)
- Overview Report for the NSW Public Sector Workforce Profile 2000

2001

- The NSW Public Sector Workforce Profile 2001 – Data Specifications Workbook
- Partnering Change: Benchmarking Corporate Services (August 2001)
- Guidelines for Electronic Self Service Projects in Personnel and Payroll (October 2001)
- The NSW Public Sector Workforce Profile 2000 Collection (December 2001)

2002

- The NSW Public Sector Workforce Profile 2002 – Data Specifications Workbook
- Corporate Services Provider Criteria – June 2002
- Costing Corporate Services: A Guide – June 2002
- Overview Report for the NSW Public Sector Workforce Profile 2001 (August 2002)
- Taking Safety Seriously 2002 (October 2002)

2003

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

Circulars & Memoranda:**2000**

- Electronic Self Service (ESS) for Personnel and Payroll Functions (Premier's Department Circular 2000-17, 25 March 2000)
- NSW Public Sector Workforce Profile: 1999 Findings and 2000 Collection (Premier's Department Circular 2000-39, 28 June 2000)
- Business Case Guidelines (Premier's Department Circular 2000-79, 21 December 2000)
- Client Surveys (Premier's Memorandum 2000-28, 20 December 2000)

2001

- Workforce Profile 2001 – Privacy Requirements (Premier's Department Circular 2001-12, 8 March 2001)
- Workforce Profile Data on the Internet (Premier's Department Circular 2001-18, 19 April 2001)
- NSW Public Sector Workforce Profile 2001 (Premier's Department Circular 2001-30, 4 July 2001)
- Guidelines for Electronic Self Service Projects in Personnel and Payroll (Premier's Department Circular 2001-36, 7 August 2001)
- Benchmarking Corporate Services (Premier's Department Circular 2001-42, 24 August 2001)
- Occupational Health and Safety Regulation 2001 (Premier's Department Circular 2001-50, 8 October 2001)
- Effective Implementation of Electronic Self Service projects in Personnel and Payroll (Premier's Department Circular 2001-56, October 2001)

2002

- Implementing the Shared Services Corporate Services Strategy (Premier's Department Circular 2002-01, 7 January 2002)
- Second Round of Funding for Electronic Self-Service projects in Personnel and Payroll (Premier's Department Circular 2002-02, 16 January 2002)
- Approval for Corporate Services ICT expenditure (Premier's Department Circular 2002-08, February 2002)
- Third Round of Funding for Electronic Self-Service projects in Personnel and Payroll (Premier's Department Circular 2002-19, 24 April 2002)
- Provision of pay advice via Electronic Self-Service (ESS) systems (Premier's Department Circular 2002-24, 27 May 2002)
- New Position Code Field for the Workforce Profile (Premier's Department Circular 2002-05, 1 February 2002)

- NSW Public Sector Workforce Profile 2002 (Premier's Department Circular 2002-25, 27 May 2002)
- Taking Safety Seriously 2002 (Premier's Department Circular 2002-51, 16 October 2002)

Council on the Cost and Quality of Government

Publications:

- Council on the Cost and Quality of Government Brochure (updated April 2006)
- Council on the Cost and Quality of Government, 2005 Annual Report
- Council on the Cost and Quality of Government, 2004 Annual Report
- Council on the Cost and Quality of Government, 2003 Annual Report
- Council on the Cost and Quality of Government, 2002 Annual Report
- Council on the Cost and Quality of Government, 2001 Annual Report
- Council on the Cost and Quality of Government Information Brochure
- Council on the Cost and Quality of Government, 2000 Annual Report
- Concise Guide to Service Efforts and Accomplishments – 2001
- Overview of NSW Government Services 1995-2000
- Overview of NSW Government Services 1996-2001
- Overview of NSW Government Services 1997-2002
- Better Management Practices – Environmental Scanning
- Better Management Practices – Corporate Overheads Costing Guide

Circulars & Memoranda:

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

Council on the Cost of Government

Publications:

- Reports to Parliament of the Council on the Cost of Government: First Report June 1996, Second Report December 1996, Third Report June 1997, Fourth Report December 1997, Fifth Report June 1998, Sixth Report, Council on the Cost of Government, December 1998, Seventh Report June 1999, Eighth Report December 1999
- NSW Police Service Review of Resource Management: Scoping Study Report, November 1996
- Review of Aspects of the Management of the Department of Community Services, February 1997
- Review of NSW TAB's Hungarian Project, August 1996
- Review of the Workcover Authority of NSW, May 1996
- Service Competition Guidelines, Council on the Cost of Government, September 1997
- Service Efforts & Accomplishments, 1997 – Arts & Culture
- Service Efforts & Accomplishments, 1997 – Fisheries
- Service Efforts & Accomplishments, 1997 – Agriculture
- Service Efforts & Accomplishments, 1997 – Economic Development
- Service Efforts & Accomplishments, 1997 – Sport and Recreation
- Service Efforts & Accomplishments, 1997 – Vocational Education & Training
- Service Efforts & Accomplishments, 1997 – Housing
- Service Efforts & Accomplishments, 1997 – Social and Community Services
- Service Efforts & Accomplishments, 1997 – Health
- Service Efforts & Accomplishments, 1997 – Law, Order & Public Safety
- Service Efforts & Accomplishments, 1997 – School Education
- Service Efforts & Accomplishments, 1997 – Transportation
- Service Efforts & Accomplishments, 1998 – Environment
- Service Efforts & Accomplishments, 1998 – NSW Programs for Aboriginal People
- Reporting on Service Efforts & Accomplishments in the NSW Public Sector (October 1999)

Circulars & Memoranda:

- Better Government Hotline (Premier's Department Memorandum 96-14, 13 August 1996)
- Review of Government Expenditures (Premier's Department Memorandum 96-13)
- Service Competition Guidelines (Premier's Department Memorandum 97-24)
- Extension of the Life of the Council on the Cost of Government (Premier's Department Memorandum 99-13, 25 June 1999)
Contact: Hayley Eggleston, Performance Development Division, (02) 9228 3512 or email ccqg@premiers.nsw.gov.au or contact the website at <http://www.ccqg.nsw.gov.au>

Corporate Services Reform Unit

Publications:

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

Circulars and Memoranda:

1999

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

2002

- New "Position Code" field for the Workforce Profile (Premier's Department Circular 2002-05, 1 February 2002)
- NSW Public Sector Workforce Profile 2002 (Premier's Department Circular 2002-25, 27 May 2002)

OFFICE FOR WOMEN

The Office for Women was created on 1 July 2004

Publications

2006

- NSW Woman of the Year Honour Roll 2006 Booklet
- Lucy Mentoring Program – Flyer
- Lucy Mentoring Program – Manual
- Girl\$avvy Work Book (republished)
- Fact Sheet 1 – Women, Education and Training
- Fact Sheet 2 – Women and Employment
- Fact Sheet 3 – Women in Leadership Positions
- Fact Sheet 4 – Women, Violence and Safety
- Fact Sheet 5 – Women and Health
- Office for Women Information Leaflet
- Poster International Women's Day 2006 – A3
- Poster International Women's Day 2006 – A4
- NSW Women Issue 4, March "2006 Year of the Community"
- NSW Women Issue 5, August 2006 "Inspiring Creative Women"

OFFICE OF PROTOCOL AND SPECIAL EVENTS

Australian Honours and Awards System to include:

- Order of Australia
- Australian Bravery Decorations
- Public Service Medal
- Royal Humane Society
- Awards of State Representative Certificates
- Community Service Awards

Contact: Ms Kylie Millwood 9228.4306

together with:

The Emblem Book of New South Wales (includes Flying of Flags)
 New South Wales Service Medallion (40 years) – Guidelines and Nomination forms
 New South Wales Table of Precedence

Contact: Mr Michael Harkins, 9228.4042

COUNTER TERRORISM AND DISASTER RECOVERY

Premier's Memoranda

M2006-14 Counter Terrorism Exercise Programme Liability Issues (26 September 2006)
 M2005-01 Tsunami Assistance-Replacement of Official Documentation (10 January 2005)
 M2004-03 NSW Police and Counter Terrorism (May 2004)
 M2003-04 Security Measures – Counter Terrorism Arrangements (20 March 2003)

Premier's Department Circulars

C2005-02 Tsunami Relief Effort – Agency Support Arrangements (10 January 2005)
 C2004-21 Procedures for Reporting Security Incidents (July 2004)

Information Sheets

I2005-03 – Security Arrangements Governor Macquarie Tower (August 2005)
 Contact for Enquiries: Jane Shields (02) 8374 5136

MARINE PARKS AUTHORITY

Contact for Enquiries: Helen Muldoon, Executive Officer (02) 9228 4918

2000

Help us plan Lord Howe Island Marine Park
 Solitary Islands Marine Park (NSW), Solitary Islands Marine Reserve (Commonwealth), Planning Issues and
 Options Summary

2001

Lord Howe Island Marine Park Issues Paper
 Proposed multiple-use Marine Park at Byron Bay – Consultation Paper
 Developing a Representative System of Marine Protected Areas in NSW-an Overview, 2001
 Byron Bay Marine Park Bioregional Assessment

2002

Cape Byron Marine Park brochure 2002
 Jervis Bay Marine Park Zoning Summary
 Overview of the zoning plan for Jervis Bay Marine Park
 Overview of the zoning plan for Solitary Islands Marine Park
 Anglers' Guide to Jervis Bay Marine Park
 Solitary Islands Marine Park Operational Plan
 Solitary Islands Marine Park Recreational User Guide
 Solitary Islands Marine Park brochure
 Summary Revised-Developing a Representative System of Marine Protected Areas in NSW-an Overview

2003

Strategic Framework for the Evaluation and Monitoring of Marine Parks in NSW
 Jervis Bay Marine Park Operational Plan
 Cape Byron Marine Park – Issues and Options for Management, Discussion Paper
 Cape Byron Marine Park 2003 Brochure
 Background Resource Working Paper for the Cape Byron Marine Park

2004

Lord Howe Island Marine Park Operational Plan
 Lord Howe Island Marine Park User's Guide to The Zoning Plan
 Jervis Bay Marine Park Recreational User Guide
 Marine parks, 2004 brochure answering FAQs on marine parks
 Solitary Islands Marine Park Anglers' Guide

2005

Jervis Bay Marine Park Research Work Plan
 Lord Howe Island Marine Park Research Work Plan
 Cape Byron Marine Park Zoning Plan Summary
 Cape Byron Marine Park Research Work Plan

Port Stephens-Great Lakes Marine Park Introductory Brochure
NSW Marine Parks Strategic Research Plan 2005-2010
Solitary Islands Marine Park Research Work Plan 2005-06
Broadscale Biodiversity Assessment of the Batemans Shelf and Twofold Shelf Marine Bioregions – Final report 2005
Broadscale Biodiversity Assessment of the Hawkesbury Shelf Marine Bioregion – Final report 2005
Broadscale Biodiversity Assessment of the Manning Shelf Marine Bioregion – Final report 2005

2006

NSW Marine Parks Permit Policy
Batemans Marine Park Introductory Brochure
Port Stephens-Great Lakes Marine Park Draft Zoning Plan Overview and Submission Form
Batemans Marine Park Draft Zoning Plan Overview and Submission Form

The majority of the documents listed above can be found on the Marine Parks Authority's website: www.mpas.nsw.gov.au)

INFRASTRUCTURE IMPLEMENTATION GROUP

Ministerial Memorandum 2005–9 Major Infrastructure Coordination and Delivery (11 October 2005)
Contact: Steve Illek 9228 3107
Review of Future Provision of Motorways in NSW (December 2005)
Contact: Steve Illek 9228 3107

PREMIER'S DELIVERY UNIT**2006**

The State Plan, A New Direction for NSW
Contact: Mr Ben Keneally 9228 5226

RESOURCE AND CONSERVATION UNIT**List of Policy documents****1999**

- Eden Regional Forest Agreement (with Cwth Govt)
- Upper North East Region Forest Agreement
- Integrated Forestry Operations Approval for the Upper North East Region
- Lower North East Region Forest Agreement
- Integrated Forestry Operations Approval for the Lower North East Region
- Eden Region Forest Agreement
- Integrated Forestry Operations Approval for the Eden region

2000

- North East Regional Forest Agreement (with Cwth Govt)

2001

- Agency Coordinated Forestry Complaint Handling Protocol
- Southern Regional Forest Agreement (with Cwth Govt)

2002

- Southern Region Forest Agreement
- Integrated Forestry Operations Approval for the Southern Region
Contact Officer: Michael Davis 9228 4963

SECTION 2 – STATEMENT OF AFFAIRS

The Freedom of Information Act 1989 requires Agencies to publish an annual Statement of Affairs. The most recent Statement of Affairs of the Premier's Department, which provides information on the structure and functions of the Premier's Department and the categories of documents it holds, is available in the 2005/06 Annual Report. Copies of the Statement of Affairs can be obtained (free of charge) by contacting the A/Manager, Freedom of Information (FOI) or visit the Premier's Department Internet site at www.premiers.nsw.gov.au

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

SECTION 3 – CONTACT ARRANGEMENTS

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

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

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

Ms Jo Haran
A/Manager, FOI
Premier's Department
Level 32, Governor Macquarie Tower
1 Farrer Place
Sydney NSW 2000

Enquires may be directed to the A/Manager FOI and Privacy by telephoning the Premier's Department FOI Hotline, (02) 9228 4441. Applications to amend or notate documents of the Premier's Department relating to a person's own personal affairs may also be made to the Manager FOI and Privacy.

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****DEPARTMENT OF PRIMARY INDUSTRIES****SECTION 1 – POLICY DOCUMENTS****CORPORATE**

Debt Management Policy
Primary Industries Science and Research Strategy

FISHERIES***Aquaculture***

Aquaculture Administration Billing Account Policy
Aquaculture Administration Policy and Procedures Manual
Aquaculture Debt and Fee Waiver Policy
Aquaculture Lease Security Arrangements Information Kit
Aquaculture Permit Application Guidelines
Barramundi Aquaculture Policy
Freshwater Fish Stocking Fishery Management Strategy
Guide to Obtaining a Class A and B Aquaculture Permit
Guide to Obtaining a Land-based Aquaculture Permit
Introduction and Translocation Policy 1994
Land Based Aquaculture Policy
Management of ENHV in NSW Policy
North Coast Sustainable Aquaculture Strategy
NSW Fisheries Aquaculture Lease Application and Allocation Process 2003
NSW Fisheries Eel Aquaculture Policy
Oyster Industry Management and Administration Policy and Guidelines
Oyster Research and Development Plan
Pacific Oyster and QX Disease Control Program
2003–2007 Research and Development Strategic Plan for the NSW Oyster Industry

Commercial Fishing

Directors Guidelines: Determination of Catch History for the Transfer of Class A Yabby and Carp Endorsement
Estuary General Fishery Management Strategy
Estuary Prawn Trawl Fishery Management Strategy
Fishing Business Species Prices Review Policy
Interim Policy on Access to Drying Lakes for Commercial Fishers
NSW Fisheries Commercial Fisheries Licensing Policy 2003
NSW Offshore Prawn Trawling Management Rules
Ocean Hauling Fishery Management Strategy
Share Management Fisheries: Limited Access Stage Fishing Business Transfer Guide

Conservation

Caulerpa Control Plan
Fish Habitat Protection Plan No. 1
Fish Habitat Protection Plan No. 2 – Seagrasses
Fish Habitat Protection Plan No. 3 – Hawkesbury-Nepean River System
Interim Policy for Permits for Commercial Tourist Operations within New Marine Parks
Policy and Guidelines for Aquatic Habitat Management and Fish Conservation 1999
Policy and Guidelines for Fish Friendly Waterways Crossings 2003
Why Do Fish Need to Cross the Road? Fish Passage Requirements for Waterway Crossings 2003

Recreational Fishing

Charter Boat Replacement Policy
Dollar for Dollar Stocking Program Guidelines

Fish Stocking Fisheries Management Strategy
 Small Grants Program Application Guidelines
 Snowy Lakes Trout Strategy
 Stocking and Harvesting of Fish in Farm Dams

Administration and Research

Advisory Council Procedure Manual
 Animal Care and Ethics Committee Guide
 Indigenous Fisheries Strategy and Implementation Plan
 Management Advisory Committee Procedures Manual
 Strategic Research Plan for Fisheries, Aquaculture and Aquatic Conservation in NSW 2004-2009

MINERAL RESOURCES

Royalty Program

Guidelines for determining royalty obligations and calculating royalty payments
 Definition of Disposals for the Purposes of Section 283(4) and 286B(1) Regulation 39 (3) (b) & Regulation 39 (4)
 Definition of Revenue, Expenditure and Depreciation for Quarterly Non-Coal Mineral Returns
 Disbursements of Private Owner Refunds for Quarterly and Annual Returns
 Fringe Benefit Tax in the Calculation of Ex-Mine Value for Ad Valorem Royalty
 Imposition and Application of Interest Penalties for Overdue Royalty Payments
 Interest and Finance Expenses in the Calculation of Ex-Mine Value for Ad Valorem Royalty
 Royalty Debt Recovery Procedure
 Royalty Underpayments and Overpayments of less than \$0.50
 The Effect of the Goods and Services Tax (GST) Upon Mineral Royalty
 Valuation for Sale of Ore or Tailings Bearing Mineral for Ad Valorem Royalty

Titles/Resource Development Programs

Authorities not granted if applicant has failed to meet their obligations under the Mining Act in respect of previous title (1974)
 Code of conduct for landholders, opal miners and prospectors in the Narran-Warrambool Reserve, Lightning Ridge
 Management plan for new opal fields – Opal mining in the Narran – Warrambool Reserve, Lightning Ridge
 Open cutting in the Lightning Ridge area (1990)
 Mine closure guidelines
 Procedures for Departmental Processing of Land Use Referrals
 Exploration Licence Applications – Minimum Amount That May Be Refunded
 Policy On Grant And Renewal Of Exploration Licences For Five Year Terms
 Single Securities On Exploration Licences
 Policy On Retention Of Fees On Refused Or Withdrawn Applications
 Policy On Mining Lease Grant Fee
 Policy For Grant Of Assessment Lease Applications
 Criteria For Cancellation Or Non Renewal Of Mining Leases
 Processes for Highwall Mining Proposals
 Guidelines for Emplacement Area Applications
 Mine Closures – Guidelines
 The Approval of Gas Drainage Drillholes
 Coal Mining Under Flood-Prone Land
 Guidelines for Preparing Conceptual Project Development Plans
 “Bulk Sampling” and “Trial Mining” in Exploration Licences and Assessment Leases
 Bulk Sampling on an Opal Prospecting Licence
 The Colliery Holding in Coal Mining Operation in NSW
 Part 5 of the Environmental Planning and Assessment Act 1979 and the Renewal of Mining Leases
 Policy Guidelines for Issuing Exploration Licences to Explore for Coal
 Acceptable Forms Of Security
 Amount Of Security Required On Exploration Licences
 Applications To Mine Or Prospect For Peat
 Coal Lease Issuance In New South Wales
 Claims for Opal Puddling
 Criteria For Approving Assessment Lease Applications
 Exemption From Mining Lease Grant Fee

Expenditure Requirements On Exploration Licences
Extension of Permits to use power operated machinery on Claims
Five Year Terms For Exploration Licences
Guidelines For Grant Of A Petroleum Production Lease For Coal Bed Methane
Labour/Expenditure Requirements On Mining Leases
Offshore Exploration Licence Applications
Petroleum Exploration Licence Applications
Policy For Exemptions To Full Lease Fees – Interim Procedures For Security Deposits And Lease Cancellation
Refund Of Excess Fees – Exploration Licence Applications
Retention Of Fees Lodged With Applications For And Renewal Of Authorities And Mineral Claims
Reward Claims
Review Of Non Coal Mining Leases – NSW Policy
Security Review Policy
Security Reviews On Mining Leases
Security Deposit Assessment for Mineral Claims in Lightning Ridge
Safety Awareness (Lightning Ridge)
Special Circumstances Renewal Of Exploration Licences
Two hectare “Prospecting” Claims
Three month Opal Prospecting Licences

Geological Survey of New South Wales

Guidelines for reporting on Exploration Licences (2001)
Guidelines for the release of onshore petroleum exploration areas (2000)
Guidelines for the Submission of Digital Coal and Petroleum Exploration Data (2000)

Mine Safety

Publications for Sale

Duty of Care in the Mining Industry DVD or CD – 2004
Small Mines Safety Management Kit – 2003
Be Aware. Be Safe – 2002 (second edition)
Minerals Industry Safety Handbook – 2002
Guideline for the Safe Use of Electricity in NSW Mines – 2001
Safety Management Plan Workbook – 2002
Gretley Inquiry Report (Vols 1 and 2) – 1998
Guideline for Contractor Occupational Health & Safety Management for NSW Mines – 1998
Mine Safety Review – The Steering Group Report on Mine Safety Review Implementation (Vols 1 and 2) 1998
Review of Mine Safety in NSW Report – 1997
Risk Management Handbook for the Mining Industry – 1997
Guideline to Reviewing a Risk – Assessment of Mine Equipment and Operations – 1997
Lightning Ridge Opal Mining Safety Guidelines
Mine Safety Guidelines – various

Free Download

OHS Trainer’s Guidelines – Consultation for Coal Mining and Metal and Extractive Mines
Abstract of the Mines Inspection Act 1901, General Rule 2000, Mines Inspection Regulation 1999 (2000 Edition)
The Enforcement of Health and Safety Standards in Mines
Mine Safety Management Plan
Mine Safety Update
Mines Inspection General Rule 2000 Compliance Audit
Minerals Industry Safety Handbook

Environment

EDP 00 The Environmental and Rehabilitation Role of Mineral Resources
EDP 01 Management of Exploration and Mining in NSW
EDP 02 Exploration and Resource Assessment
EDP 03 Approval of Mining

EDP 04 Mining Operations
 EDP 06 Compliance and Enforcement
 EDP 07 Criteria for Cancellation or Non-Renewal of Mining Leases
 EDP 08 New Approval Process for Management of Coal Mining Subsidence
 EDP 09 New Subsidence Management Plan Approval Process: Transitional Provisions
 EDP 10 Public Access to Environmental Impact Assessment Reports
 EDP 11 Rehabilitation Security Deposits

Guidelines for Industry

Guidelines for the Planning, Maintenance and Construction of Tracks (pdf)
 Preparation of Part 5 Assessments
 Reporting Requirements for Mine Closure and Lease Relinquishment
 Strategic Framework for Mine Closure
 EIS Guideline for Coal Mines and Associated Infrastructure
 EDG01 Borehole Sealing Requirements on Land: Coal Exploration
 EDG02 Borehole Sealing Requirements on the Beds of Water Bodies: Coal Exploration
 EDG03 Guidelines to the Mining, Rehabilitation and Environmental Management Process (MREMP) (includes MOP and AEMR guidelines)
 EDG08 Environmental Management System: Best Practice Reference
 EDG10 Notification of Exploration Activities (Surface Disturbance Notice)
 EDG11 Format and Guideline for the Preparation of a Mining Operation Plan: Small Mine Version
 EDG12 Format and Guideline for the Preparation of a Annual Environmental Management Report: Small Mine Version
 EDG13 Exploration Licence: Rehabilitation and Relinquishment Report
 EDG15 Penalty Notices for Environmental Offences
 EDG16 Exploration in State Conservation Areas
 EDG17 Applications for Subsidence Management Approvals
 EDG18 Guidelines for Review of Environmental Factors

FORESTS

Access to Forests NSW Planning Information
 Compensation for Loss or Damage of Personal Property of Forests NSW Employees and Volunteers
 Credit Management Policy
 Environment Policy
 Fire Management Policy
 Forest Management Zoning in NSW Forests NSW Policy
 Forest Recreation Policy – “Living, working, playing... forests”
 Forests NSW Code of Practice for Plantation Operations
 Good Neighbour Policy
 Health & Safety Policy
 International Project Opportunities Policy

AGRICULTURE

Agricultural and Animal Services Supporting Plan to the State Disaster Plan
 Animal Health Emergency Sub Plan to the State Disaster Plan
 Bushfire Operating Plan
 Drought Relief Policy
 Flood Operating Plan

Policies and Procedures relating to the following:

Anthrax
 Avian Chlamydiosis
 Avian Tuberculosis
 Bat Lyssavirus
 Bovine Tuberculosis
 Chemical Residues
 Compensation for American Foulbrood (AFB) in Honeybees
 Enzootic Bovine Leucosis (EBL)
 Ex Gratia Payments for Cattle Tick, Tick Fever and Bovine TB
 Feeding of Prohibited Substances to Pigs
 Footrot
 Johne's Disease in Alpacas

Johne's Disease in Cattle (BJD)
Johne's Disease in Goats
Johne's Disease in Sheep (OJD)
Livestock Market Assurance Programs
Newcastle Disease
Sheep Lice
Stock Diseases Act – Detention and Quarantine
Transmissible Spongiform Encephalopathies (TSEs)
Trichomoniasis

SECTION 2 – STATEMENT OF AFFAIRS

The Statements of Affairs to June 2006 is contained in the 2005-2006 Annual Report. This is available from the Department's website: www.dpi.nsw.gov.au.

SECTION 3 – ACCESS ARRANGEMENTS

Inquiries concerning the procedures for inspecting and purchasing policy documents and Statements of Affairs should be made to:

The FOI and Privacy Officer
NSW Department of Primary Industries
PO Box 21
Cronulla NSW 2230
Telephone: (02) 9527 8411

Policy documents and Statements of Affairs may be inspected and purchased during normal office hours. The department has a number of offices across the state, with the main locations for specific enquiries as follows:

Head Office

Telephone: +61 2 6391 3100
Facsimile +61 2 6391 3336
Postal address – Locked Bag 21, Orange NSW 2800
Street address – 161 Kite Street, Orange NSW 2800

Agriculture

Telephone +61 2 6391 3100
Facsimile +61 2 6391 3336
Postal address – Locked Bag 21, Orange NSW 2800
Street address – 161 Kite Street, Orange NSW 2800

Fisheries

Telephone +61 2 9527 8411, or 1300 550 474 (Australia only)
Facsimile +61 2 9527 8576
Postal address – PO Box 21, Cronulla NSW 2230
Street address – 202 Nicholson Pde, Cronulla, NSW 2230

Minerals

Telephone +61 2 4931 6666, or 1 300 736 122 (Australia only)
Facsimile +61 2 4931 6790
Postal address – PO Box 344, Hunter Region Mail Centre 2310
Street address – 516 High St, Maitland, NSW 2320

Forests

Telephone +61 2 9980 4100
Facsimile +61 2 9484 1310
Postal address – Locked Bag 23, Pennant Hills NSW 2120
Street address – Building 2/423 Pennant Hills Rd, Pennant Hills NSW 2120

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****PUBLIC TRUSTEE****FO1 Agency No. 52****SECTION 1 – POLICY DOCUMENTS****General**

Annual Reports
Level of Authorities
Guarantee of Service
Fraud Control Strategy
Code of Conduct & Ethics
Training & Procedure Manuals
Records Management
Complaints Handling Procedures
Internal Reporting Policy
(incorporating Protected Disclosures Act – “Whistleblowers Act”)
Waste Management Plan
Ethnic Affairs Policy Statement
Investment Policy Document
Privacy Management Plan
Risk Management Policy and Plan
Gifts & Benefits Policy
Health Privacy Principles Policy

Promotional Brochures and Information Publications

Public Trustee NSW who we are and what we do
Wills and Appointing an Executor
Attorney Services Flexible Management for your financial affairs
Public Trustee NSW and Trusts
Facts on Fees
Privacy and Public Trustee NSW
2006 Annual Report
PT Connect – external client newsletter
ScriPT – internal staff newsletter
Guide for Beneficiaries
Guide for Wills
Guide for Attorney Services
Guide for Trust Clients
Financial Services Guide
Beneficiary Communication Plan (Internal)
Public Trustee NSW Client Feedback
Agency Services: Superannuation Trusts
Employee Entitlement Trusts
Agency Services
Your Funds and the Public Trustee
The Public Trustee’s Investment Profile 2005/06
The Public Trustee’s Common Fund Portfolios

Human Resources Policies

Acceptable Use Policy
Bullying and Harassment Policy
Casuals Policy
Code of Conduct Policy
Disability Action Plan

Equal Employment Opportunity
Ethical Work Practices Policy
Ethnic Affairs Policies & Programs
Filling Substantive Vacancies
Filling Temporary Positions
Financial Assistance for Studying
Flexible Work Practices
Human Resources Strategic Plan 1
Human Resources Strategic Plan 2
Living Away From Home Allowance
Keyholder's Policy
Leave and Attendance Policy
Management of Recreation Leave
Mufti Day Dress Code
Office Security
OH&S Policy
Options for Relief
Procedures for Responding to Poor Performance
Rehabilitation Policy
Resolving Grievances in the Workplace
Sick Leave
Travel Allowances
Travel Guidelines
Use of Eligibility Lists
Unauthorised Absences/Smoke Breaks
Workforce profile
Working From Home Policy
Workplace Injury Management

Other Languages

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

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

Requests for information should be made in writing or by telephone between the hours 9:00 am – 5:00 pm to:

General Counsel,
Level 6,
19 O'Connell Street,
Sydney NSW 2000
Telephone: (02) 9240 0759

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

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

Where a charge is made for a document, it is shown in brackets () after the name in the left-hand column. In some other cases a photocopy fee may be payable.

