



Government Gazette

OF THE STATE OF
NEW SOUTH WALES

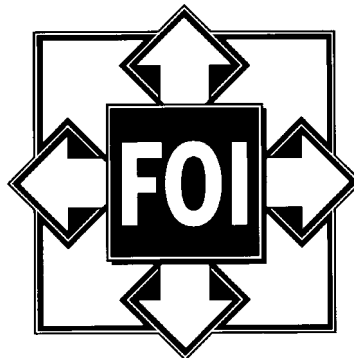
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Summary of Affairs

FREEDOM OF INFORMATION ACT 1989

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



**FREEDOM OF
INFORMATION**
YOUR RIGHT TO KNOW

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

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

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

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

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

Copies of this document may be obtained free of charge from the Freedom of Information Officer, Level 5, 83 Clarence Street, Sydney NSW 2000. (Telephone 8270 2320). Many of the documents listed are available on the Department's website:

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

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

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

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

SECTION 1 – POLICY DOCUMENTS**Accommodation and Respite**

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

Accommodation Services - Household Operating Account (October 2000)

Allocation of Planned Respite Care (October 2002)

Area Casual Residential Support Worker Management Plan (September 2001)

Behaviour Intervention (February 2003)

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

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

Business Rules for the Disability Services Register (January 2003)

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

Business Rules for the Group Home IT Network

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

Case Co-ordination and Case Management (October 1996)

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

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

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

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

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

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

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

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

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

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

Circular DS-52- Allocation of Planned Respite Policy (11.10.02)
Circular DS-56- Operational Procedures: Shift Changeover – version 2 (11.02)
Circular DS-57- Operational Procedures: Client Checks – version 2 (11.02)
Circular DS-59- Policy on Managing Client Risks (14.1.2003)
Circular DS-60- Policy on Managing Risks and Incidents in the Workplace (14.1.2003)
6.26 Support for People with Epilepsy (May 2003)

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

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

Managing Risks and Incidents in the Workplace (January 2003)
 Medication (October 1996)
 Medications in Residences Policy (March 2001)
 Metro West Residences - Policy on Foreign Body Obstruction of Air Way (Choking)
 Nutrition in Practice Manual (March 2002)
 Nutrition Practice Guidelines (July 2002)
 Nutrition and Swallowing Checklist - Information for Clients and Families (December 2001)
 Orientation to DADHC Respite Services (August 2002)
 Our Commitment to Residents (2006)
 Palliative Care (2005)
 Participation and Integration (October 1996)
 Placement of Clients in Group Home Vacancies (January 2003)
 Principles for the Management of Finances in DoCS' Residences, Accommodation and Centre-based Respite Services (August 2000)
 Privacy, Dignity and Confidentiality (October 1996)
 DADHC and OPC Interagency Protocol Management of Client Finances in DADHC Residences and Group Homes (2006)
 Protocol between DADHC & OPC for Clients in Residences - Estate Managed (June 2001)
 Protocol for the Management of Community Visitor Reports to Services (Feb 2002)
 Reconfiguration of DADHC Group Homes and Vacancy Management (2005)
 Response to Sexual Assault, Physical and Emotional Abuse and Neglect (October 1996)
 Response to the Death of a Client and Reporting Reviewable Deaths (August 2004)
 Service Descriptions for Accommodation Support
 Service Descriptions for Group Homes
 Service Descriptions for Respite
 Sexuality and Human Relationships (October 1996)
 Shift Changeover (November 2002)
 Staff Management Plan for Devolution of Large and Medium Residential Services (June 2002)
 Staff-Client Relationships (November 2001)
 Supervision Policy - Accommodation (September 2002)
 Supervision Policy - Respite (September 2002)
 Support for People with Epilepsy (May 2003)
 Update for Staff on Managing Finances in DoCS Accommodation and Respite Services (August 2000)
 Vermont Assessments for Group Home Clients (March 2002)
 Quality and Safety Framework

Community Access

Access & Equity Policy for Older People, People with a Disability and their carers from a Non-English speaking Background
 CALD Strategy (2005-08)
 2006 CALD Action Plan (2006)
 Carers and Work: Fact Sheet
 Children's Standards in Action: A resource for service providers working with children and young people with a disability. (2004)
 Child Protection Policy and Reporting Guidelines for DADHD & DADHC funded services (February 2004)
 Circular DS-40 - Cessation of Fees in Disability Day Programs (17.04.02)
 Circular DS-53 - A Policy for Supporting Children and Young People with a Disability and their Families in NSW (July 2002)
 Circular DS-55 - Guidelines for the Development of Communication Support
 Circular DS-66 - Revised List of Service Activities for Community Support Teams (25.03.03)
 Circular DS-67 - Amendment to Intake Policy re: Eligibility Assessments (25.03.03)
 Circular DS-71 - Clients to Cease Taking Products Affected by TGA Recall (8.05.03)
 Community Participation Program Description (March 2006)
 Community Support Team – Intake Policy – Intake Points (May 2003)
 Community Support Teams Manual:

- Behaviour Intervention Policy (January 2004)
- Case co-ordination and Case Management (October 1996)
- Consent for Specific Behaviour Intervention Practices, Exchange for Consumer Information and for Medical and Dental Treatment (October 1996)
- Consumer Files (October 1996)

- Response to the Death of a client and reporting Reviewable Deaths Policy (August 2004)
- Client Death Notification Form (August 2004)
- Decision Making and Choice (October 1996)
- Dignity of Risk and Duty of Care (October 1996)
- General health and Safety for Consumers (October 1996)
- Managing Client Health (May 2003)
- Individual Planning (October 1996)
- Maintaining Family Relationships (October 1996)
- Medication (October 1996)
- Palliative Care (October 1996)
- Participation and Integration (October 1996)
- Intake Policy (December 2001)
- Privacy, Dignity and Confidentiality (October 1996)
- Respite Care Services (October 1996)
- Response to Sexual Assault, Physical and Emotional Abuse and Neglect (October 1996)
- Sexuality and Human Relationships (October 1996)
- Support for people with Epilepsy (May 2003)
- Valued Status (October 1996)
- Staff – Client Relationships (November 2001)
- Prioritisation and Allocation (August 1992)
- Managing Client Risks (January 2003)
- Managing Client Risks in the Workplace (January 2003)
- Circular DS-62 – Endorsed Assessment Tools for Use in DADHC Disability Services (January 2003)

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

DADHC's Ethnic Affairs Priority Statement Plan 2005-06

Decision Rules Requests for Support November 2003

Directions for Managing Community Support Services (April 2002)

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

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

Good Practice Guide – Moving from Institutional to Community Living

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

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

Information & Referral Service Handbook (draft 2004)

Intake Policy (December 2001)

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

Literature Review: Prevention & Early Intervention 2003

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

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

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

Local Support Co-ordination Manual June 2004

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

Mobility Guideline 2003

Multicultural Access Project Review Report (2005)

Multicultural Access Project: Case Studies in Good Practice Project Profile (2005)

NSW Government Carers Statement, October 1999

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

Nutrition in Practice Manual (October 2003 – Second Edition)

Nutrition Kit (October 2003)

Recommended Practices in Family Centred Early Childhood Intervention

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

Report of the Active Linking Initiative (ALI) March 2004

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

Research: Review of Positive Behaviour Support Programs for Families (August 2004)
 Restricted Practices Authorisation: Procedures and Templates (August 2004)
 Service Access System Decision Rules
 Service Descriptions for Day Programs
 Service Descriptions for Community Support Teams
 Service Description for Local Support Co-ordination
 Service Descriptions for Secure Services
 Service Description Schedule: Community Participation Program
 Service Description Schedule: Transition to Work Program
 Standards in Action – Practice Requirements and Guidelines for Services Funded Under the Disability Services Act 1993 (1998)
 Supervision Policy – Day Programs (September 2002)
 Supporting Children and Young People with a Disability: Additional Guidelines for Funded Assistance (November 2003) (replaces Supporting Children and Young People with a Disability: interim policy and funding guidelines, July 2003)
 Supporting Children and Young People with a Disability and their Families (July 2004) (replaces Supporting Children and Young People with a Disability and their Families: Out-of-Home Placements)
 The Nutrition Program Evaluation 2003 (May 2003)
 The Positive Approach to Challenging Behaviour

Service Development And Planning

Assessing performance through the Continuous Improvement Matrix: evaluating its trial implementation
 Bilateral Commonwealth/State/Territories Disability Agreement 3
 Bilateral Funding Agreement Between Department of Veterans Affairs and Department of Ageing, Disability and Home Care for financial assistance for veteran access to the Home and Community Care (HACC) program 2003-2006
 Boarding House Expert Advisory Group – Terms of Reference
 Boarding Houses – Draft Service Type Description Schedule – Casework
 Boarding Houses – Service Description Schedule: 3.01 Learning and Life Skills development – Active Linking Initiative (ALI)
 Disability Action Plan January 2000 – December 2002
 Licensed Residential Centres Licensing, Monitoring and Closure Policy Version 1.0, Vol One; Vol Two
 HACC Collection of personal information consent information sheets available in Arabic, Armenian, Assyrian, Chinese, Croatian, Dutch, French, German, Greek, Hindi, Hungarian, Italian, Korean, Macedonian, Maltese, Polish, Serbian, Spanish, Tagalog, Turkish, Ukrainian, Vietnamese
 Home and Community Care Amending Agreement 1998
 Home and Community Care Minimum Data Set Documents for HACC Funded Services
 Home and Community Care National Guidelines Summary
 Home and Community Care National Standards Instrument and Guidelines
 Home and Community Care National Program Guidelines
 Home and Community Care Service Type Descriptions
 Home and Community Care Service Type Guidelines
 Home and Community Care State Plan 2005-06
 Integrated Monitoring Framework – Action Plan
 Integrated Monitoring Framework – Continuous Improvement Matrix Guide
 Integrated Monitoring Framework – Continuous Improvement Matrix Workbook
 Integrated Monitoring Framework – Desktop Assessment Tool
 Integrated Monitoring Framework – Guide to Service Review
 Integrated Monitoring Framework – Risk Prioritisation Tool
 Integrated Monitoring Framework – Service Provider Annual Return
 Integrated Monitoring Framework – Service Provider Self-Assessment
 Integrated Monitoring Framework – Service Review Instrument
 Integrated Monitoring Framework – Summary Report of the Service Review
 Issue Paper – disability advocacy and specialist information services and consumer peak bodies in NSW
 Multilateral Commonwealth/State/Territories Disability Agreement 3
 National Framework for Comprehensive Assessment in the Home and Community Care Program
 NSW Government Disability Policy Framework
 Resource allocation in the HACC program: a framework for service providers
 Respite for Older Carers Bilateral Agreement
 Survey of Home and Community Care Funded Organisations to Develop a Profile of Volunteer Support and Quantify the Costs Incurred by Volunteers 2002

Purchasing and Funding

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

State-wide Aboriginal Service

Aboriginal and Torres Strait Islander Access and Equity Strategy
Aboriginal Policy Framework
Consulting Effectively with Aboriginal people and Communities - Aboriginal Consultation Strategy

Office for Ageing*Elder abuse, carers & dementia:*

Abuse of Older People: Interagency Protocol
Achievements under the NSW Action Plan on Dementia 1996-2001
Aged Care Education and Training in NSW: Audit of Courses in Elder Abuse and Dementia
At Home with Dementia 2000: a practical manual on how to modify the home environment for a person with dementia (being updated)
Future Directions for Dementia Care and Support 2001-2006
"Mind your Memory" Cards in English and translated into 10 community languages (Italian, Greek, Polish, Spanish, Maltese, Croatian, German, Chinese, Vietnamese, Arabic).
NSW Government Carers Statement, October 1999
Worried about your memory? Aboriginal Dementia Awareness information leaflet, and poster

Premier's forum & Positive Ageing:

Fact Sheets on Ageing
NSW Healthy Ageing Framework 1998-2003
Planning Ahead Kit: resources for managing financial, health and lifestyle decisions into the future May 2004
2004 NSW Forum on Ageing Report

Business Improvement

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

Corporate Communications

DADHC Connections magazine
Department's role, services and operations brochure
Sponsorship Policy
Stronger Together: A new direction for disability services in NSW (plan, summary and summary in 10 languages and accessible formats)
Don't DIS my ABILITY International Day of People With a Disability 2004 Program of Events
Don't DIS my ABILITY International Day of People With a Disability 2005 Program of Events
Seniors Week 2006 Grants Program Application
Seniors Week 2006 Grants Program Application Handbook
Seniors Week 2006 Achievement Awards Nomination Form
Seniors Week 2006 Program of Events
Premier's Gala Concerts for Groups – Group Registration Form and Group Application Form
Premier's Seniors Week Gala Concert Program
Premier's Christmas Gala Concert Program
A service for independent living – Home Care Service brochure
Helping our people to live independently – Aboriginal Home Care Service brochure
Seniors Card 2006 Discount Directories (5 regional editions) - formerly called Member Guide
Seniors Card 2006 Discount Directory Advertising Rate Card & Booking Form
Seniors Card Member Application Form (eligibility criteria)

Seniors Card Business Partner Application Form (plus Terms & Conditions flyer revised Feb 2004)
Seniors Card What is a Seniors Card? (multi-lingual overview brochure)
Seniors Card Senior Shopper (brochure)
Seniors Card Privacy policy
Seniors Card Business Partner Recruitment policy
Seniors Card Discount Directory Advertising policy
Seniors Card Volunteering policy
Seniors Card Online Advertising Policy
Seniors Card Inserts in Discount Directory Mailing policy
Seniors Card Inserts in new member & Remakes Packs policy
Seniors Card Direct Mail policy

Information Management

Information Security Policy (2004)
Information and Communications Technology Strategic Plan (2005)
Intranet, Internet and E-mail Services Policy and Guidelines (2005)
Records Management Policy (2002)
Telecommunications Policy (2004)
Information Classification and Ownership Policy (2005)

Strategic Finance

Air Travel Policy (2004)
Credit Card Policy (2005)
Taxis and Cab Charge Policy (2005)

Strategic and Corporate Human Resources

Procedures for Position Establishment Management (May 2005)
Temporary Employment and Staff Mobility Circular (December 2003)
Criminal Records Check - Pre-employment policy (April 2004)
Attendance, Leave and Absence Policies (March 2004)
Recreation leave Circular (November 2003)
Personnel Manual - Home Care (May 2003)
Home Care Performance and Planning review
Home Care Employee Entitlements
Home Care Policy procedures
Home Care Property return
Home Care EEO Policy
Home Care Harassment Free Workplace Policy
Employee Assistance Program circular (June 2004)
Serious Incident Employee Assistance Support procedure (December 2003)
Code of Conduct and Ethics (July 2004)
Resolution of Workplace Grievances policy (April 2005)
Protected Disclosures policy (July 2004)
Secondary Employment Policy (October 2003)
Policy and Procedures for DADHC Induction (December 2004)
Performance Development policy (November 2004)
Dealing with Unsatisfactory performance (November 2004)
OHS Policy (September 2004)
OHS Risk Management Policy (September 2004)
OHS SafeCare Manual - Home Care (September 2003)
OHS Return to work policy (December 2004)
OHS Electrical Safety policy (Aug 2005)
OHS First Aid in the Workplace policy (Sep 2005)
OHS Hazardous Substances policy (Aug 2005)
Managing Risks and Incidents in the Workplace (Jan 2005)
Manual handling policy and procedures (September 2004)
Employee Consultative Framework (June 2003)
OHS Consultation Policy and guidelines (December 2004)

SECTION 2 – STATEMENT OF AFFAIRS

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

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

SECTION 3 – CONTACT ARRANGEMENTS

Freedom of Information Officer
Department of Ageing, Disability and Home Care
Level 5, 83 Clarence Street
Sydney NSW 2000

Telephone: (02) 8270 2320 Fax: (02) 8270 2495

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

HOME CARE SERVICE OF NSW

SECTION 1 – POLICY DOCUMENTS

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

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

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

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

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

Freedom of Information Officer
Department of Ageing, Disability and Home Care
Level 5, 83 Clarence Street
Sydney NSW 2000

Telephone: (02) 8270 2320 Fax: (02) 8270 2495

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

GUARDIANSHIP TRIBUNAL

SECTION 1 – POLICY DOCUMENTS

Access to New Treatments through Clinical Trials
Accessibility Features of the New Guardianship Tribunal Website
Application for Approval of a Clinical Trial
Application for Consent to Medical or Dental Treatment
Application for Guardianship and/or Financial Management
Application for Recognition of Interstate Appointment
Application to be Joined as a Party to a Matter
Application to Review a Financial Management Order
Application to Review Enduring Guardianship Appointment
Application to Review Enduring Power of Attorney
Application to Revoke a Financial Management Order
Appointment of Enduring Guardian/Alternative Enduring Guardian
Appointment of Power of Attorney
Behaviour Management and Guardianship
Financial Management Hearings – Information for Parties
Financial Management Orders – What Happens After the Hearing?
Getting ready for your hearing (pamphlet for people who are subjects of applications)
Guardianship Hearings – Information for Parties
Guardianship Tribunal online: <http://www.gt.nsw.gov.au>
Guardianship Tribunal Reporter
Guardianship Orders – What Happens After the Hearing?
Hearings for Guardianship and Financial Management – Information for Parties
Hearings for Applications to Review or Revoke Financial Management Orders – Information for Parties
Hearings for Reviews of Guardianship Orders – Information for Parties
How to Cancel the Appointment of Your Enduring Guardian
Medical and Other Professional Assessment Reports
Online Applications on the New Guardianship Tribunal Website
'Person Responsible'
Planning Ahead... Enduring Guardianship
Planning Ahead... Enduring Power of Attorney
Preliminary Hearings – Information for Parties
Recognition of Interstate Appointment
Representation at Hearings
Request to Be Joined as a Party
Resignation of Appointment of Enduring Guardian/Alternative Enduring Guardian
Review of Enduring Powers of Attorney: Information for Parties
Revocation of Appointment of Enduring Guardian
Separate Representation
Special Medical Treatment – Androgen Reducing Medication
Special Medical Treatment – For People Under 16 Years
Special Medical Treatment – Guidelines

Special Medical Treatment – Hysterectomy or Endometrial Ablation
 Special Medical Treatment – Orchidectomy
 Special Medical Treatment – Termination of Pregnancy
 Special Medical Treatment – Tubal Ligation
 Special Medical Treatment – Vasectomy
 Substitute Consent
 Three Separate Organisations – (Pamphlet outlining the different roles of the Guardianship Tribunal/ Office of the Public Guardian / Office of the Protective Commissioner)
 Video Order Form
 We Welcome Your Feedback
 Website flyer (DL flyer information about the Guardianship Tribunal's updated website)

What Does the Guardianship Tribunal Do? – Available in Arabic, Chinese, Croatian, German, Greek, Italian, Macedonian, Polish, Serbian, Spanish, Tagalog, Turkish, Vietnamese.

