

Government Gazette

OF THE STATE OF
NEW SOUTH WALES

Number 193

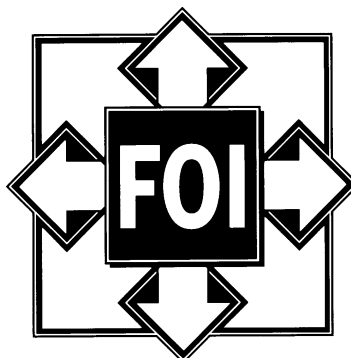
Friday, 29 December 2006

Published under authority by Government Advertising

Summary of Affairs

FREEDOM OF INFORMATION ACT 1989

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



**FREEDOM OF
INFORMATION**
YOUR RIGHT TO KNOW

Part 2

All agencies, subject to the Freedom of Information Act 1989, are required to publish in the *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****ASHFIELD MUNICIPAL COUNCIL****SECTION 1 – POLICIES, CODES AND PRACTICES**

In accordance with the Freedom of Information Act 1989, Council holds the following documents, which may be accessed for information, inspection and/or purchase. Each document is available and copies of individual pages may be obtained, by contacting Council's Public Officer referred to in Section 3.

POLICIES, CODES AND PRACTICES

- Change of Property Numbers Policy
- Charity Street Stalls and Street Collection Policy
- Code of Conduct
- Code of Meeting Practice
- Collection Development Policy
- Competition Policy
- Complaints Handling Policy
- Council Corporate Name Policy
- Culturally Diverse Society Principles Policy
- Development Applications (Advertising and Advising of Details Policy)
- Donations Policy
- Eligibility for Pension Rebates on Rates and Charges Policy
- Filming on both Public and Private Property within the Ashfield Municipality
- Footpath Repair and Maintenance Policy
- Internal Reporting Policy – Protected Disclosures Act
- Investment Policy
- Joining Ashfield Library Policy
- Library Community Noticeboards Policy
- Local Ethnic Affairs Policy
- Media Relations Policy
- Mobile Street Vending Policy
- Mowing of Verges Policy
- Naming of Public Reserves Policy
- Outdoor Dining and Footpath Trading Policy
- Payment of Expenses and Provision of Facilities to Councillors Policy
- Planting of Additional Trees and Shrubs in Parks and Reserves Policy
- Privacy and Personal Information Act
- Protect Our Ratepayer's Confidential Information Policy
- Provision of information to Councillors and interaction between Councillors and Staff
- Public Use of Internet Policy
- Purchasing Policy and Procedures
- Records Management Policy
- Returns of Disclosures of Interest Policy
- Refund of Permit or Consent Fees Policy
- Refund of Waste Charges Policy
- Section 94 Contributions Policy
- SEPP 65
- Sponsorship Policy
- Stormwater Management Policy
- Street Furniture Policy
- Sustainable Ashfield: ESD Policy
- Tree Preservation and Landscape Policy
- Use of Colourbond Fencing within the Municipality Policy
- Use of Council Halls and Meeting Rooms Policy
- Works for Other Bodies and Work on Private Property Policy

SECTION 2 – STATEMENT OF AFFAIRS

Council's most recent 'Statement of Affairs' publication is produced under the provisions of section 14 (2) of the Freedom on Information Act 1989. Persons wishing to inspect or obtain a copy of this publication should contact Council's Public Officer referred to in Section 3.

SECTION 3 – CONTACT ARRANGEMENTS

All enquires regarding gaining access to the policy documents, access via Freedom of Information and/or the Privacy Information Protection Act should be directed in to:

Helen Tola
Public Officer
Ashfield Municipal Council
260 Liverpool Road
Ashfield NSW 2131

or

PO Box 1145
Ashfield NSW 1800
Telephone: (02) 9716 1800
Facsimile: (02) 9716 1911
Email: ashcncl@ashfield.nsw.gov.au
Website: www.ashfield.nsw.gov.au
Hours: Monday to Friday (8.30am – 5.00pm)

It is strongly suggested that members of the public, telephone our Public Officer before attending Council or lodging applications to ensure that documents are available and/or can be made available when required. Some codes, policies and practices are available for downloading from Council's website www.ashfield.nsw.gov.au

Ken Gainger
General Manager

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

Auburn Council maintains the following Policy Documents:

Access to Council Records
Activities in Public Places
Advertising – Public Notices
Art Purchases
Auburn Local Approvals Policy
Bonding of Development Works and Deferment of Contributions
Child Protection
Code of Conduct
Code of Meeting Practice
Collection Development
Community Committees
Community Language Aide
Construction
Corporate Wardrobe
Correspondence Acknowledgement
Customer Response/Complaint Handling
Dealing with Difficult complainants
Debt Recovery
Disability Access
Disclosure of Pecuniary Interests by Mayor, Councillors, Staff & Other Persons
Dividing Fences – Shared Funding
Donations
Driveways, Footpaths and Kerb & Gutter
Electronic Mail Policy
Emergency and Evacuation
Equipment
Erosion & Sediment Control from Building Sites
Fact Finding Tours by Elected Members and Staff
Filling of Land
Flood Prone Land Development
Food Shop Standards
Golf Course – Pensioner Concessions
Internet Policy
Investment Policy
Keeping of Animals
Kerb Side Numbering
Landscape
Leasing or Hire of Council's Sporting and Recreational Facilities
Manual of Standard Procedures
Mobile Garbage Bins
Motor Vehicle
Naming of Streets
Ombudsman
Operation of Civic Centre, Susan Street, Auburn
Outdoor Eating Areas
Policy for Payment of Expenses incurred by and the provision of facilities to the Mayor, Deputy Mayor and Councillors

Privacy Management Plan
Provision of Information to and Interaction Between Councillors & Staff
Public Access to Internet – Auburn Library
Public Lighting
Rate Reduction for Charitable and Religious Groups
Rate Reduction for Pensioners
Records Management
Relatives Accommodation
Reward for Reporting Vandalism
Sporting Fields
Strata Subdivisions
Tape Recording of Council Meeting
Use and Disposal of Council Plant and
Use of Council Reserves
Vehicle Access Crossing

SECTION 2 – STATEMENT OF AFFAIRS

The Council's most recent Statement of Affairs has been prepared to 30 June, 2006. This is available for inspection at Council's Administration Building.

SECTION 3 – ACCESS TO INFORMATION

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

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

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

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

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

Council Policies

- A01 Amphitheatre
- B01 Busking
- B02 Banner Poles
- C01 Caravan Parks – Holiday Vans (Long Term Casual Occupants)
- C02 Caravan Parks – Long Term Residents
- C03 Child Protection
- C04 Civic Expenses and Facilities
- C05 Corruption Prevention
- C06 Code of Conduct
- C07 Code of Meeting Practice
- C08 Corporate Sponsorship
- C09 Complaints Policy
- D01 Donations – Financial Assistance
- D02 Donations – Community Halls – Capital Works Assistance
- D03 Donations – Rates & Charges
- D04 Donations – Assistance with Council Fees for Community Groups
- D05 Donations – Australian Representation
- D06 Donations – In-Kind Assistance for Sporting & Cultural Events & Community Works on Public Land
- D07 Donations – Insurance for Environmental Volunteer Groups
- D08 Development Applications Relying on Vehicular Access from Unsealed Rural Roads
- E01 Erosion and Sedimentation Control
- F01 Footpaths & Cycleways – Inspection, Evaluation & Maintenance
- F02 Fundraising for Community Groups
- F03 Footpath Display
- F04 Filming
- G01 Grazing of Stock on Rural Roads
- H01 Hardship Assistance for Rates and Annual Fees
- I01 Investments
- I02 Interaction between Councillors and Staff
- L01 Land Development Reserve – Management
- L02 Liquid Trade Waste
- M01 Markets
- O01 On-Site Sewage Management Plan
- P01 Protected Disclosures
- P02 Privacy Management Plan
- P03 Public Art
- R01 Richmond Room Hiring Conditions
- S01 Special Events
- V01 Vehicle Signs
- W01 Website Direct Links

Planning Documents

- Ballina Local Environmental Plan
- Ballina Shire Combined Development Control Plan

Ballina Shire Development Control Plan – Exempt and Complying Development
Cumbalum Structure Plan
Lennox Head Community Aspirations Strategic Plan
Lennox Head Structure Plan
Social & Community Plan
State of the Environment Report & Snapshot
Sustainability Plan – People, Place, Prosperity
Wardell Community Based Heritage Study
Wardell Strategic and Landuse Plan

Section 64 (EPA) – Developer Servicing Plans

Water Supply Infrastructure Development Servicing Plans
Sewerage Infrastructure Development Servicing Plans

Section 94 (EPA) – Developer Contribution Plans

Ballina Road
Ballina CBD Car Parking
Community Facilities & Open Space
Heavy Vehicle Traffic
Lennox Head CBD Parking
Parks & Reserves

Site Specific – Plans of Management

Generic Plan of Management for Community Land
Lake Ainsworth
Northlakes & Lakeside Estates
Shaws Bay, East Ballina Estuary (Vol 1 & 2)
Single Coastal Reserve
Williams Reserve
Hampton Park

Environmental – Plans of Management

Urban Stormwater

Human Resources Procedures

Advisory Committees – Guide to Operations
Carers Leave
Debt Recovery (Staff)
Drug & Alcohol Misuse
Education Assistance
EEO Management Plan
Harassment Prevention
Immunisation (Staff)
Leave
Loss of Licence
Maternity Leave
Nineteen (19) Day Month
Occupational Health & Safety (Statement)
Recruitment & Selection
Remote Access
Safe Driving
Salary Sacrifice
Salary System
Smoke Free Workplace
Staff Support
Travelling Allowance
Uniform Policy Indoor Staff
Vehicle Light

Other Documents

Annual Management Plan
Annual Report

Ballina Aerodrome Emergency Procedures Manual
Ballina District Bushfire Management Plan
Ballina Floodplain Management Study
Local Disaster Plan
Recreational Boating Study
Records Management Plan
Tendering Procedure
Wardell & Cabbage Tree Island Flood Study

SECTION 2 – STATEMENT OF AFFAIRS

Council's latest Statement of Affairs was produced in June 2006 and is available on Council's website www.ballina.nsw.gov.au

SECTION 3 – CONTACT ARRANGEMENTS

Requests for access to Council's documents are dealt with in accordance with Section 12 of the Local Government Act, Freedom of Information (FOI) Act and Council's Privacy Management Plan. In addition the Privacy & Personal Information Protection Act sets requirements in relation to disclosure of personal information.

To access information contained in Council's files and associated records; members of the public should contact Council's Records Section. Wherever possible, informal access will be arranged and if copies of documents are required, photocopying charges will apply. Where informal access is not possible (ie. the information relates to another person or not available under Section 12), formal FOI procedures and associated fees will apply.

The Finance & Administration Manager is Council's FOI Officer. Applications for information under the FOI Act should be accompanied by a \$30 application fee (reductions apply for pensioners). In addition to the application fee, a \$30 per hour processing fee is charged for all requests to access documents that are not pertaining to the applicant's personal affairs and cannot be obtained under other legislation such as the Local Government Act.

The Corporate Services Group Manager is Council's Public Officer. If you have difficulty in obtaining access to Council documents, you may wish to refer your enquiry to the Public Officer. Enquires should be addressed as follows:

Public Officer
Ballina Shire Council
Cnr Tamar and Cherry Streets
PO Box 450
Ballina NSW 2478
Phone (02) 6686 4444
Fax (02) 6686 7035
Email council@ballina.nsw.gov.au
Website www.ballina.nsw.gov.au

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

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

Access Charter

Advertising Policy

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

Annual Management plans, including –

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

Annual Reports, including audited financial statements

Attendance at Seminars and Conference

Bike Plan

Biodiversity Strategy

Business Continuity Plan

Business Investment Strategy

Catchment Management Strategy

Childrens and Families Strategy

City Health Plan

Code of Conduct

Code of Council Meeting Practice

Codes and Standards for Public Health Issues

Codes for Buildings

Commercial use of Footways Policy

Communication Protocol

Community Events Policy

Community Land – Temporary Access Policy

Community Safety Strategy

Contaminated Land Management Policy

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

Council's Land Register of Operational and Community Land

Councillor returns of pecuniary interests

Cultural Plan

Dealing with Difficult Customers Policy

Development Control Plans – various

Disability Discrimination Act (DDA) Action Plan

Disclosure of Information – Complaints and Objections

Environmental Policy

Electoral Funding Act returns of Candidates

Footway Mowing Policy

Genetically Modified Crops Policy

Grants & Donations Policy

Human Resources/Personnel Management Policies including –

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

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

Instrument of Delegations

Investment Policy

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

Local Air Quality Management Plan

Neighbour Notification Policy

Multicultural Strategy and Policy

Older Residents Strategy and Policy

Orders and Approvals Policies

Payment of Rates by Pensioners Policy

Plans of Management for Community Land – various

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

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

Privacy Management Plan

Protected Disclosure Policy

Public Lighting Strategy

Public Transport Improvement Plan

Rates Notices – inclusion of Additional Materials Policy

Representation by Bankrupt Lawyer/Solicitor

Results for Ordinary Elections of Council and Extraordinary elections

Road Safety Strategic Plan

Sale of Property Information Policy

Social Plan

Sponsorship of Local Events and Activities Policy

Sport and Recreation Strategy

Sporting Facilities Masterplan

Statement of Commitment – ATSI residents of Bankstown City

Stormwater Drainage and Flood Mitigation Policies

Street Tree Planting and Footpath Strategy

Telecommunications Facilities on Community Land Policy

Tree Roots in underground Sewerage Pipes Policy

Valuation Books

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

Waste Management Strategy

Youth Crime Prevention Plan

Youth Plan

SECTION 2 – STATEMENT OF AFFAIRS

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

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

SECTION 3 – CONTACT ARRANGEMENTS

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

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

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

Bathurst Regional Council maintains the following documents:

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

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

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

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

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

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

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

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

- Annual report (includes State of the Environment Report)
- Annual financial reports
- Annual reports of bodies exercising delegated council functions
- Auditor's report
- Any codes referred to in the FOI Act
- Building control policy register
- Business papers for council and committee meetings (but not including business papers for matters considered when a meeting is closed to the public)
- Council's code of conduct
- Council's code of meeting practice
- Council's code of councillor practice
- Council's policy concerning the payment of expenses incurred by, and the provision of facilities to, councillors
- Council's land register
- EEO management plan
- Environment planning instruments, development control plans and plans made under section 94AB of the Environmental Planning and Assessment Act 1979 applying to land within the council's area
- Introduction to Child Protection
- Leases and licences for use of public land classified as community land
- Local policies adopted by the council concerning approvals and orders
- Management practices register
- Management plan (Hills Shire Plan)
- Minutes of council and committee meetings (but not including minutes of a meeting or any part of a meeting that is closed to the public other than the recommendations of that meeting)
- Plans of land proposed to be compulsorily acquired by the Council Plans of management for community land
- Records of approvals granted and decisions made on appeals concerning approvals
- Records of building certificates
- Register of delegations
- Register of investments
- Returns on the interests of councillors, designated persons and delegates
- Statement of Affairs
- Strategic Plan (Hills Shire Plan)

Council Policy Register which contains the following adopted policies of Council

1. CORPORATE DEVELOPMENT
 - 1.1 Councillors/General Management & Directors
 - 1.1.1 Donation of Attendance Fee – Councillors
 - 1.1.2 Policy for the Payment of Expenses and Provision of Facilities to Councillors (Section 252, Local Government Act 1993)
 - 1.1.3 Access & Equity
 - 1.1.4 Community Based Management Policy Position
 - 1.1.5 Competition Policy "Competing for our Customers"
 - 1.1.6 Code of Conduct
 - 1.1.7 Protected Disclosures Policy
 - 1.1.8 Baulkham Hills General Emergency Fund Regulations
 - 1.1.9 Constitutional Recognition of Local Government
 - 1.1.10 Complaints Management – Councillors
 - 1.1.11 Provision of Legal Brief in Conjunction with Legal Advice

- 1.2 Corporate Communications
 - 1.2.1 Corporate Sponsorship
 - 1.2.2 Council Conducted Competitions
 - 1.2.3 Corporate Communications – External
 - 1.2.4 Corporate Gifts – Distribution
- 2. CORPORATE & FINANCIAL SERVICES GROUP
 - 2.1 Financial Management
 - 2.1.1 Financial Planning
 - 2.1.2 Financial Objectives
 - 2.1.3 Investment of Surplus Funds
 - 2.2 Administration
 - 2.2.1 Section 356 Donations (General)
 - 2.2.2 Permanent Hall Hirers
 - 2.3 Organisation Development
 - 2.3.1 Staff Educational Assistance
 - 2.3.2 Gratuities
 - 2.3.3 Special Leave
 - 2.3.4 Staff Attendance at Conferences – Allowance
 - 2.3.5 Attendance at Blood Bank
 - 2.3.6 Public Liability
 - 2.3.7 Compensation Claims for Damage by Mower Stones
 - 2.3.8 Compensation Claims for Tree Roots in Sewer
 - 2.3.9 Reward & Recognition
 - 2.4 Land Information
 - 2.4.1 House Numbering
 - 2.5 Fleet Management
 - 2.5.1 Council Fleet Policy
 - 2.5.2 Financing of Plant and Equipment
 - 2.5.3 Air Conditioning of Major Plant
- 3. SERVICES DELIVERY GROUP
 - 3.1 Community Buildings
 - 3.1.1 Commemoration Plaques
 - 3.1.2 Physical Access Policy
 - 3.2 Parks Operation
 - 3.2.1 Showground – Rock Concerts
 - 3.2.2 Helicopter Landing in Public Reserves
 - 3.2.3 Honorary Rangers – Powers and Duties
 - 3.2.4 Naming of Public Facilities
 - 3.2.5 Tree Management Policy
 - 3.3 Roads Operations
 - 3.3.1 Clothing Recycling Bins – Regulation
 - 3.3.2 Directional Signposting Policy on Public Roads
 - 3.4 Technical Services
 - 3.4.1 Consultation Policy for Infrastructure Projects
- 4. ENVIRONMENT & PLANNING GROUP
 - 4.1 Forward Planning
 - 4.1.1 Council Involvement in Development of Private Land
 - 4.1.2 Management of Contaminated Sites
 - 4.2 Development Control
 - 4.2.1 Filling of Rural Land
 - 4.2.2 Filling of Urban Land
 - 4.2.3 Unauthorised Activities
 - 4.2.4 Advertising Signage for Pedestrian Bridges on Classified Roads
 - 4.2.5 Telecommunications Facilities
 - 4.2.6 Section 102 Amendments to Consents
 - 4.2.7 Meetings with Applicants and Objectors
 - 4.2.8 Pump Out Systems

- 4.3 Building Control
 - 4.3.1 Building Applications and/or Subdivisions in Flood Affected Areas
 - 4.3.2 Encroachments over Drainage Easements
 - 4.3.3 Excavation and Filling
 - 4.3.4 Occupation of Incomplete Dwellings and Caravans During Dwelling Construction
 - 4.3.5 Local Approvals Policy
- 4.4 Subdivision Control
 - 4.4.1 Road and Drainage Works – Bonds
- 4.5 Health and Environment Protection
 - 4.5.1 Piggeries
 - 4.5.2 Smoke Emissions from Residential Fireplaces and Chimneys
 - 4.5.3 Keeping of Animals in Residential Areas
 - 4.5.4 Salinity Policy
- 5. COMMUNITY DEVELOPMENT GROUP
 - 5.1 Community
 - 5.1.1 Community Development Policy
 - 5.1.2 Policy for Supporting the Volunteer Network of the Shire
 - 5.1.3 Volunteer Program Policy
 - 5.1.4 School and Community Education Policy
 - 5.2 Library Services
 - 5.2.1 Library Services Strategic Direction
 - 5.2.2 Free Public Library Services and Conditions of Membership
 - 5.2.3 Castle Hill Community Centre Booking Policy
 - 5.3 Children's Services
 - 5.3.1 Vacation Care
 - 5.3.2 Placement of Children with Disabilities at Long Day Care Centres
 - 5.4 Youth Services
 - 5.4.1 Youth Policy

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACTS ARRANGEMENTS

Freedom of Information Officer/Public Officer:

Group Manager – Corporate & Financial Services (Public Officer)
Council Chambers
129 Showground Road
PO Box 75
Castle Hill NSW 2154
Telephone: (02) 9843 0120
Fax: (02) 9843 0409

Documents may be inspected free of charge at the Council offices between 9.00 am and 4.00 pm Monday to Friday. Copies of documents may be provided at a fee as adopted in the current year's schedule of fees and charges.

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

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

Access and Equity Policy
Adopted Income and Expenditure Estimates
Annual Financial Statements
Auditors Reports
Building Certificate Register
Business Papers and Reports to Committee Meetings
Business Papers and Reports to Council Meetings
Code of Conduct
Code of Meeting Practice
Community Groups Funding
Community Profile
Community Safety Plan
Cultural Plan
Delegations of Authority Register
Department of Local Government Review (2006)
Development consent register
Development Control Plans
Disaster Plan(s)
Disclosures Register
E.E.O. Management Plan
Freedom of Information Policy
Investment Register
Operational Examination Report (2006)
Library Services Collection Development Policy
Local Approvals Policy
Local Environmental Plans
Management Plans – 1994 to date (including annual operational plans)
Media Policy
Minutes of Committee Meetings
Minutes of Council Meetings
Pecuniary Interest Register
Plans of Management for Community Land

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

Community Services Policies
Finance Policies
General Purpose policies
Planning and Environment Policies
Staff Policies
Works Policies
Policy Development and Control Policy
Public Land Policy
Privacy Policy
Public Land Register
Published Annual Reports
Quarterly Revised Income and Expenditure Estimates
Regional Environmental Plans
Regional Gallery Strategic Plan and Exhibitions Policy
Revenue Policy-1994 to date

Social Plan 2005
State Environmental Planning Policies
State of Environment Report
Statement of Affairs under F.O.I. Act
Subdivision Code
Tree Preservation Code
Tree Management Local Development Plan
Twenty Year Plan for the Bega Valley Shire
Waste Management and Minimisation Strategy

The Council has the following documents available for inspection free of charge:

Documents listed in Section 12 of the Local Government Act 1993.

SECTION 2 – STATEMENT OF AFFAIRS

The next update of Council's Statement of Affairs is to be published as an appendix to Council's 2007/2008 Operational Plan. This will go on public exhibition during April 2007.

SECTION 3 – CONTACT ARRANGEMENTS

Some documents are accessible on Council website www.begavalley.nsw.gov.au.

Mail requests for access to documents held by the Council can be directed to:

Mr David Jesson
General Manager
Bega Valley Shire Council
PO Box 492
Bega NSW 2550.

Requests in person can be made to the above at the Council's Administration Office, Zingel Place, Bega. Telephone enquiries can be made to the Manager Corporate Services on telephone number 02 6499 2277. Hours of business: 8.30am to 5pm Monday to Friday except Public Holidays

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

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

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

12. Attendance at Local Government Conferences
13. Housing for Staff Members
14. Mayor's Sedan
16. Use of the Council Chambers – Formal Area
17. Monumental and Lawn Cemeteries
19. Fees – Approved First Aid Course
20. Authority to Send Bush Fire Control Units Outside the Council's Area
21. Authority to Send Council Plant Outside the Council's Area in Emergency Situations
23. Hire of Council Plant for Private Works
24. Selection of Staff Members
26. Insurance – Risk Management
28. Access to Council's Refuse Depot – Special Events
30. Application for Water Service
31. Application for Sewerage Service
33. Salary Policy
34. Dog and Dog Impounding Policy
35. Public Liability Claims Procedure
36. Occupational Health and Safety and Objectives Policy
37. Payment of Expenses and Provision of Facilities
38. Street and Public Place Naming Policy
39. Staff Remuneration Package
40. Purchasing Policy
41. Service Recognition
42. Presentation On Retirement From the Council
44. Smoke Free Environment Policy
45. Pre Employment Medical Policy
46. Rehabilitation Policy
47. Street Banners Policy
48. Annual Christmas Dinner
49. Deferred Debtors
50. Assistance With Legal Expenses
52. Leave Policy (See Also Policy No. 72 Annual and Other Leave Policy)
54. Internal Reporting Policy
55. Domestic Waste Management Charge
56. Rating and Revenue Policy
57. Drivewayconstruction
58. Equal Employment Opportunity Policy Statement
59. Training Policy Statement
61. Long Service Payments
62. Local Approvals Policy
63. Refund of Application Fees
64. Waste Management
65. Customer Request / Suggestion Policy
66. Liability Management Policy
67. Stock Impounding Policy
68. Assistance for Attendance of Individuals at Sporting and Other Events.
69. New Kerbside Garbage Collection Services
70. Water Pricing Policy
71. Heat Stress Policy
72. Annual and Other Leave Policy
73. Reimbursement of Relocation Expenses Policy
75. Child Protection Policy
76. Capital Grants and Contributions Policy
77. Drainage Corridors Fire Reduction Policy
79. Constructed Footpath Risk Management Policy
80. Administration of Contributory Footpath and Kerb and Gutter Schemes Pursuant to Clauses 217, 218 and 219 of the Roads Act 1993
81. Public Information Policy
82. Berrigan Shire Library Service Collection Policy
84. Drug and Alcohol Free Workplace Policy
86. Public Internet Usage

- 87 Attendance of Councillors at Community Meetings and Events
88. Water Trading Policy
- 89 Policy for Volunteering in Berrigan Shire
- 90 Private Use of Council Vehicles
- 91 Council Involvement in New Enterprises
92. Tender Evaluation Policy
- 93 Tocumwal Aerodrome Runway 04/22
- 94 Risk Management
- 95 Road Opening Policy
- 96 Investment Strategy
- 97 Potable Water Supplies to Rural Residential Residences Outside Village Boundaries.
- 98 Communication Devices Policy
- 99 Rates, Charges, Concessions and Hardship Policy
- 100 Water Supply Policy
- 101 Library Collection Policy
- 102 Fraud Control Policy
- 103 Local Policy for Relocation of Previously Used Residences
- 104 Requests for Donations and Financial Assistance
- 105 Development Assessment and Control Community Consultation Policy
- 106 Private Use of Council Vehicles – Fuel Charge
- 107 Early Issue of Subdivision Certificates

The following Codes and Plans are also available for viewing:

- Apex Park Plan of Management
- Australian Institute of Health Surveyors National Food Premises Code
- Berrigan Local Environmental Plan 1992
 - Development Control Plan No. 1 – “Village”
 - Development Control Plan No. 2 – “Rural Residential”
 - Development Control Plan No. 3 – “Tourism”
 - Development Control Plan No. 4 – “Tree Preservation”
 - Development Control Plan No. 5 for the Tocumwal Aerodrome
- Code of Conduct
- Code of Tendering for the Construction Industry
- DCP No. 2 Exempt and Complying Development
- DCP No. 3 – Parking
- Development Application Register
- Development Contribution Plan
- Development Contributions Plan Sec 94
- Drought Management Plan
- Flood Prone Land Policy
- Inland Rivers Water Quality Policy
- Library Management Plan
- Local and Neighbourhood Parks Plan of Management
- Local Companion Animal Management Plan
- On Site Sewerage Management Plan
- Operational Environmental Management Plan (Oemp) for Effluent Reuse On Finley Golf Course
- Plan for the Management of the Corella Population at Tocumwal
- Policy on the relocation of previously used residences
- Privacy Management Plan
- Residential Building Lines
- Risk Management Strategic Plan
- Roadside Vegetation Management Plan
- Social/Community Plan July 2005 to June 2008
- State of the Environment Report
- Stormwater Management Plan and SBP
- Strategic Economic Development Plan
- Subdivision Code
- Tocumwal Foreshore and Recreation Reserve Plan of Management

SECTION 2 – STATEMENT OF AFFAIRS

Copies of the Statement of Affairs of the Council, which was prepared as at 30th June, 2006, may be purchased from the Council.

SECTION 3 – COUNCIL'S CONTACT ARRANGEMENTS

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

Mr Matthew Hansen
Public Officer
Berrigan Shire Council
PO Box 137
Berrigan NSW 2712
Telephone (03) 5888 5100
Fax (03) 5885 2092
Email: matthewh@berriganshire.nsw.gov.au

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

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

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

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

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

Vehicular and Gutter Crossings
Western Sydney Regional Organisation of Councils
Workers Compensation

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

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

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

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

General Manager,
Blacktown City Council

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

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

- Code of Conduct
- Code of Meeting Practice
- Local Disaster Plan
- District Fire Plan of Operations
- Policy Register
- Community Directory
- Section 94 Plan
- Tree Preservation Order
- Safe Operating Procedures
- Human Resources Policy Register
- Management Plan 2006/2011
- Audited Annual Financial Reports 2005/2006
- Auditors Reports
- Statement of Affairs
- Register of Investments
- Local Environmental Plan 1993
- Development Control Plan 1999
- Annual Report – 2005/06
- Register of Disclosures and Gifts
- Community Plan
- Community Profile
- Community Access Plan
- Cultural Plan
- Minutes of Open Council Meetings
- EEO Management Plan
- State of the Environment Report
- Policy on the Payment of Expenses and Provision of Facilities to Councillors

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

SECTION 2 – STATEMENT OF AFFAIRS

A copy of Council's most recent Statement of Affairs (as at 30 June 2006) is available for inspection or purchase from Council.

SECTION 3 – ENQUIRIES

Kim Corrie
Director Corporate and Customer Services
Bland Shire Council
Council Chambers
Shire Street
(PO Box 21)
West Wyalong NSW 2671
Hours: 8.30 am – 4.30 pm
Email: council@blandshire.nsw.gov.au
Website: www.blandshire.nsw.gov.au
Telephone: (02) 6972 2266
Fax: (02) 6972 2145

PETA ROBERTSON,
Acting General Manager

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

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

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

- Council's Code of Conduct
- Code of Meeting Practice
- Delegations of Authority
- Disaster Plan
- EEO Management Plan
- Expenses and Facilities Policy
- Fencing Policy
- Internal Reporting Policy
- Local Approvals Policy
- Local Environmental Planning Instruments
- Management Plan
- Minutes of Committee Meetings
- Minutes of Council Meetings
- Policy Register
- Revenue Policy
- Recruitment Policy
- State of the Environment Report
- Tree Preservation Order
- Adjoining Owners Notification
- Building Line Policy
- Fees and Charges
- Legal Action – Ability to Commence – Policy – Debt Collection
- Motor Vehicle Policy
- Occupation Health and Safety Constitution
- Smokes Free Work Environment Policy
- Annual Report
- Business Papers
- Auditors Report
- Building Certificate Records
- Building Applications / Approval Records
- Development Applications / Consent Records

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

Access to Policy Documents or any Freedom of Information enquiries concerning the Council's activities can be arranged by contacting Council's Public Officer, Mr Michael Brady, 81 Cobar Street, Nyngan between the hours of 8.00am and 4.30pm on weekdays, holidays excepted.

Mr Brady may be contracted by telephone (02) 68 311 100 or by facsimile (02) 68 311 111 or by e-mail on admin@boganshire.com. or by mail at PO Box 221, Nyngan NSW 2825. There will be a charge for the supply of copies of policy documents, depending on the cost of productions.

ROBERT E. CAMPBELL, General Manager

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

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

Corporate Structure

Committee Structure

Code of Conduct

Code of Meeting Practice

Contributions Plans

- Developer Headworks

- Section 64 Developer Contributions, Sewerage and Water Headworks

Delegations of Authority Register

Bombala Local Disasters Plan (DISPLAN)

EEO Management Plan

Model Policy for Interaction between Councillors and Staff

Internal Reporting Policy

Employment Codes

- Bombala Council Award Restructuring Policy

- Bombala Council Training Policy

- Bombala Council Salary System

Bombala Local Environment Plan, 1990 (as amended)

Expenses and Facilities Policy

Internal Reporting Policy

Provision of Information to and Interaction between Councillors and Staff Policy

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

Community Land Management Plan

- Sportsgrounds

- Parks and Gardens

- General Community Use

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

Privacy Management Plan

Minutes of Council and Committee Meetings

Policy Register (containing decisions by Council and forming policy)

Revenue Policy

State of the Environment Report

Tenders and Purchasing Policy

Notification of Adjoining Owners Policy (see Local Approvals Policy)

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

Building – Conditions of Approval

Bombala Bush Fire Emergency Management Plan

Flood Prone or Floodway Lands – Minimum Floor Levels Policy

Food Premises Policy

Smoking in the Workplace Policy

Annual Report

Auditors Report

Disclosures Register

Statement of Business Ethics

Land Register

Investment Register

Development Applications Register

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

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

D. L. RAWLINGS,
General Manager

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

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

- Council's Code of Conduct
- Council's Code of Meeting Practice
- Annual Report
- Annual Financial Reports
- Auditor's Report
- Management Plan
- EEO Management Plan
- Council's policy concerning the payment of expenses incurred by, and the provision of facilities to, councillors
- Council's Land Register
- Register of Investments
- Returns of the interests of councillors, designated persons and delegates
- Returns as to candidates' campaign donations
- Business Papers for Council and Committee meetings (but not including business papers for matters considered when a meeting is closed to the public)
- Minutes of Council and Committee meetings, but restricted (in the case of any meeting or part of a meeting that is closed to the public) to minutes of:
 - (a) the recommendations of the meeting, other than recommendations concerning the proposed acquisition of land at a public auction; and
 - (b) such other matters as the Council or Committee resolves should be made public.
- Contributions Plans
 - Mascot Station Precinct – 94 Contributions Plan
 - City of Botany Bay Section 94 Contributions Plan 2005 to 2010
- Development Control Plans
 - Access DCP
 - Off-Street Parking DCP
 - Mascot Station Precinct DCP
 - DCP No. 29 – Waste Management and Minimisation Guidelines
 - Aircraft Noise DCP
 - Extended Public House Trading Hours DCP
 - Container Terminals DCP and Similar Facilities Handling Containers
 - Amusement Centres
 - 235-237B Bay Street, Pagewood
 - 28-40 Lord Street, Botany
 - 1365 Botany Road, Botany
 - 14a Baker Street, Botany
 - 25-27 Green Street, Banksmeadow
 - Energy Efficiency DCP
 - DCP No. 24 – Notification of Development Applications
 - DCP – Exempt and Complying Development
 - DCP No. 25 – Moore and Baker Street, Banksmeadow
 - 26A Bunnerong Road, Daceyville DCP
 - Building Design and Construction DCP
 - Stormwater and Drainage System Guidelines
 - DCP No. 30 – Botany/Randwick Industrial Area Land Use Safety Study
 - DCP No. 32- Landscape
 - DCP No. 34 – Contaminated Land

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

SECTION 2 – STATEMENT OF AFFAIRS

The most recent Statement of Affairs (December 2006) may be obtained by contacting the Administration Office, 141-143 Coward Street, Mascot 2020.

SECTION 3 – CONTACT ARRANGEMENTS

Principal Officer for Freedom of Information details:

Deputy General Manager
Public Officer

Address for inspection of Policy Documents and Statement of Affairs:

Administration Office
141-143 Coward Street
Mascot NSW 2020

Inspection may be undertaken Monday to Friday – 9 am to 4 pm

Mailing address:

PO Box 331
Mascot NSW 1460
Phone: (02) 9366 3666
Fax: (02) 9366 3777

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

The following policy documents are available at Council's Office at no charge:

- 5 Year Management Plan
- Code of Meeting Practice
- Code of Conduct
- Disaster Plan(s)
- EEO Management Plan
- Emergency Management Plan
- Emergency Services Policy
- Expenses and Facilities Policy
- Minutes of Committee Meetings
- Minutes of Council Meetings
- Policy Register
- Revenue Policy
- State of the Environment Report
- Tree Preservation Order
- Fees and Charges Policy (see Management Plan)
- Occupational Health and Safety Code – Safety Handbook
- Annual Report
- Auditors Report
- Business Papers
- Disclosures Registers
- Investment Register
- Building certificate records
- Building application / approvals records
- Development application / consent records
- Publicity and Promotion
- Protected Disclosures
- Receiving Gifts, Benefits and Hospitality
- Conflict of Interest
- Water Disconnection
- Footpaths and cycle ways
- Records Management
- Code of Meeting Practice
- Meeting Dates and Times
- Use of council Issued Credit Cards
- Condolence Letters
- Freedom of Information
- Complaints
- Provision of Information to and Interaction between Councillors and Staff
- Interview/Removalist Expenses
- Camping out – Enterprise Agreement
- Non-Smoking Policy
- Staff Housing
- Motor Vehicle Lease Agreement
- Resignation of Employees
- Grievance and Dispute Procedures
- Study Incentives
- Employee Assistance Program
- Induction of New Employees

- Apprentices and Trainees
- Long Service Leave
- Carer's Leave
- Incentive Sick Leave
- Recognition of Long Service
- Working alone
- Volunteer
- Keeping of Dogs
- Noxious Weed Control

The following policy documents are available at Council's office at the nominated fee:

- | | |
|--|---------|
| • Development Control Plans | \$10.00 |
| • Local Environment Planning Instruments | \$15.00 |
| • Local Approvals Policy | \$10.00 |

SECTION 2 – STATEMENT OF AFFAIRS

The most recent Statement of Affairs of Council is that dated November 2006. This information is provided in Council's 2005/2006 Annual Report.

SECTION 3 – CONTACT ARRANGEMENTS

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

Mrs Leonie Brown
Public Officer
Bourke Shire Council
29 Mitchell Street
PO Box 21
Bourke NSW 2840
Telephone: (02) 68722 055
Facsimile: (02) 68723 030
Email: bourkeshire@bourke.nsw.gov.au
Hours: 8.00am to 4.30pm, Monday to Friday.

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

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

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

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

(ii) POLICY DOCUMENTS

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

Footway Restaurants / Outdoor Settings
Format of Business Paper
Fraud Control
Freedom of Information
Gifts, Benefits and Bribes
Grievances Policy
HIV/AIDS
Harassment
Health and Building Surveyors Staff Training
Heritage Restoration Fund – Loan Funds
Human Services
Illegal Vehicular Passage on Footpaths
Improvements of Nature Strips
Installation of Planters in Argent Street
Interaction between Councillors and Staff
Investment
Issuing Certificates of Service and References
Keeping of Pigeons – Residential Area
Land Acquisition Policy
Land Development
Landscaping on Nature Strips
Lane Widening
Leasing/Licensing of Council Properties
Legionnaire's Disease
Library
Management Policy – GeoCentre
Media Policy
Mobile Phone Policy
Model Code of Conduct for Local Councils in NSW
Motor Vehicle Pool System and Private Lease
Motor Vehicle Usage Policy
Nuclear Waste Policy
Occupational Health and Safety
Occupational Rehabilitation
Places of Public Entertainment
Privacy Policy
Protected Disclosures
Provision of Reserves for Employees' Leave Entitlement
Public Art Policy
Purchasing
Rates Hardship Policy
Records Management Policy
Removal of Oleander Bushes
Residential Buildings – Conservation
Risk Management Policy
Secondary Employment
Security of Taxation File Numbers
Shop Front Displays and Moveable Signs
Signage of Major Tourist Attractions
Social Policy
Sponsorship
Statement of Ethical Principles
Stormwater Drainage Systems
Suspension of Driver's Licence
Tendering
Training
Travel on Council Business
Tree Planting on Nature Strips
Tree Removal and Tree Root Encroachment Prevention Policy
Vandalism Reward System
Volunteers

Waiving of Notice Preparation Fees – Protection of the Environment Operations Act
Waste Services
Workers' Compensation Claims Management
Working in Hot Conditions, Skin Cancer and Employee Clothing
Workplace Smoking Policy

SECTION 2 – STATEMENT OF AFFAIRS

Council's Statement of Affairs comprises three documents, Council's current Annual Report, Summary of Affairs and 2006/2007 Management Plan.

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

Administrative Centre	Charles Rasp Library
Blende Street	Blende Street
Broken Hill	Broken Hill

SECTION 3 – CONTACT ARRANGEMENTS

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

Administration Manager/Public Officer,
Ms Cheryl Rafferty,
PO Box 448,
Broken Hill NSW 2880

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

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

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

Councillors (Elected Representatives)

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

Corporate

- Access/Swipe Cards
- Authority Names and Address Register
- Code for Use of Overt Safety Cameras in Council's Customer Service Area
- Code of Conduct
- Community Grants Program – Guidelines
- Community Safety and Crime Prevention Plan 2004-2009
- Competitive Neutrality – Complaints Management System
- Complaints Policy and Procedures
- Computer Directory Structure
- Conferences and Seminars
- Contracts and Leases Execution of
- Crisis Communication Plan
- Cultural Plan
- Delegations of Authority – Position Statement
- Disability Discrimination Action Plan
- Distribution of Political Material by an Political Organisation or Individual at Burwood Council Events
- Execution of Contracts by the General Manager
- Involvement of Council in joint projects with Government Departments
- Local Ethnic Affairs Policy
- Mobile Phones Use of Council Mobiles
- Pecuniary Interest Guidelines
- Privacy Management Plan
- Protected Disclosures Act 1994- Internal Reporting Policy
- Purchasing Guidelines
- Receipt of Management of Confidential Documents
- Reports to Councillors – Content for reports in Business Papers
- Reports to Councillors – Content for reports in Business Papers
- Reports to Councillors – Section 96 Modifications
- Risk Management

- Risk Management – Strategic Plan
- Risk Management Manager’s Handbook
- Road Closures Guidelines
- Setting Up Council Committees
- Sister/Friendship City and Foreign Delegations
- Social Plan 2004-2009
- Sponsorship Policy
- Sub-delegations by the General Manager – Position Statement
- Tendering and Procurement
- Terms of Reference – Committees
- Use of Recycled Paper

Human Resources

- Staff – Blood Donations
- Staff – Cash Handling Procedures
- Staff – Child Protection
- Staff – Code of Conduct
- Staff – Complaints Resolution
- Staff – Concessional Leave
- Staff – Concessional Leave – Part Time Staff
- Staff – Disciplinary Procedures
- Staff – EEO Policy and Management Plan
- Staff – Employees’ Handbook
- Staff – First Aid
- Staff – Grievance Procedures
- Staff – Guidelines for the Provision of Information to Customers
- Staff – Guidelines for Vehicle Usage
- Staff – Induction Procedures
- Staff – Internet and Electronic Mail Policy for the use of
- Staff – Interstate Travel and Overseas Expenses
- Staff – Interview Expenses
- Staff – Language Aides
- Staff – Leave Without Pay Policy
- Staff – Long Service Leave Requirements
- Staff – Maternity Leave
- Staff – OHandS Policy
- Staff – Parental Leave
- Staff – Performance Management
- Staff – Recognition of Service
- Staff – Recruitment and Selection
- Staff – Redeployment
- Staff – Rehabilitation Policy
- Staff – Salary Policy and System – Statement of Intent
- Staff – Termination of Employment
- Staff – Time off in lieu of overtime
- Staff – Training and Development
- Staff – Use of Council photocopiers
- Staff – Use of Language Aides
- Staff – Workers Compensation Guidelines
- Staff – Workplace Planning and Review

Community Services

- Street Party Policy

Technical Services and Operations

- Advertising – signboards and articles on footpaths
- Building and household waste containers
- Burwood Park- Use of for Festivals and Major Gatherings
- Busking Policy
- Collection of discarded needles and syringes
- Collection of money on roadways
- Control of Traffic – Large Building Operations

- Number of Dogs permitted on any premises
- Parking on footpaths
- Pedestrian Facilities – Notification to Access Committee
- Permit Parking Scheme (PPS) Policy
- Policy for the Management of Abandoned or Unattended Shopping Trolleys
- Protocols for Community Notifications
- Regulation of the placement of building waste containers
- Road Opening Permit Code
- Road Temporary Closure (including Festivals)
- Roads, Code for Activities Affecting
- Standing Plant
- Storm Water Management Code
- Street Tree Management – Appendices and References
- Street Trading
- Street Tree Management Strategy Volume 1 – Policy Matters
- Street Tree Management Strategy Volume 2 – Internal Procedures
- Traffic Light Collections
- Tree Preservation Order (TPO) Part A: Policy
- Tree Preservation Order (TPO) Part B: Questions and Answers and Application Form
- Use of Sporting Fields
- Vehicle Crossings – second crossing
- Vehicular Crossing Policy

Finance

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

Planning and Environment

- Burwood Consolidated Development Control Plan
- Burwood Planning Scheme Ordinance 1979 as amended
- Code for Activities Affecting Roads
- Code for Carports
- Code for Landscaping
- Code for Single Dwelling Houses
- Code for Townhouse Type Development in Residential 2(b1) Zoned Areas
- Community Consultation Protocol
- Development Control Code – Front and Side Return Fences
- Development Control Code – Garages
- Development Control Plan – Burwood Area No. 1
- Dividing Fences Law
- Guidelines for Subdivision
- Guidelines for the use of Mechanical Parking Schemes
- Locality/Streetscape Analysis – Commercial Buildings
- Locality/Streetscape Analysis – Residential Flat Buildings
- Locality/Streetscape Analysis – Single House Residential Areas
- Outdoor Eating Policy
- Planning Agreements Policy
- Section 94 Contribution Plan for Open Space, Community Facilities and Public Car Parking
- Section 94 Contributions Plan for Road and Traffic Facilities
- Swimming Pool Safety Fencing and Pool Drowning – Advice to Residents

Other Documents/Registers available for public inspection (Note: access to some of the following documents/registers is subject to the provisions of the Privacy and Personal Information Protection Act (PPIPA))

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

SECTION 2 – STATEMENT OF AFFAIRS

Burwood Council's Statement of Affairs as at 30 June 2006 is available for inspection at Burwood Council Chambers, 2 Conder Street, Burwood and the Burwood Central Library, 2-4 Marmaduke Street, Burwood.

SECTION 3 – CONTACT ARRANGEMENTS

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

The Public Officer
Burwood Council
2 Conder Street
Burwood NSW 2134

or

PO Box 240
Burwood NSW 1805
Telephone: (02) 9911-9911
Fax: (02) 9911-9900
Email: council@burwood.nsw.gov.au
Hours: 8.30am to 5.00pm, Mondays to Fridays

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

FREEDOM OF INFORMATION ACT 1989

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

SUMMARY OF AFFAIRS

of the

BYRON SHIRE COUNCIL

SECTION 1 – GENERAL AND POLICY DOCUMENTS

Appropriate Dispute Resolution of Development Proposals (see document #316358)	5.53
Assistance for Festivals and Community Functions	4.15
Award Restructuring Policy	3.17
Beaches – Motor Vehicles On Beaches	5.39
Building – Access for the Disabled	4.19
Building – Separate Occupancy	5.15
Building Certificates	5.11
Building over Pipelines and Other Underground Structures	4.20
Burials on Private Property	5.3
Burning of Garden Waste Matter in Urban and Village Areas	5.5
Business and Commercial Activities	7.1
Busking (see document #409214)	5.57
Cemeteries	7.5
Children’s Services (See document #400926)	3.44
Circuses which include the use or display of exotic, wild or native Australian animals within Byron Shire	5.55
Code of Conduct (See document #534640)	1.8
Code of Meeting Practice (See document #486544 and annexures #501906 as at 22/2/05)	1.3
Commercial Activities on Coastal and Riparian Crown Reserves (See document #456736)	5.52
Commercial and Other Activities on Public Land and Roads	5.37
Commercial Operations at Tyagarah Airfield (See document #544194)	3.45
Community Consultation and Participation in Council’s Decision Making	3.38
Community Halls and Sporting Facilities – Management by Community Groups	3.25
Companion Animal Exercise Areas (see Document #269772)	5.31
Complaints Procedures	3.22
Construction of Civil Works	4.2
Construction of Garages and Outbuildings on Vacant Land	5.22
Contracts and Consultants	3.2
Contribution to the cost of Sealing of Unsealed Roads adjacent to Properties at request of owners	4.17
Contributions for Construction of Kerbing and Guttering and Footpaths	4.7
Control of Amusement Parlours/Centres	5.27
Councillors’ Access to Information (See Document No. #447775)	1.14
Cultural Policy (See Document #387778)	3.42
Debt Recovery	2.3
Development	3.23
Donations to Community Organisations, Other Groups and Persons	3.13
Engagement of Consultants	3.2
Engagement of Contractors other than Hired Plant and Haulage	3.30
Engagement of Hired Plant and Haulage Contractors	3.29
Excess of Power and Procedural Fairness	3.35
Filling of Water Tankers from Council Water Mains – Fees and Conditions of Use	4.21
Filming on Council Owned and Controlled Land (See Document #360841)	3.41
Footpath Dining (See document #293182)	5.54
Footpaths and Nature Strips	4.16
Freedom of Information	3.24
Fund Raising – Community Organisations	5.36
Guidelines for Investment	2.5
Inspection, Evaluation and Maintenance of Public Infrastructure (See Document #446920)	4.24
Interactions between Councillors and Council Staff (See Document #355493)	1.15
Interactive Management and Supervisory Training	6.3

Interim Policy on Genetically Modified Agriculture in Byron Shire	5.56
Itinerant Food Vendors	5.4
Leave for Reserve Military Service	3.27
Legal Costs – Assistance to Councillors, Committee Members, Officers and Council Employees	1.10
Liquid Trade Waste Approvals	4.23
Local Orders for the Keeping of Animals (see Document #338453)	5.30
Maintenance and Improvement of Council owned Community Buildings	7.4
Maintenance of Parks by Private Individuals and Community Groups	7.2
Markets within Byron Shire (See document #395182)	5.51
Mayor and Councillors Travelling Expenses and Other Assistance (See doc #448728)	1.1
Occupational Health and Safety	3.6
On-site Sewage Management in Urban Areas (See document #391777)	5.59
Outdoor Staff Corporate Attire	4.10
Oversight of Legal Matters (See Document #448788)	3.43
Payment of Developer Contributions	5.47
Planting and Landscaping on Footpaths and Nature Strips within Road Reserves and Drainage Easements	4.15
Procedures for Cases of Financial Hardship to Undertake repair works to prevent Adverse Environmental or Public Health Impacts	5.58
Procurement Policy (See document #425022)	2.6
Protected Disclosures	1.11
Provision of Driveways	4.8
Public – Sun Protection	5.7
Public Consultation – Proposed Works	4.3
Public Gates and Cattle Grids on Council Roads	4.18
Purchasing of Stores and Equipment	3.31
Rainwater Tanks in Urban Areas (See documents #415573 and #369259)	5.48
Rates and Charges – Writing-Off	3.26
Reconsideration of Development Proposals and Mediation	5.53
Register of Roads Maintained By Council	4.6
Release or Sale of Dogs	5.35
Resiting of Dwellings	5.23
Resource Management and Energy Efficiency – Council Properties	5.50
Role and Protocol of the Dispute Resolution Committee (See document #446431)	3.34
Section 356 Donations to Charitable and Community Organisations	3.39
Section 356 Donations to Public Halls and Community Centres – Rates and Charges	3.40
Sewerage Charges – Charitable Nursing/Aged Care Homes	2.2
Signs as Remote Supervision	4.25
Smoke Free Environment	3.20
Sponsorship of Council	1.7
Sporting Grounds	7.3
Street Names and Signs (See document #406870)	4.14
Temporary use of Land	5.46
Traffic Control at Worksites	4.22
Unauthorised Development and Activities Policy (See document #416810)	5.60
Unemployment Schemes	6.1
Unwanted Dogs and Cats	5.34
Use and Occupation of Caravans	5.20
Waiving of Fees for Building and Development Applications	5.2
Water and Sewer Charges – Religious Properties	3.5
Water Conservation	4.1
Water Meters and Charges on Strata Units	3.4

Procedure Manuals

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

General

Annual Report
 Auditors Report
 Management plan 2006/2009
 Financial Plan (see Management plan)

Register of Investment
Register of Delegation
Council's land register
Records Plans of management for community land
Privacy Management Plan
Development Control Plan
Register of consents for various applications for property development
Records of building certificates
Business papers for council and committee meetings
Minutes of council and committee meetings as per LG Act section 10E
Local Environmental Plans

SECTION 2 – STATEMENT OF AFFAIRS

A Statement of Affairs for the Council is produced in Council's 2005/2006 Annual Report.

SECTION 3 – CONTACT ARRANGEMENTS

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

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

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

SECTION 1 – POLICY DOCUMENT

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

1. Governance
2. Management and Corporate Services
3. Council Finances
4. Tourism and Promotion
5. Emergency Services
6. Community Services
7. Economic Development
8. Environmental Health
9. Environmental Planning and Building Regulations
10. Waste Management
11. Animal Control
12. Council Property and Assets
13. Transport Infrastructure
14. Town Beautification, Parks, Sporting and Recreational Facilities
15. Noxious Weeds
16. Water
17. Sewerage

Management Plan 2006/2007 incorporating:

- Budget to 30 June 2007
- Five Year Financial Plan
- Fees and Charges
- Rating Summary
- Strategic Plan
- Social Plan

Cabonne Council LEP and Amendments

Development Control Plans

- Cabonne DCP No. 1 – Spring Glen Rural Small Holdings
- Cabonne DCP No. 2 – West Canowindra Rural Small Holdings
- Cabonne DCP No. 4 – Longs Corner Road Rural Small Holdings
- Cabonne DCP No. 5 – General Rural Zones
- Cabonne DCP No. 6 – Rural Small Holdings
- Cabonne DCP No. 7 – North St Canowindra Industrial
- Cabonne DCP No. 8 – North Molong Industry
- Cabonne DCP No. 9 – Strathnook Lane Rural Small Holdings
- Cabonne DCP No. 10 – Molong Flood Prone Land
- Cabonne DCP No. 12 – Weemelah Rural Small Holdings
- Cabonne DCP No. 13 – Advertising Signage in Conservation Areas
- Cabonne DCP No. 15 – Relocatable Homes

Contributions Plans

- Roading Contributions Plan – General Rural Zones
- Roading Contributions Plan – Rural Small Holdings Zone
- Bushfire Services Contributions Plan

Guidelines

- Guidelines for Rural Subdivisions – Concessional Lots

SECTION 2 – STATEMENT OF AFFAIRS

Cabonne Councils' Statement of Affairs as at the 30 June 2006 has been published as part of Councils' Annual Report and may be obtained contacting the Public Officer.

SECTION 3 – CONTACT ARRANGEMENTS

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

Mr Gerard Aguila
Public Officer
Cabonne Council
PO Box 17
Molong NSW 2866
Telephone: (02) 6392 3200
Facsimile: (02) 6392 3260
Email: council@cabonne.nsw.gov.au
Hours: 9.00 am to 5.00 pm, Monday to Friday

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

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

Documents below are available in hardcopy and as indicated on Council's website www.camden.nsw.gov.au

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

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

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

SECTION 2 – STATEMENT OF AFFAIRS

The Statement of Affairs as required under Section 14(2) of the Freedom of Information Act, 1989, has been issued each year as required with the last statement issued in June, 2006. A copy is available at no cost from Council's website, or from the Freedom of Information Co-ordinator.

SECTION 3 – CONTACT ARRANGEMENTS

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

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

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

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

CITY WORKS DIVISION

Engineering

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

Property and Parks

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

COMMUNITY SERVICES DIVISION

Community and Cultural

Policy 4101	Library Services
Policy 4102	Freedom of Collection and Access for Local Government Libraries
Policy 4103	Library Regulations
Policy 4104	Library Staff Levels
Policy 4105	Reference and Information
Policy 4107	Local Studies Collection
Policy 4108	Children's and Youth Services
Policy 4109	Library Membership
Policy 4110	Library Opening Hours
Policy 4111	Library Loans
Policy 4112	Library Fees and Charges
Policy 4113	Public Access Micro-Computer
Policy 4114	Library Meeting Room 1 – Conditions of Use
Policy 4115	Knowledge Foundation Donations
Policy 4201	Art Gallery Collection
Policy 4202	Art Gallery Exhibition
Policy 4203	Art Gallery Educational Services
Policy 4204	Art Gallery Opening Hours
Policy 4205	Art Gallery Fees and Charges
Policy 4301	Community Development
Policy 4302	Community Consultation
Policy 4303	Community Arts
Policy 4304	Youth Development
Policy 4305	Aged Services
Policy 4306	Information Networks

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

Healthy Lifestyles

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

CORPORATE GOVERNANCE DIVISION

- Management Plans 2002 – 2006
- Code of Conduct
- Code of Meeting Practice
- Code of Tendering and Purchasing Procedures
- Local Ethnic Affairs Policy Statement (LEAPS)
- Statement of Accounting Policy
- Annual Statements of Account
- Register of Delegations
- Business papers for Council and Committee meetings (but not including business papers for matters considered when a meeting is closed to the public).
- Minutes of Council and Committee meetings (but not including business papers for matters considered when a meeting is closed to the public).
- Policy 1101 Recognition of Service – Councillors
- Policy 1102 Procedure for Addressing Council Committees
- Policy 1103 Disposal of Equipment – Procedure
- Policy 1104 Confidential Business Papers
- Policy 1105 Councillor's Lounge
- Policy 1106 Payment of Expenses and Provision of Facilities to the Mayor, Deputy Mayor and Councillors
- Policy 1107 Councillors' Access to Information and Interaction with Staff
- Policy 1108 Questions from Councillors
- Policy 1109 Recording of General Business Items at Committee
- Policy 1110 Code of Conduct
- Policy 1111 Conduct of Meetings
- Policy 1112 Policy Production and Review (DRAFT)
- Policy 1113 Electronic Forms and Documents Register
- Policy 1114 Protected Disclosures and Internal Reporting
- Policy 1115 Reporting corruption Mal Administration and Serious and Substantial Wastage (DRAFT)
- Policy 1202 Use of Electronic Mail (E-Mail) on Council's Computer Network
- Policy 1203 Recognition of Long Service by Council Employees
- Policy 1205 Release of Staff – Fire Fighting Purposes
- Policy 1223 Incentive Award System
- Policy 1228 Volunteer Workers
- Policy 1230 Provision of Management Audit Services Within the Organisation
- Policy 1239 Manual Handling
- Policy 1259 Complaints Handling
- Policy 1270 Harassment Prevention
- Policy 1272 Reporting of Safety Related Incidents and Hazards
- Policy 1275 Council's Orientation Program Contractors

Policy 1277	Purchasing Policy
Policy 1278	Operations Manual
Policy 1280	Ensuring Year 2000 compliance in purchasing of goods and services
Policy 1281	Vehicle Allocation
Policy 1291	Employment Screening
Policy 1297	Higher Grade Pay
Policy 1298	Job Share Employment
Policy 1299	Redeployment
Policy 1301	Grants – Sport, Cultural and Arts Representatives
Policy 1302	Parks and Reserves Names
Policy 1304	Council Flags – Use of
Policy 1305	Council City Colours and Emblem
Policy 1307	Annual Report
Policy 1308	Provision of Public Telephones in Council Halls and Community Centres
Policy 1309	Policy Production and Review
Policy 1310	Policy Production and Review
Policy 1311	Council Sponsorship of Community Activities and Facilities
Policy 1312	Sponsorship of Council Activities and Facilities by External Organisations and Individuals
Policy 1313	Media Policy
Policy 1401	Rate Recovery Procedures
Policy 1402	Cashiers Shortages
Policy 1403	Accounting Practices Statement
Policy 1404	Allocation of Annual Subsidies – Section 504, 358, 364/2
Policy 1405	Payment of Wages and Salaries
Policy 1406	Forms of Release – Insurance Claims on Council
Policy 1407	Investment
Policy 1408	Overhead Charges Applicable to Private Works
Policy 1409	Sundry Debtors Recovery Procedures
Policy 1410	Kerbing and Guttering Construction
Policy 1411	Occupational Rehabilitation
Policy 1412	Worker’s Compensation Make-Up Pay
Policy 1413	Worker’s Compensation
Policy 1414	Unclaimed Monies
Policy 1415	Accounting Practices
Policy 1416	Initial Notification and Provisional Liability
Policy 1417	Workers Compensation Claim
Policy 1419	Financial Hardship
Policy 1501	Disciplinary Action
Policy 1502	Mobile Phones
Policy 1503	Attendance at Funerals
Policy 1504	Child Protection
Policy 1505	Defence Forces Reserves Leave
Policy 1506	Reimbursement of Interview Expenses
Policy 1507	Payment of Untaken Sick Leave
Policy 1508	Release of Staff For Fire Fighting Purposes
Policy 1510	Smoking in the workplace
Policy 1511	Release of Staff for State Emergency Services Duties
Policy 1512	Staff Exchange Program between Campbelltown City Council and Koshigaya City Office
Policy 1513	Carers Leave
Policy 1514	Grievance and Dispute Handling.
Policy 1515	Job Description Policy
Policy 1516	Equal Employment Opportunity
Policy 1517	Job Evaluation
Policy 1518	Leave Without Pay
Policy 1519	Performance Based Salary System
Policy 1521	Extended Sick Leave
Policy 1522	Staff – Study and Examination Leave
Policy 1523	Secondary Employment
Policy 1524	References/Letters of Recommendation/Certificates of Service

Policy 1525	Interview Selection Committees
Policy 1526	Recruitment Advertising
Policy 1527	Appeals Against Unsuccessful Job Applications
Policy 1528	Parental Leave
Policy 1529	Recognition of Long Service
Policy 1530	Harassment Prevention
Policy 1531	Higher Grade Duties
Policy 1532	Employment Screening
Policy 1533	Redeployment
Policy 1534	Salary Sacrifice for Superannuation
Policy 1535	Salary Sacrifice for Child Care Fees
Policy 1536	Salary Sacrifice for Motor Vehicles and Leaseback
Policy 1537	Access to Employee Files
Policy 1538	Appointment within Grade Range
Policy 1539	Educational Assistance
Policy 1540	Variable Working Hours
Policy 1542	Service Allowance
Policy 1543	Volunteer Workers
Policy 1544	Workplace Bullying
Policy 1545	Sick Leave Absences
Policy 1546	Work Place Violence
Policy 1547	Proof of Licence
Policy 1548	Annual Leave
Policy 1601	Workplace Investigation
Policy 1618	Occupational Health and Safety
Policy 1639	Fibre and Flexible Steel Wire Rope, Chains and Shackles
Policy 1641	Drugs and Alcohol
Policy 1647	Council's Orientation Program for Contractors
Policy 1648	Site Induction for Contractors
Policy 1650	Manual Handling
Policy 1651	Employee Handbook
Policy 1652	Risk Management
Policy 1701	Learning and Development
Policy 1702	Compulsory Training
Policy 1703	Workplace Orientation
Policy 1704	Attendance by Staff at Training Courses, Seminars and Professional Development conferences
Policy 1705	Work Experience

PLANNING AND ENVIRONMENT DIVISION

Planning

Interim Development Orders: Nos 13, 15, 28.	
Local Environmental Plans: Nos D8, 1, 32, 112, 209, 2001, 2002.	
Development Control Plans: Nos 2, 6, 13, 18, 20, 24-27, 29, 33, 38, 44, 45, 46, 47, 49, 54, 56-59, 62, 65, 67, 69, 72-78, 79, 80, 83-89, 90, 91, 92, 95, 96, 104, 105, 107, 109, 111-121	
Policy 5110	Erosion and Sediment Control
Policy 5204	Retail Plant Nurseries within Scenic Protection/Non-Urban and Rural Zones – DCP No. 32
Policy 5207	Location and Control of Service Stations and Convenience Stores
Policy 5208	Motor Vehicles Wreckers, Metal Recyclers, Waste Material Depots and Junk Yards – DCP No. 20
Policy 5211	DCP No. 49 – Rural Environmental Protection Subdivision and Dwelling
Policy 5212	Professional Consulting Rooms and Home Occupations in Residential Areas
Policy 5213	Industrial Development
Policy 5215	Laneways in the Ingleburn Industrial Area
Policy 5216	Provision of Open Space
Policy 5219	Contributions in Lieu of Car Parking
Policy 5221	Restrictions As to User for Unusual Site Conditions
Policy 5226	Contributions for Subdivision of Dual Occupancy Development
Policy 5233	Campbelltown Contaminated Land Management Policy

Compliance Services

- Code for the Keeping of Pigeons
- Code for the Keeping of Dogs for Commercial Purposes
- Code for the Conduct of Animal Boarding Establishments
- Code for a Food Premises
- Code for Places of Public Amusement
- Code for Temporary Food Stalls
- Code for Keeping of Horses in Residential and Non-residential Areas
- Policy 3101 Small Capacity Rain Water Tanks
- Policy 3102 Access and Equity – People with Disabilities
- Policy 3201 Overgrown Land
- Policy 3301 Second-hand Clothing Bins
- Policy 3302 A Frame and Free Standing Signs on Footpaths, Roads or Other Public Places
- Policy 3305 Trading in Public Places
- Policy 3307 Access to the Roads and Traffic Authority's Driver and Vehicle Information System
- Policy 3308 Prosecution and Enforcement

SECTION 2 – STATEMENT OF AFFAIRS

Council has prepared a Statement of Affairs as at 15 December 2006 and is available for inspection at Council's offices.