CORPORATE POLICY

1. Asset Management: Policies (3 Separate documents)
(5 Separate documents)
(12 Separate documents)
2. Authority Wide Agreement Manual
3. Code of Conduct and Ethics
4. Corporate Disposal Policy
5. Data Acquisition
6. Data Privacy
7. Employment of People with Disabilities Policy
8. Flexilink Audit TMC-SOP-409745
9. Occupational Health & Safety Policies
 - Bituminous Works
 - Communicable Diseases
 - Drugs and Alcohol
 - Entry into confined spaces
 - Excavation
 - First aid
 - Hazardous substances
 - Health Surveillance
 - Incident Notification and Investigation
 - Injury Management
 - Manual Handling
 - OHS Consultation
 - OHS Risk Management
 - Personal Protective Equipment (PPE)
 - Post incident counselling
 - Procedure for Drug and Alcohol Policy
 - Radiation
 - Reasonable Suspicion Guidelines for Drug and Alcohol Policy
 - Remote or isolated work
 - Roads and Traffic Authority of NSW OHS Policy Statement
 - Safe Driving
 - Smoke Free Work Environment
 - Training and Certification of Construction Plant Operators
 - Working at heights
 - Working in Extreme Temperatures
 - Work in the Vicinity of Aboveground, Overhead, and underground Utility Services
10. Policy on Third Party Liability Claims against the RTA that come within the ambit of the Treasury Managed Fund
11. Policy on Electronic Mail Messages as Records (PN043)
12. Procurement and Inventory Management Policy and Guidelines
13. Recording Customer Conversations TMC-POL-409006

14. Records Management Program Policy (PN010)
15. Records Management Strategic Plan 2006-2008
16. Recruitment Selection and Appointment Policy
17. Re-engagement of former RTA Staff Policy
18. Reporting Noise Complaints to EPA TMC-POL-409550
19. RTA Heritage Guidelines (2004) – Version 2
20. RTA Quality, OHS & Environmental Audit Package
21. Security Classification and Protection for Information Policy (PN012)
22. Skill Hire Personnel Policy
23. Statement on Business Ethics
Provides guidance to individuals (both RTA staff and those with whom they deal) in respect to the RTA's ethical behaviour requirements in business dealings between it and outside organisations or individuals
24. Sponsorship – Policy and Guidelines
25. Temporary Employment Policy

CONTRACTS

1. Application for Pre qualification for Construction Industry Contractors (RTA Form 627)
2. Commercial Contracts Manual
3. Engagement of IT Contractors & Consultants
4. Engineering Contract Administration Procedures (9 separate documents)
5. Engineering Contracts Manual
6. Engineering Contract Notes
7. Pre qualification Scheme for Construction Industry Contractors
8. Request for Tenders
9. RTA Web Site-Terms of Use, Online Privacy Policy, Copyright, MyRTA Applications (Terms and Conditions, Privacy and Security) (IM&IT)
10. Sale of RTA data
11. Sale of RTA Software

PROPERTY

1. Disposal of Surplus Real Property
2. Land Acquisitions Policy Statement, 1999
3. Response to Building Management System Alarms TMC-SOP-409242
4. RTA Third Party Property Claims (first published in 2003)
5. Statutory Functions Relating to Land and Status of Main Roads
Policies on formalising roads, freeways, road access, road widening and the compulsory acquisition of land

FINANCE

1. Project Estimating Manual (December 2001)
2. Road Cost Index – (issued quarterly)
Measures movements in the development and maintenance costs of roadworks, bridgeworks and traffic facilities in Sydney and non Sydney RTA operations.
3. RTA Works Policy Manual

REGISTRATIONS

1. Authorised Inspection Station Bulletins (AIS-BULL)
2. Automotive information sheets (6 individual titles/documents)
3. AUVIS Bulletins
4. Code of Practice for light vehicle modifications
5. Car Carriers [longer than 19m]
6. Controlled Access Buses [buses longer than 12.5 metres]
7. Converter Dolly Combinations
8. Draft Vehicle Certification and Compliance Scheme – Service Level Agreements and Rules.
9. Enhanced Enforcement Program Guidelines Version 3
10. Engineering specification No 531 – Vehicle Monitoring Devices
11. 4.6 metre high truck routes and loading requirements
12. 14.6 metre semi-trailers
13. 14.9 metre Refrigerated semi-trailers
14. Heavy Vehicle Mass Loading and Access
15. Heavy Vehicle Safety Issues and Countermeasures

16. Heavy Vehicles: NSW Country Road Safety Summit
17. Higher Mass Limits in NSW
18. Light Motor Vehicle Manual
19. Make Yr Car as Individual as You R
20. Motorcycle Safety: Issues and Countermeasures
21. New Vehicle Data Sheets (NVD)
22. NHVAS: National Heavy Vehicle Accreditation Scheme
23. Road Vehicle Descriptor Sheet (RVD)
24. Route Assessment Guidelines for restricted access vehicles (May 2002)
25. Technical specifications (9 individual titles/documents)
26. Terms and Conditions for the Rare Number Plate Auction
27. Towing trailers – things you should know about towing
28. Truck and Dog Trailers over 42.5 tonnes
29. Vehicle Compliance Certification Scheme Handbook
30. Vehicle inspection procedures (3 individual titles/documents)
31. Vehicle Standards Memorandums (4 individual titles/documents)
32. Vehicle Inspectors Bulletins (VIB)
33. Vehicle Specification Sheets (VSS)
34. Vehicle Standards Information (VSI)

LICENCES

1. Accreditation of Multi-Combination Course Providers
2. Alcohol Interlock Information Package for Criminal Law Specialists
3. Alcohol Interlock Information Package for Participants
4. Demerit points – Encouraging safe driving
5. Heavy Vehicle Competency Based Assessment – Assessment Procedures
6. Heavy Vehicle Competency Based Assessment – Assessors Log Book
7. Heavy Vehicle Competency Based Assessment – Management Agreement
8. Motorcycle Rider Training Manual – Learner Rider
9. Motorcycle Rider Training Manual – Provisional Rider
10. Motorcycle Operator Skills Test (MOST) Manual
11. RTA Light Motor Vehicle Manual
12. The Driving Ability Road Test for Class C Drivers – Testing Officers' Manual
13. The Driving Ability Road Test for Heavy Vehicle Drivers – Testing Officers' Manual
14. The Driving Ability Road Test for Motorcycle Riders – Testing Officers' Manual
15. 3 Strikes Scheme
16. Worried about the driving ability of an older driver

MATERIALS

1. Bitumen Emulsion Guide (November 1995)
2. Bituminous Slurry Surfacing Guide – 1994
3. B57 Driven Cast-In-Place Concrete Piles E2/R0 August 2005
4. B58 Permanently Cased Cast-In-Place Reinforced Concrete Piles E3/R0 August 2005
5. B283 Confined Elastomer (Pot Type) Stainless Steel Bearings E4/R0 October 2005
6. Guidelines for the Management Acid Sulphate Materials: Acid Sulphate Soils, Acid Sulphate Rock and Monosulfidic Black Ooze (April 2005)
7. Guide to the Use of the Novachip System of Bituminous Surfacing – 1994
8. Guide to use of Fibred system of Reinforced Bituminous Sprayed Sealing – 1994
9. Guide to use of Foamed Bitumen in Sprayed sealing – 1994
10. Geotextile Reinforced Seals (on Clay) – September 1992
11. Long-Term Creep Characteristics of Concrete Prepared with Various Binders and Aggregates – CSIRO – June 2006
12. Materials Testing Manual Vol. 1-3
Guidelines and standards for use in testing of materials in laboratories
13. Plastic Water Filled Devices for Roadwork Sites (TDT 2003/02)
14. Prequalified Retroreflective Raised Pavement Markers (TDT 2005/05)
15. Quality Assurance Materials Specifications (42 separate documents)
16. R16 Precast Reinforced Concrete Box Culverts E3/R0 October 2005
17. Scrap Rubber Bitumen Guide – 1995
18. Shotcrete Design Guidelines
19. Sprayed Sealing Guide – February 1997

BRIDGES AND FERRIES

1. BPC 2006/05 Pipes and Conduits for Bridgeworks
2. BPC 2006/03 RTA Approval of Proprietary Bridging Systems
3. BPC 2005/10 Reissue of Standard Bridge Drawings
4. BPC 2005/09 Provision of Disabled Access for Pedestrian Bridges
5. BPC 2005/08 Welding of Bridges
6. BPC 2005/06 Bird Nesting in Bridge Abutments & Box Girders
7. BPC 2005/05 Use of Steel Fibre Reinforced Reactive Powder Concrete ('Ductal') in RTA Works
8. BPC 2005/04 Pot Bearing Attachment Plates
9. Bridge Aesthetics 'Design Guidelines to improve the appearance on bridges in NSW'
10. Bridge Branch Standard Drawings and Preferred Details (Full Set \$385, Single \$11)
Guidelines for use in drawing plans for bridgeworks
11. Bridge Maintenance Manual
Methods of inspecting, testing and maintaining bridges
12. Bridge Policy Circulars [Bound sets of Circulars]
Covers updates to procedures related to bridgeworks
13. Bridge Waterway Manual
14. Conditions for use of the Anzac (Glebe Island)
15. Conditions for use of the Sydney Harbour Bridge for filming and photographic shoots
16. Bridge for filming and photographic shoots
17. Concrete Bridge Deck Repairs – Guidelines – Bridge Technology – June 2006
18. Investigation of Bridge Cracking and Deck Sealing – Bridge Specification & Rehabilitation – June 2006
19. Locking Devices for Stressbar Nuts & Cap Screws – Bridge Specification & Rehabilitation – August 2005
20. Maintenance Activities on RTA Bridges, Tunnels and Ferries. Activity Specific Review of Environmental Factors
21. Mortlake Ferry Operating Timetable
22. Quality Control Specifications – Bridgeworks
23. Quality Manuals:
 - Bridge Rehabilitation Projects Procedures Manual
 - Bridge Section Operating Manual
 - Bridge Design Operating Manual
24. Recommended Guide for the Design of Stress Laminated Timber Plate Bridge Decks
25. Revised RTA Bridge Standard Drawings
26. Requirements for Design, Construction and Maintenance of Developer Proposed Pedestrian Bridges
27. RTA Structural Drafting Manual
28. Spit Bridge Opening Times
29. Timber Truss Bridge Maintenance Handbook
Deals with the special techniques required to repair timber truss bridges
30. Timber Bridge Management – January 2002
31. Wrought Iron Bridges – Prince Alfred (Gundagai), Dalgety (S Cooma).

TRANSPORT PLANNING

1. Adoption of the Australian Road Rules (TD 99/20)
2. Approval of Green Light Corridors TMC-SOP-409410
3. Australian Rainfall and Runoff – The Institute of Engineers, Aust – 1987
4. AUTOTURN Swept Path Computer Program (TDT 2001/06a)
5. "Beyond the pavement" RTA Urban and Regional Design Practice Notes
6. Bicycle Parking (TD 99/30)
7. Bus Lanterns at Signalised Intersections (TD 98/4)
8. Code of Practice for Water Management, Road Development and Management (1999)
9. Coloured Pavement for Special Purpose Lanes (TD 99/9)
10. Cost Recovery for Special Events TMC-SOP-409500
11. Creating Incident Response Plans – External Contractors TMC-SOP-409317
12. Disposal of Dangerous Goods on RTA Roads Made Safe by Fire Brigades TMC-SOP-409255
13. Environmental Directions 1-18
14. Environment Impact Assessment Toolkit Issue 3, October 2004
15. Environmental Management System Brochure
16. Film and Video Policy TMC-POL-409193
17. Filming on major roads – Info pack
18. Filming on major roads Policy (TTP 00/3)

19. 40 Km/h Speed Limits in High Volume Pedestrian Areas
20. General Holmes Drive Tidal Flow TMC-SOP-409903
21. Guidelines for Banners on Bridges over Classified Roads
22. Guidelines for Construction Water Quality Monitoring
23. Guidelines for the Selection of Bus Priority Enforcement Camera Sites (TDT 2005/03)
24. Guide to Traffic and Transport Management for Special Events
25. Hardship Acquisition Policy
26. How to prepare a Bike Plan
27. Lawrence Hargrave Drive Incident Response TMC-SOP-409242
28. Managing Police Requests for Changes to Traffic Signals Settings TMC-SOP-409408
29. Murray River Crossing Strategy – March 2002
30. Northern Pacific Highway Noise Taskforce Report (2003)
31. Noise Wall Design Guidelines (2003)
32. NSW Speed Zoning Guidelines
33. Pay Parking (Version 2.0)
34. Policy for activating the JOC for Major Incidents and State Emergencies TMC-POL-409250
35. Policy for Green Light Corridors TMC-POL-409406
36. Policy for managing repairs to faulty Traffic Signal Loop Detectors TMC-SOP-409750
37. Policy for Traffic Modelling TMC-POL-409706
38. Procedures for Use in the Preparation of a Traffic Management Plan (Version 2)
39. Quality Assurance Model Specifications (140 separate documents)
40. Road Environment Safety updates
41. Road environment safety technical directions
42. Road environment safety. A practitioner's reference guide to safer roads
43. Roadside Environment Strategic Plan (1995) (\$50)
44. Route Assessments for 14.5 metre buses
45. Route Standards for Western Region State Road Network (January 2003)
46. RTA Aboriginal Heritage Guidelines (2002) \$50
47. RTA Community Involvement Practice Notes and Resource Manual (1998) (\$50)
48. RTA Environmental Management System Manual (2000)
49. RTA Environmental Policy (2000)
50. RTA Heritage Action Plan 2005-2010
51. RTA Roadscape Guidelines (1998) (\$50)
52. RTA Statutory Planning Guidelines (1999) (\$50)
53. RTA Thematic History (2006) – 2nd Edition
54. RTA Waste Reduction and Purchasing Plan (1998)
55. Safe-T-Cam Policy and Procedures
56. SCATS Loop Repair Process TMC-SOP-409751
57. Southern Cross Drive Congestion Monitoring TMC-SOP-409913
58. Special Events – Agency and Stakeholders Responsibilities TMC-WKI-409192
59. Sydney Airport Air Alert TMC-SOP-409921
60. The Aboriginal Action Plan 2001-2010
61. TMC Management of Special Events TMC-POL-409190
62. Tourist Signposting (Version 2.1)
63. Traffic Modelling TMC-SOP-409705
64. Traffic Program for Review of Environmental Factors (June 2005)
65. Traffic Project Processes – PT21 (June 2005)
66. Updated and renamed 'Development Program Guidelines 2006'

ROAD AND TRAFFIC DESIGN

1. Advertising on RTA Infrastructure (TMP 98/3 & TMP 99/2)
2. Barton Highway Incident Response Plan Manual
3. Bus Stop Blackspot Zones (TD 98/14)
4. Concrete Roundabout Pavements – Guide to Design and Construction (March 2004)
5. Current Technical Directions
6. Development Program guidelines
7. Disposition of utility services in footways on classified roads
8. Environmental Impact Assessment Guidelines (2001) – Version 4
9. Environmental Impact Assessment – RTA Role and Procedures (1995)
10. Geogrid Guide – 1998
11. Great Western Highway Management Plan

12. Guide for the Measurement and Interpretation of Skid Resistance using SCRIM (August 1995)
13. Guidelines for Estimating, Scope and Cost Control for Development Projects
14. Guidelines for Traffic Facilities (Green Book) (\$50)
 - Part 1. Legislative & Administrative Framework
Deals with delegation of RTA decision making powers, for certain traffic facilities, to Councils
 - Part 2. Public Participation in Local Issues
 - Part 3.1 Preferential Parking Zones
 - Part 3.3 Angle Parking on Public Streets
 - Part 3.5 Disabled Parking
 - Part 4.1 Children's Crossings
 - Part 4.3 Grade Separated Pedestrian Facilities
A series of guidelines covering the design and construction of roads and neighbourhood areas
 - Part 4.4 Marked Foot crossings
 - Part 6. Speed Humps – Planning & Implementation
 - Part 7.1 40 km/h Speed Limits on Public Streets
 - Part 7.2 Local Area Traffic Management
 - Part 7.3 Shared Traffic Zones
 - Part 7.4 Control of Traffic within Developments
 - Part 8. Road Closures
 - Part 9. Light Traffic Thoroughfares
15. Guide to Quality Assurance Specifications (10 separate documents)
16. Guide to use Portable Traffic Light Signals
17. Hexham Bridge Booking and Opening Protocols, Revision 5, (28 July 2006)
18. Hook Turn Only Sign at Signalised Intersections (TD 99/24)
19. Installation of Light Emitting Diode (LED) Traffic Signal Lanterns (TDT 2005/04)
20. Keep Clear Pavement Marking (TD 99/26)
21. Kerb Ramps (TDT 2002/08)
22. Kerbside Line marking of Parking Restrictions (TDT2001/09)
23. Location and Placement of Variable Message Signs (TDT 2005/02)
24. Management Responsibility for Heritage Items in the Road Reserve (2005)
25. Managing Urban Stormwater- Soils and Construction, Volume 1. Prepared by the Department of Housing, Department of Environment and Conservation and other Government agencies (the Blue Book 4th Edition 2004)
26. Marked Footcrossings at Signalised Intersection (TDT 2001/08a)
27. M4 East Options Study Brochure (January 2004) M4 East Information Line 1800 688 136
28. M4 East Overview Report Booklet (December 2003) M4 East Information Line 1800 688 136
29. Maintenance Activities on RTA Bridges and Tunnels. Activity Specific Review of Environmental Factors (July 2006)
30. Maintenance Activities on RTA Maintained Roads. Activity Specific Review of Environmental Factors (July 2006)
31. Model Analysis to determine Hydraulic Capacities of Kerb
32. Inlets and Gully Pit Gratings – DMR – 1979 (including types SO and SK).
33. Motor Bike Parking (TD 2004/02)
34. No Entry Signs for Road-Related Areas (TD99/28)
35. No Hook Turn By Bicycles (TD 99/25)
36. No Standing and No Parking Signs (TD 99/21)
37. Pacific Highway Urban Design Framework: Hexham to Tweed Heads
38. Parking Control Signs – Adoption of Symbolic Period Parking Signs (TD 97/22)
39. Parking Signs Australian Standard Zone Symbol Parking Signs (TD 97/23)
40. Parking Signs – Standard Zone Symbol Parking Signs Part 2 (TD 99/27)
41. Pedestrian Refugees (TDT 2002/10)
42. Permit Parking (Version 2.1)
43. Plan Approval Process
44. Post Completion Review Policy
45. Regulatory Signs (Version 1.2)
46. Replacement of Traffic Controller Ahead Symbolic Signs (TDT 2002/13)
47. Replacement of Tar Spraying Signs (TDT 2002/14)
48. Restricted Parking Areas (Version 2.0)
49. Road Design Guide
Statement of the geometric drainage and associated design structure associated with main roads in NSW

50. Roundabouts – Geometric Design Method (Version 1.0)
51. Roundabouts – Pavement Marking (Version 1.0)
52. Route Standards, South West Region, Version 1.0 November 2004
53. RTA Contaminated Land Management Guideline (2005)
54. RTA Environmental Noise Management Manual
55. RTA Erosion and Sedimentation Risk Assessment Procedure (2005)
56. RTA Library -(02) 8837 0151, Fax -(02) 8837 0010 Email library@rta.nsw.gov.au
57. Safety Zone Signs (TD 99/31)
58. ‘Safety in Sydney’s Major Road Tunnels’
59. Schedule of Roads Classified under the Roads Act (July 2004)
60. School Zones
61. Scramble Crossing – Signs and Markings (TD 99/22)
62. Shared Paths – User Advisory Signs (TDT 2001/07a)
63. Shared Zone Signs (TD 2001/06)
64. Signs and Markings for Transit Lanes (TD 99/5)
65. Signalised Entries to Private Developments (TDT 2001/03)
66. Signposting for Hospitals (TD 92/47 + TS90/3)
67. Signposting of Regional Shopping Centre (TDT 2002/02)
68. Signs for Prohibitions, Designated Paths and Control of Downhill Speed (TD 99/33)
69. Stopping and Parking Restrictions at Intersections and Crossings (TDT 2002/02)
70. Swansea Bridge Information Manual
71. Stopping and Parking Restrictions at Intersections and Crossings (TDT 2002/02)
72. Towards Guidelines for Retail Centres along Traffic Routes
73. Traffic Control at Work Sites (Version 3.0)
74. Traffic Light Inventory – RTA Policy – (TDT 2002/06)
75. Traffic Separation using Road Marking Materials (TD 2000/4)
76. Traffic Signal Practice – Design (Version 1.0)
Design of traffic signals from geometric layout
77. Truck Lanes (TD 2000/5)
78. Use of Freeway Signs (TD 2000/2)
79. Use of Keep Left Unless Overtaking Signs (TD 2000/3)
80. U-Turns at Signalised Intersections (TD 99/23)
81. Vehicle Path Computer Program (TD 92/24)
82. Upgrading the Pacific Highway- Protecting our Unique Environment CRB98.014
83. Upgrading the Pacific Highway – Visit our Shopfront Display
84. Works Authorisation Deed
85. Zig Zag Advanced Pavement Markings at Marked Foot crossings (TD 92/43)

AGREEMENTS WITH PUBLIC UTILITIES/STATE GOVERNMENTS

1. Arrangements with Councils for Road Management
2. Local Government Road Safety Officer Funding Agreement
3. Maintenance of Main Roads and Railways at their point of crossing: Agreement between the SRA and the RTA
4. Murray River Crossings Agreement between the RTA and VIC Roads
5. Murray River Crossings, Incident Response Sub Plan of the Murray District, DISPLAN
6. Memorandum of Understanding: – Local Government Road Safety Program
7. Requests for RTA Assistance to Support a Security Operation TMC-SOP-409225
8. M4/M5 Cashback Scheme – Describes how to obtain a rebate of tolls paid on the M4 and M5 Motorways when travelling in a NSW privately registered vehicle
 - M4/M5 Cashback Rebate form
 - Request to pay M4/M5 Cashback rebate into your bank account
 - Repayment Reissue form
9. 2002-2004 Local Government Road Safety Program Strategic Plan

FIELD OPERATIONS

1. Applying for a Road Occupancy Or Road Development Licence TMC-SOP-409185
2. Clearway Towing – Owner/Driver Enquiries TMC-SOP-409162
3. Clearway Towing – Vehicle Events TMC-SOP-409160
4. Delegation to Chairpersons of Regional Traffic Committees – Appeals to Regional Traffic Committees
5. Delegation to Councils – Regulation of Traffic
6. Displaying manual messages on VMS TMC-SOP-409269

7. Electronic lane changing on the Sydney Harbour Bridge TMC-SOP-409030
8. Environmental Incident Reporting Policy and Procedure (2005)
9. Guide to Traffic Generated Developments (December 1993)
10. Hume Highway Incident Response Plan Manual
11. Issuing a Road Development Licences TMC-SOP-409189
12. Issuing a Road Occupancy Licence TMC-SOP-409186
13. Management of Illuminated Street Name & Advertising Sign Proposals (TMP 99/3)
14. Maintenance of Geotextile Reinforced Seals on Clay Pavements – 1998
15. Policy for communication in the traffic management of incidents TMC-POL-409240
16. Policy for Creating Transport Management of Incidents Plans TMC-POL-409312
17. Policy for removing vehicles from roads and road related areas TMC-POL-409165
18. Policy for using RTA traffic management CCTV cameras TMC-POL-409008
19. Policy for using variable speed limit signs TMC-POL-409280
20. Policy on answering calls in the Transport Operations Room TMC-POL-409176
21. Policy on Electronic Mains Messages as Records
22. Regional Roads Block Grant Agreement
23. Reporting of Potholes TMC-SOP-409172
24. Reporting Traffic Sign Faults TMC-SOP-409173
25. Reporting Traffic Signal Faults TMC-SOP-409174
26. Road occupancies/Developments in the CBD – Additional Approval TMC-POL-409184
27. RTA CADD Manual V 3.1 – April 2004
28. SCATS and Sydney Light rail operations TMC-WKI-409755
29. Seepage, Drainage and Flow Nets – HR Cedegren – 1989
30. SHB Approaches Phone Checks TMC-SOP-409032
31. Storm water Drainage Design in Small Urban Catchments Special Report 34 – ARRB – 1987
32. Sub-Surface Drainage of Road Structures Special Report 35 – ARRB 1987
33. Traffic Commanders Role in Traffic Management of Planned Incidents TMC-POL-409197
34. Traffic Commanders Role in Traffic Management of Unplanned Incidents TMC-POL-409196
35. Traffic Emergency Patrol roles in the traffic management of unplanned incidents TMC-POL-409810
36. Traffic Facilities Inventory – RTA Policy (TDT 2003/04)
37. Traffic Management of Unplanned Incidents TMC-POL-409900
38. Use of Class 1 Retro reflective Sheeting on Roadworks Signs (TDT 2004/01a)
39. Use of Variable Message Signs (VMS) (TDT 2002/11)
40. VMS Standby Messages TMC-POL-409266

ROAD SAFETY

1. Alcohol Interlock Program: Approving Installers and Service Providers
2. Alcohol Interlock Program: Bimonthly Servicing
3. Alcohol Interlock Program: Cancelling and Interlock Licence
4. Alcohol Interlock Program: Due for Completion
5. Alcohol Interlock Program: Financial Assistance Scheme
6. Alcohol Interlock Program: Use of Smart Keys
7. Alcohol Interlock Program: Eligible licence types
8. Alcohol Interlock Program: Shared Programs
9. Alcohol Interlock Program: Temporary Removals
10. A guide to the correct installation and use of seat belts and child restraints
11. A Practical Guide to Addressing Road Safety Issues Around Schools
12. Accident Reduction Guide
13. Action for Bikes – Bikeplan 2010
14. Children's Crossings: A Guide to Promoting Correct Use
15. Children's Crossings (TMP 01/1)
16. Convex Safety Mirrors Guidelines
17. Drink Drive: Problem Definition and Countermeasure Summary
18. Driver Fatigue: Problems Definition and Countermeasure Summary
19. Fixed Digital Speed Cameras: Manual for Site Selection and Preparation
20. Guidelines for Driving Emergency Vehicles TMC-POL-409210
21. Guidelines for Implementing the 50km/h Urban Speed Limit
22. How to Prepare a Pedestrian Access and Mobility Plan a n Easy Three Stage Guide
23. Motorcycle Safety: Issues and Countermeasures
24. NSW Bicycle Guidelines (Version 1.2)
25. NSW Guidelines for Bicycle Road Races

26. Travelling on to Pacific Highway- Take a Break RTA/Pub.00.023. Pacific Highway Office 1800 653 092
27. Pedestrian Safety: Problem Definition and Countermeasure Summary
28. Planning Guidelines for Walking and Cycling (TDT 2005/01)
29. Principle of Effective Community-Based Safe Driving Programs for Novice Drivers and Passengers
30. Road Safety 2010 – a framework for saving 2000 lives by the year 2010 in New South Wales
31. Roadside Services in Remote Areas (TMP 99/7)
32. Road User Behaviour Study – Community Attitude Survey Report
33. Road User Behaviour Study – Crash Data Analysis Report
34. Road User Behaviour Study – Public Education and Mass Media Report
35. Road User Behaviour Study – Road Safety Enforcement and Deterrence Strategies Report
36. Road User Behaviour Study – Summary Report
37. RTA Bicycle Policy for Grates (TMP00/1)
38. RTA Bicycle Policy for Maintenance Work (TMP 99/4)
39. Safe Driving Policy (RTA)
40. Safety Restraint Fitting Manual
41. School Crossing Supervisors – Administration
42. School Crossing Supervisors – Training
43. Sharing the Main Street Guidelines
44. Significant Roadside Environment Area Signs (TMP 99/6)
45. Signposting of Educational Institutions (TDT 2002/03)
46. Speed Issues and Countermeasure Summary
47. Use of Pre-formed Traffic Signal Detection Loops (TMP 00/2)
48. Use of Traffic Calming Devices as Pedestrian Crossings (TDT 2001/04)

AUSTROADS PUBLICATIONS

1. Bridge Design Specification, 1976 plus amendments [BEC-01] (\$10)
2. Bridge Waterways, 1989 [NTR-06] (\$5)
3. Bridge Welding Practice, 1980 [BEC-08] (\$7)
4. Grade Separated Interchanges – A Design Guide – NAASRA 1984
5. Guide to Rehabilitation of Road Pavements, 2004
6. Guide to Structural Design of Road Pavements, Revised 2004
7. Guide to Parking in NSW
8. Prestressed Concrete Inspection Practice, 1983 [BEC-09] (\$6)
9. Producing and Using Transport Access Guides
10. Specifications for Bridge Construction, 1987 [BEC-11] (\$12)
11. Supplement to Austroads Pavement Rehabilitation Guide (2002)
12. Traffic Engineering Practice [NAS-54]
 - Pt. 1: Traffic Flow [AP-11.1/88] (\$22)
 - Pt. 2: Roadway Capacity [AP-11.2/88] (\$22)
 - Pt. 3: Traffic Studies [AP-G11.4/04] (\$33)
 - Pt. 4: Treatment of Crash Locations [AP-G11.4/04] (\$33)
 - Pt. 5: Intersections at Grade [AP-11.5/88] (\$33)
 - Pt. 6: Roundabouts [AP-11.6/93] (\$44)
 - Pt. 7: Traffic Signals [AP-11.7/03] (\$66)
 - Pt. 8: Traffic Control Devices [AP-11.8/88] (\$22)
 - Pt. 9: Arterial Road Traffic Management [AP-11.9/88] (\$22)
 - Pt. 10: Local Area Traffic Management [AP-11.10/88] (\$22)
 - Pt. 11: Parking [AP-11.11/88] (\$22)
 - Pt. 12: Roadway Lighting [AP-11.12/04] (\$22)
 - Pt. 13: Pedestrians [AP-11.13/95] (\$44)
 - Pt. 14: Bicycles [AP-11.14/99] (\$66)
 - Pt. 15: Motorcycle Safety [AP-11.15/99] (\$66)
13. Urban Road Design: A guide to the Geometric Design of Major Urban Roads – AUSTROADS – 2002

FREEDOM OF INFORMATION

1. Procedures for Dealing with Freedom of Information and Privacy Applications and Brochure for RTA staff and Customers explaining how to handle FOI and Privacy Reviews requests and reviews
2. RTA Freedom of Information and Privacy Policy (CPS34)
Sets out the procedures and officers responsible for compliance with FOI/Privacy legislation within the RTA

SECTION 2 – STATEMENT OF AFFAIRS

The Statement of Affairs previously consisted of two booklets – titled ‘Inside the RTA – The Roads and Traffic Authority of New South Wales. What is the RTA and how does it affect me?’ and ‘The Customer Information Directory’. ‘The Customer Information Directory’, has now replaced these two booklets. This document still covers all of the requirements of the Statement of Affairs. The document is available, without charge, from the offices listed in Section 3 and the content is included on the RTA’s website at www.rta.nsw.gov.au.