The publications of the Guardianship Tribunal are available in large print or as ASCII text file on request. Some publications are available online at the Tribunal's website – <http://www.gt.nsw.gov.au>. The Tribunal's website has been designed for easy accessibility, with some pages available in 12 languages other than English, the majority of publications and all application forms available for download, separate sections on applications and hearings and orders, video clips of the hearing process, and online applications for guardianship and financial management.

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

Freedom of Information Officer
 Attention: Legal Officer
 Guardianship Tribunal
 2A Rowntree Street
 Balmain NSW 2041

Telephone: (02) 9555 8500 Fax: (02) 9555 9049

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

SECTION 1 – ISSUE PAPERS

A Double-Edged Sword: Report of consultation with older residents of Queanbeyan and district 2000
 A Two Way Street: Older People and Volunteering 1999
 Building Community Trust - Social Capital and Rural NSW: an older person's perspective 1999
 Caring for the Country: a spotlight on the needs of older people who live in rural and remote NSW 2000
 Central West 2001: Report of consultations with older residents of Parkes, Forbes and environs, 2001
 Consultation at Kings Cross, 2005
 Consultation at Taree, 2005
 Consultations with Older People: on Mobility, Location and Financial Security 2004
 Counting on Experience: a review of good practice in the employment of mature workers. 2002
 Driving Miss Daisy in Country NSW 2000
 Gendered Ageism- Job Search Experiences of Older Women (Department for Women & NSW Committee on Ageing) 1997
 'Have Your Say' Consultation with older people of non-English speaking backgrounds, Blacktown. 2002
 Home among the gum trees – Securing the future for older people who live in residential parks in NSW 2004
 Including Us Too! Tips for events managers working with older people. 2000
 Job Search Experiences of Older Workers 1996
 Keeping in touch: Older People Living Alone 1996
 Keeping the balance: older men and healthy ageing. 2001

Local Government Services for Older People 1996
 Making a Difference - The views of people in the valley: Report of consultations in Bega and district 1998
 Never Too Late to Learn: A Report on Older People and Lifelong Learning 1997
 Older People and Crime 1997
 Older People and Housing: The views of older people in southern Sydney, July 2003
 Paying the Price – The impact of mature age unemployment on government services 2004
 Over the Hill or Flying High? An Analysis of Age Discrimination Complaints in NSW 1998
 Final Report of consultation with older people in Griffith and Narrandera in September 2002
 Retirement: a Survey 1996
 River and Coast: A report of consultation in Tweed Heads and Murwillumbah, 2001
 Taking Charge: Making Decisions for Later Life 1999
 The Eyes Have It: report of vision and older people seminar. 2002
 Too Young to Go: mature age unemployment and early retirement in NSW 2002
 Volunteering and Older People 1996
 When Families Break Down - Rights of Grandparents and Grandchildren 1997
 When the chips are down: Report of a consultation with older residents of Cobar and district 1998
 Who Pays: The Impact of User Pays and Economic Policy of Older People 1998
 Word of Mouth: Older People's Oral Health Seminar 2004

Other documents

Brochures about the NSW Ministerial Advisory Committee on Ageing (one in English and one multilingual)
 Strategic Plan 2003/04 - 2005/06, July 2003
 Consultation Protocols, Nov 2003 edition

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

DISABILITY COUNCIL OF NSW

SECTION 1 – ISSUES PAPERS

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

Position Statement: Access (2001)
Position Statement: Welfare Reform (2001)
Position Statement: Belonging in the Community (2001)
Position Statement: Housing for Everyone (2001)
Position Statement: Ageing (2001)
Setting It Straight - A Survey of Consumers' Views on the Quality and Availability of Orthoses in NSW (1995)
Strategic Focus 2008 (May 2005)
Taxis and People with a Disability: Issues for Government and Industry (1998)
Time for A Break - Results of the Respite Care phone-in (1990)

SECTION 2 – STATEMENT OF AFFAIRS

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

Further information about the Council is also available at its website:

<http://disabilitycouncil.nsw.gov.au/>

SECTION 3 – CONTACT ARRANGEMENTS

Freedom Of Information Officer
Department of Ageing, Disability and Home Care
Level 5, 83 Clarence Street
Sydney NSW 2000

Telephone: (02) 8270 2320 Fax: (02) 8270 2495

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

----- Issued June 2006 -----

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****HUNTER NEW ENGLAND AREA HEALTH SERVICE**

This Summary of Affairs is a combined document incorporating the Hunter Area Health and New England Area Health Services, which merged with the lower section of the Mid North Coast Area Health Service to become the Hunter New England Area Health Service on 1 January 2005.

HUNTER NEW ENGLAND AREA HEALTH SERVICE

The Summary of Affairs covers the Area Administration Office (Newcastle), Regional Administration Office (Tamworth), Tertiary Referrals Hospitals of John Hunter, John Hunter children's, Newcastle Mater Misericordiae and Royal Newcastle; Mental Health Hospitals of James Fletcher and Morisset, Rural Referral Hospitals of Armidale, Maitland, Tamworth, Taree-Manning; District Health Services of Belmont, Cessnock, Glen Innes, Gloucester, Gunnedah, Inverell, Kurri Kurri, Manilla, Moree, Muswellbrook (including Aged Care Facility), Narrabri, Quirindi, Scone, Singleton; Community Hospitals of Barraba, Bingara, Boggabri, Bulahdelah, Denman, Dungog, Emmaville, Guyra, Merriwa, Murrurundi, Tomaree, Tenterfield, Tingha, Walcha, Warialda, Wee Waa, Werris Creek, Wingham; Community Health Services of Armidale, Ashford, Barraba, Beresfield, Bingara, Boggabri, Bulahdelah, Bundarra, Cessnock, Clarendon, Denman, East Maitland, Forster, Glen Innes, Gloucester, Gresford, Gunnedah, Guyra, Gwabegar, Harrington, Hawks Nest/Tea Gardens, Inverell, Kurri Kurri, Manilla, Merriwa, Moree, Morisset, Mungindi, Murrurundi, Muswellbrook, Narrabri, Nelson Bay, Newcastle, Nundle, Pilliga, Premer, Quirindi, Raymond Terrace, Scone, Singleton, Stroud, Tambar Springs, Tamworth, Taree, Tenterfield, Toomelah, Toronto, Uralla, Walcha, Walhallow, Wallsend, Warialda, Wee Waa, Werris Creek and Windale.

The Summary of Affairs also covers such entities as Hunter Area Pathology Service, New England Pathology Service, Hunter Area Rehabilitation Service, Hunter New England Population Health, Hunter New England Mental Health Service, Hunter Health Imaging Service, Migrant Health, Possom Place, Hunter New England Equipment Service/PADP, New England Linen Service, Pacific Linen Services.

SECTION 1 – POLICY DOCUMENTS

The following policies and documents are produced by the Area and may be accessed for information on the intranet site:

Area and Regional Office

- By-Laws of the Hunter New England Area Health Service (draft)
- Personnel Policy and Procedures Manuals
- Delegations of Authority for Hunter New England Area Health Service
- Emergency Handbooks – Hunter Health Plan
- Annual Reports
- Corporate Plan – 2000-2004
- Strategic Healthcare Services Plan 2005-1010
- Hunter Strategy
- Governance – Clinical and Community Engagement Framework March 2005 (Hunter New England Area Health Service)
- Aboriginal Health Plan
- Multicultural Health Plan 2001-2005
- Hunter Aboriginal Health Partnership Agreement
- The Latest – Chief Executive Weekly Newsletter (previously “Fastnews”)
- Service Directory
- Orientation Handbook
- Infection Control Manual
- Health Service Plans
- HNEAHS Performance Agreement 2005/2006

- Personnel Policies and Procedures Manual
 - Sexual Harassment Policy
 - Grievance/Disciplinary Procedures
 - Equal Employment Opportunity Policies
 - Performance Management Policy
 - Occupational Health and Safety Policies
 - Zero Tolerance incorporating Code Black Procedures
 - Human Resource Manual

A working party has been established to combine and formulate a new policy framework for the Hunter New England Area Health Service. Work on this integration will commence early in 2006.

Former Hunter Area Health Service

- 92/02 Code of Conduct
- 92/04 Procedures for Report of Theft and Incidents within Hunter Area Health Service
- 92/07 Approval of Leave to attend conferences/seminars
- 93/02 Transfer of employee annual leave and ADO entitlements between units of the Hunter Area Health Service
- 93/04 Staff employed at more than one site
- 94/01 Appointment of Staff to External Boards and Organisations
- 94/02 Appointment of Clinical Department Heads/Unit Directors
- 94/04 Opening of Mail
- 95/01 Assessment of Intoxicated Persons at HAHS Facilities
- 95/02 College of General Practitioner Trainees – Temporary Privileges
- 95/05 Community Nursing Discharge
- 95/06 Escort of Patients Between Hospitals
- 95/07 Patient Rights and Responsibilities
- 96/01 Intravenous Peripheral Cannula & IV Therapy Management Policy for Adults
- 96/02 Vaginal Examination Policy
- 96/03 Staff Health Documentation and Record Keeping
- 96/04 Dantrolene & Malignant Hyperpyrexia and Hyperthermia
- 96/06 Opportunistic Immunisation of Children
- 96/07 Patients Discharged on Anticoagulant Therapy
- 96/08 Discharge Medications
- 96/09 Patients' Own Drugs
- 96/10 Prescribing for Inpatients
- 96/11 Multi-dose Containers
- 96/14 Urinary Catheterisation
- 96/15 Community Nursing Referral
- 96/16 Exchange Program RN - Emergency
- 97/02 HOSPAS – Patient Anonymity
- 97/04 Central Line
- 97/05 Nurse Initiated Advanced Life Support
- 97/06 Community Nurses and Medication Compliance Aids
- 98/02 Mobile Telephones and Pagers
- 98/03 Service Agreements
- 98/05 Residential Aged Care Placement
- 98/06 Aboriginal and Torres Strait Islander Deaths
- 98/08 Leave without pay
- 98/09 Fundraising – Purchase of Equipment
- 98/10 Intellectual Property
- 98/12 Occupation of Hunter Area Health Service Properties by NGOs
- 98/13 Approval Process for Aboriginal Health Services
- 98/14 "No CPR" Guidelines
- 98/15 Advertising
- 98/16 Outpatient Pharmaceutical Charges
- 99/01 Environmental Policy
- 99/02 Disposal of Surplus Equipment
- 99/03 Complementary medicine use in hospitals
- 99/04 Guidelines for discharge of residents from Aged Care Facilities
- 99/05 Bed Allocation

- 99/07 Work Restrictions for Infected Health Care Workers
- 99/08 Latex Allergy
- 99/10 Manual handling
- 99/11 OH&S Footwear
- 99/12 Fraud Control
- 99/14 Child Health Nursing/Early Childhood Service
- 99/17 Senior Medical/Dental Appointments
- 99/18 Tuberculosis Screening
- 99/19 Email and Internet Access
- 99/20 Process for Resolution of Complex Individual Patient Resource Allocation Issues
- 99/21 Staff implications arising from the restructuring of services
- 99/22 Relieving in higher grade positions
- 99/23 Reporting Allegations of Child Abuse
- 00/03 Resolution of complaints regarding the clinical competence and/or performance of doctors
- 00/04 Point of Care Testing
- 00/05 Guidelines for the Establishment and Maintenance of General Clinical Coding Audits
- 00/06 Correction/Redirection of Duplicate Medical Record Numbers within the HOSPAS System
- 00/07 "Live Load" Testing of Emergency Generators in Health Facilities
- 00/08 Management of Bowel Care in the Community Setting
- 00/09 Online Publishing on the Hunter Health Intranet and Internet Sites
- 00/10 Records Management
- 00/11 Danger Tags
- 00/12 Out of Service Tag
- 00/13 Flexible Work Practice
- 01/01 Safe Work Practices
- 01/02 Reporting of Safety Related Issues by Staff
- 01/03 ROI – Section 248 (Children and Young Persons Care & Protection Act 1998 NSW)
- 01/04 Notification of Coronial Matters
- 01/05 Introduction of New Interventional Procedures Involving Patients in the Hunter Area Health Service
- 01/07 Complaints Management
- 01/10 Smoke Free Workplace
- 01/11 Children and Young People at Risk of Harm or Abuse and/or Neglect
- 01/12 Over-Award Payments and/or Employment Conditions
- 01/13 Motor Vehicles
- 01/14 Confined Space
- 01/16 Hearing Conservation in the Workplace
- 01/17 Pressure Wounds: Risk Management and Documentation
- 01/18 Management After Birth of Non-viable Foetus (less than 400 grams, less than 20 weeks gestation)
- 01/19 Creutzfeldt-Jakob Disease (CJD)
- 01/20 Violence, Abuse and/or Neglect: Domestic Violence, Family Violence, the Adult Client and/or their Carer, Victims of Crime
- 01/21 Bullying, harassment and discrimination
- 01/22 Reduction of excessive annual leave balances
- 01/23 Cost sharing of imported blood products and related recombinant products
- 01/24 Injury management
- 01/25 Reference checking
- 01/27 Administration and management of Non-Government Organisation (NGO) Grant Program
- 02/01 Personal protective equipment
- 02/02 Sun safety
- 02/03 Product management process
- 02/04 Workplace change, design/redesign, refurbishment and service planning.
- 02/05 Management of clinical adverse events
- 02/06 Conduct of patient safety meetings
- 02/07 Risk reduction for wrong site clinical interventions (including wrong site surgery)
- 02/08 Use of red syringes to reduce the risk for inadvertent administration of neuromuscular blocking agents.

- 02/09 Retained body parts – funeral expenses
- 02/11 Clinical management of patients with possible suicidal behaviour or who are at risk of suicide
- 02/12 Policy development framework
- 02/13 Assistants in nursing
- 02/15 Surgical site infection surveillance (SSI)
- 02/17 Management of infection control incidents
- 02/18 Prevention of Chickenpox in hospitalised patients and staff
- 02/19 Motor Vehicle Safety
- 02/20 Changes in Occupancy of Space within Hunter Area Health Service Facilities
- 02/21 Alcohol and Other Drugs Policy for Nursing Practice
- 02/22 Asbestos Management
- 02/23 Process for Dealing with Safety Alerts from the Therapeutic Goods Administration (TGA)
- 02/24 Compliance Maintenance
- 02/25 Preventative Maintenance
- 02/26 Emergency telephone orders for the administration of medications where the medical officer is unable to be present
- 02/27 Dispute resolution concerning disagreements in the ordering and interpretation of clinical tests
- 02/28 Medical responsibility for the care of patients awaiting transfer to another healthcare facility and/or who require specialist clinical advice.
- 02/29 Transfer of information from maternal services to child and family health nursing services
- 02/30 Transfer of care from maternal services to child and family health nursing services
- 02/31 Disposal of the placenta
- 03/01 Suspected adverse drug reaction reporting and documentation
- 03/02 Nurse Initiated Medicines
- 03/03 Obstetric Transfers
- 03/04 Employment of Postgraduate Medical Officers Year 1 and Years 2 (PGY2 and PGY2)
- 03/05 Intravenous Cannulae in Post Operative Paediatric Patients
- 04/01 Policy implementation
- 04/02 Antibiotic Guidelines
- 04/03 Radiation Safety
- 04/04 Interference to medical equipment from the use of cellular mobile telephones and other radio transmitters
- 04/05 Management of women with post partum haemorrhage
- 04/06 Hazardous Substance Management
- 04/07 OH&S Accident, Incident and Near Miss Reporting, Recording and Investigation
- 04/08 ADOs – HSM3 and Above
- 04/09 Disposal of Surplus Equipment
- 04/10 Advanced clinical roles for enrolled nurses
- 04/11 Administration of medication by enrolled nurses
- 04/12 Staff identification
- 04/13 Infection control management of multi-resistant organisms (MRO's) in Hunter Health facilities
- 04/14 Infection Control and Control Policy Related to Construction and Renovation
- 04/15 Protocol for liaison with pharmaceutical company representatives
- 04/16 Serological Testing for HIV, HBV and HCV Health Care Workers involved in “exposure prone procedures”
- 04/17 Safety Rules
- 04/18 Reporting of Corrupt Conduct under S11 Independent Commission Against Corruption Act, 1988
- 04/19 Management of Opioid Dependent Patients Admitted to Public Hospitals in Hunter Health
- 04/20 Introduction and Amendment of Health Record forms
- 04/21 Cough Policy for Staff
- 04/22 Febrile Patient Management (Adults and Children)
- 04/23 Exposure Management for Blood and Body Substances for Health Care Workers (HCWs) and the Community

- 04/24 Immunisation of Healthcare Workers (HCWs) and Health Care Students (HCSs) and at Risk Patient Groups
- 04/25 HIV Post Exposure Prophylaxis (PEP) Occupational Exposures
- 04/26 Culling Clinical Records in Hunter Health Facilities

Former New England Area Health Service

- 98-01 Supply of Oxygen and Continence Aids through PADP (Department of Health Circulars 2000/103 and 2000/104 now cover these issues).
- 98-02 Sale of Aids and Appliances through PADP Lodgement Centres, (Department of Health Circulars 2000/103 and 2000/104 now cover these issues).
- 98-03 PADP Means Test Limits and Client Contribution Fee (Department of Health Circulars 2000/103 and 2000/104 now cover these issues).
- 98-04 Rights of Private Practice and Private Employment for Allied Health Staff (under review)
- 98-05 Assessment of the Extinction of Life and Certification of Death (Department of Health Circular 99/92 now covers this issue).
- 98-06 Entonox Administration (superseded by 02-16)
- 98-07 Restraint (superseded by 00-06)
- 98-08 Basic Foot Care by Nurses (superseded by 02-06)
- 98-09 Telephone Advice Policy (superseded by 02-13)
- 98-10 Student Training and Rights of Patients (under review)
- 98-11 Clinical Care of Patients with Meningococcal Infection (superseded by 02-05)
- 98-12 Presentation of Health Information of a Controversial Nature in Schools – for review in light of “Health Promotion with Schools: A Policy for the Health System” October 2000
- 98-13 Thrombolytic Policy (superseded by Guidelines and Procedures 02-01)
- 98-14 Defibrillation by Accredited Registered Nurses (superseded by 02-14)
- 98-15 Defibrillation by Accredited Registered Nurses or Accredited Enrolled Nurses using a Semi-automatic External Defibrillator (superseded by 02-15)
- 98-16 Complaints – reviewed in April 2001.
- 99-01 Response to Abuse of Older People (superseded by Policy No. 03-21)
- 99-02 Volunteer Service Policy (superseded by Policy No. 03-03)
- 99-03 Provision of Care by Health Service Staff to Hostel Residents (suspended pending review)
- 99-04 Formal Pastoral Care/Chaplaincy Services (superseded by Policy No. 2003-22)
- 99-05 Media Policy
- 99-06 Management of Possible Suicidal Behaviour
- 99-07 Consent to release and exchange information
- 99-08 Counselling supervision in Community Health (superseded by Policy No.2003-02)
- 99-09 Patient Transport Policy (superseded by Policy No. 2003-09)
- 99-10 Management of HCW and non-occ. Exposure to HIV, Hep. B and Hep. C
- 99-11 Occupational Rehabilitation Policy (superseded by Policy No. 02-10)
- 99-12 Manual Handling Policy, Reviewed in April 2001
- 99-13 Hazardous Substances and Dangerous Goods (superseded by Policy No. 02-07)
- 99-14 Occupational Health and Safety Policy (superseded by 02-08)
- 99-15 Occupational Noise Management Policy (superseded by 02-09)
- 00-01 Single use, Re-use and Reprocessing of Medical Devices
- 00-02 Cleaning for Reprocessible Medical Devices
- 00-03 Admission and Discharge Planning
- 00-04 Access to and Use of the Internet
- 00-05 Clinical Practice Guidelines for the Administration of Medications Superseded by 02-04)
- 00-06 Restraint (superseded by Policy 2003-07)
- 00-07 Latex Attachments – distributed 9/01/01
- 00-08 Learning and Development Leave approval policy
- 00-09 Caring for Homebirth clients following transfer to hospital
- 00-10 Gonorrhoea and Chlamydia testing of Aboriginal Women by Women’s Health Nurse (PCR)
- 00-11 Needle Syringe Program Secondary Outlet Policy
- 00-12 Sun Protection Policy (superseded by Policy 2003/05)
- 01-01 Fundraising Policy
- 01-02 Health Care Workers infected with HIV, Hepatitis B or Hepatitis C