SECTION 3 – ACCESS ARRANGEMENTS, PROCEDURES AND CONTACT POINTS

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

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

Copies of the above Policy documents may be viewed at:

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

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

PAUL TOSI,
General Manager

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

SECTION 1 – POLICY DOCUMENTS

Council has available for inspection the following:

- (a) Accessibility Action Plan
- (b) Annual Financial Reports
- (c) Annual Report
- (d) Auditor's Report
- (e) Business use of Footpaths
- (f) Code of Conduct
- (g) Code of Meeting Practice
- (h) Community Grants Program Guidelines
- (i) Council's 2006/07 to 2008/09 Management Plan
- (j) Delegations of Authority Register
- (k) EEO Management Plan
- (l) Councillor's Expenses and Facilities Policy
- (m) 2006/07 Fees and Charges Pricing/Revenue Policy
- (n) Heritage and Conservation Controls (March 2000)
- (o) Human Resources Policy Manual and Employment Related Codes
- (p) Industrial Development Code (Concord Area)
- (q) Internal Reporting Policy in reference to the Protected Disclosures Act
- (r) Investments Register
- (s) Landscaping Manual (Concord Area)
- (t) Local Approvals Policy, 1996
- (u) Local Ethnic Affairs Policy Statement (L.E.A.P.S.)
- (v) Minutes of Council and Committee Meetings
- (w) Open Space Hire Policy
- (x) Parking Permit Policy
- (y) Parks – Plans of Management
- (z) Policy Register
- (aa) Privacy Management Plan
- (bb) Procedures Manual
- (cc) Provision of Information to and Interaction between Councillors and Staff
- (dd) Rainwater Reuse Policy
- (ee) Records of Building Certificates
- (ff) Recycling Policy
- (gg) Small Grants for Individual Program Guidelines
- (hh) Social Plan
- (ii) State of the Environment Report
- (jj) Specifications for the Management of Stormwater
- (kk) Specification for Driveway Construction
- (ll) Tree Preservation Order Policy – City of Canada Bay
- (mm) City of Canada Bay Planning Controls:
 - Statutory Planning Instruments including Planning Scheme Ordinance, Local Environmental Plans and Section 94.
 - Development Control Plans, Codes and Policies.
 (details in this regard can be accessed on Council's Website www.canadabay.nsw.gov.au or by telephoning Council).

SECTION 2 – STATEMENT OF AFFAIRS

Council's Statement of Affairs published in June 2006 is available for inspection.

SECTION 3 – CONTACT ARRANGEMENTS

Applications regarding Freedom of Information should be addressed to:

Public Officer
City of Canada Bay Council
Locked Bag 1470
Drummoyne NSW 1470

or

1a Marlborough Street
Drummoyne NSW 2047
DX 21021 Drummoyne
Telephone: (02) 9911 6555
Facsimile: (02) 9911 6550
Emergency After Hours: (02) 9911 6555
Email council@canadabay.nsw.gov.au

Council's office hours are 8.30am to 4.30pm, Monday to Friday.

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

The policy documents held by Council are as follows:

- Aboriginal Reconciliation Statement of Commitment
- Access to Council Records
- Advertising – Bus Shelters
- Advertising – Income
- Aerial Bundled Cables
- AIDS and HIV
- Apprenticeships
- Audio Recording of Meetings
- Australian Made Goods and Products
- Bad/Doubtful Debts
- Banner
- Brothels
- Building – Unauthorised Works
- Canterbury and District Historical Society
- Carparking – Free Areas
- Charges – Crossing Places
- Childrens Services
- Circuses – Use of Wild Animals
- Citizenship Ceremonies
- Clothing Bins
- Code of Conduct
- Code of Meeting Practice
- Codes and Development Control Plans – Revision
- Community Development
- Community Events
- Community Information Volunteers
- Competitive Squad
- Complaints Management
- Construction of Pre Paid Works – Allow Private Contractors
- Contaminated Lands
- Council Buildings – Flags
- Council Land
- Council Meetings – Public Addresses
- Council Meetings – Refreshments
- Council Meetings – Transcripts
- Councillors – Notification of Rezoning and Development Proposals
- Councillors – Payment of Expenses and Provision of Facilities
- Councillors – Presentation to Retiring
- Development Control Plans (Various)
- Disability Access Committee – Voting
- Disasters – Council Resources for Others
- Dog Exercise Areas
- Drainage Reserves – Disposal
- Dual Occupancies – Torrens Title Subdivision
- Filming on Public Land
- Financial Assistance (Commonwealth) – Road Grant Use
- Financial Assistance Grants

- Financial Assistance to Sporting Ambassadors
- Flagpoles – Sports Parks
- Flood Management
- Flood Management – Cooks River
- Flood Management – Wolli and Salt Pan Creeks
- Flood Proofing Code
- Footpath Maintenance and Inspection
- Footpaths – Canterbury Road
- Function Room Use
- Helicopters on Council Land
- Hepatitis B – Immunisation for Garbage Staff
- Hepatitis B – Immunisation for Staff
- Heritage Issues
- Leases – Council Houses and Units
- Leases – Renewal
- Library Services – Code of Conduct
- Library Services – Collection Development
- Library Services – Service Charter
- Library Services – Theatre Use
- Local Businesses Support
- Local Environmental Plans (Various)
- Logo
- Major Events
- Mobile Garbage Bins – Replacement
- Naming of Buildings
- Naming of Public Places
- Naming of Reserves
- Naming of Suburbs
- Neighbourhood Watch – Waiving Fees
- Overhead Cabling
- Petitions in Council Buildings
- Places of Worship
- Playground Equipment
- Policy Management
- Privacy Management Plan
- Publications – Approved by General Manager
- Purchasing – SSROC “Get it Green”
- Rates – Pegging
- Rates – Rate of Interest and Incentive Scheme
- Rates – Written Off
- Rebate of Fees
- Records and Archives
- Refund of Deposits
- Reporting Requirements – Capital Expenditure
- Residential Land – Industrial Development
- Risk Management
- Seasonal Allocation of Sporting Fields
- Senior Citizens Centres
- Shop Premises
- Smoke Fee Workplace
- Sponsorship and Receiving Money
- Staff – Advertising
- Staff – Annual Leave
- Staff – Bullying and Occupational Violence Management
- Staff – Carers Leave
- Staff – Code of Conduct (Guide)
- Staff – Correspondence to Members of Parliament and Local Government General Managers
- Staff – Credit Card
- Staff – Defence Forces
- Staff – Delegations of Authority
- Staff – Designated Persons

- Staff – Equal Employment Opportunity
- Staff – Email
- Staff – Fleetsafe Driver and Fleet Safety
- Staff – Flexible Working Hours
- Staff – Fund Raising
- Staff – Grievance Procedure
- Staff – Learning and Development
- Staff – Long Service Leave
- Staff – Manual Handling
- Staff – Maternity Leave
- Staff – Mobile Phones
- Staff – Occupational Health and Safety
- Staff – Occupational Health and Safety Consultation
- Staff – Other business or employment
- Staff – Payment of Gratuities
- Staff – Payment of Gratuities Cut Off Age
- Staff – Plaque and Reference Under Seal
- Staff – Small technology assets
- Staff – Study Assistance
- Staff – Ultra Violet Radiation
- Staff – Uniform
- Street Lighting
- Street Numbering
- Street Tree Management Plan
- Street Trees – Removal and Notification
- Telephones in Reserves
- Third Party Motor Vehicle Insurance
- Trade Practices Act Compliance
- Tree Preservation Order
- Tree Preservation Order – Prosecutions
- Velodrome and Touch Stadium
- Waste Reduction and Procurement
- Waste Service (Domestic) – Access and Equity
- Waste Service (Domestic) – Additional Services
- Waste Storage Containers Placement in public places
- Website Management

SECTION 2 – STATEMENT OF AFFAIRS DETAILS

Our latest Statement of Affairs was published on 30 June 2006 and outlines the structure and functions of Council, the ways in which the public can participate in Council's decision making processes and the types of documents Council holds. Copies of the Statement of Affairs are available free of charge from our Governance Coordinator.

SECTION 3 – CONTACT ARRANGEMENTS

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

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

Telephone: (02) 9789 9634

Facsimile: (02) 9787 3064

Email: debrab@canterbury.nsw.gov.au

Location: Canterbury City Council, 137 Beamish Street, Campsie

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

FREEDOM OF INFORMATION ACT 1989

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

SUMMARY OF AFFAIRS

of the

CARRATHOOL SHIRE COUNCIL

SECTION 1 – POLICY DOCUMENTS

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

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

- Noxious Plants Control
 - On Site Sewer Management
 - Energy Smart Homes
 - Rainwater Tanks
- Financial Management
- Corporate Credit Cards
 - Staff Leave Entitlement Reserve
 - Accounts Payment of
 - Cheques – Post dated
 - Investment of Surplus Funds
 - Use of Debt
 - Procurement
 - Writing off Debts
- Governance
- Business Ethics Statement
 - Committees – Replacement Councillors
 - Competitive Neutrality Complaints
 - Complaints
 - Council Meetings – Staff Involvement
 - Customer Service Charter
 - Delegates – Shires Association Conference
 - Fraud Control
 - Freedom of the Shire
 - Gifts and Benefits Register
 - Council Meetings – Provision of Lunch for Media
 - Council Meetings – Regular Time
 - Council Meetings – Tape Recording
 - Payment of Expenses and Use of Facilities
 - Records Management
- Health
- Animals Keeping of
 - Garbage Collection
 - Littering Offences
- Human Resources
- Grievance and Dispute Handling
 - Recruitment
 - Child Protection and Employment Screening
 - Interview Expenses
 - Pool Lifeguard Training
 - Reimbursement Property
 - Return to Work
 - Safety Footwear
 - Salary System Progressional Rules
 - Smoke Free Zones
 - Staff – Annual Picnic Day
 - Staff – Designated Officers
 - Staff – Recognition of Service
 - Staff – Uniforms
 - Staff – Working Hours Arrangement
 - Volunteers
- Building, Planning and Development
- Outdoor Eating Areas on Public Footpaths
 - Building Line
 - Building – Erection of Sewer Main
 - Development Applications
 - Exhibition and Notification of Development Applications
 - Dogs – Leash Free Areas
 - Dogs – Prohibition for Designated Areas
 - Horse Free Areas
 - Horses – Keeping in Goolgowi
 - Horses – Keeping in Hillston

- Houses – Rental of Council
- Section 94 Contribution
- Town Planning – Subdivision of Land
- Property, Plant and Stores
 - Aerodromes Grazing Rights
 - Hall Management
 - Pensioner Flat Maintenance
- Plant and Equipment – Council Report
 - Plant and Equipment – Community Use
 - Plant and Equipment – Excess Income
 - Rental of Council Property
 - Sale and Disposal of Land and Other Assets
- Parks and Reserves
 - Cemeteries: Merriwagga, Gunbar and Rankins Springs
 - Cemeteries: Hillston and Goolgowi Lawn
 - Caravan Parks: Long Term Residents
 - Tree Planting on Council Controlled Land
- Rates and Valuation
 - Hardship Assistance for Rates and Annual Charges
 - Rates on Hillston Golf Club
 - Rates – Interest Charges
 - Rates – Pensioner Concessions
 - Rates – Recovery of Outstanding
 - Rates – Sale of Land for Unpaid
- Risk Management
 - Cameras in Council Change Rooms
 - Incidents and Issues Gathering Information
 - Issue of Certificates
 - Occupational Health and Safety
 - Risk Management
 - Senior Staff Insurance
 - Signs as Remote Supervision
- Roads and Transport
 - Depreciation Roads Infrastructure Assets
 - Footpath
 - Footpath – Opening
 - Use of Footpaths
 - Road Crossings
 - Road Crossing Installation
 - Kerb and Gutter Construction Contribution
 - Road Closures – Maintenance of River Access
 - Road Safety Inspection
 - Road – Burning Off and Destruction of Rabbit Harbours
 - Road – Mineral Exploration
 - Road – Rural Access Culverts
 - Provision of Vehicular Access
- Water, Sewer and Drainage
 - Urban Water Boundaries
 - Water Sewer Scheme Dividend
 - Water and Sewer Subsidies
 - Water Supply – Rankins Springs and Melbergen
 - Water Supply – Rural Connections
 - Water Supply – Service Sizes
 - Water Supply – Water Allocations
 - Water Supply – Water Main Extension Applications
- Pricing Policy (see Management Plan)
- Privacy Management Plan
- Register of Consents and Approvals
- Returns of Campaign Donations
- Revenue Policy (see Management Plan)
- Section 94 Contribution Plan

- Septic Tank Register
- Social and Community Plan
- State of the Environment Report
- Stormwater Management Plan
- Tree Preservation Orders

SECTION 2 – STATEMENT OF AFFAIRS

A copy of Council's most recent Statement of Affairs published on 28 June 2006 is available by contacting the Public Officer.

SECTION 3 – CONTACTS ARRANGEMENTS

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

Freedom of Information Officer
Carrathool Shire Council
PO Box 12
Goolgowi NSW 2652
Telephone: (02) 6965 1306
Fax: (02) 6965 1379
Email: council@carrathool.nsw.gov.au

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

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

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

- Policy Register
- City Management Plan 2006-2009
- Annual Financial Statements
- Community Directory
- Community Profile
- Planning and Building Codes
- Code of Conduct
- Code of Meeting Practice
- Conflict of Interest (Non-Pecuniary)
- Protected Disclosures
- Register of Disclosures
- Auditor's Reports
- Investments Register
- Register of Delegations
- Business Papers for Council and Committee Meetings
- Minutes of Council and Committee Meetings
- Land Register
- State of Environment Report
- Engineering Requirements for Development
- Annual Report 2005-2006
- Expenses and Facilities Policy
- Section 94 Contributions Plans
- Revenue Policy
- Pricing Policy
- Plans of Management – Council Reserves/Parks
- Plan of Management – Community Facilities
- Plan of Management – Public Swimming Pools
- Plan of Management – Tennis Courts
- Plans of Management – Council Cemeteries
- Disaster/Emergency Management Plan
- Subdivision Code
- Tree Preservation Order
- Local Approvals Policy
- E.E.O. Management Plan
- Rural Roads Review
- Bush Fire Management Plan/Operations
- City Wide Settlement Strategy – Stage 1
- Cessnock Local Environmental Plan 1989

Development Control Plans

- Cessnock Development Control Plan 2006
- Ellalong Lagoon Catchment Area Development Control Plan
- The Vintage Development Control Plan
- Vineyards District Development Control Plan
- Stanford Main Development Control Plan
- Ginger's Lane Rural Small Holdings Development Control Plan
- Hunter Employment Zone Development Control Plan
- Cessnock Aerodrome Development Control Plan

-
- Bow Wow Creek Gorge Development Control Plan
 - Millfield Small Holdings Development Control Plan

SECTION 2 – STATEMENT OF AFFAIRS

Information in respect of Council's Statement of Affairs has been published as part of Council's Annual Report for the period ending 30 June 2006.

SECTION 3 – CONTACT ARRANGEMENTS

Access to policy documents may be arranged by contacting:

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

or by viewing Council's website at www.cessnock.nsw.gov.au.

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

Annual Report 2005/6
Financial Statements 2005/6
Plans of land proposed to be compulsorily acquired by Council
Plans of Management for public reserves
Plans of Management for Community Land
Local Environment Plans
Development Control Plans
Section 94 Plans
Engineering Specifications for development
State of the Environment Reports
Tree Preservation Orders
Business papers and Minutes of Council and Committee meetings (other than those for closed meetings)
Code of Meeting Practice
Code of Conduct
2006/7 Management Plan
Schedule of Fees and Charges for 2006/7
2006/7 Budget
Privacy Management Plan
Policy on Councillors Expenses
Policy on Councillor Access to Staff and Records
Policy on Councillor Attendance at Conferences
Policy on Access to Council Documents
Internal Reporting Policy
Complaints Management Policy
Contaminated Land Policy
Donations Policy
Mediation Policy

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

SECTION 2 – STATEMENT OF AFFAIRS

Council's Statement of Affairs was published in June, 2006. Copies of it may be obtained from Council's Manager Corporate Governance.

SECTION 3 – CONTACT ARRANGEMENTS

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

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

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

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

- Annual Financial Statements
- Annual Report 2004/2005
- Management Plans –
 - Council
 - Cemetery
 - Cobar Airport
 - Cobar Common
 - Cobar Caravan Park
 - Cobar Memorial Swimming Pool
 - Commons
 - Equal Employment Opportunity
 - Library
 - Museum
 - Parks and Gardens
 - Records
 - Tourism
 - Ward Oval
 - Waste Disposal Depot
 - Cobar Youth and Fitness Centre
- Auditors Reports
- Register of Investments
- Business Papers for Council and Committee Meetings
- Minutes of Council and Committee Meetings
- State of Environment Report
- Council's Land Register
- Access to Council Facilities Policy
- Adjoining owners Notification of Building Application
- Advertising Structures
- Awnings in the Central Business District
- Code of Conduct
- Code for the Installation, Maintenance and Removal of Street Trees
- Complaints Management Policy
- Control and Regulation of Moveable Dwellings
- Disposal of Surplus Fill
- Donations Policy
- Economic Development
- Erection of Caretakers Flats in General Industrial Zone
- Emergency Policy and Procedures
- Goods on Public Footpaths
- Hawking and Peddling
- Housing Policy
- Installation and Operation Amusement Machine/Centres
- Internal Reporting Policy for Protected Disclosures
- Investment Policy
- Keeping Domestic Animals
- Keeping of Horses within the Town of Cobar
- Liquid Trade Waste Policy
- Local Approvals Policy

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

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

Mr. Ray Smith
General Manager
Cobar Shire Council
PO Box 223
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 Shire Council
Council Offices
Linsley Street
Cobar NSW 2835
Normal Office Hours: 8.00am-4.00pm, Monday to Friday

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

of the

COFFS HARBOUR CITY COUNCIL**FOI Agency No. 2106****SECTION 1 – POLICY DOCUMENTS**

The following Policy Documents are held by Council:

Administration

Access to Information held by Council
Committees – Section 355/377 – Disclosure of Interest
Competitive Neutrality Complaints Management
Complaints Management – Policy and Procedure
Council – Committees (Standing) Structure, Functions and Delegations
Privacy Management Plan – PIPP Act
Roads, Bridges and Public Places
Records Management Policy

Building and Development Services

Asbestos Building Products – Use of
Awnings – Height
Caravans – Occupied and Connected to an Existing Dwelling
Development Applications – Consideration by Council
Development Approval – More than One (1) Allotment – Consolidation Required
Development Consent/Building Approval – Separate Water Meters – New Flats, Units, Cabins, Villas, Etc/Dual
Occupancy Dwellings, Charging Methodology
Dwellings – Relocations
Motor Vehicles – Sale of – From Private Residences
Open Air Burning
Septic Tank Installations – Development Approvals
Subdivision – Electricity Supply – Urban Areas
Additional Policy Documents

Caravan Parks and State Park

Caravan Parks – Disabled Persons Accommodation
Additional Policy Documents

City Parks and Reserves Services

Cemeteries – Council
Commercial Activities on Crown Reserves
Community Land – Private Encroachments Onto
Film and Television – Use of Council Managed Lands
Noxious Plants Policy
Noxious Weeds Control – Giant Parramatta Grass
Noxious Weeds Spraying Exemption
Noxious Weeds – Declaration- Bitou Bush and Privet
Tree Vandalism
Additional Policy Documents

Coffs Harbour Water

Backflow Prevention and Cross Connection Control Policy – Containment Only
Regional Water Supply – Raw Water Policy
Sewer Mains – Building in the Vicinity of
Sewerage – Connection – Cost thereof
Sewerage Services – Reclaimed Water Policy
Trade Waste Policy
Urban Rainwater Tank Policy

Water Carriers – Policy
Water Connections to Rising and Trunk Mains
Water Connections – Middle Boambee
Water Meter/Service – Installation
Water Restrictions
Additional Policy Documents

Community Services

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

Environmental Services

Agricultural Chemical Containers – Disposal
Agricultural Chemicals Residues
Englands Road Waste Management – Receipt of Waste at Facility from Charitable Organisations
Environmental Levy
Garbage Collection
Garbage Charges / Refunds
Garbage Depot – Disposal of Banana Stools
Motor Vehicles for Sale on Road Reserve
Pound Fees – Method of Payment
Septic / Holding Tank Systems
Septic Tanks – Destruction, Removal or Re-use of
Turf – Laying of for Prevention of Soil Erosion
Vegetation Strategy
Additional Policy Documents

Executive Services

Acknowledgement of Country
Armorial
Community Engagement
Governance – Code of Conduct
Governance – Code of Meeting Practice
Governance – Councillors and Staff – Their Relationships and Responsibilities
Councillors' Fees, Expenses and Facilities Policy
Philanthropic Activity
Sister Cities

Financial Services

Annual Financial Reports – Completion and Public Access
Bad Debts – Write Off
Contributions – Kerb and Guttering /Paving – Legal Action
Contributions – Kerb and Guttering/Paving – Corner Allotments
Domestic Waste Management Charges
Donations by Council
Investments – Internally Restricted Funds – Interest on
Investment Policy and Strategy
Loans to Community Organisations
Water Charging Policy
Additional Policy Documents

Human Resources

Video Surveillance
Additional Policy Documents

Program Support

Contributions under Section 94 of the Environmental Planning and Assessment Act – Applications For Deferment
Contributions for Construction of Works for Developers Under Section 64 of the Local Government Act – Applications for Deferment
Land Dedication in Developing Areas
Management Plan – City Infrastructure
Additional Policy Documents

Property and Commercial Services

Council Owned/Controlled Properties – Lease to Sporting Bodies
Council Owned Properties – Management
Disposal of Land – Distribution of surplus Funds
Footway Licensing Policy Guidelines – Outdoor Dining
Footway Activities Licensing Policy Guidelines
Laneways – Closure and Sale
Leasing Revenue – Distribution
Stalls and Markets – Trading from Public Property
Vandalism – Damage to Council Owned Property – Reward

Regional Airport

Airport – Coffs Harbour – Business Plan
Additional Policy Documents

Sports Unit

Sports Unit Strategic Plan
Additional Policy Documents

Strategic Planning

Tree Preservation Orders
Vegetation – Illegal Clearing and Landform Modification
Additional Policy Documents

Subdivision and Contracts

Coastal Hazard Zone
Construction Specification – 1997 Version
Design Specifications for Subdivision and Development
Development Off Laneways in Park Beach Area – Provision for Public Utilities
Fencing on Corner Lots
Floodplain Development and Management
Street Lighting – New Subdivisions
Tenders – Canvassing of Councillors
Tenders – Value Selection System
Additional Policy Documents

Works

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

SECTION 2 – STATEMENT OF AFFAIRS

A Statement of Affairs as at 30 June 2006 is available for inspection at Council or any of its Libraries.

SECTION 3 – ENQUIRIES AND APPLICATIONS

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

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

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

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

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

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

SECTION 3 – CONTACT ARRANGEMENTS

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

Mr Terrey Kiss,
Public Officer,
Coolamon Shire Council,
PO Box 101,
Coolamon NSW 2701
Telephone: (02) 69273206
Facsimile: (02) 69273168

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

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

SECTION 1 – POLICY DOCUMENTS

Annual Report
Asbestos Waste Disposal
Auditor's Report
Awnings on Commercial Properties
Banners Policy
Booking Sportsgrounds, Showgrounds, Playing Fields and Parks
Building Application/Approval Register
Building Certificate Register
Business and Development Assistance Scheme
Code of Conduct
Complaints Handling Policy
Cooma-Monaro Local Environmental Plan (Rural)
Cooma-Monaro Local Environmental Plan 1993 (Urban)
Council and Committee Meeting Business Papers (excluding items dealt with in closed Meetings)
Council and Committee Meeting Minutes (excluding items dealt with in closed Meetings)
Council Catering Policy
Council Committee Membership Register
Council Management Plan
Councillors – Payment of Expenses and Provision of Facilities Policy
Debt Recovery
Delegations Register
Development Application Register
Development Control Plan – Building and Planting Near Wastewater Drainage Mains
Development Control Plan – Complying Development
Development Control Plan – Contaminated Land
Development Control Plan – Cooma Urban Area
Development Control Plan – Corner of Mittagang Road and Yallakool Road
Development Control Plan – Development and Subdivision of Land (Urban and Rural)
Development Control Plan – Development on Flood Prone Land
Development Control Plan – Environment Protection Zone
Development Control Plan – Erosion and Sediment Control
Development Control Plan – Exempt Development
Development Control Plan – Footpath Usage
Development Control Plan – Multi-Unit Housing
Development Control Plan – New Signs Guidelines
Development Control Plan – Off Street Parking
Development Control Plan – Outdoor Advertising
Development Control Plan – Public Notification Policy
Development Control Plan – Section 94 Plan
Development Control Plan – Site Performance Standard
Development Control Plan – Village Zone
Development Control Plan – Wastewater Drainage
Development Control Plan – Water Supply Policy
Disaster Plan
Disclosures Register
Dog Registration Record
Email and Internet Access
Engineering Standards
Exclusive Use of Parking Spaces

Fees and Charges Policy (see Management Plan)
General Purpose Financial Reports
Human Resource Manual
Investment Register
Land Register
Local Approvals Policy
Local Preference Policy
Media Relations Policy
Noxious Weeds Policy (Management Plan) Control/Eradication
Plans of Management – Community Land
Plans of Management – Recreational Facilities
Policy Register
Privacy Management Plan
Private Use of Council Vehicle
Records Management Policy
Return of the Interests of Councillors, Designated Persons and Delegates
Revenue Policy (see Management Plan)
Risk Management Policy
Rural Fire Service Operating Plan
Rural Fire Service Risk Management Plan
Section 355 Committee Guidelines Policy
Section 64 Contribution Plan
Section 94 Contribution Plan
Social Plan
Special Purpose Financial Reports
State of the Environment Report
Stormwater Management Plan
Street and Road Naming Policy
Temporary Road Closure for Special Events
Tendering and Purchasing Policy
Trade Waste Disposal
Waiving of Sportsfield/Showground Fees Policy
Waste Management Strategy
Water Consumption Debt Recovery Policy
Yarrowlumla Local Environmental Plan 2000

SECTION 2 – STATEMENT OF AFFAIRS

The Statement of Affairs of Cooma-Monaro Council was included in Council's Annual Report for the year ended 30 June 2006 and is available free of charge.

SECTION 3 – CONTACT ARRANGEMENTS

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

The application should be directed to:

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

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

NEIL WATT, General Manager
81 Commissioner Street,
Cooma NSW 2630

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

SECTION 1 – POLICY DOCUMENTS

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

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

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

SECTION 2 – STATEMENT OF AFFAIRS

This is the twenty-fifth Statement of Affairs published. Council's Director of Corporate Services, Mr Allan White, is the contact for enquiries regarding procedures for inspection of policy documents and statement of affairs information. The documents are available for inspection at 80 Castlereagh Street, Coonamble from 9 a.m. to 5 p.m. Monday to Friday

SECTION 3 – CONTACT ARRANGEMENTS

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

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

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

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

ADMINISTRATION POLICIES

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

40. Payment of Employees fortnightly
41. Salary Statement
42. Benefits to Employees
43. Internal Reporting Policy/Procedure
44. Voluntary Structural Reform and Resource Sharing
45. National Competition Policy
46. Child Protection Policy
47. Procedures for Dealing with Allegations of Child Abuse against Council Employees
48. Employee Acceptable Use of the Internet Policy
49. Job Share Policy
50. Volunteer Policy and Procedure
51. Bees Policy
52. Road Openings Policies and Procedures
53. Vandalism Action Plan
54. Managing Your Event Policy
55. Drug and Alcohol Policy

ENGINEERING SERVICES CODES

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

ENGINEERING SERVICES POLICIES

1. Signposting for Tourist Attractions
2. Commercial and Advertising Signs on Roads
3. Traffic Warning Signs
4. Hiring of Plant to Staff, Public and Service Groups
5. Sale of Materials to Staff and the Public
6. Use of Plant and Labour during Bush Fire Emergencies
7. Authority to send Bush Fire Control Units outside of Council's Area
8. Special Burning Off Permits
9. Fire Call Procedure for Bush Fires within the Shire including Tip
10. Callout procedure in case of Emergencies
11. Emergency Service Calls
12. Fire Breaks
13. Replacement of Motor Vehicles
14. Replacement of Commercial Vehicles
15. Tendering
16. Preference to Local Tenderers
17. Quotations
18. Clothing Boots and Tools issues to Employees
19. Gravel Royalties
20. Road Openings
21. Rural Roads – Property Accesses
22. Authority to Send Council Plant outside the Council's area in Emergency situations
23. Responsibility for Payment for Street Directional Signs
24. Tree Planting Schemes

25. Monumental and Lawn Cemeteries
26. Water Services
27. Water Metering
28. Water Pressure
29. Resource Sharing
30. Aerodrome Operating Charges
31. Pipeline Across a Council Road
32. Owner Contributions Capital Works Kerb and Gutter
33. Standard Operating Procedures – Fire Control Officer
34. Standard Operating Procedures – Rural Bush Fire Brigades
35. Training Plan – Volunteer Bush Fire Brigades
36. Sanger Street Banner
37. Paved Footpath Maintenance
38. Contributions to Footpaths
39. Street Lights – South Corowa

TOWN PLANNING CODES

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

TOWN PLANNING – POLICIES

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

BUILDING – POLICIES

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

ENVIRONMENTAL HEALTH CODES

1. Swimming Pool Fencing Code
2. Food Premises Code
3. Use of Footpath for Placement of Materials

4. Food Shop Surveillance
5. Commercial Home Catering Guidelines
6. National Food Premises Code

ENVIRONMENTAL HEALTH POLICIES

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

All policy documents are contained in Council's Corporate Plan and are available at Council's Office for inspection or purchase. (The purchase price of the Corporate Plan is \$30.00).

Also available:

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

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACTS ARRANGEMENTS

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

Mr B. J. Corcoran
General Manager
Corowa Shire Council
Corner Bow Street and Honour Avenue
Corowa NSW 2646
Telephone: (02) 6033 8999
Facsimile: (02) 6033 3317
Email: council@corowa.nsw.gov.au
Website: www.corowa.nsw.gov.au

Council's Office hours are 8.15 am to 5.15 pm

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

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

(1) Cowra LEP – 23rd November 1990:

- Cowra Local Environmental Plan 1990 (Amendment No. 1) – Gazetted 7/5/93
- Cowra Local Environmental Plan 1990 (Amendment No. 3) – Gazetted 6/8/93
- Cowra Local Environmental Plan 1990 (Amendment No. 4) – Gazetted 14/10/94
- Cowra Local Environmental Plan 1990 (Amendment No. 5) – Gazetted 2/2/96
- Cowra Local Environmental Plan 1990 (Amendment No. 6) – Gazetted 10/1998
- Cowra Local Environmental Plan 1990 (Amendment No. 7) – Not Proceeded
- Cowra Local Environmental Plan 1990 (Amendment No. 8) – Pending
- Cowra Local Environmental Plan 1990 (Amendment No. 9) – Gazetted 2/5/2000
- Cowra Local Environmental Plan 1990 (Amendment No. 10) – Pending
- Cowra Local Environmental Plan 1990 (Amendment No. 11) – Gazetted 22/11/2002
- Cowra Local Environmental Plan 1990 (Amendment No. 14) – Pending

(2) Development Control Plans:

- 1 (c1)
- 1-99 Advertising and Notification
- 1991 Valley View Estate
- 2-99 Exempt and Complying Development
- 4-02 Cowra Road Ribands Way
- 5-02 Stage 1 Valley View Estate
- 5-02 Stage 2 Valley View Estate
- 5-02 Stage 2a Valley View Estate
- Advertising Code
- Bed and Breakfast and Farmstay Accommodation
- Bluemantle Waters Estate Mount McDonald
- Business 3 Zone – Redfern Street
- Central Business District
- Commerce 3(b) Zone
- Cowra Abattoir Buffer Zone
- Cowra Aerodrome Obstacle Limitation Surface
- Cowra Road and Ribands Way DCP 4/02
- Erosion and Sedimentation
- Garrison Gates Residential Estate
- Guidelines for Development in Rural 1(C1) Zone
- Industrial 4(c) Land
- Killara Road Drainage Catchment Area
- Parking Code
- Residential Flat Code
- River Park Road Drainage Catchment Area
- Roadside Stalls –
- Rural 1(C) Zone – North Cowra
- Rural 1(c) Zone – West Cowra
- Rural Development
- Subdivision Code
- Wyangala Dam Tourism Strategy

(3) Section 94 Contributions Plans:

- Bushfire Rural/Villages – Plan No. 9
- Car Parking – Plan No. 7

- Community Facilities – Plan No. 10
- Drainage – Plan No. 3
- Killara Road Drainage Catchment Area
- Open Space – Plan No. 6
- River Park Road Drainage Catchment Area
- Rural Roads – Plan No. 1
- Rural Urban – Plan No. 2
- Sewerage – Plan No. 4
- Water – Plan No. 5

(4) General:

- 2004 – 2007 Management Plan
- Anti Discrimination Guidelines for Local Government Councillors
- Anti Discrimination Guidelines for Managers of Local Councils
- Anti Discrimination Policy/Procedure Manual
- Audit Charter
- B-Double Routes
- Child Protection Policy and Procedures
- Code of Administrative Practices
- Code of Business Practice
- Code of Conduct Guidelines
- Code of Meeting Practice
- Code of Sale of Food at Markets and One Day Events
- Complaints Management Policy
- Consultative Committee Constitution
- Corporate and Community Relations Strategy
- Corporate Credit Card Guidelines
- Corporate Staff Training Plan
- Councillor Access to Information and Interaction with Staff Policy
- Councillors – Payment of Fees and Expenses and Provision of Facilities to Councillors
- Cowra Business Assistance Package
- Cowra Cultural Plan
- Cowra Cultural Plan – Action Program
- Cowra Disaster Plan (Displan)
- Cowra Film Policy
- Current Annual Report of Cowra Shire Council
- Current Committee Meeting Minutes
- Current Council Meeting Agendas and Minutes
- Debt Recovery Plan
- Discipline Guidelines
- Donations and Sponsorship
- Drugs and Alcohol Policy and Procedures
- EEO Management Plan
- Emergency Response Plan – Administration Centre
- Emergency Response Plan – Water Treatment Plant
- Flag Policy
- Food Safety Plan
- Footpath Trading Policy
- Freedom of Information
- Guarantees of Service
- Information Services – Service Level Agreement
- Internal Reporting Procedure
- Internet and E-mail Policy
- Investment Policy
- Landscaping Code –
- Loss of Driver’s Licence Policy
- Media Policy
- Mine Safety Management Plan
- Naming and Renaming of Bridges, Roads and Streets
- Occupational Health and Safety Committee Constitution
- Occupational Health and Safety Consultation Statement)

- Occupational Health and Safety Policy
- Privacy Management Plan
- Recruitment, Selection and Appointment Procedure Manual
- Road Closure and Purchase
- Road Openings
- Secondary Employment
- Section 355 Committees
- Shopping Trolleys and Articles Abandoned
- Social Plan
- Sport and Recreation Action Program 2005
- Sport and Recreation Plan – 1999
- State of the Environment
- Statement of Business Ethics
- Statement of Ethical Principles
- Stormwater Management Plan
- Street Banners (Kendal Street)
- Street Stall and Fundraising Activities Policy
- Street Tree Management Plan
- Truck Parking Policy
- Unused Public Roads – Leases
- UV Policy
- Valley View Estate Management Plan
- Vision and Values Statement
- Website Policy
- Plans of Management for Community Land

Ornamental Parks

Mainstreet – Kendal Street
 Catholic Church Corner
 Ramage Park
 Prisoner of War Camp site
 Grenfell Road
 Railway Park
 Canowindra Road
 Memorial Cairn
 Evans Street
 Fossey's Carpark
 Busby Place Carpark
 Cowra Showground
 Baby Health Centre
 Edgell Park Carpark Garden
 Bensley Park
 Brisbane Street
 Redfern Street
 BMX Track
 Bill Robinson Park
 Lone Pine Park
 ANZAC Memorial
 Squire Park
 Japanese War Cemetery
 Gateway Park
 Garrison Gates
 River Park Outfields
 Railway Station
 Muir Park
 Apex Park
 Francis Park
 Rodwell Oval
 Pauline Coe Park
 Rigaut Park
 Jenny Kerr Park, Woodstock

Mainstreet – Lachlan Street
 Mainstreet – Macquarie Street
 Cherry Tree Avenue
 Young Road
 Boorowa Road
 Sydney Road Headwalls
 Grenfell Road Median
 Doncaster Drive
 Sakura Avenue
 Cowra Services Club Carpark
 Jamison Reserve
 Bicentennial Track
 Cowra TAFE Headwalls
 Benelong Place
 Liverpool Street
 Circus Park
 Taragala Street
 Surveyor Evans Park
 Bryant Park
 Edgell Park Outfields
 Administration Grounds
 Australian War Cemetery
 Fred Arnold Park
 WCRG Outfields
 Col Stinson Outfields
 Brougham Park
 Macquarie Street Embankment
 Harry Chapman Park
 Col Newton Park
 Mulyan Outfields
 Prescott Park
 Elizabeth Street Park
 Fragar Park
 Olympic Park

Woodstock Showground	Gooloogong Park
Billimari Park	E J Walker Park – Wattamondara
Europa Park	
Sportsfields	
Edgell Park	River Park
Raudonikous Oval	Twigg Oval
Oliver Oval	Holman Oval
MacPherson Oval	
West Cowra Recreation Ground	Col Stinson Park
Rodwell Oval	Mulyan Oval
Urban Nature Parks	
Farleigh Park	Phillips Crossing
Vineyard Park	Jukes Lane Reserve
Reserve – Taragala	Darbys Falls
Cudgel•	Koorawatha

(5) List of Public Registers

- Building Line Policy
- Bushfire and Emergency Manuals
- Flood Prone Land Policy
- Food Premises Code
- Private Use of Council Vehicles Policy
- Smoke Free Work Environment Policy
- Swimming Pool Fencing Policy
- Annual Financial Statements
- Disclosures Register
- Investment Register
- Building Certificate Records
- Building Application/Approval Record
- Development Application/Consent Record
- Section 94 Contributions Register
- Section 149 Certificate Register
- Construction Certificate/Approval Record

SECTION 2 – STATEMENT OF AFFAIRS

Cowra Council's most recent Statement of Affairs has been prepared to 30 June 2006.

SECTION 3 – CONTACTS ARRANGEMENTS

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

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

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

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

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

ADMINISTRATION POLICIES:

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

LOCAL LAWS POLICIES:

Fire Control;
Control of Self Propelled Vehicles;
Prohibited Camping on Public Land;
Parking Permits – CBD Area.

FINANCE POLICIES:

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

TECHNICAL SERVICES POLICIES:

Outdoor Workforce Business Unit;
Protection of Assets;
Deniliquin Cemetery;
Lawn Cemetery;
Indigent Burials;

Columbarium;
Memorial Rose Garden;
Control of Vegetation on Nature Strips;
Contribution to Dividing Fences;
Water and Sewer Limits;
Raw Water;
Use of Treatment Water Works;
General Standard for Engineering Works;
Water Supply Connections and Metering;
Sporting, Leisure and Recreational Facilities in Deniliquin;
Backflow Prevention;
Kerb and Gutter Crossover Modifications, Policy for Work on Fire Ban Days.

COMMUNITY DEVELOPMENT POLICIES:

Town Planning – Exhibition and Notification of Development Applications;
Refund of Development Application Fees – Withdrawal of Application;
Advertising Signs;
Guidelines for Subdivision and Development Applications and Works;
Development Control Plan No. 1 – Urban;
Water Drainage – Provisions;
Parking Area and Driveway Construction;
Verandah Posts;
Obstructions to and on Flood Protection Levees and Levee Easements.
Building – Damage to Footpathing, Kerbing and Guttering;
Relocation of Dwelling Houses;
Location of Buildings over Sewer Mains.
Environmental Health – Control of Activities in Public Places within the CBD;
Placement of Articles on Footpaths in Commercial Areas;
Disabled Access and Mobility;
Food Premises Code.
Economic Development –Economic Development Incentives.
Cultural Development – Falls Prevention.

OTHER POLICY DOCUMENTS:

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

SECTION 2 – STATEMENT OF AFFAIRS

The Council's most recent Statement of Affairs has been prepared to 30 June 2006. This is available for inspection at Council's Civic Centre office.

SECTION 3 – CONTACT ARRANGEMENTS

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

Graeme Haley
General Manager
Deniliquin Council
Civic Centre
Civic Place
Deniliquin NSW 2710
Telephone: (03) 5898 3000
Hours: 9.00am – 5.00 pm

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

2006/2007 Corporate Strategic Plan, Management Plan, Annual Operating Plan and Budget
Delegations of Authority
Code of Conduct
Code of Meeting Practice
Dubbo City Flood Operations Manual
Dubbo Bush Fire Management Plan
Dubbo Local Environmental Plan – 1997 – Rural Areas and Associated Development Control Plans
Dubbo Local Environmental Plan – 1998 – Urban Areas and associated Development Control Plans
Rural Area Development Strategy 1995 – 2015 (September 1995)
Urban Areas Development Strategy comprising:
Future Directions and Structure Plan (December 1996)
 (A) Residential Areas Development Strategy (November 1996)
 (B) Commercial Areas Development Strategy (April 1997)
 (C) Industrial Areas Development Strategy (January 1997)
 (D) Institutional Areas Development Strategy (March 1997)
 (E) Recreational Areas Development Strategy (February 1997)
DCP G3.1 Designing for Access and Mobility
DCP G4.1 Exempt and Complying Development
DCP G2.2 Floodprone Lands – Urban Areas
Dubbo City Floodplain Management Plan 2000 – Urban Areas
Dubbo's Growing Business
Dubbo ALIVE
Dubbo On-Site Sewage Management Strategy

Policy Codes:

General Development Standards and Policies
Engineering Standards and Requirements Relating to the Subdivision of Land
Standards for Offstreet Parking of Motor Vehicles

- Standards for Advertising Structures
- Naming of Thoroughfares and other Geographical Features within the City of Dubbo
- Leash Free Areas for the Exercising of Dogs

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

SECTION 2 – STATEMENT OF AFFAIRS

The Dubbo City Council has published a Statement of Affairs in accordance with Section 14 of the Freedom of Information Act 1989 at 30 June 2006.

SECTION 3 – CONTACT ARRANGEMENTS

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

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

of the

DUNGOG SHIRE COUNCIL**FOI Agency No. 2124****SECTION 1 – POLICY DOCUMENTS**

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

Accounting Policy	C2:1
Accounts – Plant Hire and Private Works	C3:1
Advertising of Development Applications	C4:1
Aged and Invalid Person Units-Application for Tenancy of Rental Units	C3:2
Anti-Discrimination Guideline for Elected Members and Managers	C1:1
Application of Buffer (Setbacks) in 1(c), 1(d) zones concessional allotments and candidates area allotments	C4:2
Bonding for Civil Engineering Construction Works Associated Subdivisions and Other Developments	C3:30
Building Retaining Walls	C3:3
Burial on Private Land	C5:1
Carnivals and Concerts on Council Property	C3:4
Cemeteries Policy	C5:6
Child Protection	C1:2
Clarence Town Sewerage Special Rate Contributions	C2:7
Community Consultation	C3:29
Competitive Neutrality Complaints	C1:23
Complaints/Action Requests	C1:22
Contribution to Works for Kerbing and Guttering	C3:5
Contributions to Works for Footpaving	C3:6
Corporate Apparel	C1:3
Corruption Prevention	C1:20
Council meeting arrangements	C1:4
Council Vehicles/Responsibilities of Drivers	C3:7
Damage to Water Meters	C3:8
Delegation of Authority – General Manager	C1:5
Development Applications – Insufficient Information	C4:10
Development of Unsewered Residential Land-Multiple Dwellings	C4:3
Discharge of Liquid Tradewaste into Council's Sewer	C3:10
Disconnection of Water Supply for Non-payment	C3:9
Dungog Visitor Information Centre	C1:6
Effluent Disposal for Unsewered 2a properties	C5:5
Erosion and Sediment Control	C5:2
Establishment of Bed and Breakfast Amenities within the Shire of Dungog	C4:4
Financial Assistance to Non-Profit organisations with Development Application fees	C4:5
First Aid Sporting Events	C3:11
Flood prone Land	C3:12
Gifts and Benefits	C1:7
Gutter Crossing Policy	C3:13
Implementation of Water Restrictions	C3:14
Industrial Land – Council Owned	C3:15
Investment of Funds	C2:8
Lease of Council Property and Roads – Agistment Rights	C3:16
LGSA – Legal Costs	C1:8
Local Orders policy – Keeping of Animals	C5:3
Managing Conflicts of Interest	C1:10
Motor Vehicle – Lease back	C1:9

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

The following documents are also available for public inspection:

Annual Reports
 Building Certificate Records
 Building Application/Approval Records
 Clarence Town Local Area Plan
 Code of Conduct
 Code of Meeting Practice
 Construction Certificate Application/Approval Records
 Council Meeting Business Papers
 Council Meeting Minutes
 Councillors – Payment and Expenses and Provision of Facilities Policy
 Delegations of Authority
 Development Application/Approval Records
 Disclosure of Interests by Councillors and Designated Persons Register
 EEO Management Plan
 Graffiti Removal Register
 Internal Reporting Policy (Protected Disclosures Act)
 Investment Register
 Land Register
 Local Approvals Policy
 Local Disaster Plan
 Shire Wide Development Control Plan No. 1
 Local Environmental Plan 2006
 Dungog Shire Rural Strategy 2003
 Management Plan/Financial Management Plan
 Plans of Land proposed to be Compulsorily Acquired by Council

Privacy Management Plan
Property Transfer Register
Section 94 Contribution Plans No. 2 and No. 3
Dungog Sec 94 Contributions Plan 2001
Shire-wide Sec 94 Contributions Plan No. 1 2004
State of the Environment Report 2004
Supplementary State of the Environment Report 2006

SECTION 2 – STATEMENT OF AFFAIRS

Councils most recent Statement of Affairs was prepared as at 30 June 2006.

SECTION 3 – CONTACT ARRANGEMENTS

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

Public Officer
Dungog Shire Council
PO Box 95
Dungog NSW 2420
Telephone: (02) 4995 7777
Facsimile: (02) 4995 7750
Email: shirecouncil@dungog.nsw.gov.au

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

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

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

AVAILABLE FOR INSPECTION FREE OF CHARGE

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

DOCUMENTS AVAILABLE FOR PURCHASE**Planning Instruments**

Rural Local Environmental Plan	\$13.00
Urban LEP	\$13.00

Codes – Development Manuals

Car Parking Code	\$13.00
Industrial Development DCP	\$13.00
Residential Design DCP	\$13.00
Advertising Signs DCP	\$13.00
Subdivision Guidelines	\$33.80
Heritage Inventory	\$ 0.30/page
Tilba Conservation Area Development Guidelines	\$13.00
Subdivision Code – Water and Sewerage Construction	\$33.80
Other Development Control Plans (eg site specific)	\$13.00

Mogo Village Commercial Centre DCP	\$13.00
Moruya Town Centre DCP	\$13.00
Batemans Bay Town Centre DCP	\$13.00
Narooma Town Centre DCP	\$13.00
Tree Preservation Order	No charge
Neighbourhood Business and Commercial DCP	\$13.00
Residential 2T – Tourism Development Guidelines	\$13.00
Other Publications	
Population Profile (1998)	\$12.80
Children’s Services Directory	\$2.10

SECTION 2 – STATEMENT OF AFFAIRS

Published 30 June 2006

SECTION 3 – CONTACT ARRANGEMENTS

Requests for access to information under the FOI Act should be made in writing and accompanied by a fee of \$30.00 to:

Freedom of Information Co-ordinator
Eurobodalla Shire Council
PO Box 99
Moruya NSW 2537
Telephone: (02) 4474 1000
Facsimile: (02) 4474 1234
Email: council@eurocoast.nsw.gov.au

Office Hours: 8.30am to 4.30pm Monday to Friday (Reference – 97.1315)

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****FAIRFIELD CITY COUNCIL****FOR PERIOD 01.07.2006 TO 31.12.2006****SECTION 1 – POLICY AND RELATED DOCUMENTS**

Ability to Determine Wet Weather Matches
Access for People with Disabilities
Action to be taken in Relation to Members of Staff who have had their Driver's or Plant Operators Permits/
Licences Cancelled
Advertising
Annual Reports
Application of Fees and Charges for the hire of Community Facilities
Applications to Conduct Rodeos at Fairfield City Showground
Appointment of Apprentices
Approval of Public Fireworks Displays/Street Processions
Art Collection Policy
Asset Write-offs
Attendance at the Local Government Superannuation Board's Retirement Counselling Service
Audit of Management Committee Books
Building Application/Approval Records
Building Certificate Records
Building Operations
Business use of Footpaths & Public Places in Commercial Centres
Cabcharge Cards
Calling for Quotations
Calling of Tenders
Calling of Tenders – Preliminary Deposits
Careers Markets/Exhibitions
Casting Vote - Committees
Censorship and Freedom of Access
Charities Using Council Facilities
Children's Services Policies (Available on Application)
Christmas Cheer Donations
Closing of Office on Christmas Eve
Code of Meeting Practice
Community Tolerance
Concessions for Pensioners
Conferences and Seminars Policy
Confidentiality of Council & Committee Reports
Confined Spaces Policy
Construction Certificate Register
Construction of Garbage Storage Bays
Contributions Plans – Section 94 Plan 1999
• Contributions Plan – Section 94A 2006
• Community facilities
• Land acquisition for open space and drainage
• Recreation & Open space embellishment
• Stormwater drainage facilities
• Roads adjacent to open space
• Concrete path paving
• Car parking
(Fairfield town centre;
Cabramatta town centre;
Canley Heights Local Centre)

- Rural area: Roads and traffic facilities
- Corporate Records Management Policy**
- Councillors Names on Commemorative Plaques**
- Councillors Representation on Committees of Community Organisations**
- Defence Reserve Leave**
- Delegation for Council Officers to Conduct Citizenship Ceremonies**
- Delegations of Authority Register**
- Deputations**
- Design Control**
- Designing for Access - Guidelines & Checklists**
- Development Application/Approval Records
- Development Application Register
- Development Without Consent – (State Environmental Planning Policy No 4)
- Disabled Car Parking Policy
- Display of Goods on Council Owned Footpaths
- Disposal of Assets
- Disposal of Council Light Vehicles
- Disposal of Discarded Library Books
- Donations to Charitable Organisation
- Drug and Alcohol Policy
- EEO Management Plan
- Environmental Management Plan
- Equal Employment Opportunity Policy
- Erection of Pigeon Lofts
- Erosion & Sediment Control
- Fairfield City-Wide Development Control Plan 2006
- Fairfield Local Disaster Plan
- Flags, Banners and Flagpoles on Council owned or Managed Land
- Flexitime for Salary Staff: (A) General (B) Childrens Services (C) Library
- Food Premises Code
- Footings for Dwellings in the Fairfield City Area
- Garbage Storage Bays Policy
- Girl Guide and Boy Scout Halls (Waiving of Application Fees for)
- Greenhouse Action Plan
- Guidelines for Approvals for Child Care Centres
- Handling of Complaints about Library Material
- Helicopter Landings on Recreation Facilities
- Hepatitis A Immunisation Policy
- Hepatitis B Immunisation Policy
- Heritage & Development
- Hoardings
- Indoor Salary System Position Evaluation Policy
- Indoor Salary System Position Evaluation Appeals Policy
- Installation & Operation of Air Conditioning Units
- Interest Charges on Overdue Rates
- Internal Reporting Policy
- Issue of Council Rolls at Election Time
- Issue of Wet Weather Clothing and Safety Footwear to Staff
- Language Aides
- Leasing of Council Properties
- Leasing of Council Vehicles for Private Use
- Library and Literacy
- Library and Multiculturalism
- Library Membership
- Library Regulations
- Library Services Policy
- Library Sites
- Lighting within Public Reserves
- Linemarking of Playing Fields
- Load Limit Restriction Exemption for Local Residents

Local Environment Planning Instruments
- Fairfield LEP 1994
Local Ethnic Affairs Policy Statement (LEAPS)
Management of Environmental & Regulatory Related Complaints
Management Plan
Manual Handling Policy
Master Locksmiths of Australia Access System for Accessible Toilets
Mayoral Donations Scheme Policy
Media Policy
Minutes of Committee Meetings
Minutes of Council Meetings
Mobile Food Vending Vehicles Code
Multicultural Accesses to Council Services
Noise Impact of Future Badgery's Creek Airport
Other Development Control Plans

- **Development Standards relating to Roads**
- **Exempt and Complying Development**

Out of School Hours Care (OOSH) Policies (Available on Application)
Outdoor Dining on Council Owned Footpaths
Payment of Expenses to and use of Council Facilities and Equipment by Councillors
Payment of Higher Duties Allowances (HDA's)
Payment of Telstra Mobile Phone Accounts
Personnel Files – Access
Personnel Files - Contents
Petitions in Council Owned Buildings
Plans of Management

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

Preferential Parking - Doctors
Privacy Management Plan
Probationary Employment
Process for Conducting Negotiations After an Abandoned Tender
Projects Undertaken with Grant Funding
Professional Ethics – Library Staff
Protection of Footpaths & the Erection of Hoardings during Building Operations
Protective Clothing and Equipment
Provision of Children's Services
Provision of Concrete Path Paving in Residential Release Areas 1 & 2
Provision of Vehicular Laybacks in the Industrial Area
Public Access to the Internet in Council Libraries
Public Forum
Public Statues and Monuments Policy
Rate Reduction for War Widows
Record of Attendance of Councillors at Committee and Council meetings for the past year, September to September
Recovery of Outstanding Rates
Religious Buildings used for the Storage of Cremated Remains of Deceased Person

Removal and Re-sitting of Dwellings
Renewal of Various Community Facilities Licences
Repairing and Replacing Plaques
Retail & Commercial Centres/Activities
Right of Referral period for Councillors
Risk Management Policy
Rural Area On-Site Detention Guidelines
Sale of Council Owned Land
School Presentation Evenings and Prizes
Service Station Rezoning Policy
Site Specific Development Control Plans

- Bonnyrigg Town Centre
- Cabramatta Town Centre
- Canley Corridor
- Fairfield Heights Local Business Centres
- Fairfield Town Centre

Small Project Assistance to Local Shops
Specification for Roadwork & Drainage Associated with Subdivision or other Development
Sponsorship and Management of Children's Services
Standard of Dress for Fairfield City Council Meetings
State of the Environment Report
Stormwater Drainage Policy
Street Names Policy
Sun Protection Policy
Swimming Pool Entry Fees
Temporary Exhibition Policy and Operational Guidelines for the Fairfield Heritage Centre's Stein Gallery
Temporary Food Premises Code
Tree Preservation Order
Union Delegate/Contact Employment Relations
Urban Area On-Site Detention Handbook
Use of Council Motor Vehicles
Use of Council Vehicles by Executive Managers
Use of Council's Logo and Motto ("Identity")
Use of Information Technology (IT) Equipment and Resources
Use of Internet by Children 16 and Under
Used Clothing Bins Policy
Variation to Street Names
Vehicular Crossing Application
Vehicular Crossing for Footpaths in Excess of 4.7 Metres
Water Conservation Plan
Western Sydney Area Assistance Scheme
Wetherill Park Industrial Area – Drainage Requirements for Development
Wetherill Park Industrial Area – Easement Widths for Major Stormwater Channels
Wetherill Park Industrial Area – Roadwork Requirements for Development
Work Experience Programs
Writing Off Legal Costs for Court Cases

SECTION 2 – STATEMENT OF AFFAIRS

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

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

The Statement of Affairs is also contained in Council's 2005 Annual Report which can be viewed at www.fairfieldcity.nsw.gov.au

SECTION 3 – CONTACT ARRANGEMENTS

Copies of the above policy documents may be viewed at:

Fairfield City Council,
Administration Centre,
86 Avoca Road,
WAKELEY NSW 2176

between the hours of 8.30 a.m. and 4.30 p.m. Monday to Friday (public holidays excepted).

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

The Public Officer,
Fairfield City Council,
PO Box 21,
FAIRFIELD NSW 1860
Telephone 9725 0836

FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)
SUMMARY OF AFFAIRS
of the
FAR NORTH COAST COUNTY COUNCIL
(TRADING AS FAR NORTH COAST WEEDS)
REGIONAL WEED AUTHORITY

In accordance with Section 14 (1) (b) and (3) of the *Freedom of Information Act 1989* the following documents are available for inspection or purchase at Council's office during normal business hours 8.30 a.m. to 5.00 p.m:

SECTION 1 – POLICY & OTHER DOCUMENTS

- Code of Conduct
- Code of Meeting Practice
- Annual Report
- Annual Financial Reports
- Auditors' Report
- Management Plan and Revenue Policy
- Equal Employment Opportunity Management Plan
- Payment of Expenses and Provision of Facilities Policy
- Investments
- Disclosure of Interests by Councillors and Designated Persons
- Business Papers and Minutes of Council Meetings
- Delegations of Authority
- Policy Register
- Procedures Manual
- Class 4 Management Plans
- Regional Weed Management Plans

SECTION 2 – STATEMENT OF AFFAIRS

A copy of Council's Statement of Affairs is available for inspection at the administration office.

SECTION 3 – CONTACT ARRANGEMENTS

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

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

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

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

SECTION 1 – THE COUNCIL’S POLICY DOCUMENTS

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

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

SECTION 2 – THE COUNCIL’S STATEMENT OF AFFAIRS

Council has prepared a Statement of Affairs of the Council for the period to 30 June 2006 and this document is available for inspection and purchase at Council’s office.

SECTION 3 – THE COUNCIL’S CONTACT ARRANGEMENTS

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

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

Telephone: 02 68178800
Facsimile: 02 68472521.

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

FREEDOM OF INFORMATION ACT 1989

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

SUMMARY OF AFFAIRS

of the

GLOUCESTER SHIRE COUNCIL

SECTION 1 – POLICY DOCUMENTS

The following policy documents are available for inspection or purchase:

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

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

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

Telephone: (02) 65385250

Facsimile: (02) 65582343

Email: council@gloucester.nsw.gov.au

Office hours 8.45am to 4.15pm weekdays

N S McLeod
General Manager

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****GOSFORD CITY COUNCIL****December 2006****(FOI AGENCY No. 2132)****STATEMENT OF AFFAIRS**

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

The Statement of Affairs may be inspected free of charge at Council's Administration Building, 49 Mann Street (PO Box 21), Gosford NSW 2250 between 8.30 am and 5.00 pm, Monday to Friday (public holidays excepted) and Public Libraries.

POLICY DOCUMENTS

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

Program A - Corporate Services	Program O - Corporate Development
Program C - Community Facilities	Program P - Private Works
Program D - Environment & Planning	Program R - Recreation and Natural Resources
Program E - Drainage	Program S - Sewer
Program G - Maintenance Services	Program T - Engineering Services
Program H - Waste Services	Program V - Fleet Services
Program I - Industry Development	Program W - Water
Program J - Corporate Financing	

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

DOCUMENTS AVAILABLE SUBJECT TO A PHOTOCOPY FEE

The following documents are available for inspection free of charge. However, the Council will charge a photocopy fee if copies are required. Some documents may require prior notice to be given. Please telephone Council's Call Centre on (02) 4325 8222 for information.