SECTION 3 – CONTACT ARRANGEMENTS

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

1. Completing a RTA Request for Access form. This form is available at all RTA offices, or you may apply in writing supplying all the details required under the Section 17 of the FOI Act, Section 14 of the Privacy Act or Section 26 of the Health Privacy Act.
2. Present the form or letter, the appropriate fee and, where necessary, identification, to any RTA office. Details of procedures, fees, and reductions in certain cases, can be obtained from the FOI and Privacy brochures, including the ‘Procedures for Dealing with freedom of information and privacy applications and reviews’ brochure, available at RTA offices.

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

Sydney Region

PO Box 558, Blacktown 2148
Ground Floor, 83 Flushcombe Road,
Blacktown 2148
DX 8120 Blacktown
Telephone (02) 8814 2325
Facsimile (02) 8814 2593
Monday – Friday 8.30 am – 4.30 p.m.

Western Region

PO Box 334, Parkes 2870
51-55 Currajong Street,
Parkes 2870
DX 20256 Parkes
Telephone (02) 6861 1444
Facsimile (02) 6861 1414
Monday – Friday 8.30 am – 4.30 p.m.

South Western Region

PO Box 484, Wagga Wagga 2650
1 Simmons Street,
Wagga Wagga 2650
DX 5407 Wagga Wagga
Telephone (02) 6938 1105
Facsimile (02) 6938 1183
Monday – Friday 8.30 am – 4.30 p.m.

Southern Region

PO Box 477, Wollongong East 2520
Level 4, 90 Crown Street,
Wollongong 2500
DX 5178 Wollongong
Telephone (02) 4221 2415
Facsimile (02) 4227 3705
Monday – Friday 8.30 am – 4.30 p.m.

Northern Region

PO Box 576, Grafton 2460
31 Victoria Street,
Grafton 2460
DX 7610 Grafton
Telephone (02) 6640 1327
Facsimile (02) 6640 1301
Monday – Friday 8.30 am – 4.30 p.m.

Hunter Region

Locked Bag 30, Newcastle 2300
59 Darby Street,
Newcastle 2300
DX 7813 Newcastle
Telephone (02) 4924 0203
Facsimile (02) 4929 7107
Monday – Friday 8.30 am – 4.30 p.m.

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

Manager, Records Access Unit
PO Box K198, Haymarket 1238
Level 5, 260 Elizabeth Street,
Surry Hills 2010
DX 13 Sydney
Telephone: (02) 9218-6632
Facsimile: (02) 9218-6085
Monday – Friday 8.30 am – 4.30 p.m.

Corporate Freedom of Information and Privacy Liaison Officer
PO Box K198, Haymarket 1238
260 Elizabeth Street,
Surry Hills 2010
DX 13 Sydney
Telephone: (02) 9218-6431
Facsimile: (02) 9218-6085
Monday – Friday 8.30 am – 4.30 p.m.
Email: foi@rta.nsw.gov.au

Privacy and Contract Reporting Co-ordinator
PO Box K198, Haymarket 1238
260 Elizabeth Street,
Surry Hills 2010
DX 13 Sydney
Telephone: (02) 9218-3667
Facsimile: (02) 9218-6085
Monday – Friday 8.30 am – 4.30 p.m.
Email: privacy@rta.nsw.gov.au

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

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

Les Wielinga
Chief Executive

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

- Annual Report
- Staff Induction Manual
- Grievance Procedure
- Job Evaluation Policy
- Communications and Service Delivery
- Media Relations
- Disability Action Plan
- Ethnic Affairs Priority Statement
- Policy Development
- Occupational Health and Safety Policy
- Rehabilitation Policy
- Corruption Prevention (incorporating Protected Disclosures)
- Appeal Review Process
- Code Of Conduct
- Conduct Guidelines for Members of the NSW Rural Assistance Authority Board
- Guarantee of Service
- Corporate Plan
- Privacy Management Plan
- Delegations of Authority
- Farm Debt Mediation Policy Guidelines
- Policy Guidelines on various assistance measures
- Records Management Policy
- Records Management – Functional Retention and Disposal Schedule
- Records Management – Strategic and Operational Plan
- Electronic Records Management Policy
- Mobile Communications Devices

SECTION 2 – STATEMENT OF AFFAIRS

The Authority's most recent Statement of Affairs is dated December 2006. Copies of this document can be obtained as detailed below.

SECTION 3 – CONTACT ARRANGEMENTS

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

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

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

The NSW Rural Fire Service (RFS) holds the following policy documents affecting members of the public. Most are available free. For larger documents a charge may be payable.

The RFS has completed a broad based review of all policy documents. These documents are currently in the process of being finalised. Members of the public are encouraged to ask about the status of policy documents when requesting them.

Further information can be obtained by visiting the NSW RFS website: www.rfs.nsw.gov.au

AWARDS

External Service Award for RFS Members
Internal Bravery and Service Awards

BRIGADE ADMINISTRATION (BRIGADES)

Appointment of Brigade Officers
Brigade Constitution
Brigade Membership/Transfer Application
Brigade Registers
Cadet Rural Fire Brigades (under review)
Formation of Brigades
Participation by Staff in Brigade Activities
Removal from Membership

BRIGADE ADMINISTRATION (FIRE CONTROL OFFICERS)

Appointment of FCOs and DFCOs
Duties of FCOs

BRIGADE ADMINISTRATION (GROUPS)

Appointment of Group Officers
Disbandment of Rural Fire Brigades
Formation of Groups of Brigades

BUSH FIRE CO-ORDINATING COMMITTEE POLICIES**1998**

District Bush Fire Management Plan – Operations
Bush Fire Risk Management Plan Part 1 – Framework
Bush Fire Risk Management Plan Part 2 – Guidelines
Bush Fire Risk Management Plan Part 3 – Model Plan

1999

Bush Fire Risk Management Planning Principles
Guidelines for the Public Exhibition of Plans
Preparation of Bush Fire Risk Management Plans

2000

Co-ordinated Firefighting Operations Health and Safety
Dispute Avoidance/ Dispute Resolution
Guidelines for Dispute Avoidance/ Dispute Resolution
Guidelines for Evacuation of Persons from Dwellings during Bush Fires
Residential Evacuation

2001

Section 44 Payment and Reimbursement Criteria and Payment Procedures
Section 63 (4) of the Rural Fires Act 1997 – Notified Steps for the Establishment and Maintenance of Planted

Forests
Smoke Management Policy

2002

Nil

2003

Communication
Ecologically Sustainable Development
Fire Trails and Guidelines for the Classification of Fire Trails
Guidelines for Fire Trail Signage
Guidelines for the Depiction of Primary, Secondary and Dormant Fire Trails
Safety Advisor Standard Operating Procedure (SOP)

2004

Nil

2005

Aviation Support to Bush Firefighting
Fire Mitigation Works Funding

2006

Bush Fire Management Committees
Management of Bush Fire Operations

FIRE SERVICES JOINT STANDING COMMITTEE POLICIES

NSW Fire Brigades and NSW RFS Joint Training Criteria and Proposal
Response of Specialist Resources to Fire Incidents and Emergencies
Commendations for Excellence in Service Delivery

LEARNING AND DEVELOPMENT (formerly Training)

Learning and Development – General
Qualifications for RFS Members
Training General

OPERATIONS (CO-ORDINATED BUSH FIREFIGHTING)

Co-ordinated Bush Firefighting
Requests for Assistance

OPERATIONS (NSW RURAL FIRE SERVICE)

Air Operations
Application of Food Safety Procedures
Co-ordinated Operations Planning
Crisis Handling SOPS
Fireground Procedures
Handling of Crisis Events
Incident Management
Incident Reporting
Incident Response
Investigation of Fires and Associated SOPS
Operational Management
Remote Area Firefighter Fitness Training

PREVENTION (COMMUNITY EDUCATION)

Application Instructions for a Bush Fire Hazard Reduction Certificate
Before You Light That Fire
Community Education
Standards for Asset Protection Zones
Standards for Low Intensity Bush Fire Hazard Reduction
Standards for Pile Burning

PREVENTION (IMPLEMENTATION)

Bush Fire Danger Periods
Bush Fire Hazard Complaints
Bush Fire Hazard Reduction Certificates
Bush Fire Hazard Reduction Notices

Penalty Notices
Permits to Burn
Regulation of Open Burning in NSW
Windrow Burning Guidelines

PREVENTION (PLANNING)

Bush Fire Prone Land Mapping Guidelines for Councils
Bush Fire Risk Management Planning
Bush Fire Risk Management Planning: Guidelines for Bush Fire Management Committees
Development Control

- Development Control Note 01 – Fire Retardant Timber
- Development Control Note 02 – Establishment of Easements for Asset Protection Zones
- Development Control Note 04 – Role of RFS in advising Councils
- Development Control Note 05 – Preparing, Assessing Development Applications

Environmental Planning Instruments
Facilitators Guide for Bush Fire Risk Management
Guidelines for Single Dwelling Development Applications (79BA)
Guidelines for Subdivision Development Applications (100B)
Planning for Bushfire Protection 2001
Planning for Bush Fire Protection 2006 (in draft)
The Bush Fire Environmental Assessment Code for New South Wales 2006

PROTOCOLS

Ceremonies and Events
Uniform Incorporating Corporate Wardrobe
Vehicle Identification

RESOURCES (ACQUISITION)

Estimates
Return of Equipment Allocated to members of RFS

RESOURCES (DISPOSAL)

Asset Disposal

RESOURCES (MANAGEMENT)

Annual Inspection Unregistered Vehicles, Trailers, Plant
Equipment Maintenance
Maintenance of Buildings
Manual Handling

RESOURCES (STANDARDS)

Appliance/Vehicle Category Details
Brigade Stations and Equipment Buildings
Communications
Compressed Air Breathing Apparatus
Firefighting Vehicle Construction Standard
Protective Clothing
Protective Fire Blankets
Standard of Fire Control Centre Accommodation and Facilities
Tanker Changeover Second-hand Program

SERVICE ADMINISTRATION (AUTHORITIES)

Application of Delegations and RFDSA to SS
Authority Cards
Delegations and Authorisations
Powers of Officers (Jervis Bay Territory)
Powers of Officers
Supplementary Delegations – Unincorporated Zone

SERVICE ADMINISTRATION (COMMAND STRUCTURE)

Collection of NSW RFS Insignia
Ranking and Insignia

SERVICE ADMINISTRATION (GENERAL)

Appointment of District and Zone Liaison Committees

Child-Related Activities
Code of Conduct and Ethics
Corporate Sponsorship
Development of Service Standards
Discipline
Environment
Firefighter Accident Prevention SOPs
Fundraising Activities (Provision of Goods and Services)
Grievances
Health and Safety Consultative and Management System
Health and Safety
Legal Representation for Volunteers and Staff
Media
Non-Statutory Standing Committees
Organisational Communication
Personal Information and Privacy
Serious Accident Preliminary Reporting
Service Audits
Service Delivery Model
Statewide Commercial Training
Suspension pending investigation or disciplinary action
Volunteers' Access to Network Service and Databases

WELFARE

Chaplaincy
Critical Incident Support Services (CISS)

SECTION 2 – STATEMENT OF AFFAIRS

The RFS's latest Statement of Affairs can be obtained through the contact arrangements below.

SECTION 3 – CONTACT ARRANGEMENTS

For inquiries relating to documents held by the RFS or application forms to access information please call the RFS on 1800 679 737.

Requests and applications made under the Freedom of Information Act 1989 and Privacy and Personal Information Protection Act 1998 should be directed in writing to:

NSW Rural Fire Service
Locked Mail Bag 17
Granville NSW 2142

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****STATE COUNCIL OF RURAL LANDS PROTECTION BOARDS**

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

SECTION 1 – POLICY DOCUMENTS

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

- The Annual Report of State Council and the Boards
- Charter of Service
- Privacy Management Plan
- Code of Accounting Practice
- Code of Conduct
- Administration Manual
- Rangers Manual
- Occupational Health and Safety Manual
- Strategic Plan

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

The Office Coordinator
State Council of Rural Lands Protection Boards
161 Kite Street (Locked Bag 21)
Orange NSW 2800
Telephone: (02) 6391 3242
Email: rlpbsc@rlpb.org.au

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

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

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

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

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

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

The Manager (Mr Daryl Paull)
Armidale Rural Lands Protection Board
126-130 Taylor Street (PO Box 110)
Armidale NSW 2350
Telephone: (02) 6772 2366
email: armidale@rlpb.org.au

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

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****BALRANALD-WENTWORTH RURAL LANDS PROTECTION BOARD****SECTION 1 – POLICY DOCUMENTS**

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

- Policy statements of the Board
- The Annual Report of Rural Lands Protection Boards, including details of the former Balranald and Wentworth Boards (from which the Balranald-Wentworth Board was amalgamated).
- Function Management Plans

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

The Executive Officer (Ms Ann Duryea)
Balranald-Wentworth Rural Lands Protection Board
82 Market Street (PO Box 9)
Balranald NSW 2715
Telephone: (02) (03) 5020 1691
email: ann.duryea@rlpb.org.au

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

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****BOMBALA RURAL LANDS PROTECTION BOARD****SECTION 1 – POLICY DOCUMENTS**

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

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

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

Mr C. Philbrick
Manager
Bombala Rural Lands Protection Board
106 Maybe Street (PO Box 23)
Bombala NSW 2632
Telephone: (02) 6458 3055
email: adminbombala@rlpb.org.au

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

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****BOURKE RURAL LANDS PROTECTION BOARD****SECTION 1 – POLICY DOCUMENTS**

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

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

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

The Executive Officer
Bourke Rural Lands Protection Board
36 Mitchell Street (PO Box 24)
Bourke NSW 2840
Telephone: (02) 6872 2322
email: bourke@rlpb.org.au

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

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****BRAIDWOOD RURAL LANDS PROTECTION BOARD****SECTION 1 – POLICY DOCUMENTS**

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

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

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

The Manager (Mr Roger D'Arcy)
Braidwood Rural Lands Protection Board
170 Wallace Street (PO Box 97)
Braidwood NSW 2622
Telephone: (02) 4842 2536
email: braidwood@rlpb.org.au

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

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****BREWARRINA RURAL LANDS PROTECTION BOARD****SECTION 1 – POLICY DOCUMENTS**

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

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

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

The Executive Officer (Mrs Rhoda Betts)
Brewarrina Rural Lands Protection Board
24 Bathurst Street (PO Box 3)
Brewarrina NSW 2839
Telephone: (02) 6839 2047
email: brewarrina@rlpb.org.au

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

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****BROKEN HILL RURAL LANDS PROTECTION BOARD****SECTION 1 – POLICY DOCUMENTS**

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

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

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

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

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

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****CASINO RURAL LANDS PROTECTION BOARD****SECTION 1 – POLICY DOCUMENTS**

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

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

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

The Manager (Mr Peter Baum)
Casino Rural Lands Protection Board
147 Barker Street (PO Box 158)
Casino NSW 2470
Telephone: (02) 6662 3166
email: casino@rlpb.org.au

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

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****CENTRAL TABLELANDS RURAL LANDS PROTECTION BOARD****SECTION 1 – POLICY DOCUMENTS**

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

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

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

The Manager (Mr Tim Johnston)
Central Tablelands Rural Lands Protection Board
66 Corporation Avenue (PO Box 20)
Bathurst NSW 2795
Telephone: (02) 6331 1377
email: general.manager@ctrlpb.org.au

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

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****COBAR RURAL LANDS PROTECTION BOARD****SECTION 1 – POLICY DOCUMENTS**

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

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

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

The Executive Officer (Ms J. Wilkin)
Cobar Rural Lands Protection Board
Broomfield Street (PO Box 52)
Cobar NSW 2835
Telephone: (02) 6836 2081
email: cobar@rlpb.org.au

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

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****CONDOBOLIN RURAL LANDS PROTECTION BOARD****SECTION 1 – POLICY DOCUMENTS**

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

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

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

The Manager (Mr Hanley Armstrong)
Condobolin Rural Lands Protection Board
32 Bathurst Street (PO Box 100)
Condobolin NSW 2877
Telephone: (02) 6895 2152
email: hanley.armstrong@rlpb.org.au

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

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****COOMA RURAL LANDS PROTECTION BOARD****SECTION 1 – POLICY DOCUMENTS**

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

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

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

The Manager (Mr Stephen Molloy)
Cooma Rural Lands Protection Board
5 Dawson Street (PO Box 29)
Cooma NSW 2630
Telephone: (02) 6452 1122
email: cooma.admin@rlpb.org.au

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

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****COONABARABRAN RURAL LANDS PROTECTION BOARD****SECTION 1 – POLICY DOCUMENTS**

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

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

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

The Manager (Ms S. Mathews)
Coonabarabran Rural Lands Protection Board
89 John Street (PO Box 108)
Coonabarabran NSW 2357
Telephone: (02) 6842 1300
email: coonabarabran@rlpb.org.au

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

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****COONAMBLE RURAL LANDS PROTECTION BOARD****SECTION 1 – POLICY DOCUMENTS**

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

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

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

The Manager (Ms Marie Dawson)
Coonamble Rural Lands Protection Board
15 Tooloon Street (PO Box 40)
Coonamble NSW 2829
Telephone: (02) 6822 1588
email: coonamble.admin@rlpb.org.au

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

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****DUBBO RURAL LANDS PROTECTION BOARD****SECTION 1 – POLICY DOCUMENTS**

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

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

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

The Manager (Ms Narelle Rodway)
Dubbo Rural Lands Protection Board
96 Victoria Street (PO Box 6082)
Dubbo NSW 2830
Telephone: (02) 6882 2133
email: dubbo.admin@rlpb.org.au

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

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****FORBES RURAL LANDS PROTECTION BOARD****SECTION 1 – POLICY DOCUMENTS**

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

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

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

The Manager (Ms Sharon Daishe)
Forbes Rural Lands Protection Board
46 Sherriff Street (PO Box 897)
Forbes NSW 2871
Telephone: (02) 6852 1688
email: forbes@frlpb.org.au

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

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****GLOUCESTER RURAL LANDS PROTECTION BOARD****SECTION 1 – POLICY DOCUMENTS**

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

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

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

The Manager (Ms Dianne Lamborne)
Gloucester Rural Lands Protection Board
15 Isabella Street (PO Box 76)
Wingham NSW 2429
Telephone: (02) 6553 4233
email: gloucester.admin@rlpb.org.au

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

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****GOULBURN RURAL LANDS PROTECTION BOARD****SECTION 1 – POLICY DOCUMENTS**

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

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

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

The Manager (Mr Tony Cavanagh)
Goulburn Rural Lands Protection Board
181 Bourke Street (PO Box 67)
Goulburn NSW 2580
Telephone: (02) 4821 2522
email: goulburn.admin@rlpb.org.au

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

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****GRAFTON RURAL LANDS PROTECTION BOARD****SECTION 1 – POLICY DOCUMENTS**

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

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

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

The Manager (Mr Neville Collins)
Grafton Rural Lands Protection Board
54 Victoria Street (PO Box 21)
Grafton NSW 2460
Telephone: (02) 6642 3699

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FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****GUNDAGAI RURAL LANDS PROTECTION BOARD****SECTION 1 – POLICY DOCUMENTS**

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

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

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

The Manager (Mr Ian Clingan)
Gundagai Rural Lands Protection Board
87 Sheridan Street (PO Box 21)
Gundagai NSW 2722
Telephone: (02) 6944 1588
email: gundagai@rlpb.org.au

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

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****HAY RURAL LANDS PROTECTION BOARD****SECTION 1 – POLICY DOCUMENTS**

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

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

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

The Manager (Ms Filomena Pingiaro)
Hay Rural Lands Protection Board
56 Lachlan Street (PO Box 21)
Hay NSW 2711
Telephone: (02) 6993 1403
email: hay@rlpb.org.au

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

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****HILLSTON RURAL LANDS PROTECTION BOARD****SECTION 1 – POLICY DOCUMENTS**

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

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

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

The Executive Officer (Ms E Bendall)
Hillston Rural Lands Protection Board
180 High Street (PO Box 33)
Hillston NSW 2675
Telephone: (02) 6967 2507
email: ebony.bendall@rlpb.org.au

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

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****HUME RURAL LANDS PROTECTION BOARD****SECTION 1 – POLICY DOCUMENTS**

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

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

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

The Manager (Ms Kathy Patten)
Hume Rural Lands Protection Board
462 Wagga Road
Lavington NSW 2641
Telephone: (02) 6040 4210
email: kathy.patten@rlpb.org.au

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

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****HUNTER RURAL LANDS PROTECTION BOARD****SECTION 1 – POLICY DOCUMENTS**

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

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

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

The Manager (Ms Mary Steepe)
Hunter Rural Lands Protection Board
98 John Street
Singleton NSW 2330
Telephone: (02) 6572 2944
email: hunter.admin@rlpb.org.au

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

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****KEMPSEY RURAL LANDS PROTECTION BOARD****SECTION 1 – POLICY DOCUMENTS**

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

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

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

The Manager (Ms Sue Kerin)
Kempsey Rural Lands Protection Board
83 Belgrave Street (PO Box 108)
Kempsey NSW 2440
Telephone: (02) 6562 7822
email: kempsey@rlpb.org.au

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

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****MAITLAND RURAL LANDS PROTECTION BOARD****SECTION 1 – POLICY DOCUMENTS**

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

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

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

The Manager (Mr Warren Johnstone)
Maitland Rural Lands Protection Board
53 New England Highway
Maitland NSW 2320
Telephone: (02) 4932 8866
email: maitland@rlpb.org.au

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

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****MILPARINKA RURAL LANDS PROTECTION BOARD****SECTION 1 – POLICY DOCUMENTS**

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

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

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

The Executive Officer
Milparinka Rural Lands Protection Board
Briscoe Street
Tibooburra NSW 2880
Telephone: (08) 8091 3306
email: milparinka@rlpb.org.au

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

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****MOLONG RURAL LANDS PROTECTION BOARD****SECTION 1 – POLICY DOCUMENTS**

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

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

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

The Manager
Molong Rural Lands Protection Board
36 Bank Street
Molong NSW 2866
Telephone: (02) 6366 8505
email: molong@rlpb.org.au

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

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****MOREE RURAL LANDS PROTECTION BOARD****SECTION 1 – POLICY DOCUMENTS**

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

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

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

The Manager (Ms Lindy Goodman)
Moree Rural Lands Protection Board
203 Balo Street (PO Box 253)
Moree NSW 2400
Telephone: (02) 6752 8012
email: moree@rlpb.org.au

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

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****MOSS VALE RURAL LANDS PROTECTION BOARD****SECTION 1 – POLICY DOCUMENTS**

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

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

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

The Manager (Mr Graham South)
Moss Vale Rural Lands Protection Board
61 John Street (PO Box 141)
Camden NSW 2570
Telephone: (02) 4655 9165
email: mossvale.admin@rlpb.org.au

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

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****MUDGEES-MERRIWA RURAL LANDS PROTECTION BOARD****SECTION 1 – POLICY DOCUMENTS**

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

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

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

The Manager (Mr Jeff McQuiggin)
Mudgee-Merriwa Rural Lands Protection Board
112 Market Street (PO Box 31)
Mudgee NSW 2850
Telephone: (02) 6372 1866
email: mudgee@rlpb.org.au

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

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****MURRAY RURAL LANDS PROTECTION BOARD****SECTION 1 – POLICY DOCUMENTS**

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

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

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

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

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

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****NARRABRI RURAL LANDS PROTECTION BOARD****SECTION 1 – POLICY DOCUMENTS**

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

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

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

The Manager (Ms Jane Edwards)
Narrabri Rural Lands Protection Board
101 Barwan Street (PO Box 18)
Narrabri NSW 2390
Telephone: (02) 6792 2533
email: narrabri@rlpb.org.au

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

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****NARRANDERA RURAL LANDS PROTECTION BOARD****SECTION 1 – POLICY DOCUMENTS**

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

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

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

The Manager (Mr Chris Wills)
Narrandera Rural Lands Protection Board
8 Bolton Street (PO Box 11)
Narrandera NSW 2700
Telephone: (02) 6959 2322
email: narrandera@rlpb.org.au

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

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****NORTHERN NEW ENGLAND RURAL LANDS PROTECTION BOARD****SECTION 1 – POLICY DOCUMENTS**

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

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

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

The Manager (Ms M. McLeod)
Northern New England Rural Lands Protection Board
332 Grey Street (PO Box 108)
Glen Innes NSW 2370
Telephone: (02) 6732 1200
email: nne@rlpb.org.au

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

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****NORTHERN SLOPES RURAL LANDS PROTECTION BOARD****SECTION 1 – POLICY DOCUMENTS**

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

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

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

The Manager (Ms Deborah King)
Northern Slopes Rural Lands Protection Board
19 Stephen Street (PO Box 13)
Warialda NSW 2402
Telephone: (02) 6729 1528
email: ao.nsrtpb@northnet.net.au

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

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****NYNGAN RURAL LANDS PROTECTION BOARD****SECTION 1 – POLICY DOCUMENTS**

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

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

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

The Manager (Ms Samantha Griffiths)
Nyngan Rural Lands Protection Board
58 Cobar Street (PO Box 45)
Nyngan NSW 2825
Telephone: (02) 6832 1008
email: nyngan@rlpb.org.au

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

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****RIVERINA RURAL LANDS PROTECTION BOARD****SECTION 1 – POLICY DOCUMENTS**

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

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

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

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

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

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****SOUTH COAST RURAL LANDS PROTECTION BOARD****SECTION 1 – POLICY DOCUMENTS**

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

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

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

The Manager (Mr Trevor Drowley)
South Coast Rural Lands Protection Board
34 Auckland Street (PO Box 16)
Bega NSW 2550
Telephone: (02) 6492 1283
email: beга.admin@rlpb.org.au

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

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****TAMWORTH RURAL LANDS PROTECTION BOARD****SECTION 1 – POLICY DOCUMENTS**

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

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

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

The A/Manager (Ms F. Snape)
Tamworth Rural Lands Protection Board
33-35 Gunnedah Road (PO Box 500)
Tamworth NSW 2340
Telephone: (02) 6762 2900
email: tamworth@rlpb.org.au

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

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****TWEED-LISMORE RURAL LANDS PROTECTION BOARD****SECTION 1 – POLICY DOCUMENTS**

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

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

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

The Manager (Mr Brian McInnes)
Tweed-Lismore Rural Lands Protection Board
79 Conway Street (PO Box 16)
Lismore NSW 2480
Telephone: (02) 6621 2317
email: tlrlpb@rlpb.org.au

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

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****WAGGA WAGGA RURAL LANDS PROTECTION BOARD****SECTION 1 – POLICY DOCUMENTS**

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

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

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

The Manager (Mr Lance Beamish)
Wagga Wagga Rural Lands Protection Board
17 Trail Street (PO Box 513)
Wagga Wagga NSW 2650
Telephone: (02) 6921 3034
email: wagga@rlpb.org.au

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

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****WALGETT RURAL LANDS PROTECTION BOARD****SECTION 1 – POLICY DOCUMENTS**

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

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

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

The Manager (Ms Patricia Brooks)
Walgett Rural Lands Protection Board
75 Fox Street (PO Box 32)
Walgett NSW 2832
Telephone: (02) 6828 1047
email: walgett_rlpb@bigpond.com

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

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****WANAARING RURAL LANDS PROTECTION BOARD****SECTION 1 – POLICY DOCUMENTS**

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

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

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

The Executive Officer (Mr Kevin Smith)
Wanaaring Rural Lands Protection Board
Vicary Street
Wanaaring NSW 2840
Telephone: (02) 6874 7749
email: wanaaring@rlpb.org.au

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

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****WILCANNIA RURAL LANDS PROTECTION BOARD****SECTION 1 – POLICY DOCUMENTS**

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

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

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

The Executive Officer (Mr Tim Wall)
Wilcannia Rural Lands Protection Board
43 Woore Street (PO Box 11)
Wilcannia NSW 2836
Telephone: (08) 8091 5070
email: wrlpb@bigpond.com.au

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

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****YASS RURAL LANDS PROTECTION BOARD****SECTION 1 – POLICY DOCUMENTS**

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

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

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

The Manager (Mr Kim Turner)
Yass Rural Lands Protection Board
12 Mitchell Street (PO Box 10)
Yass NSW 2582
Telephone: (02) 6226 1155
email: yass.admin@rlpb.org.au

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

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

SECTION 1 – POLICY DOCUMENTS

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

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

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

The Manager (Mr Peter Brown)
Young Rural Lands Protection Board
93-93A Main Street (PO Box 46)
Young NSW 2594
Telephone: (02) 6382 1255
email: young.admin@rlpb.org.au

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

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

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

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

- State Superannuation Scheme policy register
- State Authorities Superannuation Scheme policy register
- State Authorities Non-contributory Superannuation Scheme policy register
- Police Superannuation Scheme policy register
- STC Board Code of Conduct
- STC Executive Code of Conduct
- STC Privacy Statement
- Ethnic Affairs Priority Statement
- Disability Action Plan
- Equal Employment Opportunity Management Plan

SECTION 2 – STATEMENT OF AFFAIRS

The most recent Statement of Affairs for STC was published in June 2006 in STC's Annual Report. The Statement is also available on the website at www.statesuper.nsw.gov.au. A copy of the Statement of Affairs can also be obtained (free of charge) by contacting the Freedom of Information Co-ordinator.