01-03	Code of Conduct Policy and Standards
01-04	Records Management
01-05	Public Hospitals Methadone Maintenance Treatment
01-06	Community Health Intake and Registration
01-07	Guidelines on the management of health care at the end of life (NSW Health has issued a final draft document (September 2002) for Guidelines for Decision Making at the End of Life
02-01	Clinical Guidelines for Patients with Chest Pain from a Possible Acute Coronary Syndrome
02-02	Recommendations regarding rural district and community hospital Pharmacy Anti-venom and Venom Detection Kit (VDK) stocks
02-03	Guidelines for the use of Metered Dose Inhalers (MDIs) and Spacers
02-01	Provision of Physical Activity Programs in Community Settings
02-02	Recognition of Length of Service (superseded by Policy 03-04)
02-03	Clinical Practice Guidelines for the Administration of Medications (replaces policy 00-05)
02-04	Clinical Practice Guidelines for the Administration of Medications (replaces Policy 00-05)
02-05	Clinical Care of Patients with Meningococcal Disease (replaces policy 98-11)
02-06	Footcare provided by Nurses (replaces policy 98-08)
02-07	Hazardous Substances and Dangerous Goods (replaces Policy 99-13)
02-08	Occupational Health & Safety (replaces Policy 99-14)
02-09	Occupational Noise Management (replaces policy 99-15)
02-10	Occupational Rehabilitation (replaces policy 99-11)
02-11	Policy Development & Management
02-12	Recovery of Wages Overpayment
02-13	Telephone Advice Policy (replaces Policy 99-13)
02-14	Manual external defibrillation by credentialed registered nurses (replaces policy 99-14)
02-15	Defibrillation by credentialed registered nurses or credentialed enrolled nurses using a semi automatic external defibrillator (replaces policy 99-15)
02-16	Entonox Administration (replaces 98-06)
02-17	Management of a complaint or concern about a clinician
02-18	Clinical Audit
03-01	Clinical Guidelines for the Acute Management of Young Children and Infants with Gastroenteritis in Hospitals.
03-02	Guidelines for the Preservation of Forensic Evidence (reissued October 2003)
03-03	Protocol for the Management of Alcohol Withdrawal in NEAHS Facilities
03-04	Guidelines for Checking Resuscitation Equipment and Recommended Stock Items on Resuscitation Trolleys
03-05	Guidelines for the Early Notification of Severe Trauma within the New England Critical Care Network
	MS 1/2003 Third Stage of Labour – Active Management
	MS 2/2003 Post partem Haemorrhage (PPH)
	MS 3/2003 Retained Placenta
	MS 4/2003 Inverted Uterus
	MS 5/2003 Hypertensive State in pregnancy
	MS 6/2003 Protocol for Hydrazaline Infusion
	MS 7/2003 Guidelines for the use of Magnesium Sulphate in Pre-eclampsia and Eclampsia
03-01	Aged Care Services – Planning and Leadership
03-02	Clinical Supervision in Counselling Services (replaces Policy 99-08)
03-03	Volunteer Services (replaces Policy 99-02)
03-04	Recognition of Length of Service (replaces Policy 02-02)
03-05	Sun Protection (replaces Policy 00-12)
03-06	Infection Control
03-06	A Infection Control – Oral Health
03-07	Before School Screening
03-08	Management of Nicotine Dependent Inpatients
03-09	Patient Transport (replaces Policy 99-09)
03-10	Radiation Safety
03-11	Recruitment and Selection of Staff

03-12	Documentation of Assessment and Care in Aged Care Services
03-13	Compliance
03-14	Use of Healthcare Interpreters
03-15	Security
03-16	Healthcare Records – Documentation
03-17	Administration of Medication in Aged Care Services
03-18	Risk Management
03-19	Access to and use of the Internet
03-20	Electronic Messaging
03-21	Response to Abuse of Older People (replaces Policy 99-01)
03-22	Pastoral Care/Chaplaincy Services (Replaces Policy 99-01)
03-23	Patient Information & Consent to Medical Treatment
03-24	Management of Alcohol Withdrawal in NEAHS facilities
03-25	Cardiac Rehabilitation
03-26	Gonorrhoea and Chlamydia Urine Testing of Aboriginal people by Aboriginal Sexual Health Education Officers and Community Health Nurses using Polymerase Chain Reaction (incorporating Guidelines and Procedures)
03-27	Restrain of patients/residents in New England Area Health Service facilities (replaces Policy 00-06)
04-01	Waste Management
04-02	Health Promotion with Schools
04-03	Latex Allergy
04-04	Administration of Medications by ENs
04-05	Crutches
04-06	Child Protection
04-07	Assess Extinction of Life Certification of Death
04-08	Coroners cases
04-09	Sexual Diversity
04-10	Single Use and Reprocessing of Medical Device
04-11	Identification and management of Perinatal Depression
04-12	Privacy – Policy Memorandum
04-13	Mental Health Acute Bed Management Policy
04-14	Resuscitation of Newly Born Infant
04-15	Safe Handling of IV Potassium Chloride
04-16	Compassionate Supply of Medications Scheme
04-17	Consumer and Carer Participation in Mental Health
04-18	Safe Introduction of New Interventional Procedures into Clinical Practice

2004 Guidelines and Procedures

04-01	Procedure for Cleaning of Reprocessable Medical Devices
04-02	Severe trauma early notification
04-03	Self-inflating bag valve mask devices
04-04	Resuscitation Equipt-trolleys
04-05	Potassium Chloride IV Infusions
04-06	Client Registration Guidelines
MS 1 – 2004	Resuscitation of Newly Born Infant
MS 2 – 2004	Administration of Anti D
MS 3 – 2004	Respiratory Maladaption

2005 Guidelines and Procedures

05-01	Intermittent Bolus Dose and Continuous Infusion of Epidural Drugs Policy
05-02	Patient-controlled Analgesia (PCA)
05-03	Administration of Vitamin K to Adults for the treatment of increased Prothrombin Time (Elevated INR)

2006 Hunter New England Policies

06/01	Pressure Ulcer Prevention
06/02	Principles of Patient Flow

Hospitals, Community Services and Units

- Hospital and Departmental Policy and Procedures Manuals
- Admission and Discharge Policy
- Nursing Services Policy/Procedure Manuals
- RMOs/Medical Officers' Handbook
- Orientation Handbook
- Infection Control Manuals
- Quality Management Plans
- Patient Information Brochures/Handouts
- Patient Brochures
- Hospital Newsletters
- Disaster Plans
- Occupational Health and Safety Manuals

Methods of Conveying Regulations, Protocols, Policy Matters to Selected Groups

- Administrative memoranda
- Medical Administrative memoranda
- Nursing Administrative memoranda
- Intranet/Internet
- GroupWise Email
- Committees' Structure
- Media Releases
- Chief Executive Newsletters

SECTION 2: STATEMENT OF AFFAIRS

Section 14(1)(a) of the FOI Act requires a Statement of Affairs of an agency to be published every 12 months.

The Statement of Affairs of the Hunter New England Area Health Service provides a general description of the Service, records kept and documentation available from each of the individual Hospitals/Units. However, the majority of requirements are also covered in Annual Reports.

Annual Reports provide information on the objectives, functions and structure of the Hunter New England Area Health Service. A copy of Annual Reports may be obtained by contacting the Hunter New England Area Health Service Area Administration on (02) 4921 4960 or the Tamworth Office on (02) 6767 7125.

SECTION 3 – CONTACT ARRANGEMENTS

All enquiries about gaining access to these documents, or FOI matters generally, should be directed to the following between the hours of 8.00 am and 5.00 pm:

Mrs Heather Stephens
A/FOI Coordinator
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FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)
SUMMARY OF AFFAIRS
of the
NORTH COAST AREA HEALTH SERVICE
JUNE 2006

The Summary of Affairs of the North Coast Area Health Service covers the Area Offices, Division of Population Health and Planning, Community Health Services, Ballina District Hospital, Bellinger River District Hospital, Bonalbo Hospital, Byron District Hospital, Campbell Hospital - Coraki, Casino & District Memorial Hospital, Coffs Harbour Base Hospital, Dorrigo Multi Purpose Service, Grafton Base Hospital, Kempsey District Hospital, Kyogle Memorial Health, Lismore Base Hospital, Macksville District Hospital, Maclean District Hospital, Mullumbimby & District War Memorial Hospital, Murwillumbah District Hospital, Nimbin Multi Purpose Service, Port Macquarie Base Hospital, The Tweed Hospital, Urbenville Rural Hospital and Health Service Project (RHHSP), Wauchope District Memorial Hospital and other public health services.

Please note that the North Coast Area Health Service comprises the former Northern Rivers Area Health Service and the northern part of the former Mid North Coast Area Health Service. As such, there is a certain duplication of policies in the short term until new, combined, policies are developed and implemented. Hospitals, Community Health Centres and other programs that do not have an entry in this summary operate under North Coast Area Health Service and NSW Health policies and guidelines.

SECTION 1 – POLICY DOCUMENTS

The following policies and documents are produced by the North Coast Area Health Service, individual Hospitals and Services and may be accessed for information.

Area Office

- Aboriginal Health Plan
- Aboriginal Health Strategic Plan
- Access To Unregistered Medications Through The Special Access Scheme
- Administration of Medications by Enrolled Nurses Policy
- Alcohol and Other Drugs Manual
- Adult Patient Assessment Tool and Care Plan for North Coast Area Health Service Hospitals
- Annual Report
- Area Asset Strategic Plan
- Area Clinical Services Plan 2002-2007
- Area Fire Safety Policy
- Area Health Plan
- Area Renal Services Plan
- Area Strategic Plan
- Assessment and Management of Depression in the Elderly
- Audit Committee Terms of Reference
- By-laws of the North Coast Area Health Service
- Child Protection Policy and Procedures Manual
- Child, Youth and Family
- Clinical Services Policy Manuals
- Clinical Supervision Policy
- Contractor Occupational Health and Safety Management
- Code of Conduct, NSW Health
- Community Health Service Emergency Procedures Handbook
- Community Participation Policy
- Complaints Management, Policy and Procedure
- Complementary Medicines for Inpatients, Guidelines
- Consent for Medical / Nursing Intervention

- Consent to Medical Treatment Policy
- Consumer Rights and Responsibilities
- Critical Care Network Plan
- Critical Incident Policy
- Dementia Care Plan
- Diabetes Service Policy Documents
- Discharge Planning Policy
- Domestic Violence Implementation Plan
- Early Notification of Severe Trauma
- Early Psychosis Policy
- Environmental Scoping Plan
- Family Planning Service Protocols and Procedures
- Food and Nutrition Policy
- Fraud Prevention and Control Plan
- General Reference Manual
- Guidelines for Fire Safety in Health Care Facilities
- Guidelines for Reportable Incidents
- Health Research conducted within NCAHS, Process for review and approval
- HIV/HCV Policy
- HIV/Sexual health and Hepatitis C Service Plan 2003 – 2006
- Identified Special Needs Patients, Smoke Free Workplace Policy
- Infection Control Guidelines
- Information Security Policy
- Interim Policy on the Management of People with Disabilities in Hospitals
- Latex Allergy and Prevention Pamphlet for Health Care Consumers
- Long Term Residential Care Patients – Smoke Free Workplace
- Management of a Complaint or Concern about a Clinician
- Management of Abuse of Disabled and Older People
- Management of Clinical Adverse Events and Near Misses Policy
- Management of Opioid Dependent Persons Admitted to Public Hospitals
- Management of Water Quality for Haemodialysis
- Management of Workplace Aggression and Violence
- Mental Health Plan
- Mental Health Strategic Plan
- Methadone Maintenance Treatment
- Needle and Syringe Program Policy
- No Cardio Pulmonary Resuscitation Policy
- Personal Information Privacy Policy
- Opioid Pharmacotherapy Maintenance Treatment
- Opportunistic Immunisation Policy
- Ordering of Pathology and Radiology requests and referral to specialists by non-medical clinicians Policy
- Orthodontics Policy
- Paediatric Surgery Policy For Richmond Valley Hospitals Handling Injuries
- Palliative Care Service
- Patient Valuables and Belongings
- Payment to Visiting Medical Officers, Visiting Dental Officers and General Practitioners
- People Experiencing Mental Illness, Smoke Free Workplace
- PEP – Post Exposure Prophylaxis for Occupational & Non-occupational Exposures Policy, Guidelines & Clinical Flowchart
- Personal Health Information, Release of, Policy
- Policy on the Introduction (By Healthcare Professionals) of Complementary Therapies and Complementary Medicines
- Postnatal Depression/Perinatal Mood Disorders Area Policy
- Pre-employment Criminal Records Screening
- Prevention and Management of HIV & Hepatitis Infection in Health Care Workers Policy
- Professional Accountability and Clinical Governance for Northern Rivers Area Health Service Nurses
- Progressing Quality in the NRAHS
- Protected Disclosures Policy
- Quality Policy Statement

- Quality issue alerts for clinical products (equipment and/or Consumables)
- Recall of Clinical Products (Equipment and/or Consumables)
- Responding to Allegations of Child Abuse Against Employees
- Restraint Policy
- Revenue Policy
- School Health Nursing Policy
- Security Policy
- Sexual Assault Policy Manual
- Sexual Health and Blood-borne Viruses Strategic Plan
- Sexual Health and Hepatitis C Plan
- SHOP – Sexual Health Operational Procedures
- Smoke Free Community Visits Policy
- Smoke Free Health Care Policy
- Standard procedures for the handling of accountable items during surgery in the operating theatres
- Telehealth Services – Access and Administration
- Tobacco Plan
- Use of Mobile Telephones in Health Care Facilities
- Women’s Health Nurse Policy
- Women’s Health Strategic Plan
- Write off of “excess” amounts from private inpatients hospital accounts Policy
- Write-off and Deductible fees Policy
- Zero Tolerance to Violence

Mental Health Services.

- Area Mental Health Risk Management Plan
- Clinical Policy and Procedures Manual
- General Policy and Procedures Manual
- Collaborative Services, Drug & Alcohol and Mental Health Services
- Physical Restraint Procedures
- Privacy & Confidentiality Policy
- School Link Policy

Hospitals and Community Health Services

Community Health Services

Ballina Community Health

- Administration and Reception Policy and Procedure Manual - Ballina Site
- Complaints Manual - Ballina Site
- Critical Incident Policy Manual - Ballina Site
- Development 0 - 5 years Policy and Procedures
- Emergency Procedures Manual
- Hospital/Shire and DOCS Welfare Disaster Plans
- Occupational Health and Safety Manual
- Paediatric Occupational Therapy Policy Manual
- Papanicolau (PAP) Test Policy
- Physiotherapy Policy and Procedure Manual
- Policy and Procedures for Use and Transportation of Beds for Clients of Ballina Primary Care
- Risk Management and Claims Manual - Ballina Site
- Safe Operating Procedures
- Safety and Security Manual - Ballina Site
- School Health Nursing Policy
- Service Delivery Plans for Paediatric Therapy Services
- Speech Pathology Policy Manual
- Team Planning Manuals containing: Area Health Plan, Demographic Profiles, Performance Agreements and Strategic Directions.
- Use of Facilities by Visiting Clinicians Providing Services to Privately Referred Outpatients Policy

Byron Bay Community Health

- Administration and Reception Policy and Procedure Manual
- Dementia Care Policy Manual

- Hospital/Shire and DOCS Welfare Disaster Plans
- Physiotherapy Policy and Procedure Manual
- Safe Operating Procedures
- Safety and Security Policy - Byron Hospital/CHC
- Service Delivery Plans
- Speech Pathology Policy Manual
- Team Planning Manuals containing: Area Health Plan, Demographic Profiles, Performance Agreements and Strategic Directions.
- Use of Facilities by Visiting Clinicians Providing Services to Privately Referred Outpatients Policy
- Visiting Medical Officers Liaison Policy

Casino Community Health

- Disaster Plans - NSW Health Plan, Local Plan
- Domestic Violence Policy and Protocol Manual
- Health Records and Information - Manual for Community Facilities
- Occupational Health and Safety Manual
- Primary and Extended Care Policy and Procedures Manual
- Quality Plan for Casino Primary Health Care
- Rights and Responsibilities Pamphlet
- Staff and Services Pamphlet

Coraki Community Health

- Critical Incident Manual
- Emergency and Special Procedures Manual
- Intravenous Therapy
- Operational Policy and Procedure Manual
- Policy and Guidelines for Parental Administration of Medications
- Protocols and Standing Orders for Medication Administration
- Rehabilitation Unit Policy and Procedure Manual
- Security and Safety Policy and Procedure Manual

Grafton Community Health

- Child and Family Policy & Procedures
- Child Protection Policy and Procedures
- Community Health Policy and Procedures Manual
- Community Nursing Policy and Procedures
- Counter Disaster Plan
- Early Childhood Policy and Procedures
- Healthplan
- Patient Matters Manual
- Safety and Security Manual

Kyogle Community Health

- Kyogle Community Health Brochure / Rights of Consumer
- Kyogle Memorial Hospital General Reference Manual

Mullumbimby Community Health

- Emergency Procedures Manual
- Hospital/Shire and DOCS Welfare Disaster Plans
- Mullumbimby Community Health Elective Surgery Transport Scheme
- NRAHS General Reference Manual
- NSW Disaster Planning Manual
- Physiotherapy Policy and Procedure Manual
- Safe Operating Procedures
- Use of Facilities by Visiting Clinicians Providing Services to Privately Referred Patients
- Visiting Medical Officers Liaison Policy

Murwillumbah Community Health

- By-Laws

Primary Health and Extended Care Directorate (former MNCAHS sites) Community Health.