A number of these documents can be downloaded free of charge from Council's website at www.gosford.nsw.gov.au

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

Access to Files by Councillors Policy A1.39
Active Recreation R1*
Arts & Culture C1*
Beaches R3*
Building Control D6*
Business Services D3*
Capital Works Program
Car Parks T9*
Caravan Parks R4*

Child Care Centres, complaints
Child Care Centres - Parent Committees C5.02
Child Care Centres, Communicable Diseases C5.01
City Management Plan
(The Gosford City Management Plan consists of the following:
Report 1 - Corporate Strategic Plan
Report 2 - 3 Year Capital Works Program
Report 3 - Council's Program Budget
Report 4 - Sustainability Report incorporating the State of the Environment Report
Report 5 - Council's Revenue Policy)
Report 6 - Community Plan
Code of Conduct - Councillors & Staff O5.03
Code of Meeting Practice A1.47
Community Development C5*
Corporate Development O1*
Customer Service & Communications C2*
Councillors Financial and Service Provision Arrangements A1.42
Dams and Weirs W0*
Delegations of Authority
Development D6*
Development Assessment/Management D8*
Drainage Construction E6*
Drainage Maintenance E1*
Drainage Levy E7*
Education and Compliance D1*
EEO Management Plan
Effluent Generation S3*
Emergency Services H3*
Fees and Charges
Fees and Charges Information - Revenue Policy
Financial Management A3*
Flooding & Drainage Planning E3*
Flood Mitigation E2*
Flora & Fauna Report – Somersby Industrial Park 2003
Footpaths/cycleway T5*
Gosford City Bushfire Risk Management Plan
Gosford City Disaster Recovery Plan
Gosford City District Bushfire Operations Plan
Gosford LGA – Bush Fire Prone Land Map
Historical Water Quality Data Review and Analysis Final Report 2003
Human Resources Policy Manual
Human Resources O3*
Information Management & Technology A2*
Integrated Management System (Integrating Occupational Health, Safety and Environmental Management)
Integrated Planning D2*
Land proposed to be compulsorily acquired by Council
Levels of Service
Libraries C0*
Lighting T6
Liquid Waste Management H1*
Local Environmental Plans (LEP)
Minutes of Council Meetings
Minutes of Committee Meetings
Natural Reserves R0*
Organisation Development O3*
Parks R2*
Parking T9*
Performance Management O5*
Performance Management O5*
Policy Register
Program Management *8*

Property Services A5*
 Reserves and Natural Resources R0*
 Risk Management O4*
 Road Maintenance T1*
 Road Construction T0*
 Sewer Mains & Tunnels S0*
 Solid Waste Management H0*
 Support Services A1*
 Tendering Policy A3.07
 Traffic T4*
 Treatment Work S2*
 Tree Management R6*
 Tree Preservation Order
 Water Consumer Services W4*
 Watermains/Reservoirs W2*
 Waterway Facilities R5*
 Wharves & Public Transport T7*
 Works – Capital Works WS5, S5*

DOCUMENTS AVAILABLE FREE OF CHARGE

- Corporate Plan
- Guidelines to Development Control Plan No 106 – Controls for Site Waste Management
- Comprehensive State of Environment Report 2004 (limited number available free of charge)
- Code of Practice - Erosion/Sedimentation Control
- Sustainability Report 2004 incorporating the State of Environment Report for 2004 (limited number available free of charge)
- Supplementary Sustainability Report 2006 incorporating the State of Environment Report 2006 (limited number available free of charge)
- Gosford Vision 2025 - A Strategic Direction for the Future
- Fact Sheets
- Gosford City Community Plan
- Cultural Plan
- Redevelopment DSP (Development Service Plan)
- Water and Sewer Development Service Plans
- Erina DSP
- Erina Township DSP
- Kariong DSP
- Kincumber DSP
- Lisarow DSP
- Narara DSP
- Niagara Park DSP
- Pamphlets
- Springfield DSP
- Wyoming DSP
- Gosford City Council Supplement to Sewerage Code of Australia (Sydney Water Edition Version 1) WSA02-2002
- Gosford City Council Supplement to Water Code of Australia (Sydney Water Edition Version 1) WSA02-2002

DOCUMENTS AVAILABLE SUBJECT TO A FEE

The current fees charged can be found on Council's Internet Site www.gosford.nsw.gov.au

The following documents are available for purchase:

- Best Practice Guidelines Nutrient Control for Development in Gosford City
- Building Over or Near Council Sewer & Water Mains
- Building Specification Booklets
- Citations & Maps
- Civil Construction Specifications
- Contributions Plans (CP)
- Development Control Plans (listed below in DCP numerical order)

- Flood and Drainage Studies
- Schedule to Specification for Water Supply and Sewerage Works - Volume 2
- Social Plans in booklet form for some DCP areas.
- Somersby Industrial Landscape Guide
- Stormwater, Drainage & Roadworks Specifications
- Water and Sewerage Plans and Diagrams

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

- DCP 5 Narara
- DCP 7 Niagara Park
- DCP 8 Lisarow
- DCP 16 Kincumber
- DCP 17 Kincumber No 2 Brentwood
- DCP 20 Hollydell Farm
- DCP 21 Kariong
- DCP 23 Springfield/Erina Creek
- DCP 24 Floralands – Stage 2
- DCP 25 Mount White Truck Stop
- DCP 26 Surplus Public Land Killcare Heights
- DCP 27 Empire Bay Drive, Empire Bay
- DCP 28 Manooka Road, West Gosford
- DCP 29 Residential Development South Avoca Beach
- DCP 30 Brisbane Water Drive & Pacific Highway West Gosford
- DCP 33 Victoria and Adelaide Streets East Gosford
- DCP 35 Road Transport Facility – Somersby
- DCP 36 Erina Valley
- DCP 41 Narara Valley Drive, Niagara Park
- DCP 42 Erina/Green Point/Terrigal (Amendment 1)
- DCP 44 Emma James Street, Springfield
- DCP 52 Springfield – Erina Creek Precinct 2
- DCP 55 Terrigal Business Centre
- DCP 57 John Whiteway Drive
- DCP 58 Erina Fair – Amendment 1
- DCP 74 Cullens Road, Copacabana
- DCP 75 The Ridgeway
- DCP 76 Yattalunga (Amendment One)
- DCP 78 The Landmark – Berecry Road, Mangrove Mountain
- DCP 79 Koolang Road, Green Point
- DCP 80 Australian Reptile Park – Wyoming
- DCP 82 RTA Depot – Pacific Highway West Gosford
- DCP 83 Mobbs Road and Kings Avenue, Terrigal Residential 2(a) Subdivision
- DCP 84 Golden Grove Circuit and the Scenic Highway Terrigal
- DCP 87 Avoca Drive, Kincumber (Kincumber Hotel)
- DCP 88 Port Jackson Road Terrigal
- DCP 89 Scenic Quality
- DCP 90 The Entrance Road, Forresters Beach
- DCP 92 Henry Parry Drive and Pemell Street, Wyoming
- DCP 93 Lot 1 DP 776132 Corner Manns and Dell Roads West Gosford
- DCP 94 Sun Valley Road Green Point
- DCP 95 Boundary Road Kincumber
- DCP 96 Ocean View Drive Wamberal
- DCP 97 Lot 1 DP 775026 Peats Ridge Road Peats Ridge
- DCP 98 Bensville
- DCP 99 Taylors Road, MacDonalds Road and Pacific Highway Lisarow
- DCP 100 Medium Density Residential Amendment No 1
- DCP 101 Guidelines for the Erection of Communications Facilities
- DCP 102 Corner Charles Kay and Terrigal Drives Terrigal
- DCP 104 Lot 11 Scenic Highway Terrigal (Amendment 1)
- DCP 105 Old Narara Primary School Site Pacific Highway, Narara

- DCP 106 Controls for Site Waste Management
- DCP 107 Lots 4 and 5 Section 13 DP 1905 Pacific Highway/Renwick Street Wyoming Service Centre
- DCP 108 Pt 1 – Land Subdivision
- DCP 108 Pt 2 – Single Residences
- DCP 108 Pt 3 – Alterations and Additions
- DCP 108 Pt 4 – Attached Dwellings
- DCP 108 Pt 5 – Residential Buildings
- DCP 109 Toomeys Road Lisarow
- DCP 110 Bed and Breakfast
- DCP 111 Car Parking
- DCP 112 Residential Subdivision
- DCP 113 Industrial Development
- DCP 115 Building in Flood Liable Areas
- DCP 117 Child Care Centres
- DCP 118 Brothels
- DCP 119 Wharves and Jetties
- DCP 122 Cut and Fill Restrictions
- DCP 124 Parenting Facilities
- DCP 125 Coastal Hazard/Beach Frontage
- DCP 126 Dual Occupancy
- DCP 127 Cluster Housing
- DCP 128 Public Notification of Development Applications
- DCP 130 Subdivision of Rural and Non Urban Land
- DCP 131 Erina Business Centre Signage
- DCP 132 Pacific Highway, Niagara Park
- DCP 133 Woy Woy Town Centre
- DCP 136 Lot 2 DP 605752 Siletta Road, Niagara Park – Amendment 1
- DCP 137 Lot 3 DP 712505 Ghilkes Road Somersby
- DCP 138 Lot 26 DP 3944 Manns Road – Bulky Goods Salesroom/Showroom
- DCP 139 Lot 4 Trafalgar Ave, Lot 62 Section A DP 8872 Bullion Street and Lot 109 DP 730109 West Street Umina Retail Hardware Store & Associated Car Parking
- DCP 141 Avoca Beach Alfresco Outdoor Theatre
- DCP 142 Lot 13 DP 666756 Brisbane Water Dr Point Clare (Amendment 1)
- DCP 143 Lots 1,2,3,4,10 & 11 DP 255797 Karalta Road Erina
- DCP 144 Festival Development Site Mt Penang
- DCP 145 St Huberts Island Mooring Facilities
- DCP 146 Ettalong Bowling Club
- DCP 148 Complying Development Conditions
- DCP 149 Environmental Controls for Development in the Conservation and Scenic Protection 7(c3) – Tourist Accommodation Zone
- DCP 151 Two Lot Rural Residential Subdivision Crystal Avenue, Pearl Beach
- DCP 152 Manasseh Frost House Kincumber
- DCP 153 Lot 58 DP 10086 Kallaroo Road Bensville – Residential Subdivision
- DCP 155 Single Dwellings and Ancillary Structures
- DCP 156 Sea Kayaking Operational Base – 25 Broken Bay Road Ettalong
- DCP 157 Lot 61 DP 702598 Railway Crescent Niagara Park
- DCP 158 Lot 2 DP 1009974 Avoca Drive Kincumber
- DCP 159 Character
- DCP 160 Laguna Avenue, Copacabana
- DCP 161 Ena Street, Terrigal

- DCP 162 Residential Development (Pearl Beach)
- DCP 163 Geotechnical Requirements for Development Applications
- DCP 165 Water Cycle Management
- DCP 171 Non Residential Uses within the 7(c2) Zone
- DCP 174 Kincumber Fire Station
- Gosford City Centre LEP
- Gosford Planning Scheme Ordinance (As Amended)
- Interim Development Order No 122 (As Amended)
- LEP 22 Somersby Industrial Park

VARIOUS OTHER PUBLICATIONS AND STUDIES AVAILABLE

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

The current fees charged are available on Council's Internet site www.gosford.nsw.gov.au.

Studies available to the public for inspection include the following:

- Avoca Drainage Strategy
- Bangalow Creek and Cutrock Creek Flood Study
- Bangalow Creek and Cutrock Creek Flood Management Study & Plan
- Brady's Gully - Blanche Street Area Drainage Investigation
- Brady's Gully Creek Floodplain Management Plan
- Brisbane Water Plan of Management
- Bush Fire Planning Review and Evacuation Management Plan
- Broken Bay Beaches Coastal Management Plan
- Coastal Lagoon Management Plan for Wamberal, Terrigal, Avoca and Cockrone Lagoons
- Coastal Management Study and Plan for Gosford City Open Coastal Beaches
- Coastal Open Space System Action Strategy
- Copacabana Drainage Strategy
- Drainage Investigation Kincumber Catchment
- Drainage Investigation Killcare Catchment
- Dubbo Gully Plan of Management
- East Gosford Catchment Study
- Erina Creek Flood Study
- Erina Creek Floodplain Management Study & Plan
- Ettalong Beach Foreshore Management Study and Plan
- Flora and Fauna Study - Somersby Industrial Park (2003)
- Gosford CBD Drainage Strategy
- Gosford CBD Urban Design and Landscape Masterplan
- Gosford City Centre Strategic Plan
- Gosford Citywide Open Space Recreation Strategy
- Gosford Rainfall Scoping Study (2004)
- Green Point Creek, Pearl Beach Floodplain Management Plan
- Kahibah, Iluka & Ettalong Creeks, Kahibah & Iluka Lagoons and Selected Reserves at Umina Beach Rehabilitation and Management Plan
- Kariong Area Drainage Investigation
- Lower Narara Creek Flood Study
- Middle Creek Flood Study
- Mudflat Creek Flood Study
- Narara Creek Flood Study - West of Hanlan Street
- Narara Creek Manns Road to Deane Street Rivercare Study
- Narara Creek Manns Road to Deane Street Rivercare Plan
- Natural Vegetation of the Gosford Local Government Area, Community Profiles
- Natural Vegetation of the Gosford Local Government Area, Technical Report
- North Copacabana Catchment Trunk Drainage Study
- Point Clare Trunk Drainage Study, Management Study & Management Plan
- Pretty Beach Area Drainage Study
- Residential Strategy
- Review of the Lower Narara Creek Floodplain Management Study
- Rural Lands Study
- Stormwater Management Plan for Gosford City
- Sun Valley Trunk Drainage Strategy
- Terrigal Lagoon Deepening Study Feasibility Study
- Terrigal Lagoon Flood Study
- Terrigal Lagoon Floodplain Management Study
- Terrigal Lagoon Floodplain Management Plan
- Turo Creek Flood Study
- Upper Narara Creek Flood Study
- Veron Road Area, South Woy Woy Drainage Strategy
- Wamberal Lagoon Flood Study

- Wamberal Lagoon Floodplain Management Study
- Wamberal Lagoon Floodplain Management Plan
- Water Supply Review Reports - Joint Water Authority
- Water and Sewer Development Service Plans
- Wells Street, East Gosford Drainage Strategy
- Western COSS Assessment: Final Report December 2002
- Wetland Management Study - Brisbane Water area
- Wetland Management Study in the Hawkesbury Nepean Catchment
- Wetland Mapping Survey of Coastal Wetlands
- Wingello Creek Floodplain Management Plan
- Woy Woy Catchments – D & E Drainage Investigation
- Wyoming Creek Management Plans
- Yattalunga Drainage Study

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

The following reports are included in this category:

- Cockrone Lagoon Flood Study
- Cockrone Lagoon Floodplain Management Study
- Cockrone Lagoon Floodplain Management Plan
- Avoca Lagoon Flood Study
- Avoca Lagoon Floodplain Management Study
- Avoca Lagoon Floodplain Management Plan
- Gosford Rainfall Scoping Study
- Turo Creek Floodplain Risk Management Study
- Worthing Rd Creek Flood Area Floodplain Management Plan Review

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

- Blackwall Mountain Reserve
- Brisbane Water
- Broken Bay Beaches Coastal Management Plan
- Brooklyn Estuary Management Plan
- Caroline Bay
- Coastal Lagoons
- Community Parks
- Ettalong Beach Reserve
- Everglades Lagoon System Precinct
- Foreshore Parks
- Formal Parks
- Gosford Foreshore
- George Downs Cottage
- Grahame Park
- Kibble Park
- Kincumba Mountain Reserve
- Leagues Club Field
- Lisarow Wetlands
- Natural Areas - Bushland
- North Avoca Surf Club
- Open Coast Beaches Coastal Management Plan
- Saratoga Recreation Area and Wetland
- Sportsgrounds
- Terrigal Bowling Club
- Terrigal Haven
- Wilson Road Park Terrigal
- Worthing Creek Detention Basin and Parkland

- Woy Woy Oval
- Yattalunga Foreshore Reserve

FREEDOM OF INFORMATION APPLICATIONS

Freedom of Information requests may be submitted in writing to:

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

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

Community Services and Organisation Development	Jennie Keat•	Telephone: (02) 4325 8304
Environment and Planning	Michelle Ritchie Ros Spain Greg Loomes	Telephone (02) 4325 8239 Telephone: (02) 4325 8185 Telephone: (02) 4325 8873
City Services	Sue McKellar	Telephone: (02) 4325 8257
Corporate Services	Margaret Shipman	Telephone: (02) 4325 8312
Water and Sewerage	Jennifer Dixon	Telephone: (02) 4325 8267

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

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

A fee is applicable for each Freedom of Information Application.

Gosford City Council
PO Box 21
GOSFORD NSW 2250
www.gosford.nsw.gov.au
Email: goscity@gosford.nsw.gov.au

PETER WILSON,
General Manager

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

SECTION 1 – PUBLICLY AVAILABLE DOCUMENTS

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

- Annual Report
- Annual Financial Report
- Auditors Report
- Building Application/Approval Records
- Building Certificates
- Business Papers
- Code of Meeting Practices
- Code of Conduct
- Contribution Plans
 - City Wide Infrastructure
 - Clyde Street
 - Common Street - Draft
 - Ducks Lane Infrastructure (2006)
 - Marys Mount Development Service Plan
 - Marys Mount Section 94 Development Contributions Plan 2005
 - Mulwaree Section 94 Development Contribution Plan (2003-2008)
 - Mulwaree Section 64
 - Draft Marulan Infrastructure Contributions Plan
- Corporate Plan (See Management Plan)
- Council's Delegations and Authorities Manual
- Council Management Plan
- Department of Local Government Reports
- Designated Persons Return
- Development Application/Consent Records
- Development Control Plans
 - DCP No. 1 – Wind Energy Guidelines
 - DCP No. 2 – Rural Subdivision for Dwelling Houses
 - DCP No. 3 – Rural Dwelling Houses and Class 10 Buildings
 - DCP No. 4 – Un-serviced Village Areas
 - DCP No. 5 – Poultry Farm Development
 - DCP No. 6 – Residential Development
 - DCP No. 7 – Industrial Development
 - DCP No. 8 – Off Street Parking Code
 - DCP No. 9 – Advertising Signs
 - DCP No. 10 – Good Design Statement
 - DCP No. 11 – Outdoor Dining
 - DCP No. 12 – Notification
 - DCP No. 13 – Run-O-Waters Garden Estate
 - DCP No. 14 – Tallong Park Estate
 - DCP No. 15 – Marys Mount Road
 - DCP No. 16 – Goulburn Racecourse Ancillary Development Policy
 - Draft DCP – Ducks Lane
 - Draft DCP – Common Street
 - Draft DCP – Manfred Park
 - Draft DCP – Clyde Street

Disaster Plan
 Disclosures Register
 General Cemetery Management Plan
 Graffiti Removal Register
 Equal Employment Opportunity Management Plan
 Expenses and Facilities Policy
 Fees and Charges Policy (See Management Plan)
 Financial Plan (See Management Plan)
 Goulburn and Mulwaree demographic profile and projections
 Goulburn Heritage Study
 Goulburn LEP
 Heritage Strategy 2006-08
 Former Mulwaree Shire Council and Goulburn City Council - Guidelines/Plans/Strategies (Still applicable)

- Open space and recreation strategy
- Threatened species in Goulburn Mulwaree Council
- Water tanker operators

 Kenmore Cemetery Management Plan
 Management Plan
 Minutes of open Committee Meetings
 Minutes of open Council Meetings
 Mulwaree Community Heritage Study 2002-04
 Mulwaree LEP
 Mulwaree Settlement Strategy
 Plans of Management for Community Land and Compiled Plans of Management for:

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

 Pricing Policy (See Management Plan)
 Records of Policy Variations
 Register of Investments
 Register of Public Land
 Smoke-Free Work Environment Policy
 South Goulburn Endangered/Threatened Species Management Plan (Now – 2011)
 State of the Environment Report
 Statement of Affairs - FOI
 Statement of Corporate Objectives
 Summary of Affairs - FOI
 Tendering Policy

Policy Documents – Goulburn Mulwaree Council

- Auburn Street Banners
- Community Grants and Donations Schemes
- Council Investment
- Credit Card Usage
- Debt Recovery
- Development Assessment and Decision Making
- Disposal of Surplus Goods
- Draft Aboriginal Archaeological Survey
- Draft Highway Promotional Signs
- Email & Internet Use
- Gift and Benefits

- Interim Water Restrictions
- Management Plan for the Enforcement of Class 4 Noxious Weeds
- Noxious Weed Management Program Guidelines
- Payment of Expenses and Provision of Facilities to Mayor and Councillors
- Plumbing, Drainage and Hydraulics
- Purchasing
- Rainwater Tank – New Development
- Tourism Events Funding
- Water Leakage

Former Goulburn City Council Policies - Still applicable to Goulburn Mulwaree Council

- Acquisition of easement for subdivision developments
- Annual Leave (Rescinded 21/11/06)
- Attendance of Social Function (Rescinded 21/11/06)
- Attraction of Key Industry Personnel to Goulburn (Rescinded 21/11/06)
- Auburn Street Banners
- Bereavement Leave (Rescinded 21/11/06)
- Blood Donor Leave (Rescinded 21/11/06)
- Building Access (Rescinded 21/11/06)
- Building Evacuation (Rescinded 21/11/06)
- Bushfire & Vegetation Controls (Rescinded 21/11/06)
- Carers Leave (Rescinded 21/11/06)
- Child Protection in the Workplace – Employment Screening Requirements
- Child Protection in the Workplace – Reporting Requirements
- Civic Centre
- Civic Centre meeting room bookings (Rescinded 21/11/06)
- Civic Receptions and Visiting Delegations
- Clearance requirements for structures erected adjacent to sewer mains
- Coat of Arms – City Logo
- Commercial Filming within the city
- Community Consultation Protocol (Rescinded 21/11/06)
- Community Service Order Schemes
- Complaints Management System
- Conference and Seminar Attendance (Rescinded 21/11/06)
- Corporate Uniform
- Drug & Alcohol (Rescinded 21/11/06)
- European wasp eradication (Rescinded 21/11/06)
- Exit Interview (Rescinded 21/11/06)
- Financial Assistance for Sports People (Rescinded 21/11/06)
- Goulburn District Tourism Promotion (Rescinded 21/11/06)
- Goulburn Sally Street Van Service Memorandum of Understanding (Rescinded 21/11/06)
- Goulburn Sporting Colours
- Highway Service Centres (Rescinded 21/11/06)
- House Numbering
- Industrial Development Assistance and Incentives (Rescinded 21/11/06)
- *Internal Reporting Protected Disclosures Act, 1994* (Crs and Staff)
- International Airport (Rescinded 21/11/06)
- Investment Policy
- Jury Service (Rescinded 21/11/06)
- Kerb and Guttering (Rescinded 21/11/06)
- Land sales – Council Owned
- Lease of Council property
- Leave Without Pay (Rescinded 21/11/06)
- Library (Rescinded 21/11/06)
- Lilac City Festival
- Local Supplier Preference – Tendering and Purchasing (Rescinded 21/11/06)
- Long Service Leave (Rescinded 21/11/06)
- Manual Handling (Rescinded 21/11/06)
- Maternity Leave (Rescinded 21/11/06)
- Media Releases

- Use of Council Owned Mobile Telephones (Rescinded 21/11/06)
- Motor Vehicle – Fleet and Leasing
- No Smoking (Rescinded 21/11/06)
- Occupation Violence (Rescinded 21/11/06)
- Occupational Health and Safety
- Orchestra Riser (Rescinded 21/11/06)
- Over Expenditure – Council Works (Rescinded 21/11/06)
- Payment of Higher Duties (Rescinded 21/11/06)
- Private Lanes
- Private Pumping of Sewage
- Rainwater Tank
- Recruitment (Rescinded 21/11/06)
- Regional Art Gallery
- Risk Management (Rescinded 21/11/06)
- Roads
- Sewerage Services (Rescinded 21/11/06)
- Sexual Harassment (Rescinded 21/11/06)
- Sick Leave (Rescinded 21/11/06)
- Signposting to facilities, services and tourism attractions
- Sister City Affiliations
- Sooley Dam
- Sponsorship of Council Activities
- Sporting Council (Rescinded 21/11/06)
- Sporting Levy (Rescinded 21/11/06)
- Service Recognition
- Street Appeals, Stalls and Funding Raising
- Street Names
- Sun Protection
- Subdivision
- Termination of Employment – (Dismissal) (Rescinded 21/11/06)
- Termination of Employment – (Ill Health or Injury) (Rescinded 21/11/06)
- Termination of Employment – (Resignation) (Rescinded 21/11/06)
- Termination of Employment – (Retirement) (Rescinded 21/11/06)
- Time in Lieu (Rescinded 21/11/06)
- Tourism – After hour information (Rescinded 21/11/06)
- Tourism – Memorandum of Understanding (Rescinded 21/11/06)
- Training and Education Assistance
- Use of the Council Owned Steinway Grand Piano and Yamaha Upright Piano (Rescinded 21/11/06)
- Voice Mail (Rescinded 21/11/06)
- Waste Service
- Water Allowance – Medical Reason
- Water Allowance – Nature Strip (Rescinded 21/11/06)
- Water Supply
- Workplace Bullying (Rescinded 21/11/06)
- Youth Activities (Rescinded 21/11/06)

Former Mulwaree Shire Council - Still applicable to Goulburn Mulwaree Council

- Access to Council Documents (Rescinded 21/11/06)
- Calling, opening and considering of tendering/Quotations (Rescinded 21/11/06)
- Child Protection
- Claim against Council
- Closing of Office – Special Occasions (Rescinded 21/11/06)
- Commercial Filming in Council area
- Competitive Provision of Services (Rescinded 21/11/06)
- Complaints Handling
- Condition for 5 year road lease
- Corporate Protocol
- Customer Contact Protocol (Rescinded 21/11/06)
- Directional Signage (Rescinded 21/11/06)

- Disposal of Impounded Items (Rescinded 21/11/06)
- Drug and Alcohol Policy (Rescinded 21/11/06)
- Employee Induction Handbook (Rescinded 21/11/06)
- Equal Employment Opportunity
- Formulation of policies (Rescinded 21/11/06)
- Freedom of Information (Rescinded 21/11/06)
- Investment Policy (Rescinded 21/11/06)
- Media Policy (Rescinded 21/11/06)
- Motor Vehicle provision and replacement (Rescinded 21/11/06)
- Payment for untaken Sick Leave (Rescinded 21/11/06)
- Payment of Donations (Rescinded 21/11/06)
- Placing of Advertisements (Rescinded 21/11/06)
- Public Liability Insurance
- Rehabilitation (Rescinded 21/11/06)
- Risk Management
- Roads – permission to use (Rescinded 21/11/06)
- Safety Handbook (Rescinded 21/11/06)
- Sale of Land for unpaid rates (Rescinded 21/11/06)
- Section 94 and Section 64 Payments by credit card
- Separation, Re-use, reprocessing and recycling of waste received at Woodlawn
- Smoke free working Environment (Rescinded 21/11/06)
- Straying Stock on Council Roads (Rescinded 21/11/06)
- Training Assistance (Rescinded 21/11/06)
- Use of Council seal (Rescinded 21/11/06)
- Use of Electronic Mail and Internet Facilities (Rescinded 21/11/06)
- Use, Operation and Maintenance of Chainsaws (Rescinded 21/11/06)
- Workers Compensation (Rescinded 21/11/06)

SECTION 2 – STATEMENT OF AFFAIRS

The Council's current Statement of Affairs, in accordance with Section 14 (1)(a) and (2) of the *Freedom of Information Act, 1989*, was produced as part of Council's Annual Report for 2005/06. Council's Annual Report is available for inspection free of charge.

SECTION 3 – CONTACT ARRANGEMENTS

Arrangements to obtain access to or copies of Council documents in accordance with Section 12 of the *Local Government Act 1993* can be made by contacting Council's Public Officer. Requests under the *Freedom of Information Act, 1989* for access to other documents held by Goulburn Mulwaree Council must be made in writing to the Public Officer and should be accompanied by a fee of \$30.00.

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

Goulburn Mulwaree Council's Public Officer is contactable during office hours Monday to Friday, 8:30 am to 5:00 pm at the Civic Centre, Bourke Street, Goulburn. Other methods of contact with the Public Officer are as follows:

Public Officer, Goulburn Mulwaree Council
Locked Bag 22
GOULBURN NSW 2580

Telephone: 02 4823 4467
Fax: 02 48234456
Email: council@goulburn.nsw.gov.au

LUKE JOHNSON,
General Manager

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****GREAT LAKES COUNCIL****FOI Agency NO. 2135****December 2006****SECTION 1 – POLICY DOCUMENTS**

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

CORPORATE DOCUMENTS

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

PLANNING DOCUMENTS

- State of the Environment Report
- Tea Gardens/Hawks Nest Conservation & Development Strategy (2003)
- Great Lakes Rural Living Strategy (2004)
- Forster/Tuncurry Conservation & Development Strategy (2003)
- Section 94 Contribution Plans
- Great Lakes Local Environmental Plan 1996
- Manning Local Environmental Plan No.1
- DCP 6 Outdoor Advertising
- DCP 17 Little Street Foreshore, Forster
- DCP 21 Tall Buildings
- DCP 22 Myall Quays Estate
- DCP 28 Exempt and Complying Development
- DCP 29 Tea Gardens Foreshore
- DCP 30 Residential – Urban Areas
- DCP 32 Forster Town Centre
- DCP 31 Subdivision
- DCP 33 Stroud Heritage
- DCP 34 Acid Sulfate Soils
- Industrial Code
- Hawks Nest Tea Gardens Housing Strategy

POLICY DOCUMENTS**1 - BUILDING**

Access by Steep Driveway (see Vehicle Crossings)

Applications by Council

Applications by Employees of Council

Builder Toilet Facilities
Building Alignment - Residential Area
Building Standard - Foreshores of Boomerang and Blueys Beach
Building over or adjacent to Council's Stormwater Pipelines
Carports and Garages in Urban Areas - Erection of
Earth Wall Construction
Fencing in Urban Areas - Boundary
House Numbering
Local Approvals
Notification Policy for Planning Matter
Outbuildings and Temporary Structures - Occupation of
Rainwater Tanks – Domestic
Relocated Dwellings
Septic Tank System
Subterranean Termites - Protection of Buildings
Swimming Pools - New & Existing Policy
Underground Stormwater Pipelines - Building Near
Vehicular Footpath Crossing (see Vehicle Crossings)
Wall Ties
Water Disposal - Roof/Surface
Vehicle Crossings

2 - COUNCILLORS AND COUNCIL COMMITTEES

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

3 - DEVELOPMENT

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

4 - FINANCES AND RATES

Budget Variations
Cashiers Discrepancies
Community Groups - Financial Support to
Investment Policy
Major Events of the Great Lakes Area - Financial Assistance
Pensioner Rate Rebates - Time Frame
Pensioner Rate Rebates - Extension of
Continuation of Pension concession – Aged Care Facility
Plant Changeovers
Purchasing Policy and Procedure Manual

Rate Subsidies
Outstanding Rates and Charges - Recovery of
Writing-off Debts to Council
Credit Card Use
Commitments for Expenditure Other Than Goods/Services on Order
Investment Policy

5 - LIBRARY

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

6 - OCCUPATIONAL HEALTH & SAFETY

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

7 - PUBLIC HEALTH

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

8 - PUBLIC RESERVE

Dune Areas - Encroachment on Public Reserves
Commercial Use of Beaches
Commercial Use of Reserves
Use of Council Reserves by Commercial Fitness Groups and Personal Trainers

9 - REGULATORY

Abandoned Vehicles
Advertising Signs
Bush Fire Protection for Rural Dwellings/Subdivisions
Camping on Private Land
Fire Management for Council Controlled Natural Areas
Noxious Weeds
Release of Dogs
Vehicles for Sale on Public Roads

10 - ROADS

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

Road Openings
Road Maintenance Risk Management
Footpath/Cycleway Risk Management
Awnings, Verandahs and Balconies over Footways

11 - STAFF

Child Protection
Out of School Hours Care
Conferences, Seminars, Workshops etc - Attendance of Staff
Complaints
Defence Force Reserves
Delegations to Staff
Educational Assistance
Emergencies - Volunteers Attending
Equal Employment
Internet & E-mail Usage
Interstate & Overseas Travel
Long Serving Employees - acknowledgment of
Removal Expenses for New Staff - Reimbursement
Seniority Ranking
Sexual Harassment
Tools and Equipment - Provision of
Vehicles Not Leased and Taken Home Daily
Vehicles allocated to staff for private use under lease arrangements

12 -WASTE MANAGEMENT

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

13 - MISCELLANEOUS

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

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

The Public Officer
Great Lakes Council
Breese Parade
FORSTER NSW 2428

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

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

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

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

Management Plan 2006/2007 - 2008/2009 including 2006/2007 Budget and 2006/2007 Revenue Policy

Social Plan

Tourism Strategic Business Plan

One Future

Strategic Plan for Cultural Development

Taree Crime Prevention Plan

Greater Taree City Council - Aboriginal Community Profile 2002

Twenty Twenty Vision (Council's Corporate Strategy)

Policy Register including:

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

Code of Conduct

Code of Meeting Practice

Register of Delegations

Internal Reporting Policy

Greater Taree Library Strategic Directions 2001-2006

Statement of Business Ethics

Land Use Policies and Codes

Greater Taree LEP 1995

Development Control Plan 1995

DCP No. 6 - Pig Keeping

DCP No. 13 - Parking Code

DCP No. 19 - Industrial Code

DCP No. 34 - Caravan Parks and Manufactured Home Estates

DCP No. 35 - Sign Code

DCP No. 38 - Maintenance of Open Drains

DCP No. 40 - Residential Development

DCP No. 41 - Subdivision

DCP No. 42 - On-Site Effluent Disposal Policy

DCP No. 43 - Erosion and Sediment Control

DCP No. 44 - Advertising of Development Applications

DCP No. 45 - Contaminated Land

DCP No. 46 - Exempt and Complying Development

DCP No. 47 - Bungay

DCP No. 54 - North Redhead

DCP No. 55 - Golf Course Estate - Bushland Drive, Taree

Draft DCP 56 – Victoria Street Gateway

Landscape Code

Property Fencing Code

Cattle Feedlots Code

Housing for Aged and Disabled Persons Policy

Markets Policy

Local Orders Policy

Interim Flood Management Policy

Private Facilities on Council Footways Policy
Applications on Proposed Lots Policy
Policy - Infill Development in Bush Fire Prone Areas
On-Site Sewage Management Strategy
Guidelines for Rabbit Breeding
Section 94 Contribution Plans
Taree CBD Foreshore Management Plan
Sun Shadow Guide
Draft Conservation & Development Strategy
Draft Environmental Management Plan
Guidelines for Tourist Attraction & Services Signage
Policy for Dogs on Beaches
Minutes of Council and Committee Meetings

Plans of Management in respect of:

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

State of the Environment Report 2005/2006

Annual Report 2005/2006

2 STATEMENT OF AFFAIRS

Last published June 2006 as part of the 2006/2007 - 2008/20089 Management Plan.

3 CONTACT ARRANGEMENTS

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

Phone: (02) 6592-5399

Fax: (02) 6592-5311

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

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

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

ANIMAL CONTROL

APPROVALS

Advertising

Busking

Development

Fencing

Noise Pollution

BUILDINGS

CIVIC MATTERS

COMMITTEES

COMMUNITY MATTERS

COUNCIL MATTERS

DALTON PARK

DEVELOPMENTS

DONATIONS

DRIVEWAY

ENVIRONMENT

FACILITIES

FINANCE

FIRE BREAKS

FOOTPATHS

HEALTH

INDUSTRIAL ASSISTANCE

INSURANCE

KERB AND GUTTERING

LAND

LEGAL

NOXIOUS WEEDS

PARKS AND GARDENS

PLANT AND EQUIPMENT

POOLS

RATES

ROADS

ROAD RESERVES

SALEYARDS

SEWERAGE

STAFF

SUBDIVISIONS

UTILITY SERVICES

VANDALISM
VILLAGES AND TOWNS
WASTE
WATER

SUMMARY OF AFFAIRS

Council's last published Summary was as at 30 June 2006. Further details are available from the contact below.

CONTACT ARRANGEMENTS

Access to these documents may be arranged by contacting:

Mr Andrew Crakanthorp
Assistant General Manager, Corporate / Public Officer
Griffith City Council
PO Box 485
GRIFFITH NSW 2680

Telephone: (02) 6962 8113
Facsimile: (02) 6964 4368
E-mail: admin@griffith.nsw.gov.au

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

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

Code of Conduct
Code of Meeting Practice
Corporate Plan
Disaster Plan
Emergency Management Plan
Equal Employment Opportunity Management Plan
Financial Management Plan
Internal Reporting Policy
Management Plan
Minutes of Council and Committee Meetings
Policy Register
Public Liability Management Plan (Inspection and Maintenance Manual)
Pricing Policy
Revenue Policy
S.94A Development Contributions Plan
Access (Disabled) Policy
Bridge & Road Improvement Reserve Policy
Building Control and Development Policy
Bush Fire Tankers – Council Driver Policy
Cattle Feedlots Policy
Cemeteries Policy
Council Seal Policy
Councillors Expenses Policy
Development Policy - General
- Hume Highway
Donations Policy
Financial Assistance Grants Policy
Fundraising Policy
Hotel Trading Hours Policy
Investment Policy
Keeping of Birds/Poultry
Membership (Shires Association) Policy
Motor Vehicle Purchases Policy
Noxious Weeds Policy
Non-Smoking Policy
Office Administration - Weekly Circulars (Shires Association) Policy
Plant Purchase (Major Plant Items) Policy
Plant Reserve Policy
Policy Matters Policy
Private Works Policy
Rates & Charges (Non-Profit Organisations) Policy
Reserve Funds Policy
- Employees Leave Entitlements
- Housing Advances
- Property

River Red Gums and River She-Oaks
Roadside Advertising Structures Policy
Roadsigns – “Stock on Roads” Policy
Roads – Overdimensional Loads on Shire Roads
Saleyards Policy
Sewer Connections Policy
Staff Policy - General

- (A) Annual Conferences
- (B) Cottage Rental
- (C) Housing Advances to Employees
- (D) Medical Examination
- (E) Leave Without Pay

Staff Presentations Policy
Staff Training Policy
Street Stalls Policy
Subdivisions Policy

- 1. Approval Process
- 2. Lot Sizes
- 3. Construction Standards
- 4. Other Matters for Consideration
- 5. Environmental Assessment
- 6. Typical Plan for Driveway Access

Training Policy – Assistance
Training and Code Funding of Courses Policy
Water Connections Policy
Water Rates Policy
Water Supply - Backflow Prevention Policy & Practice
White Ant and Termite Protection Policy
Staff Procedures Manual

- safety hats
- safety vests
- tipping trucks
- shoulder grading
- protective gloves
- purchasing goods
- chainsaw operations
- safety helmets
- bushfire prevention
- protective clothing
- first aid
- tool wage (recording)

Forward Works Program
Plant Replacement Program.

STATEMENT OF AFFAIRS

A copy of the Statement is available by contacting the below mentioned officer.

CONTACT ARRANGEMENTS

Inquiries concerning the inspecting and purchasing of policy documents and the Statement of Affairs should be made in writing to:

Public Officer,
Gundagai Shire Council,
255 Sheridan Street,
GUNDAGAI. N.S.W. 2722
(P.O. Box 34).

Office Hours are 8:30 a.m. to 5:00 p.m., Monday to Friday.

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****HAWKESBURY CITY COUNCIL****As at 1 December 2006****(F.O.I. Agency No.2145)****SECTION 1 – POLICY DOCUMENTS**

The following policy documents are available for inspection, free of charge, at the Council Offices during office hours (Monday to Friday 8:30am to 5pm):

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

SECTION 2 – STATEMENT OF AFFAIRS

A Statement of Affairs for the Hawkesbury City Council is produced in Councils 2006/2007 Annual Report.

SECTION 3 – CONTACT ARRANGEMENTS

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

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

Enquiries may be directed to:

The Freedom of Information Co-ordinator by phone: 4560 4444 during office hours (Monday to Friday 8.30am to 5.00pm) or by fax: 4560 4400.

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

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

SECTION 1 – DOCUMENTS

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

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

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

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

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

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

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

FREEDOM OF INFORMATION ACT 1989

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

SUMMARY OF AFFAIRS

of the

HOLROYD CITY COUNCIL

FOI Agency No. 2148

SECTION 1 – POLICY DOCUMENTS

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

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

DCP No. 33	Guidelines for the Subdivision and Development of Sherwood Scrubs and adjoining lands
DCP No. 34	Guidelines for Road Widening, Road Closures and Splay Corners in and adjacent to residential zones
DCP No. 35	Guidelines for Planning for Less Waste
DCP No. 36	Guidelines for the Subdivision and Development of Hillier Street.
DCP No. 37	Guidelines for Dealing with Land Locked Sites
DCP No. 38	Guidelines for Erosion and Sediment Control
DCP No. 39	Heritage “Making the most of our Heritage Assets”
DCP No. 41	Guidelines for Height Limits for Buildings Containing Dwellings
DCP No. 44	Neil Street Precinct

Draft DCP No. 45 Merrylands Town Centre Precinct

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

- State of Environment Report
- Tendering Policy
- Tree Preservation Order – Holroyd Tree Preservation Order taken from the EP and A Act

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

Public Officer
Holroyd City Council
PO Box 42
Merrylands NSW 2160

or

Council Chambers
16 Memorial Avenue
Merrylands NSW 2160

Telephone: (02) 9840.9840
Email No.: www.holroyd.nsw.gov.au
Hours: 8.00 am – 4.30 pm, Monday to Friday

D. TREZISE,
General Manager

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

Hornsby Shire Council's policy documents are listed hereunder:

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

No Number	Exempt and Complying Development DCP (CASD)
No Number	Notification and Exhibition DCP (CASD)
No Number	Medium-High Density Multi-Unit Housing DCP (CASD)
No Number	Outdoor Advertising DCP (CASD)
No Number	Pennant Hills Commercial Centre DCP (CASD)
No Number	Plan of Management – Bar Island (and appendices) (CASD)
No Number	Plan of Management – Brickpit Park, Thornleigh (CASD)
No Number	Plan of Management - Fagan Park (CASD)
No Number	Plan of Management - Greenway Park (CASD)
No Number	Plan of Management – Significant Areas Bushland (CASD)
No Number	Generic Plan of Management for Community Land and Crown Reserves – District 1
No Number	Generic Plan of Management for Community Land and Crown Reserves – District 2
No Number	Generic Plan of Management for Community Land and Crown Reserves – District 3 & 9
No Number	Draft Generic Plan of Management for District 4
No Number	Draft Generic Plan of Management for District 6
No Number	Generic Plan of Management for Community Land and Crown Reserves – District 8
No Number	Privacy Management Plan (CASD)
No Number	Medical Support DCP (CASD)
No Number	Residential Subdivision DCP (CASD)
No Number	River Settlements DCP (CASD)
No Number	Rural Lands DCP (CASD)
No Number	State of the Environment Report (CASD)
No Number	Statement of Affairs (CASD)
No number	Summary of Affairs (CASD)
No Number	Sustainable Water DCP (CASD)
No Number	Tree Preservation Order (CASD)
No Number	Duffy Avenue Precinct, Westleigh DCP (CASD)
No Number	Water Conservation Policy
No Number	Waste Minimisation and Management DCP (CASD)
No Number	Urban Runoff Management Code
COMSLS 1	Provision of Branch Libraries
COMSPSCS 1	Council Cash and Non-Cash Donations and Grants
COMSPSCS 2	Youth Services
COMSPSCS 3	Aged Services
COMSPSCS 4	Children’s Services Resource and Support Program
COMSPSCS 5	Access and Equity
CSC 1	Council’s Spokespersons for Media Enquiries
CSC 2	Council Publications
CSCM 1	Memo of Understanding Between Elected Members and Staff
CSCM 2	Staff Attendance at Public Meetings
CSCM 3	Adoption, Alteration and Review of Policies and Codes
CSCM 4	Council’s Involvement in Sponsorship
CSCM 5	Reporting of Corruption, Maladministration and Serious and Substantial Waste
CSCM 6	Public and Community Input
CSCM 7	Community Representation
CSCM 8	Councillors’ Questions and Requests of Staff
CSCM 9	Corporate Colours
CSCM 10	Use of Recycled Products
CSCM 11	Organisational Performance Review
CSCM 12	Grants
CSCM 13	Pecuniary Interest - Consultants Engaged by Council
CSCM 14	Selection and Engagement of Consultants
CSCM 15	Filming in the Shire
CSCM 16	Customer Service

CSCM17	Complaints Handling
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CSFM 3	Investment of Surplus Funds
CSFM 4	Loan Borrowings
CSFM 5	Use of Funds Generated by Land Property Sales
CSFM 6	Land Acquisition Restricted Asset Account
CSFM 7	Debt Retirement and Capital Projects Restricted Asset Account
CSFM 8	Parks Development Restricted Asset Account
CSFM 9	Lease Financing
CSISAS 1	Mayoral Interviews
CSISAS 3	Attendance at Conferences (Elected Members)
CSISAS 4	Interstate and Overseas Travel
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CSISAS 6	Freedom of Speech
CSISAS 9	Council Resolutions
CSISAS 10	Councillors' Questions and Memos
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SAS 13	Use of Council Buildings by Kindergartens
CSISAS 14	Lease/Licence of Council Land
CSISAS 15	Document Access Policy
CSISAS 16	Provision of Information to and Interaction Between Councillors and Staff
CSISAS 17	Legal Assistance for Councillors and Employees
CSISAS 18	Insurance Protection for Councillors, Officers and Volunteers
CSISITS 1	Information Systems Technology (CASD)
EHP 52	Managing Contaminated Land Policy
EHP 53	Sustainable Energy Policy for New Council Assets
EHP 54	Compliance Policy
EHP 55	Triple Bottom Line Policy
ESPCM 1	Litter Bins
ESPCM 2	Public Places - Cleanliness
ESPCM 3	Cleaning of Council Buildings
ESWM 1	Recycling of Waste Matter
ESWM 2	Provision of Solid Waste Management Services
ESWM 3	Waste Containers
ESWM 4	Proposed Developments - Waste Storage
ESWM 5	Recycling Logo
ESWM 6	Sullage Depot
ESWM 7	Sullage Collection
PSA 1	Proposed Council Developments
PSA 12	Animal Circuses
PSS 1	On-Site Stormwater Detention
PWCBF 1	Blasting
PWPE 1	Outdoor Staff Corporate Attire
PWRF 1	Carriageway Widths
PWRF 2	Footpath Levels - Alterations
PWRF 3	Road Boundary Levels
PWRF 4	Opening of Roads and Footpaths
PWRF 5	Street Signs
PWRF 6	Street Lighting
PWRF 7	Vehicular Crossings
PWRF 8	Contributions for Construction of Kerbing and Guttering and Footpaths
PWRF 9	Footway and Footpath Widths
PWRF 10	Provision of Civil Infrastructure
PWRF 11	Maintenance of Civil Infrastructure

PWRF 12	Civil Infrastructure in Heritage Conservation and Selected Areas
PWRF 13	Allocation of Funding for Road Improvement Projects
PWTRSCP 1	Light Traffic Thoroughfares
PWTRSCP 2	Parking Restrictions in Council Car parks
RSUL 1	Garden Competition
SSHR 2	Smoke Free Environment
SSHR 3	Concessional Leave
SSHR 4	Industrial Agreement Severance Payments
SSHR 5	Equal Employment Opportunity
SSOD 1	Organisation Development
SSQS 1	Environmental Management System
SSSD 1	Competitive Provision of Services and Security of Employment
tba	Customer Service Request Logging
tba	Purchasing and Contracting Sustainability
tba	Internally Restricted Asset Accounts
tba	Road Closures and Special Event Traffic Management
tba	Investigation of Complaints Against Councillors
tba	Aboriginal Recognition
tba	Hardship Rates Relief

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

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

Inspection of these documents may be undertaken at Council's Administration Centre, 296 Pacific Highway, Hornsby, 8.30am to 5.00pm Monday to Friday. Telephone enquiries should be directed to the Public Officer on 9847 6608, 8.30am to 5.00pm Monday to Friday. Website: www.hornsby.nsw.gov.au

R. J. BALL,
General Manager

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****HURSTVILLE CITY COUNCIL****AS AT 30TH DECEMBER, 2006****SECTION 1 – POLICY DOCUMENTS**

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SECTION 2 – STATEMENT OF AFFAIRS

The most recent Statement of Affairs prepared by Council as required under Section 14 of the Freedom of Information Act is in respect of the period ended 30th December, 2006.

SECTION 3 – CONTACT ARRANGEMENTS

Requests for access to the Policy Documents referred to in Section 1 can be made by contacting the following:

FOI Co-ordinator (Mr. W. Park)
Hurstville City Council
P.O. Box 205
HURSTVILLE BC NSW 1481

OR

Civic Centre
City Mall
MacMahon Street
HURSTVILLE NSW 2220

Telephone - 9330-6222
Facsimile - 9330-6223.
Email - hccmail@hurstville.nsw.gov.au

It should be noted that requests for access under the Freedom of Information Act 1989 to other documents held by Hurstville City Council should be submitted in writing providing specific details of the documents to which access is requested to the abovementioned address and must be accompanied by the applicable fee of \$30.00.

V LAMPE,
Acting General Manager

FREEDOM OF INFORMATION ACT 1989

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

SUMMARY OF AFFAIRS
of the
JERILDERIE SHIRE COUNCIL

SECTION 1 – POLICY DOCUMENTS

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

- Risk Management Strategy
- Risk Management Policy
- Risk management Procedure
- Volunteer Policy
- Volunteer Procedure
- Email Policy
- Fraud Prevention Policy
- Occupational Health & Safety Policy
- Payment of Expenses & Provision of Facilities for Councillors Policy
- Procurement Policy
- Professional Development Policy
- Statement of Business Ethics
- Code of Conduct
- Code of Meeting Practice
- Strategic Plan
- Management Plan
- Social Plan
- Delegations of Authority
- Heritage Policy
- Disaster Plan
- Environmental Management Plan
- Food Premises Code
- Minutes of Committee Meetings
- Minutes of Council Meetings
- Records Management Policy
- State of Environment Report
- EEO Management Plan
- Development Control Plans:
 - DCP #1 Village
 - DCP #2 Rural Residential
 - DCP #3 Tree Preservation
 - DCP #4 Wunnamurra Estate – Building Control
 - DCP #5 Aerodrome Land
 - DCP #6 Fencing Village of Jerilderie
 - DCP #7 Heritage – Main Street
 - DCP #8 Exempt & Complying Development

SECTION 2 – STATEMENT OF AFFAIRS

In accordance with the requirements of Section 14 of the Freedom of Information *Act*, a copy of Council's Statement of Affairs may be obtained from the Council Chambers, 35 Jerilderie Street, Jerilderie or from our website www.jerilderie.nsw.gov.au

SECTION 3 – CONTACT ARRANGEMENTS

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

Public Officer
Jerilderie Shire Council
PO Box 96
JERILDERIE NSW 2176
Telephone: (03) 5886 1200

8.30am to 5.00pm Monday to Friday except public holidays and a published one week close down over Christmas.

FREEDOM OF INFORMATION ACT 1989

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

SUMMARY OF AFFAIRS

of the

KEMPSEY SHIRE COUNCIL

(F.O.I. Agency No. 2156)

SECTION 1 – POLICY DOCUMENTS

Kempsey Shire Council's Policy Documents are as follows:

Policy Register	No
Abandoned shopping trolleys	13.1
Access roads to rural residential areas	22.05
Access to rural subdivisions	13.8
Accounts - debts recovery	11.1
Accounts - fees and charges - sewerage charges	21.1
Accounts - plant hire and private works	21.2
Accounts - signing of cheques	11.2
Aged and invalid persons units - application for tenancy of rental units	11.3
Aggregation of certain land for rating purposes	21.26
Assistance to organisations - grant applications and project management	11.4
Awards - cultural/literary	21.4
Awards - sporting achievements	21.3
Beaches - beach bathing - beach inspectors	12.3
Beaches - motor vehicles on beaches	23.17
Beaches - use of surfcraft in horseshoe bay	12.4
Bridge naming	12.15
Building alignments	23.2
Buildings demolition	13.2
Building disposal of roofwater	13.3
Building temporary occupation of caravans or garages	23.15
Business incentive	10.10
Busking 11.5	
Camping grounds - goolawah reserve racecourse - delicate	11.22
Caravan parks/camping grounds - caretakers authorities	11.23
Carnivals and concerts, circuses etc on council property	11.6
Cattle feed lots establishment of	23.3
Cemeteries and memorial garden policy	11.21
Chemical sensitivity	22.1
Child Protection	11.13
Civic centre use - hire of council chambers	11.7
Clyde street mall	11.14
Code of conduct	24.8
Code for food - commercial home catering	23.18
Code for food - commercial premises	23.19
Code for food - markets, bazaars, stalls and the like	23.20
Code of meeting practice	24.19
Code for practice for the protection of buildings from subterranean termites	23.4
Committee meeting arrangements	24.13
Committees under section 377 of the local government act 1993	24.12
Community consultation	24.16
Complaints and compliments - council activities	24.17
Conflict of interest	24.9
Consumption of alcohol on public reserves	21.5
Contributions to works for footpaving	22.2
Contributions to works for kerbing and guttering	22.3

Control of noxious weeds	12.5
Council meeting arrangements	24.14
Council publications - subscriptions	21.6
Council quarry operations drilling and or blasting rock	12.6
Councillors and staff - interaction and provision of information t•	24.1
Damage to water meters	12.17
Definition of categories used for sewerage access and usage charges	21.25
Demolition of buildings	13.2
Development and other applications - refund of fees	23.5
Disability access	21.8
Disclosures of interest - councillors and designated persons	14.3
Disconnection of water supply for non-payment	11.24
Disposal of assets	11.25
Dogs - control and registration	13.4
Dogs - keeping of and kennels	13.5
Donations and grants and subsidies	21.7
Ecologically sustainable development	23.23
Events management	21.22
Extension of water mains	20.6
Farm land rating	21.9
Flood plain management strategy	23.6
Food surveillance programme	13.7
Footpath risk management	11.9
Fraud control procedure	24.20
Freedom of information	21.10
General manager - delegation of authority	24.2
Gifts and benefits	24.7
Hardship - relief to ratepayers	21.11
Height of buildings	23.7
Helicopter landing sites in the shire other than on council owned and controlled property	12.8
Helicopter landings on council owned and controlled property	12.7
Holidays - local public	21.12
Implementation of water restrictions	22.10
Incentive policy - sports facility develop and maint. Strategy	12.9
Industrial land - council owned	21.23
Information technology co-ordination policy	11.8
Initial sealing of roads	22.9
Insurances	11.10
Internal reporting of corruption and maladministration	24.5
Investment of funds	21.13
Jet ski hire	23.8
Land - lease of council property and roads - agistment rights	22.11
Leasing of public areas for restaurants or cafes	23.9
Legal proceedings litigation	14.1
Library fees and charges	11.11
Library loans	11.12
Library membership	11.13
Limiting access to staff and information by members of public	24.15
Loans to sporting clubs	21.14
Maintenance of subdivisions, security deposits & bank guarantees	13.9
Mall - Clyde Street	11.14
Mayor - delegation of authority	24.3
Outdoor religious activities	21.15
Parking code	23.12
Payment of expenses and provision of facilities to the mayor and councillors	24.4
Public gates - public grids	12.11
Public notification	23.22
Purchasing of goods and services	11.17
Rating - vacant flood prone land	21.17
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SECTION 2 – STATEMENT OF AFFAIRS

A Statement of Affairs was prepared and published in June 2006. Copies are available free of charge from Council.

SECTION 3 – CONTACT ARRANGEMENTS

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

Council's Address is Civic Centre
22 Tozer Street (PO Box 78)
West Kempsey NSW 2440

Telephone (02) 65663200
Facsimile (02) 65663205

E-Mail ksc@kempsey.nsw.gov.au
Internet www.kempsey.nsw.gov.au

Office Hours Monday to Friday 8.30 am to 4.30 pm
Call Centre Monday to Friday 8.00am to 5.00pm

Appointments may be arranged outside these hours if necessary.

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****KOGARAH COUNCIL****December 2006****SECTION 1 – POLICY DOCUMENTS**

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

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

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

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

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

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

- Kogarah LEP 1998 - \$20
- Kogarah LEP 1998 Map - \$40
- Development Control Plan No. 5 - \$25
Kogarah Town Centre

SECTION 2 – GENERAL DOCUMENTS

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

SECTION 3 – STATEMENT OF AFFAIRS

A Statement of Affairs as at June 2006 has been prepared in accordance with Sections 14(1) & (2) of the Freedom of Information Act 1989 and is available for inspection during office hours at the Customer Service Centre.