SECTION 3 – CONTACT ARRANGEMENTS

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

The Freedom of Information Co-ordinator
SAS Trustee Corporation
PO Box 1229
Wollongong NSW 2500
Telephone: (02) 4253 1478
Facsimile: (02) 4253 1467

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

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

SECTION 1 – POLICY DOCUMENTS

The Committee makes Determinations regarding the listing, removal or amendment of threatened species, populations, ecological communities and key threatening processes in the Schedules of the TSC Act. Provisional Listing, Preliminary and Final Determinations made by the Committee are placed on public exhibition for 8 weeks. These Determinations are available to the public as indicated below:

Final Determination Booklets

These booklets include the Final Determinations and the Provisional Listing Determinations made by the Committee. Limited stocks of these booklets for the following years are available at no charge.

1999 Final Determinations

2000 Final Determinations

Access to determinations

Determinations made by the Committee are available on the web site of the National Parks and Wildlife Service www.nationalparks.nsw.gov.au. Determinations are also available from the Scientific Committee Unit, 43 Bridge Street, Hurstville and the DEC Information Centre, Level 14, 59-61 Goulburn Street, Sydney. The National Parks and Wildlife Service is part of the Department of Environment and Conservation.

The following final determinations and provisional listing determinations have been made by the Scientific Committee between 1st December 2005 and 30th November 2006. These determinations may include final determinations to list and remove species, populations and ecological communities in the Schedules, change the conservation status of species (eg change a species from a vulnerable species to an endangered species and vice versa) reject proposals to list species and reject proposals to remove species from the Schedules. Refer to the individual determinations for details of the Committee's decision.

Determinations relating to species nominations and proposals

Refer to the individual determinations for details of the Committee's decision.

Prostanthera staurophylla sensu stricto

Caladenia porphyrea

Determinations relating to population nominations and proposals

Refer to the individual determinations for details of the Committee's decision.

- *Cymbidium canaliculatum*, an orchid, population in the Hunter Catchment

Determinations relating to ecological community nominations and proposals

- Nil

Determinations relating to Key threatening process nominations & proposals

Refer to the individual determinations for details of the Committee's decision.

- Invasion and establishment of exotic vines and scramblers
- Invasion and establishment of the Cane Toad, *Bufo marinus*
- Invasion, establishment and spread of Lantana

SECTION 2 – STATEMENT OF AFFAIRS

The Statement of Affairs for the NSW Scientific Committee is available from the Committee's Executive Officer.

SECTION 3 – CONTACT ARRANGEMENTS

For information regarding access to documents and assistance with applications for access to documents under the Freedom of Information Act, please contact the Committee's Executive Officer Suzanne Chate. Business hours are: 9:00am to 4:30 pm

Applications under the Freedom of Information Act must be in writing and be accompanied by the application fee of \$30.00. An application form can be obtained from the Committee's Executive Officer.

FOI applications should be forwarded to:

Suzanne Chate
Executive Officer
NSW Scientific Committee
C/- PO Box 1967
Hurstville NSW 2220
Telephone: (02) 9585 6940

Associate Professor Lesley Hughes
Chairperson
Scientific Committee

FREEDOM OF INFORMATION ACT 1989

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

SUMMARY OF AFFAIRS

of the

SOUTH EASTERN SYDNEY AND ILLAWARRA AREA HEALTH SERVICE

SECTION 1 – POLICY DOCUMENTS

The Summary of Affairs of the South Eastern Sydney and Illawarra Area Health Service (SESAHS) for December 2006 covers the following:

- Area Health Executive Support Unit
- Area Food Services
- Community Health Services
- Early Childhood Centres
- Mental Health Services
- Dental Services
- Population Based Health Services
- South Eastern Area Laboratory Services (SEALS)
- Northern Hospital Network
 - Prince of Wales Hospital
 - Sydney/Sydney Eye Hospital
- Royal Hospital for Women
- Sydney Children's Hospital
- Central Hospital Network
 - St George Hospital and Community Health Service
 - Sutherland Hospital and Community Health Service
 - Garrawarra Centre
- Southern Hospital Network
 - Coledale Hospital
 - Bulli Hospital
 - Wollongong Hospital
 - Port Kembla Hospital
 - Shellharbour Hospital
 - Kiama Hospital
 - David Berry Hospital
 - Shoalhaven Hospital
 - Milton Ulladulla Hospital

Area Corporate Governance Policy Directives

<i>Name of Policy Directive</i>	<i>Document Number</i>	<i>Date of Issue</i>
Audits – Area Management System	PD 001	July 2005
Australian Standards – access to	PD 002	July 2005
Building-plants and equipment: planned preventive maintenance	PD 104	Sept 2006
Child protection	PD 039	July 2006
Code of conduct	PD 061	May 2006
Protected disclosure officers contacts		Sept 2006
Committees – Area, management of	PD 003	May 2005
Common seal and register for SESAHS	PD 004	July 2006
Complaints handling – Clinical complaints – Area Clinical Governance Unit	PD 037	Sept 2006
Complaints handling – Clinical – Hospital Networks – Clinical Practice Improvement Units	PD 105	Sept 2006
Computer blocking – emails, websites	PD 035	Sept 2005
Computer surveillance policy	PD 034	Sept 2005
Computer use – e-mail, internet and intranet	PD 036	July 2006
Continuous Improvement	PD 005	May 2005

Corrupt conduct and protected disclosures – internal and external reporting channels	PD 091	Sept 2006
Document – control of	PD 006	Aug 2006
Emergency management	PD 069	Mar 2006
Fire Safety / Security	PD 081	Oct 2006
Fraud control	PD 089	Sept 2006
Freedom of Information	PD 046	June 2006
Global emails – management of	PD 045	Nov 2005
Incident management	PD 040	Mar 2006
Labelling sensitive information	PD 018	Aug 2005
Leadership and management	PD 008	Aug 2006
Manual Handling policy IAHS	PD 072	Sept 2004
Media liaison protocols – NSW Health		August 2006
Mobile telephone policy	PD 071	Jan 2006
Motor vehicle policy	PD 059	May 2006
Movable Heritage policy SESAHS	PD 074	July 2001
NSW Health – policy, guidelines and information Bulletin Distribution System within SESIAHS	PD 011	Aug 2006
OHS Policy – Statement of Commitment	PD 073	Sept 2006
Privacy policy	PD 042	Jan 2006
Policy & procedures, development, approval and revision	PD 012	Aug 2006
Protected disclosures	PD 090	Sept 2006
Protected disclosure officers contacts		Sept 2006
Records – destruction	PD 021	Sept 2005
Records – disaster management	PD 022	Sept 2005
Records management	PD 019	Sept 2005
Records – management of e-mail	PD 020	Sept 2005
Records – managing paper original of Imaged Records	PD 023	Oct 2006
Records – retention periods	PD 024	Sept 2005
Records – storage and protection	PD 025	Sept 2005
Reporting channels – Corrupt conduct and protected disclosures – internal and external	PD 091	Sept 2006
Risk management procedure IAHS	PD 066	Dec 2004
Root Cause Analysis Teams (RCA)	PD 015	Sept 2005
Root Cause Analysis Team Guidelines Handbook	HB 003	Feb 2006
Safety – of staff working off-site in community	PD 068	Sept 2006
Security / Fire Safety	PD 081	Oct 2006
Security – people and property	PD 067	Oct 2006
Security – physical response	PD 110	Nov 2006
Security Self Assessment Audit tool and work plan		Oct 2006
Smoke free Health Services Policy	PD 085	June 2006
Suspicious mail – management of	PD 070	Mar 2006
Waste management	PD 079	May 2006
Workers Compensation and Injury Management Policy- Statement of Commitment	PD 084	Sept 2006

Area Clinical Governance Policy Directives

<i>Name of Policy Directive</i>	<i>Document Number</i>	<i>Date of Issue</i>
Complaints handling – Clinical complaints – Area Clinical Governance Unit	PD 037	Sept 2006
Complaints handling – Clinical – Hospital Networks – Clinical Practice Improvement Units	PD 105	Sept 2006
Complaint or concern about a Clinician	PD 038	June 2006
Consumer rights and responsibilities – patient charter	PD 013	Aug 2004
Deaths – reports to Coroner	PD 094	Aug 2006
Documentation in the Health Care Record	PD 057	Aug 2006
Incident management	PD 040	Mar 2006
Interventional Procedures – Safe Introduction for Clinical Practice	PD 007	June 2006
Patient identification – correct patient, correct site, correct procedure	PD 060	July 2006
Product – clinical products recalls and alerts	PD 102	Aug 2006

Root Cause Analysis Teams (RCA)	PD 015	Sept 2005
Root Cause Analysis Team Guidelines Handbook	HB 003	Feb 2006
RCA Recommendation Audit by CGU	PD 014	Aug 2005

Area Biomedical Engineering Services Policy Directives

<i>Name of Policy Directive</i>	<i>Document Number</i>	<i>Date of Issue</i>
Biomedical equipment – evaluation of	PD 028	Sept 2005
Biomedical equipment – procurement, loan or rental of	PD 029	Sept 2005
Biomedical equipment – testing, tagging and labelling	PD 026	Sept 2005
Mobile communications, control of interference to medical equipment	PD 027	Sept 2005

Area Child Protection Services Policy Directives

<i>Name of Policy Directive</i>	<i>Document Number</i>	<i>Date of Issue</i>
Section 1 – Child Protection Policy		
Section 2 – Health Services response to child presentation		
Section 3 – Contacting the DOCS Helpline	PD 039	Nov 2005
Section 4 – Responding to Section 248 requests from DOCS		
Section 5 – Best Endeavours requests for service from DOCS		

Procedures

<i>Name of Policy Directive</i>	<i>Document Number</i>	<i>Date of Issue</i>
Blood and blood products – management of	CS5-001	Aug 2004
Deaths – reports to Coroner	PD 094	Aug 2006
Drugs – accountable, (S8 & recordable S4D drugs) – Reporting and investigating discrepancies – medication management	PD 080	Sept 2006
Drugs – Schedule 4 Appendix D – Balance Checks – medication management	PD 106	Sept 2006
Infection Control Manual		
Loan Sets – standards for management of	CS12-001	May 2006
Medication management: Drugs – accountable, (S8 & recordable S4D drugs) – Reporting and investigating discrepancies	PD 080	Sept 2006
Medication management: Drugs – Schedule 4 Appendix D – Balance Checks	PD 106	Sept 2006
Mental Health Procedures		
Pressure Ulcer Prevention	PD 118	Oct 2006
Wound – assessment and management	PD 109	Aug 2006

Area Nursing and Midwifery Services Policy Directives

<i>Name of Policy Directive</i>	<i>Document Number</i>	<i>Date of Issue</i>
Blood and blood products – management of under review	CS5 001	Aug 2004
Consumers -Rights and Responsibilities – patient charter under review	PD 013	Aug 2004
Deaths – reports to Coroner	PD 094	Aug 2006
Discharge planning under review	PD 107	Aug 2004
Documentation in the Health Care Record	PD 057	Aug 2006
Infection Control policy commitment	PD 010	Jan 2006
Loan Sets – standards for management of	CS12-001	May 2006
Medication management: Drugs – accountable, (S8 & recordable S4D drugs) – Reporting and investigating discrepancies	PD 080	Sept 2006
Medication management: Drugs – Schedule 4 Appendix D – Balance Checks	PD 106	Sept 2006
Pressure Ulcer Prevention	PD 118	Oct 2006
Product – clinical products recalls and alerts	PD 102	Aug 2006
Wound – assessment and management	PD 109	Aug 2006

Area Junior Medical Officers Services Policy Directives

<i>Name of Policy Directive</i>	<i>Document Number</i>	<i>Date of Issue</i>
Registrars and Resident Medical Officers term changeover	PD 087	Feb 2006
Area Senior Medical Officers Services Policy Directives		
Appointment and Credentialing – Senior Medical and Dental Practitioners – delineation of Clinical Privileges	PD 117	Oct 2006

Employing Senior Medical Officers SESIAHS (under review)		April 2005
Senior Medical Officers – approval to appoint SESIAHS (under review)		May 2005
VMO meetings – eligibility for payments	PD 103	Oct 2006

Area Pharmacy Policy Directives

<i>Name of Policy Directive</i>	<i>Document Number</i>	<i>Date of Issue</i>
Medication management: Drugs – accountable, (S8 & recordable S4D drugs) – Reporting and investigating discrepancies	PD 080	Sept 2006
Medication management: Drugs – Schedule 4 Appendix D – Balance Checks	PD 106	Sept 2006
Off-label use of registered medicines and use of unlicensed medicines	PD 056	April 2005
Oseltamivir- emergency access to	PD 093	May 2006

Area Radiation Safety Policy Directives

<i>Name of Policy Directive</i>	<i>Document Number</i>	<i>Date of Issue</i>
Radiation accident/incident – reporting process	PD 065	June 2006
Radiation safety	PD 064	Jan 2006
Radioactive Sources – security of	PD 092	May 2006

Area Patient Administration Services Policy Directives

<i>Name of Policy Directive</i>	<i>Document Number</i>	<i>Date of Issue</i>
Alerts – patient administration	PD 047	April 2005
Boarders	PD 048	April 2005
Health Information – disclosure of personal details on current patients	PD 049	April 2005
Leave of absence of patients of patients from hospital	PD 050	April 2005
Medical records disclosure of personal health information	PD 051	April 2005
Medical records – management during inter-hospital transfers	PD 053	April 2005
Non-admitted patient management	PD 052	April 2005
Waiting time – booked patient management	PD 054	April 2005
Area Patient Revenue Classification Procedures		
Financial classification	PD 055	April 2005
Area Patient Administration Services Handbook		
Collecting patient registration information training	HB 004	Oct 2005

Unique Patient Identifier (UPI) Policy Directives

<i>Name of Policy Directive</i>	<i>Document Number</i>	<i>Date of Issue</i>
Patient information (UPI) – privacy policy	PD 099	August 2006
Patient registration policy	PD 101	August 2006
Patient registration handbook	HB 006	August 2006
UPI security and access	PD 100	August 2006

Area Finance Policy Directives

<i>Name of Policy Directive</i>	<i>Document Number</i>	<i>Date of Issue</i>
Disposal of surplus equipment (under review)		Sept 2004
Employee reimbursements and the impact of FBT IAHS		Aug 2004
Mobile phones and the impact of FBT IAHS		Aug 2004
Uniforms and the impact of FBT IAHS		Aug 2004
Name of Finance Manual		
Accounting manual SESAHS		
Cash handling manual IAHS		April 2002
Delegations manual		Oct 2006

Area Information Services Department Policy Directives

<i>Name of Policy Directive</i>	<i>Document Number</i>	<i>Date of Issue</i>
Computer blocking – e-mails, websites	PD 035	Sept 2005
Computer surveillance	PD 034	Sept 2005
Computer use – e-mail, internet and intranet	PD 036	April 2006

DMZ (Demilitarized zone) SESAHS		Nov 2000
E-mail guidelines and procedures – SESAHS (Under review)		July 2004
File Transfer Protocol (FTP) policy SESAHS		Nov 2000
Global emails – management of	PD 045	Nov 2005
Information Technology equipment procurement – leasing IAHS		Oct 2004
Internet guidelines and procedures SESAHS		Oct 2003
Internet style guide – corporate SESAHS		July 2001
Initiative memo template		Feb 2005
Project governance model		March 2005
IM&T request management and process		Feb 2005
Project approval – governance and management IT projects IAHS		Sept 2004
Project management approach – SESAHS		May 2004
PC configuration IAHS		Oct 2004
PC network policy IAHS		Oct 2004
PC software flexible licensing Service Level Agreements IAHS		Oct 2004
Reporting stolen PC's or laptop IAHS		Oct 2004
Request for work – out of warranty or non standard computer hardware IAHS		Oct 2004
Unauthorised software – management of		
• IAHS policy		
• IAHS procedure		Oct 2004
Web publishing – policies, standards and procedures – SESAHS		Sept 2003
Windows security policy SESAHS		Sept 2002

Area Occupational Health Safety and Injury Management Policy Directives

Leadership commitment and planning

<i>Name of Policy Directive</i>	<i>Document Number</i>	<i>Date of Issue</i>
OHS Policy – Statement of Commitment	PD 073	Sept 2006
Workers Compensation and Injury Management Policy- Statement of Commitment	PD 084	Sept 2006
OHS information – provision of	SESAHS	Jan 2005
OHS – consultation	SESAHS	Jan 2005
OHS – resolution of issues at facility level	SESAHS	Sept 2004
OHS responsibilities – HR Performance management	SESAHS	Aug 2004
WorkCover notices – management of	SESAHS	Aug 2004

OHS Risk management systems

Contractor management	PD 076	Aug 2004
Contractor Safety Handbook	HB 005	June 2006
Confined spaces	SESAHS	Sept 2004
Dangerous goods and hazardous substances (currently under review)	PD 082	Jan 2005
Electrical equipment – plug-in- inspection and testing of non-biomedical equipment (currently under review)	PD 112	Aug 2004
Establishing procedures to monitor and ensure compliance to OHS Legislation	SESAHS	Aug 2004
First aid	SESAHS	Jan 2005
Hazard identification assessment and control (currently under review)	PD 083	Jan 2005
Incident management	PD 040	Mar 2006
Manual handling	IAHS	Sept 2004
OHS – operational planning	SESAHS	Feb 2005
Personal protective equipment	SESAHS	Jan 2005
Risk assessment task	SESAHS	Jan 2005
Safe work practice – development of	SESAHS	Jan 2005
Safety rules	SESAHS	Jan 2005
Zero Tolerance to violence in the workplace (under review)	PD 088	Sept 2004

Emergency management**Emergency management PD 069 Mar 2006**

Disaster management	Displan and Healthplans	
Safety- of staff working off-site in community	PD 068	Sept 2006
Security – Fire safety	PD 081	Oct 2006
Security – people and property	PD 067	Oct 2006
Security – physical response	PD 110	Nov 2006

Induction and Training

Establishing training needs – planning for	SESAHS	April 2004
OHS induction training	SESAHS	Aug 2004
OHS information matrix	SESAHS	-
Induction training for construction work	SESAHS	April 2004

Injury and claims management

Claim for loss of shift penalties overtime allowances	IAHS	Dec 2004
Employees – new / recurrent injuries – management within first 24 hrs	IAHS	Aug 2005

Area Organisational Learning Unit Policy Directives

<i>Name of Policy Directive</i>	<i>Document Number</i>	<i>Date of Issue</i>
Student handbook IAHS		Oct 2004

Area Fleet Management Policy Directives

<i>Name of Policy Directive</i>	<i>Document Number</i>	<i>Date of Issue</i>
Motor vehicle policy	PD 059	May 2006

SEI Area Food Services

<i>Name of Policy Directive</i>	<i>Document Number</i>	<i>Date of Issue</i>
Cash handling – SEI retail food outlets	PD 116	October 2006

Area Procurement and Logistics Policy Directives

<i>Name of Policy Directive</i>	<i>Document Number</i>	<i>Date of Issue</i>
Catalogued items – ordering	PD 098	July 2006
Goods return advice	PD 096	July 2006
Goods/Services received direct from supplier – advising MRD of	PD 097	July 2006
Non stock items – ordering	PD 095	July 2006
Product – clinical products recalls and alerts	PD 102	Aug 2006
Tender information handbook	HB 007	Sept 2006
Waste Management	PD 079	May 2006

Area Workforce Services Policy Directives

<i>Name of Policy Directive</i>	<i>Document Number</i>	<i>Date of Issue</i>
Aboriginal employment strategy IAHS		Sept 2004
Bullying and harassment in the workplace – management of	PD 033	Sept 2005
Code of conduct	PD 061	May 2006
Disciplinary process – management of	PD 032	June 2006
Displaced staff – management of		
• IAHS (under review)		
• SESAHS	PD 115	Aug 2004
Employee Assistance Program	PD 063	July 2006
Equal Employment Opportunity SESAHS	PD 077	July 2001
Flexible Work Practices SESAHS		July 2001
Grading/Regrading and / or Reclassifications		
• IAHS (under review)		
• SESAHS – July 2001	PD 114	Aug 2004
Grading/Regrading and Reclassifications – Allied Health Committee SESAHS		Nov 2001

Grading – nurses, regrading and / or re-classification: application for	PD 041	Nov 2005
Grievance resolution in the workplace	PD 058	Jan 2006
Health assessment (under review)	PD 113	Aug 2004
Industrial relations	PD 031	Sept 2005
Kronos sign off delegation	PD 062	Jan 2006
Leave without pay IAHS		Aug 2004
Mediation SESAHS	PD 078	Aug 2004
Orientation for new staff IAHS		Nov 2004
Performance management policy and guidelines IAHS		Jan 2003
Private practice – rights of allied health professionals IAHS		Nov 2004
Probity screening		
• IAHS		
• SESAHS (under review)	PD 044	Aug 2004
Recruitment and selection		
• IAHS Policy		
• IAHS Procedure (under review)		
• SESAHS Policy (under review)	PD 043	Aug 2004
References SESAHS		July 2001
Secondments		
• IAHS		
• SESAHS		
Security staff – screening of pre-employment SESAHS		Sept 2003
Separation of employment SESAHS		1998
Specialty codes for Medical and Nursing staff		May 2006
Temporary appointments SESAHS		Feb 2000
Travel Pack		Nov 2004
Zero Tolerance to violence in the workplace (under review)	PD 088	Sept 2004

Area Consumer and Community Participation Policy Directives

<i>Name of Policy Directive</i>	<i>Document Number</i>	<i>Date of Issue</i>
Consumer consultation and participation manual		
• IAHS (under review)		
• SESAHS (under review)		May 2005
FAQ about consumer participation in Health – IAHS		Jan 2005

Area Multicultural Health Policy Directives

<i>Name of Policy Directive</i>	<i>Document Number</i>	<i>Date of Issue</i>
Interpreter Service – language protocols	PD 086	March 2006
Translation package SESAHS		2004

SECTION 2 – STATEMENT OF AFFAIRS

SESIAHS most recent Statement of Affairs is published the Annual Report 2004-2005, issued on 15 February 2006.

SECTION 3 – CONTACT ARRANGEMENTS

Inquiries concerning the procedures for inspecting SESIAHS policy documents should be directed to:

Freedom of Information Coordinator
 Executive Support Unit
 Locked Mail Bag 8808
 South Coast Mail Centre NSW 2521
 Telephone: (02) 4253 4888
 Hours: 8.30 am to 5.00 pm, Monday to Friday

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

For the purposes of this Summary of Affairs issued in December 2006 in accordance with sections 14 and 15 of the NSW Freedom of Information Act 1989 the key Policy Documents of Southern Cross University (“the University”) are:

- (i) Student Handbook;
- (ii) University Council Minutes;
- (iii) Rules and By-Laws of the University; and
- (iv) Other relevant University policy documents

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

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

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

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

(i) University Student Handbook

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

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

How to use the 2006 Student Handbook
Campus Addresses and Contact Information
Principal Teaching Dates for 2006 (including Summary)

Faculties of the University

Faculty of Arts
Faculty of Business
Faculty of Health and Applied Sciences

Student Services and Information

Contents
Student Services
Study Information
General Information

Course Information

List of Courses – alphabetical by award level
Areas of Study – alphabetical
Details of Courses – alphabetical by award level
 Certificates and Diplomas
 Associate Degrees
 Bachelor’s Degrees

Bachelor's Honours Awards
 Postgraduate Coursework Awards
 Master's by Thesis Awards
 Doctorate Awards
 Doctor of Philosophy (PhD)

Description of Units

Terminology Guide
 Alphabetical Listing of Units
 Unit Descriptions by Unit Code

Rules

Rules Relating to Awards
 Appeals to Academic Board Appeals Committee
 Rules Relating to Student Fees and Charges (including Student Sanctions)
 Rules Relating to Student Discipline

Index and Maps

(ii) University Council Minutes

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

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

(iii) Other relevant policy documents

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

Academic & Student Matters

Academic Adjustments for Students with Disabilities
 Charter of Student Rights and Responsibilities
 Course Accreditation and Course Changes (from 2007 replaced by Course Planning and Approval policy)
 Course Planning and Approval (from 2007 replaces Course Accreditation and Course Changes policy)
 Course and Unit Review (see Course Review Policy – revised 1/9/05)
 Course Review
 Flexible Learning
 Learning, Teaching and Curriculum
 Prizes
 Provision for Student Defence Forces Reservists
 Refund Policy – Overseas Students
 Rules for Academic Board
 Rules Relating to Awards
 Rules Relating to Student Fees and Charges (including Student Sanctions)
 Standing Orders of the Academic Board and its Committees
 Student Academic Integrity
 Student Misconduct Rule 2006 (replaces Rules Relating to Student Discipline)
 Student Ombud
 Timetabling
 Unit Statement
 Library Collection Development

Development and Alumni Relations

Acceptance of Charitable Donations and Gifts to the University
 External Funding of Academic Appointments and Activities
 Fundraising Strategy, Priority Setting and Management
 Naming of University Facilities and Programs

Finance and Enterprise

Cash Handling
 Debt Management

Key and Access Control Card
Motor Vehicle
Petty Cash
Travel and Entertainment
University Credit Card Policy

Governance and Administration

Commercial Activities
Fraud and Corruption Prevention
Honorary Awards and Titles of the University
Risk Management
Southern Cross University Act 1993
Southern Cross University By-Law 2005
Standing Orders of the Southern Cross University Council
Intellectual Property
Internal Reporting – Protected Disclosures
Privacy and Personal Information Protection
Interim Corporate Records Management
Administration of Surveys at SCU

Human Resources

Academic Promotions
Additional Duties & Acting Appointments – Academic Staff
Additional Duties & Acting Appointments – General Staff
Adjunct, Visiting and Conjoint Appointments
Alcohol and other Substances of Abuse
Blood-Borne Pathogens
Code of Conduct
Communication with External Union Officials
Deferred Salary Scheme
Driving Times (currently under Review)
Employee Relocation Assistance
Equal Employment Opportunity
Family and Study (currently under review)
Family and Work (currently under review)
Financial Assistance for Employees Studying
First Aid
Grievance Policy for University Staff (see also Complaints Framework)
Harassment, Bullying and Discrimination
Injury Management and Rehabilitation
Occupational Health and Safety
Occupational Health and Safety Committee
Occupational Health and Safety Rules
Contractor Safety Induction
Outside Work
Performance Management, Development and Review
Personal Relationships
Probation Policy – Academic and General Staff
Professorial Selection and Appointment
Recruitment and Appointment
Secondments and Exchanges
Smoke-Free Workplace
Special Studies Leave and Internal Release
Staff Development
Staff with Disabilities
Study Time – General Staff
Volunteer
Workers Compensation

Information Technology

Account and Password Security
Complaints and Feedback
Computer Workstation

Computing Conditions of Use
Email
IT Security Incident Management
Information Security Management
Installation of Software in Computing Labs
Internet Access Services (IAS) System
IT Disaster Recovery
Network
Network Security
Remote Access
Software
University Information Technology (IT) Security
Virus and Malicious Code Security
Web-hosting and Publishing
Wireless Networking Security

Research & Development

Acceptance of Higher Degree Research Candidates from 1st July 2001
Examination – Thesis
Intellectual Property (Research)
Quality in Research Practice
Research Centres and Research Institutes
Rules Relating to Candidature

SECTION 2 – ANNUAL REPORT/STATEMENT OF AFFAIRS

The University's most recent Annual Report/Statement of Affairs was issued on 21 April 2006. The Annual Report contains details of administrative and academic activities, financial accounts and controlled entities for the calendar year of the University.

The Annual Report is available at no cost from the Group Director of Marketing, Southern Cross University, PO Box 157, Lismore, telephone (02) 6620 3506 and/or on the University's website at www.scu.edu/docs/annual-report/.