- Area Oxygen And Respiratory Guidelines and Procedure Manual
- Diabetes Service Policy Documents

- Handling and Administration of medication by community based health care services
- Feed the Family Guidelines
- Palliative Care Policies
- Sexual Assault Service Procedures
- Women's Health Nurses Procedures and Protocols
- Wound Management Guidelines

Southern Cluster Community Health Services

- Aged Care Assessment Team – Intake Prioritisation Procedure
- Assessment Care and Discharge Planning Policy
- Consent Policy
- Disaster Response Policy
- Health Promotion Policy
- Intake Policy
- Quality Improvement Policy
- Risk Management Policy – Maclean

Tweed Heads Community Health

- By-Laws
- Critical Incident Manual: Policy and Guidelines
- Disaster Plans
- General Management Policy and Procedures Manual
- Mental Health Policy and Procedures Manual 1 and 2
- Safety and Security Policy

Western Cluster Community Health Services

- Clients Rights and Responsibilities Policy
- Community Health Western Business Plan
- Community Health Western Strategic Plan
- Disaster Policy
- General Reference Manual
- Quality Improvement Policy

Sexual Health and Needle and Syringe Exchange

- NRAHS HIV/BBC Strategic Plan
- NRAHS Sexual Health Promotion Plan

Hospitals

Ballina District Hospital

- NRAHS General Reference Manual
- Occupational Health and Safety Manual
- Policy and Clinical Practice Manual
- Policy and Guidelines for Parental Administration of Medications
- Protocols and Standing Orders for Medication Administration
- Occupational Health & Safety Policy and Procedure Manual
- Safe Operating Procedures
- Safety and Security Manual
- Disaster manuals

Bellinger River District Hospital

- Clinical Policies and Procedures Manual
- General Policy and Procedures Manual

Bonalbo Hospital

- Patient Matters Manual
- Safety and Security Manual
- Disaster manuals

Byron District Hospital

- Burns Management and Transfer Guidelines
- Child Protection Policy and Procedure
- Safety and Security Manual

- Patient Information Manual
- Occupational Health and Safety Policy
- Manual Handling Policy

Campbell Hospital - Coraki

- Management of Burns
- Multicultural Resource Manual
- NCAHS General Reference Manual
- Operational Policy and Procedure Manual
- Security and Safety Policy and Procedure

Casino & District Memorial Hospital

- Operational Policy Manual
- Nursing Policy Manual
- Patient Information
- Quality Activity Plans

Coffs Harbour Health Campus

- Administration Policy and Procedure Manual
- Biomedical Engineering Policy and Procedure Manual
- Birthing Unit Policy and Procedure Manual
- Central Sterilising Services Department Policy and Procedure Manual
- Community Health Policy and Procedure Manual
- Day Surgery Policy and Procedure Manual
- Emergency Policy and Procedure Manual
- General Policy and Procedure Manual
- Infection Control Policy and Procedure Manual
- Intensive Care Unit / Coronary Care Unit Policy and Procedure Manual
- Medical Imaging Policy and Procedure Manual
- Medical Records Policy and Procedure Manual
- Medical Unit Policy and Procedure Manual
- Neonatal Nursery Policy and Procedure Manual
- Obstetrics Policy and Procedure Manual
- Oncology Policy and Procedure Manual
- Paediatrics Policy and Procedure Manual
- Pathology Policy and Procedure Manual
- Pharmacy Policy and Procedure Manual
- Physiotherapy Policy and Procedure Manual
- Primary Health Policy and Procedure Manual
- Rehabilitation Policy and Procedure Manual
- Social Work Policy and Procedure Manual
- Speech Pathology Policy and Procedure Manual
- Surgical Ward Policy and Procedure Manual

Dorrigo Multi Purpose Centre

- NRAHS HIV/BBC Strategic Plan
- NRAHS Sexual Health Promotion Plan

Grafton Base Hospital

- Admission and Discharge Policy
- Clinical Policy and Procedure Manual
- General Policy and Procedure Manual

Kempsey District Hospital

- Clinical Policy and Procedure Manual
- General Policy and Procedure Manual

Lismore Base Hospital

- Clinical Policy and Procedure Manual
- CSSD (Central Sterile Supply Dept) Reference Manual
- Fees Procedures Volumes 1 and 2
- General Policy and Procedure Manual
- Intensive Care Clinical Practice Manual

- Intravenous Therapy Manual
- LBH Patient Information Guide
- Midwife Resource Manual
- Operation Suites Policy and Procedure Manual
- Paediatric Clinical Practice Manual
- Pain Management Manual
- Pathology Manual
- Pharmacy Policy and Procedures
- Physiotherapy Policy and Procedure
- Policy and Procedure Manual – Radiology
- Protocols - Anaesthetic Department
- Radiation Safety Manual
- Recovery Policy and Procedure Manual
- Renal Unit Policy and Procedures Manual
- Security Manual
- Special Care Nursery Policy and Procedures Manual
- Speech Pathology Policy and Procedures Manual
- Women's Care (Maternity) Unit Policy and Procedures Manual

Maclean Hospital

- Administration Policy and Procedures Manual
- Emergency Policy and Procedures Manual
- General Policy and Procedures Manual
- Nursing Policy and Procedures Manual
- Operating Theatre Policy and Procedures Manual

Mullumbimby & District War Memorial Hospital

- Burns Management and Transfer Guidelines
- Child Protection Policy and Procedure
- Disaster Plan
- Infection Control Manual
- Infectious Diseases Manual
- Management Guidelines, Snake and Spider Bite
- Occupational Health and Safety Policy
- Patient Matters Manual
- Safety and Security Manual

Murwillumbah District Hospital

- Admission and Discharge Policy
- Airport Emergency Plan
- Assessment and Rehabilitation Policy and Procedure Manual
- Disaster Manual
- Emergency Preparedness Manual
- Infection Control Manual
- Medical Records Policy and Procedure
- Occupational Health and Safety Manual

Nimbin Multi Purpose Centre

- Case Plans Policy
- Clinical Policy and Procedures Manual
- Community Aged Care Packages Resource Book and application forms
- Disaster Plan
- Emergency Care Protocols (Adult and paediatric)
- Nurse Practitioner Nimbin Health Practice Guidelines
- Nursing Standards Manual
- Patient Information Booklet (Rights and responsibilities)
- Residential Care Admission Information and Application Package
- Wound Management Guidelines

Port Macquarie Base Hospital

- NRAHS HIV/BBC Strategic Plan
- NRAHS Sexual Health Promotion Plan

The Tweed Hospital

- CIAP Clinical Practices Guidelines
- Clinical Risk Management Programme
- Continuum of Care, General Manual
- Emergency Department Clinical Practice Guidelines, Adult.
- Emergency Department Clinical Practice Guidelines, Clinical Skills
- Emergency Department Clinical Practice Guidelines, Paediatric
- General Policy and Procedures Manual
- Tweed Emergency Preparedness Manual
- Tweed Hospital Clinical Practice Manual

Directorate of Population Health, Planning and Performance

- Consent Forms
- Home Visits Protocol
- List of Appointed Medical Referees
- Notifiable Diseases Manual

SECTION 2 – STATEMENT OF AFFAIRS

A copy of the Statement of Affairs is available in the North Coast Area Health Service Annual Report, copies of which can be obtained from the officer whose contact details appear in Section 3.

SECTION 3 – CONTACT ARRANGEMENTS

Inquiries in relation to the inspection or purchase of the Area's policy documents can be made with the officer listed below between the hours of 8.30am and 5.00pm.

Area Records Manager
North Coast Area Health Service
Locked Mail Bag 11
LISMORE NSW 2480
Telephone: 02 6620 2100

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****SOUTH EASTERN SYDNEY AND ILLAWARRA AREA HEALTH SERVICE****JUNE 2006**

The Summary of Affairs of the South Eastern Sydney and Illawarra Area Health Service (SESIAHS) for June 2006 covers the following:

- Area Health Executive Support Unit
- Area Public Health Unit
- Area Food Services
- South Eastern Area Laboratory Services (SEALS)
- Prince of Wales Hospital
- Sydney / Sydney Eye Hospital
- Royal Hospital for Women
- Sydney Children's Hospital
- St George Hospital & Community Health Service
- Sutherland Hospital & Community Health Service
- Garrawarra Centre
- Northern Illawarra Hospital Group
- Shoalhaven Hospital Group

SESIAHS most recent Statement of Affairs is published the Annual Report 2004-2005, issued on 15 February 2006.

Inquiries concerning the procedures for inspecting SESIAHS policy documents should be directed to

Freedom of Information Coordinator	Telephone 42534888
Executive Support Unit	8.30 am to 5.00 pm
Locked Mail Bag 8808	Monday to Friday
South Coast Mail Centre NSW 2521	

Area Corporate Governance Policy Directives

Name of Policy Directive	Document Number	Date of Issue
• Audits - Area Management System	PD 001	July 2005
• Australian Standards - access to	PD 002	July 2005
• Child protection	PD 039	Nov 2005
• Code of conduct		
• IAHS	PD061	2000
• SESAHS		
• Protected disclosure officers contacts		Jan 2006
• Committees - Area, management of	PD 003	May 2005
• Common seal and register for SESIAHS	PD 004	July 2005
• Complaints management policy - Frontline - Reports to Clinical Governance Unit	PD 037	Sept 2004
• Computer blocking - emails, websites	PD 035	Sept 2005
• Computer surveillance policy	PD 034	Sept 2005
• Computer use - e-mail, internet and intranet	PD 036	April 2006
• Continuous Improvement	PD 005	May 2005
• Document - control of	PD 006	Oct 2005
• Emergency management	PD 069	Mar 2006
• Fire safety IAHS	PD 081	Aug 2004

• Freedom of Information	PD 046	Nov 2005
• Global emails - management of	PD 045	Nov 2005
• Incident management	PD 040	Mar 2006
• Labelling sensitive information	PD 018	Aug 2005
• Leadership and management	PD 008	May 2005
• Manual Handling policy IAHS	PD 072	Sept 2004
• Media policy SESAHS	PD 080	Jan 2003
• Media liaison protocols - NSW Health		
• Mobile telephone policy	PD 071	Jan 2006
• Movable Heritage policy SESAHS	PD 074	July 2001
• NSW Health - policy, guidelines and information Bulletin Distribution System within SESIAHS	PD 011	Nov 2005
• OH&S policy		
• IAHS		
• SESAHS	PD 073	Nov 2004
• Privacy policy	PD 042	Jan 2006
• Policy & procedures, development, approval and revision	PD 012	Feb 2006
• Protected disclosure - internal reporting	PD 013	May 2005
• Protected disclosure officers contacts		Jan 2006
• Records - destruction	PD 021	Sept 2005
• Records - disaster management	PD 022	Sept 2005
• Records management	PD 019	Sept 2005
• Records management NSW Health Policy Directives		
• Records - management of e-mail	PD 020	Sept 2005
• Records - managing paper original of Imaged Records	PD 023	Sept 2005
• Records - retention periods	PD 024	Sept 2005
• Records - storage and protection	PD 025	Sept 2005
• Research management policy IAHS	PD 075	March 2004
• Risk management procedure		
• IAHS	PD 066	Dec 2004
• Root Cause Analysis Teams (RCA)	PD 015	Sept 2005
• Root Cause Analysis Team Guidelines Handbook	HB 003	Feb 2006
• Security - Fire safety IAHS	PD 081	Aug 2004
• Security staff - working in community	PD 068	Aug 2004
• Security - people and property	PD 067	April 2006
• Severity Assessment Code Poster (SAC) - NSW Health	NSW Health	Nov 2005
• Smoke free environment policy		
• IAHS		
• SESAHS		
• Suspicious mail - management of	PD 070	Mar 2006
• Waste management IAHS	PD 079	Sept 2004

Area Clinical Governance Policy Directives

Name of Policy Directive	Document Number	Date of Issue
• Complaint about a Clinician		March 2006
• Documentation in the Health Care Record IAHS	PD 057	Dec 2004
• Core Abbreviations	Under	
• Community Health Abbreviations	Review	
• Mental Health Abbreviations		
• Occupational Therapy Abbreviations		
• Physiotherapy Abbreviations		
• Podiatry Abbreviations		
• Psychology Abbreviations		
• Sexual Health Abbreviations		
• Speech Pathology Abbreviations		
• Incident management	PD 040	March 2006
• Interventional Procedures - Safe Introduction for Clinical Practice	PD 007	Aug 2004
• Patient identification - correct patient, correct site, correct procedure	PD 060	Jan 2006
• Root Cause Analysis Teams (RCA)	PD 015	Sept 2005
• RCA Recommendation Audit by CGU	PD 014	Sept 2005

Area Biomedical Engineering Services Policy Directives

Name of Policy Directive	Document Number	Date of Issue
• Biomedical equipment - evaluation of	PD 028	Sept 2005
• Biomedical equipment - procurement, loan or rental of	PD 029	Sept 2005
• Biomedical equipment - testing, tagging and labelling	PD 026	Sept 2005
• Mobile communications, control of interference to medical equipment	PD 027	Sept 2005
• Use of Mains Operated Medical Equipment - Generic - Safe Work Practice	SWP 1	Sept 2005
• Biomedical Equipment Repairs - Safe Work Practice	SWP 2	Sept 2005

Area Child Protection Services Policy Directives

Name of Policy Directive	Document Number	Date of Issue
• Section 1 - Child Protection Policy		
• Section 2 - Health Services response to child presentation		
• Section 3 - Contacting the DOCS Helpline	PD 039	Nov 2005
• Section 4 - Responding to Section 248 requests from DOCS		
• Section 5 - Best Endeavours requests for service from DOCS		

Area Consumer and Community Participation Policy Directives

Name of Policy Directive	Document Number	Date of Issue
• Consumer consultation and participation manual		
• IAHS		Oct 2005
• SESAHS		Jan 2005
• FAQ about consumer participation in Health - IAHS		

Area Finance Policy Directives

Name of Policy Directive	Document Number	Date of Issue
• Employee reimbursements and the impact of FBT IAHS		Aug 2004
• Mobile phones and the impact of FBT IAHS		Aug 2004
• Uniforms and the impact of FBT IAHS		Aug 2004
Name of Finance Manual		
• Accounting manual SESAHS		
• Cash handling manual IAHS		April 2002
• Delegations manual		
• IAHS / SESAHS		

Area Fleet Management Policy Directives

Name of Policy Directive	Document Number	Date of Issue
• Fleet management policy (in development)		

Area Information Services Department Policy Directives

Name of Policy Directive	Document Number	Date of Issue
• Computer blocking - e-mails, websites	PD 035	Sept 2005
• Computer surveillance	PD 034	Sept 2005
• Computer use - e-mail, internet and intranet	PD 036	April 2006
• DMZ (Demilitarized zone) SESAHS		Nov 2000
• E-mail guidelines and procedures - SESAHS (Under review)		July 2004

• File Transfer Protocol (FTP) policy	SESAHS		Nov 2000
• Global emails - management of		PD 045	Nov 2005
• Information Technology equipment procurement - leasing	IAHS		Oct 2004
• Internet guidelines and procedures	SESAHS		Oct 2003
• Internet style guide - corporate	SESAHS		July 2001
• Initiative memo template			Feb 2005
• Project governance model			March 2005
• IM&T request management and process			Feb 2005
• Project approval - governance and management IT projects	IAHS		Sept 2004
• Project management approach -	SESAHS		May 2004
• PC configuration	IAHS		Oct 2004
• PC network policy	IAHS		Oct 2004
• PC software flexible licensing Service Level Agreements	IAHS		Oct 2004
• Reporting stolen PC's or laptop	IAHS		Oct 2004
• Request for work - out of warranty or non standard computer hardware	IAHS		Oct 2004
• Unauthorised software - management of			
• IAHS policy			
• IAHS procedure			Oct 2004
• Web publishing - policies, standards and procedures -	SESAHS		Sept 2003
• Windows security policy	SESAHS		Sept 2002

Area Junior Medical Officers Services Policy Directives

Name of Policy Directive	Document Number	Date of Issue
• Registrars and Resident Medical Officers term changeover	PD 087	Feb 2006

Area Senior Medical Officers Services Policy Directives

Name of Policy Directive	Document Number	Date of Issue
• Area of need doctors - employment	IAHS	Nov 2004
• Employing Senior Medical Officers	SESIAHS	April 2005
• Senior Medical Officers - approval to appoint	SESIAHS	May 2005

TESL Policy Directives

Name of Policy Directive	Document Number	Date of Issue
• TESL - booking airfares		Nov 2004
• TESL - booking conference registration		Nov 2004
• TESL - subsistence and accommodation		Nov 2004
• Training, education and study leave for staff specialists		Nov 2004

Area Multicultural Health Policy Directives

Name of Policy Directive	Document Number	Date of Issue
• Interpreter Service - language protocols	PD 086	March 2006
• Translation package	SESAHS	2004

Area Nursing and Midwifery Services Policy Directives

Name of Policy Directive	Document Number	Date of Issue
• Administration of blood	IAHS	Aug 2004
• Central Venous Catheter management (adult)	IAHS	Nov 2004
• Community based health facility - transportation of Healthcare records	IAHS	Oct 2004
• Discharge planning	IAHS	Aug 2004

• Infection Control policy commitment	PD 010	Jan 2006
• Medications by Enrolled Nurses		May 2005
• Nursing Practice Manual - Joanna Briggs		
• Peripheral Arterial Catheter management IAHS		Nov 2004
• Peripheral Intravascular device management IAHS		Oct 2004
• Pressure Ulcer Prevention IAHS		Oct 2004
• Rights and Responsibilities of Consumers IAHS		Aug 2004
• Spinal injuries identification, immobilisation and manual handling IAHS		Sept 2004
• Standards for the management of Loan Sets (CSP) SESAHS		May 2004
• Subcutaneous line management IAHS	Nov 2004	
• Wound management guide IAHS	Feb 2002	

Area Occupational Health, Safety, Rehabilitation and Workers Compensation Policy Directives

Name of Policy Directive Number	Document Issue	Date of Issue
OHS Policies and Responsibilities		
• OHS policy		
• IAHS		
• SESAHS	PD 073	Nov 2004

OHS Management System (Northern Sector)

• Developing and implementing a facility OHS policy		
• Establishing procedures to monitor and ensure legislative and NSW Health requirement for OHS		Aug 2004
• Integrating OHS responsibilities into HR Performance Management Systems		Aug 2004
• OHS Induction training		April 2004
• Induction training for construction work		April 2004
• Establishing training needs and planning and providing training		Jan 2005
• OHS information		Jan 2005
• OHS information matrix procedure		-
• SESAHS information matrix		Jan 2005
• Setting up OHS consultation arrangements		Sept 2004
• Developing a facility OHS resolution procedure		Jan 2005
• Hazard reporting procedure		Jan 2005
• Hazard management procedures and forms		Jan 2005
• PPE procedure and tables		Jan 2005
• Risk Assessment-Task (RAT) procedure and tool		Jan 2005
• Developing Safe Work procedure		Jan 2005
• Safety rules		Jan 2005
• OHS operational planning procedure		Feb 2005
• WorkCover Notices		Aug 2004
• First Aid procedure		Jan 2005