SECTION 4 – CONTACT ARRANGEMENTS

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

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

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

Postal Address: Locked Bag 8
KOGARAH NSW 2217

Telephone: 9330-9400
Facsimile: 9330-9560
Email: kmcmail@kogarah.nsw.gov.au
Internet site: www.kogarah.nsw.gov.au

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

FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)
SUMMARY OF AFFAIRS
of the
KU-RING-GAI COUNCIL
as at December 2006

SECTION 1 – POLICY DOCUMENTS

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

Civic Management

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

Communications

- Customer Request and Complaints Policy
- Community Consultation Policy

Community Services

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

Finance & Business Development

- Internet & E-mail Usage Policy
- Investment of Surplus Funds
- Purchasing Policy
- Tendering Policy
- Workplace Surveillance Policy

Open Space

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

- Ku-ring-gai Landscape and Habitat Vision Statement
- Landscape Management Policy
- Fauna Management Policy
- Recreation in Natural Areas Policy
- Bushland Education Policy
- Tree Management Policy
- St Ives Showground Plan of Management
- Prohibition of Animal Circus Performances
- Temporary Access over Community Lands Policy
- Open Space Strategy
- Riparian Policy

Planning and Environment

- Ku-ring-gai Planning Scheme Ordinance and Associated Zoning Maps
- Interim Development Orders Current Nos 29, 78, 79
- Interim Development Orders Repealed 1-28, 30-77
- Draft Local Environmental Plans Exhibited:
165, 168, 175, 185, 186, 189, 191, 192, 196, 208, 210,
Draft Local Environmental Plan 2006 (Town Centres),
Draft Local Environmental Plan 2006 (Town Centres) (Draft Amendment No 1),
Draft Local Environmental Plan 2006 (Town Centres) (Draft Amendment No 2),
Draft Local Environmental Plan 2006 (Town Centres) (Draft Amendment No 3)
- Ku-ring-gai Local Environmental Plans Repealed:
1, 2, 3, 4, 6, 7, 8, 9, 11, 12, 15, 16, 17, 18, 19, 25, 26, 27, 28, 29, 31, 32, 34, 35, 38, 39, 40, 46, 48,
49, 50, 51, 71, 79, 81, 82, 83
- Ku-ring-gai Local Environmental Plans Current:
10, 13, 14, 22, 23, 33, 37, 41, 42, 45, 54, 55, 58, 60, 62, 64, 65, 67, 70, 72, 73, 74, 75, 76, 77, 84,
85, 86, 87, 89, 90, 92, 94, 95, 96, 97, 100, 101, 102, 103, 105, 106, 109, 110, 112, 113, 114, 116,
117, 118, 120, 121, 123, 124, 125, 129, 130, 131, 133, 134, 137, 138, 139, 140, 143, 146, 147,
149, 155, 157, 158, 159, 160, 162, 163, 169, 170, 171, 172, 174, 177, 179, 180, 182, 183, 188,
190, 194, 197, 200, 202, 201, 204, 207
- Ku-ring-gai (Consolidating) Local Environmental Plan 1987
- Ku-ring-gai (Heritage Conservation) Local Environmental Plans 1-9, 11,12, 13, 14, 17, 22, 26, 32
- Ku-ring-gai Draft (Heritage Conservation) Local Environmental Plans 10, 16, 18, 19, 20, 21, 27, 28,
29, 30, 31, 33
- Draft Conservation Area, East Gordon - DLEP 25
- House Numbers - kerb painted
- Draft Development Control Plans Exhibited:
 1. Ku-ring-gai Town Centres Development Control Plan 2006 (St Ives)
 2. Ku-ring-gai Town Centres Development Control Plan 2006 (Turramurra)
 3. Ku-ring-gai Town Centres Development Control Plan 2006 (Pymble)
 4. Ku-ring-gai Town Centres Development Control Plan 2006 (Gordon)
 5. Ku-ring-gai Town Centres Development Control Plan 2006 (Lindfield)
 6. Ku-ring-gai Town Centres Development Control Plan 2006 (Roseville)
- Development Control Plan Nos:
 1. 14-20 Link Road, St Ives - Certified 7.1.87
 2. Kintore Street, Wahroonga - Certified 29.4.87
 3. 1-19 Bent Street, Lindfield - Not proceeded with Council Resolution 1.9.87
 4. 49-51 Burns Road, Wahroonga - Certified 17.8.88
 5. Area generally bounded by 19 Pacific Highway, North Shore Railway Line, Boundary Street and Pacific Highway, Roseville - Not made
 6. Development in Residential Zones - Superseded by DCP 38
 7. Business Centres - Abandoned - Council Resolution 4.9.90
 8. Professional Consulting Rooms - Adopted 26.9.89, Certified 11.10.89
 9. 1-7 Bent Street, Lindfield - Not proceeded with Council Resolution 5.6.90
 10. 66-96 Pacific Highway, Roseville - Not made
 11. Pymble Business Centre - Superseded by DCP 14
 12. Town Houses and Villa Houses - No longer relevant with repeal of SEPP No 28
 13. Former St Ives Public School, 6-10 Porters Lane, St Ives - to be prepared
 14. Business Centre - Certified 8.8.95
 15. 134-138 Eastern Road, Wahroonga - Certified 30.9.92

16. CSIRO Land - Bradfield Road, West Lindfield - Certified 15.1.97
17. 'Hillcrest' 324-346 Mona Vale Road, St Ives - Certified 13.12.93
18. 'Uralba' 75 Livingstone Avenue, Pymble - Certified 22.6.94
19. 2-4 Mona Vale Road, Pymble - Certified 27.7.94
20. 803-805 Pacific Highway, Gordon - Certified 7.7.94
21. 67, 69-71, 73-75 Clissold Road, Wahroonga - to be prepared
22. 9-15 Curagul Road, North Turramurra - Amended 6.12.94, Certified 16.12.94
23. Properties adjoining Bushland - not made.
24. Dual Occupancy Development - Policy Document
25. Masada College, Wolseley Road, Lindfield - To be prepared
26. 986 Pacific Highway and 2-4 Bloomsbury Avenue, Pymble - Certified 15.1.97
27. Advertising Signs - Certified 17.4.96
28. 153-165 Grosvenor Road, Wahroonga - Certified 6.12.96
29. 71-81, 68-72 Maxwell Street, 270-280 Kissing Point Road, South Turramurra - Draft
30. Access - Certified 14.5.97
31. Exeter Road, Wahroonga - Certified 12 March 1996
32. 9, 11, 15, 17, 19 Bent Street, Lindfield - Certified 9.4.97
33. Milner Royd - 1379 Pacific Highway, Turramurra - Certified 28.8.96
34. 1022-1028 Pacific Highway, Pymble - Certified 6.8.97
35. 1142-1180 Pacific Highway, Pymble - Certified 21.5.97
36. 66 Livingstone Avenue, Pymble - Certified 26.11.97
37. Residential Design Manual - (4/2/2002)
38. 10 Post Office Street, Pymble and 6 & 8 Park Crescent, Pymble - Certified 8.4.98
39. Construction and Demolition Waste Management - Certified 5.6.98
40. 75 Junction Road, Wahroonga - Certified 16.12.98
41. Regulation of Brothels - Certified 7.5.99
42. Car Parking - Certified 25.11.98
43. 414 Pacific Highway, Lindfield - Certified 28.4.99
44. 33, 35-41 Billyard Avenue, Wahroonga - Draft
45. Exempt and Complying Development - Certified 1/1/2001
46. Water Management - Adopted March 2004
47. Medium Density - Adopted 12/12/2001
48. 414-420 Bobbin Head Road, Turramurra - Adopted 5/3/2002
49. 986 Pacific Highway & 5 Suakin Street, Pymble
50. Outdoor Dining (Draft)
51. Multi-Unit Housing No 55 - Rail/Road Corridor, Pacific Highway and St Ives Centre (effective 14/12/2004) - Revised 1/2/2005
52. Child Care Centres

Codes and Policies (Planning & Environment)

- Subdivision Code
- Code for use of Reflective Glass
- Code for Service Stations, Petrol Fill Points and Associated Services
- Code for Housing for Older People and People with a disability
- Code for Control of Group Homes in Ku-ring-gai Municipality
- Code for Control of School Development
- Policy on Preparation of Environmental Impact Assessments
- Ku-ring-gai Section 94 Contributions Plan 2004-2009 - Residential Development
- Ku-ring-gai Section 94 Contributions Plan No 1
- Ku-ring-gai Section 94 Contributions Plan: 324-346 Mona Vale Road, St Ives 'Hillcrest'
- Ku-ring-gai Section 94 Contributions Plan: 9, 9A, 11 & 15 Curagul Road, North Turramurra
- Ku-ring-gai Section 94 Contributions Plan: West Lindfield Business Centre Car Parking
- Ku-ring-gai Section 94 Contributions Plan: Wahroonga Business Centre Car Parking
- Ku-ring-gai Section 94 Contributions Plan: SEPP5 Housing
- Guidelines for Development of Heritage Properties
- Guidelines for the Submission of Additional Information for Development Applications to Demolish Heritage Items
- Design Guidelines for Business Centres Development
- Telecommunications Code
- Policy - Dual Occupancy Development and Associated Subdivision (only for applications under 'preserved development' - SEPP 25 Amendment 4)

- Dual Occupancy Development Control Code (adopted 8/4/03)
- Cowan Creek Catchment Stormwater Management Plan
- Lane Cove River Catchment Stormwater Management Plan
- Middle Harbour Catchment Stormwater Management Plan
- Policy for Notification of Applications for Development Consent and Building Activity
- Policy for Siting Satellite Dishes
- Code for the Control and Regulation of Noise on Building Sites
- Policy for Placement of Waste Containers & Waste Trailers on Footpaths, Native Strips and Roads
- Policy for Control of Building Materials on Footpaths, Nature Strips and Roads
- Inter-allotment Drainage Schemes
- National Food Premises Code
- Tennis Court Retention Ponds safety
- Clothing Bins - Placement of Used Clothing Bins
- Water Conservation Protocol
- Lead in Buildings Policy
- Local Approvals Policy
- Energy Efficient Housing Policy
- Policy for Control of Demolition of Buildings
- Development Control Plan No 40 and Policy for Construction and Demolition Waste Management
- Dispute Resolution Policy
- Termite Protection Policy
- Ku-ring-gai Heritage Study 1987
- Ku-ring-gai Heritage Study - Aboriginal Sites - 1988
- Contaminated Land Management Policy 2004

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

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

- Community Land (Draft)

Technical Services

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

SECTION 2 – STATEMENT OF AFFAIRS

Ku-ring-gai Council's most recent Statement of Affairs is for the year ending June 2006.

SECTION 3 – CONTACT ARRANGEMENTS

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

Mr G O'Rourke
Public Officer
Ku-ring-gai Council
818 Pacific Highway
Gordon NSW 2072

Telephone: (02) 9424.0888
Fax No: (02) 9424.0880
e-mail: kmc@kmc.nsw.gov.au
Locked Bag 1056
Pymble NSW 2073

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

John McKee
General Manager

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

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

- Annual Report
- Annual financial reports
- Auditor's reports
- Council's management plan (for the period 2006/07)
- Council's EEO management plan
- Council's land register
- Council's register of investments
- Returns of interests of councillors, designated persons and delegates
- Business papers for council meetings (but not including business papers for matters considered when a meeting is closed to the public)
- Minutes of council and committee meetings (but not including minutes of a meeting or any part of a meeting that is closed to the public other than the recommendations of that meeting)
- Council's register of delegations
- Annual reports of bodies exercising delegated functions of Council
- Development applications (within the meaning of the Environmental Planning and Assessment Act 1979) and associated documents.
- Records of approvals granted, any variation from local policies with reasons for the variation, and decisions made on appeals concerning approvals.
- Records of building certificates under the Environmental Planning and Assessment Act 1979.
- Plans of management for community land
- Council's State of the Environment Plan
- Environmental planning instruments, development control plans and plans made under Section 94AB of the Environmental Planning and Assessment Act, 1979, applying to land within the Kyogle Council area.

Policies

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

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

SECTION 2 – STATEMENT OF AFFAIRS

Council's Statement of Affairs which generally describes the structure, functions and operations of Kyogle Council, the various documents held and avenues for communication has been prepared as at June 30, 2006.

SECTION 3 – APPLICATION ARRANGEMENTS

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

An application for access to documents of Council:

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

SECTION 4 – CONTACT ARRANGEMENTS

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

The Public Officer
Kyogle Council
PO Box 11
Stratheden Street
KYOGLE NSW 2474

Telephone (02) 66 321 611
Facsimile (02) 66 322 228

FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)
SUMMARY OF AFFAIRS
of the
COUNCIL OF THE CITY OF LAKE MACQUARIE
(FOI Agency No 2162)
31st December 2006

SECTION 1 – DOCUMENTS

A. General Documents

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

B. Policy Documents

ADMINISTRATION

- Corporate Gifts Policy
- Business Ethics Policy
- Complaints and Feedback Management Policy
- Conduct Committee Charter Policy
- Council Inspection Policy
- Code of Meeting Practice Policy
- Flag Policy
- Privacy Management Plan
- Public Access Policy
- Quality Policy
- Response Times for Written Correspondence Policy
- Special Rate Community Economic Development Program (Main Street Program) Policy
- Corporate Product Exchange Refund Policy
- Use of Council's Crest and Logo Policy
- Procurement Policy
- Sister City Administration Policy

ART GALLERY

- De-Accession of Artworks Policy

BUILDING

- Occupation of Caravans Structures by Owner/Builders Policy
- Waiving of Development Application and Construction Certificate Fees

COMMUNITY FACILITIES

- Dog Exercise Area Policy
- Street Stalls Approval Policy
- Community Facilities Video Surveillance Policy
- Payment of Lease Preparation Cost – Community Based Organisations Policy
- Lake Macquarie City Council Sporting Grounds – Advertising Policy
- Charlestown Mall Access Policy
- Hire of Council Community Facilities Policy
- Signs Policy – Council Buildings, Playing Fields, Score Boards and the Like
- Park Furniture Donation Policy
- Policy for Assessing Public Requests to Reclassify Community Land to Operational Land
- Priority Access to Performing Arts Centre Policy

COMMUNITY SERVICES

- Child Protection Policy
- A Commitment by Lake Macquarie City Council to Aboriginal People of the City of Lake Macquarie Policy
- Community Services and Facilities Policy

COUNCILLORS

- E-mail Filtering for Councillors Policy
- Facilities and Payments of Expenses to Councillors Policy
- Guidelines for the Interactions of Staff and Councillors

ENGINEERING

- Drainage Easements – Approval to Construction of Encroaching Buildings or Improvements Policy
- Improvements and Maintenance of Watercourses and Drainage Channels Policy
- Management of Trees on Roads and Public Reserves Policy
- Suburb, Neighbourhood and Locality Boundaries Policy
- Public Lighting Policy

ENVIRONMENTAL SERVICES

- Commercial Home Catering Code Policy
- Connection of Premises to Sewer Policy
- Environment Policy
- Inspection of Amusement Devices Policy
- Noise Control Policy
- Protection of Watercourses and Drainage Channels Policy
- Vertebrae Pest Policy
- Waste Reduction and Procurement Policy

FINANCE

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

HUMAN RESOURCES

- Code of Conduct Policy
- Harassment Policy
- Occupational Health & Safety Policy
- Drug & Alcohol Policy
- Equal Employment Opportunity Policy

LIBRARY

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

PLANNING

- Section 94 – Land Banking Policy
- Section 94 – Material Public Benefit Policy
- Section 94 – Works in Kind Policy
- Section 94 – Acceptance of Section 94 Credits Policy
- Section 94 – Deferred or Periodic Payments of Monetary Contributions Policy
- Rezoning and Local Environmental Plan Amendments – Fee Structure and Process Policy

ROADS

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

- Naming and Renaming Roads Policy
- Temporary Road Closures Policy

WASTE & EMERGENCY SERVICES

- Repair or Replacement of Damaged 240L Wheeled Garbage Containers Policy

SECTION 2 – COUNCIL’S STATEMENT OF AFFAIRS

The Statement of Affairs for Lake Macquarie City Council as at 30 June 2006 is available at no cost on request, and can be accessed on Council’s website at www.lakemac.com.au.

SECTION 3 – CONTACT ARRANGEMENTS

Enquires concerning access to documents may be directed to either:

Mr Gary Brown
Manager Customer Services
and Communication
(Public Officer)
Lake Macquarie City Council
Box 1906
Hunter Region Mail Centre NSW 2310

or

Mr Cagil Ergul
Information Access Officer
Corporate Information

Telephone (02) 4921 0333
Fax (02) 4958 7257
e-mail council@lakemac.nsw.gov.au

FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)
SUMMARY OF AFFAIRS
of the
LANE COVE COUNCIL
December 2006

POLICY DOCUMENTS

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

POLICIES

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

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

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

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

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

STATEMENT OF AFFAIRS

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

CONTACT ARRANGEMENTS

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

Peter Brown,
General Manager

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

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

SECTION 1 – POLICY DOCUMENTS

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

SECTION 2 – STATEMENT OF AFFAIRS

The latest Leeton Shire Council's Statement of Affairs is 30 June 2006.

SECTION 3 – CONTACT ARRANGEMENTS

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

The Public Officer

Leeton Shire Council
23 – 25 Chelmsford Place
LEETON NSW 2705

Telephone: (02) 6953 2611

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

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

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

POLICY DOCUMENTS

COMMUNITY SERVICES

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

CORPORATE & INFORMATION SERVICES

- Access to Council files/ non release of documents identifying complainants
- Annual Reports
- Business Papers/Minute Books – Council & Committee Meetings
- Code of Conduct
- Code of Meeting Practice
- Delegations Register
- E-Mail Policy
- E-Mailing of Information to Councillors
- Fees and Charges (July 2006 to June 2007)
- Filming in the Municipality of Leichhardt (Standard Conditions of Approval)
- Financial Statements
- Internet Policy
- Leases of air space over roads policy
- Management Plan (July 2006 to June 2009)
- Opposition to developer donations to local government candidates
- Payment of expenses and provision of facilities to Councillors
- Privacy Management Plan
- Register of Council Policies

EMPLOYEE SERVICES

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

ENVIRONMENTAL MANAGEMENT

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

INFRASTRUCTURE & SERVICE DELIVERY

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

Most Recent Statement of Affairs

Published June 2006 pursuant to the requirements of the Freedom of Information Act, 1989, Sec. 14(2).

Designated Inquiry Officer: George Georgakis
Manager Administration Services
Telephone: 9367 9121

Inspection Arrangements:

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

Administration Centre
7-15 Wetherill Street
LEICHHARDT NSW 2040

Peter Head
General Manager

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****LISMORE CITY COUNCIL****21st September 2006****(F.O.I. Agency No 2166)****SECTION 1 – POLICY DOCUMENTS**

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

POLICIES, CODES & PRACTICES

Code of Conduct

Code of Meeting Practice

Corporate /Management / Financial Plan

Contributions Plan Lismore March 2004 - Section 94 includes

Open Space

Community Facilities

Transport

State Emergency Services

Rural Fire Services

Delegations of Authority

Disaster Plan/Emergency Management Plan/Emergency Services Policy

(review in progress of the Flood Emergency Procedure)

Equal Employment Opportunity Management Plan

Employment Related Codes

Expenses & Facilities Policy

Fence Policy/Code

Internal Reporting Policy

Local Approvals Policy

Local Orders Policy

Minutes of Committee Meetings

Minutes of Council Meetings

Plans of Land Proposed to be Compulsorily Acquired By Council (see Just Terms Comp. Act 1991)

Plans of Management for Community Lands -

Public Land

Lismore Park

Heritage Park

Tucki Tucki Creek

Weston Park

Hepburn Park

Kadina Park

Adam Gilchrist Park

Lismore Lake

Sportsground (generic)

Policy Register

Pricing Policy / Revenue Policy

Procedures Manual

Records Procedures

Recycling Policy

Social Impact Assessment Policy

State of the Environment Report
 Social & Community Plan
 Local Orders Policy / Guidelines for Keeping of Animals for Domestic Purposes
 Local Orders Policy for the Practice of Hairdressing
 Code of Conduct – City Safe Program
 Landfill Environmental Management Plan – (LEMP) Wyrallah Road Waste Facility
 Contaminated Lands Policy

DEVELOPMENT CONTROL PLANS

7	Flood Prone Lands	
9	Village of Nimbin	36 Outdoor Advertising Structures
14	Residential Development	38 Acid Sulphate Soils
16	Building Line Setbacks	39 Exempt Developments
17	Tree Preservation Order	40 Complying Developments
18	Off-street Carparking	41 Notifications & Advertising with Development Applications
19	Village of Dunoon	42 Urban Design & Weather Protection in Lismore CBD
22	Northern Ridges, Goonellabah	
21	Village of Clunes	
26	Industrial Development Standards	43 Crime Prevention Through Environmental Design
27	Buffer Areas	44 Rural Landsharing Communities
28	Subdivisions	47 Waste Minimisation
29	Extractive Industries	48 Land at West Goonellabah
		49 Lismore Cultural Precint
31	East Lismore	50 Heritage Conservation
		51 Airport Industrial Estate

LOCAL ENVIRONMENTAL PLAN

Lismore Local Environmental Plan 2000

COMMUNITY SERVICES & FACILITIES PLANS

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

OTHER DOCUMENTS

General Specifications
 - Road & Drainage Works
 - Sewerage Requirements
 - Water Reticulation
 - Statement of Accounts
 S94 Contributions Plan

SECTION 2 – STATEMENT OF AFFAIRS

A copy of Council's most recent Statement of Affairs was prepared on 10th May 06 and can be obtained by contacting the Public Officer, Lismore City Council.

SECTION 3 – CONTACT ARRANGEMENTS

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

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

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

- Access to Documents Policy
- Alternate Dispute Resolution Policy
- Animal Management Policy
- Annual Leave Policy
- Appointment of Staff Policy
- Business Recovery Plan
- Central Library Meeting Room Policy
- Children's Services Policies (various)
- Code of Conduct
- Code of Meeting Practice
- Collection Development and Information Access Policy
- Community Donations Policy
- Community Facilities Policies (various)
- Community Planning * Development Policies (various)
- Competency Assessment Policy
- Complaints Management Policy
- Conference Policy
- Corporate Sponsorship Policies
- Corruption Prevention Policy
- Councillors Access to Information and Interaction with Staff
- Course Attendance Policy
- Death Benefit Policy
- Delegation of Authority Register
- Development Control Plans (various)
- Development of Parks & Reserves – Community Consultation
- Disability Action Plan
- Display of Material in the Workplace Policy
- Email and Internet in Workplace Policy
- Emergency Services Leave Policy
- Employee Assistance Program Policy
- Environmental Management & Protection Policies (Various)
- Equal Employment Opportunity Policy
- Fees & Charges (Revenue and Pricing Policy)
- Fencing – Public Reserve
- General Advertising Policy
- Harassment & Bullying Prevention Policy
- Homelessness Policy
- Human Resources Policies (Various)
- Induction Policy
- Internal Investigations Policy
- Internal Reporting Policy
- IT Standards Policy
- IT User Identification Policy
- Job Share Policy
- Language Aid Policy
- LEAPS Policy

- Library Display and Exhibitions Policy
- Library Membership Policy
- Liverpool City Events & Festivals Policy
- Liverpool Local Environment Plan 1997
- Liverpool Social Plan
- Long Service Leave Policy
- Maternity & Parental Leave Policy
- Management Plan
- Media Policy
- Military Leave Policy
- Mobile Phone Policy
- Motor Vehicle Management Policy
- Occupational Health and Safety Policy
- One 4 All Policy
- Part Time Work Policy
- Payment of Expenses and Provision of Facilities to Councillors
- Performance Management & Development Appraisal System Policy
- Playground Equipment
- Policy and Procedure Development Policy
- Public Access Internet Policy
- Purchase of Computer Equipment by Staff
- Privacy Management Plan
- Procurement Manual
- Records Management Policy
- Relieving at Higher Duties Policy
- Salary Sacrifice Policy
- Service and Communication Policy
- Sick Leave Policy
- Special Sick Leave Policy
- Staff Travel and Accommodation Costs Policy
- Town Improvement Fund Policy
- Training and Development Policy
- Tree Preservation Policy
- Work From Home Policy
- Youth Policy

SECTION 2 – STATEMENT OF AFFAIRS

A Statement of Affairs for the Liverpool City Council (as required under the Freedom of Information Act) is dated December 2006 and is available from the Public Officer, Liverpool City Council at no cost.

SECTION 3 – CONTACT ARRANGEMENTS

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

Telephone on (02) 9821 9309
Facsimile on (02) 9821 9532
E-Mail to f.sut@liverpool.nsw.gov.au

or writing to:

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

1 December 2006

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

SECTION 1 – POLICY DOCUMENTS

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

Section A – Governance and Corporate Polices

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

- Records Management
- Records Management Policy & Procedures for Councillors

Section B—Infrastructure & Technical Policies

- Banner Advertising
- Cemeteries – Quirindi and Villages
- Guidelines for Development and Subdivision Works
- Naming of Council Assets
- Footpath Policy
- Vehicle Crossings
- Playground Policy
- Plant Policy
- Dust Suppression Policy
- Ramps and Gates on Public Roads
- Liquid Trade Waste
- Acceptance of Septic Tank Waste

Section C – Environment and Community Services Policies

- Village Development Program
- Structures on Footpaths and Council Land
- Water Supply – Rural Dwellings
- Electricity Supply to Rural Subdivisions
- Dwelling Relocation
- Library Internet use
- Temporary Occupation
- Sustainable Development
- Footpath Dining
- Notification of Adjoining Landowners Policy
- Property Leasing Policy
- Risk Management Policy
- Section 94 Contributions
- Small Feedlots Policy
- Stock on Public Roads & Public Places Policy
- Swimming Pool Fencing Policy
- Tree Preservation Order
- Work on Private Property Policy
- Building Alignment – Town of Quirindi
- Scare Gun Policy
- Noxious Weed Control
- Payment of Fees Childcare Centre
- Bonds and Guarantees
- Retailing in the Shire
- Building Setbacks
- Street Entertainment & Busking
- Dog Noise
- Notices under S18 of the Noxious Weeds Act 1993
- Refund of DA Fees to Not for Profit Organisations
- Burial of Bodies on Private Land
- Food Premises Control
- Availability of Building Plans
- Replacement of Stolen Kerbside Bins
- Occupation of Caravans
- Noxious Weeds Act 1993 – Consideration of Submissions Under Section 18A

Council’s Management Plan consisting of:

- Corporate Objectives
- Principal Activities and Services
- Statement of Business Activities
- Statement of Human Resource Activities
- Statement of Equal Employment Opportunity

- State of Activities to Protect Environmentally Sensitive Areas
- Annual Statement of Revenue Policy
- Fees and Charges
- Budget Estimates
- Performance Targets

Section D – Other

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

SECTION 2 – STATEMENT OF AFFAIRS

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

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

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

SECTION 3 – CONTACT ARRANGEMENTS

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

Public Officer,	Phone: (02) 67 461755
P.O. Box 152,	Fax: (02) 67 463255
QUIRINDI. 2343	Email: lpssc@lpssc.nsw.gov.au

Business Hours - Monday to Friday 8.30 a.m. to 5.00 p.m.

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

The Council maintains the following Policy Documents:

Policy Register

Bush Fire & Emergency Manuals

Developer Contributions Plan

Lockhart Shire Council Local Environmental Plan

Code of Conduct

Equal Employment Opportunity Management Plan

Management Plan 2005/2008

Minutes of Committee Meetings

Minutes of Council Meetings

Revenue Policy (see Management Plan)

State of the Environment Report (see Annual Report)

Annual Report

Auditor's Report

Business Papers

Disclosures Register

Land Register

Investments Register

Social Plan

SECTION 2 – STATEMENT OF AFFAIRS

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

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

The most recent Statement of Affairs was published on 30 June 2006.

SECTION 3 – CONTACT ARRANGEMENTS

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

The General Manager

Lockhart Shire Council

PO Box 21

LOCKHART NSW 2656

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

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

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

THE COUNCIL'S POLICY DOCUMENTS

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

- Delegations of Authority Manual
- General Policy Manual of Council
- Annual Report
- Management Plan
- [Includes Pricing Policy, Financial Plan, Corporate Plan]
- Code of Meeting Practice
- EEO Management Plan
- Local environment Plan (1993)
- Minutes of Committee Meetings
- Minutes of Council Meetings
- Plans of Management
- Various Plans
- City wide S:94 Contributions Plan.

MAITLAND CITYWIDE DEVELOPMENT CONTROL PLAN

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

- City Wide – Exempt and Complying Development
- Energy Smart Homes
- Thornton Industrial – Thornton - East
- Subdivisions – Manual
- City Wide – Heritage
- Racecourse Business Park – Industrial
- Avalon Forest Rural Residential Estate Thornton
- Advertising/Notification of Development Application
- Ashtonfield South Residential Precinct
- Commercial and Retail Policy
- Car Parking Requirements
- Site Waste Management and Minimisation
- Brothels and Sex Industry Establishments
- Vegetation Protection
- On-site Sewage Management Systems
- Telecommunications & Radio Communications
- West Rutherford Area Plan
- Gillieston Heights Area Plan

POLICY DOCUMENTS

Advertising Signs

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

Approvals

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

Art Gallery

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

Civic Matters

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

Council Matters

- Accompanying Persons Reimbursement – Conferences/Seminars
- Applications for Development and/or Construction Certificates – Councillors and Staff
- Closure of Council's Administration Offices Christmas and New Year
- Code of Conduct
- Code of Meeting Practice
- Complainants – Dealing with Difficult
- Erosion and Sediment Control
- Internal Reporting Systems for Disclosures

- Interstate and Overseas Travel
- Number of Councillors
- Payment of Expenses and Provision of Facilities for Councillors
- Provision of Information to and Interaction between Councillors and Staff
- Regional Co-Operation and the Hunter Regional Association of Councils
- Structural Reform
- Sponsorship Policy

COMMUNITY AND SOCIAL WELFARE

- Child Protection Policy

DISPLAN

- Council Role Under the Maitland Local Displan

DONATIONS

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

DRAINAGE

- Improvements Over Drainage / Urban Drainage

FENCES

- Dividing Fences
- Building Line and Fencing – Radburn Estate, Thornton

FILMING

- Filming Protocol

FINANCE

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

GRANTS

- Applications

HEALTH MATTERS

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

HERITAGE (INCLUDING CBD/MALL HERITAGE AREA)

- Heritage Building Conversation and Upgrading
- Maitland City Centre - Outdoor Dining Policy
- Central Maitland Area Improvement Program

INSURANCE

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

KERB, GUTTERING & FOOTPATH CONSTRUCTION

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

LAND & COUNCIL BUILDINGS

- Land Acquisition, Development and Sale
- Disposal of Fill From Construction Sites
- Payment of Agent's Fees
- Sale of Council Owned Land
- Policy of LEP'S and Council Land
- Rationalisation of Surplus Community Lands

LIBRARY

- Conduct of Maitland City Library Service
- Library Collection Development Policy

NOXIOUS WEEDS & AQUATIC PESTS

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

PARKING

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

PARKS AND GARDENS

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

MAINTENANCE

- Parks and Gardens – Maintenance
- Mt Pleasant Street
- Naming and Renaming Reserves

PRACTICE WICKETS AND GOAL POSTS

- Location of in Public Parks

PLANNING MATTERS

- Cycleways Study
- Ecologically Sustainable Development
- Street Construction – Morpeth Conservation Planning Study
- Part V of the Environment Planning and Assessment ACT 1979
- Planning Agreements Policy 2006
- Notification of Subdivision Applications
- Tree Preservation and Control

PLANT AND EQUIPMENT

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

PRIVATE PIPELINES

- Private Pipelines in Road Reserve

PRIVATE WORKS

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

RATES

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

RECORDS MANAGEMENT

- Records Management Policy

RISK MANAGEMENT

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

ROADS

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

SIDEWALK STALLS

- Doorknock Appeals and Street Days

STAFF

- Corporate Wardrobe
- Equal Employment Opportunity Policy (EEO)
- Implementation of 19 Day Month
- Occupational Health and Safety
- Study Assistance Policy
- Untaken Sick Leave
- Workplace Return to Work Policy
- Workers Compensation Management

STREET LIGHTING

- Rurally zoned Areas

SUB-DIVISIONS

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

SWIMMING POOLS

- Admission Charges
- Swimming Pool Charges for Schools
- Coaching at Olympic Pool
- Restriction of use when Swimming Club use Pool

TOURISM

- Marketing Strategy – Maitland Tourism
- Steamfest
- Thornycroft Truck Working Party
- Noise Levels – Associated with use of Hire of Town Hall

TRANSPORT MATTERS

- Activities on Public Roads
- Bus Shelters

WASTE

- Credit Facilities Waste Depot
- Domestic Waste Collection Service & Issue of Mobile Garbage Bins
- Integrated Resource Recovery and Waste Management Strategy
- Mobile Garbage Bins
- Waste Collection – Extension of Service
- Waste Removal Policy

COUNCIL'S STATEMENT OF AFFAIRS

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

The most recent Statement of Affairs held by Council was published June 2006.

COUNCIL'S CONTACT ARRANGEMENTS

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

Mr Graeme Tolhurst
Group Manager Finance and Administration/
Public Officer
Maitland City Council
P.O. Box 220
MAITLAND NSW 2320
Telephone 49349752

The Council's office hours are 8.30am to 5.00pm Monday to Thursday and 8.30am to 4.30pm Fridays.

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

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****MANLY COUNCIL****As at 8th December, 2006****SECTION 1 – POLICY DOCUMENTS**

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

Planning

LEP

Manly Local Environmental Plan 1988 as Amended

Manly Local Environmental Plan 1988 - Amendment 34 Acid Sulphate Soil map

L.E.P. Map

DCP

Manly Development Control Plan (DCP) for the Residential Zone 2001 Amendment 1 & Amendment 2

- Appendix Map A Penguin & Bandicoot Residential DCP

- Appendix Map B Residential Density Sub-Zones

- Appendix Map C maximum Height Sub-Zones

Manly DCP for the Business Zone 1989: Amendment 5

Manly DCP for The Corso (Part A, Part B North Side & Part B South Side)

Manly DCP for the Industrial Zone 1991

Manly DCP for Energy Efficient Buildings 1998

Manly DCP for Backpacker Accommodation 1998: Amendment 1

Manly DCP for Landslip and Subsidence 2001

Manly DCP for Waste Minimisation and Management 2000

Manly DCP for Notification 1999: Amendment 2

Manly DCP for Access incorporating the Manly Access Policy

Manly DCP for Advertising Signs 1993

Manly DCP for Sites in Gurney Crescent & Clavering Rd Seaforth 2002: Amendment 1

Manly DCP for Childcare Centres 2004

Manly DCP for Manly Cove

Manly DCP for Telecommunications & Radiocommunications

Manly DCP for Late Night Venues 2005

OTHER

Manly Section 94 Contributions Plan

Manly Town Centre Urban Design Guidelines 2002

Balgowlah Shopping Centre Urban Design Controls 1999

a) Balgowlah Shopping Centre Urban Design Plan 1999 - Main Document

b) Balgowlah Shopping Centre Design Plan 1999 - Appendix

Manly Code for the Protection against Termite Attack 1996

Manly Specification for Stormwater Drainage 2003

a) Manly Specification for On-site Stormwater Management 2003 - Main Document

b) Specification for On-site Stormwater Management 2003 Appendix Maps

Manly Specification for Civil Infrastructure, Development & Subdivisions 2003

Manly Council Contaminated Lands Policy 2003

Guidelines for the Installation of Rain Water Tanks

Manly Council Greywater Reuse Policy & Map

Other Policy Documents

Annual Community Report

Annual Report
Manly Andrew “Boy” Charlton Swim Centre Annual Report
Auditors Report
Annual Budget

Management Plan
Code of Conduct

Social Plan 2004-2009 Needs Assessment
Social Plan 1999-2004
Sustainability Strategy 2002
Local Air Quality & Greenhouse Action Plan
Land Register
Plans of Management
- Seaforth Oval
- Keirle Park
- Tania Park
State of the Environment Report
Code of Meeting Practice
Register of Investments
Returns of the Interests of Councillors, Designated Persons and Delegates
Returns as to Candidates’ Campaign Donations
Business Paper Agendas (Excluding Closed Committee)
Business Paper Minutes (Excluding Closed Committee)

Policies

Accounts - Available Working Capital
Advertisements
Advertising
A-Frame Signs and Merchandise Offered for Sale
Armoured Vehicles – Provision for Parking
Awards - Manly Civic Design

Banners - Display Of Banners Within Council Controlled Properties And Reserves
Beach Management
Beaches And Reserves - Commercial Filming - Conditions And Charges
Blasting Permits
Boat Building In Residential Areas
Builders’ Rubbish Containers

Caretakers – Residential Caretakers In Council Buildings
Circuses - The Operation Of Circuses With Exotic Animals In Manly
Circus - Limitation On Performances
Clean Air - Complaints
Clearing Of Shrubs And Undergrowth
Closed Circuit Television Protocol – Administration Building
Closed Circuit Television Protocol – Carparks
Clubs And/Or Organisations - Remission Of Rates
Committees - Appointment Of Councillors
Committees - Section 355 Committees - Audit Fees
Community Groups - Financial Assistance
Complaints Management Policy
Consultation – Community Consultation Protocol
Corner Splays - Acquisition Of
Corner Splays - Council To Meet Costs
Corner Splays - Notification On Certificates
Corporate Image
Council And Committee Meetings - Length Of Meetings
Council Meetings - Availability Of Agenda Papers To Public
Council Chamber - Seating Arrangements
Council Letterhead - Council Committees And Areas Of Activity - Signing Of Correspondence

Councillors - Committee Membership Not Appointed By Council
Councillors - Personal Accident Insurance - Authorisation To Attend Functions
Councillors - Reports From Council Officers
Cultural Policy
Customer Service Charter

Debt Recovery - Warrants Of Commitment - Authorisation Of
Development Applications
Development Application Approval
Development Application - Fees For Heritage Buildings
Development Control Plan - Residential Zone
Dog Management – Urban Dog Management
Dinghies - Storage Of Dinghies On Council Foreshores
Donations - Items Of Park Furniture
Drainage Easements - Construction Over
Driveways - Non-Standard Construction

Election Campaigning – Federal, State & Local Government Elections
Elections – Poll Of Electors To Be Held In Conjunction With Ordinary And Extraordinary Elections Of Council
Environmental Levy Component Of Rate – Increase In Annual Contribution

Financial Assistance To Cultural Groups
Financial Reporting - Measures Of Council Liquidity
Footpath Trading

Garbage Charges - Surf Clubs, Scout And Guide Halls In Council Reserves
Garbage Containerisation Service - Size Of Containers
Graffiti

Hire Boat Operations - Beaches And Reserves
Hoardings - Placing Of Hoardings At Construction Or Demolition Sites
Honorary Rangers

Internet Access & Use

Leases - Council Property - Maintenance Of By Lessee/Licensee
Leases - Council Property - Payment Of Rates & Charges By Lessee
Library -Borrowers Policy
Library - Commercial Sponsorship Of Library Activities
Library - Statement On Freedom Of Collection, Access, Use And Librarian's Role
Library - Local History

Manly Art Gallery & Museum - Acquisitions And Exhibitions Policy
Manly Art Gallery & Museum - Free Admission For Children On Organised Tours
Manly Art Gallery & Museum - Collection On Local History
Manly Art Gallery & Museum - Presentation Of Paintings Purchased From Funds Raised By Former Ladies Auxiliary
Manly Art Gallery & Museum - Support For Local Artists
Manly Art Gallery & Museum - Waiving Of Fees
Mayor And Councillor's Remuneration Fees

Neighbourhood Watch And Safety House Scheme
Noise Complaints - General
Nuclear Weapons - Abolition And World Peace

Open File Policy
Overgrowth of Vegetation

Pamphlets & Leaflets - Distribution On Public Roads And In Shopping Centres
Parking - Policy - Manly Central Business District
Parking – Issuing Of Designated Parking Permits
Parking – Provision For Designated Parking Spaces For Armoured Vehicles
Parking Permits – Manly Life Saving Club Inc/ Manly Community Centre
Parks And Reserves - Use Of By Junior Sports
Payment of Expense & Provisions of Facilities to Mayor & Councillors
Poll Of Electors To Be Held In Conjunction With Ordinary And Extraordinary Elections Of Council
Precinct Committees
Pricing Policy Goods & Services
Printing And Stationery - Use Of Recycled Paper
Property Acquisition Reserve Fund
Prosecutions - Withdrawal Of
Public Liability Insurance
Public Sculpture Policy

Rates - Pensioners - Accrual Of Rates & Charges & Writing Off Interest
Reconciliation Between Indigenous And Non-Indigenous Australians
Recycling - Events And Promotions
Reserves - Exclusive Use For Private Functions
Reserves - Outdoor Furniture – Dedication
Road Reserves - Outdoor Eating Areas - Licensing Of
Road Reserve - Lease For Parking As A Development Application Condition
Road Reserve Leases - Adjacent And Conjoining Parent Lot
Road Reserves - Driveways
Road Reserve Nature Strips

Seawalls - Construction And Replacement
Senior Citizens' Centre
Shopping Trolleys - Impoundments
Signs - Council Projects - Displaying Of
Signs - Direction
Signs - A-Frame Signs And Merchandise Offered For Sale
Signs - Public Telephones
Sister Cities - Policy On Visits To Council By Overseas Tourists
Skateboards & Bicycles On The Corso - Control Of
Skateboards, Bicycles And Rollerskates On The Ocean Beach Walkway
Smoking - Council Owned Buildings
Solar Hot Water Installations (Building Applications)
Special Events (Road Closures) Traffic And Transport Management Plan
Sponsorship - Council Activities And Events
Sport And Recreation Facilities In Manly - Guiding Principles
Stalls - Constituent Interviewing By Local Members
Stormwater Runoff
Strata Subdivisions - New And Old Buildings - Car Parking
Strata Subdivisions - Old Buildings
Swimming Centre, Manly - Complimentary Season Passes To Elite Athletes
Swimming Pools - Fencing Of
Swimming Pools (Private) – Leaking
Sydney Water

Tenders - Lobbying Of Councillors
Tourism Policy
Trading Activities - Hawking & Vending On Public Reserves, Roads & Public Places
Tree Preservation Order
Trees - Lopping For Electricity Transmission Lines
Trees - Lopping For Views
Trees - Removal Of “Ficus” Varieties
Trees - Ringbarking, Poisoning, Root Damage

Unemployment Relief Schemes

Vehicular Crossing And Layback Openings
Vehicle Crossing Construction - Colour Of Concrete
Vehicle Crossings - Maintenance Of Unpaved Crossings
Vehicle Crossings/Driveways - Non Standard
Vehicle Crossings - Payment For Pavement Of Road Shoulders
Vehicle Crossings To Private Property – Temporary Construction In Asphalt - Payment By Owners
Vehicle Crossings - Use Of Uni-Pave Concrete Blocks

Warringah Freeway And Public Transport - Manly Warringah
Waste Minimisation - Functions And Events In Manly
Water Courses - Piping Of
Wentworth Street Redevelopment - Access To Corso Properties

SECTION 2 - STATEMENT OF AFFAIRS

The most recent Statement of Affairs held by Council was published June 2006.

SECTION 3 - CONTACT ARRANGEMENTS

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

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

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

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

SECTION 1 – POLICY DOCUMENTS

- Code of Conduct
- Code of Meeting Practice
- Code of Practice – 355 Committees
- Terms of Reference – 355 Committees
- EEO Management Plan
- Access to Information
- Asset Management
- Cemeteries
- Conflicts of Interest
- Councillors Access to Information and Interaction with Staff
- Debt Recovery
- Election of Mayor
- Fleet Policy
- Human Resources Management
- Media Policy
- Payment of Expenses and Provision of Facilities to Councillors
- Problematic Complainants
- Risk Management
- Access to Properties
- Advice to Residents on Road Works
- Bitumen Sealing of Gravel Roads
- Bus Shelters
- Bushfire Prevention
- Footpath Surfacing
- Grazing of Stock on Roads
- Grids and Gates
- Gutter Bridges
- Gutter Crossings
- Kerbing and Guttering and Footpath Charges
- Permanent Road Closures
- Private Works
- Public Seating on Footpaths
- Regulatory and Warning Signage
- Road Classifications and Standards
- Road Encroachments on Private Land
- Road Reserve Leasing
- Royalties Payable on Gravel
- Sign Inspection and Replacement
- Temporary Road Closures
- Tree Removal and Pruning – Public Places
- Un-maintained and Unformed Roads
- Water Pipes Across and Along roads

All other policies from the former Mudgee, Rylstone and Merriwa Shire Councils.

SECTION 2 – STATEMENT OF AFFAIRS

The Council's most recent Statement of Affairs is that dated June 2006. Copies may be obtained at no cost by contacting the Council's Manager Governance.

SECTION 3 – CONTACT ARRANGEMENTS

Enquiries concerning the Council's Statement of Affairs, Summary of Affairs, the inspection and purchase of policy documents and making a Freedom of Information application should be made during office hours, Monday to Friday from 8.00 am to 4.30 pm to:

Mr Ian Roberts
Manager Governance
Mid-Western Regional Council
PO Box 156
Mudgee NSW 2850
Telephone: (02) 6378 2850
Facsimile: (02) 6378 2815

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****NARROMINE SHIRE COUNCIL****F.O.I. Agency No. 2186****SECTION 1 – DOCUMENTS**

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

1. Annual Report
2. Code of Conduct
3. Code of Meeting Practice
4. General Policy Register
5. Narromine Shire Council Development Control Plan
6. Narromine Shire Council Local Environmental Plan
7. Management Plan
8. Business Papers for Council and Committee Meetings
9. Minutes of Council and Committee Meetings
10. Register of Disclosure of Interests.
11. Gift Register.
12. State of Environment Report
13. Delegation of Authority Register
14. Business Continuity/Disaster Recovery Plan
15. Local Area Disaster Plan. (DISPLAN)
16. Equal Employment Opportunity Policy
17. Expenses and Facilities Policy (for Councillors)
18. Financial Management Plan
19. Internal Reporting Policy (for purposes of Protected Disclosure Act)
20. Plans of Management for Community Land
21. Section 94 Contribution Plan
22. Advertising Code (for structures and commercial signs. Included in the Narromine Shire Council Local Environmental Plan).
23. Notification of adjoining owners policy. (Included in the Narromine Shire Council Local Environmental Plan).
24. Building Line policy. (Included in the Narromine Shire Council Development Control Plan).
25. Fees and Charges policy
26. Flood Prone Land Policy
27. Occupational Health and Safety Policy
28. Private Use of Council Vehicles Policy
29. Smoke Free Work Environment Policy
30. Auditors Report
31. Land Register
32. Investment Register
33. Building Certificate Records
34. Building application/approval records
35. Development application/consent records
36. Narromine Shire Council Community Social Plan - 2005 to 2009.
37. Narromine Shire Council Statement of Affairs.

SECTION 2 – STATEMENT OF AFFAIRS

Narromine Council's Statement of Affairs is currently available for inspection at Narromine Council Chambers 124 Dandaloo Street Narromine and may be obtained by contacting the Public Officer.

SECTION 3 – CONTACT ARRANGEMENTS

Requests for access to documents held by Narromine Council and subject to the Freedom of Information Act, 1989 should be accompanied by a \$30.00 application fee and directed in writing to:

The Public Officer
Narromine Council
PO Box 115
NARROMINE NSW 2821

Enquiries may be directed to the Public Officer, Mrs V Roberts by telephoning (02) 6889 9999 Monday to Friday between 8.30 am and 5.00 pm.

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

Development Control Plan - Exempt & Complying Development
Development Control Plan - Landfill Development
Development Control Plan - Medium Density Development
Development Control Plan - Notification Policy
Development Control Plan - Outdoor Advertising
Development Control Plan - Parking Code
Development Control Plan - Subdivision Code
Development Control Plan - Transportable Homes Policy
Legal Opinion - Planning Matters
Liquid Trade Waste
Local Approvals Policy

Finance

Contributions & Donations
Debt Recovery Policy
Financial Hardship Policy
Hardship Provisions Policy - Water Usage Charges
Investment Policy
Purchasing Policy
Revenue Policy - Water & Sewer

Human Resources

Area Zone Annual Leave Policy
Assessment Policy
Assessment Progression Policy
Defence Force Leave Policy
EEO Policy
Emergencies Policy
Grievance Procedures Policy
Housing Rental Policy
Injury Management Policy
Interview Expenses Policy
Motor Vehicle Policy
OH&S Consultation Statement Policy
OH&S Policy
Performance Appraisal Policy
Personal Study Provisions Policy
Pre Employment Medical Exam Policy
Removal Expenses Policy
Rostered Day Off Policy
Sexual Harassment Policy
Smoke-free Workplace Policy
Special Christmas Leave Policy
Staff Leave to attend Civil Emergencies Policy
Staff Uniform Policy
Sun Protection Policy

Information Technology

Property Addressing Policy

Community Facilities

Narrabri Lawn Cemetery - Floral & Other Tributes

Design Services

Optic Fibre Installation on Council's Land

Road Services

Alcohol Free Zones

Concrete Footpath Cost Recovery for Commercial Premises

Public Gates & Grids on Public Roads

Water Services

Sewer Junction Connection Policy

Water Service Connection Policy

Governance

Code of Conduct

Code of Meeting Practice

Council Committee Structure

Councillor attendance at Shires Association of NSW Annual Conference

Deputations to Council

Gifts & Benefits Policy

Internal Reporting Policy

Keeping and affixing of Council seal

Payment of Expenses and Provision of Facilities to Councillors

Policy on Policy Making

Privacy Management Plan

Reports by Councillor Delegates

OTHER DOCUMENTATION

Staff Delegations of Authority

Narrabri Aerodrome Procedures Manual

Narrabri Aerodrome Emergency Procedures

Local Environmental Planning Instruments

Narrabri LEP No. 2 (as amended)

Narrabri LEP No. 5 (as amended)

Narrabri LEP (as amended)

Section 94 Contributions Plan

Section 64 Plan

State of the Environment Report

Narrabri Shire Council Local Displan

Narrabri District Bushfire Management Plan

Narrabri District Fuel Reduction Management Plan

SECTION 2: STATEMENT OF AFFAIRS

Narrabri Shire Council's most recent Statement of Affairs is for the year ending 30 June 2006.

SECTION 3 - CONTACT ARRANGEMENTS

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

Arrangements to inspect or purchase policy documents may be made by contacting the following officer between 8.35am to 5.00pm on week days:

Mr Glen Warren
Director Corporate Services
Narrabri Shire Council
46-48 Maitland Street
PO Box 261
NARRABRI NSW 2390

FREEDOM OF INFORMATION ACT 1989

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

SUMMARY OF AFFAIRS

of the

NARRANDERA SHIRE COUNCIL

SECTION 1 – POLICY DOCUMENTS

Aboriginal Matters	Infectious Diseases
Access to Communication Facilities	Insurances
Access to Mains on Private Policy Statement	Investment
Advertising	Land Leases
Advertising Structures and Signs	Land Sales
Aerodrome	Library
Animals	Managing Conflicts of Interest
Annual Reports	Manex
Appeals and Donations	Media
Asset Management	Narrandera Sports Stadium
Australia Day Celebrations	Narrandera Water Supply
Australian Citizenship	Noxious Weeds Policy
Building Control	Occupational Health and Safety
Building Over Sewers	Sun Protection
Bus Shelters	First Aid
Bush Fire Control	Staff Working in Remote Locations
Busking	General Occupational Health and Safety
Caravan Park – Lake Talbot	Volunteers Policy
Cemeteries	Signs as Remote Supervision
Child Protection Policy	Parks and Gardens
Citizen of the Year Award	Plant Hire and Private Works
Closed Circuit TV	Plant and Vehicle Equipment Use by Community
Complaints	Groups
Corporate Plan	Plant and Vehicle Replacement
Council Shops	Policy Making
Councillors	Pollution
Councillor Communication with Staff	Protected Disclosures
Council Website	Purchasing Policy and Procedures
Credit Card Policy	Rates and Charges
Customer Service Policy	Risk Management
Development in Areas Subject to Flooding	RIVROC
Dogs	Road Opening
Economic Development	Roads and Streets
Emergency Management	Rural Water Supply
Equal Employment Policy Statement	Saleyards
Fees and Charges	Septic
Financial Matters	Sewerage
Food Premise Inspections	Sister City
Footpath / Cycleway Risk Management	Sporting Hall of Fame
Freedom of the Shire	Sports & Recreation - General
Garden Competition	Staff Policies
Garbage Services	Statement of Business Ethics
Gathering Information	Stores
Gifts and Benefits Policy	Street Lighting
Harassment Policy	Street Stalls and Raffles
Health and Welfare Services	Street Trees and Nature Strips
House Numbering	Subdivisions – Urban and Rural
Immunisation	Television and Film Production Shoots
Impounding - Straying Stock etc	Teloca House

Theatres and Public Halls
Tourism Promotion
Town Planning

Traffic Committee
Youth Centre Policies - Various

SECTION 2 – STATEMENT OF AFFAIRS

A copy of Council's most recent Statement of Affairs (as at May 2006) can be obtained from Council's Freedom of Information Officer, at the address shown below.

SECTION 3 – CONTACT ARRANGEMENTS

Applications and/or enquiries regarding Freedom of Information should be directed to:

The Freedom of Information Officer
Narrandera Shire Council
141 East Street Narrandera 2700

Telephone 02 6959 5510
Fax 02 6959 1884
Hours 8.15am to 4.30pm

Email council@narrandera.nsw.gov.au

Website www.narrandera.nsw.gov.au

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****NEWCASTLE CITY COUNCIL****DECEMBER 2006****1. POLICY DOCUMENTS:**

The following policy documents are available for inspection free of charge. Copies of some of the documents are available for a set fee, as listed in the fees and charges register and others for a photocopying charge. Other information documents are available from Council, and Council should be contacted directly for further details.

Access Policy (2003)
Adamstown Park/Myers Park Plan of Management July 1996
Affordable Housing Strategy 2005
Alcohol free zones policy
Back Packer Tourism Strategy for the City of Newcastle (2001)
Bushlands Plan of Management - October 2000 - (incorporating Blackbutt Reserve Management Plan and Jesmond Bushland Management Plan)
Car Parking Policy for Newcastle (NEALA - 2000)
Carparking provision for subdivisions
City Wide Maintenance Policy (2003)
Civic and Cultural Precinct Statements of Strategic Intent - (2003) & Masterplan (2004)
Code of Conduct
Code of Meeting Practice
Commitment by Newcastle City Council to the young people of the City 1997
Community Assistance Program Guidelines
Community Development Policy 2005
Community Plan 2005-2010
Community Safety Policy
Complying Development Guidelines
Conservation of Newcastle's Biodiversity 2005 (Policy Statement for the)
Constitution - S355 Committee for Management of Parks
Consultation Policy and Guidelines 2000
Convict lumberyard, Stationmaster's residence and Paymaster's office - conservation policy (1992)
Corporate Communications Strategy 2004
Council Funding of Community Activities
Crime Prevention Plan 3 - Mayfield
Crime Prevention Plan for City Centre and Inner City
Crime Prevention Plan No.2 - Whole of City
Cultural Framework
Customer Service Policy
Development Application Guide ('DA GUIDE')
Disability Action Plan 2005-2010
Dispute Resolution Policy
Ecologically Sustainable Development Procurement Policy
Ecologically Sustainable Development Tendering Policy
Economic Development Strategy for the City of Newcastle (June 2000)
Electronic Mail Usage and Internet Access
Environmental Small Grants Program Guidelines
Equitable Pricing Policy
Ethnic Affairs Policy
Exempt Development Guidelines
Flags flying - City Hall
Foreshore Usage Policy 1996 (Revised) Oct 2003

Framework for a Decade of Education for Sustainable Development 2005-2014
General Community Use Land Plan of Management - October 2000
Glendore Community Facility Plan of Management (2003)
Guidelines and Constitution for Community Forums
Heritage Places - Strategic Plan and Plan of Management (Dec 2000) (Amended 2002 and 2003)
Human Services Policy
Information Communications Technology Strategy Plan 2004
Interaction Between Councillors and Staff
Internet Strategy 2004
Interview Expenses Policy
Investment of temporary surplus funds policy
Investment Strategy
Jesmond Park, Jesmond Bushland Plan of Management - May 1991
Landscape Structure Plan - 1990
Lanes, Roads and Footway Ownership Policy (2003)
Library Collection Development Policy
Loan Borrowing Policy
Loan Borrowing Strategy
Management Plan - 2006/07-2008/09
Naming of parks and reserves
National Park Plan of Management - December 2000
Neighbourhood Parks Plan of Management - December 2000 (Amended 2003)
Newcastle - Lake Macquarie Bike Plan 1996
Newcastle and Lake Macquarie Open Space and Recreation Study 1987
Newcastle Coastline Management Study and Plan (2003)
Newcastle Development Control Plan 2005
Newcastle East Heritage Tourism Plan
Newcastle Environmental Management Plan (2003)
Newcastle Flood Policy 2004 Parts A (Principles) & B (Atlas)
Newcastle Green Corridor Plan and Landscape Precinct Plan (2005)
Newcastle Green Spaces Strategy (2000)
Newcastle Local Environmental Plan 2003
Newcastle Recreation and Open Space Plan - Oct 1996
Newcastle Region Art Gallery Acquisitions Policy
Newcastle Regional Museum Collection Policy (on Internet)
Newcastle Regional Museum Education Policy (on Internet)
Newcastle Stormwater Management Plan (2004)
Newcastle Tourism: Tourism Development Plan (2002)
Newcastle Urban Strategy and Background Report 2005 Updated
Occupational Health and Safety Training and Induction Policy
Park Bookings Policy - October 2003
Park Memorials Policy - December 2003
Parking Permits - Conditions and Eligibility Criteria
Parking permits - residential
Payment of Expenses and Provision of Facilities to Lord Mayor and Councillors
Pedestrian Access Mobility Plan - May 2002
Pesticide Use Notification Plan 2006
Playgrounds Plan of Management (October 2000)
Policy and Background Statement on Newcastle Mainstreets (2001 revised 2003)
Position Statement on Graffiti
Position Statement on Illicit Drugs (2000)
Position Statement on Public Space (2000)
Pre-employment Medical Examination Policy
Public Art and Placemaking Policy 2003
Public Land Re-Classification Policy - June 2000
Public Voice Policy
Records Management Policy
Recruitment Policy
Reimbursement of Relocation Expenses Policy
Reimbursement of travel expenses Policy
Respect Policy

Restricted Assets – Reserves Management Policy
Road closures - temporary
Road openings
Road Safety Strategic Plan 2002 - 2010
Section 94 Contributions Plan No. 1 - 2005
Section 94 Contributions Plan No. 4 - 2006
Senior Citizens Centres Policy
Shoptop housing kit
Signage Policy for Beaches, Pools, Parks and Reserves (2003)
Social Impact Assessment Policy (1999)
Solid Waste Management Strategy - December 1995
Sports and Recreation Loans Policy - Parks & Recreation
Sports Policy (June 1998)
Sportslands Plan of Management (December 2000) (Amended 2003)
Steel River Strategic Impact Assessment Study
Street Lighting Interim Policy (2002)
Subdivision Code
Summerhill Land Use Strategy Study (1996)
Sustainable Urban Water Policy for Newcastle (2004)
Tarro Recreation Area Plan of Management (1990)
Termite Management - Position Statement - Nov 2003
The Foreshore Plan of Management (2000)
Traffic Studies:
Adamstown Traffic Study (1993)
Broadmeadow Traffic & Parking Study - Final Report
Cooks Hill Traffic Management Scheme - Stage 2 Final Report (November 1995)
Hamilton Parking Study (1995)
Mayfield Traffic Study (1989)
Merewether Traffic Study (1992)
New Lambton Major Traffic Routes Study (1992)
Newcastle East Traffic Study (1994)
Newcastle Hill Traffic Study (1990)
Tighes Hill, Wickham, Islington, Maryville Traffic Management Scheme Stage 2 (1993)
Volunteer Protocol - Human Resource Reference Tool
Wallsend Brickworks Park Plan of Management (2001)
Waste containers on public roads policy
Work Experience Policy

2. STATEMENT OF AFFAIRS

Council's Statement of Affairs dated 30 June 2006 is available for inspection at the below address.

3. INSPECTION OF DOCUMENTS

The documents may be inspected during normal business hours at:

City Administration Centre
282 King Street
Newcastle

Telephone: (02) 4974 2000
Fax: (02) 4974 2222

Enquiries concerning the documents should be addressed to:

Public Officer
Newcastle City Council
PO Box 489
NEWCASTLE NSW 2300

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****NORTH SYDNEY COUNCIL****December 2006**

- **INTRODUCTION**
- **SECTION 1 - POLICIES**
- **SECTION 2 - STATEMENT OF AFFAIRS**
- **SECTION 3 - CONTACT ARRANGEMENTS**

INTRODUCTION

This document is North Sydney Council's Summary of Affairs for the period ending December 2006. It contains a comprehensive list of North Sydney Council's policies including reference to associated guidelines and procedures. North Sydney Council reviews and amends all policies on a continual basis and once a year re-adopts all policies. For further information regarding the Policy Manual please contact the Director of Corporate Services (02) 9936 8114.

North Sydney Council adopted a Privacy Management Plan on 17 October 2005. All Council's Policies and Plans are managed in accordance with our Privacy Management Plan which has regard to the Privacy and Personal Information Protection Act 1998 (PPIPA) and the Health Records and Information Privacy Act 2002 (HRIPA).

For further information contact the Public Officer. Copies of Council's Policies are available from:

The Public Officer
North Sydney Council
200 Miller Street
NORTH SYDNEY NSW 2060
Telephone: (02) 9936 8114
Or can be viewed at www.northsydney.nsw.gov.au

SECTION 1 - POLICIES**CORPORATE SERVICES**

- Access to Council Documents
- Booking of Sporting Facilities
- Complaints
- Consultation
- Corporate Sponsorship
- Councillor Access to Staff
- Customer Service
- Freedom of Information
- Mayor and Councillor Facilities and Benefits
- Media Liaison
- Mediation
- Open Government
- Precincts
- Use of Council Seal

CORPORATE SERVICES CODES

- Code of Conduct for Councillors and Staff

- Code of Conduct for Precinct Committees
- Code of Conduct for Volunteers and Community Representatives on Council Committees
- Code of Meeting Principles and Practices
- Statement of Business Ethics: Standards for Contractors, their Staff and Business Associates

FINANCIAL AND INFORMATION MANAGEMENT

- Collection and Recording of Information
- Collection and Recording of Information Guidelines
- Divisional Policy Statements
- Green Purchasing
- House Numbering
- Investment
- Personal Treatment Entitlement Card Holder
- Procurement
- Procurement Guidelines and Information for Tenderers
- Section 601 (hardship caused from the use of new valuations)
- Signs as Remote Supervision
- Signs as Remote Supervision Guidelines
- Voluntary Rebates to Pensioners for Rates and Charges

PLANNING & DEVELOPMENT SERVICES

- Compliance and Enforcement
- Urban Design Panel

COMMUNITY & LIBRARY SERVICES

- Art Acquisition
- Busking
- Child Protection
- Community Centres, Cultural and Recreational Facilities
- Community Information
- Disability Discrimination
- Divisional Policy
- Donations
- Library Collection Development
- Library Exclusion
- North Sydney Arts Committee
- Public Art

ENGINEERING & PROPERTY SERVICES

- Car Share
- Charitable Recycling Bins
- Filming Within Council Area
- Management of Council Land and Facilities
- Resident Parking Permit
- Use of the Footpath for Outdoor Dining or Displaying of Goods
- Use of the Footpath for Outdoor Dining or Displaying of Goods Guidelines

OPEN SPACE & ENVIRONMENTAL SERVICES

- Circus
- Keeping of Roosters
- Overhanging Branches
- Public Bin Minimisation
- Standards for Volunteers and Community Representatives on Council Committees
- Tree Vandalism

HUMAN RESOURCES

- Alcohol/Drugs in the Workplace
- Attendance/Absenteeism

- Bereavement Leave
- Bullying and Harassment
- Child Protection
- Concessional Leave
- Confidentiality of Employee Information
- Council Fleet Vehicle
- Counselling and Disciplinary
- Defence Forces Reserve Leave
- Dismissal Guidelines
- Driver Incentive Bonus
- Drivers involved in Accidents
- Education Assistance
- E-mail Monitoring Guidelines
- Employee Assistance Program (EAP)
- Employee Identification: Name Badges
- Employee Identification: Photo ID Card
- Employment Screening – Working with Children Check
- Equal Employment Opportunity
- Equipment Allocation
- First Aid
- Flexi-Time
- Grievance Procedures
- Health Assessment
- Health Matters
- HIV/Aids Anti-Discrimination
- Home-Based Work
- Industrial Agreements: Indoor and Outdoor Staff
- Injury Incident Management Procedures
- Internal Reporting - Protected Disclosures
- Job Share
- Leaseback Vehicles
- Leave Without Pay
- Long Service Recognition
- Manual Handling
- Occupational Health and Safety
- Occupational Health and Safety Communication & Consultation
- Parental Leave
- Performance Planning Assessment Appeals Process
- Personal Protective Equipment (PPE)
- Recruitment and Selection
- Recruitment and Selection Procedures
- Redeployment
- Redundancy
- Rehabilitation
- Replacement of Stolen and Lost Property
- Resignation
- Salary Sacrifice
- Salary System
- Service 1st Telephone Standards
- Service First Award Scheme
- Sick Leave - Payment on Termination
- Smoking in the Workplace
- Telephone and Voicemail
- Traffic Regulations - Council Vehicles
- Training and Development
- Travel Assistance
- Unattended Children
- Voluntary Bush Fire Fighting
- Web Access and Email
- Workers Compensation Procedures

SECTION 2 - STATEMENT OF AFFAIRS

North Sydney Council's most recent Statement of Affairs (June 2006) is available to the public free of charge from the Public Officer, Council's Customer Service, or on the North Sydney Council website at www.northsydney.nsw.gov.au.

SECTION 3 - CONTACT ARRANGEMENTS

Members of the public seeking access to North Sydney Council's policy documents are invited to make initial contact with the Public Officer who can arrange for copies of documents to be made available. Alternatively, they may be viewed on the Council's web site at www.northsydney.nsw.gov.au. The Public Officer is available during normal business hours of 9am - 5pm, Monday to Friday. Contact by phone should be made prior to a visit in person.