SECTION 3 – ACCESS ARRANGEMENTS

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

Peter Cordery
Business Manager
Southern Cross University
PO Box 157,
Lismore NSW 2480
Email: peter.corderv@scu.edu.au
Telephone: (02) 6620 3696

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

Malcolm Marshall
University Council Secretary
Southern Cross University
PO Box 157,
Lismore NSW 2480
Website: www.scu.edu.au/admin/council
Telephone: (02) 6620 3973

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

The following is a list of State Library Policies:

Acquisition Policy
Australian InterLibrary Resource Sharing (ILRS) Code
Client Code of Conduct Policy
Code of Conduct
Collection Development Policy
Conditions of Access to the Special Collections
Conditions of Using Library Material
Copyright and Reproduction
Digitisation policy for atmittchell.com Horizon 2
Disabililty Action Plan
Email Policy
Ethnic Affairs Priority Statement
Guidelines for External Exhibitions Loans
Guidelines relating to section 10, Library Amendment Act 1992
Health Information Service Request Policy
Information Request Service Policy
Legal Information Access Centre Service Policy
Lending Policy
Movable Heritage Principles
Offsite Storage Policy for Published Materials
Privacy Management Plan
Reading Room Internet Usage Policy
Records management Policy
Retention and Disposal Policy
Security Systems Policy
Special Collections, Copying
Use of the State Library Under the Library Regulation 2005 Part 3
Using Library materials (Conditions for)
Web Privacy Statement

SECTION 2 – STATEMENT OF AFFAIRS

The Statement of Affairs may be found in the State Library's Annual Report. The Annual Report is available online via our website at <http://www.sl.nsw.gov.au/annual/> or copies are available for inspection at the State Reference Library, Macquarie Street, Sydney during State Reference Library opening hours (published on our website at <http://www.sl.nsw.gov.au/visit/hours.cfm>). A copy of the most recent Statement of Affairs may also be obtained by contacting the Freedom of Information Contact Officer (details below).

SECTION 3 – CONTACT ARRANGEMENTS

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

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

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

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

- Corporate Plan
- Annual Report
- Human Resources Procedures and Policies
- Fraud and Corruption Policies and Procedures
- Code of Conduct
- Protected Disclosures Policy

SECTION 2 – STATEMENT OF AFFAIRS

The State Transit Authority's 2005/2006 Annual Report (describing the operation, functions and structure of the organisation) will serve as State Transit's latest Statement of Affairs.

SECTION 3 – CONTACT ARRANGEMENTS

Requests for access to State Transit records or documents under the Freedom of Information Act should be applied for by completing a State Transit FOI Request for Access form available from the Freedom of Information Officer.

Copies of State Transit's Statement of Affairs and any other policy document listed above are also available from the Freedom of Information Officer.

Freedom of Information Officer
PO Box 2557
Strawberry Hills NSW 2012
Hours: 8.00 am and 4.00 pm, Monday to Friday.

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

The following policy documents are available:

1. Acceptable Use of Emails
2. Additional Responsibility Policy
3. Advertising Policy
4. Alcohol and Other Drugs Policy – Guidelines for Managers and Supervisors
5. Call-outs in Exceptional Circumstances
6. Code of Conduct
7. Complaints Handling and Resolution Policy
8. Credit Risk Policy
9. Customer Issues Management Policy
10. Customer Service Charter
11. Dealing with Groups or Persons without ABNs
12. Debt Management Policy
13. Employee Housing Policy
14. Energy Management Policy
15. Environment Policy
16. Expenditure Capitalisation Policy
17. External Dispute Resolution Scheme
18. Finance Administration Manual
19. Foreign Exchange Risk Policy
20. Freedom of Information (FOI) Procedures
21. Gifts and Benefits
22. Grievance Management
23. Guidelines for Management of Sick Leave
24. Harassment Free Workplace
25. Higher Duties Allowance
26. Induction Policy
27. Interest Rate Risk Policy
28. Internal Protected Disclosure Policy
29. Interview Expenses Policy
30. Investment Management Policy
31. IT Bulletin Policy and Protocols
32. Land Management Policy
33. Leave Management Policy
34. Liquidity Risk Policy
35. Manual Handling
36. Media Protocol
37. Monitoring Staff Safety and Whereabouts (including working alone)
38. Motor Vehicle Policy
39. Motor Vehicle Safe Driving
40. OH&S Induction Notes: Workers Compensation, Rehabilitation and Occupational Health and Safety
41. OH&S Instruction: Return to Work/Workers Compensation Policy, Roles and Procedures
42. OH&S Instruction: Eyesight Testing of Computer Users
43. OH&S Protocol: Boating Operations Safety
44. Occupational Health and Safety Protocol: Farm and Land Management Operations Foreshore Areas, Major Water Storages and Research Centre Lands
45. OH&S Protocol: General Protocol for the conduct of confined space operations

46. Occupational Health, Safety and Rehabilitation Policy and Procedure Manual: Emergency Evacuation Checklist
47. Occupational Health, Safety and Rehabilitation Policy and Procedure Manual:
 - Policy 1: OH&S Policy
 - Policy 2: OH&S Committee Policy
 - Policy 3: OH&S Issue Resolution Procedures
 - Policy 4: Hazard Identification, Risk Assessment and Management Policy
 - Policy 5: Reporting of Incidents, Illness and Injuries
 - Policy 6: Workplace Inspections and Safety Audits
 - Policy 7: Personal Protective Equipment
48. Occupational Health, Safety and Rehabilitation Policy and Procedure Manual: OH&S Induction Checklist
49. Permitted Instruments Policy
50. Petty Cash Procedures, Operations and Controls
51. Prevention/Monitoring of Work Related Hearing Loss
52. Privacy Policy
53. Purchasing Policy
54. Records Disposal Authority
55. Records Management Policy
56. Religion: Accessing leave entitlements and flexible working hours arrangements to observe religious duties
57. Risk Management Policy
58. Skills Shortage Allowance Policy
59. Smoking in the Workplace Policy
60. Satellite Telephones Protocols
61. State Water Operating Protocols
62. Storage and Use of Agricultural Chemicals
63. Telephone Policy
64. Travel Authorisation and Bookings Policy
65. Treasury Management Framework and Operational Risk Policy
66. Use of Electronic Signatures
67. Working from Home Policy and Procedures

SECTION 2 – STATEMENT OF AFFAIRS

The most recent Statement of Affairs for State Water Corporation was published in June 2005. A copy of the most recent Statement of Affairs for State Water Corporation may be obtained by contacting the Risk Management Coordinator (details below).

SECTION 3 – CONTACT ARRANGEMENTS

All enquiries under the Freedom of Information Act 1989 in relation to State Water Corporation or in relation to any information contained in this Summary or in the Statement of Affairs, should be directed to:

Risk Management Coordinator
State Water Corporation
Level 8,
2-10 Wentworth Street
Parramatta NSW 2150
Telephone: (02) 9354 1043
Facsimile: (02) 9354 1106

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

The Superannuation Administration Corporation was created as a statutory State owned corporation with effect from 26 July 1999 by the Superannuation Administration Authority Corporatisation Act 1999 (NSW) and now uses the trading name of Pillar Administration. The Freedom of Information Act 1989 (NSW) includes State owned corporations in its definition of an agency.

So far as is material under the Freedom of Information Act 1989 (NSW), Pillar Administration (Pillar) provides superannuation administration services to the following trustees of public sector superannuation schemes; SAS Trustee Corporation (STC) and the Trustees of the Parliamentary Contributory Superannuation Fund (PCSF).

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

1. All STC Schemes Policy Register, 26 April 2006. This contains eleven (11) policies covering various matters affecting STC Schemes.
2. State Authorities Superannuation Scheme (SASS) Policy Register, 1 November 2006. This contains policies made by STC under the State Authorities Superannuation Act 1987 (NSW).
3. State Superannuation Scheme (SSS) Policy Register, 1 November 2006. This contains policies made by STC under the Superannuation Act 1916 (NSW).
4. Police Superannuation Scheme (PSS) Policy Register, 1 November 2006. This contains policies made by STC under the Police Regulation (Superannuation) Act 1906 (NSW).
5. State Authorities Non-contributory Superannuation Scheme (SANCS – Basic Benefit) Policy Register, 1 November 2006. This contains policies made by STC under the State Authorities Non-contributory Superannuation Act 1987 (NSW).
6. Pillar's Equal Employment Opportunity Policy Statement. This document sets out how Pillar aims, in carrying out its functions, to reflect the spirit and intent of anti-discrimination and equal employment opportunity legislation.
7. Pillar's Privacy Policy. This document sets out Pillar's commitment to best practice privacy standards and how it aims to comply with the requirements of the Privacy Act 1988 (Cth).
8. Pillar's Delegations of Authority. This document set out how Pillar's Board delegates the authority for certain matters to the CEO, other executives and staff.
 - Note: No policy document relating to FSS Trustee Corporation (FTC) is listed above. FTC was incorporated as a proprietary company limited by shares and registered under the Corporations Act 2001 (Cth) on 1 May 2006 and from that date is no longer an "agency" to which the Freedom of Information Act 1989 (NSW) applies. Further, the First State Superannuation Scheme is, from 1 May 2006, a scheme regulated under the Superannuation Industry (Supervision) Act 1993 (Cth) and it has ceased to be a State public sector superannuation scheme.

SECTION 2 – STATEMENT OF AFFAIRS

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

Pillar's Statement of Affairs is included in the Annual Report of Superannuation Administration Corporation trading as Pillar Administration. The most recent Statement of Affairs is in the 2005/06 Annual Report. This Annual Report can be accessed through Pillar's internet site www.pillar.com.au. Copies of the 2005/06 Annual Report (and of certain other previous Annual Reports) are also available free of charge by contacting:

Pillar Administration
PO Box 1229
Wollongong NSW 2500

SECTION 3 – PROCEDURES AND CONTACT POINT

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

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

Enquiries may be directed to the Freedom of Information Coordinator by telephone at (02) 4253 1478 or by facsimile to (02) 4253 1467.

Peter Cormack
Chief Executive Officer
Pillar Administration

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

SECTION 1 – POLICY DOCUMENTS

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

2002-2007 business plan
Access to published information
Access to special areas, controlled areas and water storages
Catchment protection and improvement grant guide
Catchment protection scheme
Closure of SCA recreational areas
Code of conduct
Consent to enter the SCA special or controlled areas
Corporate incident management policy
Customer complaints policy and procedure
Cultural heritage policy
Dealing with offences under the Sydney Water Catchment Management (General Regulation) 2000
Energy management policy
Environment plan 2000-2005
Environment policy
Environmental education policy
Environmental impact assessment policy
Equity and diversity management plan 2004-2006
Expert reference panel – charter and procedures
Freedom of information procedures
Healthy catchments program
Local government reference panel – charter and procedures
Metropolitan Water Plan 2006
On site sewage management grants guidelines
Privacy and personal information policy
Privacy management plan
Prosecution and compliance guidelines
Protocol for State Environmental Planning Policy (Sydney Metropolitan Water Supply) 2004
Regional consultative committee – charter and procedures
Riparian management assistance guide
Special areas strategic plan of management and charter of public disclosure
Special areas brochure – what you can and can't do
Water industry sponsorship guidelines
Wingecarribee Swamp and special area plan of management

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

The application should be addressed to:

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

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

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

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

- Annual Report
- Customer Service Charter
- Occupational Health and Safety Policy
- Environmental Management Policy
- Quality Policy

SECTION 2 – STATEMENT OF AFFAIRS

Sydney Ferries' most recent Statement of Affairs was published in the 2005/06 Annual Report, which can be accessed at www.sydneyferries.info. This document describes the structure and functions of the Corporation, the participation of the public in policy formulation, the documents held by Sydney Ferries and document access and amendment procedures.

SECTION 3 – CONTACT ARRANGEMENTS

Enquiries concerning the procedures for inspecting Sydney Ferries' policy documents and Statement of Affairs should be made to the Corporate Counsel, Company Secretary and FOI Officer. These documents may be inspected between the hours of 9am and 5pm at Level 3, 35 Pitt Street, Sydney, by prior arrangement.

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

The following documents are available free of charge:

- Action Plan for People with Disabilities
- Asset Management Strategy
- Code of Conduct for Board Members
- Code of Conduct for Sydney Harbour Foreshore Authority Staff
- Commercial Outdoor Seating Policy in Darling Harbour
- Commercial Outdoor Seating Policy in The Rocks and Circular Quay
- Commercial Signage Policy in Darling Harbour
- Cooks Cove Development Corporation Annual Report 2005/2006
- Customer Request Management Service
- Fraud and Corruption Prevention Strategy
- Liquor Licensing Policy
- Luna Park Reserve Trust Annual Report 2005/2006
- Outdoor Events Policy
- Privacy Management Plan
- Public Advertising and Notification of Development Applications Policy
- Records Management Policy and Program
- Risk Management Policy
- Sydney Harbour Foreshore Authority Environmental Management Plan 2003-2006
- Sydney Harbour Foreshore Authority Annual Report 2005/2006
- The Rocks Signage Policy (Vol. 1 – Strategy)
- The Rocks Signage Policy (Vol. 2 – Commercial Signage)
- The Rocks Signage Policy (Vol. 3 – Wayfinding Signage)
- The Rocks Heritage Management Plan
- The Rocks Lighting Policy
- Waste Reduction and Purchasing Policy.

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

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

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

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

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

Annual Report 2005-2006	No charge
Parklands Concept and Management Documents	\$30.00
Sydney Olympic Park Authority Access Guidelines (First Edition – June 2002)	No charge
Abattoir Heritage Precinct Conservation Management Plan	\$25
Millennium Parklands Heritage Precinct Conservation Management Plan	\$25
Disability Action Plan 2006 – 2008	No charge
Sydney Olympic Park Map	No charge
Sydney Olympic Park Master Plan – May 2002	\$25.00
Sydney Olympic Park Masterplan CADD Map	\$65.00
Design and Image Guidelines for Events – July 2003	No charge
Outdoor Advertising Identification and Promotional Signage	\$25.00
Parklands Plan of Management 2003 (CD only)	\$10.00

Environment

State of Environment Report 2004/2005	No charge
Sustainability Strategy 2002	\$25.00

Organisational Policies & Procedures

Child Protection Policy	
Code of Conduct	
Commercial Concessions Guidelines	
Corruption Prevention Strategy	
Direct Negotiation – Protocol and Procedures	
Engagement of Service Contractors and Consultants	
FOI Policy	
Grievance Handling Policy	
Harassment Prevention Policy	
Occupational Health & Safety Policy	
Parking Policy – Sydney Olympic Park	
Privacy Management Plan	
Procurement Policy and Procedures	\$15.00
Records Management and Corporate Information Services Policy and Standards	\$15.00

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

Manager, Policies and Procedures
 Sydney Olympic Park Authority
 7 Figtree Drive
 Sydney Olympic Park NSW 2127
 Telephone: (02) 9714 7157
 Fax: (02) 9714 7151
 Email: enquiries@sopa.nsw.gov.au
 Internet: www.sydneyolympicpark.gov.au
 Hours: 8.45 am – 5.15 pm, Monday to Friday.

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

Policy documents held by the Sydney Opera House Trust include:

- Artistic vision
- Artworks management policy
- Assistance to community and charitable organisations & events
- Charitable collections policy
- Commitment to our customers
- Credit control and debtor management
- Customer feedback
- Giving corporate donations
- Illumination of the sails
- On-site recording
- People with disabilities and older people
- Performance buy out policy
- Privacy policy
- Receiving gifts and benefits
- Sponsorship policy

These policies are available in the Research information page in the Corporate Section of the Sydney Opera House website at www.sydneyoperahouse.com

SECTION 2 – STATEMENT OF AFFAIRS

A copy of the Trust's most recent Statement of Affairs may be obtained by contacting the Coordinator, Corporate Information whose details are shown below. The Statement of Affairs is also included in the latest Sydney Opera House Annual Report which is available in the Corporate Section on the Sydney Opera House website at www.sydneyoperahouse.com

SECTION 3 – CONTACT ARRANGEMENTS

Enquiries about inspecting and purchasing the Sydney Opera House's policy documents and Statement of Affairs should be made to:

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

Arrangements can be made to inspect or purchase documents at the Sydney Opera House between 10 am and 4 pm Monday to Friday by contacting the Coordinator, Corporate Information.

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****SYDNEY SOUTH WEST AREA HEALTH SERVICE****(FOI Agency No. 2322 – former Central Sydney Area Health Service [CSAHS]
and****FOI Agency No. 2293 – former South Western Sydney Area Health Service
[SWSAHS])****SSWAHS FACILITIES**

The SSWAHS covers the following facilities:

- Area Mental Health Services including Rozelle Hospital, Rivendell Child, Adolescent and Family Unit and Area Mental Health Community Centres;
- Balmain Hospital;
- Bankstown–Lidcombe Hospital;
- Bowral and District Hospital;
- Camden District Hospital;
- Campbelltown Hospital;
- Canterbury Hospital;
- Concord Repatriation General Hospital;
- Department of Forensic Medicine;
- Division of Population Health Eastern and Western Zones (Community Health Services, Public Health Unit and Health Promotion);
- Fairfield Hospital;
- Liverpool Hospital;
- Queen Victoria Memorial Home;
- Royal Prince Alfred Hospital (including the Institute of Rheumatology and Orthopaedics)
- Sydney Dental Hospital;
- SSWAHS Administration Office

SECTION 1 – POLICIES AND DOCUMENTS

The following policies and documents are produced by SSWAHS and individual Hospitals, and may be accessed for information:

SSWAHS

- Annual Report
- By-Laws
- Delegations Manual
- Governing Body and Management Manual
- Human Resources Manual
- Child Protection Manual
- Motor Vehicle Fleet Management
- Mental Health policies and procedures
- Equal Employment Opportunity Management Plan
- Aboriginal & Torres Strait Islander Employment Strategy (EZ)
- Guidelines for Service Planning
- HealthPlan (Disaster Plan)
- Staff Development and Training policies and procedures
- Aboriginal Health Plan (EZ)
- Disability Plan
- Domestic Violence Protocols
- Drug Health Plan
- General Geriatric & Rehabilitation Medicine (GGRM) Strategic Plan
- Hep C Plan

- Palliative Care Plan
- Tobacco Control Plan
- Waste Minimisation & Management Plan
- Way Forward (WZ)
- Staff newsletter
- Demographic Profile

Hospitals, Community Services and Units

- Admission and Discharge Policies
- Complaints Policy and Procedures
- Hospital and Departmental Policy and Procedure Manuals
- Infection Control Manuals
- Patient Information Booklets/Brochures
- OHS / Safety and Security Policies, Procedures and Plans,
- Quality Management Plans
- Disaster Management Plans (Emergency/Fire Procedures)

Sydney South West Area Health Service (SSWAHS) WORLD WIDE WEB

This site includes a wide range of information on health matters, publications, media releases and links to other health resources. The address for this web site is www.sswahs.nsw.gov.au

SECTION 2 – STATEMENT OF AFFAIRS

The current SSWAHS Statement of Affairs is incorporated into the 2005/2006 Annual Report. The Annual Report provides information on the objectives, functions and structure of the Area Health Service. All enquiries can be made by contacting the Area FOI Co-ordinator. listed in Section 3 of this document.

SECTION 3 – CONTACT ARRANGEMENTS

Enquiries in relation to the inspection or purchase of the SSWAHS policy documents, Annual Report or the Summary of Affairs can be made with the Area FOI Co-ordinator between the hours of 8.30 am and 5.00 pm or through the SSWAHS Area Office on (02) 9828 5700.

Mrs Silvana Flint
Area Freedom of Information Co-ordinator
Sydney South West Area Health Service
Locked Bag 7017
Liverpool BC NSW 1871
Telephone: (02) 9828 6063

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

For information concerning the documents listed below, please contact the Freedom of Information Officer.

- Operating Licence
- Customer Contract
- Customer Complaint Policy
- Water and Sewerage Services: Redress
- Granting of an Allowance for Customers with Concealed Water Leaks
- Code of Practice and Procedure on Debt Recovery and Disconnection of Water Supply
- Payment Assistance Policy
- Large Household Rebate Policy
- Pensioner Rebates on Sydney Water Charges
- Exemption from Service Charges Policy
- Exemption from the Payment of Service Charges for Council Owned Swimming Pools Policy
- Raising Service and Usage Charges Policy
- Review of Charges (Back Charging)
- Two Tier Water Usage Charging Policy
- Bushfire Rebates on Sydney Water Charges Policy
- Entry onto Third Party Property Policy
- Rural Water Supply
- Priority Sewerage Program Pressure Sewerage Systems Difficult to Service Residential Properties Policy
- Trade Waste Policy
- Backflow Prevention Policy
- Discharge of Contaminated Surface and Ground Waters to the Sewer
- Sewage Treatment Plant Buffer Zone Policy
- Water Product Integrated Management System Quality Policy
- Wastewater Product Integrated Management System Policy
- Independent Water and Waste Water Services
- Connected Land Charging Policy
- Bonding of Works Policy
- Community Title Subdivisions Policy
- Development Servicing Plan Consultation and Dispute Resolution
- Developer Charges Policy
- Contractor Payment
- Connection to Sewerage System Policy
- Pressure Sewerage System Connections
- Sewer Connection for Disadvantaged Customers Policy
- Documentation standards for Easements over Private Service Lines
- Encroaching Private Service Lines
- Property Development Connection Requirements Policy
- Recovering Monies Paid for Constructing Works
- Main to Meter Water Services Policy
- Asset Creation Standards Policy
- Procurement Policy
- Ecologically Sustainable Development Policy
- Research and Development Policy
- Environmental Policy
- Corporate Quality Policy
- Community Consultation Policy

- Philanthropic Commitment Policy
- Privacy Policy

SECTION 2 – STATEMENT OF AFFAIRS

Sydney Water can provide a Statement of Affairs, which is available by contacting the Freedom of Information Officer on telephone (02) 9350 6083.

SECTION 3 – INQUIRIES REGARDING FREEDOM OF INFORMATION

All inquiries regarding Freedom of Information at Sydney Water should be directed in the first instance to the Freedom of Information Officer on telephone (02) 9350 6083. This includes requests for copies of the Summary, policy documents, and formal applications for access to documents. Inquiries may be made Monday to Friday during business hours.

All applications for access to documents must be made in writing, accompanied by the correct fee, and should be directed to the Freedom of Information Officer, Sydney Water, Level 23, 115-123 Bathurst Street, Sydney NSW 2000.

FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)
SUMMARY OF AFFAIRS
of the
SYDNEY WEST AREA HEALTH SERVICE

The Summary of Affairs of the Sydney West Area Health Service (SWAHS) for December 2006 covers the following:

Area Services:

Area Executive Unit
Directorate of Clinical Operations
Directorate of Corporate and Finance Services
Directorate of Workforce Development
Directorate of Nursing and Midwifery
Directorate of Clinical Governance
Directorate of Population Health and Strategic Direction

Hospitals:

Auburn, Blacktown, Blue Mountains, Cumberland, Hawkesbury, Lithgow, Lottie Stewart, Mt Druitt, Nepean, Portland Springwood, St Josephs and Westmead.

Community Health Facilities:

Auburn, Baulkham Hills, Blacktown, Cranebrook, Doonside, Dundas, Emerton, Hawkesbury, High Street, Katoomba, Lawson, Lithgow, Merrylands, Mt Druitt, Parramatta, Penrith, Portland, Springwood, St Clair, St Marys and Wallerawang.

SECTION 1 – POLICY DOCUMENTS

The following policies and documents are produced by the Area Health Service and may be accessed for information:

- Area By-Laws
- Corporate & Operating Plans
- Delegations of Authority
- Organisation Charts
- Policy and Procedures Manuals
- Annual Report
- Area Newsletters

The following policies and documents are produced by individual Hospitals and other Services and may be accessed for information:

- Facility and Departmental Policy & Procedures Manuals
- Admission & Discharge Policy
- Local Newsletters
- Patient Literature

SECTION 2 – STATEMENT OF AFFAIRS

The most recent Statement of Affairs for Sydney West Area Health Service is incorporated in its Annual Report for 2005/2006.

SECTION 3 – CONTACT ARRANGEMENTS

All enquiries about gaining access to these documents, or FOI matters generally, should be directed to the following between the hours of 8.30am and 5.00pm:

Dr Glenn Close
FOI Contact Officer
Sydney West Area Health Service
PO Box 63
Penrith NSW 2751
Telephone: (02) 4734 2120

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****SYDNEY 2009 WORLD MASTERS GAMES ORGANISING COMMITTEE
(SWMGOC)****SECTION 1 – POLICY DOCUMENTS****Policy/Procedure Documents****Ethics and Conduct**

Code of Conduct and Ethical Behaviour

Games Advisory Committee Code of Conduct and Ethical Behaviour

Internal Reporting Policy

Human Resources

Secondary Employment Policy

Salary Packaging Policy

Employee Personal Effects Policy

Equal Employment Opportunity (EEO) Policy

Work Experience Policy

Employee Induction Policy

Sick Leave Management Policy

Recreation Leave Management Policy

Finance

Corporate Credit Card Policy

Cab Charge/Taxi Policy

Petty Cash and Expense Claims Policy

Delegations – Financial & Non-Financial

Delegation of Authority to Incur Expenditure Policy

Non-Financial Delegations – Instrument of Delegation

Travel

Travel Policy and Procedures

Protocols

Protocols for Acceptable Use of the Internet and Electronic Mail

Protocols for Telephone and Voicemail

Protocols for Meetings

Planning and Evaluation

SWMGOC Corporate Plan

Publications

Annual Report 2005-06

(pdf available free on website – www.2009worldmasters.com)**SECTION 2 – STATEMENT OF AFFAIRS**

The most recent Statement of Affairs of SWMGOC is available from the SWMGOC office by contacting the Freedom of Information Officer.

SECTION 3 – CONTACT DETAILS FOR OBTAINING ACCESS TO INFORMATION

Access to documents held by SWMGOC and subject to the Freedom of Information Act can be obtained by contacting the Freedom of Information Officer at the SWMGOC office details of which are below:

Sydney 2009 World Masters Games Organising Committee
Level 2, 6b Figtree Drive,
Sydney Olympic Park NSW 2127
Phone: 8116 2009
Fax: 8116 2029
Email: sally.ryan@2009worldmasters.com

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

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

- Access Guides (for disabled access to public transport interchanges)
 - Holsworthy Interchange
 - Oak Flats Interchange
 - Rockdale Interchange
- Annual Report for Ministry of Transport, 2004/05
- Best Practice Guidelines for New South Wales Public Transport Signage and Information Displays, 2003
- Bus Operator Accreditation Update, February 2006
- Bus Reform in Country New South Wales, February 2006
- Bus Reform in New South Wales Update, February 2006
- Community consultation brochure – “Have Your Say – North-West T-way – Proposed Bus Network – April 2006”
- Corporate Plan for Ministry of Transport, 2006-2010
- Country Transport Resource Kit, 2006
- Discussion Paper on the Rural Taxi Industry in New South Wales, 2001.
- The Godfrey Report – Independent Review of Rail Infrastructure Corporation (RIC) Metropolitan Maintenance Funding and Related Issues – October 2002
- Grain Infrastructure Advisory Committee Report, 2004
- Guidelines Relating to Drug and Alcohol Programs for Bus Operators, 2004
- Guidelines Relating to Drug and Alcohol Programs for Ferry Operators, 2004
- Guidelines for Managing School Students’ Behaviour on Buses including Code of Conduct for School Student Behaviour, 2006
 - Code of Conduct Translations
 - Arabic
 - Chinese
 - Samoan
 - Spanish
 - Vietnamese
 - School Student Transport Scheme Booklet
 - English
 - Arabic
 - Chinese
 - Filipino
 - Spanish
 - Vietnamese
- Hire Car Reports:
 - Hire Car Hardship Assessment Panel Final Report, February 2003
 - Review of the Taxi Cab and Hire Car Industries – Independent Pricing and Regulatory Tribunal, November 1999
 - Inquiry into Short Term Hire Car Licence Fees – New South Wales Ombudsman, August 1999
- Information Package on how to Become an Authorised Taxi Network in the Metropolitan Transport District, 2003
- Integrating Land Use and Transport – A Planning Policy Package, 2002
- Local and Community Transport 2005-06 Audit Documents
- Lower Hunter Transport Working Group
 - Final Report, December 2003
 - Second Report, November 2003
 - First Report, September 2003
- Medlock Report Into the Management of Safety Critical Infrastructure, 2001
- Ministerial Inquiry into the Taxi Industry Interim Report, 2003
- Ministerial Inquiry into Sustainable Transport (Parry Inquiry)

- Final Report, December 2003
- Interim Report, August 2003
- Ministry of Transport Customer Commitment, 2004
- Parramatta Rail Link Options Report, August 2003
- Passenger Statistics for New South Wales Air Routes to and from Sydney Airport from December 2001 Quarter until September 2005 Quarter
- Report on Fares for Private Buses – August 2001
- Report on New South Wales Taxi Fares – July 2001
- Review of Bus Services in New South Wales (Unsworth Review)
 - Final Report, February 2004
 - Interim Report, November 2003
- Review of the Regulatory Framework For Community and Courtesy Transport Services in New South Wales: Report May 2002 – A review of the regulatory framework for Community and Courtesy Transport Services was undertaken during 2001-02.
- Safety Management System (SMS) Guidelines for Bus and Coach Operators.
- School Student Transport Scheme. Student Transport Coordination Guidelines.
- School Student Transport Scheme. Information for parents and students.
- School Student Transport Scheme, a manual for schools.
- School Student Transport Scheme. Bus Operators Manual.
- Service Planning Guidelines for Bus Services in Metropolitan Sydney, June 2006
- Submission to the Independent Pricing and Regulatory Tribunal Review of Bus Fares 2004-05
- Summary of Affairs of the New South Wales Ministry of Transport – June 2006
- Submission to the Independent Pricing and Regulatory Tribunal On Bus Fares for 2006
- Sydney Knowledge and Regulation Test – A Guide for Taxi Drivers – October 2003
- Taxi Vehicle Standards, May 2006
- Utilisation of Spare Capacity under the Home and Community Care (HACC) Program, December 2005
- Wheelchair Accessible Taxi Taskforce – Interim Brief to the Minister for Transport Services, September 2004

Administration of Acts

Acts administered by the Minister for Transport (copies may be obtained on the www.legislation.nsw.gov.au website):

- Air Navigation Act 1938 No 9
- Air Transport Act 1964 No 36
- Border Railways (Grain Elevators) Amendment Act 1957 No 9
- Broken Hill to South Australian Border Railway Agreement Act 1968 No 59
- Civil Aviation (Carriers' Liability) Act 1967 No 64
- Glenreagh to Dorrigo Railway (Closure) Act 1993 No 65
- National Rail Corporation (Agreement) Act 1991 No 82
- Parking Space Levy Act 1992 No 32
- Passenger Transport Act 1990 No 39
- Rail Safety Act 2002 No 96
- Railway Construction (East Hills to Campbelltown) Act 1983 No 111
- Railway Construction (Maldon to Port Kembla) Act 1983 No 112
- Transport Administration Act 1988 No 109 (except part, Minister for Roads and Minister for Ports/ and Waterways); and
- The Regulations pertaining to these Acts.