Management of Specific Hazards (Northern Sector)

• Confined space work RM procedure and forms		Sept 2004
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Name of Policy Directive (Southern Sector)	Document Number	Date of Issue
• Chemical substance management		Jan 2005
• Claim for loss of shift penalties overtime allowances		Dec 2004
• Contractor management Contractor Safety Handbook	PD 076	Aug 2004/2006
• Employees - new / recurrent injuries - management within first 24 hrs		Aug 2005
• Test and tag - non medical equipment		Aug 2004
• Zero tolerance to violence in the workplace		Sept 2004

Area Patient Administration Services Policy Directives

Name of Policy Directive	Document Number	Date of Issue
• Alerts - patient administration	PD 047	April 2005
• Boarders	PD 048	April 2005
• Health Information - disclosure of personal details on current patients	PD 049	April 2005
• Leave of absence of patients of patients from hospital	PD 050	April 2005
• Medical records disclosure of personal health information	PD 051	April 2005
• Medical records - management during inter-hospital transfers	PD 053	April 2005
• Non-admitted patient management	PD 052	April 2005
• Waiting time - booked patient management	PD 054	April 2005
Area Patient Revenue Classification Procedures		
• Financial classification	PD 055	April 2005
Area Patient Administration Services Handbook		
• Collecting patient registration information training	HB 004	Oct 2005

Area Pharmacy Policy Directives

Name of Policy Directive	Document Number	Date of Issue
• Off-label use of registered medicines and use of unlicensed medicines	PD 056	April 2005
• Standard medications incident definitions - SESAHS		Aug 2002

Area Procurement and Warehousing Policy Directives

Name of Policy Directive
• Disposal of surplus equipment - IAHS - applicable to May 06
• Purchasing and supply manual - IAHS - applicable to May 06

Area Radiation Safety Policy Directives

Name of Policy Directive	Document Number	Date of Issue
• Radiation accident - reporting process - IAHS	PD 065	July 2004
• Radiation safety	PD 064	Jan 2006

Unique Patient Identifier (UPI) Policy Directives

Name of Policy Directive	Document Number	Date of Issue
• Patient information and privacy policy	Former SESAHS	May 2001
• Patient registration and auditing policy	For review	Aug 2005
• Universal index security and access	Former SESAHS	July 2001

Area Workforce Services Policy Directives

Name of Policy Directive	Document Number	Date of Issue
• Aboriginal employment strategy IAHS		Sept 2004
• Bullying and harassment in the workplace - management of	PD 033	Sept 2005
• Code of conduct		
• IAHS		
• SESAHS	PD 061	2000
• NSW Health Code of Conduct PD2005_626 - Oct 2005		
• NSW Health Communication of Code PD2005_627 - Oct 2005		
• Consultative Arrangements - NSW Health	PD2005_397	Jan 2005
• Disciplinary process - management of	PD 032	Sept 2005

- Displaced staff - management of
 - IAHS
 - SESAHS
- Employee Assistance Program PD 063 Jan 2006
- Equal Employment Opportunity SESAHS PD 077 July 2001
- Flexible Work Practices SESAHS July 2001
- Grading / Regrading and / or Reclassifications
 - IAHS - Aug 2004
 - SESAHS - July 2001
- Grading - nurses, regrading and / or re-classification: application for PD 041 Nov 2005
- Grievance resolution in the workplace PD 058 Jan 2006
- Health assessment IAHS Aug 2004
- Industrial relations PD 031 Sept 2005
- Kronos sign off delegation PD 062 Jan 2006
- Leave without pay IAHS Aug 2004
- Mediation SESAHS PD 078 Aug 2004
- Orientation for new staff IAHS Nov 2004
- Performance management policy and guidelines IAHS Jan 2003
- Private practice - rights of allied health professionals IAHS Nov 2004
- Probity screening
 - IAHS
 - SESAHS
- Recruitment and selection
 - IAHS Policy
 - IAHS Procedure
 - SESAHS Policy
- References SESAHS July 2001
- Secondments
 - IAHS
 - SESAHS
- Security staff - screening of pre-employment SESAHS Sept 2003
- Separation of employment SESAHS 1998
- Temporary appointments SESAHS Feb 2000
- **Travel Pack** Nov 2004
- Zero Tolerance to violence in the workplace IAHS Sept 2004

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

of

SYDNEY SOUTH WEST AREA HEALTH SERVICE**June 2006****(FOI Agency No. 2322 - former Central Sydney Area Health Service [CSAHS];
and****FOI Agency No. 2293 - former South Western Sydney Area Health Service
[SWSAHS])****1. SYDNEY SOUTH WEST AREA HEALTH SERVICE (SSWAHS) WORLD WIDE WEB**

This site includes a wide range of information on health matters, publications, media releases and links to other health resources. The address for this web site is www.sswahs.nsw.gov.au

2. SSWAHS FACILITIES

The SSWAHS covers the following facilities:

- Area Mental Health Services including Rozelle Hospital, Rivendell Child, Adolescent and Family Unit and Area Mental Health Community Centres;
- Balmain Hospital;
- Bankstown–Lidcombe Hospital;
- Bowral and District Hospital;
- Camden District Hospital;
- Campbelltown Hospital;
- Canterbury Hospital;
- Concord Repatriation General Hospital;
- Department of Forensic Medicine;
- Division of Population Health Eastern and Western Zones (Community Health Services, Public Health Unit and Health Promotion);
- Fairfield Hospital;
- Liverpool Hospital;
- Queen Victoria Memorial Home;
- Royal Prince Alfred Hospital (including the Institute of Rheumatology and Orthopaedics)
- Sydney Dental Hospital;
- SSWAHS Administration Office

3. POLICIES AND DOCUMENTS

The following policies and documents are produced by SSWAHS and individual Hospitals, and may be accessed for information:

SSWAHS

- Annual Report
- By-Laws
- Delegations Manual
- Governing Body and Management Manual
- Human Resources Manual
- Child Protection Manual
- Motor Vehicle Fleet Management
- Mental Health policies and procedures
- Equal Employment Opportunity Management Plan
- Aboriginal & Torres Strait Islander Employment Strategy

- Guidelines for Service Planning
- HealthPlan (Disaster Plan)
- Staff Development and Training policies and procedures
- Aboriginal Health Plan (EZ)
- Disability Plan
- Domestic Violence Protocols
- Drug Health Plan
- General Geriatric & Rehabilitation Medicine (GGRM) Strategic Plan
- Hep C Plan
- Palliative Care Plan
- Tobacco Control Plan
- Waste Minimisation & Management Plan
- Way Forward (WZ)
- Staff newsletter

Hospitals, Community Services and Units

- Admission and Discharge Policies
- Complaints Policy and Procedures
- Hospital and Departmental Policy and Procedure Manuals
- Infection Control Manuals
- Patient Information Booklets/Brochures
- Security Policies and Procedures
- OHS / Safety Plans
- Quality Management Plans
- Disaster Management Plans (Emergency/Fire Procedures)

SECTION 2: STATEMENT OF AFFAIRS

The current SSWAHS Statement of Affairs is incorporated into the 2004/2005 Annual Report. The Annual Report provides information on the objectives, functions and structure of the Area Health Service. All enquiries can be made by contacting the Area FOI Co-ordinator. listed in Section 3 of this document.

SECTION 3: CONTACT ARRANGEMENTS

Enquiries in relation to the inspection or purchase of the SSWAHS policy documents, Annual Report or the Summary of Affairs can be made with the Area FOI Co-ordinator between the hours of 8.30 am and 5.00 pm or through the SSWAHS Area Office on 9828 5700.

Mrs Silvana Flint
Area Freedom of Information Co-ordinator
Sydney South West Area Health Service
Locked Bag 7017
LIVERPOOL BC NSW 1871
Telephone: (02) 9828 6063

FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)
SUMMARY OF AFFAIRS
of
THE AUDIT OFFICE OF NEW SOUTH WALES
(to June 2006)

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

SECTION 1 – POLICY DOCUMENTS

Corporate and Audit Policies

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

People Management and Development Policies

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

General

- Administrative Circulars

SECTION 2 – STATEMENT OF AFFAIRS

The New South Wales Auditor-General:

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

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

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

SECTION 3 – PUBLICATIONS

The Audit Office publications for 2006 up to 16 June were:

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

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

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

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

Auditor-General's Reports to Parliament - Performance Audits

We published 5 Auditor General's Reports to Parliament – Performance Audits.

Agency or Issue Examined	Title of Performance Audit Report or Publication
Roads and Traffic Authority	The Cross City Tunnel Project
Department of Corrective Services	Prisoner Rehabilitation
Follow-up of 2000 Performance Audit	Fare Evasion on Public Transport
Agency Collaboration	Agencies Working Together to Improve Services
Department of Education and Training	The New Schools Privately Financed Project

Awareness

We issued 3 editions of Awareness.

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

Professional Update

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

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

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

SECTION 4 – ACCESS TO OFFICE DOCUMENTS

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

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

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

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

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

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

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

Application Fees/Charges

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

SECTION 5 – CONTACT ARRANGEMENTS

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

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

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

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

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

- Report on the Location, Size and Style of the New South Wales Casino (January 1993)
- Invitation Document, the Sydney Casino, Australia (May 1993)
- Ministerial Directions (as reported in relevant Authority Annual Reports)
- Report of Public Inquiry Pursuant to Section 143(4) of the New South Wales Casino Control Act 1992 (December 1994)
- Announcement of the grant of a casino licence and associated (Background Paper issued on 15 December 1994)
- Report of Investigation Pursuant to Section 31 of The New South Wales Casino Control Act 1992 (December 1997)
- Submission to The Independent Pricing and Regulatory Tribunal (“IPART”) Gaming Inquiry (27 August 1998)
- Report of Investigation Pursuant to Section 31 of the New South Wales Casino Control Act 1992 (December 2000)
- Report of Investigation Pursuant to Section 31 of the New South Wales Casino Control Act 1992 (December 2003)
- Review of Progress of Star City as recommended by the Year 2000 Section 31 Investigation (May 2002)
- Annual Reports (from 1992/93 to 2004/2005)
- Approved Rules of Casino Games
- Fraud Control Manual
- Privacy Management Plan
- Press/Media releases on major operational and administration decisions/policies

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

- An overview of the Authority
- Legislation – CCA Act & Regulations
- Official Rules of NSW Casino Games
- Various media releases and historical material
- Annual Reports (from 1995/96 to 2004/2005)
- Introduction to the Government Inspectors (March 2004)
- Reports of Investigation Pursuant to Section 31 of the New South Wales Casino Control Act 1992 (December 1997, December 2000 and December 2003)
- 2003 Section 31 Investigation – Media Release 22 January 2004
- 2003 Section 31 Investigation – Public Submissions
- Media Release – Leightons Holdings – May 2003
- Submissions to The Independent Pricing and Regulatory Tribunal (“IPART”) Gaming Inquiry (27 August 1998)
- FOI Summary of Affairs

SECTION 2 – CONTACT ARRANGEMENTS

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

Request should be directed to:

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

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

FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)
SUMMARY OF AFFAIRS
of the
COBAR WATER BOARD
LINSLEY STREET COBAR NSW 2835

INTRODUCTION

This Summary of Affairs document is published in July and December each year, as required under Section 14(1)(B) and (3) of the Freedom of Information Act, 1989.

This document is the twenty first publication of the Boards Summary of Affairs. It contains information on the Policy and Procedure documents available at the Council Chambers and the contact name, address and times for obtaining access to the Board's documents.

Ray Smith,
SECRETARY.

SECTION 1 – POLICY DOCUMENTS

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

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

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

Mr Ray Smith
Secretary
Cobar Water Board
Po Box 8
COBAR NSW 2835

Telephone: (02) 6836 5888
Facsimile: (02) 6836 5889

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

Cobar Water Board
C/- Cobar Shire Council Offices
Linsley Street
COBAR NSW 2835

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
COMMUNITY RELATIONS COMMISSION
For a multicultural NSW
(F.O.I. agency number 379)

SECTION 1 – POLICY DOCUMENTS

- Ageing People of a Non-English Speaking Background: A Policy Perspective (charge of \$5.00 plus postage)
- Business Continuity Management Policy
- Canterbury-Bankstown Community Harmony Round Table
- Canterbury Bankstown Community Harmony Round Table Project - Guidelines for the Operation of
- Canterbury Bankstown Community Harmony Round Table Project - Implementation Working Groups - Operational Guidelines
- Canterbury Bankstown Community Harmony Round Table Project - Partner Agencies Application
- CCTV Camera Surveillance Policy
- Code of Conduct for Commissioners, Officers and Employees of the Community Relations Commission For a multicultural NSW *
- CommuniLink Acceptable Use Policy
- CommuniLink Webhosting Services Policy Guidelines
- Community Development Grants Program 2006-07 – application form
- Community Development Grants Program Procedures Manual
- Community Harmony Crisis Management Plan
- Community Harmony Reference Group Report
- Community Language Allowance Scheme Examination Policy and Procedures Guidelines
- Community Relations Report 2005
- Complaints Handling Policy and Procedures for Casual Interpreters and Translators
- Corporate Plan 2002-2006
- Corporate Training Program 2005-06
- CRC Awards for Volunteering
- CRC Code of Conduct for Interpreters and Translators
- CRC Guide to services
- Crown Employees (Interpreters & Translators, EAC) (Transitional) Award
- Customer Information Management System Policy Guidelines
- EAPS Forward Plan 2003-2006
- EEO Annual Report 1998-1999
- Electronic Mail Management Policy
- Ethnic Affairs Priorities Statement (EAPS) Standards Framework
- Fairfield Model Court Report
- Families & Cultural Diversity – Volume 1: Contemporary Issues
- Families & Cultural Diversity – Volume 2: The Statistics
- Families & Cultural Diversity – Volume 3: The Research Perspectives
- Government Green Paper: Building on our Cultural Diversity (May 1996)
- Government White Paper: Building on Our Cultural Diversity - Ethnic Affairs Action Plan 2000
- Green Paper, Cultural Harmony – The Next Decade 2002-2012
- Guidelines - Exemptions from Payment for Language Services (March 2003 amended February 2004)
- Guidelines for the Operation of Regional Advisory Councils (June 2002)
- Guidelines for Youth Liaison teams
- Immigration and Planning in New South Wales (March 1997)
- Immigration: New South Wales Government Position Statement
- Inactive Records Procedures
- Information and Communications Technology Policy Guidelines
- Information Management and Technology Strategic Plan 2003-2006

- Information Security Policy Guidelines
- Language Services Schedule of Fees (amended July 2004)
- MediaLink Business Policy Guidelines
- MediaLink Guidelines for Reporters
- Ministerial Records Management Policy
- NSW comments on Integrated Humanitarian Settlement Strategy Discussion Paper
- NSW Council for Pacific Islanders – implementation plan
- NSW Position on Supporting Settlement in Rural Regional & Remote Australia
- Operational Guidelines for Community Liaison Officers
- Overseas Qualifications and Skills in the New South Wales Public Sector
- Police and Ethnic Communities (November 1994) - reprinted 1995
- Policy Guidelines for Translators (April 2004)
- Premier's Chinese Community Service Awards
- Proposed Direction for the Development of a representative Pacific Council - Options for Discussion
- Proposed Direction for the Development of a Representative Pacific Council - Outcome of Consultations with Pacific Communities
- Privacy Management Plan
- Records Management Policy guidelines
- Privacy Policy
- Religious Development in New South Wales (Planning for)
- Report of the Working Party on Migration to Sydney and Regional NSW
- Resource Handbook for Chief Executive Officers & Senior Managers on Ethnic Affairs in the New South Wales Public Sector – reprinted 1998
- Retrenched Workers' Rights Project (January 1993)
- Serial Sponsorship: Perspectives for Policy Options 1992 (price \$5.00 plus postage)
- Street Festivals Project Guidelines
- The Way Forward: A Consultation Document Leading to a Community Relations Commission 1999
- Training Policy
- 2005 Multicultural Marketing Awards Guidelines
- Use of Interpreters in Domestic Violence and Sexual Assault Cases - A guide for Service Providers (June 2002) – 4th edition
- Viewpoints – A Collection of Speeches on Multicultural Issues (July 1996)
- Vital Records Procedures
- White Paper, Cultural Harmony, The Next Decade, 2002 - 2012

SECTION 2 – STATEMENT OF AFFAIRS.

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

The document, which will be published in the Commission's 2005-2006 Annual Report, will also be available for inspection at the Commission's head office at Level 8, 175-183 Castlereagh Street Sydney.

The previous Statement of Affairs, dated July 2005, is currently available.

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

SECTION 3 – CONTACT ARRANGEMENTS.

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

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

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

The FOI Coordinator
Community Relations Commission
For a multicultural NSW
P.O. Box A2618
Sydney South NSW 1235

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

SECTION 1 – POLICY DOCUMENTS

- Policy Guidelines on Access to Archival Material
- Dispute Settling Procedures for Aboriginal Land Councils
- Guidelines for Submissions for Exemption from Payment of Rates
- DAA Grants Program - Guidelines

Arrangements can be made with the FOI Co-ordinator to obtain copies of any of the documents listed above.

SECTION 2 – STATEMENT OF AFFAIRS

The Department's 2003 Statement of Affairs is available upon request.

SECTION 3 – CONTACT ARRANGEMENTS

Requests under the FOI Act for access to documents in the possession of the Department (other than policy documents) should be accompanied by a \$30.00 application fee and directed in writing to:

Freedom of Information Co-ordinator
Department of Aboriginal Affairs
Level 13, Tower 'B'
Centennial Plaza
280 Elizabeth Street
SURRY HILLS NSW 2010

Enquiries may be directed to the FOI Co-ordinator by telephoning 9219-0700, between 8:30 am and 4:30 pm.

Jody Broun,
Director General

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

Under the terms of sections 14(1)(b) and 14(3) of the Freedom of Information Act 1989 (FOI Act), the Department of Corrective Services is required to publish an up-to-date Summary of Affairs at six-monthly intervals. The information contained in this Summary of Affairs is correct as at June 2006.