In Person:

Public Officer
North Sydney Council
200 Miller Street
NORTH SYDNEY NSW 2060

Postal address:

Public Officer
PO Box 12
North Sydney NSW 2059

Telephone: (02) 9936 8114

Email: council@northsydney.nsw.gov.au

FREEDOM OF INFORMATION ACT 1989

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

SUMMARY OF AFFAIRS

of the

OBERON COUNCIL

30 DECEMBER 2006

SECTION 1 – POLICY DOCUMENTS

Policy documents produced by Oberon Council are as follows:

Management Plan including:

- Equal Employment Opportunity Policy
- Revenue Policy

Annual Report

Annual Financial Reports

Auditors Reports

Development Contributions and Water Management Works Plan (Amendment) 2004 -- Parts A, B, C and D

- Incorporating the Section 94, The Stormwater, and the S64 Water Supply Water Authorities Act, 1987, Water Supply Headworks Contribution Plan and the Sewer Supply Headworks Contribution Plan.

Development Control Plan 2001

- A – Rural Development - Rural 1(a) Zone
- B – Subdivision
- C – Residential Development
- D – Commercial and Industrial Development
- E – Advertising and Signage
- F – Vehicle Circulation and Parking
- G – Tourism
- H – Notification – Development Control
- I – Rural Development
- J – Titania Park Estate
- K – Riverdale and Llambada
- L – Cunynghame Park Estate
- M – Complying Development
- N – Exempt Development
- O – Wind Power Generation 2003

Oberon Local Environmental Plan 1998

State of the Environment Report

Plan of Management for Community Land – Residential Rural Reserves

Waste Management Plan

Oberon Disaster Plan

Register of Investments

Returns of the interests of councillors, designated persons and delegates

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

Minutes of council and committee meetings (but not including minutes of a meeting or any part of a meeting that is closed to the public other than the recommendations of that meeting)

Records of approvals granted and decisions made on appeals concerning approvals

Records of building certificates

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

Policy on Code of Meeting Practice

Policy for Code of Conduct

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

Policy for Media Comments

Policy for Discussion of Personnel Matters
Policy for Interpreting the Financial Statements
Policy on Questions from the Public
Policy for Control of Community Notice Board
Policy for Quarterly Budget Review Statements
Policy for the Distribution of Council Meeting Business Papers
Policy on Appointment of Solicitors
Policy for Handling Complaints
Policy on Staff Attendance at Training Courses
Policy on Payment for Staff Training Courses
Policy for Payment of Sick Leave Bonus
Policy for Long Service of Employees
Policy for Gratuity Payments to Staff on Termination of Employment
Policy for Corporate Uniforms
Policy for Rental Payment of Telephones installed in Homes of Staff Member
Policy for Private Leasing of Council Owned Vehicles
Policy for Occupational Health & Safety
Policy for Staff Engagements – Medical Fitness
Policy for Staff Recruitment
Policy for Child Protection and Procedures
Policy for Gifts
Policy for Use of Internet and Email
Policy for Secondary Employment Policy
Policy for Use of Corporate Credit Cards
Policy for a Smoke Free Workplace
Policy for Drugs and Solcohol
Policy for Debt Recovery and Write-Off of Unrecoverable Debts
Policy for Determining Dominant Use of Residential/Business Properties for Rating Purposes
Policy for Pensioner Concessions in Respect of Previous Years
Policy for the Donation of Non-Rateable Sewerage Charges
Policy for Water Meter Levy on Fire Services
Policy on the Provision of Water to the Golf Club
Policy on Stepped Tariff for Major Water Consumers
Policy for Tenders
Policy for Granting of Donations to Charitable Bodies
Policy for Donations to Staff Christmas Parties
Policy for Investment
Policy for Use of the Care Car
Policy for Public Computer Use – Information for Parents and Guardians
Policy for Collection Development
Policy on Equal Treatment of Developments
Policy on Agricultural Land Classification
Policy for Rural Subdivisions – Noxious Weed Control
Policy for Disposal of On-Site Waste Water
Policy on Sewage Management Exemptions
Policy for Absorption Trenches
Policy for Resiting of Buildings
Policy for Issue of Building Certificates
Policy for Release of Subdivision Certificates
Policy for Lapsing of Development Consents
Policy on Determination of Applications for Tourism Development
Policy for Street Furniture
Policy for Placement of Electricity Pits
Policy on Underground Electricity Distribution in the Village of Oberon
Policy for Energy Efficient Housing in Oberon
Policy for Energy Efficient Building Award
Policy for Development Applications Fees for Sporting Clubs
Policy for Refund of Development Application Fees
Policy for Wind Monitors
Policy for Trainee Study Scholarship Mentoring Program
Policy for Rural Stock Proof Fencing Standard

Policy for Public Notification Requirements in Development Control Plan 2001
 Policy for the Burial of Body on Private Land
 Policy for Complaints from Neighbouring Landowners
 Policy for Heritage Listed Properties
 Policy on Food Establishment Inspections
 Policy for the Operation of Street Vending Vehicles
 Policy on People who spit in the Street
 Policy for Calculation of S94 Contributions for Commercial Premises
 Policy for Payment of S94 Contributions for Gravel Extraction
 Policy for S94 Contributions Plan for Car Parking
 Policy for Faulty Resin at Garbage Depot
 Policy for Recycling Receipts
 Policy for Issuing SEINS Fines under the Companion Animals Act & Impounding Act
 Policy for Registration and Microchipping of Companion Animals
 Policy for Stock Travelling within the Village of Oberon
 Policy on Swimwear at Swimming Pool
 Policy for Use of Swimming Pool by School Groups
 Policy for Free Entry to the Swimming Pool on Australia Day
 Policy for Supervision of Junior Patrons at the Swimming Pool
 Policy for Land Acquisition for Roadworks
 Policy for Roads Providing Access to Subdivisions
 Policy for Driveway Accesses to Rural Properties
 Policy for Conditions Applying to the Erection of Public Gates & Grids
 Policy on Construction of Kerb and Gutter
 Policy for Federal Financial Assistance Grants Road Funding
 Policy for Standard 25m B-Double Route in Industrial Subdivision
 Policy for Roadside Trees and Shrubs
 Policy for Removal of Trees from Council Road Reserves
 Policy for Tree Management – Advance Energy
 Policy for Street Lighting – Advance Energy
 Policy for Advertising on Bus Shelters
 Policy on Dirty Water Damages
 Policy for Obtaining Easements
 Policy for Sale of Surplus Equipment
 Policy for the Offering of a Reward for Vandalism
 Policy for Clean-Up Campaign
 Policy for Trainee Study Scholarship Mentoring Program
 Policy for Council's Involvement in Land Development
 Policy on Acceptance of Offers on Land
 Policy for Conditions Applying to the Conduct of Car Rallies on Council Roads
 Policy for Conditions Applying to the Conduct of Car Rallies Where Council Roads are Used as Transport Sections Only
 Policy for Conditions Applying to the Conduct of Touring Road Events
 Policy for Display of Tourism Brochures

SECTION 2 – STATEMENT OF AFFAIRS

Oberon Council's most recent Statement of Affairs is for the year ending 30 December 2006.

SECTION 3 – CONTACT ARRANGEMENTS

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

Arrangements to inspect or purchase policy documents may be made by contacting the officer between 8.30am and 4.30pm on week days.

Oberon Council
 137-139 Oberon Street
 (PO Box 84)
 OBERON NSW 2787

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****ORANGE CITY COUNCIL****(F.O.I. Agency Number 2192)****SECTION 1 – POLICY DOCUMENTS** (available for public inspection)

- Aboriginal Employment in Orange City Council
- Access for People from Culturally and Linguistically Diverse Backgrounds
- Access for People with Disabilities
- Accrued Leave
- Ageing and Disability Funding
- Ageing and Disabilities Services - Development and Provision
- Ageing and Disability Services, HACC Service Standards Policies and Procedures Manual
- Ageing and Disability Services – Supported Accommodation/Services for People with a Disability
- Agreement for the Testing, Treatment and Disposal of Contaminated Material
- Aquatic Centre – Admission Charges
- Annual Leave
- Asset Management
- Banners in the Central Business District
- Bin Exchange Policy
- Building over and/or adjacent to sewers
- Carers Leave
- Carers/Parental Leave – Birth of a Child
- Casual Employment
- Certificates of Service and References
- Chemical Safety
- Childrens Services (Policies Procedures and Safety Guidelines)
- Christmas Street Parties - Neighbourhood
- Clothing Recycling Bins in Public Places
- Code of Conduct
- Collection of Missed Waste & Recycling Services
- Community Consultation
- Community Communication Strategies for Development Proposals
- Community Services - Planning and Development
- Competitive Neutrality Complaints
- Construction Sites - Time of Work
- Construction Zones & Use of Public Parking Spaces
- Contaminated Lands
- Control of Rear Boundary Fencing Along Main or Arterial Roads
- Council's Pricing Policy
- Councillors Access to Information and their Interaction with Staff
- Councillors - Payment of Expenses and Provision of Facilities
- Credit Card Facilities
- Critical Incident
- Customer Response
- Customer Service Guarantee
- Debt Collection – Accounts Receivable
- Debt Collection – User Pays Water
- Declaration of Planning and Development Assessment Procedures and Protocols
- Design, Construction and Fitout of Food Premises
- Desktop Computer
- Development Activity - Public Notice
- Development Control Plan and Codes within the Development and Technical Services Divisions

- Disciplinary Policy
- Disposal of Miscellaneous Property
- Document Access
- Donations & Grants
- Driveways – Alterations and Maintenance
- Drug and Alcohol Free Workplace
- EEO Grievance Policy
- Equal Employment Opportunity
- Eye Protection
- Family Leave
- Fixed Term Employment
- Footpath Maintenance
- Gallery - Acquisitions
- Gallery - Art Rental Scheme
- Gallery - Charging for Exhibitions
- Gallery – Exhibitions Regional
- Gallery - Usage for Commercial Project Ventures
- Gifts, Bribes and Benefits
- Harassment Prevention
- Hearing Protection Policy
- HIV/AIDS in the Workplace
- Infection Control
- Internet, Intranet and Email Policy
- Investment of Council Funds
- Itinerant Retailers
- Job Sharing
- Kerb and Gutter Charges to Adjoining Owners
- Land Sales
- Leave for Civic Emergencies
- Leave Without Pay
- Liquid Trade Waste
- Local Approvals Policy
- Long Service Leave
- Lost Property
- Lucknow and Spring Hill - Connections to Sewerage System from Outside Village Boundary
- Manual Handling
- Media Liaison
- Medical Services
- Meeting Practice Code
- Military Leave
- Mobile Phones
- Naming of Roads
- Notebook, Handheld Computer and Personal Digital Assistant (PDA)
- Noxious Weeds
- Open Forum
- Orange Botanic Gardens – Exclusive Use
- Outdoor Eating Areas
- Parental Leave
- Parking - Off Street Provisions
- *• Part-Time Employment
- Payment of Employees
- Personnel File
- Private Use of Council Facilities and Equipment
- Private Work Orders
- Private Works on Roadways
- Protected Disclosures Act 1994
- Rates and Charges - Recovery Action
- Recruitment and Selection
- Reflectorised Street Numbering
- Rehabilitation
- Removable Storage Device Access Policy

- Remuneration
- Request for no Parking Pavement Markings
- Risk Management & Insurance
- Roads and Traffic Authority Drives Database Access
- Safety
- Safety Helmet
- Salary System
- Sale of Council Property and Car Parking
- Sale of Water
- Secondary Employment
- Sediment and Erosion Control
- Shopping Trolleys and Articles Abandoned
- Sick Leave Policy
- Signs – Information and Directional
- Signs as Remote Supervision – Parks Recreation Areas and Sports Grounds
- Smoking - Prohibition in Workplace and Hired Venues
- Sponsorships with Economic Development Justification
- Sun and Heat Protection
- Temporary Employment
- Theatre Objectives
- Theatre Technical Services
- Traffic Authority – Regional Development Committee
- Training, Education and Development
- Trees - Park Planting
- Tree Planting in Rural Areas
- Trees - Street Planting
- Trees & Tree Roots
- Use of Council Information
- Use of Orange City Council Logo's
- Volunteer Worker Policy
- Water Meter Boxes – Ownership and Responsibility
- Water Service and Charging Policy – Kidney Dialysis
- Water Meter Testing
- Water Service Downsizing
- Water Service Installations
- Water Supply – Rural Connections
- Whiteway Lighting
- Work Experience
- Workplace Grievance

OTHER DOCUMENTS AVAILABLE FOR PUBLIC INSPECTION

- Orange Local Environmental Plan 2000 (as amended)
- Development Control Plan 2004
- Orange Development Control Plan 1/99 - Exempt & Complying Development
- Development Control Plan 2/99 - Ploughman's Valley
- Development Control Plan - Development in the vicinity of Perc Griffith Way
- Development Contribution Plan 1999
- Orange Urban Release Strategy
- Business Centres Development Strategy
- Orange Sustainable Settlement Strategy
- Local Disaster Plan
- State of the Environment Report
- Airport Emergency Plan
- Bushfire Operation Plan
- Recruitment Selection Procedures and Grievance Procedures
- Management Plan 2005/2008
- Waste Management Plan
- Local Order Policy - for the Keeping of Domestic Animals
- Minutes of Committee Meetings
- Minutes of Council Meetings

- Plans of Management for Community Land

Formally Adopted Plans of Management

- Lake Canobolas Kiosk and Lake Canobolas Park (incorporating the Canobolas Scout Camp)
- Car parks in the central business district of Orange
- Gosling Creek Reservoir
- Spring Creek Reservoir
- Local and Neighbourhood Parks
- Rural Parks in the City of Orange
- Community Buildings
- Major Sportsgrounds

Additional Documents

- Annual Report
- Auditors Report
- Community Plan
- Social Plan
- Disclosures Register
- Safety Plan
- Land Register
- Investments Register
- Building Certificate Records
- Building Application/Approvals Records
- Development Application/Consent Records

SECTION 2 – STATEMENT OF AFFAIRS

The most recent Statement of Affairs for Orange City Council is dated 1 December 2006.

SECTION 3 – CONTACT ARRANGEMENTS

General Manager
Mr Garry Styles
Orange City Council
PO Box 35
ORANGE NSW 2800

OR

Public Officer
Ms Michelle Catlin
Orange City Council
PO Box 35
ORANGE NSW 2800

Telephone (02) 6393 8000
Facsimile (02) 6393 8199

Telephone (02) 6393 8000
Facsimile (02) 6393 8199

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****PALERANG COUNCIL****FOI AGENCY No 2242****SECTION 1 – POLICY DOCUMENTS**

The following documents of Palerang Council and the former Tallaganda Shire Council and Yarrowlumla Council are available for inspection and/or purchase at Council's offices in Braidwood and Bungendore or viewed on Council's website, www.palerang.nsw.gov.au:

Executive Services

Annual Report to 30 June 2006
Annual Financial Statements to 30 June 2006
Auditor's Report to 30 June 2006
Management Plan and Budget 2006-2007
Schedule of Fees and Charges for 2006-2007
Code of Conduct 2005
Instruments of Delegations
Return of Interest of Councillors and Designated Employees
Code of Meeting Practice 2006
Payment of Councillors Expenses and Provision of Facilities 2004
2005-2006 Statements of Affairs
Disclosures Register
Queanbeyan-Yarrowlumla Disaster Plan (DISPLAN) and Sub-plans
Management Plan – Community Lands
Rossi Bushland Reserve Management Plan
Queanbeyan and Yarrowlumla Crime Prevention Strategy 2000-2001
Business Papers for Council and Committee Meetings
Minutes for Council and Committee Meetings
Register of General Policies
Palerang Occupational Health and Safety Policy
Palerang Council Risk Management Policy
EEO Management Plan
Transfer Notices
Land/Property Register
Investment Register
Classification of Public Land Register
Yarrowlumla Local Environment Plan 2002 (YLEP 2002)
Development Control Plan Rural and Rural Residential Zones
Development Control Plan 2(v) Village Zone
Development Control Plan 7(e) Environmental Protection Zone
Notification of Building/Development Applications
Section 94 Contribution Plan No. 1 – Bungendore Village
Section 94 Contribution Plan No. 2 – Provision of Access Roads
Section 94 Contribution Plan No. 3 – Provision of Community Facilities
Braidwood Development Control Plan
State of the Environment Report (SOE)
Strategy for the Management of On-Site Sewage systems
Local Approvals Policy
Local Orders Policy
Noxious Plants Policy
Southern Lake George Extractive Industries Management Strategy
Building Certificate Records

Development Application/Consent records and Construction Certificates
 Flood Prone Land Policy
 Management Plan Geary's Gap/Wamboin Greenways System
 Swimming Pool Code
 Food Surveillance Program
 Building Line Policy
 Temporary Occupancy Code
 On-site Sewerage Management Plan
 Roadside Vegetation Management Plan
 Risk Management Policy

Engineering Services Division

Code of Conduct and Method of Selection of Tenders for Plant
 Road Standards – Rural 1A zone
 Road Standards – Rural 1D zone
 Removal of roadside Vegetation
 Specifications and Construction of Access Road and Private Entrances
 Section 64 Plan – Bungendore Water Supply
 Section 64 Plan – Bungendore Sewerage
 Palerang Code of Practice – Naming of Roads
 Stormwater Management Plan – Bungendore
 Rainwater Tanks Amendments to Development Control Plan (Yarrowlumla / Tallaganda)
 Bungendore Floodplain Management Study
 Braidwood Flood Study

Tallaganda

Competition Policy
 Adjoining Owners Notification Policy
 Standards of Access
 Section 94 (EP&A Act) and S64 (Local Government Act) Contributions Plans for Roadworks, Bush Fire Control & Suppression, Water Supply and Sewerage, Waste Management Facilities
 Local Approvals Policy
 Waste Management Strategy
 Strategy for the Management of On-Site Sewerage Systems
 Companion Animal Management Plan
 Tallaganda Local Environmental Plan 1991
 Development Control Plans (associated with the Tallaganda Local Environment Plan 1991) for

- Environmental Heritage Provisions
- Advertising Signs and Structures Provisions
- Rural 1(c) Small Holding Development
- Rural 1(a) Development
- Braidwood Village Zones
- Exempt Development
- Complying Development
- On-site Sewage Management
- Braidwood

 Road Hierarchy
 Advice to persons proposing to construct a Crown Reserve Road
 Local policies adopted by the Council concerning approvals and orders
 Scotch Broom Management Plan
 Blackberry Management Plan
 Tallaganda Shire (Landholder) Scotch Broom Management Plan
 Tallaganda Disaster Plan (DISPLAN)
 Fuel Management Plan
 Bush Fire Brigades Training Plan
 Tallaganda District Fire Plan (41a)
 Community and Social Plan 2006 (draft on exhibition)
 Council's Land Register
 Pecuniary Interest Returns of Councillors and designated persons
 Annual reports of bodies exercising delegated Council functions

Records of approvals granted and decisions made on appeals concerning approvals
Records of building certificates
Plans of land proposed to be compulsorily acquired by Council
Leases and licences for use of public land classified as community land
Plans of management for community land

Any application made under the Freedom of Information legislation should be accompanied by an application fee of \$30.00 and directed to:

Freedom of Information Officer
Palerang Council
PO Box 348
BUNGENDORE 2621

Telephone enquiries should be directed to Council's Freedom of Information Officer, Debby Ferguson, on (02) 6238 8111. Office hours are 8.30am to 5.00pm Monday – Friday at 4 Majara St, Bungendore NSW 2621 and 144 Wallace Street, Braidwood 2622

SECTION 2 – STATEMENT OF AFFAIRS

The last Statement of Affairs published was dated 30 June 2006.

FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)
SUMMARY OF AFFAIRS
of the
PARKES SHIRE COUNCIL
December 2006

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

SECTION 1 – POLICY DOCUMENTS

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

- Abandonments
- Advertising Signs
- After Hours Internet Access Policy
- Amusement Devices - Control of
- Appeals And Donations
- Baths - General
- Baths - Parkes
- Building - Applications
- Building - Certificates Of Compliance
- Building - Regulations
- Business Ethics Policy
- Spicer Park Caravan Park
- Cemeteries - Parkes
- Child Protection Policy
- Closing and Demolition Orders
- Community Infrastructure Projects Policy
- Community Neighbourhood Centres
- Complaints Handling Policy
- Complaints Policy & Procedure
- Conference Representation - Shires Association
- Conferences - General
- Councillor Access to Information & Interaction with Staff
- Council Committees
- Council Members - General
- Council Property - Miscellaneous
- Council Property - Administration Centre
- Council Property - Leasing and Licensing
- Credit Card Usage Policy
- Customer Service Levels Policy
- Drug and Alcohol Policy
- Equal Employment Opportunity Management Plan Policy
- Email Communications with Council Acceptable Use Policy
- Information Services Usage Policies
- Fees and Charges
- Fences - (Dividing Fences)
- Firewood Collection from Roadsides
- Garbage Service
- Garbage and Rubbish Depots
- General Code of Conduct Policy
- Gifts, Benefits and Bribes Policy
- Health - General

Food Act
Higher Grade Policy
Hospitals
Impounding
Industrial Estate
Industrial Estate - Goobang Junction
Information Services Usage Policy (E-mail, Internet, Network)
Insurance - General
Kerb and Guttering - Parkes
Littering
Liquor Act and Regulations
Managing Conflict of Interest Policy
Naming of Public Infrastructure Policy
Noise Control
Notices (Seins)
Optional Part-time Work Arrangements for Employees with Family & Carers' Responsibilities
Review of Passenger Vehicle Replacement Procedure
Payment of Expenses and Provision of Facilities to Mayor and Councillors
Policy and Delegations
Protected Disclosures Internal Reporting
Purchase of PC's by Staff & Councillors
Rateability of Lands
Ratepayers' Associations
Rates
Rates and Charges Recovery
Reports - Finance & General Purpose Committee
Recreation Areas - Parkes - Unnamed
Recreation Areas - Parkes - Bookings for use of Parks
Recreation Areas - Parkes - General
Rehabilitation Policy
Road Maintenance Priority Policy
Roads And Streets - Naming and Numbering
Roads And Streets - Street and Traffic Signs
Roads and Streets - Trees
Roads - State Highway - SH17
Road Safety Matters
Rural Fire Service - District Assistance Plan
Rural Fire Service - Service
Safety Policy Statement
Salary Packaging Policy
Staff Matters - Awards (Salaries & Wages)
Staff Matters - General
Staff Matters - Staff Training - LGITC
Staff Matters - Corporate Wardrobe
Staff Matters - Occupational Health & Safety
Street Lighting
Street Stalls - Applications and Allocations
Street Trading - Street Busking
Subdivision Standards
Sun Protection Policy
Telephone Usage Policy & Procedures
Temporary Grazing Permits
Time in Lieu Policy
Town Planning - Policy Development Applications & Consents
Travelling Stock Reserves
Urban Street Tree Policy
Video Surveillance Policy
Voluntary Rebates to Pensioners for Rates & Charges Policy
Water Supply - Consumer Connections Standpipe Water Sales
Water Supply - Excess Water Accounts
Water Supply - Villages

Water Supply - Villages - Consumer Connections
 Water Supply - Villages - Standpipe Supplies
 Work Experience Placement Policy

DOCUMENTS AVAILABLE BUT NOT SPECIFICALLY ASSIGNED IN POLICY REGISTER

- Aerodrome Manual for Parkes Aerodrome
- Annual Financial Reports
- Annual Report
- Annual Reports of Bodies Exercising Delegated Council Functions (Sec. 355)
- Auditor's Report
- Aus-spec # 1 - Development Specification Series
- Bushfire Operations Plans
- Bushfire Risk Management Plans
- Business Papers For Council And Committee Meetings
(But Not Including Business Papers For Matters Considered When A Meeting Is Closed To The Public)
- Code of Conduct
- Code of Meeting Practices
- Committee Operating Procedures Committees of Council
- Compendium of Major Activities
- Contributions Plan
(Section 94 C Plan Oct'92)-DCP Parkes Urban Area
- Councillors' Handbook
- Development Control Plans
- Disaster Plans, Sub Plans And Supporting Plans
- Eeo Management Plan
- Environmental Planning Instruments
(Parkes Local Environment Plan, 1990)
- Family Day Care Centre Policy
(Health, Safety, Fees)
- Information Relating To The Conduct Of Councillors And Staff
- Internal Reporting Policy
(Whistleblowers Act)
- Land Register
- Local Environmental Planning Instruments
- Local Policies Adopted by - Council Concerning Approvals & Orders
- Management Plan
- Minutes of Council & Committee Meetings
(but not including minutes of a meeting or any part of a meeting that is closed to the public other than the recommendations of that meeting)
- Motor Vehicle Lease Policy
- Naming of Streets, Roads & Bridges Policy
- National Competition Competitive Neutrality - Complaints Policy & Procedure
- Parkes Shire Local Approvals Policy 1998
- Parkes Shire Cultural Plan
- Parkes Shire Social Plan
- Parkes Shire Tourism Strategy
- Parking Code
- Plans of Management for Community Land (Adopted 2006)
- Pricing Policy
(Part of Revenue Policy)
- Procedures Manual (for Internal Use)
- Protection of The Environment Operations Act 1997 – Parkes Shire Council's Public Register
- Record of Building Certificates
- Records of Approvals Granted & Decisions Made on Appeals Concerning Approvals
- Records Policy
(Local Government Disposal of Records Policy/Handbook)
- Register of Development Consents and Construction Certificates
- Register of Investments
(Residential Flat Building code)

- Returns as to Candidates Campaign Donations
- Returns of Interests of Councillors, Designated Persons & Delegates
- Risk Management Policy
(In Accordance With Risk Management Manual Supplied By Group Fund Manager)
 - rural Development,
 - rural Small Holding Zones
- Sewerage Services Strategic Business Plan
- State of the Environment Report
- Stormwater Disposal Policy/code
(Adopted Institute of Engineers Aust Rainfall & Run-off Standards/rta and Dept. Of Housing Requirements)
- Subdivision Code
(Subdivision Development Standards)
- Swimming Pool Fencing Policy
- Tendering Policy
(Local Government Tendering Regulations 1993)
- Vehicle Leasing Policy
- Water Supply Strategic Business Plan
- Work on Private Property
(Revenue Policy/management Plan)

SECTION 2 – STATEMENT OF AFFAIRS

Council's most recently published Statement of Affairs dated 31 December, 2006 is available for inspection by contacting the Public Officer.

SECTION 3 – CONTRACT ARRANGEMENTS

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

Mr B Matthews
Public Officer
Parkes Shire Council
PO Box 337
PARKES NSW 2870

Telephone: (02) 6861 2333
Facsimile: (02) 6862 3946

Parkes Shire Council's office hours are 8.30 am to 5.00pm Monday to Friday

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****PARRAMATTA CITY COUNCIL****AS AT****31 DECEMBER 2006****SECTION 1 – DOCUMENTS**

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

- Code of Conduct.
- Code of Meeting Practice
- Annual Report.
- Annual Financial Report.
- Auditor's Report
- Equal Employment Opportunity Management Plan.
- Policy concerning the payment of expenses incurred by the provision of facilities to Councillors.
- Land Register.
- Register of Investments.
- Return of interest of councillors, designated persons and delegates.
- Business papers for Council and Committee Meetings (but not including business papers for matters considered when a meeting was closed to the public).
- Minutes of Council and Committee Meetings (but not including minutes of a meeting or any part of a meeting that is closed to the public, other than the recommendation of that meeting).
- Register of Delegations.
- Local Policies adopted by the Council concerning approvals and orders.
- Records of approvals granted and decisions made on appeals concerning the approvals.
- Record of Building Certificates.
- Plans of land proposed to be compulsorily acquired by the Council.
- Leases and Licences for use of public land classified as community land.
- Plans of Management for community land.
- Environmental Planning Instruments, Development Control Plans and Plans made under Section 94 AB of the Environmental Planning and Assessment Act 1979 applying to land within the Council area.
- All future statements of affairs, the Summary of Affairs and the register of policy documents required under the Freedom of Information Act, 1989.
- Council's Policy Register.
- Council's Management Plan.
- Departmental representative's reports presented at a meeting of the Council in accordance with Section 433.

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

SECTION 1B – POLICY DOCUMENTS

- Access and Equity
- Access to Council Records
- Activities on Footpaths, Roads & Public Places
- Access by Public to Building and Development Applications
- Accounting Procedures for Park Committees
- Acquisition of Properties Pursuant to Planning Scheme or I.D.O.
- Advertising Signs - Town Hall
- Advertised Development Application to be Displayed - Libraries etc
- Advertisements - Flat or Home Unit Development

- Advertising of Development Applications - Toongabbie Ward Commercial areas.
- Advertising and Notification of Building Applications
- Advertising Development applications
- Advertising Awning Blinds
- Advisory Committee - Community Performing Arts
- Advisory Committees - Community Representation
- Advisory Committee - Economic Development for the Parramatta Commercial Area
- Advisory Committee - Parramatta Heritage
- Advisory Committee - Library
- Advisory Committee - Physical Access
- Advisory Committee - Recommendations
- Aged Services & Resources Directory
- Agistment of Animals on Public Reserves
- Air Conditioners
- Amusement Centres
- Amusement Centres - Development Consents for Retail Uses - Conditions - Re: Amusement Machines
- Amusement Centres - Criteria for Establishment
- Amusement Centres - Inspection
- Applications for Licensed Premises
- Asbestos - Development Approvals
- Attendance of Councillors and Staff at Conferences and Seminars
- Battle-Axe Subdivisions - Letters of Non-Objections
- Building and Development applications -Perusal of by Public
- Building Regulations for Approvals Abutting Bushland.
- Building Development Application Reports
- Buildings - Complete Structural Certification
- Buildings - Slab on Ground Construction
- Car Parking Contributions - Payment by Instalments
- Car Parking Requirements for Automotive Related Uses - Developments
- Carnivals in Parks
- CBD Amusement Centres - Development Approval
- CBD Enhancement Committee
- Children's services and Resources Directory
- Church, Fennell and Villiers Streets Car Park
- Church Street Mall - Busking
- Church Street Mall - Control and Regulation
- Church street Mall - Extension Task Force
- Church Street Mall - Promotions and Exhibitions
- Church Street Mall - Proposed Extension
- Circus Policy
- Civic Office Expenses and Facilities
- Clothing Bins in Central Business District
- Coastal Protection Act - Certificates
- Code of Conduct - Members and Staff
- Code of Meeting Practice
- Collection at Traffic Lights
- Comments to the Media by Council's Staff
- Committee Meetings - Attendance of Councillors as Observers
- Community Awards
- Community Bushcare Programme Guidelines
- Community Equipment
- Community Leasing Policy
- Complaints by Councillors
- Complaints - Handling Policy and Procedure
- Conferences & Seminars - Attendance by Members & Staff
- Consent and approvals Given by the Land and Environment Court
- Conservation Plan
- Construction of Nuclear Reactor
- Construction of Walls and Fences
- Constructional Standard for Food Premises
- Corner Alignments for Buildings

- Corporate Style Uniform
- Council and Committee Meetings - Public Access
- Council's Child Care Centre - Policies and Procedures Manual
- Council's Crest - Use of
- Council Flag - Design and Colour
- Council's Halls
- Council's Halls - Hire Not to Include Use of Footpath Curtilage
- Council's Halls - Multiple Hiring Charges
- Council's Halls - Refund of Hiring Fees
- Council Meeting - Structure
- Council's Overdraft Requirements
- Council's Parks and Reserves - Conditions and Rules Applying to engagement of
- Council's Pools - Delegated Authority to direct - Community Services
- Council Warrant
- Councillors - Promotional Activities
- Councillors - Reduction in Number
- Credit Card Facilities
- Damage Deposits in Respect of Building Applications
- Demolition Applications to Buildings Identified by the Heritage Study
- Demolition Applications - Referral to Heritage Council of NSW
- Development Applications for Uncompleted Buildings
- Development applications for Massage Clinics, Amusement Centres and Tatto Parlours
- Development Application - Family Day Care Services
- Development Applications - Reports
- Development Applications - Dual Occupancy
- Development Applications - Possible Damage
- Development Within Central Business District
- Development Applications - Involving Brick Paving
- Development Adjoining St John's Cemetery
- Development Involving Drainage Lines Through Public Reserves
- Development on Local Reserves and Parks
- Development of a New Reserve - Consideration of Recurrent and Capital Costs
- Direct Banking of Employees Wages / Salaries
- Disclosure of Information
- Display of Goods - Public Footpath
- Display of Property Numbers
- Distribution of Council Publications
- Door Knocks & Street Appeals
- Dual Occupancy - Code - Second Dwellings
- Dual Occupancy Development application - Car Parking
- Dual Occupancy - Development
- Dual Occupancy - Provision of On-Site Detention
- Dual Occupancy of Residential Premises
- Ecologically Sustainable Developments
- Educational Assistance Policy
- Election of Lord Mayor
- Emergency Clean Up of Pollution
- Engineering Works Associated with Development Consents
- Erby Place Car Park - Regulation of Use
- Estuary Management Committee
- Excavation - residential Flat Development - Toongabbie Ward
- Extension of Council's Central Enquiry Counter Office Hours
- Filling / Excavating Constitutes a Development
- Filming applications - Use of Council's Area
- Fire Safety Inspections
- Fire Separation of attached Dual Occupancy Dwellings
- Fixing of Fees - Lord Mayor and Councillors
- Flag Pole - Refund of Development application Fee
- Footings - Residential Buildings
- Footpath Paving - Granville and Merrylands Commercial areas
- Free Trees Program
- Freedom of Information applications

- Galaringi Botanic Parkland Trust - Formation
- Garbage Rooms - Requirements
- Granville Pioneer Hall - Entertainment Area Authorisation Fee Payable by Granville
- Pioneer Hall Association - Pensioners Recreation Centre
- Granville Swimming Pool -- Heated
- Guidelines for Outdoor Eateries
- Guidelines - Provision of Footpaths, Kerb and Gutters and Road Shoulders Adjacent to New Developments of Subdivisions
- Guidelines for Public Forum at Council Meetings
- Guidelines - WSAAS Funded Community Access Mini-Bus
- HACC Context Plan
- Half Court Tennis Courts
- Hall Cleaning Bonds - Refund
- Hardship Provisions - Guidelines
- Hazardous Chemical Pollution
- Hiring of Council's Display Screens
- Historic Buildings - Development Applications
- Honorariums to Park Committee Members
- Honorary Park Rangers - Induction and Education Programme
- House Numbering Policy
- House Numbering Schemes
- Impact Extraction on Excavations
- Improved Street Lighting
- Inclusion of Councillors' Names in Correspondence Submitted to Them
- Incorporation of all funds Available for Expenditure on Public Works Into a Single Works Programme
- Infectious Diseases Policy
- Insertion of Advertising Leaflets with Council's Rate Notices
- Installation of Solar Hot Water System
- Insurance - Park Committee
- Investment Policy
- Issue of Council Souvenir Glasses
- Issuing Copies of Building Plans
- Landscape Assistance to Schools
- Learn to Swim Classes - Admission Fee
- Legal Services - Advice
- Library Service to be Free
- Library - Special Section for Council's Activities
- Licencing of Used Clothing Collection Bins
- Liquor Administration Board - Entertainment area Authorisation
- Loan Borrowing Policy
- Local Ethnic affairs Policy Statement
- Loss or Damage of Private Property Owned by Staff
- Luncheon / Refreshments for Visiting Dignitaries
- Mailing of and Use of Envelopes to Councillors
- Maintenance of Goal Posts
- Major/Sensitive Development Applications
- Management Committee - 2 Carlton Street, Granville
- Management and Hire Conditions for Council's Minibuses
- Melita Stadium - Subletting of Kiosk
- Minor Recreation Grants Program
- Moving of Houses
- Official Colours of the City
- On-Site Car Parking Requirements
- On-Site Meetings.
- On-Site Stormwater Detention Policy
- Organisation Structure, General Manage and Senior Staff
- Outdoor Concerts
- Outstanding Contribution to Works Account
- Overtime Report
- Paging Device - After Hours Telephone Answering
- Park Committee - Establishment of New

- Park Committee - Identification Badges
- Parks and Reserves - Cleaning by Fine Defaulters
- Parking Code - Churches and Religious Meeting Places
- Parking of Councillors Vehicles
- Parramatta City Council Draft Community Archives Policies
- Parramatta City Council Strategic Plan - 'Parramatta 2000 and Beyond'
- Parramatta Energy Efficient Housing Policy
- Parramatta Promotional and Tourist Centre
- Parramatta Promotional and Tourist Centre - Operation
- Parramatta Swimming Centre - Operation of Water Slide
- Parramatta Traffic Committee - Business Paper
- Parramatta Traffic Committee
- Paved Footpath Construction in Respect of Development and Subdivision Applications
- Payment of Annual Grants to Park Committees
- Payment of Untaken Sick Leave
- Pedestrian Malls
- Pensioner Rebate
- Period of Library Loan - Special Books
- Places of Assembly
- Playgrounds in Council's Areas
- Playing Fields
- Pont of Exit Interviews
- Policy for Development and Building on Flood Prone Land
- Policy/Procedures Regarding Legal Proceedings
- Policies Providing Benefits to Employees
- Policy on Telstra and AGL Performing Permanent Restoration in Council's Area
- Policy for Termination on Medical Grounds for Work Related Injuries
- Pools - Homeless Youth - Use of Swimming Centres
- Pools - Opening Hours
- Pools - Opening and Closing A Swimming Centre
- Power Supply - Redevelopment
- Presentations to Council Members at Conclusion of their Term
- Procedures for Street Trees Affected by Road Construction Works
- Process of Requests/Question by Councillors
- Property Acquisition
- Property Development Activity - Guidelines, Procedures and Funding Policy
- Provision of Driveway
- Provision of Parking Space to Council's Tenant - Horwood Place Car Parking Station
- Provision of Rate and Debt Recovery Services
- Public Liability Insurance Cover by Users of Council Properties
- Public Halls - Condition of Hire Policy
- Public Utility Services Crossing Reserves
- Purchase of Articles by Council for Other Organisations (Sales Tax Exemption) Recommendations
- Purchasing Australian Products
- Rating Categories - Policy on Determining Dominant Use of a Property
- Real Estate Agents - Engagement
- Records - Fees For The Production of Documents For Subpoenas
- Recognition of Services
- Redundancy Agreement
- Reflective House Numbering
- Refund of Garbage Charges
- Refund of Rentals for Town Halls and Community Centres
- Regulation of Traffic on Local Roads
- Reimbursement of Travel Costs Incurred by Lady Mayoress / Lord Mayor's Consort
- Reports - to Council
- Reports - Outstanding Listing
- Reports - Signing
- Residential Flat Buildings - Toongabbie Ward - Driveway Levels
- Residential Flat Code
- Restricted Premises Code
- Retail Uses - Conditions of Approval re Advertising signs

- Retention Basins - conditions of DA Consent
- Role and Structure of the Strategy Group
- Sales and Exhibitions at Parramatta town Hall
- Satellite Communication Dishes
- Schedule of Fees and Charges for Parramatta and Granville Swimming Pools 2003/04
- Section 94 Contributions - Library Improvement Fund
- Signing of Maintenance Agreements / Contracts
- Skate Boards
- Solar Protection
- Staff - Disclosure of Interest by Senior Staff
- Staff - Identification Badges for Members, Members' spouses and Senior Staff
- Stall Holders
- State Emergency Service - Payment of Expenditure
- Strata Plan - Aggregation for Rates
- Strategic Objectives of Council
- Subdivision Applications - Notification of Adjoining Owners
- Subdivisions - Bonding of Works
- Subdivisions - Bonding of Works
- Tender Board - Membership Operation
- Tender for the commercial Operation of Council's Multi-Storey Carpark in Wentworth Street, Parramatta
- Time for Completion of Works
- Travel Bookings for councillors and Staff Travelling on Council Business
- Tree Planting Matters - Photographs to be Submitted
- Trees - Lopping Overhanging Branches
- Upper Parramatta River Catchment Trust
- Use of Council's Seal and Signing of Documents
- Use of Council's Seal - Positive Covenants
- Valuation Books - Information Form
- Variations to Plans
- Voluntary Council Pensioner Rate Rebate
- Volunteers Policy for the Heritage Resource Centre
- Westmead Traffic Problems - Joint Committee with Holroyd City Council
- Woodville Golf Course - Local Rules
- Woodville Golf Centre - Hours of Play
- Woodville Golf Course - Concession Rates
- Woodville Golf Course - Telephone Bookings
- Woodville Golf Course - General Bookings
- Woodville Golf Course - Use by Pensioners
- Written Representations

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACTS ARRANGEMENTS

Enquiries concerning the procedures for inspecting the documents referred to in Section 1 can be made by contacting:

Sonja Drea	Ph: 02 9806 5313
Freedom of Information Officer	Fax: 02 9806 5908
Parramatta City Council	
PO Box 32	30 Darcy Street
PARRAMATTA NSW 2124	PARRAMATTA NSW 2150

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

John Neish
General Manager

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

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

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

SECTION 2 – STATEMENT OF AFFAIRS

Council's most recent Statement of Affairs for the period 1 July 2005 to 30 June 2006 is available by contacting Council's Freedom of Information Officer. Contact details are in Section 4.

SECTION 3 – PLANNING INSTRUMENTS

Development Control Plans
Advertising Signs
Baby Care Rooms
Blue Mountains Eastern Escarpment DCP Siting Design and Management
Cambridge Park DCP CP-003 Proposed Road Closure vicinity Richmond and Lewis Roads
Cambridge Park DCP CP-004 Road Pattern Cambridge Gardens
Cambridge Park DCP CP-007 Road Pattern vicinity Carlyle Crescent
Child Care
Claremont Meadows Stage 2
Contaminated Land
Crime Prevention Through Environmental Design
Cranebrook DCP C-001
Cranebrook DCP C-012 Cranebrook Release
Cranebrook DCP C-013 Road Pattern vicinity Nepean Street
Cranebrook DCP C-015 Road Pattern vicinity Boundary Road
Cranebrook DCP C-016 Road Pattern vicinity Terrace Drive
Cranebrook DCP C-018 Community Land / Group Neighbourhood Centre
Cranebrook DCP C-019 Rural Residential
Cranebrook DCP C-020 Road Pattern vicinity Sherringham Road
Cranebrook DCP C-021 Amendments to C-019 Rural Residential
Cranebrook DCP C-023 Amendments to C-012
Cranebrook DCP C027 Land Uses vicinity Sherringham Road and Ironbark Drive
Emu Plains DCP EP-012 Road Pattern vicinity Grey and Bedford Streets
Emu Plains DCP EP-017 Road Pattern vicinity Brougham Street
Emu Plains DCP EP-020 Commercial Area
Emu Plains DCP EP-012 Road Pattern vicinity Grey Street
Emu Plains DCP EP-012 Road pattern vicinity Troy and Emerald Streets
Engineering Works
Erskine Park Employment Area DCP
Erskine Park DCP EPA-002 Road Pattern Erskine Park
Erskine Park DCP EPA-005 Road Pattern vicinity Chatres Street
Erskine Park DCP EPA-006 Road Pattern vicinity Chatsworth Road
Erskine Park DCP EPA-008 Road Pattern vicinity Shepherd Street
Erskine Park DCP EPA-013 General DCP vicinity Shepherd Street
Erosion and Sediment Control
Exempt and Complying Development
Glenmore Park DCP Central Hamlets
Glenmore Park DCP Community Plan
Glenmore Park DCP Eastern Hamlets
Glenmore Park DCP Glenmore Parkway
Glenmore Park DCP Major Landuse
Glenmore Park DCP Management
Glenmore Park DCP Northern Hamlets
Glenmore Park DCP Open Space
Glenmore Park DCP Town Centre
Glenmore Park DCP Western Hamlets
Health Care Consulting Rooms
Heritage Management
Industrial Land DCP 1996

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

Local Planning Instruments

Penrith Planning Scheme (as amended)

IDO 2 (as amended) Emu Plains
IDO 9 Kingswood Shopping Centre Great Western Highway Kingswood
IDO 11 (as amended) General Business Zone Great Western Highway St Marys
IDO 13 Industrial 4 (a) uses Cranebrook Road and McCarthys Lane Cranebrook
IDO 17 School Trahlee and Muscharry Roads Londonderry
IDO 21 (as amended) Business 3(a) uses Station and Phillip Streets St Marys
IDO 22 (as amended) Business 3(a) uses Queen Street St Marys
IDO 25 (as amended) Residential and Open Space Zones Mulgoa Road Penrith
IDO 26 (as amended) Cambridge Gardens
IDO 27 (as amended) Werrington County
IDO 28 (as amended) South Penrith and South St Marys
IDO 32 Business 3 (a) uses Great Western Highway St Marys
IDO 33 (as amended) Business 3(c) uses Hewitt and Jensen Streets St Marys
IDO 34 Business 3(c) uses Day Street St Marys
IDO 35 Business 3(c) uses plus TAB Smith Street Penrith
IDO 36 (as amended) Business 3(c) uses plus TAB Oxford Street Cambridge Park
IDO 47 (as amended) Dwelling Houses Cranebrook Road Cranebrook
IDO 56 (as amended) Open Space 6(a) uses Spinks Road Llandilo
IDO 57 (as amended) Business uses Great Western Highway Penrith
IDO 62 (as amended) Business 3(c) uses The Crescent Penrith
IDO 63 (as amended) Shops, Commercial Premises, Carparking Bringelly Road and Rodgers Street Kingswood
IDO 64 Business 3(c) uses plus TAB Victoria Street Werrington
IDO 68 Business 3(c) uses plus TAB Parklawn Place St Marys
IDO 69 (as amended) Business 3(b) uses King and Chapel Streets St Marys
IDO 71 Business uses Sainsbury Street St Marys
IDO 75 (as amended) Business Uses Bennett Road St Clair
IDO 81 (as amended) North St Marys
IDO 82 Business 3(c) uses plus Laundrette Bringelly Road Kingswood
IDO 83 (as amended) Mt Pleasant
IDO 85 Squash Courts Smith Street Sydney
IDO 87 (as amended) Village Shopping Centre Charles Hackett Drive St Marys
IDO 91 Business 3(c) uses Caloola Ave Kingswood
IDO 93 (as amended) Rural Lands
IDO 98 Business 3(c) uses plus Hairdressing Salon Monfarville Street St Marys
LEP 43 (as amended) Nepean Centre and Panthers
LEP 52 (as amended) St Clair
LEP 85 (as amended) Erskine Park
LEP 96 (as amended) Claremont Meadows
LEP 150 (as amended) Commercial various
LEP 188 (as amended) Glenmore Park
LEP 201 (Rural Lands) (as amended)
LEP 226 (as amended) Blue Mountains Eastern Escarpment
LEP 255 Exempt and Complying Development (as amended)
LEP 258 Consent for Dwelling Houses and other Development
LEP 1991 (Environmental Heritage Conservation) (as amended)
LEP 1994 (Erskine Park Employment Area) (as amended)
LEP 1996 Industrial Land (as amended)
LEP 1996 - Classification of Public Land (as amended)
LEP 1997 (Penrith City Centre) (as amended)
LEP 1998 Urban Land (as amended)
LEP 1998 (Lakes Environs) (as amended)
LEP 2002 (Villages of Mulgoa and Wallacia)

Regional Environmental Plans

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

REP No 30 St Marys

Section 94 Plans

Claremont Meadows Release Area
Cultural Facilities
Erskine Park Employment Area
Erskine Park Residential Release Area
Footpath Construction in Established Residential Areas
Glenmore Park Release Area
Kingswood Neighbourhood Centre
Lakes Environs (Waterside Green)
Lambridge Industrial Estate North Penrith
Library Facilities
Mount Vernon Estate
North Cranebrook Release Area
Open Space in Existing Residential Areas
Penrith City Centre
St Marys Town Centre

SECTION 4 – CONTACT ARRANGEMENTS

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

Jackie Shephard
Freedom of Information Officer
PO Box 60, Penrith 2751 or
DX 8017 Penrith or

Telephone: (02) 4732 7732
Facsimile: (02) 4732 7958
E-mail: pencit@penrithcity.nsw.gov.au

Council's Office Hours are: 8.30am to 4.00pm

FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)
SUMMARY OF AFFAIRS
of the
PORT MACQUARIE-HASTINGS COUNCIL
(FOI Agency No. 2144)

SECTION 1 – GENERAL AND POLICY DOCUMENTS

The following documents are available for inspection free of charge.

Copies may be purchased at 30 cents per page:

- Annual Financial Reports
- Annual Report (Current version no charge)
- Auditor's Report
- Business Papers and Minutes of Open Council and Committee Meetings (Current version no charge)
- Code of Conduct
- Code of Meeting Practice
- Complaints Handling Procedure
- Councillors' Political Contributions and Electoral Expenditure Returns
- Council's Code Manual including Codes relating to:
 - Building
 - Car Parking
 - Occupational Health & Safety
 - Subdivisions
- Council's Fees and Charges Schedule
- Council's Land Register
- Council's Policy Manual
- Council's Procedure Manual
- Delegation Register
- Environment Planning Instruments, Development Control Plans and Plans made under Section 94AB of the Environmental Planning and Assessment Act 1979 applying to land within the Hastings area
- Council's Privacy Management Plan
- Records of Approvals Granted
- Records of Building Certificates
- Register of Investments
- Returns of Candidates' Campaign Donations
- Returns of Interests of Councillors, designated persons and delegates
- Section 64/94 Contribution Plans
- Social Plan/ Community Profile
- State of Environment Report (Current version no charge)
- Tree Preservation Policy
- 2006-2009 Corporate Plan (Management Plan) (Current version no charge)

SECTION 2 – STATEMENT OF AFFAIRS

A Statement of Affairs as at December 2006 has been prepared in accordance with Section 14 (1) and (2) of the Freedom of Information Act and forms part of Port Macquarie-Hastings Council's Annual Report. It is available for inspection during office hours at Council's office situated at the corner of Lord and Burrawan Streets, Port Macquarie. Copies of the current Annual Report are available for inspection at Council's Branch Offices and Libraries at Wauchope and Laurieton. The 2005/2006 Annual Report is also available for viewing on line at Council's Web-Site www.pmhc.nsw.gov.au

SECTION 3 – CONTACT ARRANGEMENTS

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

Mr Neil Porter
Port Macquarie-Hastings Council
PO Box 84
Port Macquarie NSW 2444

Phone (02) 6581 8631
Fax (02) 6581 8100
Email: neilp@pmhc.nsw.gov.au

Office Hours - 8.30 am - 4.30 pm Monday to Friday

December 2006

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

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

POLICY INDEX**As at 8 December 2006**

- 2004 Port Stephens Community Profile
- 30 Year Plan
- Abandoned Shopping Trolley Management
- Accessing Information
- Accompanying Persons Reimbursement Policy at Conferences &/or Seminars
- Acid Sulfate Soils Policy
- Advertising Signs
- Aircraft Noise Exposure
- Alcohol in Parks and Reserves
- Alicetown Reserve Management Plan
- Areas Affected by Flooding and/or Inundation
- Beach Vehicle
- Best Value Service
- Budget Control & Authorisation
- Bus Shelters
- Business Development Funding
- Busking on Footways
- Cash Investment Policy
- Casual Street Stalls
- Cemeteries
- Central Business Districts
- Child Protection
- Code of Conduct
- Code of Meeting Practice
- Communication Consultation Strategy
- Community & Recreation Clubs Loans
- Community and Cultural Markets
- Community Awards
- Community information and communication
- Community Services Policy
- Community Consultation
- Companion Animal Management Plan
- Competitive Neutrality
- Complaints/Requests Handling
- Contaminated Land Policy
- Contribution to works for Kerb and Gutter construction
- Control of Open Burning Policy
- Corporate Sponsorship
- Council Prosecutions
- Debt Recovery and Hardship Policy
- Development within the Explosive Safe Zone

Disability Access
Dog Exercise areas
Dog Noise Strategy
Electricity payment for Sporting Reserves
Enforcement of Restricted Parking Areas Regulation at Newcastle Airport
Entertainment Licence
Equal Employment Opportunity
Erosion & Sediment Control
Footway Dining Areas in Port Stephens
Footway and Cycleways
Foreshore Dinghy Storage
Gathering Information
Hairdressing, Beauty and Skin penetration Premises - Guidelines for operation and construction.
Health Records & Information Privacy Management Plan
Information & Direction Signposting Policy & Code of Conduct
Interim Roof Top Terrace Policy
Karuah Local Area Plan
Karuah Urban Management Plan and Guidelines
LD 1 Development Guidelines- Raymond Terrace Heritage Precinct
LD10 Development Guidelines – George Street, Karuah Residential Subdivision
LD11 Development Guidelines – Wallalong Rural Residential Subdivision
LD12 Development Guidelines – Cross Street Seaham Rural Residential Subdivision
LD13 (DCP50) Development Guidelines-Fern Bay Residential Subdivision
LD14 Development Guidelines – Koala Bay Estate, Tanilba Bay
LD15 Nelson Bay (West)
LD4 Development Guidelines – Nelson Bay Commercial Area
LD5 Development Guidelines – Heatherbrae Industrial Area
LD6 Development Guidelines – Taylors Beach Industrial Area
LD7 Development Guidelines – Richardson Road, Raymond Terrace Residential Subdivision
LD8 Development Guidelines – Medowie Rural Residential Subdivision
LD9 Development Guidelines – Medowie Central Residential Subdivision
Local Approvals Policy for the Conversion of Septic Tanks for Rainwater Storage
Local Area Plan to Reduce Greenhouse Gas Emissions in Port Stephens
Local Orders Policy Decommissioning of Septic Tanks
Media Liaison Policy
Multicultural Affairs
Nelson Bay CBD & Foreshore Parking Strategy
Nelson Bay Foreshore Masterplan
Newcastle Airport Strategic Policy
No Smoking in Council Owned or Managed Buildings
Onsite Sewerage Management Strategy
Pecuniary Interest Returns Policy
Petitions
Planning Matters to be reported to Council
Port Stephens Generic Sportsground Plan of Management
Port Stephens Library Public Internet Policy
Port Stephens Urban Settlement Strategy
Port Stephens Local Environmental Plan 2000
Port Stephens Youth Council Code of Meeting practice
Privacy Management Plan
Procedures for Requests to Amendment LEP 2000
Property Investment and Development Policy
Protected Disclosures – Internal Reporting
PS1 Urban Housing & Dual Occupancy Guidelines
PS10 Building Standards and Notification Procedures for Development Applications
PS11 Controls for Site Waste Management and Minimisation
PS2 Parking and Traffic Guidelines
PS4 Commercial & Industrial Development Guidelines
PS5 Home Employment Guidelines
PS6 Bed and Breakfast Establishments
PS7 Keeping of Dogs for Commercial Purposes
PS8 Guidelines for Exempt and Complying Development

PS9 Energy Smart Homes
Public Access to Records after 30 years
Purchasing Card Policy
Raymond Terrace Local Area Plan
Reimbursement Policy for Councillors
Requests for Assistance – Legal Costs
Requests for Financial Assistance
Requisition of funds by Councillors
Restricted Funds
Risk Management Policy
Road naming guidelines
Road Assessment & Maintenance
Road Safety Strategic Plan
Roadside Tributes & Memorials
Rural West Local Area Plan
Sale of Council owned property
Section 94 Plan- Fern Bay
Section 94 Plan – Karuah/Swan Bay
Section 94 Plan – Medowie
Section 94 Plan – Raymond Terrace
Section 94 Plan – Rural East
Section 94 Plan – Tilligerry Peninsula
Section 94 Plan – Tomaree Peninsula
Section 94 Plan- Western Area
Senior Citizens Clubs
Signs as Remote Supervision Policy
Social Policy
Street Trading by Organisations
Subdivision Code - Engineering Practices
Subdivision Guidelines
Sustainability Policy
Telecommunications Policy & Associated Guidelines
Temporary Structures on Footways
Tenancy Policy
Urban Rainwater Tank Policy
Use of Organochlorides
Volunteers
Waiving Overdue Library Item Charges
Waste reduction and procurement

SECTION 2 - STATEMENT OF AFFAIRS

The Council's current Statement of Affairs was produced as part of Council's Annual Report for 2005/06. Council's Annual Report 2005/06 and Management Plan 2006/2009 are available free of charge.

SECTION 3 - CONTACT ARRANGEMENTS

Arrangements to obtain access to or copies of any of the Council's policy documents and Statement of Affairs or requests for access to other documents under Freedom of Information can be made by contacting:

Mr Tony Wickham
Governance Coordinator
Port Stephens Council
116 Adelaide Street (old Pacific Highway)
PO Box 42
RAYMOND TERRACE NSW 2324

DX21406 RAYMOND TERRACE
Tel: (02) 4980 0255
Fax: (02) 4983 1194
E-mail: council@portstephens.nsw.gov.au
Hours: 8.30am to 5.00pm, Monday to Friday

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****QUEANBEYAN CITY COUNCIL****as at 31st December 2006****SECTION 1 – POLICY DOCUMENTS**

Council has adopted policies and procedures concerning the ways it undertakes its business.

A complete set of the documents set out below is available at the Council's Office at 257 Crawford Street, Queanbeyan, and include:

1. Code of Conduct
2. Code of Meeting Practice
3. Annual Report and Report to the Community – 2006 and previous years.
4. Management Plan – 2006/2007 and previous years.
5. Reimbursement of Travelling and other Expenses Policy – Councillors.
6. Register of Investments
7. Returns of Interests of Councillors, designated persons and delegates
8. Council Minutes and Business Papers
9. Annual Financial Statements – 2006 and previous years
10. Equal Employment Opportunity Policy
11. Council's Policy Register
12. Equal Employment Opportunity Statement
13. Plan of Management – Queanbeyan Showground
14. Plans of Management for Community Land:
 - Community Land
 - Sportsgrounds and Parks
 - Regional Parks
 - Neighbourhood Parks
 - Local Parks
 - Natural Areas
 - Urban Bush Reserves
 - Queanbeyan River Corridor
 - Pedestrian Laneways
 - Planting Reserves
 - Service Reserves
 - Community Service Centres
 - Lanyon Drive Cemetery
 - Vacant/Uncommitted Community Land
 - Jerrabomberra Community Centre and Youth Facilities, and
 - General Community Use.
15. Tree Preservation Order Policy
16. Section 94 Contribution Policy
17. Queanbeyan Plan of Management – Waste and Recycling Services
18. Motor Vehicles Policies:
 - Motor Vehicle Policy
 - Tendering – Motor Vehicles
 - Taking Council Vehicles Home
 - Lease of Motor Vehicles – Council Employees

19. Statement of Affairs, the Summary of Affairs and the Register of Policy Documents required under the Freedom of Information Act 1989 – Documents can be accessed through the Public Officer.
20. Files and other documents of a non-confidential nature – Can be accessed through the Public Officer.
21. Queanbeyan LEP and DCP's.

SECTION 2 – STATEMENT OF AFFAIRS

The Queanbeyan City Council's most recent Statement of Affairs was published in its Annual Report 2006 and the NSW Government Gazette, June 2006.

SECTION 3 – ACCESS ARRANGEMENTS

Details of the procedures for inspecting and purchasing the Council's Policy and other documents are available from Stuart Warner, Public Officer at 257 Crawford Street, Queanbeyan, telephone (02) 62984516 or email stuart.warner@qcc.nsw.gov.au

Council's policy and other documents may be inspected and/or purchased between the hours of 8.30am to 5.00pm business days. Many documents are available on Council's website www.qcc.nsw.gov.au

Requests under the Freedom of Information Act 1989 for access to documents must be in writing and accompanied by a \$30 application fee.