SECTION 2 – STATEMENT OF AFFAIRS

The Freedom of Information Act 1989 requires Agencies to publish an annual Statement of Affairs. The most recent Statement of Affairs of the Ministry of Transport, which provides information on the structure and functions of the Ministry of Transport and the categories of documents it holds, is available in the 2004/05 Annual Report. Copies of the Statement of Affairs can be obtained (free of charge) by contacting the Freedom of Information Officer or visit the Ministry of Transport's Internet site at www.transport.nsw.gov.au

In general terms, many documents contained within this Summary of Affairs are available (free of charge) by visiting the Ministry of Transport's website, www.transport.nsw.gov.au

SECTION 3 – CONTACT ARRANGEMENTS

Policy documents, unless otherwise stated, are usually available free of charge and access can be arranged by contacting the Freedom of Information Officer by telephone, fax, email, or by writing to the address below generally on working days between the hours of 8:30 am and 5:00 pm.

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

Ms Pauline Ross
Freedom of Information Officer
NSW Ministry of Transport
GPO Box 1620
Sydney NSW 2001

FOI and Privacy enquiries may be directed to the Freedom of Information Officer by telephoning the Ministry of Transport on (02) 9268 2210. Applications to amend or notate documents of the Ministry of Transport relating to a person's own personal affairs may also be made to the Freedom of Information Officer.

FREEDOM OF INFORMATION ACT 1989

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

SUMMARY OF AFFAIRS

of the

NSW TREASURY (FOI Agency No. 8)

SECTION 1 – POLICY DOCUMENTS

Office of Financial Management (OFM)

	<i>Date Issued</i>
NSW Gov't Working with Government – Policy & Guidelines for Private Financed Projects White Paper	Nov 2001
Treasury Policy and Guidelines Papers	
• TPP06-10 Information and Communications Technology (ICT) Capital Investment Process	Nov 2006
• TPP06-9 What You Do and Why an Agency Guide to Defining Results and Services	Sep 2006
• TPP06-8 Accounting Policy – Accounting for Privately Financed Projects	Jun 2006
• TPP06-7 Accounting Policy – Contributions by Owners Made to Wholly-Owned Public Sector Entities	Jun 2006
• TPP06-6 Accounting Policy – Guidelines for Capitalism of Expenditure on Property, Plant and Equipment	Jun 2006
• TPP06-5 Financial Reporting Code for Budget Dependent General Government Sector Agencies	Jun 2006
• TPP06-4 Accounting for Financial Instruments	Jun 2006
• TPP06-3 Lessor Accounting for Prepaid Long-term Leases of Land	Jun 2006
• TPP06-2 Fringe Benefits Tax Manual	Mar 2006
• TPP06-1 CEO Contract Guidelines for Government Businesses	Jan 2006
• TPP05-4 Distinguishing For-Profit from Not-For-Profit Entities	Dec 2005
• TPP05-3 Valuation of Physical Non-Current Assets at Fair Value	Nov 2005
• TPP05-2 Reporting and Monitoring Policy	Nov 2005
• TPP05-1 Credit Car Use- Best Practice Guide	Aug 2005
• TPP 04-3 Total Asset Management (Tam) Policy	Aug 2004
• TPP 04-2 Government Guarantee Fee Policy for Government Businesses	Jul 2004
• TPP 04-1 NSW Government Procurement Policy	Jul 2004
• TPP 03-6 State Owned Corporation Indemnity Policy	Oct 2003
• TPP 03-4 Tax Equivalent Regime for Government Businesses	Jun 2003
• TPP 03-1 Fringe Benefits Tax manual	Mar 2003
• TPP 02-7 Capital Structure Policy for Government Businesses	Sep 2002
• TPP 02-5 Treasury Management Policy	Sep 2002
• TPP 02-4 Guidelines for Assessment of Projects of State Significance	Jul 2002
• TPP 02-3 Financial Distribution Policy for Government Business	Jun 2002
• TPP 02-1 Policy Statement on the Application of Competitive Neutrality – Policy & Guidelines Paper	Jan 2002
• TPP 01-5 Guidelines for Budget Funding & Savings Requirements for Public Sector Wage Agreements	Dec 2001
• TPP 01-3 Guide to Economic Performance Measurement for General Government Agencies	Aug 2001
• TPP 01-2 Guidelines for Pricing of user charges	Jun 2001
• TPP 00-4 Financial Management Framework for the General Government Sector	Dec 2000
• TPP 99-6 Energy Trading Policy for Generators	Oct 1999
• TPP 99-5 Energy Trading Policy for Retailers	Oct 1999
• TPP 99-3 Goods & Services Tax (GST) Compliance Plan for Public Sector Agencies	Jun 1999
• TPP 99-1 Economic Appraisal – Principles and Procedures Simplified	Mar 1999
• TPP 97-4 Guidelines for Financial Appraisal	Jul 1997
• TPP 97-3 Risk Management and Internal Control Toolkit [4 volumes]	Sep 1997
• TPP 97-2 Guidelines for Economic Appraisal	Jun 1997
• TPP 96-1 Retail Competition in Electricity Supply	Jun 1996

- TPP 95a Statement of Best Practice – Internal Control and Internal Audit Jun 1995
- TPP 95b Internal Control Assessment Jul 1995

Other OFM Publications and Technical Papers (General)

- OFM Annual Report Annually
- Crown Entity Annual Report Annually
- OFM Corporate Plan 2004 – 2007
- OFM Commitment to Service [refer OFM Annual Report] & Corporate Plan Annually
- Treasurer's Directions
- Treasury Circulars (numbered individually)
- Freedom of Information Statement of Affairs and Summary of Affairs (2006)
- Budget Papers (2006/07) Numbers 1-6 (A charge of \$132 applies)
- Budget Papers 2005/06, 2004/05, 2003/04, 2002/03, 2001/02, 2000/01, 1999/00 and 1998/99 (web only)
- Financial Statements Monthly & Half Yearly
- Report on State Finances (previously titled Consolidated Financial Statements of the NSW Total State Sector, incorporating the NSW Public Accounts) Annually
- Electricity Reform Statement May 1995
- Managing State Finances: The NSW Experience (Don Nicholls) (A charge of \$20 applies plus \$6 for postage) June 1991

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

Office of State Revenue (OSR)

Factsheets

- Client Feedback
- Code of Conduct
- Duties Rates
- EDR (Electronic Duties Returns)
- First Home Benefits (incl. First Home Owner Grant and First Home Plus)
- Freedom of Information Statement of Affairs 30 June 2006
- Hardship Review Board Factsheet – June 2005
- Health Insurance Levy and State Ambulance Insurance Plan
- Hire of Goods
- Insurance Duty
- Insurance Protection Tax
- Investigations
- Land Rich Disposal Duty
- Land Rich Acquisition Duty
- Land Tax – Information for Trustees and Unit Holders of Unit Trusts
- Land Tax 2006 – Information Booklet
- Land Tax 2006
- Land Tax Crown and council leases
- Land Tax primary production land exemptions
- Land Tax deduction to prevent double taxation
- Land Tax information for unit holders of unit trusts
- Motor Vehicle Registration Duty
- Pay-roll tax (NSW) – Information for employers
- Pay-roll Tax (NSW) – Contractors and employment agents
- Pay-roll Tax (NSW) – exemptions
- Objections and reviews
- Parking Space Levy
- Parking Space Levy Exemptions
- Petroleum Products Subsidy Scheme in NSW factsheet
- Premium Property Duty
- Privacy and your personal information
- Proof of identity documents for First Home Owners Grant applications
- Stamping and Marking Documents before lodging at Department of Lands
- State taxes and your business
- Taxation Administration Act 1996

- Unclaimed money – information for claimants
- Unclaimed money – information for enterprises
- Unclaimed money – information for super funds

Current versions of all publications are available on the Office of State Revenue's website:
www.osr.nsw.gov.au

OSR Revenue Rulings

- Business Franchise Revenue Rulings (28 rulings)
- Duties Revenue Rulings – these Revenue Rulings relate to the Duties Act 1997 (33 rulings)
- First Home Owner Grant Rulings (2 rulings)
- General Revenue Rulings (7 rulings)
- Land Tax Revenue Rulings (77 rulings)
- Parking Space Levy Revenue Rulings (1 ruling)
- Pay-roll Tax Revenue Rulings (66 rulings)
- Stamp Duty Revenue Rulings – these Revenue Rulings relate to the Stamp Duties Act 1920 (286 rulings)
- Tax Administration Revenue Rulings (3 rulings)
- Unclaimed Money Rulings (1 ruling)

The Revenue Rulings can be accessed directly from the Office of State Revenue's website:
www.osr.nsw.gov.au

OSR Seminar Notes

- State Tax Update Seminar Notes – June 2006
- Pay-roll Tax Seminar Notes – June 2006
- Pay-roll Tax Seminar Notes – June 2005
- State Tax Update Seminar Notes – June 2005
- Pay-roll Tax Interstate Seminar Notes – May 2005
- State Tax Update Interstate Seminar Notes – May 2005
- Land Tax, Land Rich Disposals and Vendor Duty Seminar Notes – December 2004
- Addendum Seminar Notes for State Taxes – June-October 2004
- State Tax Update Seminar Notes – June 2004
- Pay-roll Tax Seminar Notes – June 2004
- Seminar Notes – November 2003

The Seminar Notes can be accessed directly from the Office of State Revenue's website:
www.osr.nsw.gov.au

OSR Newsletters

- OSR Connect – October 2006
- OSR Connect – May 2006
- OSR Connect – February 2006
- OSR Connect – October 2005
- OSR Connect – July 2005
- OSR Connect – May 2005
- OSR Connect – April 2005
- OSR Connect – February 2005
- OSR Connect – October 2004
- OSR Connect – August 2004
- OSR Connect – June 2004
- EDR Update March 2006
- EDR Update September 2005
- EDR Update August 2005
- EDR Update November 2004
- EDR Update July 2004
- EDR Update June 2004

Annual Reports

- 2005 – 2006 Annual Report
- 2004 – 2005 Annual Report
- 2003 – 2004 Annual Report
- 2002 – 2003 Annual Report
- 2001 – 2002 Annual Report

- 2000 – 2001 Annual Report
- 1999 – 2000 Annual Report
- 1998 – 1999 Annual Report

Current versions of all publications are available on the Office of State Revenue's website:
www.osr.nsw.gov.au

State Debt Recovery Office (SDRO)

Factsheets

- Request a review of a penalty notice
- Having your Penalty Notice heard in Court
- Camera Detected Penalty Notices
- How to have my Enforced Fine postponed pr Written-off
- Having your Enforced Fine heard in Court
- Reviewing a Time to Pay or Write-off Application
- Were you under 18 when the fine was issued?
- How to have RTA Restrictions lifted
- Do you wish to provide feedback?

Current versions of all publications are available on the State Debt Recovery Office's website:
www.sdرو.nsw.gov.au

SECTION 2 – STATEMENT OF AFFAIRS

Treasury's most recent Statement of Affairs was published effective from 30 June 2006. Copies are available from the FOI Coordinator at no charge.

SECTION 3 – CONTACT ARRANGEMENTS

Applications under the Freedom of Information Act 1989 for access to documents held by the NSW Treasury must be accompanied by a \$30 application fee and sent in writing to:

The FOI Coordinator
Office of State Revenue
NSW Treasury
GPO Box 4042
Sydney NSW 2001

The FOI coordinator is located on Level 5, Lang Centre, 132 Marsden Street, Parramatta 2150. You can also make enquiries by telephone on (02) 9689 6270.

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****UNIVERSITY OF NEWCASTLE****(FOI Agency No 95)****SECTION 1 – POLICY DOCUMENTS****Policy Library**

The University's Policy Library is on line at <http://search.newcastle.edu.au/policy/>

The following is a list of the policies included in the University's Policy Library under each of the policy categories. Those categories reflect the University's key functions. Some documents appear in several categories to ensure ease of access for readers.

The listing of these documents reflects the hierarchical structure of the policy library which includes: rules, policies, procedures, guidelines and checklists. Other external documents which impact on the University's policy and practice are also listed. The University's Policy Library is undergoing change as part of a Policy Reform Project. Please check the website for changes since the publication of this list.

GOVERNANCE**Audit and Risk Management**

- Risk Management – Policy 000601
- Audit and Risk Committee Constitution – Other 000759
- Risk Management Implementation Plan – Other 000571
- Fraud and Corruption Prevention – Policy 000472
- Critical Incident Management Guidelines – Guideline 000080

Rules

- Rules Governing Faculties – Rule 000305
- Rules Governing Honorary Awards and Exceptional Service Medals – Rule 000301
- Rule Listing Degrees and Diplomas – Rule 000635
- Rules Governing Graduation – Rule 000593
- Rules Governing Professional Doctorates – Rule 000580
- Rules Governing Master Degrees by Research – Rule 000579
- Constitution of the Academic Senate – Rule 000402
- Academic Dress – Rule 000399
- Rules Governing Admission and Enrolment – Rule 000390
- Traffic and Parking – Rule 000362
- Student Discipline Rules – Rule 000341
- Rules Governing Undergraduate Academic Awards – Rule 000311
- Rules Governing University Undergraduate Scholarships – Rule 000312
- Rules Governing the Operation of the Executive Committee of Convocation – Rule 000310
- Rules Governing Schools and the Use of the Title "Dean" – Rule 000309
- Rules Governing Postgraduate Research Scholarships – Rule 000307
- Rules Concerning Pro Vice-Chancellors, Assistant Deans and Other Faculty Officers – Rule 000302
- Rules Governing Postgraduate Coursework Awards – Rule 000306
- Role of Chancellor and Deputy Chancellor – Rule 000298
- Officers of the University – Rule 000243
- Making of Rules by the Vice-Chancellor – Rule 000188
- The Gladys M Brawn Memorial Gift Committee – Rule 000136
- Rules Governing the Administration of Assessment Items – Rule 000113
- Establishment of Faculties and Other Bodies (Excluding Schools) – Rule 000109
- Doctoral Degree by Research Rules – Rule 000093
- Boards of Studies Rules – Rule 000050

Strategic Planning

- Delegation of Authority – Policy 000083
- Critical Incident Management Plan

University Bodies

- Rules Governing Faculties – Rule 000305
- Constitution of the Academic Senate – Rule 000402
- Rules Governing the Operation of the Executive Committee of Convocation – Rule 000310
- Rules Governing Schools and the Use of the Title “Dean” – Rule 000309
- The Gladys M Brawn Memorial Gift Committee – Rule 000136
- Establishment of Faculties and Other Bodies (Excluding Schools) – Rule 000109
- Boards of Studies Rules – Rule 000050
- Faculty of Science and Information Technology – Schedule 000766
- Faculty of Education and Arts – Schedule 000763
- Faculty of Health – Schedule 000765
- Faculty of Engineering and Built Environment – Schedule 000764
- Board of Studies in Speech Pathology – Schedule 000761
- Board of Studies in Psychology – Schedule 000760
- Faculty of Business and Law – Schedule 000762
- Meetings Protocols – Policy 000229
- Gender Inclusive Membership of University Committees – Policy 000780
- Council Election Rules – Policy 000778
- Council Meeting Protocols – Policy 000077
- Audit and Risk Committee Constitution – Other 000759

University Officers

- Rules Concerning Pro Vice-Chancellors, Assistant Deans and Other Faculty Officers – Rule 000302
- Role of Chancellor and Deputy Chancellor – Rule 000298
- Officers of the University – Rule 000243
- Making of Rules by the Vice-Chancellor – Rule 000188
- Selection of Chancellor – Policy 000598
- Disclosure of Interests / Conflict of Interests (Members of Council and Senior Staff) – Policy 000563
- Personal Chairs – Policy 000531
- Lotteries (including raffles) – Policy on Approval – Policy 000415

ETHICS EQUITY and SOCIAL JUSTICE**Academic Integrity**

- Student Academic Integrity – Policy 000608
- Code of Ethical Academic Conduct – Policy 000607
- Student Academic Dishonesty – Procedure 000609

Conduct

- Student Discipline Rules – Rule 000341
- Code Of Conduct – Staff – Policy 000059
- Internal Reporting – Staff – Policy 000618
- Code of Ethical Academic Conduct – Policy 000607
- Code of Conduct for University Chaplains – Policy 000600
- Fraud and Corruption Prevention – Policy 000472
- Alcohol and Other Drugs – Policy 000410
- Bullying and Workplace Violence – Policy 000393
- Residential Licence Conditions – Policy 000296
- Research Code of Practice for Students Enrolled in Honours Degrees – Guideline 000653
- Alcohol and Other Drugs – Guidelines and Regulations for Policy Implementation – Guideline 000141

Complaints Resolution

- Complaint Resolution – Policy 000745
- Internal Reporting – Staff – Policy 000618
- FOI – Your Rights To Review And Appeal under the FOI Act 1989 – Other 000575

Conflict of Interest

- Conflicts of Interest in Assessment – Policy 000651
- Conflict of Interest – Policy 000562
- Disclosure of Interests / Conflict of Interests (Members of Council and Senior Staff) – Policy 000563

- Avoiding Conflicts of Interest – Policy 000420
- Prejudicial Relationships – Policy 000255

Equity and Diversity

- Gender Inclusive Membership of University Committees – Policy 000780
- Diversity and Inclusiveness – Policy 000751
- Aboriginal and/or Torres Strait Islander – Establishing Status within the University – Policy 000749
- Work, Study and Family Responsibilities Policy – Policy 000387
- Student with a Disability Policy – Policy 000344
- Racism – Policy 000278
- Affirmative Action and Equal Employment Opportunity Policy Statement – Policy 000252
- Inclusive Language – Policy 000156
- Inclusive Teaching and Learning – Guideline 000750

TEACHING and LEARNING

Assessment

- Rules Governing Schools and the Use of the Title “Dean” – Rule 000309
- Rules Governing the Administration of Assessment Items – Rule 000113
- Formal Examinations – Policy 000127
- Student Academic Integrity – Policy 000608
- Conflicts of Interest in Assessment – Policy 000651
- Essential Criteria in Course Assessment (1) – Policy 000648
- Group, Self, and Peer Assessment (1) – Policy 000650
- Workload, Assessment and Marking & Grading – Policy 000649
- Code of Ethical Academic Conduct – Policy 000607
- Course Outlines – Policy 000587
- Core Skills for Graduates – Policy 000515
- Prejudicial Relationships – Policy 000255
- Review of Grades – Procedures for Appeals Against a Final Result – Procedure 000261
- Re-marks and Moderations – Procedure 000769
- Review of Progress – Procedure 000647
- University Medals – Procedure 000613
- Addressing Adverse Circumstances Affecting Assessment Items – Procedure 000641
- Student Academic Dishonesty – Procedure 000609
- Appeals Procedure – Research Thesis Examination – Procedure 000570
- A Guide to the Assessment Policies & Procedures of the University of Newcastle – Guideline 000779
- School Assessment Committees – Terms of Reference – Other 000771

Courses

- Student Placement – Policy 000768
- Course Outlines – Policy 000587
- Course Coordinator Role – Guideline 000626
- Variation to Academic Subject Codes on Nustar – Guidelines for Approval – Guideline 000145

Programs

- Rule Listing Degrees and Diplomas – Rule 000635
- Rules Governing Professional Doctorates – Rule 000580
- Rules Governing Master Degrees by Research – Rule 000579
- Academic Dress – Rule 000399
- Rules Governing Undergraduate Academic Awards – Rule 000311
- Rules Governing Postgraduate Coursework Awards – Rule 000306
- Doctoral Degree by Research Rules – Rule 000093
- Boards of Studies Rules – Rule 000050
- 150 Schedules
- Embedded Honours Models Structures – Policy 000743
- Structure for Model 1 Honours Programs – Policy 000643
- Program Revision – Policy and Procedures – Policy 000589
- Planning and Approval of New Programs – Policy and Procedures – Policy 000549
- Recognition of Prior Learning – Policy 000282
- Program Convenor Role – Policy 000266
- Posthumous Awards – Policy 000254
- Undergraduate Program Structures – Principles – Policy 000257

- Programs – Annual Reports – Procedure 000550
- Program Reviews – Generic Terms of Reference – Guideline 000536
- Fourth Year Honours Programs – AVCC – Guideline 000128
- Offshore Student Administration and Support – Checklist 000633

Teaching

- Student Discipline Rules – Rule 000341
- Student Placement – Policy 000768
- Laboratory Safety – Policy 000752
- Diversity and Inclusiveness – Policy 000751
- Online and Distance Education Policy – Policy 000629
- Partner Organisation (including Off Campus) Delivery of Face-to-Face Teaching for a University Award – Policy 000630
- Code of Ethical Academic Conduct – Policy 000607
- Student with a Disability Policy – Policy 000344
- Protective Clothing and Footwear in Laboratories Policy – Policy 000270
- Program Convenor Role – Policy 000266
- Prejudicial Relationships – Policy 000255
- Intellectual Property Policy (Research) – Policy 000169
- Copyright Act – Flowchart of how it applies – Policy 000155
- Inclusive Language – Policy 000156
- Ethical and Safety Aspects of Student Class Experiments and Practical Exercises Utilised Within the Teaching Program of The University of Newcastle – Policy 000110
- Laboratory Safety – Guideline 000753
- Inclusive Teaching and Learning – Guideline 000750
- Research Code of Practice for Students Enrolled in Honours Degrees – Guideline 000653
- Provision of Education for International Students – AVCC Code of Practice and Guidelines – Guideline 000617
- AVCC's Guidelines for Effective University Teaching – Guideline 000419
- Part VA – Audio-Visual Copying and Communication Guidelines (local access only) – Guideline 000248
- Part VB – Electronic Copying and Communication Guidelines (local access only) – Guideline 000249
- Copyright Warning Notices – Guideline 000074
- Offshore Learning Support Arrangements – Checklist 000632
- Information Access for Universities: Commentary and Answers to Frequently Asked Questions about Copyright (local access only) – Other 000166
- Electronic Copying – A Short Guide – Other 000096
- Copyright Law – Other 000073

RESEARCH

Research Management

- Hunter Medical Research Institute Policy: Publicity and Promotion Media – Policy 000642
- Solicitation – Donations and Contributions that Support Research and Other Activities – Policy 000572
- University Donor Recognition – Policy 000574
- Students as Subjects – Research Activities – Policy 000174
- Animals – Entry into Approved Protocols – Policy 000105
- Inclusive Research Practice – Guideline 000774
- Coursework Professional Doctorates – Guideline 000775

Research Ethics

- Solicitation – Donations and Contributions that Support Research and Other Activities – Policy 000572
- Effective Surveillance and Monitoring of Projects (Animal Ethics) – Policy 000537
- Witness to Participant's Signature (Human Research Ethics) – Policy 000384
- Tobacco Funding – Policy 000361
- Telephone Interviewing (Human Research Ethics) – Policy 000351
- The Use of S4 and S8 Drugs (Animal Care & Ethics) – Policy 000359
- Responsibilities of Chief Investigators (Animal Care & Ethics) – Policy 000297
- Research in Schools (Human Research Ethics) – Policy 000295
- Monitoring of animals used for research or teaching purposes (Animal Care & Ethics) – Policy 000238
- Letterhead for Information Documents (Human Research Ethics) – Policy 000181
- Students as Subjects – Research Activities – Policy 000174

Intellectual Property

- Intellectual Property Policy (Research) – Policy 000169

Research Students

- Rules Governing Admission and Enrolment – Rule 000390
- Rules Governing Postgraduate Research Scholarships – Rule 000307
- Student Academic Integrity – Policy 000608
- Code of Practice for Research Higher Degree Candidature – Policy 000061
- English Proficiency for Research Higher Degree Candidates – Policy 000612
- Telephone Interviewing (Human Research Ethics) – Policy 000351
- Research Higher Degree Scholarships – 2007 – Policy 000264
- Copyright (Research Higher Degree Candidates) – Policy 000072
- Inclusive Research Practice – Guideline 000774
- Research Code of Practice for Students Enrolled in Honours Degrees – Guideline 000653
- Publications (Research) – Guideline 000276
- Appeals Procedure – Research Thesis Examination – Procedure 000570
- Admission and Enrolment Procedures (Research Higher Degree Candidates) – Procedure 000409
- Research Higher Degree Theses – Preparation and Submission – Procedure 000256
- Audio Recordings – Human Research Ethics – Procedure 000417
- Student Academic Dishonesty – Procedure 000609

STUDENT ADMINISTRATION and SUPPORT**Admission**

- Rules Governing Admission and Enrolment – Rule 000390
- Aboriginal and/or Torres Strait Islander – Establishing Status within the University – Policy 000749
- English Proficiency for Research Higher Degree Candidates – Policy 000612
- Regional and Rural Preference Scheme – Policy 000292
- Recognition of Prior Learning – Policy 000282
- Aboriginal and or Torres Strait Islander Applicants – Entry Provisions – Policy 000106
- English Proficiency – Policy 000104
- Deferment of Admission to a Coursework Award – Procedure 000792

Enrolment and Graduation

- Rules Governing Graduation – Rule 000593
- Academic Dress – Rule 000399
- Rules Governing Admission and Enrolment – Rule 000390
- Rules Governing Undergraduate Academic Awards – Rule 000311
- Rules Governing Postgraduate Coursework Awards – Rule 000306
- Recognition Ceremonies Conducted By Partner Institutions – Policy 000594
- Student Indebtedness – Policy 000343
- Posthumous Awards – Policy 000254
- Undergraduate Program Structures – Principles – Policy 000257
- Review of Grades – Procedures for Appeals Against a Final Result – Procedure 000261
- Internal Program Transfer – Procedure 000585
- Enrolment In Non Award Courses – Guideline 000767

Fees Charges and Refunds

- Refund Policy for Full Fee Paying International Students in Australia – Policy 000770
- Student Indebtedness – Policy 000343
- Refunds – Procedure 000491

Scholarships and Prizes

- Rules Governing University Undergraduate Scholarships – Rule 000312
- Rules Governing Postgraduate Research Scholarships – Rule 000307
- Research Higher Degree Scholarships – 2007 – Policy 000264

STAFF SERVICES**Academic Staff – HR Matters**

- Rules Governing Honorary Awards and Exceptional Service Medals – Rule 000301
- According of the Title of ‘Professor’ on the Basis of Performance – Policy 000595
- Honorary Appointments – Policy 000408
- Courtesy Titles – Policy 000597

- Purchased Leave Scheme – Policy 000758
- Promotion of Academic Staff – Policy, Procedures and Guidelines – 2006 – Policy 000679
- Aboriginal and/or Torres Strait Islander – Establishing Status within the University – Policy 000749
- Conflict of Interest – Policy 000562
- Personal Chairs – Policy 000531
- Annualised Salary Scheme – Policy 000414
- Appointment of Research Academic Staff – Policy 000394
- Bullying and Workplace Violence – Policy 000393
- Salary Package Vehicles – Approved Senior Positions – Policy 000314
- OSPRO – Policy 000245
- Affirmative Action and Equal Employment Opportunity Policy Statement – Policy 000252
- Long Service Medals Policy – Policy 000187
- Harassment – Policy 000146
- Salary Packaging – Policy 000123
- Consultancy – Policy 000070
- Defence Reserves Leave – Guidelines for Staff and Supervisors (Academic and General) – Guideline 000754
- Leave Without Pay (LWOP) – Guidelines for Staff Members and Supervisors (Academic and General) – Guideline 000606
- University Employment of Independent Contractors – Guideline 000553
- Visiting Appointment Guidelines – Guideline 000378
- Appointment of Conjoints – Guideline 000067