SECTION 1 – POLICY DOCUMENTS

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

Aboriginal Support & Planning Unit

- Aboriginal Offenders Strategic Plan 2003-2005 * #

Adult Education and Vocational Training Institute

- AEVTI Policy and Procedures Manual 2005 - 2006

Alcohol and other Drugs/HIV and Health Promotion

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

A/Assistant Commissioner, North West Region

- Management Plan, Grafton Women's Facility (June Baker Unit)

Assistant Commissioner, Outer Metropolitan Region

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

At Risk Offenders

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

Chaplaincy Services

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

Child Protection Co-ordination and Support Unit

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

Commissioner's Media Unit

- Media Policy

Community Offender Services

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

Corporate Legislation and Parliamentary Support

- Operations Delegations
- Financial Delegations

Corporate Research, Evaluation and Statistics

- Research Program #

Corporate Strategy

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

Corrective Services Industries

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

Disability Services Unit

- Disability Action Plan 2000-2002

Family & Community Support

- Funeral assistance
- Travel assistance for Families Visiting Inmates

Finance & Asset Management

- Minor Works Asset Management Manual (November 2005)
- Accounting Policy Manual – 1995
- Accounting Procedures Manual – 2002
- Accounts Payable Procedures - Cab Charge Card Policy
 - Year End/Month End Procedures
 - Corporate Credit Card Policy
- Chart of Accounts
- Procurement & Materials Management Manual
- Procurement Procedures (being updated)
- Transport Policy and Procedures (being updated)
- Henry Deane Parking Procedure Manual (December 2005)
- DCS Ellipse Equipment Register Policy and Procedure Manual
- Operational Procurement Manual
- Official & Semi-Official Telephone, Mobile Phone & Pager Procedure
- Fixed Asset Policy
- Engagement of Consultants/Contracted Employees Policy & Procedures
- Risk Management Policy & Procedures Manual
- Accounts Payable Procedures & Debt Recovery Policy
- Contract Management Committee Guidelines (March 2005)

Freedom of Information & Privacy Unit

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

Human Resources Division

- Criminal Records Check – Security and Criminal Records Checks Policy and Guidelines (\$3.60 per copy)
- Occupational Health and Safety Policy (\$1.20 per copy)
- Occupational Health and Safety Manual (\$25.00 per copy) #
- Secondary Employment Policy - guidelines for departmental employees with second jobs (\$4.00 per copy)

Information Management & Technology Division

Policy & Guidelines

- Information Security Policy – Electronic mail
- Security & Criminal Record Checks Policy
- Security Practices definitions
- IM&T Service Management Customer Charter
- IM&TD Policy & Procedures Manual v1
- Information Classification & Ownership Policy v2.2
- Information Security Policy
- Internet & Intranet Policy
- Change Management Process Manual
- Incident Management Process Manual
- Department of Corrective Services Functional Disposal Schedule
- Parole Authority Functional Disposal Schedule
- Serious Offenders Review Council Functional Disposal Schedule
- Department of Corrective Services Email Policy

Procedures

- Email Archiving Help Cards
- Department of Corrective Services, Corporate Information Management Help Cards
- Department of Corrective Services Self-Help Archival Procedures
- Procedure – Adding an Application using NAL
- Procedure – Adding Patch Number 111292-17 to RCHBLADE v1
- Procedure – Backup of the OIMS Webserver r1280 (Sun6) Box
- Procedure – Building and Loading an operating system on a SUN SPARC workstation
- Procedure – Check or Update L Drive Access
- Procedure – Create a new BIMS Account
- Procedure – Creating ORS Accounts
- Procedure – Document Control
- Procedure – Ellipse Troubleshooting
- Procedure – IIS Image Copy Process
- Procedure – IM&TD Financial Management – payments
- Procedure – Install a local device
- Procedure – Installation MIMS
- Procedure – Installation – APT
- Procedure – Installation ConsoleOne
- Procedure – Installation Corvu
- Procedure – Installation – RMDI
- Procedure – Installation – Inmate Imaging System
- Procedure – Installation – Rightfax
- Procedure – Logging in to the Sun Management Centre Web Console
- Procedure – Maintaining Email & Mailbox Function – Groupwise procedures
- Procedure – Managing Directory services using the Novell ConsoleOne product
- Procedure – Manual Installation of CTS Secure Tek Software
- Procedure – Novell and Groupwise Account Transfer
- Procedure – OIMS User Account Management – Community Offender Services
- Procedure – OIMS User Account Management – Inmate Custodial Services

- Procedure – Priority One Incident handling
- Procedure – Project Reporting
- Procedure – Project Risk Register
- Procedure – Releasing a Document in OIMS
- Procedure – Security Administration – clearing email gateway
- Procedure – Security Administration – email non compliance
- Procedure – Security Administration – email usage audit
- Procedure – Security Administration – System Access Control
- Procedure - Setting up a CSSL account
- Procedure – Shutdown Restart Quantum NT Server
- Procedure – Staff Induction
- Procedure – Uninstalling Apps which do not work
- Procedure – Workstation Registration Fixes
- Procedures for Archiving

Standards

- Standard – Desktop Security
- Standard – Documentation Standard

Inmate Classification & Case Management Branch

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

Learning and Staff Development Branch

- Aboriginal Employment & Career Strategy 2003-2006 *
- EEO Management Plan (\$2.50 per copy) *
- EEO Report 2002/2003 (\$2.50 per copy)

Legal Branch

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

Multiculturalism

- Plan for Cultural Inclusion 2004 - 2007 *

Offender Policy Unit

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

Section A Case Management

Full deletions

- 1.10 Supervision Level Assessment/Interim Service Delivery Standards
- 1.12.3 Alerts Screen
- 6.7 Submit Assessments for Approval
Attachment A
- NSW Corrective Services Operations Procedures Manual - contains policies and procedures relating to the management of correctional centres and inmates. CD ROM (\$10.00 per copy) #

Full deletions - sections

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

Partial deletions - sections

- 2.6.18 Procedures for Court Cell complexes
- 2.8 Correctional Centres
- 2.17.2 Inmate Transfer and Escorts Procedures
- 2.18 The Serious Offenders Review Council – High Security Inmate Management Committee – Escort procedures for extreme high security inmates
- 2.26 Placement Location for specific programs:
 - Sex offender programs MSPC Area 3 and Area 5
 - Criteria for custodial witness protection program CWPP – Special Purpose Centre and Dawn Deloas Centre
 - Protection Status – Violent Predators Intervention Program – Point 6.21 External Escorts
- 8.31.2 Types of Video Conference Systems used in correctional centres
- 10.1.20 Cell Allocation
- 10.2.6 Inmate Identification Cards and Cell Cards
 - 10.2.6.1 Inmate Imaging System
 - 10.2.6.2 Replacements
- 10.2.8 Gaol Issue Clothing at Initial Reception
 - 10.2.8.1 Initial Clothing Issue at Reception – Male Inmates
 - 10.2.8.2 Additional Issue of Inmate Clothing – Male Inmates
 - 10.2.8.3 Initial Clothing Issue at Reception – Female Inmates
 - 10.2.8.4 Additional Issue of Inmate Clothing – Female Inmates
 - 10.2.8.5 Reception - Hygiene Items
- 10.3.2.7 Medical Screening
- 12.10.6.1 Exercise Stop, Detain and Search Powers in Targeted Operations

Periodic Detention Administration Branch

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

Probity and Performance Management Division

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

Psychology Services

- Psychology Policy and Procedures Manual

Restorative Justice Unit

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

Sentence Administration Branch

- Policy and Procedures – Parole Order Transfers

Sex Offender Programmes

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

State Parole Authority

- State Parole Authority - Operating Guidelines

Throughcare and E-Case Management

- Throughcare Strategic Framework 2002-2005 #

Women's Services

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

SECTION 2 – STATEMENT OF AFFAIRS

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

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

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

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

FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)
SUMMARY OF AFFAIRS
of the
DEPARTMENT OF EDUCATION AND TRAINING
(FOI Agency No. 5)

POLICY DOCUMENTS

The documents listed on the following pages comprise the policy documents as defined by the Freedom of Information Act as at 30 June 2006. The Department's policies and the list of policies are under constant review.

STATEMENT OF AFFAIRS

The 2006 Statement of Affairs will be published in conjunction with the 2006 Annual Report.

CONTACT ARRANGEMENTS

Enquiries regarding access to the policy documents listed in this publication or regarding the operation of the Freedom of Information Act should be directed to:

The Manager, Freedom of Information and Privacy
Department of Education and Training
Level 7, 35 Bridge St
Sydney 2000

Telephone: (02) 9561 8519
Fax: (02) 9561 1157

Aboriginal Education Policy (PD20050209)
Access to TAFE NSW Facilities by Third Party Registered Training Organisations (PD20050239)
Allegations against Employees in the Area of Child Protection (PD20050263)
Amended Interim Roll Policy - TAFE NSW (PD20050083)
Animal Welfare Policy - Schools (PD20040029)
Anti-Racism Policy (PD20050235)
Anti-bullying plan for schools (PD20040050)
Assessment Appeals Policy - NSW AMES (PD20050107)
Authority to Run Policy (PD20040006)
Back-to-School Allowance (PD20050228)
Business Continuity Plan (PD20050289)
Cash Handling and Cash Minimisation Policy - TAFE NSW (PD20050084)
Children's Centres Policy - TAFE NSW (PD20050306)
Code of Conduct (PD20040020)
Commercial AQF Programs For Individuals Policy - TAFE NSW (PD20060321)
Commercial Activities Costing - TAFE (PD20050297)
Commercial Recognition Services Policy - TAFE NSW (PD20050262)
Community Language Allowance Scheme (PD20050096)
Community Language Schools Free Use of Government School Facilities (PD20050265)
Community Languages Program K-6 (PD20020053)
Controversial Issues in Schools (PD20020045)
Correct Procedures for Submissions from Schools (PD20020011)
Corruption Prevention Policy (PD20040009)
Course Related Charges Policy - TAFE NSW (PD20060314)
Cultural Diversity and Community Relations Policy: Multicultural education in schools (PD20050234)
Curriculum planning and programming, assessing and reporting to parents K-12 (PD20050290)

DEMOUNTABLE ACCOMMODATION FOR SCHOOLS AND TAFE INSTITUTES (PD20050261)
DEVELOPMENT APPLICATION NOTIFICATIONS FOR NEIGHBOURING DEVELOPMENTS (RESPONDING TO) (PD20050269)
Department of Education and Training Policy on the Mandatory Accreditation of New Scheme Teachers in NSW Government Schools (PD20050165)
Distribution of Political Information to Students and Visits by Members of Parliament (PD20020015)

ENTRY AND SELECTION POLICY FOR COURSES ATTACHED TO VOCATIONAL TRAINING ORDERS (PD20050217)
Emergency Planning and Response Policy (PD20050250)
Enrolment Policy - TAFE NSW (PD20050198)
Enrolment of Students in NSW Government Schools: A Summary and Consolidation of Policy (PD20020006)
Enterprise Risk Management in the Department of Education and Training (PD20040036)
Environmental Education Policy for Schools (PD20020049)
Ex-Gratia Payments (PD20050266)
Excursions Policy (PD20040010)

First Aid Policy (PD20050247)
Fresh Tastes NSW Healthy School Canteen Strategy (PD20020058)

Gifted and Talented Policy (PD20040051)
Girls and Boys at School: Gender Equity Strategy (PD20040018)
Guidelines for Managing Drug Related Incidents in Schools (PD20020040)
Guidelines for the Safe Conduct of Sport and Physical Activity (PD20020012)

Head Teacher Eligibility Requirements Policy (PD20050275)
Homework Policy (PD20020003)
Homophobia in schools (PD20050287)

Infection Control Policy (PD20050257)
Intellectual Property Policy - TAFE NSW (PD20050272)
Interest Subsidy Scheme for Non-Government Schools (PD20050273)
Internet and Email Services: Acceptable Usage for Schools (PD20020046)
Introduction of changed procedures for reporting risk of harm to children and young people from 18 December 2000 - Memorandum to Principals (PD20020070)
Introduction of changed procedures for reporting risk of harm to children and young people from 18/12/2000 - Memo to Institute Directors, Director AMES, Executive Officers, TAFE and AMES counsellors (PD20020071)

JOINT FUNDING OF CAPITAL WORKS IN SCHOOLS (PD20050274)
Leading and Managing the School (PD20040024)
Library Policy - Schools (PD20050221)
Literacy Policy (PD20050288)

MOBILE TELECOMMUNICATIONS FACILITIES (PD20050148)
Mentoring Students Policy (PD20050115)
Minimum Age for Entry to Courses Policy - TAFE NSW (PD20050154)
Mobile Communication Devices and Associated Services (PD20050296)
Motor Vehicle Policy (PD20050291)

Occupational Health and Safety (OHS) Consultation Policy (PD20050260)
Occupational Health and Safety (OHS) Risk Management Policy (PD20050256)
Occupational Health and Safety Policy (PD20040007)
Outreach Policy - TAFE NSW (PD20050299)
Outstanding Fees Policy - TAFE NSW (PD20050141)
Overseas Trained Teachers Policy (PD20040016)

People With Disabilities - Statement of Commitment (PD20050243)
Per Capita Allowance Funding for Non-Government Schools (PD20050280)
Performance Management Policy for TAFE NSW Institute Managers (PD20050092)
Policy Documents - DET Requirements (PD20040001)
Policy for Protecting Children and Young People (PD20020067)
Prevention of Bullying in the Workplace Policy (PD20050246)
Private and Secondary Employment Policy (PD20030007)

Procurement Policy (PD20050294)
Professional Learning Policy for Schools (PD20040017)
Promoting safe and ethical practice during learning particularly in relation to clients in vulnerable circumstances (PD20050104)
Protected Disclosures - Internal Reporting Policy (PD20020019)
Protecting and Supporting Children and Young People: Revised Procedures, December 2000 (PD20020072)
Protection from the Sun: Guidelines to Assist in Implementing the Student Welfare Policy (PD20020055)
Psychological Tests Policy (PD20050205)

Records Management Program (PD20050284)
Release of Student Information Policy (PD20050088)
Religious Education (PD20020074)
Reporting School Accidents (PD20020064)
Responding to Suggestions, Complaints and Allegations (PD20020051)
Road Safety Education Statement: Preschool to Year 12 (PD20020033)

Safe Working Policy (PD20050248)
School Attendance Policy (PD20050259)
School Council Guidelines (PD20020007)
School Development Policy (PD20050310)
School Student Special Transport Scheme (PD20050292)
School Uniform Policy (PD20040025)
Scope of Registration Policy (PD20040004)
Senior Executive Service and Senior Officers Performance Management Policy (PD20050208)
Sponsorship of School and Departmental Activities, Policy Statement and Guidelines For Implementation (PD20050295)
Student Administrative Management Policy (PD20050199)
Student Assessment Policy - TAFE NSW (PD20050173)
Student Assistance Scheme (SAS) (PD20050241)
Student Counselling Files Policy (PD20050206)
Student Discipline Policy (PD20020075)
Student Discipline in Government Schools (PD20060316)
Student Health in NSW Public Schools: A summary and consolidation of policy (PD20040034)
Student Identification in Final Examinations Policy - TAFE NSW (PD20050087)
Student Recognition Policy - TAFE NSW (PD20050251)
Student Welfare Policy (PD20020052)
Students with Disabilities Policy - TAFE NSW (PD20050194)
Suspension and Expulsion of School Students - Procedures (PD20020014)

TAFE NSW CONDITIONS OF EMPLOYMENT POLICY (PD20050151)
TAFE NSW Entry Requirements Policy (PD20050090)
TAFE NSW Interpreting Policy (PD20040035)
TAFE NSW Offshore AQF Program Delivery (PD20050298)
TAFE NSW Student Selection Policy (PD20040064)
Temporary Visa Holders Policy - TAFE NSW (PD20050089)
The Education of Students with Learning Difficulties from Pre-School to Year Twelve (PD20050231)
Trade Test Policy (PD20050112)
Travel on Official Business (PD20050229)

Use by Staff of Employer Communication Devices (PD20020024)
Use of Videos in Schools Memorandum to Principals (PD20020043)

Values in NSW public schools (PD20050131)
Voluntary School Contribution (PD20050233)

Welfare of Students While Engaged in Activities Conducted Under the Auspices of the School (PD20040019)
Working With Children Check Policy (PD20050264)
Workplace Health and Injury Management Policy (PD20050258)
Workplace Learning Policy for Secondary Students in Government Schools and TAFE NSW Institutes (PD20050016)

FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)
SUMMARY OF AFFAIRS
of the
DEPARTMENT OF ENERGY, UTILITIES AND SUSTAINABILITY
Sydney, June 2006.

CONTENTS

DEPARTMENT OF ENERGY, UTILITIES AND SUSTAINABILITY

1. Foreword
2. Access arrangements, procedures and contact points
3. Statement of Affairs
4. Policy documents held

ASSOCIATED AGENCIES

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

DEUS is located at Level 17, 227 Elizabeth Street, Sydney NSW 2000. All policy documents held by DEUS are available from this address 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 internet site. Some records, for example Registers, may only be examined in person within DEUS.

- Telephone: (02) 8281-7777
- Fax: (02) 8281-7799
- Energy Information Line 1300 136 888
- Postal address: 227 Elizabeth Street, Sydney NSW 2000.
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 Project Officer on (02) 8281-7422.

Access to other material under Freedom of Information Act 1989

Please direct all requests in the first instance to the Corporate Counsel, Department of Energy, Utilities and Sustainability, at the above address. Freedom of Information applications should be submitted in writing and include a \$30 application fee for both personal and non-personal information.

A additional processing charge of \$30 per hour after the first 20 hours also 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 in some situations 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 the Department at no cost or visit our website www.deus.nsw.gov.au.

4. POLICY DOCUMENTS HELD

Following are policy documents held by the Department which 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*
- Privacy Management Plan

Concessions

Guidelines for Electricity Retailers on:

- Pensioner Energy Rebate Scheme – 1 July 2004
- Life Support Rebates Scheme – 1 January 2003 (revised guidelines to be implemented January 2007)
- Energy Account Payment Assistance Scheme – January 2005

Guidelines for Community Welfare Organisations on:

- Energy Accounts Payment Assistance Scheme, January 2005

Consumer Protection

- Energy Marketing Code of Conduct – June 2002*
- Payment Difficulties*

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

- NSW Government Energy Directions Green Paper – December 2004
- NSW Statement of System Opportunities 2002*
- Coordination of Electricity Network Planning in NSW
- Electricity Retail Competition Information Sheets (various)*
- Market Operations Rule (Arranged Connection Services) Rule No. 1 of 2001*
- Market Operations Rule (Network Use of System) 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*
- Marketing Code of Conduct for Energy – June 2002*

Full Retail Competition

- Shopping Around for Electricity and Gas — Your Questions answered — December 2001*
- Full Retail Competition – Customers Exercising Choice - (updated quarterly)
- Gas Retail Market Business Rules To Support Retail Competition in Gas – January 2002
- Minister Approves the Gas Market Company's Retail Market Scheme – October 2001*
- Shopping Around for the Best Deal on Gas*
- Gas Retailer (authorised supplier) Contacts*
- Demand Management Code for Electricity Distributors
- NSW Business to Business Arrangements
- Market Operation Rules (NSW Gas Retail Business Systems Interfaces) 2001*

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 Benchmarks 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*

Sustainable Energy

- SEDA Annual Report 2002-2003 *
- SEDA Annual Report 2003-2004*

- SEDA Annual Reports 2001-2002, 2000-2001
- 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&D19
- 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*

(Fish River Water Supply Scheme)

- Annual Reports, 1989/9, 1999/2000, 2001/2, 2002/3, 2003/04

Water and Energy Demand Management

- Guidelines for Water Savings Action Plans, October 2005.
- Guidelines for Energy Savings Action Plans, October 2005.
- NSW Government Water Savings Fund – Guide for Applicants. Round One, September 2005.
- NSW Government Water Savings Fund – Guide for Applicants. Round Two, March 2006.
- NSW Government Energy Savings Fund – Guide for Applicants. Round One, September 2005.