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

SECTION 1 - POLICY REGISTER DOCUMENTS

PART 1

1.0 Council matters, Mayor, Councillors and staff

1.01 Council matters

- 1.01.02 Code of Meeting Practice - Council and Committee Meetings
- 1.01.04 Community Service Awards
- 1.01.05 Nuclear Free Zone - City of Randwick
- 1.01.06 Botany Bay - Dredging
- 1.01.07 Kingsford-Smith Airport & Second Sydney Airport Site
- 1.01.08 Eastern Suburbs Railway - Extension
- 1.01.11 Council in Recess - Procedure
- 1.01.12 Delegation of Authority - Health, Building and Planning Committee
- 1.01.13 Common Seal - Procedure for Affixing
- 1.01.15A Delegation of Authority - Works Committee
- 1.01.17 Delegation of Authority – Community Services Committee
- 1.01.18 Delegation of Authority – Civic Affairs Committee (Recipients of community & civic awards only)
- 1.01.19 Delegation of Authority – Administration & Finance Committee

1.02 Mayor

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

1.03 Councillors

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

1.04 Mayor, Councillors and staff

- 1.04.04 Internal Reporting System – Protected Disclosures Act
- 1.04.05 Provision of information to and interaction between Councillors & Staff
- 1.04.06 Code of Conduct

PART 2

2.0 General Manager's Office

- 2.01.02 Response - Written Enquires/Request from Public
- 2.01.04 Delegation of Authority - General Manager & Staff
- 2.01.06 Council and Committee Meetings - Authority to vary dates and times
- 2.01.07 Paid Council Advertising (Local Newspapers)

PART 3**3.0 Governance & Financial Services**

- 3.01 General administration
- 3.01.01 Public Collections/Appeals
- 3.01.02 Staff Social Club
- 3.01.07 Local Ethnic Affairs Policy Statement
- 3.01.08 Document and Correspondence Administration
- 3.01.09 Local Government Act, 1993 - Administrative Arrangements
- 3.01.10 Acknowledgement of Incoming Correspondence
- 3.01.11 Guidelines for the Engagement and use of Consultants
- 3.01.12 Open Access to Objection and Support Letters - Local Approval Applications and Development Applications
- 3.01.13 Purchasing Policy
- 3.01.14 Tendering Policy
- 3.01.15 Risk & Insurance – Risk Management Policy
- 3.01.16 Risk & Insurance – Signs as Remote Supervision
- 3.01.17 Risk & Insurance – Gathering Information

3.02 Finance

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

3.03 Property

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

3.04 Personnel

- Human Resources Policy & Procedures Manual

3.05 Community Services

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

PART 4**4.0 City Services****4.02 Plant and vehicles**

- 4.02.01 Motor Vehicle Fleet - Replacement

4.03 Personnel

- 4.03.01 Safety Boots
- 4.03.02 Protective Clothing, Headwear and Sunscreens

4.04 Public reserves and places

- 4.04.01 Encroachments - Public Places and Reserves
- 4.04.02 Bonfires and Fireworks - Council Land
- 4.04.03 Use for Circuses
- 4.04.04 Control of Recreational Vehicles
- 4.04.05 Bus Seats at Bus Stops
- 4.04.06 Clothing Bins and other non-Council collection services on public Land Under Council's Control
- 4.04.07 Smoking in the Public Place
- 4.04.08 Graffiti Management

4.05 Public beaches

- 4.05.01 Closure of Beaches
- 4.05.02 Vending on Beaches

4.07 Works

- 4.07.01 Construction of Crossings and Re-instatements
- 4.07.02 Crossings and Entrances - Contributions
- 4.07.03 Kerbing and Guttering - Replacement of Stone Constructions
- 4.07.04 Street Lights - Shading
- 4.07.05 Tree Preservation Order and Protection of Trees
- 4.07.06 Tree Policy
- 4.07.07 Sewerage/Stormwater Drain Blockage Policy
- 4.07.08 Tree Shrouding Policy
- 4.07.09 Significant Street Tree Removals – Public Notification

4.08 Development approvals

- 4.08.01 Private Stormwater Code
- 4.08.02 Development Application Conditions

4.09 Roads/Streets

- 4.09.01 On Street Parking
- 4.09.02 Nature Strip/Road Verge Planting

PART 5**5.0 Environmental Services****5.01 General matters**

- 5.01.04 Street Address Numbering and Re-Numbering

5.02 Health matters

- 5.02.01 Food Premises Code
- 5.02.03 Collection of Trade Waste from Community Service Organisations
- 5.02.04 Garbage Collection - Not in Approved Containers
- 5.02.06 Code for Keeping of Pigeons
- 5.02.07 Variations in Licensed Trading Hours

5.03 Building matters

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

PART 6**6.0 City Planning**

- 6.01.02 Development Consents - General Conditions of Approval.
- 6.01.03A Multi-unit Housing - Interim Arrangements - Assessment of Applications
- 6.01.04 Amusement Centres
- 6.01.10 Balcony Enclosures on Residential Flat Buildings
- 6.01.11 Conservation in Struggletown
- 6.01.21 Plan of Management No. 1 - Glebe Gully
- 6.01.22 Subdivision Code
- 6.01.23 Heritage Development
- 6.01.24 Development Consents - Time Limit
- 6.01.25 Development Assessment Committee
- 6.01.26 Affordable Housing Policy
- 6.01.29 Contaminated Land
- 6.01.34 Environmental
- 6.01.37 Rainwater Tanks
- 6.01.38 Child Care Centres Policy
- 6.01.39 Social Impact Assessment Policy

Development Control Plans

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

Local Environmental Plans

- Randwick LEP 1998 (and Amendments)

PART 7**7.0 Library Services**

- 7.01.02 Membership
- 7.01.03 Opening Hours
- 7.01.04 Loans
- 7.01.05 Fees and Charges
- 7.01.06 Literacy and the Library
- 7.01.07 Reservations/Inter Library Loans
- 7.01.08 Randwick Branch Library - Hire of Meeting Room
- 7.01.09 Bowen Library - Hire of Vonnie Young Auditorium
- 7.01.10 Facsimile Transmissions - Access To
- 7.01.11 Microcomputers - Public Use
- 7.01.12 Photocopiers - Public Use
- 7.01.13 Typewriter - Public Use
- 7.01.14 Photographs - Reproduction
- 7.01.15 Library Internet Access
- 7.01.16 Group Use of Library and Community Bus

SECTION 2 – ADMINISTRATIVE REGISTERS AND DOCUMENTATION

Randwick City Plan (20 year plan) + background papers
State of the Environment Report
Financial Statements
Management Plan (incl. Pricing Policy, Revenue Policy)
Minutes of Committee Meetings and Business Papers
Minutes of Council Meetings and Business Papers
Policy Register
Annual Report
Disclosures Register (Councillors & Staff)
Investments Register
Social Plan
Privacy Management Plan
Randwick Community News

SECTION 3 – CITY SERVICES DOCUMENTS

City Open Space & Recreation Strategic Plan
Coastal Walkway Brochure
Kingsford Commercial Centre Townscape Masterplan
Randwick Local Disaster Plan (DISPLAN)
Private Stormwater Code
Civil Design and Development Code
Randwick Street Tree Master Plan 2002
Landscape Furniture and Finishes Manual
Tree Preservation Order 2005
Noxious Weeds Guide
Draft Landscape Code
Coogee Beach and Foreshore Plan of Management 1997
Gordon's Bay Plan of Management 1994
Malabar Beach and Foreshore Plan of Management 1995
Malabar Headland Draft Plan of Management 1990
Maroubra Beach Plan of Management Overview 1996
Clovelly Bay Plan of Management 2001
Heffron Park Plan of Management & Masterplan
Pioneers Park Plan of Management 1992
South Coogee Coastal Reserves Plan of Management 1987
Latham Park Plan of Management 1985

Glebe Gully Plan of Management 1985
City Open Space and Recreation Plans of Management (COSRPOM) 1996 Incorporating Strategic Plan and 8 Generic Plans of Management, Regional Parks, District Parks, Neighbourhood Parks, Pocket Parks, Civic Parks, Beach and Coastal Reserves, Remnant Bushland and Road Side Reserves
La Perouse Historic Plan of Management
Gordon's Bay and Clovelly Bay Stormwater Management Plan 1996
Investigation of Water Pollution Treatment Works at Coogee, Maroubra and Malabar Beaches 1996
Randwick City Council Recreation Facility Management and Development Plan 1998
Heffron Park Swimming Centre Recreation Facility Management & Development Plan 1998
Heffron Park Tennis Complex Recreation Facility Management & Development Plan 1998
Clovelly Seabreeze Kiosk Heritage Significance Assessment 1998
Urban Design Study of Randwick & The Spot Shopping Centres 1994
Randwick City Council Bicycle Plan 1998
Maroubra Beach & Environs Master Plan 1998
Frenchman's Bay Plan of Management 2002
Malabar Beach & Foreshore Landfill Remediation & Rehabilitation – Environmental Site Characterisation Final 2002

SECTION 4 – CITY PLANNING DOCUMENTS

Building Certification Services Information Sheet
Building Certificate Register
Building Application/Approval Register
Construction Certificate Register
Complying Development Certificate Register
Local Approvals Register
Construction Certificate & Principal Certifying Authority Information Sheets
Randwick Development Application Guide
Principal Certifying Authority Agreement
Fire Safety & Essential Services Information Sheets
Housing Strategy
Integrated Development Information Sheet
Local Approvals Information Sheet
Maroubra Beach Urban Design Planning Strategy
Randwick City Council Section 94 Contributions Plan (1999)
Randwick Housing Affordability & Access Study
Register of Development Applications
Register of Subdivision Certificates
Register of Strata Subdivision Applications
Sediment & Erosion Control Information Sheet
Bill Posters Information Sheet
Rezoning Land Information Sheet
Design Review Panel Information Sheet
Randwick LEP 1998 Information Sheet
Acid Sulphate Soils Information Sheet
Heritage Information Sheet
Sydney Airport Planning & Noise Impacts Information Sheet
Matraville Public Domain Strategy
Design Ideas for Rejuvenating Residential Flat Buildings
Randwick Transport Study
Heritage Visual Character Study
Demographic Profile

SECTION 5 – COMMUNITY SERVICES & LIBRARY DOCUMENTS

Children's Services Pamphlet
Social Plan
Guides to Library Services (Various Categories)
Resource Lists (Various Categories)
Ephemera (Various Categories)
Multicultural Advisory Committee Brochure

Home Maintenance & Modification Service Brochure
 Home & Community Care Services Brochure
 Collection Development Policy
 Marketing & Promotion Plan
 LINCIS Database (Community Information)
 Community Facilities Study
 RCC Action Plan – Disability Discrimination Act

SECTION 6 – STATEMENT OF AFFAIRS

The most recent annual Statement of Affairs of the Randwick City Council was published effective 30 June, 2006, and is available at a cost of \$5.00. Copies of the Statement of Affairs are available for perusal at all Council Libraries listed at the bottom of this page and also at:

Government Publications Librarian
 The State Library of N.S.W
 Macquarie Street
 Sydney NSW 2000

Serial Processing Unit
 National Library of Australia
 Canberra ACT 2600

The Librarian
 Parliament of NSW
 Macquarie Street
 Sydney NSW 2000

SECTION 7 – CONTACT ARRANGEMENTS

Many of the documents listed in this Summary of Affairs are readily available at the Council's Office and Libraries as detailed below and on the Council website (www.randwick.nsw.gov.au). However, should the particular item being sought not be available through these avenues, members of the public are invited to contact Council's Section 12 or Freedom of Information Officers.

The Section 12 & Freedom of Information Officers are available during normal business hours of 8.30am to 5.00pm and, to avoid any inconvenience, contact should first be made by telephone prior to a personal visit.

Administrative Centre (FOI & Section 12 Officers)

30 Frances Street
 RANDWICK NSW 2031
 Telephone: 9399.0999
 Facsimile: 9319.1510

Randwick Branch Library
 Royal Randwick Shopping Centre
 Belmore Road (Cnr Short Street)
 RANDWICK NSW 2031
 Telephone: 9399.6966
 Facsimile: 9399.7358

Bowen Library

669-673 Anzac Parade
 MAROUBRA NSW 2035
 Telephone: 9314.4888
 Facsimile: 9314.4780

Matrville Branch Library
 1203 Anzac Parade
 MALABAR NSW 2036
 Telephone: 9661 6192
 Facsimile: 9661 6863

R. Brownlee
 GENERAL MANAGER

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

In accordance with Section 14 (1) (b) and (3) of the Freedom of Information Act 1989 the following documents are available for inspection or purchase at Council's office during normal business hours - 8.30 a.m. to 5.00 p.m.

Policy & Other Documents:

- Code of Conduct
- Code of Meeting Practice
- Annual Report
- Annual Financial Reports
- Auditor's Report
- Management Plan and Revenue Policy
- Equal Employment Opportunity Management Plan
- Payment of Expenses and Provision of Facilities Policy
- Investments
- Disclosure of Interests by Councillors and Designated Persons
- Business Papers and Minutes of Council Meetings
- Delegations of Authority
- Policy Register
- Procedures Manual
- Tuckean Swamp Study
- Richmond River Estuary Management Plan – Stages 1 & 2
- Mid Richmond Flood Risk Management Plan & Study

STATEMENT OF AFFAIRS

A copy of Council's Statement of Affairs can be inspected at the administration office.

CONTACT ARRANGEMENTS:

Mr John Rutledge
Public Officer
Richmond River County Council
218-232 Molesworth Street
(PO Box 230)
LISMORE NSW 2480

Telephone: (02) 6621 8314
Fax: (02) 6622 1181
Email: floodplain@rrcc.nsw.gov.au

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****RICHMOND VALLEY COUNCIL****(December 2006)**

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

THE COUNCIL'S POLICY DOCUMENTS

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

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

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

THE COUNCIL'S STATEMENT OF AFFAIRS

The most recent Statement of Affairs of the Council is that for December 2005. Copies may be purchased from Council at a cost of \$0.55 per page (minimum charge \$2.00).

COUNCIL'S CONTACT ARRANGEMENTS

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

Mr WS Halcrow
Public Officer
Richmond Valley Council
Corner Walker Street & Graham Place
(Locked Bag 10)
CASINO NSW 2470

Telephone: (02) 66600312

Facsimile: (02) 66625198

The Council's office hours are 8.30am to 4.30pm (Monday to Friday).

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

POLICY DOCUMENTS:

- Code of Conduct
- Code of Meeting Practice
- Consultative Committee
- Delegations of Authority
- Development Servicing Plan
- Drought Management
- Equal Employment Opportunity Management Plan
- Expenses and Facilities
- General Policy Register
- Management Plan
- Minutes of Council Meetings
- Occupational Health & Safety Policy
- Occupational Health and Safety Rehabilitation Policy
- Organisational Structure
- Privacy Management Plan
- Records Management
- Register of Investments
- Returns of the Interest of Councillors and Designated Persons
- Safety Management Plan
- Strategic Business Plan
- Water Pricing

OTHER DOCUMENTATION:

- Annual Financial Reports
- Annual Report
- Auditor's Report
- Business Papers

STATEMENT OF AFFAIRS:

Council's Statements of Affairs can be inspected at Council's office during normal office hours - 8.30 am to 4.00 pm.

CONTACT ARRANGEMENTS:

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

Mr. Gerald Pieper
General Manager
Riverina Water County Council
91 Hammond Avenue
(PO Box 456)
WAGGA WAGGA NSW 2650

Telephone: (02) 69220608
Fax: (02) 69212241
Email: admin@rwcc.com.au

FREEDOM OF INFORMATION ACT 1989

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

SUMMARY OF AFFAIRS

of the

ROCKDALE CITY COUNCIL

SECTION 1 - POLICY DOCUMENTS

Subject to the Freedom of Information Act, 1989 Council holds Policy Documents and Codes for the following issues which may be accessed.

- Access to Council Records Policy
- Advertising signs codes
- Annual Report
- Building Application/ Approval Records
- Building Certificate Records
- Business Papers
- Code of Conduct
- Code of Meeting Practice
- Conflict of Interest Policy
- Dealing With Council Information Policy
- Delegations Policies
- Demolition Code
- Development Application/Construction Certificate Consent Records
- Development Control Plans
 - Industrial Code (15)
 - Urban Consolidation (16)
 - Brighton Town Centre (18)
 - Residential Flat Buildings (20)
 - Dual Occupancy (21)
 - Requirements for Access (28)
 - Outdoor Advertising (29)
 - Requirements for Child Care Centres (31)
 - Villa & Townhouse Development (34)
 - Residential Flat Building (35)
 - Brothel Development (36)
 - Dual Occupancy & Granny Flat Development (39)
 - Housing for Elderly with Disability (40)
 - Boarding Houses, Hostels & Group Homes (42)
 - Bexley Infants School (44)
 - Amusement Centres (46)
 - Community Consultation in Development Decisions (50)
 - Goods and Signs on Public Places (52)
 - Construction site Waste Management & Minimisation (53)
 - Single Unit Dwelling Code (56)
 - Exempt & Complying Development (57)
 - Arncliffe & Banksia Town Centres (58)
 - Amendments to Residential Controls (Ventilation requirements to DCP 34, 35 & 39) (60)
 - Amendments to Residential Controls (61)
 - Crime Prevention Through Environmental Design (67)
- Development Control Plans - Site specific Nos 1 - 6, 8 - 14, 17, 19, 22, 24, 27, 30, 32, 33, 37, 38, 41, 43, 45, 47 - 49, 54 - 55, 59, 63, & 65
- Disaster Plans
 - Fire
 - Toxic
- Fence Code
- Financial Management Plan
- Fraud Awareness Policy

- Local Approvals Policies
 - Local Approvals Policy No 1 – Demolition and Erection of Buildings
 - Local Approvals Policy No 2 - Installation of Domestic Solid Fuel
 - Local Approvals Policy No 3 - For the Placement of Building Waste Containers
- Local Environment Plan 2000
- Local Orders Policies
 - Local Orders Policy No 1 - Administrative Provisions
 - Local Orders Policy No 2 - Keeping of Animals
 - Local Orders Policy No 3 - Food Hygiene
- Management Plan
- Minutes of Committee Meetings
- Minutes of Council Meetings
- Payment of Expenses and Provision of Facilities for Councillors Policy
- Plans of Management for Community Classified Land
 - Beach Street Precinct Kogarah
 - Small Parks and Playgrounds
 - Slade Road Reserve
 - Bexley Park
 - Stan Moses Field and Scott Park
 - Gardiner Park
 - Arncliffe Park
 - Plan of Management for Community Land
 - Bardwell Valley
 - Rockdale Wetlands and Recreation Management Strategy
 - Cook Park
 - Brighton Memorial Playing Fields
 - The Strand
 - Gilchrist Park
 - Westbourne Street Reserve
 - Amendments to Community Land Plan of Management
 - Kyeemagh Boat Ramp Reserve
 - Ray Oxford Reserve
 - Lusty Street Neighbourhood Park
- Policy and Procedures Register (all other policies)
- Pool & Spa Code
- Privacy Management Plan
- Protected Disclosures Policy
- Purchasing Practices and Procedures
- Residential Sub Division Code
- Rockdale Planning Scheme Ordinance
- Schedule of Fees & Charges
- Section 94 Contribution Policies
- State of the Environment Report
- Statement of Waste Minimisation and Recycling
- Tree Preservation Orders

SECTION 2 – STATEMENT OF AFFAIRS

Persons wishing to inspect or obtain Council's "Statement of Affairs" should contact or attend Council's offices referred in Section 3.

SECTION 3 – CONTACT ARRANGEMENTS

Members of the public seeking access to Rockdale Council Policy Documents and Codes are invited to make initial contact with John Logue, Council's Assistant General Manager who can arrange for copies of documents to be made available at the office below. Please note, some Policies and Codes are available for viewing online at Council's website www.rockdale.nsw.gov.au

Inquiries can be made during normal business hours 8.30 a.m. to 4.00 p.m. Contact by telephone should be made prior to a personal visit.

John Logue
Rockdale City Council
Administration Building
2 Bryant Street
ROCKDALE NSW 2216

Telephone: (02) 9562 1666
Facsimile: (02) 9562 1777
Email jlogue@rockdale.nsw.gov.au

or mail to:

John Logue
Rockdale City Council
PO Box 21
ROCKDALE NSW 2216

It should be noted that Application Forms for requests for access under the Freedom of Information Act (1989) to other documents held by Rockdale City Council are available from the Customer Service Centre or on Council's website www.rockdale.nsw.gov.au Please submit applications to the above address, accompanied by the applicable fee of \$30.00.

CHRIS WATSON
General Manager

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****ROUS COUNTY COUNCIL****(trading as ROUS WATER)****Regional Bulk Water Authority**

In accordance with Section 14 (1) (b) and (3) of the Freedom of Information Act 1989 the following documents are available for inspection or purchase at Council's office during normal business hours - 8.30 a.m. to 5.00 p.m.

POLICY & OTHER DOCUMENTS:

- Code of Conduct
- Code of Meeting Practice
- Annual Report
- Annual Financial Reports
- Auditors Report
- Management Plan and Revenue Policy
- Equal Employment Opportunity Management Plan
- Payment of Expenses and Provision of Facilities Policy
- Investments
- Disclosure of Interests by Councillors and Designated Persons
- Business Papers and Minutes of Council Meetings
- Delegations of Authority
- Privacy Management Plan
- National Competition Policy & Competitive Neutrality Procedure
- Policy Register
- Procedures Manual
- Regional Water Supply Strategy
- Regional Water Demand Strategy – 5 year plan
- Water Cycle Management Review

STATEMENT OF AFFAIRS

A copy of Council's Statement of Affairs is available for inspection at the administration office.

CONTACT ARRANGEMENTS:

Mr John Rutledge
Public Officer
Rous Water
218-232 Molesworth Street
PO Box 230
LISMORE NSW 2480

Telephone: (02) 6621 8055
Fax: (02) 6622 1181
Email: water@rouswater.nsw.gov.au

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****CITY OF RYDE****(F.O.I. Agency No. 2203)****December 2006****SECTION 1 – POLICY DOCUMENTS****CORPORATE SERVICES**

Annual Report 2005/2006
Audited Financial Statements of Account for the year ended 30 June 2006
Business Papers/Minutes of Committee & Council Meetings
Code of Conduct
Code of Behaviour
Code of Conduct - Standards for Volunteer and Community Representatives on Council Committees
Code of Conduct - Standards for Contractors, their Employees and Business Associates
Code of Good Governance
Code of Meeting Practice
Competitive Neutrality Complaints Policy
Conditions of Employment Policies
Delegations Register
Disclosures of Pecuniary Interest Register for Councillors & Senior Staff
EEO Management Plan
Employee Relations Policies
Equity & Diversity Policies
Gifts Policy
Employee Induction Policies
Information Technology Policies
Investment Policy and Register
Land Register
Management Plan 2006/2009
Occupational Health & Safety Policies
Organisational Development Policies
Policy on Payment of Expenses & Provision of Facilities for Mayor & other Councillors
Procurement Policy
Protected Disclosures Information Booklet
Protocol for Meetings with the Mayor
Register of Leases and Licences for use of public land classified as Community Land
Returns as to Candidates Campaign donations

ENVIRONMENT AND PLANNING

Bed & Breakfasts – Establishment Guidelines
Building Application/Approval Records – only upon request
Building Certificate Records
Bushfire prone land information and guidelines
Contaminated Land: Planning Guidelines for Contaminated Land
Development Application/Approval Records – only upon request
Development Contribution Plan
Development Control Plan Register
Development Control Plans
Development Criteria: Section 1 - Driveways
Section 3 - Title Encumbrances
Section 4 - Public Civil Works

Food Stalls: Requirements for One Day Temporary Food Stalls
Footpath Activity Policy
Garbage & Recycling: Standard Requirements for the Construction of Garbage & Recycling Cart Storage Areas for Residential Buildings
Having Your Say – What happens to your comments on LDA's
Having Your Say – Having Your Say at the Committee
Integrated Development
Legionnaires' Disease: NSW Code of Practice for the Control of Legionnaires Disease
Local Environmental Plans Register
Local Environmental Plans
National Code for the Construction and Fitout of Food Premises
National Code for Food Vending Vehicles and Temporary Food Stalls
North Ryde Industrial Area
Pre-lodgement – Information Package
Residential Development Strategy 1996 – Improving Housing Choice & Housing Opportunities
Ryde Planning Scheme Ordinance
State of the Environment Report
Stormwater Drainage Design Guidelines
Subdivision Code
Telecommunications Facilities – Draft Policy
Waste Containers: Conditions for Temporary Placement of Waste Container or Skip on Footpath

PUBLIC WORKS

Conditions for Road Closures/Street Parties
Information on Gutter and Footway Crossings for Vehicular Access to Normal Single Residences
Information Relating to Special Purpose Signs
Recycling & Waste Guide
Register of Graffiti Removal Work
Ryde Local Disaster Plan
Subdivisional Road Requirements
Waste Services Booklet
Waste Management Strategy
Catchment Management – Strategic Review
Ryde Bikeway Plan 1994

COMMUNITY LIFE

Aboriginal Needs Paper – Social Plan 2005
Access and Equity Policy
Children's Needs Paper – Social Plan 2005
Community Arts Policy
Community Buildings Strategy
Community Services Customer Complaints Policy
Conditions of Use of Grounds & Amenities
Culturally and Linguistically Diverse Peoples Needs Paper - Social Plan 2005
Disability Discrimination Act Action Plan
Guidelines for Managing Library resources on loan to Home Library Service institutional members
Guidelines for the Submission of a Tree Preservation Application
Home Library Service Institutional Membership
Immunisation Policy and Procedures
Language Aide Policy
Media Policy
Men's Needs Paper - Social Plan 2005
Multi-Purpose Use of Council Meeting Facilities Policy
Older People's Needs Paper – Social Plan 2005
Plain English Policy
People with a Disability Needs Paper - Social Plan 2005
Register of Plans of Management for Parks
Ryde Community Grants Program - Guidelines & Application Form (CDSE)

Ryde/Hunters Hill Home Modification and Maintenance Service - Policy and Practice Manual
Ryde Library Services Guide to Membership conditions & services
Ryde Library Services Toys at North Ryde Branch Library
Social Plan 2005
Sponsorship Policy
Temporary Access through Public Reserves & Parks
Tree Preservation Order & Tree Management Policy
Vacation Care Program - Staff Information and Procedures Manual
Volunteers Policy
Women's Needs Paper - Social Plan 2005
Young People's Needs Paper – Social Plan 2005

SECTION 2 - STATEMENT OF AFFAIRS

City of Ryde's most recent Statement of Affairs is dated June 2006.

SECTION 3 - CONTACT ARRANGEMENTS

Requests for access to and copies of policy documents should be directed to the Customer Service Centre at the Civic Centre, 1 Devlin Street, Ryde between the hours of 8.30am and 4.30pm weekdays (telephone: 9952 8222, fax: 9952 8070, e-mail: cityofryde@ryde.nsw.gov.au, web-site: www.ryde.nsw.gov.au). Requests for access to other documents under the Freedom of Information Act should be directed to: The Freedom of Information Officer, City of Ryde, First Floor, Ryde Civic Centre, 1 Devlin Street, Ryde 2112 between the hours of 8.30am and 4.30pm weekdays

(telephone: 9952 8222, fax: 9952 8070 and e-mail: cityofryde@ryde.nsw.gov.au).

NOTE: Access to these documents is also provided subject to the provisions of the Privacy and Personal Information Protection Act, 1998.

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****SHELLHARBOUR CITY COUNCIL****(FOI Agency No 2207)****SECTION 1 – POLICY DOCUMENTS**

Aerodrome Policy
Alcohol Consumption – Public Halls
Alcohol Consumption – Public Reserves
Amusement Devices
Animals – Residential Areas
Annual Report (produced annually)
Appointment of Senior Staff
Asbestos Code
Backyard Burning
Beaches and Pools
Builders' Obligations
Building Control
Building Sites – Sediment Control
Camping Areas
Cemeteries Policies
Child Protection
Code of Conduct – Councillors and Staff
Code of Conduct – Swimming Pools
Code of Meeting Practice
Commercial Home Catering
Complaints Management
Council & Corporate Meetings – Minutes Policy
Council Chambers – Albion Park
Council Land Sales
Cultural Diversity Policy
Delegations – Mayor, Councillors and Staff
Disabled Access Policy
Dogs - General
Donations Policy
Drainage Easements and Open Drains
Earthquake Code
Elections and Election Material
Environment – Protection of Lake Illawarra and Coastal Policy
Environment – Koala Habitat Protection Policy
Environmental Policy
Equal Employment Opportunity
Extension of Credit & Debt Recovery
Fee Reduction Policy
Food Strategy
Harassment Policy
Investment
Legionnaires Disease
Library – Lending Policy
Library – Reciprocal Membership Policy
Management Plan – Councils Activities (5 year) and Revenue Policy (1 year)
Management of Council Property by Community Organisations
Minutes of Council Meetings and Committee Meetings – SEPARATE REGISTER

Museum – Collection Conservation
 Offences by Minors
 Parking for Disabled – Infringement Notices
 Payment of Expenses & Provision of Facilities to Councillors
 Personal Water Craft (PWC)
 Plastic Garbage Bags
 Playground Equipment – Safety Check List
 Privacy Management Plan
 Provision of Council Motor Vehicles
 Public Halls
 Public Reserves/Sportsfields/Parks – Naming, Wet Weather, Circuses
 Purchase of Goods, Plant and Materials
 Rates Policy
 Recycled Products – Unbleached Stationary
 Register of Disclosures of Interest of Councillors and Designated Officers – SEPARATE REGISTER
 Returns as to Candidates’ Campaign Donations (produced every 4 years) –SEPARATE REGISTER
 Risk Management
 Roads - Miscellaneous
 Shellharbour City Council – Use of Name
 Shellharbour City Stadium Strategic Plan
 Social Plan
 Sponsorship
 Sportsfields – Leasing & Licensing
 Spraying of Blackberries
 Subdivisions - Miscellaneous
 Trees - Miscellaneous
 Use of Vehicles on Beaches within the Shellharbour LGA
 Waste Management Strategy (2002)

Corporate Health & Safety

Occupational Health & Safety Policy
 Rehabilitation Policy and Return to Work Program
 Alcohol & Drug Policy
 Sun Protection Policy
 No Smoking Policy

Local Environmental Plan No. 2000

This plan covers the Shellharbour City Council Local Government Area. It provides opportunities for residential, commercial and industrial development, and open space, rural and environmental protection areas.

Rural Local Environmental Plan No. 2004

This plan generally covers the rural area of Shellharbour City Council Local Government Area.

Development Control Plans

The following are Council’s Development Control Plans. Copy of these Development Control Plans are available from Council.

Residential

Albion Park - Aerodrome - Buffer Area DCP
 Albion Park Rural Residential DCP
 Blackbutt Rural Residential DCP
 Dunmore Lakes Estate DCP
 Dunmore Wetlands DCP
 Former School Site, Shellharbour Road Shellharbour (Tawarra Site) DCP
 Macquarie Rivulet Delta DCP
 Medium Density DCP
 On-site Waste Water Management for Single Residences DCP
 Residential DCP
 Residential Infill DCP

Residential Subdivision DCP
Shell Cove DCP
Temporary Accommodation for Aged Persons Policy
Tullimbah Village DCP
Woodlands Estate DCP

Commercial

Albion Park Commercial Centre DCP
Alfresco Dining DCP
Commercial DCP
Lake Entrance Rd, Blackbutt DCP
Motor Showrooms DCP
Service Stations DCP
Shellharbour City Centre DCP
Shellharbour Township Commercial Centre DCP
Warilla Professional Suites DCP

Industrial

Industrial DCP

Other

Advertising & Identification Signs DCP
Car Parking Policy DCP
Child Care Centre Guidelines

Complying DCP
Contaminated Land Policy
Energy Smart Homes DCP
Exempt DCP
Floodplain Risk Management DCP
Landscape Guidelines DCP
Notifications DCP
Social Impact Assessment Policy
Telecommunications Facilities DCP
Waste Minimisation & Management DCP

Section 94

Fifth Review – Section 94 Contributions Management Plan

Section 94 Policy – Contributions for Community Services and Facilities DCP
Section 94 Works-in-Kind

Plans of Management for Community Land

Management plans set out the overall aim, objectives and performance targets, statement of means, performance assessments and, if applicable, lease/licence details etc. Council welcomes any enquiries on its Management Plans and plans are available for viewing by the public. The major management plans include:

Albion Oval
Albion Park Showground
Albion Park Swimming Pool and adjacent areas
Alex Hoffman Park
Barrack Heights Sportsfield
Bardsley Park
Bass Point
Blackbutt Reserve
Con O'Keefe Oval
Croome Regional Sporting Complex
Darcy Dunster Reserve
Geoff Shaw Oval
Hooker Park (Ces Glenholmes Oval)
Howard Fowles Oval

Jack Brown Oval
Keith Bond Oval
Keith Grey Oval
Keith Hockey Oval
King Memorial Park
King Mickey Park
L. R. Mood Park
McDonald Park
Morley Park
Oak Flats Swimming Pool and adjacent areas
Oakleigh Park
Panorama Oval
Pelican View Reserve
Reddall Reserve
Ron Costello Oval
Rotary Park
Shellharbour Reserve includes Shellharbour Swimming Pool
Skiway Park
War Memorial Park includes Warilla Swimming Pool

SECTION 2 - STATEMENT OF AFFAIRS

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

SECTION 3 – COPIES OF DOCUMENTS

Documents are available for inspection free of charge in accordance with Section 12 of the Local Government Act 1993. Council's photocopying charge for Documents under Section 12 is \$1.00 for the first page then 30c for each additional page.

SECTION 4 - CONTACT ARRANGEMENTS

Applications and enquiries relating to Policy Documents and access to Council records can be made to the Public Officer, Level 2 Lamerton House, Lamerton Crescent, Shellharbour City Centre (02) 4221 6111 between the hours of 8.30am and 4.30pm Monday to Friday (Public Holidays excepted). Applications for access to information held by Shellharbour City Council under the Freedom of Information Act 1989, must be made using Council's FOI application form or in writing stating the application is under FOI. The applicant must supply all the details required under the Freedom of Information Act. The current fee for an application is \$30.00. In some circumstances other charges may apply.

Postal Address –

Public Officer
Shellharbour City Council
PO Box 155
Shellharbour City Centre NSW 2529

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

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

SECTION 1 – POLICY DOCUMENTS

<i>Policy Title</i>	<i>Minute Number</i>
* <i>DEVELOPMENT CONTROL PLAN REGISTER</i>	<i>Various</i>
Abseiling and Rock Climbing	05.641
Acceptance of Tenders - Reports to Council	04.985
Access Areas for Dogs	05.79
Adult Shops (Premises Selling Sexually Explicit Products) - Guidelines	04.1598
Advertising - Local Newspapers	04.985
Aged Persons Accommodation - Establishment of	04.1443
Aged Persons Accommodation Guidelines	86.1548
Anzac Day Services - Wreath Laying Ceremonies	04.985
Asset Management Plan - Amenities	05.35
Asset Management Plan - Bridges	03.467
Bed and Breakfast Guidelines	05.747
BMX Circuits - Provision in Local Areas	04.1443
Boundary Fences and Courtyard Walls for Single Dwellings	05.595
Building Code - Minimum Building Requirements	76.316
Building Height and Amenity in Residential Areas - Policy to Control	90.618
Building Line - Penguins Head Road, Culburra	05.152
Building Line Setbacks Policy for Residential Development	05.595
Building Lines (front) in South Nowra Industrial Areas	98.2012
Building Over Sewers Policy	97.26
Building Setbacks -Tasman Park Estate (DP 8082)	05.152
Buildings - Flinders Estate - Zincalume Roofs	04.1598
Buildings - Garages on Vacant Allotments of Land	04.1598
Buildings - Storm Water Drainage Control - "Slab on Ground" Construction	04.1598
Buildings - Temporary Moveable Dwellings for Aged or Disabled Persons	05.16
Buildings - Use of Reflective Building Materials - Coastal and Rural Areas	04.1598
Burials - Private	04.1598
Burrill Lake Estuary and Catchment Management Plan	02.1663
Burrill Lake Foreshore Development Guidelines	05.595
Bus Shelter Sheds - Site Selection	04.1322
Bushcare Program Policy and Procedures	05.297
Bushfire Equipment Policy	04.1322
Car Parking Code (Development Control Plan No. 18)	00.924
Caravan Parks - Design Guidelines for Permanent Occupancy of	05.152
Caravans for Commercial or Community Activities Parking of	05.152
Cats and Dogs (Impacts on Native Fauna) - Conditions of Development Consent	05.1776

Cemeteries - Re-purchase of Sites	78.642
Cemeteries, Crematorium and Memorial Garden Policy Min96.2303	
Code of Conduct	05.597
Code of Conduct - Guidelines	05.1226
Code of Meeting Practice	05.597
Collection Development Policy - South Coast Co-Operative Library Service	04.1443
Commercial Home Catering	05.747
Communications / Media Strategy	05.872
Community Consultation for Subdivision and Development Applications and the Formulation of Development Guidelines and Policies	01.70
Community Consultation Strategy	05.263
Community Facilities - Use and Hire for Commercial Activities	04.1591
Community Gardens	05.1164
Community Plan - Executive Summary	01.300
Community Plan - Youth Services Strategy	00.767
Community Service Obligations - Water Supply Wastewater, Effluent, Trade Waste Services and Section 64 Contributions	05.1001
Community Use of Rural Fire Service Stations	05.420
Complaints Policy & Procedures	05.730
Conjola Regional Sewerage Scheme - Connection Policy	05.235
Conservation Management Plan for Nowra Showground	03.50
Contaminated Land Policy	95.710
Correspondence - Service Level Standard for Replying to	03.1010
Council Meetings - Addendum Reports	04.985
Council Meetings - Staff Pecuniary Interests - Reports to Council	04.985
Council Members - Payment of Expenses and Provision of Facilities	93.2996
Cross-connection Control and Backflow Prevention	05.235
Culburra Beach (Development Control Plan No. 48)	97.2148
Currarong Natural Resources Management Strategy	01.1721
Cycleway/Footpath - Charges Applicable	04.1322
DCP 113 - Policy to Control Development within the Vicinity of the Eagle View Farm Piggery Yatte Yattah	05.1285
Defect and Risk Management Inspection Procedure	03.813
Defence Force Training and Service Leave	05.1224
Demolition of Buildings Containing Asbestos - Conditions of Development Consent	05.1136
Development - Built Environment	04.1449
Development - Coastal Areas	04.1449
Development - Hazardous Industries	04.1449
Development - Highways & Arterial Roads	04.1449
Development - Housing in Residential Zones	04.1449
Development - Land Retention - Canada St Cunjurong Point	92.495
Development - Main Centre Strategy	04.1449
Development - Natural Hazards (other than flood or bushfire)	04.1449
Development - New Development Areas	04.1449
Development - Nuclear Industries & Activities	04.1449
Development - Public Utilities - Electricity	04.1449
Development - Public Utilities - Water & Sewer	04.1449
Development - Urban Expansion of Cambewarra Village	92.3655
Development Application Fees - Waiving of - Community and Charitable Organisations	04.1598
Development Applications - Crematoriums in Funeral Parlours	04.1598

Development Applications - Determination - Draft Policies and Development Control Plans	05.152
Development Applications - Industrial Premises - Retailing Space	04.1598
Development Areas - Minor Water Mains Extension	05.1682
Development Control Plans - Landowner's Advice	04.1596
Development Control Plans - Notations Regarding Flexibility	04.1175
Disability Discrimination Act Action Plan	02.250
Dog Control Policy - Holiday Haven Tourist Parks	04.1443
Domestic Poultry Abandoned on Public Land	05.1228
Donations Policy	04.1165
Down Size, Disconnect or Nominal Sizing of Water Meter Services	04.1503
Drainage Easements - Maintenance of Open Drains	05.138
Drainage Easements - Piping in Old Subdivisions	05.138
Driveway Access to Private Properties	89.2665
Dual Occupancy Development - Subdivision Restriction	05.434
Dual Occupancy Guidelines (Development Control Plan 57)	92.3619
Ecologically Sustainable Development (ESD) - Guidelines for Integrating the Principles of ESD Into SCC Activities	03.777
Effluent Pump-out Charges	04.1172
Emplacement of Plaques & Other Artifacts in Parks & Reserves Policy	04.1443
Exempt and Complying Development (Development Control Plan No. 89)	99.1706
Fair Trading - Dedication of Land for Major Infrastructure Projects	04.1175
Festivals - Council Support	04.985
Film and Video Production	04.1443
Fire Hydrants in Rural Areas, Provision of	04.1172
Flag Protocol - Australian Aboriginal Flag	04.985
Flood Compatible Materials for Minor Extensions	03.595
Flood Planning Levels for the Lower Shoalhaven River Floodplain	03.10
Flood Policy - Flood Levels	90.3385
Flood Policy - Interim	87.2708
Flood Policy - Interim - Caravan Parks on Flood Prone Land	88.172
Food Premises Policy	05.42
Foreshore Areas - Residential Development (Development Control Plan No. 62)	03.1107
Foreshore Reserves Policy	05.814
Garage Sales	04.1598
Generic Plan of Management - General Community Use	01.942
Generic Plan of Management - Natural Areas	01.942
Generic Plan of Management - Parks	01.942
Generic Plan of Management - Sportsgrounds	01.942
Glass Bottle Free Sportsgrounds	04.1693
Greenwell Point Bank Management Plan	04.621
Home Activity Guidelines (Development Control Plan 109)	02.1689
Icon Parks Policy	04.1443
Intellectual Property	04.521
Investment Policy	01.788
Kangaroo Valley - Planning Issues & Policies	91.3357
Keeping of Dogs in the Calymea Street & Albatross Road Area (Nowra)	05.747
Kerb and Guttering - Charges Applicable	04.1322
Lake Conjola Entrance Management Policy	04.575
Land Acquisition - Advice to Owners	04.1593
Library Policy - Children	05.135
Library Policy - General	05.135

Liquid Trade Waste Discharge to the Sewerage System	05.235
Living Futures Shoalhaven Community Safety Plan (previously SCAT)	03.1547
Local Ethnic Affairs Policy Statement (LEAPS)	03.1287
Major Alterations to Existing Dwellings in Flood Prone Areas	02.1139
Management Committees	05.733
Markets - Operation of	94.149
Mayors Relief Fund Rules	04.1165
Medium Density Housing (Development Control Plan 71)	96.1994
Mobile Food Stalls or Vehicles and Temporary Food Premises	05.16
Motor Vehicle Access to Public Reserves	04.1591
Narrawallee Inlet Natural Resources Management Strategy	02.755
No Charge Tipping of Storm Damaged Materials at Waste Depots	04.1322
No Charge Tipping Vouchers	05.137
Noxious Weed - Control and Eradication	04.1322
On-site Sewerage Management - Conjola Regional Sewerage Scheme	04.1655
Outdoor Eating	02.1411
Park Enhancement Policy	05.135
Parkcare Policy and Procedures	05.190
Payment Assistance Scheme Policy - Water and Sewer Usage Accounts	05.821
Pensioner Rates and Charges - Arrears and Interest	Various
Plan of Management for Berrara Creek Flats	01.1380
Plan of Management for Crookhaven Headland	99.1748
Plan of Management for Gannet Beach	96.2214
Plan of Management for Greys Beach & The Grott•	04.13
Plan of Management for Hazel Rowbotham Reserve	02.730
Plan of Management for Kings Point Foreshore	00.1051
Plan of Management for Mahogany Creek Reserve	99.1988
Plan of Management for Termeil Coastal Reserves	98.248
Plan of Management for White Sands / Voyager Memorial Parks	03.923
Plant Replacement - Plant Replacement Reserve	85.105
Playground Strategy Review	04.458
Pressure Sewerage System Policy	05.235
Principal Consultative Bodies - Guidelines for the Conduct of	05.923
Privacy Management Plan	
Prosecutions - Advance Publicity	04.985
Provision of Skate Parks	04.1434
Provision of Water and Sewerage Infrastructure - Rezonings, Major Developments and SEPP 5 Developments	04.1655
Public Access to Council Information	06.938
Public Reserves - Waiving of Fees for Not-for-Profit Organisations	05.21
Rainwater Tank Rebate Policy	05.211
Ratepayer Financing Policy for Kerb Gutter & Footpath Construction	04.740
Rates & Other Monies - Delegation of Authority to Write Off	04.1165
Rates - Overdue Interest Rate	04.1165
Reclaimed Water on Parks, Reserves and Sporting Fields - Use of	04.1655
Recreation Strategy	99.2325
Regional Services Corridor - North Nowra/Bomaderry	92.3623
Relocation of Second-hand Dwellings	05.595
Requests for Council Support for Rural Road Closures	04.1175
Reserve Naming	04.1175
Retention & Destruction of Records (Incorporated in Code of Conduct)	00.1427

Retirement Villages - Section 64 Contribution Assessment	04.1172
Rezoning - Bomaderry	92.3646
Rezoning - Procedures for Requests	04.1175
Risk Management - Gathering Information Policy	04.983
Risk Management Policy	04.853
Risk Management Policy - Managing Volunteers	04.1166
Risk Management Procedure - Coastal Reserves	03.814
Risk Management Procedures - "Signage as Remote Supervision"	03.313
Risk Management Procedures - Footpaths	01.1692
Risk Management Procedures - Gravel Roads	03.950
Risk Management Procedures - Managing Volunteers	04.1166
Risk Management Procedures - Sealed Roads	03.950
Riverview Road Area - Flood Height and Floor Levels for Infill Development	02.1138
Riverview Road Area Floodplain Management Plan	02.1138
Road and Street Naming	04.1175
Road Closures - Temporary in Nowra CBD	04.1593
Road Sealing - Contributions	04.1593
Roadside Environment Management Plan	00.1052
Rural Water Supply Policy	04.1655
Sand Dunes - Risks of Building on	88.2103
Section 64 Contributions - Industrial Development - Water & Sewerage Headworks Charges	04.1172
Section 64 Headworks Charges - Deferment Policy	04.1172
Security Grilles and Gates on Shopfronts and Arcades in the Nowra CBD	05.152
SEPP No 1 Applications - Lots in DP 27575 Woollamia Road, Woollamia - Council Support	05.152
Services - Public Utility - Provision within Footpaths	82.2653
Sewage Management - On-site - (Development Control Plan No. 78)	05.16
Sewerage System (Council's) - Connection of Properties t•	04.1655
Sexual Services Premises (DCP 85)	98.2426
Shoalhaven Tourism Board Guidelines	02.1172
Sick Leave - Payment of Untaken	04.985
Signage Strategy (Development Control Plan 82 - Section 2)	01.1096
Signs - Identilite Signs Policy	02.1216
Signs - Interim Multi Panel Directional Sign Policy	02.1408
Signs - Public Information Signs	05.267
Signs - Reserve Signage Standard	02.752
Smoke Free Outdoor Sporting Facilities and Playgrounds	05.384
South Ulladulla Business Precinct (Development Control Plan 12)	MIN 06.1003
Sponsorship Policy	04.1165
Sporting Groups Communications	05.930
Sports Facilities Plan - 2016	01.1541
Sports Grounds - User Group Responsibilities	04.1591
Sports Tourism	04.1591
Sportsground Closure Policy	04.1694
Sportsground Fencing	05.1401
Stormwater Protection on Construction Sites	05.595
Streetscape in Nowra CBD - Guidelines for Paving and Tree Planting (Development Control Plan No. 80)	98.41
Subdivision Code (Development Control Plan 100)	01.1749
Subdivisions - Payment of Water Services	92.472
Subdivisions - Sewerage Works Contribution	82.2165
Subdivisions, Rural Dwellings and Tourist Facilities - Leebold Hill Road, Parish of Cambewarra	05.152

Support for Variations of DCP 43 - Landscape Buffer Requirement - Old Southern Road, South Nowra	05.308
Swan Lake Entrance Management Policy	04.575
Swan Lake/Berrara Creek Natural Resources Management Strategy	02.1664
Terara Village Flood Management Plan	
Termite Protection Policy	05.434
Tourism Development in Rural Areas (Development Control Plan 63)	95.1257
Tourist Accommodation Design - Permanent Occupation	92.496
Town Street Tree Planting Strategy	06.322
Transfer of Crown Road Reserves to Council for Private Property Access	05.283
Tree Management Policy	03.1645
Tree Management Policy - Public Land	03.1647
Tree Planting - School Grounds	05.21
Uniforms - Council Employees	96.508
Uniforms - Customer Service Unit	95.874
Verons Estate - Sussex Inlet	05.152
Voluntary User Contributions Policy (Sport Facilities) - For 2006/2007	01.726
Voluntary User Contributions Policy - Effective from 1 July 2007	06.778
Walking Tracks Strategy	00.1647
Waste Minimisation and Management - Controls for (DCP 93)	02.1069
Waste Minimisation and Management Guidelines	N/A
Wastewater Non-Urban Availability Policy	04.1655
Water & Sewer - Minor Mains Extension	05.235
Water & Sewer Usage Charges - Undetected Leak Policy	04.1060
Water & Wastewater Services to Non Property Owners	04.1655
Water Availability and Connection Policy	05.235
Water Billing Frequency for Residential Properties	04.1172
Water Hydrant Standpipe Extraction Policy	04.1655
Water Rates - Exclusion Criteria for Rural Properties	04.1172
Water Safety	05.135
Water Supply by Agreement - Levels of Service	04.1655
Weddings Receptions on Public Reserves	04.1591
Weight and Length Restrictions - Kangaroo Valley Road and Tourist Road	05.283
Wharves and Jetties	93.3328

SECTION 2 – STATEMENT OF AFFAIRS

The Freedom of Information Act 1989 requires the production of a Statement of Affairs by 30th June of each year. Copies are available free of charge from the Information Officer.

SECTION 3 – CONTACT ARRANGEMENTS

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

For further information contact:	Information Officer Telephone (02) 4429 3366 City Administrative Centre Bridge Road NOWRA NSW 2541
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Correspondence should be addressed to:	The General Manager Shoalhaven City Council Post Office Box 42 NOWRA NSW 2541
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FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****SINGLETON COUNCIL****SECTION 1 – POLICY DOCUMENTS****Community Services**

Position Statement on Addictive Substances
Youth Programs Advisory Committee
Colleen Gale Children's Centre Advisory Committee
Youth Consultation Strategy
Volunteer Day and Heritage Week Recognition
Disability Advisory Committee
Singleton Community Culture Relations Statement
Social Plan Steering Committee – Terms of Reference
Activity Centre Advisory Committee – Terms of Reference
Community Safety Committee – Terms of Reference
Relocation of the Youth Centre – Terms of Reference
Colleen Gale Childrens Centre (CGCC) Code of Conduct
CGCC – Philosophy / Policy Statement
CGCC – Policies and Procedures – Relating to Enrolments
CGCC – Policies and Procedures – Relating to Health
CGCC – Policies and Procedures – Your Child while in Care
CGCC – Policies and Procedures – Awareness of the Individual Child
CGCC – Policies and Procedures – Staff Related
Mobile Preschool – Policies and Procedures – Parent Related
Mobile Preschool – Policies and Procedures – Relating to Enrolments
Mobile Preschool – Policies and Procedures – Relating to Health
Mobile Preschool – Policies and Procedures – Your Child while in Care
Mobile Preschool – Policies and Procedures – Awareness of the Individual Child
Mobile Preschool – Policies and Procedures – Staff Related
Outside School Hours Care – Policies and Procedures – Parent Related
Outside School Hours Care – Policies and Procedures – Relating to Enrolments
Outside School Hours Care – Policies and Procedures – Relating to Health
Outside School Hours Care – Policies and Procedures – Your Child while in Care
Outside School Hours Care – Policies and Procedures – Awareness of the Individual Child
Outside School Hours Care – Policies and Procedures – Staff Related
Youth Centre – Core Values
Youth Centre – Service Aims
Youth Centre – Rights and Responsibilities – Young People using the Centre
Youth Centre – Service Rules
Youth Centre – Access and Equity
Youth Centre – Registration of Young People
Youth Centre – Recording Attendance
Youth Centre – Information on Young People
Youth Centre – Referrals
Youth Centre – Use of Drugs and Alcohol
Youth Centre – Smoking
Youth Centre – Medication
Youth Centre – Code of Conduct
Youth Centre – Duty of Care
Youth Centre – Confidentiality
Youth Centre – Behaviour Management
Youth Centre – Incident Reporting

Youth Centre – Safe Sex Information
Youth Centre – Parent Communication
Youth Centre – Parent Access
Youth Centre – Custodial Parents
Youth Centre – Volunteers
Youth Centre – Student Placements
Youth Centre – General Administration
Youth Centre – Maintaining Statistics
Youth Centre – Programming
Youth Centre – Community Development
Youth Centre – Responsible Purchasing
Youth Centre – Resources for Young People
Youth Centre – Equipment (Loan and Hire)
Youth Centre – Cleaning
Youth Centre – Maintenance
Youth Centre – Keys
Youth Centre – Assets
Youth Centre – Complaints Handling
Youth Centre – Complaints – About other Services
Youth Centre – First Aid
Youth Centre – Occupational Violence
Activity Centre – Statement of Purpose – Philosophy and Service Outcomes
Activity Centre – Principles for Service Delivery
Activity Centre – Access of Service
Activity Centre – Management and Promotion
Activity Centre – Advisory Committee
Activity Centre – Clients
Activity Centre – Staff
Activity Centre – Volunteers

Corporate Records

Corporate Records

Customer Service

Customer Service - Standards Policy
Hold Up
Visitor Protocol

Economic Development

Economic Development

Emergency Services

Bush Fire Brigades – Equipment
Bush Fire Fighting Fund of NSW - Funding

Engineering Support

Road Reserve Dedication
Development Engineering Specification DCP Construction
Development Engineering Specification DCP Design
Singleton Road Link
Kelso Street Widening

Executive Support & Civic Duties

Council Sponsorship - Singleton Show
Street Ticket Selling Approvals - John Street
Management of Competitive Neutrality Complaints
Privacy and Personal Information Protection Act
Emergency Management

Finance

Procurement Policy and Procedures
Debt Recovery Policy and Plan
Rural Halls – Rating
Investment of Council Funds

General Manager

Delegation of Authority - General Manager
Organisation Structure

Human Resources

Removal Expenses
Pay Policy
Award Consultative Committee - Enterprise Agreement
Child Protection Policy
Equity and Diversity Policy
Staff Harassment Free Work Place
Staff Development Policy
Salary Sacrifice - Superannuation and Child Care
Sick and Carer's Leave Policy
Smoke Free Work Place Policy
Staff - Jury Duty
Travelling - To and From Education Courses
Staff - Concessional Leave
Defence Forces Reserve
Redundancy Policy - Director Positions
EEO Advisory Committee Constitution
Award Consultative Committee – Constitution
Salary System Policy
OH&S Consultation Committee – Constitution
Service Awards
Staff Dress Code
Expenses Reimbursement
OH&S
Corporate Wardrobe
Job Sharing
Attendance at Work – Variable Hours

Information Technology

Internet and Email Usage Policy
Security Policy
Rural Addressing - Council Public and Crown Roads
Communications - Mobile Phones

Land Development

Land Sales – Real Estate Agents

Library

Membership Policy
Information Literacy Policy
Public Access to the Internet Policy
Volunteer Policy
Community Information and Leaflets Policy
Emergency Procedures Plan
Photographic Scanning Policy
Young Persons in the Library Policy

Mayor and Council

Support of Armed Forces Personnel

Strategic Direction
Elections - Ward Boundaries
Councillors Travel Policy
Australia Day Committee
Freeman of the Shire
Aboriginal Reconciliation Statement
Payment - Expenses / Provisions of Facilities to Councillors
Internal Reporting Policy
Code of Conduct
Coat of Arms - Singleton Town Band
Coat of Arms - Army
Code of Meeting Practice
Councillors Questions Which Notice Has Been Given
Reimbursement of Expenses for Councillors' Spouses / Partners

Parks and Facilities

Hire of Civic Centre
Trees - John Street Footpath Trees
Advertising at Sporting Grounds
Buildings - Community Use of 74 George Street
Clothing Bins - Charitable Institutions
Community Facilities - Management Options
Fences - Dividing Fences
Glennies Creek - Lakes St Clair Development
Rural Halls - Maintenance and Repairs
Constitution - Singleton Sports Council
Open Space and Recreation Needs Study
Plan of Management - Burdekin Park
Plan of Management - Sports Grounds / Riverside Parks
Civic Precinct - Prohibiting Alcohol
Playground Management Strategy
Street Tree Management Policy
Sedgefield Cemetery Operating Policy
Plan of Management - Singleton Gully Parks
Playground Policy
Plan of Management - Singleton Town Parks
Plan of Management for Village Parks
Charges for Use of Council's Community Facilities
Lake St Clair Recreation Area - Season Tickets
Use of Aboriginal Names - Wanaruah
Review of Council Parks and Landscape Policies
Singleton Gym and Swim Advisory Committee
Plan of Management - Singleton Gym and Swim
Broke Tennis Courts
Bulga Recreation Centre
Insurance – Public Liability - Hirers of Council Facilities
Parks – Burdekin Park
Street Tree Policy
Civic Centre – Administration Building – Emergency Procedures Plan

Planning and Development Services

Alcohol Free Zones Policy
Street Trees on Private Property
Singleton Jerrys Plains Conservation Area
Section 94 Contribution Plan
Army - Coal Mining Operations - Army Camp Area
Army Study Area
Army - Combined Army Schools Complex
Army Base Singleton
CBD Developments

Singleton Military Area
Planning Applications - Glennies Creek Dam Catchment
Notice of Determination for Subdivision and Development Applications
Unfenced Dams Policy
On-Site Sewage Management Strategy
Upper & Northern Hunter Regional Environmental Management Strategy
Bush Rock Policy
Commercial Strategy
Community Consultative Committee Guidelines
Local Approvals Policy
Roads Maintenance - Dedication of Crown, Development and Subdivision Roads
Town Planning - Time Limit on Development Consents
Proposed Policy for Unformed Roads within Rural Subdivisions
Roads Requirements for Rural Subdivisions
Army Range Noise Impacts
Notification Policy
Dog Kennel Policy
Animals - Off Leash Area
Animals - Cat Control
Building - Temporary Buildings in Commercial Areas
Building Lines - Swimming Pool
Building Lines - New Residential Subdivisions
Building Lines - Corner Allotments
Occupation of Garages, Sheds and Caravans for Residential Purposes
Animals - Village of Broke
Buildings - Factory Made Dwellings within the Singleton Township
Buildings - Bonds and Occupation Approvals
Combined Development / Building Application
Building on Flood Liable Land
Rain Water Detention Policy
Storm Water Management Policy Residential and Commercial
Local Environmental Plan
Broke Flood Levels
Conversion of Sheds for Use as Dwellings
Town Planning Consents - Large Garages
Erection of Country Dwellings with Frontage of Unformed Roads
Accommodating Family Relatives
Advertising Signs – Council Footpaths
Building Approval to Occupy Substantially Completed Buildings
Building Lines for Dwellings
Dangerous Dogs Legislation
Flooding Camberwell Village
Environmental Penalty Notices
Singleton Council - Heritage Strategy
Singleton Development Contributions Plan
Singleton Council Shed Policy

Tourism

Tourism Strategy - Singleton
Waterfest - Event Timing

Water & Waste

Contingency Plan Update Control of Blue - Green Algae
Properties Adjoining - Singleton to Mt Thorley Pipeline Policy
Standard Engineering Requirements - Subdivisions Water and Sewer
Water Standpipe Use
Discharge of Liquid Trade Waste to Sewer
Pipeline Easements
Operating Environment Review
Domestic Garbage – Owner / Builder - Occupying Temporary Residence

Acceptance of Waste for Disposal at Singleton Landfill
Fluoridation
Credit for Waste Usage Charges
Water and Sewer Service Declaration - New Subdivisions
Building Over or adjacent to Sewers
Water and Sewer Section 64 Developer Charges for Singleton LGA
Water Services Multi Occupancy Building
Waste Depot Casual Gate Fees
Commercial Garbage Service
Garbage – Commercial Waste Service
Flooding Levee Bank
Singleton Water Supply Drought Management and Emergency
Capital Works Program for Water and Sewer
Sewer Pipeline Easements
Regulation – Country Water Supplies
Water Billing Dialysis Life Support Systems
Water Supply Glennies Creek Pipeline
Water Supply to Branxton Rural Residential Zones

Works

Road Safety Strategic Plan
Saleyards - Selling of Raffle Tickets
Lemington Road - Load Limit on Timber Bridge
Roads Currently Not Maintained By Council
Extension to Squash Courts, Pitt Street
Footpaths / Cycleways Management Strategy
Road Standards - Mt Royal and Cassels Roads
Saleyards - Response Plan to an Animal Health Emergency
Management of Council's Roads - Duty of Care Policy
Roads - Non Dedicated In the Villages of Jerrys Plains and Camberwell
Roads Management Strategy
Bridge Priorities - Local Roads
Waterways Structures Code of Practice
Roads - Unmaintained Formed
Roads - Naming Policy
Roads - Non Maintained Council Dedicated
Roads - Council Public - Risk Management Code of Practice
Saleyards - Application to Sell Liquor at Kiosk
Roads - Maintenance & Dedication - Crown, Development & Subdivision
Road – Upgrading Crown Roads
Neighbourhood Watch and Safety House Signs
Roads – Private Commercial Use of Public Roads
Roading Policy
Urban Stormwater Management Plan

Development Control Plans (DCP)

Land in the Putty & Howes Valley Area & the Vicinity of Wollemi & Yengo National Parks
The Retreat Rural Residential Subdivision - Plan 3
Glennies Creek Dam Catchment Area
North-West Singleton Rural Residential Subdivisions - Plan 4
Bulga and Environs - Plan 5
Huntermuir Estate - Plan 11
Guidelines for Tourism Development
Singleton Urban Housing
Singleton and Jerrys Plains Heritage Conservation Areas
Singleton Car Parking
Industrial Land Use
Residential Subdivision
Erosion and Sediment Control
Exempt and Complying Development

Singleton Floodplain Management Plan
Energy Smart Homes
Wollombi Brook and Surrounds

SECTION 2 – STATEMENT OF AFFAIRS

The Annual Statement of Affairs for the Council will be available to the public in accordance with the arrangements set out below.