General Staff – HR Matters

- Rules Governing Honorary Awards and Exceptional Service Medals – Rule 000301
- Purchased Leave Scheme – Policy 000758
- Aboriginal and/or Torres Strait Islander – Establishing Status within the University – Policy 000749
- Conflict of Interest – Policy 000562
- Annualised Salary Scheme – Policy 000414
- Bullying and Workplace Violence – Policy 000393
- Vice-Chancellor’s Award for General Staff Excellence Policy – Policy 000377
- Salary Package Vehicles – Approved Senior Positions – Policy 000314
- General Staff Recruitment Appeal Process – Policy 000286
- Affirmative Action and Equal Employment Opportunity Policy Statement – Policy 000252
- Long Service Medals Policy – Policy 000187
- Harassment – Policy 000146
- Defence Reserves Leave – Guidelines for Staff and Supervisors (Academic and General) – Guideline 000754
- Leave Without Pay (LWOP) – Guidelines for Staff Members and Supervisors (Academic and General) – Guideline 000606
- University Employment of Independent Contractors – Guideline 000553

Academic Staff Development

- Reimbursement of Study Fees Policy and Procedures (Academic and General Staff) – Policy 000730

General Staff Development

- Secondment – General Staff – Policy 000323
- Reimbursement of Study Fees Policy and Procedures (Academic and General Staff) – Policy 000730
- General Staff Excellence Awards – Procedure 000791

Health and Safety

- Laser Safety Eye Examinations for Laser Workers – Policy 000178
- Laboratory Safety – Policy 000752
- Sports Medicine Australia Policy on Infectious Diseases – Policy 000539
- Occupational Health & Safety Committees – Extract from OH&S Act – Policy 000543
- Halls of Residence Infection Control Policy – Policy 000538
- Controlled Substances (Radioactive Materials) – Policy and Procedures – Policy 000505
- Alcohol and Other Drugs – Policy 000410
- Smoke-free Environment Policy – Policy 000329
- Protective Clothing and Footwear in Laboratories Policy – Policy 000270
- Occupational Noise Policy – Policy 000242
- Occupational Health and Safety Policy – Policy 000241
- Minimum Standards for Blood Collection from Students, Staff or Others during Teaching and Research

- Activities – Policy 000233
- First Aid – Policy 000122
- Essential Services Failure – Callaghan Campus and Newcastle CBD – Policy 000118
- Essential Services Failure – Ourimbah Campus – Policy 000119
- Ethical and Safety Aspects of Student Class Experiments and Practical Exercises Utilised Within the Teaching Program of The University of Newcastle – Policy 000110
- Laboratory Safety – Guideline 000753
- Infection Prevention and Control for Blood Borne Pathogens – Guideline 000165
- Alcohol and Other Drugs – Guidelines and Regulations for Policy Implementation – Guideline 000141
- Electricity – Guidelines for Safe Working with Electricity – Guideline 000144
- Critical Incident Management Guidelines – Guideline 000080

MANAGEMENT and SERVICES

Computing and Information Services

- Web Publishing Policy Statement – Policy 000383
- Web Sub-Sites – Policy 000748
- Web Page Hosting on Behalf of External Organisations – Policy 000747
- Web Page Advertising and Sponsorship – Policy 000382
- Computing and Communications – Use of Facilities – Policy 000374
- IT Security Policy – Policy 000175
- Internet – Guidelines for Acceptable Use – Guideline 000405
- Variation to Academic Subject Codes on Nustar – Guidelines for Approval – Guideline 000145

Environment and Physical Facilities

- Naming Rights – Buildings, Facilities, Academic Positions, Medals, Scholarships and Prizes – Policy 000573
- Space Management Policy – Policy 000568
- Air Conditioning: Policy and Procedures – Policy 000528
- Capital Works and Major Contracts – Policy and Procedures – Policy 000504
- University Facilities – Hire and Use – Policy 000152
- Essential Services Failure – Callaghan Campus and Newcastle CBD – Policy 000118
- Essential Services Failure – Ourimbah Campus – Policy 000119
- Construction of Buildings by External Parties on University Land – Policy 000069
- Banner and Poster – Procedure 000786
- Furniture, Building Alterations and Air Conditioning -Purchasing – Procedure 000506
- Emergency – Central Coast Campus – Procedure 000100
- Emergency – Callaghan Campus – Procedure 000099
- University Space for Functions other than Regular Delivery of Lectures/Seminars to Enrolled Students – Guideline 000534
- Hanging Pictures, Framed Posters or Photographs – Guideline 000503

Financial Services

- Investment Policy Statement – Policy 000784
- Travel – Policy 000782
- Travel Payments – Schedule 000783
- Tenders – Policy 000776
- Controlled Substances (Radioactive Materials) – Policy and Procedures – Policy 000505
- Petty Cash – Policy 000493
- Lotteries (including raffles) – Policy on Approval – Policy 000415
- Tobacco Funding – Policy 000361
- Purchasing Card – Policy and Procedures – Procedure 000495
- Petty Cash – Procedure 000781
- Companion Card – Procedure 000790
- Acquittable Cash Advance – Procedure 000789
- Travel – Procedure 000787
- Travel Inconvenience Allowance – Procedure 000788
- Furniture, Building Alterations and Air Conditioning – Purchasing – Procedure 000506
- Disposal of Surplus and Obsolete/Unserviceable Equipment – Procedure 000499
- General Debtors – Billing – Procedure 000498
- Donations to the University – Procedure 000489
- Refunds – Procedure 000491

- Vehicles – Purchasing – Procedure 000485
- Mobile Phones – Purchasing and Use – Procedure 000487
- Quotations (Contracts valued at less than \$100,000) – Procedure 000486
- Hospitality Expenditure – Authority to Incur – Procedure 000482
- Purchasing Office Supplies – Procedure 000483
- Hospitality Expenditure – Procedure 000479
- Commercial Activities – Guideline 000554
- Purchase Requisitions and Purchase Orders – Guideline 000488
- Code of Practice for Australian University Philanthropy – AVCC Guidelines – Guideline 000392
- Ordering Animals (Research) – Other 000484

Legal Services

- FOI – Your Rights To Review And Appeal under the FOI Act 1989 – Other 000575
- Information Access for Universities: Commentary and Answers to Frequently Asked Questions about Copyright (local access only) – Other 000166
- Copyright Law – Other 000073
- University Agreements – Policy 000631
- Disclosure of Interests / Conflict of Interests (Members of Council and Senior Staff) – Policy 000563
- Lotteries (including raffles) – Policy on Approval – Policy 000415
- Subpoenas – Procedures for Handling – Procedure 000545
- Copyright Warning Notices – Guideline 000074

Library Services

- Staff Use of University Libraries – Policy 000340
- Library Resources – Selection and Ordering – Policy 000324
- Scholarly Information Resources and Access Policy – Policy 000317
- Library Use Policy – Policy 000182
- Copyright Act – Flowchart of how it applies – Policy 000155
- Part VA – Audio-Visual Copying and Communication Guidelines (local access only) – Guideline 000248
- Part VB – Electronic Copying and Communication Guidelines (local access only) – Guideline 000249
- Copyright Warning Notices – Guideline 000074
- Information Access for Universities: Commentary and Answers to Frequently Asked Questions about Copyright (local access only) – Other 000166
- Electronic Copying – A Short Guide – Other 000096
- Copyright Law – Other 000073

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- Privacy and Personal Information Protection Act 1998 – Other 000655
- Health Records and Information Privacy Act 2002 – Other 000654
- FOI – Your Rights To Review And Appeal under the FOI Act 1989 – Other 000575
- Privacy Management Plan – Other 000258
- Records Management Policy – Policy 000285
- Creation of Records – Guideline 000785
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- Electronic Records Management Checklist – Checklist 000053
- Record Retention and Disposal – Other 000284

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- Vehicles – Damage to Privately Owned Vehicles Whilst on University Property – Policy 000501
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- Rules Governing Honorary Awards and Exceptional Service Medals – Rule 000301
- University Agreements – Policy 000631
- Partner Organisation (including Off Campus) Delivery of Face-to-Face Teaching for a University Award – Policy 000630
- Solicitation – Donations and Contributions that Support Research and Other Activities – Policy 000572
- University Donor Recognition – Policy 000574
- Tobacco Funding – Policy 000361
- University Employment of Independent Contractors – Guideline 000553
- Code of Practice for Australian University Philanthropy – AVCC Guidelines – Guideline 000392

SECTION 2 – STATEMENT OF AFFAIRS

The University's most recent Statement of Affairs, made in accordance with Sections 14 and 15 of the Freedom of Information Act 1989 (NSW) is dated June 2006.

The Statement is available on the University website at <http://www.newcastle.edu.au/service/foi>, or at minimum cost from the Office of the Academic Registrar, who is the University's Freedom of Information Coordinator.

SECTION 3 – CONTACT ARRANGEMENTS

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

Academic Registrar and Freedom of Information Coordinator
The Chancellery
The University of Newcastle
Callaghan NSW 2308
Phone: (02) 4921 5353
Fax: (02) 4921 7417
Email: FOI@newcastle.edu.au

The University's policy documents and Statement of Affairs may be inspected by prior arrangement at the office of the Academic Registrar and Freedom of Information Coordinator. Inspections may be arranged between the hours of 9.00am and 5.00pm Monday to Friday.

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

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

- the annually published, University of New England Handbook, the most recent of which was printed in January 2006 and is titled The University of New England 2006 Handbook;
- on UNE webpages; and
- those for which hard copies are held in the Records Management Office as well as in the office of origin and application.

UNE Handbook

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

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 Equity Office
 Examinations and Graduation Unit
 Information Technology Directorate
 Internal Audit Unit
 International Marketing and Pathways Directorate
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 Library Services
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 Occupational Health and Safety (OHS)
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 Oorala Centre
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 Professional Experience Office
 Research Services
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Faculty of Economics, Business and Law

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Faculty of Education, Health and Professional Studies

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 Doctor of Philosophy Rules
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 Centre for Australian Language, Literature, Theatre and Screen
 Centre for Behavioural and Physiological Ecology
 Centre for Bioactive Discovery in Health and Aging
 Centre for Business Research
 Centre for Ecological Economics and Water Policy Research
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 Centre for Environmental Dispute Resolution
 Centre for Higher Education Management and Policy
 Centre for Language and Cognition
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 Centre for Molecular Microbiology
 Centre for Neuroscience and Animal Behaviour
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 Centre for Research in Aboriginal and Multicultural Studies
 Centre for Research on Education in Context
 Centre for Rural Crime, Safety and Security
 Centre for Spatial Science
 Centre for Sustainable farming Systems
 Cooperative Research Centre for Australian Weed Management
 Cooperative Research Centre for Beef Genetic Technologies
 Cooperative Research Centre for Viticulture
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 The Heritage Future Research Centre
 The Institute for Genetics and Bioinformatics
 Institute for Rural Futures
 The National Centre of Science, Information and Communication Technology, and Mathematics
 Education for Rural and Regional Australia
 NCW Beadle Herbarium
 New England Centre for Executive Development
 UNESCO Centre for Bioregional Resource Management
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 The University of New England Heritage Centre
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Main UNE Policies and Related Documents Page: <http://www.une.edu.au/rmo/policies/>

This leads to an Alphabetical Index: <http://www.une.edu.au/rmo/policies/polALPHAindex.html> and to Policies by Major Groupings

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

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- Appendix 1 – examples of plagiarism and academic misconduct: coursework
- Appendix 2 – procedural flowchart: coursework
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- Plagiarism/Misconduct Procedures (steps): coursework
- Important Definitions Pertaining to Assessment Work and Plagiarism and Other Misconduct
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- Appendix 1 – examples of plagiarism and academic misconduct: Higher Degree Research
- Appendix 2 – procedural flowchart: Higher Degree Research
- Approved statement for use in documents
- Avoiding Plagiarism and Academic Misconduct – information for Research Students
- Preventing and Detecting Plagiarism (HDR) – information for Academic Staff
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Equity at <http://www.une.edu.au/rmo/policies/polEQU.html>

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

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Finance and Travel at <http://www.une.edu.au/rmo/policies/polFIN.html>

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Information Technology and Communications at <http://www.une.edu.au/rmo/policies/polITC.html>

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Records Management and Copyright at <http://www.une.edu.au/rmo/policies/polRM.html>

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Research Support Contributions
Registration of research higher degree supervisors

Staff Employment and Workplace at <http://www.une.edu.au/rmo/policies/polHR.html>

Staff, employment and workplace related

Most of the policies and other documents linked from this page are administered by Human Resource Services – please refer to the home page for that group for further information and administrative assistance including forms. The numbers indicate locations in the Human Resource Management Handbook.

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SECTION 2 – MOST RECENT STATEMENT OF AFFAIRS

“Statement of Affairs” December 2005, published in 2005 Annual Report of The University of New England.

SECTION 3 – ENQUIRIES

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

The University of New England Handbook may be purchased for the price of \$12.00. Mail orders may be sent direct to the United Campus Bookshops, University of New England, Armidale NSW 2351 and should include the postage and packing charge of \$8.50 within Australia. An order may also be placed on the web at www.ucb.net.au. Copies of the University of New England Handbook are also held in Dixon Library, and the Records Management Office, University of New England.

Enquiries may be made to:

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

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

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

Policies of the University may be found in various administrative and procedural manuals of the University and in some resolutions of the University Council, Academic Board and Faculties. The University also develops policy on specific matters, and planning documents which outline the strategic directions of the University. Listed below are publications and documents which contain policy relating to the functions of the University.

Publications containing policies and procedures

The University's handbooks contain the rules and procedures relating to relevant programs and awards as approved by the University Council.

University of New South Wales Undergraduate Handbook	(\$29.95 per copy)
University of New South Wales Postgraduate Handbook	(\$19.95 per copy)
University of New South Wales Calendar, Summary Volume	(\$12.95 per copy)
University College	(free)

The Handbooks and Calendar are available for purchase from the University Bookshop, located in the lower section of the Quadrangle building on the Kensington Campus. Electronic versions of these publications are available free of charge through the University's website: http://publish.web.unsw.edu.au/handbooks_2006.htm. The University College handbook can be obtained from UNSW@ADFA, Australian Defence Force Academy, Canberra ACT 2600.

Other Documents**Governance and Management Matters**

- University of New South Wales Act 1989
- University of New South Wales By-law 2005
- University of New South Wales Rules 1999
- UNSW Strategic Plan
- UNSW Annual Report, 2005
- UNSW Student Services Privacy Code of Practice
- UNSW Guidelines for Commercial Activities
- Conflict of Interest Policy
- Privacy Management Plan
- Policy for making a complaint or reporting incidents of criminal, corrupt conduct or maladministration or Protected Disclosure at UNSW
- Policy Statement on Governance
- Code of Conduct
- Code of Conduct – Members of Council
- Code of Conduct for the Responsible Practice of Research
- UNSW Policy on Sponsorship from the Tobacco Industry

Environment, Health & Safety Matters

- Air Monitoring & Health Surveillance Guideline
- Chemical Spills Guideline
- Environment Policy
- Environmental Management Plan 2005 to 2010
- Hazard and Incident Reporting Procedure
- Hazardous Substances and Dangerous Goods Procedure
- Ionising Radiation Procedure
- Labelling of Hazardous Substances Guideline
- Laboratory Hazardous Waste Disposal Procedure

- Occupational Health and Safety Policy
- Occupational Health & Safety (OH&S) Corrective Action Procedure
- OHS Hazard and Incident Reporting Procedure
- Outdoor Workers Guideline
- Plant & Equipment Procedure
- Naming Policy for Facilities at UNSW
- Transport of Dangerous Goods by Air Guideline
- Visitors to UNSW Facilities Guideline

Equity and Diversity Matters

- Anti-Racism Policy
- Equity and Diversity Policy Statement
- Equal Opportunity in Education Policy Statement
- Family Friendly Work Practices at UNSW
- Code of Practice – Students with Disabilities
- Student Discrimination and Harassment Grievance Policy and Procedures
- Staff Discrimination and Harassment Grievance Policy and Procedures
- Guidelines for Staff Handling Discrimination and Harassment Grievances
- Making UNSW an Harassment Free Zone for Staff
- Making UNSW an Harassment Free Zone for Students
- Non Discriminatory Presentation and Practice
- Workplace Rehabilitation Program (NSW Campuses) Policy & Procedures
- Reasonable Adjustment Guidelines for Managers of Staff and Potential Staff with Disabilities

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- Academic Standing Rules for Undergraduate Students
- Academic Standing Rules for Postgraduate Students
- Access to Assessment Information
- Admission of Temporary Protection Visa (TPV) Holders
- Admission Requirements and Procedures
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- Award of Degrees, Rules for the
- Award of Pass with Distinction
- Award of University Medals Policy
- Breach of Discipline and Misconduct in Assessment
- Conditions for the Award of Degree of Doctor of Philosophy (PhD)
- Copyright for Project Reports & Higher Degree Theses
- Discontinuation and Program Leave
- Disclosure of Enrolment Information and Release of Information to Third Parties
- Education Services for Overseas Students (ESOS) Information for Students
- Enabling Skills
- English Language Requirements
- Enrolment & Progression in Student Placement (Internship)
- Examination Rules, Policy, & Procedures
- Fee Policy: International Students
- Fee Policy: Local Students
- Grievance Resolution Policy for Students
- Grievance Resolution Procedure for Undergraduate and Postgraduate (Coursework) Students
- Grievance Resolution Procedure for Research Students
- Guidelines and Rules on Student Plagiarism – Handbook for Staff
- Guidelines and Rules on Student Plagiarism – Handbook for Students
- Guidelines for Postgraduate Research
- Guidelines on Learning that Inform Teaching
- Guidelines relating to the Provision of UNSW Courses by Non-UNSW Staff & Organisations
- Intellectual Property Policy
- Learning & Teaching Plan 2005-2007
- Library Rules
- Multiple Enrolment Rule

- Non-Award Enrolment Rules
- Policy on Examination of Research Degrees
- Policy on the Evaluation of Teaching
- Policy on Higher Degree Research Supervision
- Postgraduate Coursework Advanced Standing Credit Transfer & Articulation Guidelines
- Research Students: Policy on Supervision and Examples of Good Practice
- Research Students: Policy on Examination of Research Degrees
- Research Training Scheme
- Preparation and Submission of Master by Research and Doctoral Theses for Examination
- Special Consideration Procedures
- Student Misconduct Rules

Staffing Matters

- Child Protection Policy
- Conjoint Appointments
- Employment or Engagement of Services Involving Personal or Other Significant Relationships
- Emeritus Professors – Conferring of Title
- Facilities for Retired Academic Staff
- Grievance Resolution Policy for Staff
- Grievance Resolution Procedure for Staff
- Named Academic Positions Policy
- Paid Outside Work by Academic Staff
- Sessional Teaching – Staff Strategic Action Plan
- Visa Sponsorship (Immigration)
- Visiting Appointments

Information Technology Matters

- Acceptable Use of UNSW Information and Communication Technology Resources
- Email Policy
- IT Requirements for UNSW Students
- Website Policy

SECTION 2 – STATEMENT OF AFFAIRS

The University's most recent Statement of Affairs is that dated June 2006. The Statement of Affairs describes the University's structure and functions, how the public may participate in policy development, the kind of documents held and how members of the public may access those documents.

SECTION 3 – CONTACT ARRANGEMENTS

In general, the University will meet reasonable requests for access to information without the need for formal applications under the FOI Act. The University's Summary of Affairs, Statement of Affairs and a significant number of policy documents are available free of charge on the University website <http://www.unsw.edu.au/>. In other cases, a charge of 20 cents per page will be made for any photocopies provided. Policy documents may be inspected at the University by prior arrangement with the FOI Officer between 9.00am and 5.00pm on weekdays.

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

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

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

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

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

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

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

Statutes and Regulations

The University of Sydney Calendar 2006¹ contains the relevant statute and regulations. The enabling statute is the NSW University of Sydney Act 1989 (as amended) ("the Act"). By-laws are made pursuant to section 36 of the Act and rules are made pursuant to s. 37 of the Act. Resolutions of the Senate, Academic Board, faculties, college, graduate schools and boards of studies are made pursuant to the by-laws and rules.

¹ The full text of this publication, including amendments made after the publication date, may be found at: <http://www.usyd.edu.au/about/publication/pub/calendar.shtml>

The relevant sections are:

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

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

University of Sydney (Academic Governance) Rule 2003 (as amended)

Part 1 – Preliminary

Part 2 – Functions and membership of the Academic Board

Part 3 – Chair, Deputy Chair and Chairs of Standing Committees

Part 4 – Meetings and procedures of the Academic Board

Part 5 – Election procedures for the Academic Board

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

Part 1 – Preliminary

Part 2 – Standard format of Rules

Part 3 – Procedures of Senate

Part 4 – Convocation

Part 5 – Appointment to Student Proctorial Panel (repealed)

- Part 6 – Seal and Arms of the University
- Part 7 – Senior Officers of the University
- Part 8 – Intellectual Property (repealed)
- Part 9 – Admission to courses
- Part 10 – Awarding degrees, diplomas and certificates

University of Sydney (Appointment of Delegated Officers) Rule 2004

- Part 1 – Preliminary
- Part 2 – Appointment of Delegated Officers

University of Sydney (Authority Within Academic Units) Rule 2003

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

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

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

University of Sydney (Doctor of Philosophy (PhD)) Rule 2004

- Part 1 – Preliminary
- Part 2 – Admission to candidature
- Part 3 – Supervision
- Part 4 – Candidature
- Part 5 – Submission of thesis

University of Sydney (Intellectual Property) Rule 2002

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

University of Sydney (Library) Rule 2003

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

University of Sydney (Senate) Rule 2002

- 1. Citation and commencement
- 2. Purpose
- 3. Duty of Fellows

University of Sydney (Student Proctorial Panel) Rule 2003

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

Resolutions of the Senate and the Academic Board

Academic Dress

Appointment

Dean, Director or College Principal

Deputy Vice-Chancellor and Pro-Vice-Chancellor: Selection Committee

Vice-Chancellor: procedures for consultation between the Senate and the Academic Board

Control of traffic within the University

Degree of Doctor of Philosophy

Governance

University Governance; Senate Committees; Election of Principal Officers of the Senate and Committees of the Senate and of the Fellow Referred to in Section 9(6) of the Act; Faculties, College, College Board, Boards of Studies, Departments, Schools and Committees.

Honorary awards

Restriction on Re-enrolment

Sports unions, SRC and faculty societies, SUPRA, Union, Cumberland Student Guild and SASCA

Student appeals against academic decisions

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

Faculty of Agriculture, Food and Natural Resources

Faculty of Architecture

Faculty of Arts

Faculty of Dentistry

Faculty of Economics and Business

Faculty of Education and Social Work

Faculty of Engineering

Faculty of Health Sciences

Faculty of Law

Faculty of Medicine

Faculty of Nursing and Midwifery

Faculty of Pharmacy

Faculty of Science

Faculty of Veterinary Science

Graduate School of Government

Sydney College of Arts

Sydney Conservatorium of Music and Department of Music

Board of Studies in Indigenous Studies

Prizes, scholarships and bursaries

The terms and conditions of award of many prizes, scholarships and bursaries awarded by the University may be found on the websites of the Research Office (<http://www.usyd.edu.au/ro/>) and of the Students Services (http://www.usyd.edu.au/stuserv/finances/financial_assistance_office.shtml)

Documents to which the Seal of the University has been affixed

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

Handbooks

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

Other general publications

University policy may also be found in the following publications:

Annual Report 2005

Equal Employment Opportunity / Affirmative Action Management Plan 2003 – 2004

Finance and Accounting Manual

Undergraduate Prospectus 2007

Privacy Management Plan
Postgraduate Research and Coursework Handbook 2005/06
Staff Induction Manual
Statistics Book 2005
University of Sydney Strategic Directions 2006 – 2010

Other policy documents

University policy is also set out in the following documents:

Academic Board Chair's Nominees
Academic Dress
Academic Honesty in Coursework (plagiarism)
Academic Promotion Appeals
Academic Titles: Conferring of All Academic Titles
Access to Campus
Accident Reporting and Investigation
Ad Eundem Gradum, Degrees Conferred
Admission: Advanced Standing, Credit and Exemption Policy
Admission to Undergraduate Courses
Advertising on Campus
Air Conditioning Policy
Alcohol: Policy and Guidelines on Consumption
Annual Leave and Annual Leave Loading: Academic Staff
Annual Leave (General Staff)
Annual Leave Loading
Appeals: Student Appeals Against Academic Decisions – Academic Board Resolutions
Appointment of DVC and PVC
Appointment of VC
Appointments: Policy Document on the Appointment of a Dean, Director or College Principal
Asbestos Safety
Assessment and Examination of Coursework
Assessment and Examination: Special Arrangements
Award Courses and Units of Study – Creation, Variation and Deletion of Awards with Honours: Academic Board Policy
Bequest Policy
Benchmarking: Improving Learning and Teaching through Collaboration, Benchmarking and Alliances
Budget: Policy Guidelines 2004
Building works: Approval and Management of
Campus Names
Carcinogenic Substances: Policy for Acquisition, Use and Disposal of Carcinogenic Substances
Career Development Leave for General Staff
Casual Rates of Pay (Academic)
Casual Rates of Pay (General)
Centres: Policy on Establishment, Management and Review
Cessation of Employment – Security Issues
Chair Appointments Committee of Senate
Children: Policy on Children on University Premises
Code of Conduct (Staff)
Code of Conduct for Students
Co-funded University of Sydney Post Graduate Awards: method of award (second semester round)
Complaints: Resolution of Complaints Policy
Confined spaces: Policy on Working in Confined Spaces
Conjoint Ventures in Postgraduate Courses
Consultation with Students
Contract for Goods and Services – External Contractors
Copyright
Corruption: Reporting corruption, maladministration or serious and substantial waste of public money
Cotutelle Scheme
Course Online Reading Service

Coursework Teaching: Academic Board Resolutions: The Management and Evaluation of Coursework; Criteria for Award of Clinical Academic Titles: Level E Criteria for Award of Clinical Academic Titles: Levels A-D Definition of "Subject Coordination" for determining step six level A academic Coverage and Usage of the University Glossary of Terms and Abbreviations
Degrees conferred ad eundem gradum
Delegations for specific activities and financial delegations
Delegations of Authority: Academic Functions
Delegations of Authority: Administrative Functions – 2005
Disability Action Plan
Discretionary Salary Supplementations for Academic Staff
Discrimination prevention policy – your rights and responsibilities
Electronic Access, Policy on Networked Electronic Access – preference over print
Electronic Textbooks, Policy on
Email Virus Scanning Policy
English Language Requirements: Postgraduate
Enrolment status: Postgraduate: Discontinuation of Enrolment and Readmission after Discontinuation – Academic Board Resolutions
Environmental Policy
Equal opportunity in education policy
Exchange Policy and Procedures: General Staff
Fire and Other Emergencies in University Buildings
First Aid Policy
Flexible remuneration packaging scheme
Flexible, student-centred learning in the University of Sydney
Freedom of Information Policy
Generic Attributes of Graduates of the University of Sydney
Gift Policy
Harassment Prevention Policy – Your Rights and Responsibilities
Hazardous waste
Heritage Management Policy
Higher Duties Allowance (HDA)
HIV or Hepatitis: Policy on Students with HIV or Hepatitis B
ICT Standard Operating Environment Acquisitions Policy
Incident and Accident Reporting and Investigation
Information and Communication Technology Resources: Use of University Information and Communication Technology Resources (ICT Resources): Policy
Information Literacy Policy Statement
Information Technology Facilities: Acceptable Use of
Injury Management Policy
Insurance: Excess Applicable to Departments
Intellectual Property: University of Sydney (Intellectual Property) Rule 2002
ITC Cache Charging Policy
Leave without pay
Market-based salary loadings
Memorabilia policy
Motor vehicles: Use and management of University-owned motor vehicles
Naming of Buildings and other significant physical assets
Naming Policy – Positions and Events
Net Pay Disbursements
Notice Requirements for General Staff
OHS Policy
Out of Round Promotion Policy and Procedures
Outside Earnings (Academic)
Overheads Policy for all Research Projects which do not Contribute to the Research
Infrastructure Block Grant (RIBG)
Parking: Temporary Free Parking
Parallel teaching of postgraduate and undergraduate students
Performance Management and Development (PM&D) 2005
Plagiarism: Student Coursework – Policy and Procedures
Policy document determining employee/contractor employment status
Portable Buildings Policy

Postgraduate: Attendance: Postgraduate Courses
 Postgraduate Coursework: Responsibility for
 Postgraduate: Degree of Doctor of Philosophy
 Postgraduate: Distance, Alternative and Flexible Modes of Delivery in Postgraduate Courses
 Postgraduate: Higher Degree Theses – submission and publication
 Postgraduate Higher Research Degree Theses: Time limit for submission of emendations
 Postgraduate: Length of Candidature and Minimum Credit Point Requirements for
 Postgraduate: Master's degrees and postgraduate awards programs: levels of award, nomenclature and grading systems
 Postgraduate: Nature of the PhD
 Postgraduate: Oral Examination of PhD Theses at the University of Sydney
 Postgraduate: PhD: Appointment of Additional Examiner as Assessor
 Postgraduate: PhD Candidature: Maximum Length
 Postgraduate: PhD: Submission of Doctor of Philosophy Theses Containing Published Work
 Postgraduate: Probationary Candidature and English Expression
 Postgraduate Research Higher Degree Training Supervision at the University of Sydney
 Postgraduate: Review of Process for Postgraduate Research Students
 Postgraduate: Submission of Treatise Containing Published Work
 Postgraduate: University of Sydney Amendment (Earliest date for submission of a Doctor of Philosophy thesis) Rule 2003
 Postgraduate Fellows: Policy on the employment of full-time Masters and Doctoral candidates as Postgraduate Fellows
 Privacy: University Privacy Policy
 Pro-Chancellor: role, appointment and term of office
 Probation and Confirmation (Ac)
 Probation (General Staff) – Policy
 Proof-reading and editing theses and dissertations
 Public Comment
 Purchasing Policy
 Quality Assurance and Learning Management Systems
 Radiations Safety policy
 Recordkeeping: University Recordkeeping Policy
 Redundancy and Redeployment of General Staff
 Remuneration: Policy on the Allocation and Remuneration of Administrative/Managerial Responsibilities of Deans, Faculty Academic Managers and Heads of Department
 Research Fellows: Conditions
 Road Closure
 Role of Heads of Department and Schools and their Authorities and Delegations
 Room heaters
 Royal Charter of the University of Sydney
 Safe Storage, Handling and Use of Gas Cylinders
 Scholarships
 Scholarships & Prizes: Academic Board Resolutions
 Scholarships & prizes: Establishment and Award of Scholarships and Prizes Scholarships & Prizes: Senate Resolutions
 Semester and Vacation Dates
 Senate: Election of Principal Officers of the Senate and of committees of the Senate and of the Fellow referred to in Section 9(6) of the Act
 Smoking: Policy on Smoking in the Workplace
 Special Duties Overseas/Australia Special Leave – General and Academic
 Special leave – general and academic staff
 Special Studies Program
 Staff Card policy
 Still Photography, Filming and Videotaping on or in University premises
 Strategies for Academic Staffing Flexibility
 Student Grievances, Appeals and Applications For Review
 Stu-vac
 Study time policy – general staff
 Sydney Summer School: Policy Document
 Titles of Bosch, Challis, Kellion, McCaughey and Peter Nicol Russell Chairs
 Tobacco Industry Funding

Traffic and Parking
 Travel Policy
 University Chair
 University Wide Information System (UWIS) Policy
 University of Sydney Academic Staff Agreement 2006-2008
 University of Sydney General Staff Agreement 2006-2008
 Use of University Land and Buildings by Telecommunications Carriers
 VIP Policy
 Voluntary Work/Work Experience Policy
 Web Sites: University Web Sites Privacy Statement
 Workload: The Management of Staff Workload
 Written and Oral Communication Skills of Students

Policy Documents available through the World Wide Web

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

SECTION 2 – STATEMENT OF AFFAIRS

The University's most recent Statement of Affairs, made in accordance with sections 14 and 15 of the NSW Freedom of Information Act 1989, was issued in June 2006. It is also available through the World Wide Web at: <http://www.usyd.edu.au/arms/foi>

SECTION 3 – ACCESS TO THE UNIVERSITY'S POLICY DOCUMENTS

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

at the Camperdown Campus

Mr Tim Robinson or Ms Anne Picot
 FOI Coordinators
 A14
 University of Sydney NSW 2006
 Telephone: (02) 9351 4263

Ms Judith Russell
 Director, Corporate Services
 A14
 University of Sydney NSW 2006
 Telephone: (02) 9351 4260

at the Faculty of Health Sciences

Mr Scott Avery
 Faculty Manager
 Faculty of Health Sciences
 East Street
 Lidcombe NSW 2141
 Telephone: (02) 9351 9535

at the Sydney Conservatorium of Music

Ms Kylie Mayes
 Manager, Administration
 C81 – Conservatorium of Music
 The University of Sydney
 NSW 2006 Australia
 Telephone: (02) 9351 1257

at the Sydney College of the Arts

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

FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)
SUMMARY OF AFFAIRS
of the
UNIVERSITY OF TECHNOLOGY, SYDNEY
FOI Agency No. 89

SECTION 1 – POLICY DOCUMENTS

Publications containing policies and procedures

The policies and procedures contained in the UTS: Handbook and the UTS: Calendar are included in the lists below.