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****DEPARTMENT OF HOUSING****June 2006****INTRODUCTION**

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

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

Annual Report 2004-2005
Corporate Directions 2002-2004
Disability Action Plan 2000-2002 and Summary of Initiatives 2003-2004
Ethnic Affairs Priorities Statement – 2004-2009 EAPS Plan
2001/2002 Healthy Ageing Framework (HAF) Action Plan
NSW Government New Directions in Social Housing for Older People – (1 language – Chinese)
Housing Today
60 Years of Public Housing
NSW Department of Housing Code of Conduct and Ethics
NSW Department of Housing Corporate Plan 2000-2003 (on website)
NSW Department of Housing Corporate Plan 1999-2000 (on website)
Older Persons Strategy (New Directions in Social Housing for Older People)
Young Persons Strategy (What can the Department of Housing do to help young people?)
NSW Housing Youth Achievement awards 7 April '06
NSW Youth Housing Scholarships 7 April '06

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

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

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

Changes to Family Payments from 1 July 2000
1999 Bilateral Commonwealth State Housing Agreement - between Commonwealth and New South Wales
2003 Multilateral Commonwealth State Housing Agreement – between Commonwealth and New South Wales
2003 Bilateral Commonwealth State Housing Agreement - between Commonwealth and New South Wales
NSW Department of Housing Reconciliation Information Kit
Rip-Off to Right-on: Re-orienting project managers, service providers and builders undertaking work affecting ATSI communities
Siting & Housing: Design guidelines for siting in urban areas
2002/2003 NSW Budget Commentary on the Housing Assistance Program (260K)

2003-2004 NSW Budget Commentary on the Housing Assistance Program
2004/2005 NSW Budget Commentary on the Housing Assistance Program
Rehabilitation: new ways for older housing
New South Wales Housing Indicators Report – Data to December 1999
A Bountiful Harvest – Community Gardens and Neighbourhood Renewal in Waterloo (4.5mb)

MISCELLANEOUS

Staying Home Leaving Violence Project

Women's/ Police information Cards (November 2005)
Information leaflet (November 2005)
Freestanding banner (November 2005)
Indigenous Outreach Posters – Greater Western Sydney (October 2005)
Barton Road Spring Fair flier / invite (September 2005)
Fire Week Drawing Competition (October 2005)
Inner City Homelessness Fact Sheet and Advertisement (October 2005)

Rentstart By Phone

Fact Sheet and Application Forms (July 2005)

Advertising

Dubbo Public Forum (July 2005)
Expression of Interest - Asset Maintenance Services (October 2005)
Community Development & Resourcing Grants (October 2005)
Inner City Homelessness Outreach & Support Services (October 2005)
Crisis Accommodation Program EOI (October-November 2005)
OCH EOI Intervention Capacity Building and Change Management (March 2006)
OCH EOI Administrators and Liquidators (March 2006)
Sale of Marrickville Town Hall (April 2006)
Mulgum House – EOI for management of ten units (April 2006)
Open letter from Minister in Daily Liberal Newspaper re: Dubbo redevelopment (May 2006)

Fire Kit – Protect Your Mob – Protect Your Family

Fire safety information targeting tenants (June 2004)
Folder, Fridge Card, 3xA4 posters, 1 x A3 poster, Fridge magnet

Community Development and Resourcing Grants

Fact Sheet (September 2003)

Antisocial Behaviour

Information sheet for stakeholders (May 2004)
Information Sheet – The Residential Tenancies Amendment (Public Housing) Bill 2004 (July 2004)

Helping you take the next step in your career

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

Aboriginal Enquiry Line

Business card, magnet and poster

After Hours Temporary Accommodation Line

Brochure and promotional card

Technical Officer Recruitment Campaign

DL Brochure
Business card
Poster

Private Rental Brokerage Service

DL Brochure

Reshaping Public Housing Reforms

New South Wales Government's Plan for Reshaping Public Housing
New South Wales Housing and Human Services Accord

Fact Sheets

Paying for Water
Changes to Rent Subsidy (October 2005)

Stakeholder Letters

Letter providing general information to tenants on rent subsidy and water charges
Letter to tenants providing details of rent and water charges
Letter to tenants on fire safety inspections
Letter on fire safety to external authorities

- Councils
- Fire Brigade
- Emergency Services

Letter to Water Authorities and Councils

Fliers

Fliers promoting tenant information session on rent and water

Reports

Housing and Human Services Accord
Housing and Human Services Accord Discussion Paper
Invitation to Non-Government Organisations to consult on the Accord
Rent & Sales Report 73 & 74

PRODUCT STRATEGY AND DEVELOPMENT

Disability Action Plan 2000-2002 and Summary of Initiatives 2003-2004
International Day of People with a Disability 2005 available at
<http://www.internationaldayofpeoplewithadisability.com.au>
Ethnic Affairs Priorities Statement – 2004-2009 EAPS Plan www.housing.nsw.gov.au
Block Booking Interpreter Service – Timetable available on www.housing.nsw.gov.au
Product Development Guidelines, 2005

THE HOMELESSNESS UNIT

Joint Guarantee of Service for People with Mental Health Problems and Disorders
Joint Guarantee of Service for People with Mental Health Problems and Disorders – Living in Aboriginal, Community and Public Housing (2003). Jointly published with Department of Health. Available on Department of Housing website and NSW Health website.
Newsletter October 2003
Newsletter June 2004
Newsletter July 2005
Newsletter March 2006

Partnership Against Homelessness

Partnership Against Homelessness - Fact Sheet
Inner City Homelessness Action Plan – Fact Sheet
Inner City Homelessness Action Plan – Launch Document
After Hours Temporary Accommodation Line – Information Sheet
Protocol for Homeless People in Public Places – Fact Sheet
Inner City Homelessness Outreach –& Support Service – Information Sheet on Tender
Staying Home, Leaving Violence (East Sydney) Service Brochure

HOUSING APPEALS COMMITTEE

Housing Appeals Committee Brochure – update and reprint (Feb 2005)

REDEVELOPMENTS (www.housing.nsw.gov.au)

Dubbo

Minto Renewal Project

Your Questions Answered – Questions and Answers / Map (September 2005)

Letter to Residents/Posters – invitation to Community Meetings (September 2005)

Info Kit

Stage 2 Relocations (March 2004)

Fact Sheets

Project Launch May 2002 (87Kb PDF)

Questions and Answers October 2002 (107Kb PDF)

Minto Renewal Fact Sheet – Relocation: what to expect (March 2004)

Minto Renewal fact Sheet – Stage 2 Relocations (March 2004)

Newsletters

December 2002 Newsletter

June 2003 Newsletter (294Kb PDF)

Minto Renewal Newsletter – Stage 2 Relocations (March 2004)

The Minto Messenger Newsletter – issue -1 Dec 2005

Plans

Masterplan Study Area – Existing Precincts

Masterplan Options

Consultations

Presentation – May 2003 (4Mb PDF)

Invitation – August 2003 (23Kb PDF)

Presentation – August 2003 (8.3 Mb PDF)

Minto Renewal – Invitation to Comment on Masterplan (July 2003)

Elizabeth Street Redfern

Fact Sheets (221Kb PDF)

Questions and Answers (54Kb PDF)

Plans

Masterplan Image (1.16Mb)

Masterplan 3D Image (1.16Mb)

Kenny and Halliday Streets – West Bathurst

Fact Sheets

Fact Sheets (122Kb PDF)

Questions and Answers (37Kb PDF)

Bonnyrigg Living Communities Project

Fact Sheets (English, Arabic, Chinese, Khmer, Spanish and Vietnamese)

Bonnyrigg Living Communities Project Fact Sheet December 2004 – PDF Version

Bonnyrigg Living Communities Project – Frequently Asked Questions December 2004 – PDF Version

Bonnyrigg Living Communities Project – Frequently Asked Questions – March 2006

Public Private Partnerships – December 2004
 Request for Detailed Proposals Volumes 1, 2, 3, and 4 – 19 September 2005
 What You Told Us Brochure

Newsletter to Tenants

Living Communities Project Newsletter; issues 1, 2, 3, 4, 5 & 6
 Bonnyrigg Living Communities Project – Tenants’ Frequently Asked Questions – No1 and 2
 Bonnyrigg Living Communities Project – Fact Sheet – August 2005
 Bonnyrigg Living Communities Project – Frequently Asked Questions – August 2005
 Bonnyrigg Living Communities Project – Tenants Frequently Asked Questions Tenancy Management – November 2005

Stakeholder Letters

Letter to tenants in Bonnyrigg Estate, Industry stakeholders and private owners – December 2004
 Letter to tenants in Bonnyrigg Estate regarding Property Assessment Survey – November 2005
 Expression Of Interest Letters to Stakeholders
 Letter to industry stakeholders – February 2005

HOME PURCHASE ASSISTANCE BRANCH

Policy Documents
 HomeFund Policies Manual
 Mortgage Assistance Scheme Guidelines

Publications

Application for Mortgage Assistance
 The A-Z of Home Purchase
 Home Buyer’s Budget Planner
 Home Buyer’s Checklist
 Financing your Home Purchase
 A Guide to the Costs of Home Purchase
 Buying Land & Building a Home
 Mortgage Assistance Scheme
 Home Purchase Advisory Service (July 2005)
 Home Purchase Assistance for Public Housing Tenants (Fact Sheet – updated August 2005)
 Home Purchase Advice and Mortgage Assistance Scheme
 Cost: Free

If you have any questions about the publications please contact the Home Purchase Assistance Branch directly on toll free 1800 806 653 Monday to Friday 8.30am to 5.00pm.

CLIENT SERVICE STRATEGY (available on www.housing.nsw.gov.au)

Policy
 Abandoned Dwellings and Uncollected Goods
 Abandoned vehicles and vehicles causing a nuisance
 Aboriginal People and Housing Assistance
 Absence from Dwelling
 Acquiring New Public Housing
 Additional/Unauthorised Occupants
 Allocating Public Housing
 Appeals and Review of Decisions
 Child Protection Guidelines
 Client Feedback
 Client Service Visits
 Commitment to Service and Code of Conduct
 Consumer Trader and Tenancy Tribunal
 Domestic Violence
 Eligibility for Public Housing
 Emergency Response

Emergency Temporary Accommodation
Fixed Term Tenancies
Freedom of Information
Good Neighbour Policy
Headleasing
Housing Assistance for Elderly Clients
Housing Former Tenants
Improvements to Homes
Income Confirmation Scheme
Information Sharing and Co-ordination with Other Agencies
Joint Tenancies
Languages Services
Lead Paint
Locational Needs
Market Rent
Minors and Housing Assistance
Modifications
Mutual Exchange
Nomination of Public Housing Applicants to Community Housing Providers
Non Rent Charges
Offering a Property to a Client
Pay TV, Satellite Dishes & Antennas
Payment of Rent
Pets
Priority Housing
Privacy and Confidentiality
Public Equity Partnership
Public Housing Entitlements
Relocating Tenants
Rental Arrears
Renewable Tenancies
Rental Subsidies Fraud
Rental Subsidies
Rentstart
Sale of Homes to Tenants and Disposal of Public Housing
Sign-Up Procedure
Smoke Free Zones
Special Assistance Subsidy - Disability
Special Assistance Subsidy - Special
Succession of Tenancy
Summary of Housing Assistance Options for Applicants
Tenant Participation and Consultation
Transfers (Previously Rehousing)
Under-Occupancy
Use of Premises
Vacated Accounts
Vacating a Property
Wait-turn Housing
Water Charge Policy
Water Charge Policy – Ministerial Guidelines

Forms

Client Feedback Form
Succession to Tenancy Application
Rentstart by Phone Forms
Information Sheet
Application
Additional Persons
Declaration From Person Assisting The Applicant
Form B
Property Information Form

Centre for Affordable Housing

Centre for Affordable Housing Fact Sheet
Introduction to Affordable Housing Fact Sheet
Key Worker Affordable Housing Fact Sheet
Financially Sustainable Affordable Housing Fact Sheet
New Rent Setting in Affordable Housing Fact Sheet
Local Government Affordable Housing Strategy Summary
Debt Equity Affordable Housing Guidelines

Community Regeneration Documents

Transforming Estates into Communities: Partnership and Participation (Fact Sheet)
Transforming Estates into Communities: Partnership and Participation (full Estates Strategy document)
UNSW research report (jointly published by the Department of Housing and UNSW); *A Bountiful Harvest, Community Gardens and Neighbourhood Renewal in Waterloo* (Authors; Linda Bartolomei, Linda Corkery, Bruce Judd and Susan Thompson) available on the Department of Housing's Website
Community Involvement in Regeneration Literature Review (available on Intranet only)
Evaluation of the ITM Program Literature Review (available on Intranet only)

Community Renewal (Housing Services) Documents

Tenant Employment Initiatives: Community Contracts
Building Partnerships - Transforming Estates into Communities
Community Gardens
Tenant Employment
Community Renewal in Airds
Community Renewal in Bellambi
Community Renewal in Bidwill
Community Renewal in Cranebrook
Community Renewal in East Nowra
Community Renewal in Goonellabah
Community Renewal in Inverell
Community Renewal in Macquarie Fields
Community Renewal in Miller
Community Renewal in Minto
Community Renewal in Riverwood
Community Renewal in Waterloo
Community Renewal in West Dubbo
Handy Person's Program Information Sheet
Handy Person's Program A4 flier (September 2003)
Community Greening- Breathing Life Back into Neighbourhoods – Fact Sheet jointly updated by the Royal Botanical Gardens Sydney and the Department of Housing
Entry Card for the gardening competition for Green Thumb Public Housing Tenants
Green Thumb Gardening Competition 2004 (May)
Invitation, Post-Card, A2 Poster
WorkiT A4 flier (September 2003)
WorkiT Program Guidelines (2004-06)

Tenant Participation Documents

New South Wales Social Housing Tenant Conference 2005
Flier sent out in advance of Conference informing Delegates of program details (October 2005)
Brochure handed out at Conference (November 2005)
Minutes of Public Housing Customer Council Meetings
Meeting 1 held 18 & 19 June 2001
Meeting 2 held 26 September 2001
Meeting 3 held 13 & 14 November 2001
Meeting 4 held 13 February 2002
Meeting 5 held 13 & 14 May 2002
Meeting 6 held 12 & 13 August 2002
Meeting 7 held 11 & 12 November 2002

Meeting 8 held 17 & 18 February 2003
Meeting 9 held 19 & 20 May 2003
Meeting 10 held 18 & 19 August 2003
Meeting 11 held 17 & 18 November 2003
Meeting 12 held 18 & 19 February 2004
Meeting 13 held 19 & 20 May 2004
Meeting 14 held 15 & 16 September 2004
Meeting 15 held 17 & 18 November 2004
Meeting 16 held 17 & 18 February 2005
Meeting 17 held 18 & 19 May 2005
Meeting 18 held 17 & 18 August 2005
Meeting 19 held 16 & 17 November 2005
Meeting 20 held 8 & 9 February 2006
Agenda for most recent Public Housing Customer Council meeting
Terms of Reference for the Public Housing Customer Council (version October 2005)
PHCC Evaluation – Executive Summary, Discussion and Recommendations
Papers, Program and Photos from the 2003 NSW Social Housing Tenant Conference

Community Development and Resourcing Grants 2003/2004

Information Sheet (2005/06)
Funding Guidelines (October 2005)
Application Form (2005/06)

Regional Tenant Resource Service

RTRS Contact List
Program Guideline 2005/06

Housing Communities Assistance Program

HCAP EOI 2005-2008
Application Form
Information Paper (June 2005)

Brochures and Fact Sheets – Other Fact Sheets

Aboriginal Employment Opportunities
Aboriginal Housing
Aboriginal People (How to get information to)
Allocation Zones – Metropolitan Sydney
Allocation Zones – Non-metropolitan Sydney
Antisocial Behaviour Strategy Question and Answers
Antisocial Behaviour Information Sheet
Antisocial Behaviour Information Sheet – The Residential Tenancies Amendment (Public Housing) Bill 2004 (July 2004)
Applying for or being referred to Community Housing
Applying for public housing when you are a former tenant (6 languages – Arabic, Chinese, English, Russian, Spanish and Vietnamese)
Being a Good Neighbour in Your New Home (6 languages – Arabic, Chinese, English, Russian, Spanish and Vietnamese)
Being a Good Neighbour Flyer
Changes to Rentstart
Changes to Rent Subsidy (October 2005)
Changes to Rent Subsidy (September 2005)
Client Feedback (updated November 2005)
Code of Conduct and Ethics
Community Housing Insurance Scheme
Direct Debit Scheme
Domestic Violence
Domestic Violence Court Intervention
Emergency Temporary Accommodation
Fire Safety program

Fire Safety Q&A's
 Interpreter Services
 Home Improvements Standards
 How to get Information to Aboriginal People
 Housing for Indigenous People
 Income Confirmation Scheme
 Indigenous Fact Sheet – Useful Information for Department of Housing Tenants (Maroubra Office) August 2005
 Locational Needs
 Long Term Leasing Program for Builders, Developers and Investors
 Maintenance Reform Fact Sheet (September 2005)
 Maintenance Reform Program (April 2006)
 Market Rent Review (September 2005)
 Mutual Exchange
 Paying for Water (October 2005)
 Pay TV
 Priority Housing (10 languages - Arabic, Chinese, Croatian, English, Farsi, Korean, Serbian, Spanish, Turkish and Vietnamese)
 Privacy and Personal Information Notification - January 2001 (7 languages – Arabic, Chinese, English, Russian, Spanish, Turkish and Vietnamese)
 Privately Financed Projects
 Problems with Harassment (6 languages – Arabic, Chinese, English, Russian, Spanish and Vietnamese)
 Problems with Noise (6 languages – Arabic, Chinese, English, Russian, Spanish and Vietnamese)
 Problems with Nuisance and Annoyance (6 languages – Arabic, Chinese, English, Russian, Spanish and Vietnamese)
 Public Housing (10) languages – Arabic, Chinese, Croatian, Farsi, Korean, English, Serbian, Spanish, Turkish and Vietnamese
 Renewable Tenancies
 Rent Deduction
 Rental Subsidy Policy
 Rentstart (7 languages – Arabic, Chinese, English, Khmer, Russian, Spanish and Vietnamese)
 Rentstart by Phone
 Rentstart Fact Sheet for Landlords and Real Estate Agents
 Reviewing Decisions
 Rights and Responsibilities of Department of Housing Tenants (updated April 2006) - (9 languages – Arabic, Chinese, English, Farsi, Korean, Russian, Spanish, Turkish and Vietnamese)
 Smoke Alarms (7 languages - Arabic, Chinese, English, Korean, Russian, Spanish and Vietnamese)
 Smoke Free Areas in Public Housing (9 languages - Arabic, Chinese, Farsi, Korean, English, Russian, Serbian, Turkish and Vietnamese)
 Special Assistance Subsidy
 Swimming Pools
 The Facts on Pets (10 languages - Arabic, Chinese, Farsi, Korean, English, Russian, Serbian, Spanish, Turkish and Vietnamese)
 Tenant's Guide to Housing Call Centre (6 languages – English, Arabic, Chinese, Russian, Spanish and Vietnamese)
 Tenant Employment Incentive Scheme
 Tenant Repair Costs
 Transfers
 Two offer Policy - (6 languages – English, Arabic, Chinese, Russian, Spanish and Vietnamese)

Newsletters

Community Housing Bulletin – Aug, Nov, Dec 2000, Feb, April 2001, September 2004 and May 2005 – Autumn 06
 The South Eastern Tenant Times: Issues 2, 7, 8, 10, 1, 12, 13, 14, 15, 16, 17,18, 19 & 20.
 Your Home: A Newsletter for Public Housing Tenants: Issues 4,5,9,10,11,12, 13, 14, 15,16, 17,18,19,20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34 & (35 budget issue) - (6 languages - English, Arabic, Chinese, Russian, Spanish and Vietnamese)
 Public Housing Customer Council News: Issues 1, 2, 3, 4, 5, 6, 7 and 8
 Northern Links Issues 8, 9 and 10
 Hunter-Central Coast Tenant's Advisory Council (HCCTAC) Tenant News: Issue 1, 2, 3 and 4.