SECTION 3 – CONTACT ARRANGEMENTS

Applications and enquiries regarding Freedom of Information should be made during office hours, Monday to Friday, 8.30 am – 4.30 pm to:

Name: Margaret Wyatt (Corporate Records Manager) or
Allen Black (Executive Officer)

Address: Singleton Shire Council
PO Box 314
SINGLETON NSW 2330

Telephone: 02 6578 7224 or 02 6578 7221

Facsimile: 02 6572 4197

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****COUNCIL OF SUTHERLAND SHIRE****(FOI Agency No 2212)****December 2006****SECTION 1 – POLICY DOCUMENTS**

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

Children Services

- Child Protection Policy
- Procedures For Mandatory Reporting Of Suspected Abuse Or Neglect Of Children
- Procedures For Dealing With Allegations Of Child Protection Against Employees
- Employment Guidelines To Protect Children From Harm
- Voluntary Code of Practice for Out of School Hours Service

Civil Works

- Vehicular Footpath Crossings
- Piping of Existing Open Drains in Private Residential Properties Where Subdivision is Not Involved
- Reconstruction and Maintenance of Private Roads or Rights-of-Way
- Vehicle Crossing Across Public Roads
- Vehicular Access Unmade Road Reserves
- Specification For Civil Works Associated With Subdivision And Developments
- Guidelines For The Engagement And Use Of Consultants

Communication

- Newsletter Editorial Guidelines
- Avoidance of Publishing Advertisements that Request Public Comment by a Certain Time During the Christmas Period
- Mayor's Message Guidelines
- Media And Public Comment Policy
- Procedure in relation to invitations or requests for Aboriginal involvement in Council arranged events

Community Grants

- Funding Requests From Charities And Community Based Organisations
- Annual Community Services Grants Program
- Heritage Grant Local Publications Guidelines
- Miscellaneous Grant Applications Under Section 356 Of The Local Government Act 1993

Community Services

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

Cultural Events

Community Arts
Exhibition Policy for the Hazelhurst Regional Gallery & Arts Centre
Film Policy

Engineering

Dredging - Sutherland Shire Waterways
Feral Animal Policy
Policy – Graffiti Management
Memorial Policy – For Public Open Space
Monitoring of Major Projects

Environmental

Air Space Over Railway Stations
ANSTO Radioactive Waste Discharge Into Sewerage System
Biodiversity Strategy
Clean Waters Policy
Community Partnering Policy
Contaminated Land Policy and Guidelines
Development Control Plans and Lodgement of Development Applications
Environment Fund - Policy for Operation and Investment
Enforcement Action for Illegal Work or Unlawful Occupation of Council Land and Public Roads
Greenweb Strategy
Integrated Transport Policy for the Sutherland Shire
Issuing of Section 149 Certificates -Advice on Properties within 4.8 km of Lucas Heights
Local Air Quality Management Plan
Local Approvals Policy of 1997
Local Orders Policy
Pilot Eco-Account for Waste Services
Rainwater Tanks
Response to Sewage Bypass Notification at Cronulla Sewage Treatment Plant
Sustainable Timbers Policy
Temporary Food Premises Code

Fleet Management

Light Vehicle Policy

Finance & Purchasing

Advances by Council to Community Groups
Protocol - Allocation of Priorities
Get It Green Purchasing
Interest Payable on Security Bonds
Investment for Cash Balances
Petty Cash and Change Float Policy and Procedures
Purchasing Policy & Procedures
Rate Recovery
Treatment of Incomplete Works
Voluntary Pensioner Rebate

Governance***Conduct***

Codes of Conduct for:

- Community Representatives
- Councillors, staff and delegates of Council
- Precinct Residents' Associations

Council, Committee and Sub-Committee Meetings

- Arranging Site Inspections or Meetings for Councillors
- Code of Meeting Practice

- Guidelines for Community Presentations to Committees of Council
- Process and Rules for the Independent Hearing & Assessment Panel
- Provision of Child Care at Children's Services Sub-Committees for Residents
- Recommendations that require resources or funds
- Residents speaking at Committee Meetings
- Special Committee and Council Meetings

Expenses & Facilities

Interstate and Overseas Travel
Payment of Expenses and provision of facilities to Councillors

General

Conflicts of Interest Policy and Guidelines
Council Seal
Councillor Access to Information and Their Interaction with Staff
Customer Response
Display of Election Material – Council Election
Gifts, Benefits & Hospitality
Internal Ombudsman Guidelines
Lodgement of Disclosure of Interest Returns Primary and Ordinary Returns by Councillors and Designated Persons
Non -Disclosure of Name of Complainants
Privacy Management Plan
Secondary Employment
Sponsorship
Statement Of Business Ethics For Business Dealings Between Sutherland Shire Council, The Private Sector And Other Parties

Reporting

- Whistleblower's Policy [Internal Reporting System (Protective Disclosures Act)]
- Local Government Association Annual Conference
- Lot & DP numbers in Reports to Council
- Tender Reports to Council
- Policy on the Use, Storage and Retrieval of digital images
- Attendance Reports to be Submitted to Council

Information Technology

Microsoft Access Policy
On-line Service Strategy
2006 Computer Resource Usage Policy
Workplace Surveillance Policy – Overt Surveillance

Legal Services

Financial Contribution Towards Legal Costs
Legal Assistance to Councillors & Staff

Libraries

Library Collection Management Strategy
Community Information Stands And Leaflets In Council Libraries

Parks & Trees

E G Waterhouse National Camellia Gardens - Funeral Ceremonies and Memorial Services
Miranda Park Circuses
Public Fracas in Reserves or Parks
Replacement of Playground Equipment
Tree and Bushland Vegetation Preservation Order
Urban Tree
Volunteers Bushcare Policy
Council's Liability in Regard to Trees

Personnel***Training & Study***

Study Assistance Program
Training Policy

Workplace

Alcohol and Other Drugs
Corporate Uniform
Counselling & Discipline
Fair Workplace Policy and Procedures
Equal Employment Opportunity Management Plan 2005 – 2008
Language Aide
Occupational Health and Safety Management System
Parental Leave
Parking Permits For Staff With Temporary Or Permanent Infirmity
Recruitment Policy
Use of Council Resources for Private Purposes
Working From Home Policy and Procedures

Planning and Assessment

Applications For Low Or High Impact Mobile 'Phone Installations
Breach of Practice by Private Certifiers
Consideration of Development Applications submitted by Council
Expediting The Determination Of Development Applications Which Are Incomplete Or Propose An Undesirable Development
Review Of Development Application Dispute Resolution Techniques And Mediation Policy
Enforcement of non-compliance with Orders 21 & 22 issues under S124 LGA 1993
Native Title Strategy – Wik Amendments
Precedence for Pre-existing Development Control Plans
Private Certification of Development Applications – a Policy for Enforcement of Conditions of Consent
Rezoning Applications in Prohibited Areas
Waiving or Reducing Development Application Fees

Property

A Frame Advertising Boards
Clothing Appeal Collection Bins
Drainage Easement Acquisition
Kerb / House Numbering
Leases to Community Groups
Licensing of Outdoor Eating Areas, A-Frame Advertising and Shopfront Displays
Naming of Public Facilities
Open Space Land Acquisition Policy
Operation of Community Halls
Public Liability Insurance Cover for Hirers of Council's Community Halls, Parks and Reserves
Release and Relocation of Drainage Easements
Short Term Access over Fire Trails (Community Land)
Policy for Leasing of Council Residential Properties

Roadways

Prevent Rubbish Skips and Dumpsters on Roads
Use of Roads for Community Events – Festivals / Fairs

Sport & Recreation

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

Strategic Planning

Community Consultation

Competition Policy - The Next Steps in Reform
Policy & Procedures For Undertaking External Contract Work
Precinct Residents' Associations Policy
Strategic Management Cycle

Telecommunications

Procedures for Mobile Phones
Telecommunication Code of Practice

Waste Services

Additional Garbage Capacity Policy
Bin Contamination Policy
Domestic Waste Service Collection
Local Waste Management Plan

SECTION 2 - STATEMENT OF AFFAIRS

The Council of Sutherland Shire has produced a Statement of Affairs, as at 30 June 2006. The Statement is available to the public by contacting Council's Freedom of Information Officer or on Council's Website: www.sutherland.nsw.gov.au.

SECTION 3 - CONTACT ARRANGEMENTS

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

Freedom of Information Officer
Sutherland Shire Council
Locked Bag 17
SUTHERLAND NSW 2232

Phone: (02) 97100190
E-mail: ssc@ssc.nsw.gov.au
Office Hours: Sutherland Shire Council's Administration Building is located at 4-20 Eton Street, Sutherland and is open between 8:30am and 4.30pm Monday to Friday.

FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)
SUMMARY OF AFFAIRS
of the
STRATHFIELD MUNICIPAL COUNCIL
DECEMBER 2006

SECTION 1 - POLICY DOCUMENTS

Aboriginal Recognition and Protocol
Access to Council Records
Access and Equity
Access Policy
Aged Services
Amusement Machines/Centres
Annual Report

Banner Poles, Strathfield Square
Bins, 240L MGBs, Policy for Replacement and Cost of Replacement Containers
Bushland
Bushland in Urban Areas
Caravan Parks
Clothing Recycling Bins, Policy for the Operation of
Communication and Consultation with the Community Policy
Community Grants
Community Land, Access for Non-Recreational Users of (draft)

Community Noticeboard Policy
Complaint Handling Policy
Conduct, Code of
Conduct Committee Guidelines
Conduct Manual
Council Chambers, Use of
Council Properties - Leasing
Councillors - Attendance at Committee Meetings
 - Hosting of Delegations and VIP's
 - Invitations to Council Functions or Events
 - Letterhead
 - Organisation Protocols
 - Payment of Expenses and Provision of Facilities
Culturally Diverse Society, Charter of Principles for
Customer Service and Complaints

Disorderly Houses
Drugs – Safe Injecting Rooms

EEO Management Plan
Equipment and Facilities - Council, Use by Staff
Events Policy for Community Land

Fences, Dividing - Public Land
Flag & Flag Poles
Financial Assistance
Flood Prone Lands, Interim
Footpath Obstruction
Freedom of Information

Garbage Bins, Replacement of 240L MGB's
Gaming Machine Shutdown Policy

Helicopters, Landing of
Heritage Advisory Service
Heritage Assistance Fund
Heritage Awards Scheme
Heritage Fee Reduction

Insurance Claims - Public Liability
Investment Policy

Land Use, Public
Leases/Licences, Operational Land

Library - Collection Development Policy on Literacy

- Copyright Regulations
- Freedom of Collection and Access for L.G. Libraries
- Free Library Services to All
- Freedom to Read
- Guidelines for Volunteer Workers
- Home Library Service
- Joint-Use Libraries
- Lending Policy
- Lending Policy on Films & Videos
- Libraries and Literacy
- Libraries and Multiculturalism
- Library Opening Times
- Library Service to People with Disabilities
- Library User Code of Conduct
- Membership Eligibility
- Public Access Internet
- Volunteer Workers in Library

Meeting Practice, Code of
Media Policy
Media Statements
Mediation for Development Applications
Memorial Policy
Miscellaneous Grants
Mobile Phones Provided to Staff, Use of
Motor Vehicles, Allocation of
Motor Vehicles, Purchase and Disposal of

Nature Strip Maintenance
Non-Smoking in the Workplace
Noxious Plants

Occupational Health & Safety
Orders
Open Space Contribution

Plans of Management

- Airey Park
- Community Facilities
- Coxs Creek Environmental Area
- Dual Purpose
- Mason & Bressington Park
- Mason Park Wetland
- Strathfield Park
- Fitzgerald Park
- Strathfield Square

Plant and Equipment
Playgrounds
Privacy Management Plan
Protected Disclosures Act 1994
Public Exhibition, Scheduling of

Records Management - Retention, Disposal etc.
Recreation in Strathfield - Open Space System and Policy for Council
Recycling
Representations to Federal and State Members of Parliament

Sales of Goods to Staff/Councillors
Security Bars
Sewer Choke - Street Trees
Sharps
Spitting
Sponsorship
Statement of Affairs
Stormwater Management Code
Subdivisions

Toilets, Public
Training Policy & Procedures & Staff Training Plan
Travel, Intrastate Interstate and Overseas
Trees, Issue of
Tree Preservation
Tree Preservation Order, Breaches of

Unauthorised Building Works and Activities, Procedures for
Use of Community Facilities Policy

Vandalism - Park Development
Video Safety Cameras, Code for the Use of Overt
Voluntary Structural Reform

SECTION 2 - STATEMENT OF AFFAIRS

The Strathfield Municipal Council Statement of Affairs June 2006 is available free of charge from Council (refer to Section 3 for details).

SECTION 3 - CONTACT ARRANGEMENTS

Strathfield Municipal Council's policy documents can be inspected at Council's Offices, 65 Homebush Road Strathfield. Access can be arranged by contacting:

Mr Neale Redman
Executive Manager Corporate Services
P O Box 120
STRATHFIELD 2135

Tel: 9748 9976
SMC127083

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

The City of Sydney Council has the following Policy available for inspection. Copies of some of the documents are available for free, some for a set of fee and others for a photocopying charge.

POLICY DOCUMENTS**Cleansing & Waste**

- Aerosol Art and Graffiti
- Graffiti Management
- Management of Waste in Public Places - LAP

Community Relations

- Social Policy

Community Services

- Community Bus Scheme
- Local Ethnic Affairs Policy Statement for the City of South Sydney
- Public Art

Corporate

- Risk Management

Council

- Civic Office Expenses and Facilities
- Code of Meeting Practice
- Sister City

Customer Service

- Telephone

Drainage

- Stormwater - Development Sites Over 50,000 Sqm

Enforcement

- Prosecution and Enforcement Priorities

Environmental

- Asbestos

Financial

- Accounts Receivable (Debtors)
- Investments

FOI

- Freedom of Information

Governance

- Code of Conduct

Grants

- Corporate Sponsorship
- Grants and Sponsorships

Health

- Mobile Food Vendors and Restriction from Unsuitable Roads

Information Technology & Management

- Access to Archival Records

Electronic message retention and Disposal
Information Technology Asset Acquisition and Management
Internet and E-mail
Records Management
Sydney Town Hall Curatorial

Legal

Obtaining Access to Legal Advice
Obtaining Legal Services

Parks

Flowers displayed in Residential Village Areas

Personnel & HR

Advertising of Vacancies
Child Protection Internal Reporting Procedure
Commencing Salaries
Disciplinary Procedures
Drug and Alcohol
Drug and Alcohol Procedures
EEO & Anti Discrimination
Exit Interview
Harassment, Bullying and Unacceptable Behaviour
Higher Education Scheme
Infectious Disease
Injury Management
Internal Reporting Procedure
Interview Expenses
Managing Staff Complaints
Mobile Phone
Motor Vehicle
Occupational Health and Safety
Part-Time Employment
Performance Feedback
Personal Protective Equipment
Probation
Recruitment
Relocation Expenses
Salary Sacrifice
Secondary Employment
Smoke Free Work Place
Time in lieu
Training & Development

Planning

Archaeological Handbook
Central Sydney Archaeological Zoning Plan
Central Sydney DCP 1996
Central Sydney On-Street Parking
Central Sydney Paving Design 1996
Central Sydney Planning Controls
Central Sydney Tourist & Visitor Accommodation
City of Sydney Access DCP 2004
City of Sydney Access
City of Sydney Adult Entertainment and Sex Industry Premises DCP 2006
City of Sydney Awnings 2000
City of Sydney Boarding Houses DCP 2004
City of Sydney Child Care Centres DCP 2005
City of Sydney Contaminated Land DCP 2004
City of Sydney Convenience Store DCP 2004
City of Sydney Exterior Lighting Strategy
City of Sydney Notification of Planning and Development Applications DCP 2005
City of Sydney Outdoor Cafe

City of Sydney Planning Scheme Ordinance
City of Sydney Policy for the Management of Laneways in Central Sydney
City of Sydney Roof Extensions and Dormer Windows Policy 2005
City of Sydney Signage and Advertising Structures DCP 2005
City of Sydney Telecommunications and Radiocommunications Development Control Plan 2006
City of Sydney Visitor and Tourist Accommodation DCP 2006
Colonnade
Construction Hours/Noise within the Central Business District 1992
Contributions Plan 2002
Display of Premises Numbers 2005
Green Square Affordable Housing DCP
Guidelines for Alterations and Additions to Terraces
Guidelines for Temporary Protective Structures
Interim Pavement Design and Construction Guidelines 1998
Leichhardt DCP 2000
Leichhardt DCP No. 35 – Exempt and Complying Development
Leichhardt DCP No. 38 – Waste – Avoid, Reuse and Recycle
Leichhardt DCP No. 48 – Managing Activities on Footpaths and Street Verges
Leichhardt Development Control Plan No. 22 – 461-465 Glebe Point Road, Glebe
Leichhardt Development Control Plan No. 23 – Orphan School Creek
Leichhardt Development Control Plan No. 33 – 357 Glebe Point Road, Bidura
Leichhardt Development Control Plan No. 39 – John Fletcher Site & Glebe Depot Site
Leichhardt Interim Development Order 27
Leichhardt LEP 2000
Planning Practice & Procedures Manual
Policy for the Design of Construction Hoardings
Policy for the Management of Warehouse/Courtyard Complexes in Central Sydney
Policy on Trading Hours for New and Existing Premises
Residential Strategy
South Sydney (Heritage Conservation) DCP 1998
South Sydney DCP 1997: Urban Design
South Sydney DCP Exempt and Complying Development 1999
South Sydney DCP for Orders
South Sydney DCP No. 11 Transport Guidelines for Development 1996
South Sydney DCP No. 6
South Sydney Development Control Plan 1997: Urban Design - Green Square
South Sydney LEP 114
South Sydney LEP 1998
South Sydney LEP Amendment 16
Strategy for a Sustainable City of South Sydney
Sydney LEP 2005
Sydney LGA Tourist & Visitor Accommodation
Urban Development Plan for Ultimo - Pyrmont Precinct 1999 Update
Warehouses and Woolstores Survey
Waste Code for New Developments

Privacy

Health Records & Information Privacy Act, 2002 (HRIPA) Privacy Management Plan
Privacy & Personal Information Protection Act, 1998 (PPIPA) Privacy Management Plan

Procurement

Contracts
Corporate Purchasing Cards

Properties

Assignment of Property Leases
Conditions of Hire and Sydney Town Hall Venues
Warehouse Sales in the Lower Town Hall and Clothing Apparel

Rating

Categorisation of Land into Residential or Business

Signs

Local Directional

Streets

Banner Poles - Hiring
Busking
City of Sydney Street Safety Camera Program

Traffic & Parking

Parking Permits
Traffic/Parking Controls - Public Consultation

Trees

Street Tree Masterplan
Tree Preservation Order
Urban Tree Management

SECTION 2 – STATEMENT OF AFFAIRS

The City of Sydney's current Statement of Affairs is available by contacting the Freedom of Information Officer (see contact details below)

SECTION 3 – CONTACT ARRANGEMENTS

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

Freedom of Information Officer
City of Sydney Council
456 Kent Street
GPO Box 1591
Sydney NSW 2001
Tel: (02) 9246 7503
Fax: (02) 9265 9111
www.cityofsydney.nsw.gov.au

FREEDOM OF INFORMATION ACT 1989

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

SUMMARY OF AFFAIRS OF THE TENTERFIELD SHIRE COUNCIL

(FOI Agency No. 2217)

Section 1 - Policy Documents

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

Annual Reports including Annual Financial Reports
 Auditors Reports
 Budget Review
 Building Application/Approval Records
 Building Certificate Records
 Business Papers
 Code of Conduct for Local Government – Model Code and Council adopted Code (per Section 440 of LGA)
 Code of Meeting Practice
 Consultative Committee Policy
 Contributions Plan – Section 94
 Contributions Plan – Car Parking Tenterfield CBD
 Delegation of Authority Register
 Development Application/Consent Records
 Development Control Plan for Development on land within Zone 2(v)(Village or urban in Tenterfield)
 Disclosures Register
 Employee Handbook
 Equal Employment Opportunity Management Plan
 Investments Register
 Local Approvals Policy
 Management Plan & Revenue Policy (including Financial Forecast for period)
 Minutes of Committee Meetings
 Minutes of Council Meetings
 Occupational Health and Safety Committee Policy
 Parks and Reserves Management Plan
 Plant Replacement Program
 Privacy Management Plan
 Saleyards Management Plan
 Social Plan
 State of the Environment Report
 Subdivision Code
 Tenterfield Local Environmental Plan
 Tenterfield Memorial Baths Management Plan
 Tenterfield Shire Road Network Management Plan
 Water & Sewerage Headworks Contribution Policy
 Workplace Assessment Committee Policy

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

GENERAL

- Accounting Policy
- Acting General Manager
- Charitable Appeals
- Community Donations/Contributions
- Competitive Neutrality Complaints
- Debt Recovery
- Designated Persons
- Expenditure Authority for the Mayor and General Manager
- Farmland Rating
- Fund Raising Stalls
- Granting of Pensioner Rate Concessions
- Insurance Claims
- Internet, Email & Computer Usage
- Investment
- Library – Borrowings
- Library – Family History Group
- Library – Internet Users
- Library – Library and Information Services
- Library – Collection Development Policy
- National Framework for Women in Local Government
- Payment of Expenses and Provision of Facilities to Councillors
- Policy Register Distribution
- Provision of Information to and interaction between Councillors and Staff
- Purchase of Goods Locally
- Rental of Council Residence – General Manager
- Rental of Council Residence – Other Staff
- Reserve Funds
- Resource Sharing
- School of Arts – Collections Acquisition & Deaccession Policy & Procedural Manual
- Special Exhibitions Collection Policy
- Sponsorship – Centenary of Federation
- Submissions
- Transfer of Land in Payment of Rates
- Writing Off of Debts
- School of Arts/Theatre Front of House Policy

WORKS AND SERVICES

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

PLANNING AND DEVELOPMENT

- Approvals – Sandwich Board
- Building Control – Building Lines
- Council Property – Pianos
- Development Application Fees
- Excessive Vegetation Control in Residential Areas
- Impounding – Abandoned Motor Vehicles
- Memorial Hall Fees
- Memorial Hall – Hiring of Chairs & Tables
- Noxious Weeds
- On-site Sewage Management
- Sewerage – Septic Tank Connections
- Street Vending
- Subdivision for purpose of a Dwelling, or other purpose, without the supply of reticulated electrical power
- Subdivision – Road Naming
- Water Supplies & Sewerage Services – Contributions to Water and Sewer Main Extensions

HUMAN RESOURCES

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

Section 2 - Statement of Affairs

Council's Statement of Affairs dated 30th June, 2006 has been prepared and is available from Council's office for perusal.

Section 3 - Access to Information

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

Requests for information in terms of the Freedom of Information Act (other than the policy documents listed above), are to be made in writing (an application form is available) accompanied by the appropriate fee. Applications are to be addressed to the Public Officer, Tenterfield Shire Council. The Public Officer is available during Council business hours of 9.00 a.m. to 4.30 p.m. Monday to Friday at the address below, and contact should be made prior to attending:

The Public Officer
Tenterfield Shire Council
PO Box 214
Tenterfield NSW 2372
Telephone (02) 6736 1744
Facsimile (02) 6736 2669
E-mail: council@tenterfield.nsw.gov.au

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****TUMBARUMBA SHIRE COUNCIL****January 2007****SECTION 1 – POLICY DOCUMENTS**

- (i) Tumbarumba Shire Council maintains the following documents available for public inspection:

Annual Report

Management Plan

Revenue Policy (incorporated with Management Plan)

Delegations of Authority

Development Control Plans :

DCP 1 Areas of environmental significance

DCP 2 Tourist development

DCP 3 Rural residential development

DCP 4 Residential flat buildings

DCP 5 Industrial development

DCP 6 Caravan and camping parks in isolated areas

DCP 7 Residential developments in the villages of Rosewood and Jingellic

DCP 8 Residential development

DCP 9 Commercial tree planting activities

DCP 10 Tree clearing

DCP 11 Outdoor Advertising

DCP 12 Exempt and Complying Development

DCP 13 Khancoban Alpine Estate – Master Plan and Development Control Guidelines

Tumbarumba Local Disaster Plan

Tumbarumba Bush Fire Operations Plan

Tumbarumba Bush Fire Fuel Management Plan

Tumbarumba Local Environmental Plan 1988

Five year financial plan

Public land register

Auditors Report

Investment Register

Building Certificate records

Building applications register

Development applications register

Council Meeting business papers (but not including business papers for matters considered when a meeting is closed to the public)

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

Budget for the current and previous years

Equal Employment Opportunity Management Plan

Schedule of fees and charges

Annual Financial Statement of Accounts

Quarterly financial review

Loans Register

Assets Register

Contracts Register

Tumbarumba Shire Cemetery Records

Returns of interests of Councillors and designated persons

Staff induction manual

Statement of Affairs

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

Administration/Finances:

Financing of plant purchases
Sale of surplus equipment
Hiring to voluntary organisations
Press Releases
Street stalls and collections
Plant replacement - small vehicles
Cemeteries - general
Septic tank and sewerage installation loans
Terms of payment of capital contribution for water and sewer extensions
Sundry debtors
Payment for kerb and guttering
Tendering by electronic means
Connection to sewer
Purchase and sale of motor vehicles
Pound sale days
Accounting policy
Disputed water meter readings
Code of Practice – issuing of fines
Water Main Extensions – Application of Charges

Bush Fire:

Bush Fire tankers
Bush Fire equipment generally
Issue of fire permits
Harvesting on days of extreme fire danger
Fuel expenditure in attending fires
Council plant used for fire fighting on private property

Council:

Policy book
Council Chambers - meeting
Donations
Health and Building:
Impounding authority
Immunisation clinics
Emptying of septic tanks
Caravan - occupation on site prior to building
Applications to erect buildings
Building approvals
Streetscape design

Noxious Weeds:

Noxious weeds

Parks, Gardens and Reserves:

Reserves maintenance
Pioneer hall hiring
Tumbarumba Cemetery - Ex-Servicemen Memorials
Reserves - camping

Roads:

Footpaths - obstructions
Reserved roads - requests for roadworks
Damage to conduits or cables on public roads
Pipes or cables on public roads
Access to properties
Unfenced road reserves
Charges for constructing or repairing a special crossing

Charges for paving, kerb and guttering
Roads - inspection prior to estimates meeting
Shire minor unsealed roads classification
Specification for rural access
Grazing of Stock on Roads
Vehicular Crossings – Urban Roads

Staff:

Motor vehicles employee private/commuter use
Misappropriation of equipment
25 Years service
Conferences
Interview expenses
Conditions of employment
Annual leave
Staff residences - excess water
Removal expenses
Cashiers - cash shortage
Staff housing
Apprentices
Apprentice - mature age
Apprentices - conditions
Reimbursement of expenses for staff
Equal employment opportunity
Camping
Twenty Years Service

Tourism:

Tourism development

Corporate:

Implementing new policy
Complaints Handling Policy
Use of communication devices Policy
Staff communications expenses policy
Freedom of information policy
Rates Hardship Policy
Investment Policy

Executive:

Gift and benefits policy
Provision of information and Interaction between Councillors and staff Policy
Internal reporting policy
Statement of Business Ethics
Payment of expenses and provision of facilities to Mayors and Councillors Policy

Human Resources:

Workplace display Material Policy
Casual Employment Policy
Disciplinary action policy
Employee Assistance Policy
Training and Educational Assistance Policy
Sick leave policy
Secondary Employment Policy
Long Service Leave Policy

Occupational Health and Safety:

Occupational Health and Safety Policy
Workers Compensation Policy
Accident Reporting policy
Protective clothing and equipment Policy

Rehabilitation Policy
Hazard identification and reporting policy
Bomb Threat Policy
Workplace safety audits and inspections Policy
No smoking policy
Risk Management:
Gathering Information Policy
Volunteer Management Policy
Risk Management Program Policy
Fraud Policy
Busking Policy

SECTION 2 - STATEMENT OF AFFAIRS

The Shire of Tumbarumba has produced a Statement of Affairs, which is available by contacting the Public Officer.

SECTION 3 - CONTACT ARRANGEMENTS

Enquiries may be made during normal office hours (8.30 a.m. to 5.00 p.m., Monday to Friday) to:

Mrs K. Whitehead
Public Officer
Tumbarumba Council
Bridge Street
TUMBARUMBA NSW 2653

Postal Address:
PO Box 61
TUMBARUMBA NSW 2653

Telephone - (02) 69489100
Facsimile - (02) 69482865
Email - mail@tumbashire.nsw.gov.au

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

The following Policy Documents are held by Council:

- (a) Annual Financial Reports
- (b) Annual Report
- (c) Auditor's Report
- (d) Building Applications - notification policy - DCP 42
- (e) Building Line Policy
- (f) Business Papers for Council and Committee meetings (but not including business papers for matters considered when a meeting is closed to the public)
- (g) Codes/Policies/Manuals
 - Tree Preservation Order
 - Landscape Manual
 - Other Planning Policies
- (h) Council's Code of Conduct
- (i) Council's Code of Meeting Practice
- (j) Council's Policy concerning the Payment of Expenses incurred by, and the Provision of Facilities to Councillors.
- (k) Council's Policies on Child Protection - Human Resources
- (l) Development Control Plans
 - No 1 • Terranora
 - No 2 • Site and Access Parking Code
 - No 3 • Banora Point/Tweed Heads South
 - No 5 • Development of Flood Liable Land
 - No 6 • Multi-Dwelling Housing
 - No 9 • West Kingscliff
 - No 11 • Kings Beach
 - No 14 • Murwillumbah West
 - No 15 • Advertising Structures
 - No 16 • Subdivisions Signs Code
 - No 17 • Cobaki Lakes
 - No 18 • Tweed Heads
 - No 19 • Keith Compton Drive
 - No 20 • Black Rocks (Draft)
 - No 21 • Sea Ranch
 - No 22 • Dalton Street, Terranora (Draft)
 - No 24 • Fraser Drive, Banora Point
 - No 25 • Biting Midge & Mosquito Control
 - No 26 • Child Care Centres
 - No 28 • Marana Park Estate Density Controls
 - No 31 • Brothels
 - No 32 • Peter Street (South) Residential Development Controls
 - No 38 • Seabreeze Estate, Pottsville
 - No 39 • Energy Smart Homes
 - No 40 • Exempt and Complying Development
 - No 42 • Public Notification Policy of Development Proposals
 - No 43 • Kingscliff
 - No 44 • Dual Occupancy Controls
 - No 45 • Socio-Economic Impact Assessment

- No 46 • South Kingscliff Gateway (Draft)
 No.47 • Cut & Fill on Residential Land
 No. 48 Tweed Coast Building Heights
 No 50 Bogangar/Cabarita Beach Locality Plan
 No. 51 Tweed Coast Strategy
 No. 52 Planning Controls Friday Island, Bogangar
- (m) Disaster Plan
 (n) Section 94 Contribution Plans
 (o) Equal Employment Opportunity Management Plan - Human Resources
 (p) Emergency Management Plan
 (q) Fence Policy
 (r) General Policy Document
 (s) General Technical Reports on Water Supply and Sewerage, Planning, Design and Operations
 (t) Guidelines for the Submission of Reports on Contaminated Land 1992
 (u) Heights of Building Map
 (v) Human Resources Management - Policy and Procedures Manual
 (w) Landuse Guidelines for Acid Sulphate Soils
 (x) Local Environmental Plan Amendments
 (y) Lower Tweed River Management Plan
 (z) Management Plan, including Financial Management Plan
 (zz) Minutes of Council Meetings
 (aa) Plans of Management for Community Land
 (bb) Register of Delegations
 (cc) Register of Investments
 (dd) Residential Development Strategy
 (eef) Returns of the Interests of Councillors, Designated Persons and Delegates
 (ff) Section 94 Contribution Plans
- | | |
|----------------------|---|
| No. 1 - Version 9 | Banora Point West/Tweed Heads South -
Open Space Contributions |
| No. 2 - Version 4 | Banora Point West Drainage Scheme |
| No. 3 - Version 4 | Banora Point West / Tweed Heads South -
Community Facilities |
| No. 4 - Version 4.9 | Tweed Road Contribution Plan |
| No. 5 - Amend No 5 | Local Open Space |
| No. 6 - Version 3 | Street Tree Planting in Residential Areas |
| No. 7 - Version 1.3 | West Kingscliff |
| No. 10 - Amend No 2 | Cobaki Lakes Public Open Space &
Community Facilities |
| No. 11 - Amend No 1 | Tweed Shire Library Facilities |
| No. 12 - Version 1.3 | Bus Shelters |
| No. 13 - Amend No 2 | Eviron Cemetery |
| No. 14 - | Rural Road Upgrading, Mebbin Springs
Subdivision, Kyogle Road, Kunghur |
| No. 15 - Amend No 3 | Developer Contributions for Community
Facilities |
| No. 16 - Amend No 4 | Emergency Facilities (Surf Lifesaving) |
| No. 18 - Version 2.0 | Council Administration Offices & Technical
Support Facilities |
| No. 19 - Version 3.0 | Casuarina Beach/Kings Forest |
| No. 20 • | Public Open Space at Seabreeze Estate |
| No. 21 - Version 1.0 | Terranora Village Estate - Open Space and
Community Facilities |
| No. 22 - Version 2.0 | Cycleways |
| No. 23 - Version 1.4 | Off site Parking |
| No. 25 - Amend No 1 | SALT |
| No. 26 - Version 3.0 | Shirewide/Regional Open Space |
| No. 27 - Version 1.0 | Tweed Heads Master Plan - Local Open
Space/Streetscaping |

- (ff) State of the Environment Report
- (hh) Tweed Local Environment Plan 2000
- (ii) Tweed Futures
- (jj) Tweed Valley Flood Studies

SECTION 2 - STATEMENT OF AFFAIRS

Council has completed its Statement of Affairs and is available upon request.

SECTION 3 - ENQUIRIES AND APPLICATIONS

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

Manager Risk & Human Resources/Public Officer
 Tweed Shire Council
 PO Box 816
 MURWILLUMBAH NSW 2484

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

SECTION 4 - FEES AND CHARGES

<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 an hour after first 20 hours
All other requests	\$30	\$30 an hour
Internal review (all circumstances)	\$40	Nil
Amendment of Records	Nil	Nil

All charges can be estimated to the nearest quarter hour.

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

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

The policy documents held by Upper Lachlan Shire Council as prescribed by the Act are:

- the Council's code of conduct
- the Council's code of meeting practice
- Annual Report
- Annual Financial Reports
- Auditor's Report
- Management Plan
- EEO Management Plan
- Privacy Management Plan
- the Council's policy concerning the payment of expenses incurred by, and the provision of facilities to, Councillors
- the Council's land register
- register of investments
- returns of the interests of Councillors, designated persons and delegates
- returns as to candidates' campaign donations
- agendas and business papers for Council and Committee meetings (but not including business papers for matters considered when a meeting is closed to the public)
- minutes of Council and Committee meetings (but not including minutes of a meeting or any part of a meeting that is closed to the public other than the recommendations of that meeting)
- any codes referred to in the Local Government Act 1993
- register of delegations
- annual reports of bodies exercising delegated Council functions
- applications under Part 1 of Chapter 7 for approval to erect a building, and associated documents
- development applications (within the meaning of the Environmental Planning and Assessment Act 1979) and associated documents
- local policies adopted by Council concerning approvals and orders
- records of approvals granted, any variation from local policies with reasons for the variation, and decisions made on appeals concerning approvals
- records of building certificates under the Environmental Planning and Assessment Act 1979
- plans of land proposed to be compulsorily acquired by the Council
- leases and licences for use of public land classified as community land
- plans of management for community land
- environmental planning instruments, development control plans and plans made under section 94AB of the Environmental Planning and Assessment Act 1979 applying to land within the Council's area
- the statement of affairs, the summary of affairs and the register of policy documents required under the Freedom of Information Act 1989
- Departmental representatives' reports presented at a meeting of the Council in accordance with section 433

Other policy / plan documentation held by Upper Lachlan Shire Council are:

1. Debt Recovery Policy
2. Media Policy
3. Public Access to Documents Policy
4. Private Use of Council Motor Vehicles Policy
5. Service Delivery Policy
6. Interaction between Councillors and Staff Policy
7. Cash Handling Policy
8. Credit Card Policy

9. Investment Policy
10. Grievance Policy
11. Harassment Policy
12. Disciplinary Policy
13. Bribes, Gifts and Benefits Policy
14. Protected Disclosures Policy
15. Presentations to Council Policy
16. Fraud Control Policy
17. Petition – Administration Policy
18. Freedom of Information Policy
19. Recruitment and Selection Policy
20. Use of Council Logo and Seal Policy
21. Corporate Uniform Policy
22. Advertisements Policy
23. Internet and Email Policy
24. Salary Sacrificing Policy
25. Transportable Relocatable Dwellings Policy
26. Vandalism Policy
27. Land – Subdivision (Developers) Linen Plan Policy
28. Companion Animal – Dog Control Policy
29. Fund Raising Activities – Street Stall Policy
30. Public Halls – Subsidised Use Policy
31. Rates Hardship Policy
32. Pensioner Concession Policy
33. Section 356 – Financial Assistance Policy
34. Public Halls – Subsidised Use Policy
35. Section 355 Committee Policy
36. Library Sponsorship Policy
37. Tourism New Event Policy
38. Complaints Management Policy
39. Purchasing – Acquisition of Goods and Services Policy
40. Manual Handling Policy
41. Protective Clothing and Equipment Policy
42. Building Over Sewer Policy
43. Safe Diving Policy
44. Roads – Permission to Use Policy
45. Occupational Health and Safety Policy
46. Smoking in the Workplace Policy
47. First Aid Policy
48. Disposal of Council Assets Policy
49. Disposal of Council Real Estate Policy
50. Social and Community Plan 2007-2012
51. Wind Power Generation Development Control Plan
52. Emergency Management Plan – Crookwell Swimming Pool

SECTION 2 – STATEMENT OF AFFAIRS

A Statement of Affairs for the Council has been prepared as at 30th June 2006 pursuant to this Act.

SECTION 3 – CONTACT ARRANGEMENTS

Members of the public who wish to inspect the Statement of Affairs, Summary of Affairs or policy documents of the Upper Lachlan Shire Council should contact the Director of Finance and Administration by telephoning (02) 4830 1000 or by writing to:

The General Manager
Upper Lachlan Shire Council
PO Box 10
CROOKWELL NSW 2583
Email council@crookwell.nsw.gov.au

FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)
SUMMARY OF AFFAIRS
of the
URANA COUNCIL
(F.O.I. Agency No. 2223)

SECTION 1 – POLICY DOCUMENTS

Council maintains the following Policy Documents:

Policy Manual

Payment of Councillors and Mayoral Fees, Expenses and Facilities
Protected Disclosures & Internal Reporting System
Code of Conduct
Local Approvals Policy 1996
Building Control
Bush Fire Service Policy & Standard Operating Procedures
Urana Local Environment Plan 1990
Development Control Plans
Code of Meeting Practice
Housing for Staff Members
Equal Opportunity Management Plan
Occupational Health & Safety Policy
Rehabilitation Policy Statement
Private Use of Council Vehicles by Staff
Selection and Appointment of Staff Members
Smoking in the Workplace
Delegations of Authority
Hire of Plant for Council works
Access to crossings to private properties
Floodplain Management Policy
Light Vehicle, Truck & Light Plant Replacement
Attendance at Annual Conferences
Noxious Weeds Control
Hire of Plant for Council Works
Use of Council Roads by Agricultural Aircraft
Road Openings
Policy for Infringements under SEINS
Tree Plantations
Hiring of Community Halls
Council Road Reserves
Gifts and Benefits Policy
Secondary Employment Policy
Drug & Alcohol Policy
Investments Policy
Safe Driving Policy
Child Protection Policy
Internet & Email Policy

Management Plan -

Management Plan 2006/2007 to 2008/2009
Training Policy (See Management Plan)
Pricing Policy (See Management Plan)
Corporate Plan
Disaster Plan
Emergency Management Plan
Section 94 Contributions Plan
Minutes of Committee Meetings
Minutes of Council Meetings
Revenue Policy (See Management Plan)
State of the Environment Report (See Annual Report)
Annual Report
Auditors Report
Business Papers
Disclosures Register
Investment Register

SECTION 2 – STATEMENT OF AFFAIRS

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

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

SECTION 3 – CONTACT ARRANGEMENTS

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

Mr. John Hunt
General Manager,
Urana Shire Council,
Box 55,
URANA. 2645.

Telephone: 0269 309100

Applications and inquiries can be made between 8.30 a.m. and 5 p.m., Monday to Friday at 30-32 William Street Urana.

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****WAGGA WAGGA CITY COUNCIL****JUNE 2006****INTRODUCTION**

This document is Wagga Wagga City Council's Summary of Affairs for the year ending 30 June 2006. It contains a comprehensive list of the Council's policies including reference to associated guidelines and procedures.

All Council's Policies and Plans are managed in accordance with the Council's Privacy Management Plan, which has regard to the Privacy and Personal Information Protection Act 1998 (PPIPA) and the Health Records and Information Privacy Act 2002 (HRIPA)

A) Policy Documents

Wagga Wagga City Council is constituted under the Local Government Act 1993 and has the following documents available at the Council's office for inspection. Copies of some of the documents are available free of charge, some for a set fee and others for a photocopying charge.

Advertising

- Commercial Advertising at Council

Capital Expenditure

- Capital Expenditure Projects

Cemetery & Crematorium

- Cemeteries - Depth of Graves
- Cemeteries Grave Depths -- Tarcutta and Humula
- Cemetery -- Reservation of Grave Sites
- Cemetery After Hours Booking Service
- Control of Cemeteries by Local Government
- Crematorium - Certificates - Medical Practitioners And Medical Referee
- Crematorium -- Implants (Pacemakers)
- Delegation of Authority to Cemetery Manager
- Disposal Of The Remains Of A 'Person Without Means'
- Grave Digging - Monument and Rural Cemeteries
- Installation of Granite Stones in Lawn Cemetery Section 2
- Land For Graves --Size Of Allotments
- Lawn Cemetery -- Official War Grave Plaques
- Maintenance of Gold Leaf Lettering on Granite Memorials
- Memorialisation For Deceased Ex-Service Personnel By The Dept Of Veterans Affairs
- Monumental and Rural Cemeteries - Grave Digging
- Monumental Cemetery --Koorringal Road --Regulations
- Opening of Reservations where No Records Exist
- Registrar of Cremations
- Regulations -- Lawn Cemetery
- Regulations Governing The Lawn Cemetery--Crematorium
- Specification for Monuments

Community Services & Relations

- A Cultural Vision For Wagga Wagga And The Local Government Area
- Access & Equity Policy
- Access and Equity Policy

- Art Gallery - Acquisition Policy
- Art Gallery - Community Gallery Policy
- Art Gallery - Cultural Collection
- Art Gallery - Cultural Policy for Children
- Art Gallery - Education Policy
- Art Gallery - Exhibition Policy
- Art Gallery - Loan of Works
- Art Gallery - Sales Policy
- Community Services Policy
- Council Run Community Events
- Cultural Plan
- Events Support
- Major Events Program Guidelines
- Museum Collection Policy
- Public Art Policy
- Social Plan 2003-2008
- Youth Policy

Corporate

- Management Plan
- Risk Management Policy

Council

- Agendas, Business Papers and Minutes of Committee Meetings
- Agendas, Business Papers and Minutes of Council Meetings
- Attendance at Conferences
- Code of Conduct
- Code of Meeting Practice
- Councillors - Payment of Expenses and Provision of Facilities
- Delegations of Authority Register
- Disclosures Register
- Use of Council Logo and Coat of Arms

Customer Service

- Issues Raised with Council

Development

- Building Application - Approval Records
- Building Certificate Records
- Development Application/Construction Certificate - Consent Records

Economic

- Economic Incentives Policy

Emergencies

- Council Support in Community Disaster
- Flood Operations Manual

Enforcement

- Access to Private Property
- Council's Powers to Restrict Hotel Trading Hours

Environmental

- Community Sharps Management Plan
- Companion Animals Management Plan
- Environmental Management System Manuals:
 - Narrung Street Waste Water Treatment Plant
 - Koorungal Waste Water Treatment Plant
 - Forest Hill Waste Water Treatment Plant
 - Wagga Wagga City Council Pumping Stations

- Graffiti Policy
- Noxious Weeds Policy
- Class 4 Noxious Weed Management Plan
- State of the Environment Report
- Wood Collection Policy

Financial

- Auditors Report
- Finance - Master Funding Policy
- Financial Reserves for Future Expenditures
- Investment Policy
- Loan Borrowings - External
- Loan Borrowings - Internal

Freedom of Information

- Freedom of Information - Supply of Plans From Building & Development Applications

Grants & Donations

- Donations Under Section 356 of the Local Government Act
- Grants and Sponsorship Policy

Health

- Community Sharps Management Policy
- Food Control Policy - Commercial Operators
- Public Health - Ensilage Pits

Livestock Marketing Centre

- Livestock Marketing Centre
- Livestock Marketing Centre Quality Policy

Parks & Gardens

- Signs for Parks, Gardens and Public Reserves

Human Resources

- Child Protection Policy
- Equal Employment Opportunity Management Plan
- Occupational Health and Safety Practices Manual
- OH&S Policy
- Redundancy and Redeployment Policy
- Staff - Equal Employment Opportunity Policy

Planning

- Amendments to the Wagga Wagga Development Control Plan as submitted
- Availability of Building Plans
- Engineering Guidelines for Subdivisions
- Local Environmental Planning Instruments
 - Wagga Wagga Local Environmental Plan, 1985
 - Wagga Wagga Local Environmental Plan - Reclassification of Public Land
 - Wagga Wagga Rural Local Environmental Plan, 1991
- Amendments to the Local Environmental Planning Instruments as submitted
- Plans of Management for Community Land
 - Pomingalarna Park
 - Willans Hill
 - Duke of Kent Oval
 - Norman Duck Oval
 - Ashmont Oval
 - Rawlings Park - Bushland Reserve
 - Belling Park
 - French's Field

- Humula Recreation Reserve, Playground and Village
- Parkland, Corner of Koorringal Road and Kulgoa Street
- Hopwood Park
- Wiradjuri Reserve
- Sherwood Avenue Park
- Surveyor Townsend Park
- Brunskill Avenue Park
- Fife Street Open Space
- Glen Murray Reserve
- Small Street Reserve
- Policy - Occupation of Caravan
- Provision of Industrial Land
- Recreation & Open Space Plan 2005
- Section 94 Contributions Plan 1993 - 2004
- Wagga Wagga Development Control Plan 2005

Privacy

- Privacy Code of Practice for Local Government
- Privacy Management Plan

Properties, Plant & Equipment

- Leasing and Licensing Policy
- Use of Plant & Equipment

Roads

- Roads Policy No 1 - Master Roads Policy
- Roads Policy No 2 - Ownership of Roads
- Roads Policy No 3 - Activities on the Road Reserve
- Roads Policy No 4 - Infrastructure Owned by Others Within the Road Reserve
- Roads Policy No 5 - Footpaths
- Roads Policy No 7 - Processions and Events in Streets

Signs

- Tarcutta St, Railway Underpass - Signs

Tourism

- Tourism Strategy

Traffic & Parking

- Control of Carparking

Trees

- Roads Policy No 6 - Street Trees
- Tree Management Policy
- Tree Preservation Order

Waste Management & Drainage

- Garbage Rates and Services
- Operating Manuals
 - Narrung Street Waste Water Treatment Plant
 - Koorringal Waste Water Treatment Plant
 - Forest Hill Waste Water Treatment Plant
 - Uranquinty & Tarcutta Treatment Plant
- Replacement of Stolen Kerbside Collection Bins
- Sewer Policy
- Stormwater Policy
- Trade Waste Guidelines

B) STATEMENT OF AFFAIRS

Wagga Wagga City Council's most recent Statement of Affairs is at 30 June 2006. This document and prior years statements can be viewed at Council's office. The Statement of Affairs is included each year in Council's Annual Report.

C) CONTACT ARRANGEMENTS

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

Public Officer
Wagga Wagga City Council
PO Box 20
WAGGA WAGGA NSW 2650

Telephone (02) 6926 9100
Fax (02) 6926 9199
Email council@wagga.nsw.gov.au

Documents can be accessed and may be inspected at the Wagga Wagga Civic Centre during ordinary office hours. The Wagga Wagga Civic Centre is located on the corner of Baylis and Morrow Streets, Wagga Wagga and the normal hours of operation are 9.00am to 5.00pm Monday to Friday.

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****WALCHA COUNCIL****COUNCIL'S POLICY DOCUMENTS**

The Walcha Council has developed policy documents in relation to:

- Code of Conduct.
- Code of Meeting Practice.
- Corporate Plan.
- Delegations of Authority Register.
- Disaster Plan(s).
- EEO Management Plan.
- Debt Recovery Policy.
- Staff Training Code & Policy
- Occupational Health & Safety Policy
- Occupational Health & Safety Manual Handling Policy.
- Occupational Health & Safety Noise Policy.
- Occupational Health & Safety Injury Management Policy.
- Occupational Health & Safety Staff Consultation Policy.
- Aids and Local Government Policy.
- Smoke Free Working Environment Policy.
- Rehabilitation Policy and Procedures.
- Walcha Draft Development Control Plan.
- Interim Development Order No. - Shire of Walcha.
- Draft Walcha Local Environmental Plan.
- Section 94 Contribution Plan - Rural Roads.
- Expenses and Facilities Policy.
- Financial Management Plan.
- Local Approvals Policy.
- Management Plan.
- Minutes of Committee Meetings.
- Minutes of Council Meetings.
- Plan of Management - Community Land.
- Policy Register.
- Fees and Charges Policy.
- Recycling Policy.
- State of the Environment Report.
- Subdivision Code.
- Tree Preservation Orders.
- Adjoining Owners Notification Policy.
- Building Line Policy.
- Bush Fire and Emergency Manuals.
- Investments Policy.
- Private Use of Council Vehicles Policy.
- Privacy Plan of Management.
- Pesiticide Use Notification Plan

The following records or documents are available to the public:

- Annual Reports.
- Auditors' Reports.
- Business Papers.
- Disclosures Register.
- Building Application/Approval Records.
- Development Application/Consent Records.

STATEMENT OF AFFAIRS

The Walcha Council's Statement of Affairs may be inspected at the Council Chambers during normal business hours.

ACCESS TO COUNCIL DOCUMENTS

Requests for access to documents under the FOI Act should be made in accordance with that Act. FOI requests and requests for access to, and amendment of other records should be made to:

The Public Officer,
Walcha Council,
Council Chambers,
2W Hamilton Street,
Walcha. NSW 2354

Certain Council's documents may only be inspected under the supervision of Council Staff.

JACK O'HARA
GENERAL MANAGER

FREEDOM OF INFORMATION ACT 1989

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

SUMMARY OF AFFAIRS

of the

WAVERLEY COUNCIL

December 2006

Policy Documents

About Waverley Council

Waverley Council is a Council established under the Local Government Act 1993. Council's mission is to lead the way in working together with the whole community to manage our people, resources and assets well for today and future generations. Council has a policy of open government and participation by residents in decision making and policy development.

WAVERLEY COUNCIL'S DOCUMENTS

The policy documents listed are available for public inspection free of charge at Waverley Council's Offices. If the document is also available for purchase, a price has been listed. Copies of any documents available for inspection can be provided upon payment of a copying charge.

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

List of Policies

A

Access and Equity Policy - Aboriginal and Torres Strait Islanders	
Affordable Housing Strategy - August 1996	
Aged Housing – Plan of Management	\$30
Annual Financial Reports	
Annual Report 2005/2006	
Appeals to Council – Guidelines	
ArtsPlus Plan (draft)	
Asbestos Policy	
Audit of Accounts	

B

Blood Borne Communicable Diseases Policy	
Bondi Basin Master Plan (draft 2006)	
Bondi Junction Traffic and Transport Study - 2006	\$10
Bondi Junction Design Framework and Technical Manual	
Bondi Junction Commercial Centre Joint Local Environmental Plan 1991 (with map)	\$40
Bondi Junction Mall Code and Market Policy	
Bondi Junction Strategic Plan	
Bondi Litter and Waste Management Policy	
Bondi Park - Carnivals for Charitable Organisations	
Bondi Park and Pavilion Plan of Management 1995	\$10
Bondi/Waverley School of Arts Plan of Management 2004	
Bondi to Bronte Coastal Walk Study	
Boundary Fences	
Bronte Park Plan of Management 2004	\$15
Building Applications Register	

Building Waste Containers Guidelines
 Burial Rights to Grave Plots
 Bush Regeneration Project Guidelines
 Business Papers (Produced monthly for all Council and Committee Meetings)
 per annum \$750

C

Child Care Centres – Relief Staff Guidelines
 Child Care Centres, Operational Policies for
 Child Care Facilities - Plan of Management
 Children's Services Policy
 Clothing and Collection Bins
 Close Circuit Television Policy
 Coastal Reserves Plan of Management (Draft) \$10
 Code of Practice – Amenities for Construction Work
 Code of Meeting Practice (last amended November 2006) \$10
 Committees of the Council: Structure and Responsibilities
 Collection Management Policy (Waverley Library Service).
 Communications Action Plan 2005
 Community Bus Policy
 Community Markets Policy
 Community Safety Plan
 Community Services for Older People - Planning and Provision Of
 Community Services Leasing Policy
 Community Services Policy
 Complaints Management Policy
 Computer Usage and Workplace Surveillance Guidelines
 Construction Work Code of Practice (last updated 2005)
 Consultation Policy and Guidelines
 Correspondence Policy Statement
 Corruption Prevention Plan
 Councillor Code of Conduct (updated 2006)
 Councillors - Declaration of Interests
 Councillors – Payment of Expenses and Provision of Facilities 2006
 Council Property Register

D

Defence Forces - Reserve Training
 Delegation of Authority - Register
 Development Consent Register
 Disability Action Plan and Access Policy
 Discrimination and Harassment Policy
 Drain Blockage Policy

E

Economic Development Policy & Guidelines
 Environmental Policy
 Equal Employment Opportunity Grievance Procedures
 Equal Employment Opportunity Management Plan and Policy

F

Footpath Gardens

G

Garbage Receptacles - Approved
 Genetically Engineered/Modified Foods
 Graffiti Management Policy 2006
 Greenlinks Plan
 Grievance Procedures

Guidelines for Acquiring/Leasing Council Property
 Guidelines on Leave without Pay

H

Hazardous Substances Policy
 Heritage Study \$125
 for complete set
 Higher Duties Policy
 Hot Water Systems - Safety
 Housing - Criteria for Selection of Tenants for Council Properties
 Housing Policy – September 1990 \$10
 Housing for Older People Policy
 Human Resources Strategic Plan 2005

I

Injured Workers Reporting Procedures
 In Line Skating - Bondi Beach Promenade
 Integrated Stormwater Management Plan
 Internal Reporting Policy - Protected Disclosures
 Investment Policy

L

Landscaping of Traffic Management Devices – Guidelines 2001
 Leasing of Community Facilities Policy
 Leaseback of Council Vehicles
 Leave Without Pay Guidelines
 Library Policy and Objectives 1986, as amended 1989
 Lifeguard Operations Manual
 Local Approvals Policy: Activity Applications
 Local Approvals Policy: Display of Goods on Footpath
 Local Approvals Policy: Moveable Footway Signs
 Local Orders Policy \$30
 Local Waste Management Plan – May, 1999.
 Looking Good Strategy 2006

M

Management Plan 2006-2010
 Managing Conflict of Interest Policy
 Meeting the Religious and Ceremonial Obligations of Staff
 Mobile Phone Towers Policy (Draft) - May 1997
 Motor Vehicle Users Manual
 Multi Cultural Policy

N

No Smoking Policy

O

Occupational Health and Safety Constitution and Safety Policy
 Occupational Health and Safety Handbook
 Offshore Sandmining
 Ozone Protection Policy

P

Participative Work Design Guidelines
 Part Time Work Guidelines
 Pay Policy
 Pensioner Rates - Payment by Instalments
 - Penalty for Late Payment
 Performance Management Guidelines

Personnel and Staff Position File Procedures
 Pesticides Policy
 Power Boats - Control of
 Privacy Management Plan (2002)
 Precinct Policy
 Procurement of Goods and Services Policy
 Protected Disclosures Policy
 Protective Clothing and Equipment Code of Practice
 Public Art Policy
 Public Domain Improvement Plan

R

Rates - Deferment of - Pensioners (see Pensioner Rates)
 Records Management Policy (last up dated 2005)
 Recruitment Procedures Manual
 Reference under Seal
 Register of Investments
 Rehabilitation Procedures Policy
 Renewable Timbers Policy
 Residential Strategy - August 1996 \$10
 Responsible Dog Ownership Policy (Draft)
 Retirement/Resignation - Date of Termination
 Returns of Interests of Councillors, Designated Persons and Delegates
 Returns as to Candidates' Campaign Donations
 Risk and Emergency Management Manual
 Roller Shutters and Grills on Shopfronts in Oxford Street Mall

S

Sale - Small Parcels of Land
 Sewerage/Stormwater Drain Blockage Policy
 Shopping Trolleys - Abandoned
 Sick Leave Absenteeism Management Policy
 Significant Tree Register
 Skills and Performance Assessment Procedures
 Small Parks Plan of Management (Draft)
 Social Plan 2005 - 2010 Volume 1 & Volume 2
 Sponsorship Grants and Donations Policy
 SSROC Greenhouse Strategy for Southern Sydney \$15
 Staff - Appointment
 Staff - Christmas Leave
 Staff Code of Conduct 2005 (under review)
 Staff Handbook
 State of Environment Report 2005/2006
 Statement of Affairs
 Statement of Business Ethics
 Street Trading Policy
 Stormwater Policy
 Stormwater Management Plans (Waverley area) Draft
 Studies Assistance Guidelines
 Sun Protection Guidelines

T

Tamarama Park Plan of Management 2006 (draft)
 Technical Manual - Landscape Design
 Temporary and Casual Employment Guidelines
 Thomas Hogan Reserve Plan of Management (draft)
 Tourism Policy and Visitor Management Strategy
 Training Plan (L&D Plan)
 Transportation Policy (2002)
 Tree Management Plan

U

Use of Council Reserves by Commercial Fitness Groups

V

Visitor and Tourism Strategy (November 2002)

Volunteering Policy and Strategy

Vital Records Protection and Disaster Recovery Plan (2004)

W

Waste Avoidance and Resource Recovery Plan

Waste Collection – Rear loading Compactor vehicles – Guidelines

Waste Reduction Strategy

Waverley Affordable Housing Study - July 1996

Waverley Affordable Housing Program – April 1999

Waverley Aged Housing Plan of Management

Waverley Child Care Plan of Management

Waverley Cemetery Plan of Management (draft 2005)

Waverley Community Living Project Policy and Procedures Manual

Waverley Community Survey 2003

Waverley Development Contribution Plan 2006 (Section 94 Plan) \$20

Waverley Development Control Plan 2006 \$120

Waverley and Woollahra Local Disaster Plan

Waverley Local Environmental Plan 1996 with amendments \$30

Waverley Local Environmental Plan 1996 – LEP Zoning map \$35

Waverley Local Environmental Plan 1996 – LEP Heritage map \$25

Waverley Park Plan of Management 1993 \$10

Waverley Strategic Plan – Waverley Together 2005

Waverley Transportation Policy

Y

Youth Services Policy

STATEMENT OF AFFAIRS

The 2006 Statement of Affairs for Waverley Council is available from Waverley Council Chambers. Telephone (02) 9369 8129.

CONTACT ARRANGEMENTS

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

Robert Hogan

Divisional Manager – Governance, Administration and Executive Support

Waverley Council

P O Box 9

BONDI JUNCTION 2022

Telephone 9369 8115

Formal requests under the Freedom of Information Act 1989 and Privacy and Personal Information Protection Act, 1998 must be made in writing and be accompanied by payment of an application fee.

Waverley Council's Offices are located on the Corner of Bondi Road and Paul Street, Bondi Junction, 2022. These offices are open to the public from 8.30a.m. to 5.00p.m. Monday to Friday. Waverley Library is at 32-48 Denison Street, Bondi Junction and is open Monday to Friday from 10.00a.m. to 9.00p.m., Saturdays from 9.30a.m. to 3.00p.m and on Sundays from 1.00p.m. to 5.00p.m.

Kim Anson

General Manager

7 December 2006

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

In accordance with Section 14(1)(b) of the Freedom of Information Act 1989, this is the Summary of Affairs of the Wellington Council.

SECTION 14(3)(A) THE COUNCIL'S POLICY DOCUMENTS

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

- Code of Conduct
- Code of Meeting Practice
- Strategic Corporate Management Plan
 - Revenue Policy
 - Pricing Policy
 - Fees and Charges Policy
 - Financial Management Plans
 - Strategic Corporate Plans
 - Strategic Management Plans
- EEO Management Plan
- Emergency Services Policy
- Fence Policy/Code
- Local Orders Policy
- Occupational Health and Safety Policy
- Private Use of Council Vehicles Policy
- Flat Code and Car Parking Code
- Bed and Breakfast Accommodation 1997
- Footway Restaurants and Footpath Obstructions
- Payment of Expenses and Provision of Facilities to Mayor and Councillors
- Competitive Neutrality Complaints Handling Policy
- Code of Practice – Councillors Access to Information and their Interaction with Staff
- Privacy Management Policy
- Protected Disclosures Policy
- Investment Policy
- Donations/Financial Assistance Policy

SECTION 14(3)(B) THE COUNCIL'S STATEMENT OF AFFAIRS

In accordance with Section 14 (3)(b) of the Freedom on Information Act 1989, Council has available its Annual Statement of Affairs which includes a register of all publicly available documents. The Statement of Affairs may be accessed by contacting Council's Director of Corporate Services.

SECTION 14(3)(C)(D) COUNCIL'S CONTACT ARRANGEMENTS

All enquiries in relation to Council's activities, including access to the above documents must be addressed to;

Mr Allan Dive
Director, Corporate Services
Wellington Council
Nanima Crescent
PO Box 62
WELLINGTON NSW 2820
Telephone (02) 6845 2099
Fax (02) 6845 3354
Email; mail@wellington.nsw.gov.au
Internet; www.wellington.nsw.gov.au
Council's Office Hours are 9.00 am to 5.00 pm

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****WINGECARRIBEE SHIRE COUNCIL****FOI Agency No. 2236 (31/12/06)****File: 1421/3****SECTION 1 – POLICY DOCUMENTS**

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

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

SECTION 2 – STATEMENT OF AFFAIRS

A Statement of Affairs as at 30 June 2006 has been prepared in accordance with Section 14(1) and (2) of the Freedom of Information Act and is available for inspection during office hours at the Civic Centre, Elizabeth Street, Moss Vale.

SECTION 3 – ACCESS TO DOCUMENTS HELD BY COUNCIL

Council has procedures in place for accessing information, which require completion of a 'File Access Request' form, to record requests and to facilitate ease of access, in accordance with Section 12 of the Local Government Act. Any reasonable request for access to documents held by Council is considered and wherever possible access will be arranged free of charge. However, photocopying charges will apply.

There may however, be reasons why information is not provided and Council's reasons for refusal may include the following:

- The time and resources which may be involved in providing access
- The rights to privacy of others who may be affected by the disclosure of the information
- Legal information
- Other information that is determined by Council not to be in the 'Public Interest' to be released.

FOI Applications

If information is not available under Section 12 of the Local Government Act then a person may make a formal application under the Freedom of Information Act for access to documents held by Council. Formal applications must be made in writing accompanied by a fee of \$30.00 and addressed to:

The Freedom of Information Officer
Wingecarribee Shire Council
PO Box 141
MOSS VALE NSW 2577

Applications for a review of a determination regarding an (FOI) application must also be made in writing to the General Manager and accompanied by a fee of \$40.

Inquiries

Inquiries may be directed to the Freedom of Information Officer by telephoning (02) 48680 888 during business hours Monday to Friday, 8.30am to 4.30pm.

Fees and Charges

1. Application fees cover costs of receiving applications including registration and initial discussions with applicants. Any applications requiring more than 1/2 hour file research will involve processing charges of \$30.00 per hour (subject to note 4).