UTS: Handbook and UTS: Calendar

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

<i>Handbook and Calendar</i>	<i>Australia</i>	<i>Overseas</i>
UTS: Handbook (in print)	\$45.00	\$50.00
UTS: Handbook (on CD)	\$5.00	\$6.00
UTS: Calendar (in print)	\$32.50	\$37.50

The UTS Handbook and Calendar are published on the World Wide Web at:

<http://www.handbook.uts.edu.au>

<http://www.handbook.uts.edu.au/cal/>

They are also available for sale by contacting:

Publications,
Governance Support Unit,
University of Technology, Sydney,
PO Box 123,
Broadway, NSW, 2007
Telephone: +61 2 9514 2940

An order form is available for downloading at: http://www.handbook.uts.edu.au/order_form.html

Planning documents and reports

- Privacy Management Plan
- UTS Disability Action Plan 2003–2007
- UTS Setting the Pace 2005–2008 Strategic Directions for the Current Decade
- UTS Strategic Plan 2005–2008 and Enabling Plans

Other documents

Governance matters

- University of Technology, Sydney, Act 1989 No 69
- University of Technology, Sydney, By-law 2005
- Council Directives on Commercial Activities
- Duties and Powers of Faculty Boards
- Ethnic Affairs Priority Statement
- Guidelines for the Use of Non-Discriminatory Language at UTS
- Policy on Prevention of Harassment
- Procurement Policy
- Risk Management Policy
- Rules of the University
- Standing Delegations of Authority
- Standing Orders for the Academic Board
- Standing Orders for the Council and its Standing Committees
- UTS Reconciliation Statement

Courses and awards

- Award Course Approval Policy
- Code of Practice for Supervisors and Doctoral Candidates
- Code of Practice for Supervisors and Honours Degree Students
- Code of Practice for Supervisors and Masters by Thesis Candidates
- Coursework Assessment Policy and Procedures
- Diversity Guidelines for Courses and Subjects
- Guidelines for the Introduction of Courses Taught in Languages Other than English (LOTE) or with Teaching Materials in LOTE
- Guidelines on TOEFL/TWL (Test of English as a Foreign Language / Test of Written Language)
- Honorary Awards Policy
- Policy on UTS Offshore Activities
- Short Courses Policy
- Student feedback Survey Vice-Chancellor's Operational Directives
- UTS Recognition of Prior Learning (RPL) Policy

Records and information technology

- Guidelines for the Use of Email
- Information Technology Security
- Recommended Guidelines for Email usage
- Records Management Policy
- UTS Email Policy
- UTS Web Policy

Research

- Code of Conduct for Research
- Ethical Conduct of Research: academic and support staff
- Human Research Ethics Committee Guidelines for Undergraduate and Postgraduate Students
- Human Research Ethics Committee Policy for Undergraduate and Postgraduate Students
- Intellectual Property Policy
- Policy Relating to Research Funding by the Tobacco Industry
- Research Strengths Policy
- Roles of Supervisors
- Selection of Examiners

Students

- Admissions Policy
- Advice to Students on Good Academic Practice
- Guidelines for Summary Exclusion of a Student from a Class or Facility
- Handling of Student Complaints
- Higher Degrees by Research: principles for establishment and management of UTS-sponsored places
- Mediation Guidelines for Grievances of Research Degree Candidates
- Policy on Management and Protection of Personal Student Information
- Procedures for Managers Handling Student Complaints
- Statement of Postgraduate Coursework Students' Rights and Responsibilities
- Student Ombud Terms of Reference
- UTS Student Charter

Academic staff

- Appeals Against Academic Promotion Decisions
- Appointment of Associate Deans
- Appointment of Clinical Associates, Faculty of Nursing, Midwifery and Health
- Appointment of Deans
- Appointment of Directors of Centres and Institutes
- Appointment of Distinguished Professor by Invitation
- Appointment of Heads of Department
- Appointment of Heads of School
- Appointment of UTS Invited Professor
- Faculty Readerships
- Guidelines for the Award of the Title 'Emeritus Professor'
- Guidelines for UTS Teaching Awards
- Honorary Appointments Policy
- Performance Enhancement Guidelines
- Personal Professorships

- Professional Experience Programs (PEP)
- Professorial Fellows
- Promotion to Associate Professor
- Promotion to Lecturer
- Promotion to Professor
- Promotion to Senior Lecturer
- University Readerships

Non-academic staff

- Guidelines for Performance Review for Support Staff
- Probation for Support Employees (and supplementary guidelines)
- Study Time for Support Employees

Employment

- Code of Conduct
- Education Allowance Policy
- Employee Records
- Guidelines for Performance Management in the Executive Remuneration Scheme
- Guidelines for the Transferability of Service for Long Service Leave and PEP
- Guidelines on Fostering Strategic Partnerships with External Organisations Through Staffing Arrangements
- Guidelines on Payment to be Made to Employees vs Contractors
- Outside Work
- Payment of Travel and Relocation Expenses for New Employees
- Recruitment and Selection Guidelines and Policy
- Relieving Appointments
- Reporting of Suspected Corrupt Conduct, Maladministration and Serious and Substantial Waste within UTS
- Resignation and Retirement Guidelines
- Staff Grievances
- Staff Secondments/Exchanges
- Temporary Transfer to Fractional Employment
- Work, Study and Family Responsibilities

Environment, health and safety

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

Miscellaneous

- Art Collection Acquisition and Management
- Corporate Credit Card Directives
- Display of Flags
- Facilities Hire
- Guidelines for Use of the UTS Corporate Symbols
- Plain English Policy
- Policy for the Establishment and Management of UTS Centres of Enterprise Research and/or Community Service
- Policy on Naming Rights
- Policy on the Expression and Practice of Religious, Political and Other Values, Beliefs and Ideas at UTS
- Policy Statement on the Use of University Facilities by Outside Organisations
- Potential and Actual Violent and Disruptive Behaviour on Campus
- Sign Standards
- UTS Design Guidelines
- UTS Parking Directives
- UTS Review Framework – Vice-Chancellor’s Operational Directives
- Vice-Chancellor’s Operational Directives Travel.

SECTION 2 – STATEMENT OF AFFAIRS

The University's most recent Statement of Affairs was issued in June 2006. The University's Summary of Affairs and Statement of Affairs may be obtained from the office of the FOI Officer and is also available on the University website at: <http://www.gsu.uts.edu.au/foi/index.html>

SECTION 3 – CONTACT ARRANGEMENTS

Generally the University will meet reasonable requests for access to information without the need for formal applications under the FOI Act. As new policies are adopted and existing policies change they are added to the University's website. The UTS Legislation, Rules and Policies website contains many of the documents listed. The website is accessible by any text-enabled web browser. The web address is: <http://www.gsu.uts.edu.au/lrp.html>

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

The University's FOI Contact Officer is:

Deborah Edwards
FOI Contact Officer
University of Technology, Sydney
PO Box 123
Broadway, NSW, 2007
Telephone: +61 2 9514 1245
Email: Deborah.Edwards@uts.edu.au
Hours: 9.00 a.m. to 4.00 p.m.

The University's first point of contact for general inquiries is:

UTS Student Info & Admin Centre
University of Technology, Sydney
Level 4, Tower Building (CB01.4)
1 Broadway, Ultimo
Telephone: +61 2 9514 1222
Hours: 8:30 a.m. to 6.00 p.m., Monday to Thursday
8:30 a.m. to 5:00 p.m., Friday

Inquiries may be made in person or over the telephone. If the information requested cannot be provided by the Centre, the inquiry will be directed to the appropriate section of the University.

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

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

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

University of Western Sydney By-Law 2002

The By-law deals primarily with the constitution of the Board of Trustees and in particular with elections for Board members and office holders, including the Chancellor.

The latest version of the By-law is available from the NSW Legislation site of the NSW Parliamentary Counsel's Office at: <http://www.legislation.nsw.gov.au/> (look under "U" in Regulations in force).

The By-Law is divided into Parts as follows:

- Part 1 Preliminary
- Part 2 Chancellor, Vice-Chancellor and other office holders
- Part 3 Election of Chancellor and other office holders
- Part 4 Appointed members of Board
- Part 5 Staff, student and graduate members of Board
- Part 6 Rules
- Part 7 Miscellaneous

Policies of the University

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

- Academic Governance Policy
- Academic Review Policy
- Academic Staff Agreement 2006 – 2008
- Academic Staff Working in Educational and Learning Development Policy
- Accident, Injury, Incident, Hazard Reporting and Investigation Policy
- Additional Work Policy
- Admissions Policy
- Advanced Standing and Recognition of Prior Learning Policy
- After Hours Access and Safety Policy
- Alcohol and Drug Control Policy
- Appointment By Invitation Policy
- Art Collection Policy
- Assessment and Examinations Policy
- Assessment Practice – Fundamental Code
- Asset Management Policy
- Biological and Gene Technology Work Safety Policy
- Budget Management Policy
- Carer's Responsibilities in the Workplace Policy
- Carry Overs Policy (End of Financial Year)
- Charge-out of Expenditure Policy
- Children on Campus Policy
- Clinical Loadings Policy

Code of Conduct
Commercial Activities Guidelines
Complaint Handling and Resolution Policy
Conflict of Interest in Close Personal Relationships Guidelines
Conjoint Appointments Policy
Consultants – Appointment to UWS Policy
Copyright Policy
Corporate Credit Card Policy
Cotutelle Policy
Course External Advisory Committee Policy
Course Transfer Policy
Courses and Units Approval Policy
Dangerous Weapons Policy
Delegations Policy
Disability Policy
Disclosure and Use of Student Personal Information Guidelines
Doctor of Education Policy
Doctor of Letters and Doctor of Science Degrees Policy
Doctor of Philosophy by Publication Rule
Doctor of Philosophy Rule
Email Policy
Embedded Honours Policy
Emeritus Professor Policy
Employee Assistance Program
End-On Honours Degree Policy
Enrolment Policy
Equal Opportunity Policy
External Work Policy
Fees for Undergraduate Level Courses Guidelines
First Aid Policy
Freedom of Information Policy
General Staff Agreement 2006 – 2008
Gift and Benefit Acceptance and Management Policy
Gift and Benefit Reporting and Registration Procedure
Graduate Attributes
Graduation Policy
Harassment, Vilification and Bullying Prevention Policy
Head of Program (Responsibilities) Allowances Policy
Higher Degree Rules – Appeals Policy
Honorary Awards Policy
Inclusive Curriculum Policy
Inclusive Language Policy
Infectious Diseases Policy
Information Security Policy
Injury Management Policy
Intellectual Property Policy
International Partnerships for Academic Cooperation
IT Acceptable Use of Resources Policy
IT Equipment Disposal Policy
IT Leasing Policy
IT Remote Access Policy
IT Systems Implementation Policy
Legislation
Library Collection Development and Access Policy
Library Loans Policy
Masters (Honours) Rule
Media Policy
Misconduct – Research Students Misconduct in Research Policy
Misconduct – Student Academic Misconduct Policy
Misconduct – Student Non-Academic Misconduct Policy
Mobile Telephone Policy

Motor Vehicle – Private Vehicle Use Reimbursement Policy
Motor Vehicle Policy
Naming of Physical Property Policy
Occupational Health and Safety Legislation – Explanatory Notes
Occupational Health and Safety Policy
Official Noticeboards Policy
Parking Policy
Personal Professional Association Membership Fees Policy
Policy Template Structure
Policy, Procedure and Guideline Policy
Postgraduate Coursework Policy
Privacy Management Plan
Privacy Policy
Procurement Procedures and Tender Board Policy
Professional Development Policy
Professional Development Program (PDP) for Academic Staff Policy
Professional Doctorate Rule
Progression and Unsatisfactory Academic Progress Policy
Promotion to Lecturer, Senior Lecturer, Associate Professor Policy
Promotion to Professor Policy
Protected Disclosures Policy
Purchasing Procedures
Reasonable Adjustment in the Workplace for People with Disabilities
Records Management Policy
Recruitment and Retention (High Performance) Loadings Policy
Relocation Fares and Expenses Payment Policy
Research Code of Practice
Research Conducted by External Parties Approval Policy
Research Ethics Policy
Research Higher Degree Candidature Essential Resources Policy
Retreats and Conferences Policy
Risk Management Policy
Salary Sacrifice (Vehicles) Policy
Scholarships and Prizes for Undergraduates Policy
Sexual Harassment Prevention Policy
Space Management Policy
Standing Committees of Academic Senate and College Academic Committees
Structure and Nomenclature of Bachelor Awards Policy
Teaching and Learning – Fundamental Code
Telephone Protocols Policy
Timetabling Policy
Travel (Domestic) Policy
Travel (Overseas) Policy
Unit Outline – Information Requirements Policy
Unit Outline for Courses Offered through Offshore Partners – Information Requirements Policy
UWS Rules
Vice-Chancellor’s Excellence Awards Guidelines
Vice-Chancellor’s Excellence Awards Policy
Visiting and Adjunct Appointments Policy
Web Publishing Policy
Women’s Representation on University Committees
Working with Children (UWS Employees) Policy
Workplace Surveillance Policy

University Scholarships

Details of University scholarships awarded on a University-wide basis for undergraduate study are contained in the University’s “Calendar” (see section 1.7, below) and at the following webpage address:
<http://www.uws.edu.au/students/stuadmin/admissions/scholarships>

Documents to which the Seal of the University has been affixed

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

Calendar and Handbooks

The University of Western Sydney Calendar for 2006 is set out in three electronic volumes:

Volume 1 – Calendar – Contains UWS rules and other general information about the University

Volume 2 – Undergraduate Handbook – describes undergraduate courses and units

Volume 3 – Postgraduate Handbook – describes postgraduate courses and units.

These can be found on the web at the following address: <http://www.uws.edu.au/students/stuadmin/calendar>

SECTION 2 – STATEMENT OF AFFAIRS

The University's most recent Statement of Affairs (2005 Annual Report), made in accordance with sections 14 and 15 of the Freedom of Information Act 1989, was issued in April 2006.

SECTION 3 – OBTAINING ACCESS

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

Mr Paul Woloch
Director, Policy & Governance
Division of Corporate Services
Werrington North Campus
University of Western Sydney
Locked Bag 1797
South Penrith Distribution Centre NSW 1797
Telephone: (02) 9678 7875

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

The Academic Registrar
Hawkesbury Campus
University of Western Sydney
Locked Bag 1797
South Penrith Distribution Centre NSW 1797

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

The Director
Human Resources
University of Western Sydney
Locked Bag 1797
South Penrith Distribution Centre NSW 1797

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

The Freedom of Information Officer
Division of Corporate Services
Werrington North Campus
University of Western Sydney
PO Box 1000
St Mary's NSW 1790
Telephone: (02) 9678 7832
e-mail: FOI@uws.edu.au

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

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

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

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

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

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

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

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

OTHER RELEVANT POLICY DOCUMENTS

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

UNIVERSITY ORGANISATION & GOVERNANCE

- University of Wollongong Act 1989
- University of Wollongong By Law 1991
- Definitions
- University Strategic Plan
- Learning and Teaching Strategic Plan
- Research and Research Training Management Plan
- Internationalisation Strategic Plan
- Internal Audit Charter
- International Linkages Policy and Guidelines for Establishing Linkages
- IT Directions
- Election Procedures (Senate and Faculty Committees)
- Conflict of Interest Policy
- Copyright Policy
- Freedom of Information
- Privacy Policy
- Quality Review Framework
- Management of University Records
- Use of University Name
- Reconciliation Statement

EMPLOYMENT EQUITY & DIVERSITY

- Equal Employment Opportunity and Affirmative Action
- Aboriginal Employment Strategy
- Anti Bullying Guidelines
- Balancing Work & Family Guidelines
- Children on Campus Policy
- Grievance Resolution Procedures
- Conflict of Interest Policy

- Guidelines on the Use of the Parents' Room
- Alcohol – Guidelines on the Use and Management of Alcohol at University Functions
- Alcohol – Policy on Alcohol and Drugs in Employment
- Policy and Guidelines on Non-discriminatory Language Practice & Presentation Policy Statement
- Policy for People with Disabilities
- Reconciliation Statement
- Respect for Cultural Diversity Policy
- Sexual Assault Protocol
- Sexual Harassment Policy

FINANCE & INSURANCE

- Asset Disposal Policy
- Cash Receipting and Banking Policy
- Corporate Credit Card Policy
- Delegations Policy
- Fees Discount, Waivers & Refunds Procedures
- Insurance Policies
- Internal Cost Recovery Accounting Policy
- Investment Policy
- Petty Cash Procedures
- Purchasing and Procurement Policy
- Segregation of Duties Policy
- Travel Policies Relating to Motor Vehicle Use

IT POLICIES

- “All” Mailing Lists Management Guidelines
- Email Access Policy
- Internet Access Policy
- Internet Access Guidelines
- IT Acceptable Use Policy
- IT Security Policy
- IT Server Security Policy
- Mobile Telephone Policy
- Music, Video and Software Piracy Policy
- Requirements for “All Academic” and “All General” emails
- Rules Governing Use of IT Facilities
- Software Asset Management Guidelines
- Telephone Policy
- University Copyright Information
- User Account Management Policy
- User Account Management Guidelines
- Web Proxy Policy

LEARNING & TEACHING

- Academic Grievance Policy (Coursework & Honours Students)
- Academic Grievance Policy (Higher Degree Research Students)
- Acknowledgement Practice/Plagiarism Policy
- Advanced Standing Rules
- Alternative Assessment for Students with a Disability
- Appeals Policy for Higher Degree (HDR) Thesis Examination Outcomes
- Attributes of a UOW Graduate
- Attributes of a UOW Research Graduate
- Authorship Policy
- Admissions Rules
- Amendments to Course Rules
- Appeals
- Assessment Guidelines – Scaling
- Assessment Committee Guidelines
- Assessment Rules:
 - Definitions
 - Assessment Responsibilities of Students
 - Procedures for Formal Examinations

- Use of Foreign Translation Dictionaries in Examinations
- Declaration and Release of Final Results
- Grades of Performance
- Guidelines for the Granting of Awards with Distinction
- Amendment of Academic Record
- Minimum Rate of Progress
- Bachelor Degree Rules
- Code of Practice – Students
- Code of Practice – Practical Placements
- Code of Practice – Supervision
- Code of Practice – Teaching and Assessment
- Code of Practice – Honours
- Code of Practice – Research
- Cotutelle Agreements Policy
- Cotutelle Guidelines
- Course and Subject Approval Procedures
- Doctoral Degree Rules
- Doctoral Degree (by Publication) Rules
- Enrolment Rules
- Information Literacies Rule
- Graduate Certificate Rules
- Graduate Diploma Rules
- Higher Doctoral Degree Rules
- Masters Degree Rules
- Masters by Research Degree Rules
- Ownership of Work & Intellectual Property Rule
- Refusal of Registration
- Thesis & Research Degree Rules
- Dean’s Merit List Rules
- Fees Discount, Waivers and Refunds Procedures
- Good Practice Assessment Guidelines
- Grievance Resolution Procedures
- Higher Degree Research (HDR) Student Academic Grievance Policy
- Information Literacy Integration Policy
- Learning and Teaching Strategic Plan
- Policy Guidelines for Double Degrees
- Policy and Guidelines on Non-discriminatory Language Practice & Presentation Policy Statement
- Policy on Ethical Objection by Students to the use of Animals and Animal Products in Coursework Subjects.
- Prizes for Academic Excellence Policy
- Quality Review Framework
- Rules for Student Discipline
- Scholarship and Prizes Approval Process
- Special Arrangements for Examinations for Students with a Disability
- Special Consideration Policy
- Student Academic Grievance Policy
- Subject Quota Guidelines
- Teaching and Assessment Policy
- Tertiary Literacy Policy and Procedures
- Tuition Fees Policy
- Use of Computing Facilities
- Computer Room Access Policy

LIBRARY

- Information Access Policy
- Library Code of Conduct
- Serials – Policy and Management
- University Archives Policy

OH&S

- Asbestos Management Guidelines
- Contractor Safety Guidelines

- Electrical Safety Guidelines
- Ergonomics Guidelines
- Fieldwork Safety Guidelines
- First Aid Guidelines
- Hazard and Incident Reporting Guidelines
- Injury Management Policy
- Legislative Compliance Guidelines
- Occupational Health and Safety Policy
- OH&S Considerations in Design Guidelines
- OH&S Document Control Guidelines
- OH&S Performance Measurement and Reporting Guidelines
- OH&S Purchasing Guidelines
- Overcrowding in Teaching Spaces Policy
- Risk Management Guidelines
- Risk Management Policy
- Risk Register Guidelines
- Safe Work Procedures Guidelines
- Smoke Free Workplace Policy
- Use of Carcinogenic Chemicals Guidelines
- Working Alone Policy
- Working with Blood and Bodily Fluids Guidelines
- Working with Hazardous Substances Guidelines
- Working with Laser Guidelines
- Emergency Procedures
- Evacuation Assembly Areas
- Building Wardens
- SafetyNet – online Hazard and Incident Reporting
- OH&S Committee
- OH&S Committee Contacts
- OH&S Committee Minutes
- Workplace Advisory Committee
- OH&S Inspections
- Workers Compensation
- Information for Managers and Supervisors

PERSONNEL POLICIES

- Access to Personal Files
- Anti Bullying Policy
- Alcohol & Drugs Policy
- Change of Name
- Children on Campus Policy
- Client Service and Complaints Handling
- Close Personal Relationships
- Conflict of Interest Policy
- Corruption Prevention Policy
- Delegations Policy
- Employee Assistance Program
- Identification Cards
- Ideas Scheme
- Library Rights – Former Employees
- Misconduct – General Staff
- Policy Writing
- Project Management Policy
- Records Management Policy
- Relocation Policy
- Reference Check Policy
- Secondary Employment Policy
- Sexual Assault Protocol
- University Code of Conduct (Staff)
- Unsatisfactory Performance – General Staff
- Use of Code of Conduct – Staff

PHYSICAL FACILITIES AND SERVICES

- Campus Access and Order
- Guidelines on the Use of the Parents Room
- PART I – Preliminary
- PART II – Access to and Order on Campus
- PART III – Traffic and Parking Control
- PART IV – Categories of Parking and Fees
- Environmental Policy

RESEARCH

- Animal Research Ethics
- Animal Research Guidelines
- Authorship Policy
- Biosafety Research Ethics
- Code of Practice – Research
- Commercial Research Policy
- Fees for Human Research Ethics Committee Review
- Higher Degree Research Policies and Guidelines
- Human Research Ethics Committee Telephone Interviewing Policy
- Human Research Ethics
- Human Research Ethics Complaints Policy
- Human research Ethics Guidelines
- Human Research Ethics Privacy Policy
- IP Intellectual Property Policy
- IP Intellectual Property Guidelines
- IP Commercialisation Revenue Policy
- IP Commercialisation Revenue Guidelines
- IP Student Assignment of IP Policy
- IP Student Assignment of IP Guidelines
- Policy on Ethical Objection by Students to the Use of Animals and Animal Products in Coursework Subjects
- Research Delegations
- Use of University Name
- Gene Technology Review

SECTION 2 – STATEMENT OF AFFAIRS / ANNUAL REPORT

The University's most recent Statement of Affairs / Annual Report was issued on 30 April 2005. The report is available on the web at <http://www.uow.edu.au/about/uowar2005.pdf>. This document provides details of administrative and academic activities, affiliated organisations and financial accounts for the calendar year

The designated officer of the University, to whom enquiries concerning the procedures for inspecting the Agency's policy documents can be directed, is the FOI and Privacy Officer. Any inquiries concerning access to the University's policy documents and Statement of Affairs can be made during office hours (Monday to Friday, 9.00 am to 5.00 pm) to:

FOI & Privacy Officer
Legal & Commercial Unit
Administration Building (36)
University of Wollongong
Wollongong NSW 2522
Telephone: (02) 4221 3277

SECTION 3 – ACCESS TO THE UNIVERSITY'S POLICY DOCUMENTS

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

Documents not currently available on the University website are available in hardcopy from relevant sections of the University.

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

The Board has the following policy documents which access is available to members of the public.

TARONGA & WESTERN PLAINS ZOOS

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

EXECUTIVE SUPPORT

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

HUMAN RESOURCES BRANCH

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

SECTION 2 – STATEMENT OF AFFAIRS

The Board's Statement of Affairs published in June 2006 is available as a separate document. Copies of the Statement of Affairs can be obtained free of charge by contacting the Freedom of Information Coordinator during the hours of 9a.m. to 5p.m., Monday to Friday.

SECTION 3 – CONTACT ARRANGEMENTS

In many cases, information maybe provided or access given to the documents by making a request. Should the Zoological Parks Board of NSW decline to provide information or give access to documents in response to a request, the applicant may consider making a formal application under the provisions of the Freedom of Information Act. Under this Act the Zoological Parks Board of NSW is required to make information available where possible. Access to documents in the possession of the Board should be accompanied by the application fee and applications should be directed in writing. The Freedom of Information Coordinator is available during the hours of 9am – 5pm, Monday – Friday. Contact details of the Freedom of Information Coordinator are:

The Freedom of Information Coordinator
Zoological Parks Board of NSW
Bradleys Head Road
Mosman NSW 2088
Telephone: (02) 9978 4716

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