2. An advance deposit may also be required in accordance with Sections 21 and 22 of the Freedom of information Act 1989, if Council's costs are likely to exceed the application fee.
3. A 50% reduction in fees applies for eligible pensioners and non-profit organisations under financial hardship. (Refer FOI Procedure Manual for criteria).
4. First 20 hours free of processing charge for person accessing documents relating to their personal affairs.

Fees and charges outlined above are pursuant to the Freedom of Information (Fees and Charges) Order 1989.

PUBLICLY AVAILABLE DOCUMENTS (Available for viewing free of charge)

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

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

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

GOVERNANCE AND IMAGE***Mayor and Councillors***

Councillors Fees, Expenses and Facilities
Declaration of Pecuniary and Conflict of Interests
Inappropriate Communication with Council, Councillors and Staff
Internal Reporting
Interstate and Overseas Travel
Media Liaison
Representation of Council – Municipal Association Conferences
Flag Flying Policy
Election Signs in Public Places
Council and Delegated Determination of Development Applications

Council Management

Access to Council Records
Christmas/New Year Closure
Dealing with Complainants
Filming Rights
Motor Vehicles
Naming of Streets and Roads and/or Council Facilities
Issuing Section 149 Certificates
Street Stalls
Guidelines for Tendering
Verbal Advice
Staff – Attendance at Meetings of Council and Committees
Staff – Retirement/Resignation Gratuities
Staff – Traffic Regulations
Workplace Smoking
Staff – Employment of Apprentices
On-Charging of Fees and Costs
Staff – Claim for Court Expenses
Staff – Loss of Personal Property
Advertising Policy

Financial Management

Investment Policy
Purchasing Policy
Provisions for Employee Leave
Rating Categories
Rating Exemptions
Archival Material
Rating – Amalgamation of Rural Properties for Rating Purposes
Rating – Community Titles
Accounting and Asset Management

Budget and Priority of Works
Debt Recovery

Corporate Planning

Section 94 Contribution Plan

Information Systems

Records Management
Internet and Email Access
Disposal of IT Equipment
Communications Devices

Customer Service and Community Relations

Public Relations
Local Ethnic Affairs

Human Resources

Illegal Drug and Alcohol
Equal Employment Opportunity
Harassment
Occupational Health and Safety
Pay Administration System
Skin Care/Clothing
Workplace Smoking
Internet and E-Mail Access
Employment and Retention of Quality Staff
Risk Management
Managing Volunteers' Safety
Occupational Health and Safety Consultation
Communications Devices

ECONOMIC DEVELOPMENT AND EMPLOYMENT

Property Development

Property Development

Development

Aerated Waste Water Treatment System
Construction, Installation and Use of Swimming Pools
Notification of Development Applications to Councillors
Development Control Plans
Erection of Igloos and Hothouses associated with Intensive Horticulture
Guidelines for the erection of Fencing on Allotments in the vicinity of Easements and Watercourses
Gas Scare Gun operation for the protection of Horticulture Crops from Bird damage, within Wollondilly Shire
House Numbering
Landscape Guidelines
Picton Interim Local Flood
Requirements for Works affecting Watercourses
Resited Dwelling Procedure
Fences – Boundary Fence Contributions
Nature Strips
Council and delegated Determination of Development Applications
Tree Preservation Order
Backyard Burning

URBAN AND RURAL BALANCE

Roads and Traffic Facilities

Contributions – Kerb, Gutter and Footpaths

Restorations
Road Closures
Fences and Road Reservations
Resited Dwelling Procedure
Tree Preservation Order
Fences – Boundary Fence Contributions Policy
Commercial Use of Public Footpaths and Roadside Verges

Drainage Management

Property Entrances

Engineering Services

Hoardings
Street Lighting
Street Signs – Commercial, Directional and Business Directional

Flood Mitigation

Picton Interim Local Flood

ENVIRONMENT MANAGEMENT

Waste Management

Exemption from Payment of Garbage Rates

Environment

Keeping of Animals in Wollondilly Shire Orders
Noxious Weed Control
Phosphorous Action

Public Health

Aerated Waste Water Treatment Systems

COMMUNITY SERVICES AND FACILITIES

Children's Services

Wollondilly Occasional Child Care – Confidentiality Guidelines
Wollondilly Occasional Child Care – Complaints Handling
Wollondilly Occasional Child Care – Childrens Activities
Wollondilly Occasional Child Care – Care for Staff Members Children
Wollondilly Occasional Child Care – Behaviour Management Draft
Wollondilly Occasional Child Care – Supervision
Wollondilly Occasional Child Care – Sun Care
Wollondilly Occasional Child Care – Skin Care Clothing
Wollondilly Occasional Child Care – Safety Maintenance Guidelines
Wollondilly Occasional Child Care – Nutrition
Wollondilly Occasional Child Care – Notification of Abuse
Wollondilly Occasional Child Care – Medication
Wollondilly Occasional Child Care – Infectious Diseases
Wollondilly Occasional Child Care – Inclusion Guidelines
Wollondilly Occasional Child Care – Hygiene
Wollondilly Occasional Child Care – Excursion
Wollondilly Childrens Services Guidelines for Involvement – Students and Volunteers
Wollondilly Family Day Care - Acceptance of Family Day Carers
Wollondilly Family Day Care – Behaviour Management
Wollondilly Family Day Care – Carer Contact
Wollondilly Family Day Care – Children's Activities
Wollondilly Family Day Care – Complaints Handling Mechanism
Wollondilly Family Day Care – Confidentiality Guidelines

Wollondilly Family Day Care - Emergency
Wollondilly Family Day Care - Excursions
Wollondilly Family Day Care - Hygiene
Wollondilly Family Day Care - Household Pets in Family Day Care Homes
Wollondilly Family Day Care – Inclusion Guidelines
Wollondilly Family Day Care - Medication
Wollondilly Family Day Care – Notification of Abuse
Wollondilly Family Day Care - Nutrition
Wollondilly Family Day Care – Sun Care
Wollondilly Family Day Care - Supervision
Wollondilly Family Day Care – Tobacco Smoking in Family Day Care Homes
Wollondilly Family Day Care – Water Activities Policy

Community Development

Council's Role in Community Services
Community Bus
Clothing Bin Collections
Door Knock Appeals
Community Members' Support for Council – Recognition

Public and Recreational Facilities

Project Management – Works by Volunteers and Committees on Council Properties
Upgrading a Council Hall
Strategic Management of Councils Assets

SECTION 2 – STATEMENT OF AFFAIRS

A Statement of Affairs is available from the Council office, 62-64 Menangle Street, Picton NSW, 2571.

SECTION 3 – CONTACT ARRANGEMENTS

Written requests for inspection of policy documents should be directed to:

The General Manager
Wollondilly Shire Council
PO Box 21
PICTON NSW 2571

Inspection of the documents can be undertaken at the Administration Building, 62-64 Menangle Street, Picton from 8.00am to 4.00pm, Monday to Friday.

Requests for access to information/documents under the Freedom of Information Act 1989 should be directed to the Public Officer on 4677 1100.

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

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

A LOCAL ENVIRONMENTAL PLANS

Illawarra Planning Scheme Ordinance
Wollongong Local Environmental Plan No 38 (as amended)
City of Wollongong Local Environmental Plan 1990 (as amended)

B DEVELOPMENT CONTROL PLANS (as amended)

DCP 1 Railway Street, Corrimal
DCP 3 Market Square Park
DCP 6 Commercial and Industrial Standards
DCP 23 Small Rural Holdings, West Dapto
DCP 35 Old Drive-in Site, Fairy Meadow
DCP 37 Paynes Road, West Dapto
DCP 39 Horsley, West Dapto
DCP 41 Springhill Road, Coniston
DCP 42 Heritage Development
DCP 43 For the Keeping of Pigeons
DCP 45 Reddalls Road, West Dapto
DCP 46 Fair Trading
DCP 47 Yallah Tourism Zone
DCP 48 Notification Policy
DCP 49 Residential Development
DCP 54 Managing our Flood Risks
DCP 00/6 Industrial Land at Berkeley

C CODES, POLICIES AND GUIDELINES

Dual Occupancy and Granny Flat Policy
Tree Management Order
Guidelines for the Management of Stormwater from Developments in the City of Wollongong
Requirements for On-site Detention Storage
Manual of Requirements for the Subdivision of Private Lands
Guidelines for the Provision of Child Care Facilities
Local Ethnic Affairs Policy Statement
Development of Land which may be subject to instability
Waterproofing of Wet Area Code
Code to reduce the Susceptibility of a Building to Termite Attack without the use of Chemicals
Code for Outdoor Advertising Signs
Code for Assessment of Potential Noise associated with Development
Control of Food Premises Code
Code for Construction and use of Food Vending Vehicles
Section 94 Contribution Plans
Urban Consolidation Policy
Policy for Public Access to Information
Corporate Records Management
Staff Policy
Purchasing Policy

EEO Policy
Internal Reporting Policy
Code of Safety
Local Approvals Policy
Accounting Policies
Risk Management Policy
Code of Ethics for Contractors
Alcohol Free Zones Policy
Major Events Policy
Policy for Wollongong CBD Parking
Policy for Car Parking at North Beach
Siting of Telecommunications Facilities
Policy for the Sex Industry
Keeping of Animals or Birds and Pigeons
Disposal of Impounded Items
Illawarra Emergency Bush Fire Plan
Waste Collection and Disposal from Premises
Kerbside House Numbering
Bed and Breakfast Accommodation
Use of Fill at Construction Sites
Policy on Exempt Development
Policy on Complying Development
Notification Policy for Development Proposals
Development Application Referral Guidelines to Access Committee
Local Area Policy for Central City Urban Design Assessment
Public Access Forum
Community Recognition Program
Clothing Collection Bins on Council Land
Subdivision Code
Remediation of Contaminated Land
Mall Code
Revitalisation of Port Kembla Village
Environmental Risk Assessment of Industrial Premises
Fire Safety
Outdoor Restaurants
Footpaths Mowing
Burial Rights
Sustainability Policy
Library Policies
Media Protocol
Farmland Rating
Smoking in Council Buildings and Places of Work
Rates Debt Recovery
Rate Hardship
Pensioner Rates

D GENERAL PUBLICATIONS

Management of Assets
Code of Conduct
Code of Meeting Practice
Annual Report
Annual Financial Reports
Auditor's Report
Management Plan
Policy for Payment of Expenses incurred by and the provision of facilities to Councillors
Council's Land Register
Register of Investments
Returns of the Interests of Councillors and designated persons
Business Papers for Council and committee Meetings
Minutes of Council and Committee Meetings

Register of Delegations
Records of Approvals granted and decisions made on Appeals concerning Approvals
Records of Building Certificates
Plans of Land proposed to be compulsorily acquired by the Council
Leases and Licences for use of Public Land classified as Community Land
Plans of Management for Community Land
Register of Council Policies

SECTION 2 – STATEMENT OF AFFAIRS

Council's Statement of Affairs dated 30 June 2006 is available free of charge from the Public Officer.

SECTION 3 – CONTACT ARRANGEMENTS

Enquiries in relation to access to documents held by Council may be made to:

The Public Officer - Ms Lyn Kofod
Wollongong City Council Administration Building
41 Burelli Street
WOLLONGONG NSW 2500
Telephone 4227 7092
between 9.00 am and 5.00 pm weekdays

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****WOOLLAHRA COUNCIL****(FOI AGENCY NO. 2239)****SECTION 1 – POLICY DOCUMENTS**

The Council has the following Policy documents available for public inspection and/or sale.

a. Local Environmental Plans

- Woollahra LEP 1995.
- Woollahra LEP No 27 – relevant to Strickland House, Vacluse

b. Development Control Plans

- Residential Development Control Plan 1999.
- Development Control Plan for Off-Street Car Parking Provisions and Servicing Facilities.
- Bishopscourt Development Control Plan.
- The Edgecliff Commercial Centre Development Control Plan.
- Double Bay Centre Development Control Plan.
- Development Control Plan for School and College Development.
- Development Control Plan for No 9 Cooper Park Road, Bellevue Hill.
- Access Development Control Plan.
- Hawthornden Development Control Plan.
- Development Control Plan for 188 Oxford Street Paddington [Royal Hospital for Women DCP].
- Babworth House Development Control Plan.
- Paddington Development Control Plan.
- Rose Bay Centre Development Control Plan.
- Development Control Plan for 118 Wallis St, Woollahra.
- Development Control Plan for part of 13 Albert Street, Edgecliff.
- Woollahra Development Control Plan – Exempt & Complying Development.
- Development Control Plan for Advertising and Notification of Development Applications and Applications to Modify Development Consents
- Watsons Bay Development Control Plan.
- Woollahra Heritage Conservation Area Development Control Plan.
- Residential Development Control Plan 2003.
- Kilmory Development Control Plan.
- Telecommunications and Radiocommunications DCP
- Child Care Centres DCP

c. Codes

- Landscape Code (11/7/88).
- Private Stormwater Code (1/2/90).
- Food Premises Code (9/6/88).
- Facilities and Servicing Code - Shopping Centres and Groups of Shops (12/3/84).
- Footpath Restaurant Code (12/3/79; amended 26/5/86; 21/1/90).
- Code for Advertising Signs (1987).
- Underground Cabling Code 1997
- Mobile Phone Towers & Public Health Code (1997)

d. Policies, Strategies, Guidelines

- Policy for the Application of State Environmental Planning Policy No 1 - Development Standards (20/1/86).
- Medical and Para-Medical Consulting Rooms (22/5/78).
- Development Control Guidelines for the Provision of Foreshore Open Space and Access (26/8/91).

- Urban Run-Off Management Strategy (27/5/91).
- Double Bay Strategic Plan (26/6/95)
- Amusement Centre Policy (1980)
- Unauthorised Uses, Buildings or Works (12/7/1999)
- Playground Policy (11/3/2002)
- Playground Strategy (11/3/2002)
- Community Partnership Program (26/8/2002)
- Community Services Policy (5/09/2005)
- Policy for the Sponsorship of Events & Activities (27/03/2006)
- Community Grants Policy (10/04/2006)
- Recreational Needs Assessment and Strategy 2006
- Policy & Guidelines for Communicating and Consulting with the Community (13/06/06)
- Community Cultural Relations Statement (14/08/06)
- Public Art Policy (9/10/06)
- Reconciliation Statement (13/11/06)

e. General Publications

- Code of Meeting Practice
- Payment of Expenses and Provision of Facilities to the Mayor, Deputy Mayor and Councillors Policy
- Register of Disclosures by Councillors and Designated Persons
- Code of Conduct
- Register of Council Policies
- Annual Report
- Annual Financial Report and Estimates
- Auditors Report
- Management Plan
- State of Environment Report
- Statement of Affairs
- Register of Investments
- Register of Delegations
- Register of Building Certificates
- Minutes of Council and Committee Meetings
- Business Papers for Council and Committee Meetings
- Soil & Water Management 1998
- Significant Trees Register – July 1991
- Tree Preservation Order (2006)
- Special Requirements for Structural Details for Earthquake Design (Nov 1995)
- Guidelines for Selection and Engagement of Consultants.
- Protected Disclosures Policy
- Workplace Change
- DA Register
- Development Consent Register
- Woollahra Social Plan 2002-2007
- Conflict of Interest Policy
- Privacy Management Plan
- Committee Policies and Procedures
- Application Assessment Panel Policy and Procedures
- Woollahra Municipal Council Cultural Plan 2003
- Woollahra Ageing & Disability Services Strategy 2005
- Woollahra Children's Services Strategy 2005

f. Section 94 Contribution Plans

- Woollahra Section 94 Contribution Plan (2002)
- Royal Hospital for Women Section 94 Contribution Plan (9/2/98)

g. Section 94A Contributions Plan

- Woollahra Section 94A Development Contributions Plan 2005

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****WYONG SHIRE COUNCIL****December 31 2006**

The following is a list of the policy documents held by the Council of the Shire of Wyong. These documents may be inspected at Council's Civic Centre, Hely Street, Wyong, between the hours of 8.30 am and 4.30 pm from Monday to Friday, (excepting public holidays), by arrangement with the nominated officer, or by enquiring at the Customer Services Counter. It is strongly suggested that an appointment be made beforehand. Enquiries can also be made at the Tuggerah Information Centre situated in the Westfield Shopping Centre, or at the branch offices located in The Entrance Road, The Entrance, and at the Lakehaven Shopping Centre. Telephone enquiries should be directed to the Public Officer on 02 4350 5306.

POLICY DOCUMENT

Code of Conduct
 Equal Employment Opportunities Management Plan
 Policy - Councillor Expenses
 Local policies concerning approvals and orders
 – Shire Planning
 Code of Meeting Practice
 Plans of management for community land
 – Shire Planning
 Environmental planning instruments and development
 control plans
 Register of delegations
 Manual of Standard Procedures
 Procedure for Protected Disclosures - Internal Reporting
 Policy
 Procedure for Engagement and Management of
 Consultants and Professional Service Contractors
 Procedure for Opening and Calling Tenders
 Personnel Policy, Procedures and Practices Manual
 Development Contributions Plan
 Policy Manual
 Procedure for Use of Council Seal
 Provision of Information between Councillors and Staff

CONTACT OFFICER

Manager, Corporate and Administrative Services
 Personnel and Industrial Relations Officer
 Manager, Corporate and Administrative Services
 Team Leader – Information and Administration
 Manager, Corporate and Administrative Services
 Team leader – Information and Administration
 Manager, Development Assessment
 Manager, Corporate and Administrative Services
 Manager, Corporate and Administrative Services
 Director, Corporate Services
 Director, Corporate Services
 Manager, Corporate and Administrative Services
 Manager, Staff Services
 Contributions Officer
 Manager, Corporate and Administrative Services
 Manager, Corporate and Administrative Services
 Manager, Corporate and Administrative Services

PUBLIC DOCUMENTS

Purchasing Manual
 Business papers and minutes of council and committee
 meetings open to the public
 Regional environmental plans
 Management Plan 2005/2006
 Local environmental plans
 Environmental impact studies
 Development applications
 Register of development consents

CONTACT OFFICER

Supply Manager
 Manager, Corporate and Administrative Services
 Director, Shire Planning
 Finance Manager
 Director, Shire Planning
 Manager, Development Services
 Customer Service Officer
 Customer Service Officer

Building approval list	Customer Service Officer
PUBLIC DOCUMENTS	CONTACT OFFICER
Register of building certificates	Team Leader – Information and Administration – Shire Planning
Privacy Management Plan and codes of practice	Public Officer
Records of approvals granted and the result of appeals against approvals/refusals of applications	Team Leader – Information and Administration – Shire Planning
Annual financial reports of Council	Finance Manager
Annual reports of organisations undertaking functions delegated by Council	Public Officer
Returns of donations made to candidates for election to council	Director, Corporate Services
Notices of property transfer	Customer Service Officer
Valuation records	Finance Manager
Auditor's reports	Finance Manager
Register of investments	Finance Manager
Local government inspectors' reports	Director, Corporate and Community Services
Disclosures of interests by councillors and designated staff	Manager, Corporate and Administrative Services
Annual reports of council	Manager, Corporate and Administrative Services
Council's land register	Property Manager
Plans of land to be compulsorily acquired by Council	Property Manager
Leases and licences for use of community land	Property Manager
Stormwater Management Plan	Manager, Natural Resources
State of the Environment Reports	Manager, Natural Resources
Flood studies	Design Engineer (Flooding)

Copies of the documents listed above may be obtained by contacting the Public Officer by telephone on 02 4350 5306, by fax on 02 4351 2098 or by e-mail at "wsc@wyong.nsw.gov.au". The charge involved (copy charge) for re-producing any material is based on \$30.00 per hour or part thereof. This includes GST. Apart from hard-copy access, many documents are also available free of charge on Council's website at "www.wyong.nsw.gov.au".

Apart from access to the above-listed public documentation, there are other procedures that might allow public access to records that are not classified as public documents. Section 12(6) of the Local Government Act requires that access to other documents be permitted, unless they are exempt by provisions contained in Section 12(7), or unless there are overriding public interest issues involved. In addition, the Freedom of Information Act, 1989, applies to local authorities, and this means that access is to be granted to other documentation concerning the affairs of individuals, organisations, companies and the council itself, unless those documents are determined by Schedule 1 to that act to be exempt from public access.

Notwithstanding legislative public access provisions, access to certain material might be denied by virtue of the requirements of the Privacy and Personal Information Protection Act, 1998, or the Health Records and Information Privacy Act, 2002.

A statement of affairs of the Wyong Council for the twelve months to June 30, 2006, has been published outlining the structure of council, the decision-making process and how the public may partake in that process, and elaborating on the central policy documentation that may be accessed. A copy of the document may be obtained free of charge by writing to the General Manager, Wyong Council, PO Box 20, Wyong, 2259, by telephoning the Public Officer on 02 4350 5306, or by e-mail to "wsc@wyong.nsw.gov.au".

K YATES,
General Manager

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****YASS VALLEY COUNCIL****December 2006****SECTION 1 - POLICY DOCUMENTS**

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

- The Council's Code of Conduct
- The Council's Code of Meeting Practice
- 2005/2006 Annual Report
- Annual Financial Reports
- Auditor's Report
- 2006/2007 - 2008/09 Management Plan
- 2006/2011 Community Plan
- The Council's policy concerning the payment of expenses incurred by, and the provision of facilities to Councillors
- The Council's land register
- Register of investments
- Returns of the interests of Councillors, designated persons and delegates
- Agendas and business papers for Council and committee meetings (but not including business papers for matters considered when part of a meeting is closed to the public)
- Minutes of Council and committee meetings, but restricted (in the case of any part of a meeting that is closed to the public), to the resolutions and recommendations of the meeting
- Any codes referred to in the Local Government Act
- Annual reports of bodies exercising delegated Council functions
- Local policies adopted by the Council concerning approvals and orders
- Equal Employment Opportunity Management Plan
- Disaster Plan
- Personnel Policy Register
- Council's Policy Register
- Pricing Policy
- Internal Reporting Policy
- Council's Code Register
- Plans of Management for Community Land -
 - (a) General Community Use Areas
 - (b) Parks
 - (c) Sports grounds
 - (d) Natural Areas
- State of the Environment Report
- Subdivision Code
- Tree Preservation Order
- Section 94 of the Local Government Act Contribution Plan
- Register of Delegations
- Disabled Access Policy
- Private Use of Council Vehicles Policy
- Records of approvals granted, any variation from local policies with reasons for the variation, and decisions made on appeals concerning approvals
- Records of building certificates under the Environmental Planning and Assessment Act 1979 (NSW)
- Environmental planning instruments, development control plans and contributions plans made under the Environmental Planning and Assessment Act applying to land within the Council's area

- Plans of land proposed to be compulsorily acquired by the Council
- Leases and licences for use of public land classified as community land
- Plans of land proposed to be compulsorily acquired by the Council
- The register of graffiti removal work kept in accordance with section 67C of the Local Government Act
- The Statement of Affairs, the Summary of Affairs and the Register of Policy Documents required under the Freedom of Information Act
- All files and other documents of a non-confidential nature

SECTION 2 – STATEMENT OF AFFAIRS:

A Statement of Affairs as at 30 June 2006 has been prepared in accordance with Sections 14 (1) and (2) of the Freedom of Information Act and is available for inspection during office hours. The Statement of Affairs was presented in the 2005/06 Annual Report.

SECTION 3 – FREEDOM OF INFORMATION PROCEDURES AND CONTRACT PROCEDURES:

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

The application should be directed to:

The FOI Coordinator
Yass Council
PO Box 6
YASS NSW 2582

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

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

- The Council's Code of Conduct
- The Council's Code of Meeting Practice
- Annual Report
- Annual Financial Reports
- Auditor's Report
- Management Plan
- EEO Management Plan
- The Council's policy concerning the payment of expenses incurred by, and the provision of facilities to, Councillors
- The Council's Land Register
- Register of Investments
- Returns of interests of Councillors, designated persons and delegates
- Returns as to candidates' campaign donations
- Business papers for Council and Committee meetings (but not including business papers for matters considered when a meeting is closed to the public)
- Minutes of Council and Committee meetings (but not including Minutes of a meeting of any part of a meeting that is closed to the public other than the recommendations of that meeting)
- Any codes referred to in the Local Government Act 1993
- Register of delegates
- Annual reports of bodies exercising delegated Council functions
- Local policies adopted by the Council concerning approvals and orders
- Records of approvals granted and decisions made on appeals concerning approvals
- Records of building certificates
- Plans of land proposed to be compulsorily acquired by the Council
- Leases and licences for use of public land classified as community land
- Leases and licences for use of public land classified as community land plans of management for community land
- Environmental planning instruments, development control plans and plans made under Section 94AB of the Environmental Planning and Assessment Act 1979 applying to land within the Council's area
- The Statement of Affairs, the Summary of Affairs and the Register of Policy documents required under the Freedom of Information Act 1989
- All files and other documents of a non-confidential nature

SECTION 2 – STATEMENT OF AFFAIRS

Not applicable.

SECTION 3 – FREEDOM OF INFORMATION PROCEDURES AND CONTACT PROCEDURES

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

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

The application should be directed to:

The FOI Co-Ordinator
Young Shire Council
Locked Bag 5
YOUNG NSW 2594

Prior to making an application it is suggested that the applicant contact Council's FOI Officer on (02) 6382 1688 as some information may be provided as part of a free community service.

Freedom of Information Act 1989
Summary of Affairs
for
Government Departments

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****BUILDING AND CONSTRUCTION INDUSTRY LONG SERVICE
PAYMENTS CORPORATION (CORPORATION)****FOI AGENCY NO. 968****BUILDING AND CONSTRUCTION INDUSTRY LONG SERVICE
PAYMENTS COMMITTEE (COMMITTEE)****FOI AGENCY NO. 1682****SECTION 1 – POLICY DOCUMENTS****Corporation**

The Corporation holds the following policy documents which may be accessed for inspection:

- Policy and procedures relating to the authority and administrative powers of the Corporation
- Policy and procedures relating to the financial provisions of the Building and Construction Industry Long Service Payments Fund
- Policy and procedures relating to registration of workers, recording of service credits, long service payments and long service levies
- Personnel procedures relating to work specification, training and operational matters
- Records stored on computer and /or paper relating to registered workers, employers and levy payers
- The Corporation's Business Plan activity reports
- The Corporation's 2005/2006 Annual Report
- Current brochures, pamphlets and newsletters

The Corporation's internet site lspc.nsw.gov.au contains information about the Corporation and its operation.

Prior to making an FOI application to the Corporation, it is suggested the 13 14 41 Helpline be contacted as information may be available free as part of the Corporation's service to the building and construction industry.

Committee

The Committee holds the following policy documents which may be assessed for inspection:

- Minutes of the Committee's meetings specified in FOI applications
- The Committee's findings in relation to appeals
- A listing of the members who form the Committee (published in the Corporation's Annual Report)
- Any brochures which may be current

Prior to making an application to the Committee, it is suggested the 13 14 41 Helpline be contacted as information may be available free as part of the Corporation's service to the building and construction industry.

SECTION 2 – STATEMENT OF AFFAIRS

The Building and Construction Industry Long Service Payments Corporation's Annual Report (describing the operation, functions, and structure of the Corporation) will serve as the Corporation's and the Committee's latest Statement of Affairs. The Annual Report can be obtained from the Corporation's internet site (lspc.nsw.gov.au) or by contacting the Corporation's FOI Co-ordinator.

SECTION 3 – CONTACT ARRANGEMENTS

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

FOI Co-ordinator
Building & Construction Industry
Long Service Payments Corporation
Locked Bag 3000
CENTRAL COAST MC NSW 2252

Telephone: 13 14 41
Facsimile: (02) 9287 5685

FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)
SUMMARY OF AFFAIRS
of the
CENTENNIAL PARK AND MOORE PARK TRUST
FOI Agency Number 973

The following documents held by the Centennial Park & Moore Park Trust are available for inspection:

CORPORATE DOCUMENTS AND PUBLICATIONS

Annual Report of the Centennial Park & Moore Park Trust
Brochures, pamphlets and leaflets
Parklands Calendar
Parklands Magazine
Fact Sheets
Regulations to the Centennial Park & Moore Park Trust Act
Centennial Park & Moore Park Trust Minutes for Public Inspection

PLANNING DOCUMENTS

Centennial Parklands Eastern Suburbs Banksia Scrub Vegetation Management Plan
Centennial Parklands Tree Master Plan
Conservation Management Plan
Moore Park South Master Plan
Plan of Management
Queens Park Master Plan
Sports Strategy
Transport, Access and Parking Plan

POLICY DOCUMENTS

Animal Circuses Policy
Avian Disease Plan & Procedures
Banner Policy for Trust Lands
Bicycle Policy & Procedures
Bus Policy
Child Protection Policy & Procedures
Code of Conduct
Contractors & Hirers Insurance Policy
Cultural Events Policy
Dog Policy for Trust Lands
Environmental Interpretation and Education Policy
Equal Employment Opportunity Policy
Equestrian Centre Code of Conduct
Filming & Photography Policy
First Aid Policy
Fun Run Policy for Trust Lands
Gate Opening & Closing Policy & Procedures
Generator Policy
Helicopter Policy
Lost & Abandoned Children Response Guidelines
Media Policy
Occupational Health & Safety Policy
On-Site Interpretation Policy
Permissible Uses Policy on Trust lands
Privacy Policy & Management Plan

Procurement Manual
Public Address System Policy
Reporting Corruption & Other Forms of Misconduct Policy
Road Closure Policy for Driver Avenue
Security Policy
Sound Amplification Guidelines
Stores/Purchasing Policy
Subpoena/Handling of Legal Documents Policy
Tent/Weather Protection Policy
Three Wheel Pedal Car Policy
Volunteer Policy

STATEMENT OF AFFAIRS

The most recent Statement of Affairs of the Trust was published in the Trust's 2005-2006 Annual Report and is available at <http://www.cp.nsw.gov.au>.

CONTACT DETAILS FOR OBTAINING ACCESS TO INFORMATION

Access to documents held by the Centennial Park & Moore Park Trust, and subject to the Freedom of Information Act 1989 can be obtained by contacting the Freedom of Information Officer:

The Freedom of Information Officer
Centennial Parklands
Locked Bag 15
PADDINGTON NSW 2021
Office Hours: 8.30am to 5.00pm Monday to Friday

Prior to making an application it is suggested that the applicant either contact Parklands Administration on (02) 9339 6699 or visit the website at <http://www.cp.nsw.gov.au> as some information is provided free to the community.

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****DEPARTMENT OF ENERGY, UTILITIES AND SUSTAINABILITY****Sydney, December 2006.****CONTENTS****DEPARTMENT OF ENERGY, UTILITIES AND SUSTAINABILITY**

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1. FOREWORD

The Department of Energy, Utilities and Sustainability (DEUS) provides the Minister for Energy and the Minister for Water Utilities with strategic policy, legislative and regulatory advice in relation to the State's energy sector, urban and rural water utilities, and related social programs.

In collaboration with the energy industries, urban water utilities, other government agencies, consumer groups, businesses and other stakeholders, DEUS assists the government in choosing and implementing the best strategies for promoting the sustainable, safe, reliable and affordable supply and use of energy and water services. DEUS also develops and implements appropriate frameworks to improve the performance of the energy and water industries.

DEUS is focused on ongoing competition reform of the State's natural gas and electricity markets, the sustainable use of energy and water, integrated water cycle management, safety, supply reliability, and the promotion of demand management.

2. ACCESS ARRANGEMENTS, PROCEDURES AND CONTACT POINTS**Locations**

The Head Office of DEUS is located at Level 17, 227 Elizabeth Street, Sydney NSW 2000. All policy documents held by DEUS are available from this address or our website.

Times

Business hours in which DEUS is open to the public are from 8.30 am to 5.00 pm, Monday to Friday.

Access to information about Department of Energy, Utilities and Sustainability

Enquiries about DEUS may be made by telephone, fax, mail, email or on the Department's website. Some records, for example Registers, may only be examined in person at the head office.

- Telephone: (02) 8281-7777
- Fax: (02) 8281-7799
- Energy Information Line: 1300 136 888
- Postal address: 227 Elizabeth Street, Sydney NSW 2000 or GPO Box 3889, Sydney, NSW, 2001
- Email address: information@deus.nsw.gov.au
- Internet address: www.deus.nsw.gov.au

Access to personal files by members of staff

Staff have access to their own file and do not need to use FOI procedures or pay fees to do so. Staff also have the right to object to any information on their file or its use, and where information is inaccurate to have it amended. Members of the public who were previously staff members are also permitted to see their personal files.

Staff members and ex-employees wishing to inspect their personal files should apply directly to the Manager Human Resources, DEUS.

Access to material available under legislative requirements for inspection

Please direct all requests in the first instance to the Legal Officer on (02) 8281-7444.

Access to other material under Freedom of Information Act 1989

Please direct all requests in the first instance to the Corporate Counsel, DEUS, at the above address. Freedom of Information applications should be submitted in writing and include a \$30 application fee.

An additional processing charge of \$30 per hour after the first 20 hours applies to requests for personal information while all other requests attract a processing charge of \$30 per hour.

A 50% reduction in fees and charges applies for some applicants such as pensioners or non-profit organisations experiencing financial hardship (supporting documentation must be provided).

3. STATEMENT OF AFFAIRS

The latest Statement of Affairs for the Department of Energy, Utilities and Sustainability and associate bodies was made available in June 2006. Copies of the latest Statement of Affairs may be obtained from DEUS at no cost or visit our website www.deus.nsw.gov.au.

4. POLICY DOCUMENTS HELD

The following policy documents held by the Department can be made available for inspection or purchase. Documents marked with an asterisk (*) are available from our website.

Corporate

- Annual Report 2000/2001*
- Annual Report 2001/2002*
- Annual Report 2002/2003*
- Annual Report 2003/2004*
- Annual Report 2004/2005*
- Annual Report 2005/2006*
- Privacy Management Plan

Concessions

Guidelines for Electricity Retailers on:

- Pensioner Energy Rebate Scheme – 1 January 2006
- Life Support Rebates Scheme – 1 January 2003
- Energy Account Payment Assistance Scheme – January 2005

Guidelines for Community Welfare Organisations on:

- Energy Accounts Payment Assistance Scheme, January 2005

Electricity, Gas and Pipeline Networks

- Electricity Network Performance Report 2000-2001*
- NSW Code of Practice - Demand Management for NSW Distributors — September 2004
- Scheme for the Accreditation of Service Providers to undertake contestable works Level1/Level 2/Level 3*
- Codes of Practice for:
 - Contestable Works
 - Service and Installation Rules
 - Installation Safety Management
 - Electricity Service Standards

- Annual Reporting Requirements for Gas Network Operators*
- Annual Reporting Requirements for Licensed Pipeline Operators*
- ISSC Codes of Practice and Guidelines* (Industry Safety Steering Committee)
- Guide for Measurement of Interference caused by Cathodic Protection and Railway Drainage Systems*
- Electricity Network Performance Report Network Operator Report Outline
- NSW Electrolysis Committee Constitution
- Electrolysis Technical Committee of NSW Terms of Reference
- Gas Networks Annual Report 2001-2002
- Licensed Pipelines Annual Report 2001-2002
- NSW Public Lighting Code*

Energy Policy Documents

- Ministerial Council on Energy – Communique - 19 May 2006
- Ministerial Council on Energy – Communique – 27 October 2006
- Market Operations Rule (Arranged Connection Services) Rule No. 1 of 2001*
- Market Operations Rule (Network Use of Systems) Rule No. 2 of 2001*
- Market Operations Rule (NSW Rules for Electricity Metering) No. 3 of 2001*
- Market Operations Rule (NSW Transfer Rules for Retail Electricity Supply) No. 4 of 2001*
- Market Operations Rule (Retailer of Last Resort) No. 5 of 2001*
- Market Operations Rule (NSW Electricity Business to Business Procedures) No. 6, 2004*
- Marketing Code of Conduct for Energy – June 2002*

Full Retail Competition

- Full Retail Contestability – Customers exercising choice - (updated quarterly)*
- NSW B2B Steering Committee Scheme*
- NSW B2B Procedures
- Gas Retail Market Business Rules To Support Retail Competition in Gas
- Market Operations Rules (NSW Gas Retail Market Business System Interfaces) 2001*
- Gas Network Code for Full Retail Competition

Greenhouse and Sustainable Development

- Benchmarks Position Paper, Greenhouse – Related Licence Conditions for Electricity Retailers*
- Greenhouse Gas Emissions from Electricity Supplied in NSW: Emissions Workbook (October 2000)*

Benchmark Rules:

- Greenhouse Gas Benchmark Rule (Compliance) No. 1 of 2003*
- Greenhouse Gas Benchmark Rule (Generation) No. 2 of 2003*
- Greenhouse Gas Benchmark Rule (Demand Side Abatement) No. 3 of 2003*
- Greenhouse Gas Benchmark Rule (Large User Abatement Certificates) No. 4 of 2003*
- Greenhouse Gas Benchmark Rule (Carbon Sequestration) No. 5 of 2003*

Government Energy Management Policy:

- Energy Use in NSW Government Operations 2001/2002
- Government Energy Management Policy*
- Start-up Kit*
- Small Agency Model*
- Environmental Data Gathering and Reporting System Reference Guide*

Sustainable Energy

- SEDA Annual Reports 2000-2001
- SEDA Annual Reports 2001-2002
- SEDA Annual Report 2002-2003 *
- SEDA Annual Report 2003-2004*
- SEDA Corporate Plan 2003-2005*
- National Green Power Accreditation Guidelines Version 3.1A (on behalf of the National Green Power Accreditation Steering Group)
- Green Power Review Outcomes – National Green Power Accreditation Steering Group (NSG) Agreed Final Transition Arrangements - 12/12/05

Australian Building Greenhouse Rating (ABGR) and National Australian Built Environment Rating System (NABERS) policy and accreditation:

- Accredited Assessor Process Outline
- Accredited Assessor Code of Practice
- Accredited Assessor Dispute Resolution Procedure
- ABGR Validation Protocol for Accredited Performance Ratings #
- Auditing Validation Protocol for Performance Ratings
- Performance Rating Auditing Procedure
- Accredited Assessors Renewals Procedure
- ABGR Accredited Assessor Contracts
- ABGR Commitment Agreement (New Buildings and Major Refurbishments)
- ABGR Commitment Agreement (New Tenancies, Fitouts or Refurbishments)
- Guidelines for Conducting an Energy Efficiency Design Review
- Guidelines for the use of simulation in Commitment Agreements
- ABGR Validation Protocol for Computer Simulations
- ABGR Validation Protocol for Tenancy Energy Estimation
- NABERS OFFICE Water Validation Protocol #
- NABERS OFFICE Water Accredited Assessor Contracts

These documents are commercial-in-confidence and are only accessible to ABGR and NABERS Assessors

Water Systems

Policies:

Specific Natural Resource Policies

Assets:

- Conditions of Financial Assistance to Local Water Utilities for Provision of Capital Works, 2004

Operational:

Resource quality maintenance:

- Liquid Trade Waste Management Guidelines, March 2005*
- Brochure – Managing Liquid Trade Waste – Information for Business in Country NSW, March 2005

Social Impacts:

- Drought Relief for Country Towns

Manuals:

Assets:

- Manual of Practice Flow Measurement within Existing Sewerage Systems
- Manual of Practice, Sewage Pumping Station Design
- Manual of Practice, Sewer Design
- Water Management – A Demand Management Manual for Water Utilities, 1998
- Handbook on Affordable Water Supply and Sewerage for Small Communities, 1999
- NSW Reference Rates Manual for Valuation of Water Supply, Sewerage and Stormwater Assets, 2003
- Water Supply Investigation Manual, Amended February 1990

Guidelines:

Administration:

- Water and Sewerage Infrastructure Delivery Options 1999

Resource supply and allocation:

- Water Management Act 2000, A Guide to Town Water Entitlements, August 2001

Assets:

- Syndicate Benchmarking for Water Supply and Sewerage, 1997
- NSW Financial Planning Model – User Manual & Financial Planning Guidelines 2000
- Planning for Community Involvement in Water and Sewerage Projects, 1995

- Strategic Business Plans for Water Supply and Sewerage Schemes: Guidelines for Preparation
- Environmental Guide to the Management of Local Government Water Supply, Sewerage and Drainage Services, 1997
- Asset Management Guidelines for Water Supply and Sewerage Schemes, 1992
- The Management of Giardia and Cryptosporidium in Town Water Supplies, Edition 2, 1999
- NSW Code of Practice - Plumbing and Drainage – Edition No 2 1999
- Plumbing & Drainage Circulars P&D01 to P&D22
- Water Supply and Sewerage Management Guidelines
- Biosolids Management for Country NSW (1997)
- Small Town Sewerage - Guidelines on Financial Assistance and Implementation of Affordable Systems 1997
- Town Water Entitlements – The Reasonable Entitlement Model, Feb. 2002
- Integrated Water Cycle Management for NSW Local Water Utilities, October 2004

Safety and health:

- NSW Guidelines for Urban and Residential Use of Reclaimed Water, May 1993

Service pricing and conditions:

- Water Supply, Sewerage and Trade Waste Pricing Guidelines, 2002
- Developer Charges Guidelines for Water Supply, Sewerage and Stormwater, 2002
- Best-Practice Management Guidelines for Water Supply and Sewerage, 2004

Reports:

Resource quality and productivity:

- Sewerage Inflow & Infiltration Management Study (1996)
- Report on the Bathurst full scale Demonstration Plant (for Biological Enhanced Phosphorus Removal), April 1997
- Reuse of Alum Sludge from Water Treatment Plants June 2000
- Tertiary Filtration in Sewerage Treatment – An Overview, June 2000

Service pricing and conditions:

- Reuse of Alum Sludge from Water Treatment Plants, DLWC, July 2001
- A study of Algal Growth Inhibition Using Artificial Shading, DLWC, November 1998
- NSW Water Supply and Sewerage Performance Comparisons, 1998/99
- NSW Water Supply and Sewerage Performance Comparisons, 1999/00
- NSW Water Supply and Sewerage Performance Comparisons, 2000/01
- NSW Water Supply and Sewerage Performance Monitoring, 2001/02
- NSW Water Supply and Sewerage Performance Monitoring, 2002/03
- NSW Water Supply and Sewerage Performance Monitoring, 2003/04
- NSW Water Supply and Sewerage Benchmarking, 2003/04
- NSW Water Supply and Sewerage Performance Monitoring 2004/05
- Brochure – Performance of NSW Local Water Utilities
- NSW Water Supply and Sewerage Performance Monitoring, 2004/05
- NSW Water Supply and Sewerage Benchmarking, 2004/05

(Fish River Water Supply Scheme)

- Annual Reports, 1989/9, 1999/2000, 2001/2, 2002/3, 2003/04

Water and Energy Demand Management

- NSW Government Water Savings Fund – Guide for Applicants. Round One, Central Coast, August 2006
- NSW Government Energy Savings Fund – Guide for Applicants. Round Two, September 2006
- NSW Government Energy Savings Fund – Public Facilities Program, Guide for Applicants, September 2006 *
- NSW Government Water Savings Fund – Guide for Applicants. Round Three – Sydney Region, October 2006 *
- Guide Note 1 – Savings Orders – Legal requirement to prepare water and energy savings action plans (January 2006) *
- Guide Note 2 – Engaging external assistance to prepare savings action plans (January 2006) *
- Guide Note 3 – Technical review requirements for energy savings action plans (January 2006) *
- Guide Note 4 - Cities for Climate Protection and energy savings action plans (January 2006)*

- Guide Note 5 – The ICLEI Water Campaign and water savings action plans (January 2006)*
- Guide Note 6 – Federal energy efficiency opportunities and energy savings action plans (September 2006) *
- Guide Note 7 – Every Drop Counts business program and the water savings action plans (April 2006) *
- Guide Note 8 – Greenhouse Challenge Plus and energy savings action plans (April 2006) *

Associated Agencies

The Energy Corporation of New South Wales does not have any nominated policy documents.

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****GREATER WESTERN AREA HEALTH SERVICE**

The Summary of Affairs of the Greater Western Area Health Service covers the Area Office, Cluster Offices, Mental Health Services, Public Health Services, Allied Health Services and the following Health Services: Balranald, Baradine, Bathurst, Blayney, Bourke, Brewarrina, Broken Hill, Canowindra, Cobar, Collarenebri, Condobolin, Coolah, Coonabarabran, Coonamble, Cowra, Cudal, Dareton, Dubbo, Dunedoo, Eugowra, Forbes, Gilgandra, Goodooga, Grenfell, Gulargambone, Gulgong, Ivanhoe, Lake Cargelligo, Lightning Ridge, Menindee, Molong, Mudgee, Narromine, Nyngan, Oberon, Orange, Parkes, Peak Hill, Rylstone, Tibooburra, Tottenham, Trangie, Trundle, Tullamore, Walgett, Warren, Wellington, Wentworth and Wilcannia.

SECTION 1: POLICY DOCUMENTS

The following policies and documents are produced by the NSW Health Department, the Area, individual Hospitals and Units and may be accessed for information:

Area Office

- Greater Western AHS Annual Report
- Area Health Advisory Council Code of Conduct
- Area Health Advisory Council Charter
- Area Human Resource Manual
- Occupational Health & Safety Policy and Consultation Statement
- Area Corporate Standards of Practice Manual:

• Corporate Governance

- Organisational Chart
- By Laws
- Area Health Services Act
- Committee Structure
- Clinical and Corporate Risk Management
- Delegation Manual
- Internal Audit Charter
- Quality Improvement
- Media
- Consumer Participation
- Standard of Practice
- Health Service Planning
- Legal

• Corporate Services

- Human Resources
- Workforce Planning and Structure
- Recruitment and Selection
- Employee Development
- Equity
- Employee Assistance Program
- Discipline and Corrective Counselling
- Employee and Industrial Relations
- Employee Separation
- Benefits and Conditions
- Leave Entitlements and Conditions

- Workplace Conduct and Management
- Information Management
 - Corporate Records
 - Health Records
- Information Technology
 - Web Publishing
 - Broadcast Emails
- Risk Management
 - Certificate of Currency
 - Community Services and Work for the Dole
- Area Clinical Operations and Service Development Standards of Practice Manual:
 - **Aboriginal Health**
 - Aboriginal Nursing Undergraduate Cadetships
 - **Administrative**
 - Standard of Practice
 - Area Medical Record Forms
 - Authority to Practice – Nurse Registration / Enrolment
 - **Aged, Chronic and Complex Care**
 - Access and Visitation to Hospital Inpatients who are Dying
 - Carers
 - Advocacy
 - Management of Temporary Long Stay Clients
 - **Allied Health**
 - Prioritisation of Referrals
 - Intake and Referral
 - Discharge
 - Vacancy Coverage
 - **Clinical Governance**
 - Patient Identification – Correct Patient, Correct Procedure, Correct Site
 - Utilisation of Joanna Briggs Institute Online Services
 - Safe Introduction of New Interventional Procedures in GWAHS
 - Dangerous Abbreviations
 - Preferential Treatment
 - Incident Management
 - Complaint or Concern about a Clinician – Principles for Action and Management
 - **Clinical Procedures**
 - Blood Alcohol / Drug Sampling and Drug Urine Sampling
 - **Community Health**
 - Storage of Client Notes for HACC Funded Services
 - Community Client Review and Reassessment
 - Co-ordination with other Services for the Provision of Care
 - Differing Religious, Linguistic and Cultural Customs
 - Exit from HACC Funded Services
 - Referral to other Service Providers
 - Special Needs Groups
 - Audiometry Forms for use by Community Nurses in Hearing Clinics
 - **Critical Care**
 - Suturing by Credentialed Registered Nurses in Emergency Departments
 - Non-Invasive Continuous Positive Airway Pressure Therapy

- **Equipment**
 - Bag-Valve-Mask Resuscitators in GWAHS Facilities
 - Safe Use of Infusion Pumps
- **Learning Packages**
 - Suturing for Registered Nurses in Emergency Department
- **Maternal Child and Family Health Services**
 - Breastfeeding – Promoting and Support
 - Apnoea Monitoring
 - Cord Blood Banking – Umbilical
 - Administration of RH D Immunoglobulin (Anti D)
 - Antenatal Corticosteroids to Prevent Respiratory Distress Syndrome in Neonates
 - First Aid Directory and Safety Tips for New Parents Kit – Distribution and Use of
- **Primary Care and Primary Medical Care**
 - Sexual Health Accreditation Guidelines
- **Public Health**
 - Tuberculin Skin Testing
 - Tuberculosis Related Services – Charging for Services
 - Tuberculosis Contact Tracing
 - Tuberculosis in Children and Adolescents
- **Service Development**
 - Midwives Credentialing Framework – Practising in Midwifery Managed Models of Care
 - Access to Services within the Health Care Setting
 - Nurse / Midwife Practitioners
- **Surgical Services**
 - Termination of Pregnancy
 - Handling of Accountable Items in the Operating Suite and Other Procedural Areas – Standard Procedures
- **Therapeutic Substances**
 - Safe Use of Oral Methotrexate
 - Standing Order for Mass Administration of Chemoprophylaxis to Defined Community Contacts of a Case of Meningococcal Disease
 - Checking Intravenous Therapy and Medications
 - Authorisation of GWAHS Nurses in Remote Sites to Supply Restricted Substances on a Medical Authority
 - Additives in Intravenous Solutions
 - Storage and Administration of Potassium to Adults
 - Handling of Syntocinon in Birthing Units
- **Wound Management**
 - Skin Tears Wound Management and Prevention

Patient Care Policies

- Health Facility Policy and Procedure Manual
- Infection Control Manual
- Child Protection Manual
- NSW Department of Health Patient Matters Manual
- Sexual Health Manual

SECTION 2 : STATEMENT OF AFFAIRS

A current Statement of Affairs is available from the Greater Western Area Health Service. This is printed in the Annual Report.

SECTION 3 : CONTACT OFFICER

Applications under the Freedom of Information Act 1989 for Access to documents in the possession of the Greater Western Area Health Service should be accompanied by a \$30.00 application fee and directed to:

Freedom of Information Co-Ordinator
Greater Western Area Health Service
P O Box 4061
DUBBO NSW 2830

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

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

The prosecution policy of the Director of Public Prosecutions (DPP) is set out in the "Prosecution Guidelines of the Director of Public Prosecutions", which were last furnished in their entirety on 20 October 2003. Since that date several of the guidelines have been amended. A copy of the Guidelines (which shows the current guidelines and the changes made since 20 October 2003) can be obtained from the ODPP web site, <http://www.odpp.nsw.gov.au> or from the ODPP Head Office Library at 265 Castlereagh Street, Sydney, by telephoning any member of the Library staff on (02) 9285 8912 between 9am and 5pm on weekdays. The publication is available at no charge. The publication may be inspected by arrangement with a member of the Library staff at the ODPP Head Office at 265 Castlereagh Street, Sydney.

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

The most recent Statement of Affairs of the ODPP published under section 14(1)(a) of the Freedom of Information Act was published as at 30 June 2006.

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

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

Deputy Solicitor for Public Prosecutions (Legal)
Office of the Director of Public Prosecutions

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****NEW SOUTH WALES POLICE****(F.O.I. Agency No. 16)****1 July 2006 to 31 December 2006****SECTION 1 – POLICY DOCUMENTS****Corporate Policies**

- Abducted Child Alert Standard Operating Procedures
- Business Continuity Planning
- Business Planning Policy and Guidelines
- Business Planning Process
- Commissioners Policy – Uniform Guidelines for Security Industry
- Confidential Source Management Policy
- Corporate Plan
- Destruction of Criminal Records & Spent Convictions Policy
- External Client On-Line Access Policy
- Facial Recognition Policy
- Fraud Prevention Guidelines
- Guide to Conducting a Launch
- Information Management Responsibilities
- Media Policy
- NSW Police Cleaner, Greener Fleet Policy
- NSW Police Covert Vehicle Policy
- NSW Police Governance Framework
- NSW Police Guidelines for Drafting Policy Documents 2002-2006
- NSW Police Guidelines for the Development of Policy
- NSW Police Regulation 2000 Confidential Information
- NSW Police Vehicle Marking Policy
- Overseas Travel Approval Form Guidelines
- Policy on Release of Staff for Transfer to Vacancies
- Political Affiliations
- Privacy Code of Practice
- Research Policy & Protocols
- Safe Driving Policy
- Spokespersons Program: Policy and Procedures
- Sponsorship & Endorsement Policy

Human Resource Services Policy & Procedures

- A Guide to Advertising a Vacancy
- Aboriginal Employment Strategy 2003 – 2005
- Anthrax – Powders or Substances Found in Suspicious Circumstances
- Appointment and Transfer Police and Guidelines for Supt. Rank
- Carers' Responsibilities Guideline
- Cashing in of Leave Scheme – Business Rules
- Code of Conduct and Ethics
- Code of Practice – Drug & Alcohol Counsellors
- Community Language Allowance Scheme
- Complaints and Management Reform Kit
- Conditions of Employment – Administrative Officer
- Criminal Record Checks
- Cultural Diversity
- Department of Defence – Employer Support Payment Scheme

- Disability Action Plan
- Discipline – Administrative Officer
- Disclosure Of Home Address
- Displaced Administrative Officer Guidelines
- Drug & Alcohol Policy
- Eligibility Lists – Administrative Officers, Guidelines for the use of
- Employee Management Policy
- Equal Employment Opportunity
- Establishing a New Business Unit Checklist of Procedures
- Ethnic Affairs Priorities Statement
- Excess Administrative Officer Guidelines
- Family & Community Services and Carer’s Leave
- FAQs
- First Response Policing Arrangements
- Flexible Rostering – Administrative Officers and Ministerial Employees
- Flexible Rostering (Police Only)
- Flexible Work Options and Family Friendly Information Package
- Flexitime Agreement
- Full-Time Leave Without Pay
- Full-Time Leave Without Pay Check List for Commanders/Managers
- Gender Based and Sexual Harassment Policy
- Guidelines To Request To Fill ‘Lateral’ Vacancies (Non-Commissioned Officers)
- Hard to Fill Location
- Health and Fitness
- Human Resource Management Teams
- Hurt On Duty
- Induction – Administrative Officer
- Infectious Disease Control Policy
- Injury Management
- Internal Police Complaints – Guidelines for Commanders and Managers
- Internal Witness Policy
- International (in-bound) Secondment Guidelines
- Job Stream Details
- Lateral Transfer of Administrative Officer Guidelines
- Leading Senior Constable Guidelines
- Medical Discharge
- Needle Stick Injuries
- NSW Police administrative officer higher duties allowance Policy and guidelines
- NSW Police officer higher duties allowance Policy and guidelines
- NSW Police Service Employees Personal Files – Policy
- NSW Police Service Senior Executive Service Guidelines
- Overstrength Positions
- Parental Leave Policy
- Part time Annual Leave for Police Officers on Parental Leave
- Part Time Work for Police Officers Policy & Guidelines
- Percentage Occupancy Rates of Police Positions on SAP
- Planned Leave Business Rules
- Police Chaplaincy Policy
- Police Leave Conditions
- Police Officer Redeployment to Administrative Officer Positions
- Police Promotional Appeals
- Police Provident Fund
- Police Senior Executive Transfer Policy
- Policy and Guidelines for Advertising and Filling Administrative Officer Positions within NSW Police
- Policy on Release of Staff for Transfer to Vacancies
- Pregnancy Procedures
- Professional Standards Action Plan – HRS
- Psychological Wellbeing Of Staff
- Rail Passes– Home & Duty
- Recreation Leave – A Guideline to Management
- Rehabilitation

- Remedial Performance Procedures
- Restricted Duties Policy for Police
- Secondary Employment
- Secondment Business Rules
- Sick Leave Policy
- Special Sick Leave – Guidelines & Procedures
- Study Leave
- Suspension of Police – Policy & Guidelines
- Temporary Appointment Policy and Guidelines
- Term of Office of Non-Executive Commissioned Police Officers – Fixed Term Appointment Policy
- Transfer Policy and Procedures
- Travel Policy
- Voluntary Retirement Scheme
- Work Experience
- Working From Home

Information Technology Policies

- Business System Sponsor Guidelines
- Code of Best Practice for Information Management
- Communication Devices – Mobile Phones and PDAs
- Computer Access Audits – Guidelines
- Computing Network Policy
- Data Sanitisation
- Dial Connect Mainframe – Security Policy
- Electronic Mail (Email) Guidelines and Procedures
- Electronic Messaging Policy
- Electronic Mail Etiquette
- MEMO Access
- Enduser Policy & Procedures Guide
- Information Management Principles & Policies
- Information Management Responsibilities
- Internet Users Policy
- Internet Content Guidelines
- IT Equipment Disposal Policy
- Laptop Security
- LAN Security Requirements
- Mobile Data Terminals
- Network Security
- PC Security
- Secondary Access to Electronic Mail
- Security Consideration for Applications
- Security Practices (IT)
- Software Policy
- Working From Home – Computer Security

Operational Policing

- Adult Sexual Assault – Policy & SOPs
- Alcohol Policy Statement
- ATSI Status COPS recording
- Bicycle Patrol Operations
- Bicycle Road Race Guide for Police
- Bicycle Road Race Guidelines
- Business Watch Guidelines
- Bushfire Investigations (Operation Tronto 2) SOPs
- Cannabis Cautioning Scheme Guidelines
- CareFlight Head Injury Retrieval Trial (H.I.R.T) Helicopter Landings – SOPs
- CCTV – Development and Use of
- CCTV – NSW Government Policy Statement and Guidelines for the Establishment and Implementation of
- CCTV – Video Surveillance In Police Charge Rooms And Other Locations In Police Stations

- Child Protection Procedures
- Child Protection and Sex Crimes Charter
- Code of Practice CRIME
- Command Management Framework
- Confidential Source Management Policy
- Country of Birth COPS recording
- Criminal Infringement Notices – trial in 12 LACs
- Department of Immigration and Multicultural and Indigenous Affairs
- Digital Speedometers
- Domestic Violence & SOPs
- Drug Overdoes Guidelines
- DVLOs – Guidelines for using COPS
- Employer Communication Devices
- Ethnic Affairs Priorities Statement
- Facial Recognition Policy
- Forensic Procedures – SOPs
- Guidelines for Investigating Major Crime
- Guidelines For The Investigation Of Deaths In Custody – Correctional Centres
- Guidelines for the Management and Investigation of Critical Incidents
- Guidelines for Police Interviewing People With Impaired Intellectual Functioning
- Handbook
- Hydroponic Cannabis Crops Sites
- Hunter District Disaster Plan (DISPLAN)
- Incident & Emergency SOPs
- iASK Handbook
- Joint Investigative Response Teams 2001
- Innocence Panel Applications
- Interagency Guidelines for Child Protection Intervention
- Interagency Guidelines for Adult Victims of Sexual Assault
- Investigation of Sexual Servitude and People Trafficking Offences
- Investigation Services SOPs
- Investigation Sops
- Investigators Guide to Physical Evidence
- Investigation and Management of Adult Sexual Assault SOP
- Lesbian & Gay Policy
- MERIT Guidelines
- Methadone and Other Pharmacotherapies Information for Police 2005
- Missing Persons Policies & Procedures
- Needle and Syringe Program: Guidelines for Police (2005)
- Neighbourhood Watch Guidelines
- NSWP Confidential Source Management Policy
- NSW Police Corporate Spokesperson Program; Police and Procedures
- Offender Photo SOPs – 35mm Camera
- Offender Photo SOPs – PhotoTrac ICS
- PACT Guidelines
- Pawnbroker and Second-hand dealer SOPs & Legislation
- Police Powers (Drug Detection in Border Areas Trial) Act 2003 Standard Operating Procedures
- Policy for Creation, Classification, etc of COPS Information Reports
- Procedures for the Evidence Act
- Public Order Management Policy & SOPs
- Random Breath Testing SOPs
- Recovered Assets Pool Operating Guidelines
- Safe Driving Policy
- Safety House Guidelines
- Single Unit Policing Policies
 - 1 & 2 Unit Police Stations Policy
 - 1 & 2 Unit Police Station Induction Package
 - OH&S Single Unit risk assessment
- SOPs for Search Warrants
- Source Management Standard Operating Procedures 2004
- Spokespersons Program: Policy and Procedures

- Stationary Speed Enforcement (LIDAR) SOPs
- State Rescue Policy
- Suspect Target Management Plan
- Suspect Target Management Strategy
- Suspension of a Driver/Rider Licence
- Threats Against NSW Police Employees
- Tourist Status COPS recording
- Travel – Overseas Application Guidelines
- Tyre Deflation Devices SOPs
- Video Surveillance in Police Charge Rooms and Other Locations in Police Stations
- Youth Policy

Finance and Administration Policies

- Accounts Payable Policy
- Accounts Receivable Policy
- Cab Charge Procedures
- FBT Guide
- Financial Policy
- Fixed Assets Policy
- Funding Policy
- GST Guide, FAQs and Updates
- Instrument of Delegation of Authority
- Overpayment Policy
- Payroll Deductions – Blue Ribbon Insurance Scheme
- Purchasing Policy
- Recordkeeping Policies/Procedures
- Recovered Assets Pool Operating Guidelines
- Risk Management Manual
- Risk Management Policy
- Travel Policy
- User Charges (User Pays) Policy, Procedures and forms
- Business Cases and Business Development Proposals
- Service Level Agreements
- Cost Recovery and User Fees and Charges Schedule

SECTION 2 – STATEMENT OF AFFAIRS

Freedom of Information Statistics for the New South Wales Police can be found in its 2005-2006 Annual Report. Even though there is no specific heading for Statement of Affairs the annual report contains information which is particularly relevant to the New South Wales Police law enforcement functions. Also there is an extensive website at www.police.nsw.gov.au which contains information free of charge for any member of the public to access.

SECTION 3 – CONTACT ARRANGEMENTS

Requests for access to documents held by NSW Police should be directed to:

The Coordinator
Freedom of Information Unit
New South Wales Police
1 Charles Street
PARRAMATTA NSW 2150

Telephone inquiries should be directed to the Co-ordinator, Freedom of Information Section on (02) 9689-7122.

Hours of Business: 8.30am-12pm
2.00pm – 4pm Monday to Friday.

Authorised to be printed

ROBERT J. GALLAGHER, Government Printer.