STRATEGIC POLICY AND PLANNING

Strategic Policy and Planning within the Department of Housing produced the following reports, which are available on the Internet.

Rent & Sales Reports

- No. 45 - Rent for Sep-98 Quarter, Sales for Jun-98 Quarter
- No. 46 - Rent for Dec-98 Quarter, Sales for Sep-98 Quarter
- No. 47 - Rent for Mar-99 Quarter, Sales for Dec-98 Quarter
- No. 48 - Rent for Jun-99 Quarter, Sales for Mar-99 Quarter
- No. 49 - Rent for Sep-99 Quarter, Sales for Jun-99 Quarter
- No. 50 - Rent for Dec-99 Quarter, Sales for Sep-99 Quarter
- No. 51 - Rent for Mar-00 Quarter, Sales for Dec-99 Quarter
- No. 52 - Rent for Jun-00 Quarter, Sales for Mar-00 Quarter
- No. 53 - Rent for Sep-00 Quarter, Sales for Jun-00 Quarter
- No. 54 - Rent for Dec-00 Quarter, Sales for Sep-00 Quarter
- No. 55 - Rent for Mar-01 Quarter, Sales for Dec-00 Quarter
- No. 56 - Rent for Jun-01 Quarter, Sales for Mar-01 Quarter
- No. 57 - Rent for Sep-01 Quarter, Sales for Jun-01 Quarter
- No. 58 - Rent for Dec-01 Quarter, Sales for Sep-01 Quarter
- No. 59 - Rent for Mar-02 Quarter, Sales for Dec-01 Quarter
- No. 60 - Rent for Jun-02 Quarter, Sales for Mar-02 Quarter
- No. 61 - Rent for Sep-02 Quarter, Sales for June-02 Quarter
- No. 62 - Rent for Dec-02 Quarter, Sales for Sep-02 Quarter
- No. 63 - Rent for Mar-03 Quarter, Sales for Dec-02 Quarter
- No. 64 - Rent for Jun-03 Quarter, Sales for Mar-03 Quarter
- No. 65 - Rent for Sep-03 Quarter, Sales for June-03 Quarter
- No. 66 - Rent for Dec-03 Quarter, Sales for Sep-03 Quarter
- No. 67 - Rent for Mar-03 Quarter, Sales for Dec-03 Quarter
- No. 68 - Rent for Jun 04 Quarter, Sales for Mar - 04 Quarter
- No. 69 - Rent for Sept 04 Quarter, Sales for June 04 Quarter
- No. 70 - Rent for Dec 04 Quarter, Sales for Sep 04 Quarter
- No. 71 - Rent for Mar 05 Quarter, Sales for Dec 04 Quarter
- No. 72 - Rent for Jun 05 Quarter, Sales for Mar 05 Quarter
- No. 73 - Rent for Sep 05 Quarter, Sales for Jun 05 Quarter
- No. 74 - Rent for Dec 05 Quarter, Sales for Sep 05 Quarter

Reports and Papers

- 2003/2004 NSW Budget Commentary on the Housing Assistance Program
- Help with Housing – The Bilateral Commonwealth State Housing Agreement 1999-2003
- Boarding House Upgrade program (Brochure Guidelines, Application Form, Deed of Agreement)

Asset Performance

- Maintenance Reform Program 2005 – The Sutherland Model
- DOH Asset Standards Version 4 – 2005
- Maintenance Scoping Training Manual 2004
- Property Assessment Survey Training Manual – May 2005

OFFICE OF COMMUNITY HOUSING

Publications on the Department of Housing website:

Development of Community Housing Legislation

- Development requirement for legislation that recognises and supports Community Housing in NSW
- Requirement for Community Housing Legislation – Stakeholder Consultations

2005/2006 Crisis Accommodation Expression of Interest Process

- Expression of Interest Guidelines and Application form

Community Housing Bulletins

- August 2000
- November 2000
- December 2000
- February 2001
- April 2001
- September 2004
- Autumn 2005
- Winter 2005
- Spring 2005
- Summer 2005
- Autumn 2006

Performance Based Registration System

- Registration Framework – Performance Based Registration System for NSW non-government housing providers
- PBRS Procedure 1, Registration Assessment Methodology
- PBRS Procedure 2, Ongoing Performance Monitoring
- PBRS Procedure 3, Complaints and Appeals
- PBRS Procedure 5, Temporary Registration

Tenant Participation

- Report on Tenant Participation and Community Housing

Publications/Manuals available for community providers from the Office of Community Housing at 223-229 Liverpool Road, Ashfield. Telephone: 8753 8000

- Community Housing is it for me?
- Community Housing Bulletins
- CAPII (Crisis Accommodation Program Innovation Initiative) manual updated 2000
- Community Housing External Appeals Guidelines
- HASI Manual
- Home and Housed
- Maintenance Planning Guide
- My Place Initiative Guidelines
- NSW Community Housing Disability Policy
- NSW Co-operative Housing Program Operational Guidelines
- NSW Community Housing Rent Policy
- Office of Community Housing – A Profile
- Office of Community Housing Complaints Policy
- Performance Based Registration Manual
- Registration Framework – Performance Based Registration System for NSW non-government housing providers
- PBRS Procedure 1 – Registration Assessment Methodology
- PBRS Procedure 1 – Supplement 1: Registration Assessment Methodology
- PBRS Procedure 1 - Supplement 2: Accreditation Evaluation Reports as Evidence
- PBRS Procedure 2 - Ongoing Performance Monitoring
- PBRS Procedure 3 – Complaints and Appeals
- PBRS Procedure 5 – Temporary Registration
- Supported Accommodation Initiative for People Living with HIV/AIDS manual (updated 2000)
- Tenancy Guarantees Manual

Fact Sheets:

- Community Housing Insurance Scheme
- Community Housing Leasing Program Nos. 1-12
- Crisis Accommodation Program Management of Leasing Subsidies No. 1-2
- Housing Policy and Programs
- Information sheet: Maintenance Planning – Structural Damage
- Performance Based Registration System for New South Wales Non-Government Housing Providers
- National Community Housing Standards and Accreditation System

Accreditation:

National Community Housing Standards (1998 edition)

National Community Housing Standards (May 2003 edition)

- Accreditation Kit – documents and tools include:
- Baseline requirements form
- External evaluation timetable
- File audit guide
- Process tracking guide
- Self Evaluation Report
- Supporting document list
- Tenant and agency questionnaires
- Protocols for exchange of information between Standards and Accreditation Unit and OCH

Accreditation News:

Accreditation News Nos 1-9

RESITECH (RESIDENTIAL TECHNOLOGIES AUSTRALIA)**PUBLICATION**

Corporate Resitech Brochure

COST

FREE

The following Fact Sheets are available free of charge:

Aboriginal Housing Services
 Asset Management
 Community Managed Housing
 Design and Construction
 Disabled and Special Needs
 Heritage
 Neighbourhood Renewal
 Professional Services
 Property Audit and Maintenance
 Property Services
 Retirement Housing
 Upgrading Services
 Engineering Services
 Acquisition and Disposal Services
 Planning Services
 Landscape Architecture
 Architectural Services
 Survey Services
 Quantity Surveying
 Upgrading and Renovations
 Project Solutions
 Project Management Brochure
 RESITECH Annual Report 2001/2002
 RESITECH Annual Report 2002/2003
 RESITECH Annual Report 2003/2004
 RESITECH Annual Report 2004/2005

To order a publication please forward your request to:

Publication Officer
 Resitech
 Locked Bag 4001
 Ashfield BC 1800

Phone: (02) 8753 8100
 Fax: (02) 8753 8011

Resitech's website address is www.resitech.nsw.gov.au

SECTION 2 – MOST RECENT STATEMENT OF AFFAIRS

The Statement of Affairs published under section 14 of the Freedom of Information Act is included in the Department's Annual Report. The most recent Annual Report for the Department is the 2004/2005 edition.

SECTION 3 – CONTACT ARRANGEMENTS

Copies of this document and the 2004/2005 Annual Report may be obtained free of charge from the FOI Manager, Legal Service Branch. Many of the documents published by the Department of Housing are available on its website at www.housing.nsw.gov.au. Enquiries concerning the inspection of policy documents and Freedom of Information matters can be made from Monday to Friday between 8.30am and 4.30pm to:

FOI Manager
Legal Services Branch
Department of Housing
Locked Bag 4001, Ashfield BC NSW 1800
Telephone: (02) 8753 8386
Fax: (02) 8753 8406

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****DEPARTMENT OF JUVENILE JUSTICE****June 2006****BACKGROUND**

The Department of Juvenile Justice was established as a separate and autonomous Government body on 1 November 1991 and as a schedule 1 NSW Government Department on 10 September 1993.

SECTION 1 – POLICY DOCUMENTS

Section 15(1)(c) of the Freedom of Information Act 1989 requests the Department to make each of its policy documents available for inspection and purchase by members of the public. Section 15(2) allows the Department to delete from a policy document information that would, if included, cause the document to be an exempt document. The price of each policy document is included in the list below. Where no price is shown, the policy document is a free publication.

Aboriginal / Torres Strait Islander Employment & Career Development
Administrative, Financial and Human Resources Delegations Manual
Australasian Juvenile Justice Administrators: Standards for Juvenile Justice Custodial Facilities
Case Management Policy
Case Management Procedures
Client Complaints Policy
Client Protection Policy
Clinical Supervision Guidelines
Code of Conduct
Community and Custodial Services Intervention Framework
Corporate Plan 2004 - 2007
Delegation - Children (Detention Centres) Act 1987
Delegation - Children (Detention Centres) Regulation 2000
Delegation - Children (Community Service Orders) Act 1987
Delegation - Children (Community Service Orders) Regulation 2000
Detainee Placement and Relocation
Disability Action Plan
Electronic Communication Devices Policy
Employment Screening Package for Contractors 2006
Equity Action Plan
Escape Management Plan
Ethnic Affairs Priorities Statement
Events Management Policy
Fixed Assets Policy
Framework For Programming
Fraud Control & Corruption Prevention Policy
Girls and Young Women's Policy for Managing in Centres Other Than Juniperina
Goods & Services Tax Policy and Procedures
Grievance Procedure
Guidelines for Central Support Office staff working with Reception
Harassment Free Workplace Policy
Incentive Policy
Information and Communications Technology Asset Procurement and Disposal Guidelines
Information Security Policy
Instrument of Delegation
Internal Reporting Policy
Intranet Content Management Strategy

Juvenile Justice Community Services Procedures	
Language Services Kit	
Language Services Policy	
Learning & Development Policies	
Learning & Development Procedures	
Logo Policy	
Massachusetts Youth Screening Instrument 2: Procedures	
Managing Difficult Behaviour Policy	
Mentor Scheme Guidelines	
Media Policy	
Mental Health Review Tribunal Procedures	
Memoranda of Understanding:	
Agreement between the Department of Juvenile Justice	
And:	For:
Centrelink	Program protocol for the provision of services for young people in juvenile justice centres
Children's Court of NSW	Roles and responsibilities concerning the acceptance by the Children's Court of the department's offer to provide bail supervision in suitable cases
Department of Community Services	Children and young people who are under the parental responsibility of the Minister for Community Services and are clients of the Department of Juvenile Justice
Department of Corrective Services	to establish a framework for a co-operative relationship that will ensure best practice policies are implemented in the delivery of effective case management of young people
Department of Corrective Services (DCS)	for the establishment of all operational understandings, between DJJ and DCS (Schedule 4 - Kariiong JCC)
Dept Education and Training	Provision of education and training in juvenile justice centres.
Justice Health	The transfer of responsibility for the provision of health services in detention centres
NSW Police	Defines the responsibilities of NSW Police and DJJ in (a) the resolution of hostage or high risk situations at DJJ detention centres and (b) in detention centres when DJJ custodial staff take industrial action
Motor Vehicle Fleet Policy	
Objective Detainee Classification Policy	
Occupational Health And Safety Programs	First aid in the workplace, First aid flow charts, Hazardous substances, OHS office environment, Personal protective equipment, Mechanical safety handbook (Under review), Manual Handling, JJC safety and security inductions, Smoke free environment
Occupational Health And Safety Injury Management Policy & Procedures	
Occupational Health Safety & Injury Management Strategic Plan 2005 - 2008	
Office Accommodation Policy	
Operations Procedures Manual for Juvenile Justice Centres	
Privacy Policy	
Probation And Parole Procedures	
Procurement Policy	
Protocol For Acceptable Use Of Internet And Email	
Recognition of Current Competency:	Policy and Procedures for Youth Justice Conference Convenors
Records Management Policy	
Registrable Offenders Policy	
Remote Control Facility Policy	
Section 24(1)(c) Procedures – conditional discharge	
Self-Harm Policy	
Specialist Crisis Team Operational Guidelines	
Serious Young Offenders Review Panel Policy	
Serious Young Offenders Review Panel Operational Procedures	
Urinalysis Program Procedures	
Use of Department Resources	

Use of Force & Instruments of Restraint Procedures
Victims Register Policy
Waste Management Policy
Writing Style Guide
Youth Justice Conference Convenor Training Manual
Youth Justice Conferencing Procedures Manual
Youth Justice Conferencing Strategic Plan
Youth Justice Conferencing/NSW Police Service Joint Protocols
Youth Level Of Service/Case Management Inventory

PUBLICATIONS: NEW AND CURRENT

Annual Report 2004-2005
Annual Report 2003-2004
Annual Report 2002-2003
Annual Report 200120-02
Annual Report 2000-2001
Annual Report 1999-2000
Annual Report 1998-1999

Information on Youth Justice Conferencing Brochure
Information for prospective youth justice conferencing convenors
Aboriginal Over-representation Strategic Plan
Girls and Young Women's Action Plan 2002-2004
Brochure: "About the Department of Juvenile Justice"
Brochure: "DNA Testing, What does it mean for young people?"
Detainee Urinalysis Information Form
JJ News (departmental newsletter)
Post Release Support Program – Findings & Recommendations
Tagata Moana - Pacific Island Resource Guide

Juvenile Justice Centre Parents Booklets

Information for Parents
Information for Parents (Vietnamese)
Information for Parents (Arabic)

Juvenile Justice Centre Induction Booklets

What goes on in Yasmar?
What goes on in Cobham?
What goes on in Reiby?
What goes on in Keelong?
What goes on in Riverina?
What goes on in Acmena?
What goes on in Baxter?
What goes on in Orana?

Complaints Brochures

Making Complaints about a Youth Justice Conference
Making Complaints about a Youth Justice Conference (Vietnamese)
Making Complaints about a Youth Justice Conference (Arabic)
Making Complaints about a Juvenile Justice Centre
Making Complaints about a Juvenile Justice Centre (Vietnamese)
Making Complaints about a Juvenile Justice Centre (Arabic)
Making Complaints about Juvenile Justice Community Services and Intensive Programs Units
Making Complaints about Juvenile Justice Community Services and Intensive Programs Units (Vietnamese)
Making Complaints about Juvenile Justice Community Services and Intensive Programs Units (Arabic)

Collaborative Research Unit Brochures

Forensic Program
Violent Offender Program
Sex Offender Program
Alcohol and Other Drugs Program

Information and Evaluation Series

Cain, M. Juveniles in detention: issues of over-representation, Department of Juvenile Justice 1995, re-published 2005 ISBN 0 7310 4892 X

Cain, M. Special needs groups: young women, Aboriginal and Indo-Chinese detainees, Department of Juvenile Justice 1994, re-published 2005 ISBN 0 7310 3641 7

Cain, M. Juveniles in detention: a model for diversion, Department of Juvenile Justice 1993, re-published 2005 ISBN 0 7310 1120 1

Cain, M. An evaluation of parole orders and court-specified parole supervision, Department of Juvenile Justice 1993, re-published 2005 ISBN 0 7310 0290 3

Research reports

2003 NSW Young People in Custody Health Survey

Cain, M. Recidivism of Juvenile Offenders in NSW, Department of Juvenile Justice 1995, re-published 2005, ISBN 0 7310 8887 5

Thompson, A.P. & Webster, M. (2003). An analysis of psychological forensic reports for juvenile offenders. Monograph Series Collaborative Research Unit, No. 3, NSW Department of Juvenile Justice: Author. ISBN: 0 7347 6500 2.

Kenny, D.T, Seidler, K., Keogh, T. & Blaszczyński, A. (1999). Clinical characteristics of Australian juvenile sex offenders: Implications for treatment. Monograph Series Collaborative Research Unit, No. 2, NSW Department of Juvenile Justice: Author. ISBN: 0 7347 6121 X.

Kenny, D.T, Seidler, K., Blaszczyński, A. & Keogh, T. (1999). Profiling Australian juvenile sex offenders: Offender and offence characteristics. Monograph Series Collaborative Research Unit, No. 1, NSW Department of Juvenile Justice: Author. ISBN: 0 7347 6120 1.

Youth Justice Advisory Committee Reports

Background information prepared for tabling of review report on Young Offenders Act 1997

Bowen, H. and Boyack, J Youth justice to adult restorative justice in New Zealand/Aotearoa Sydney University Institute of Criminology May 2003

O'Sullivan, T. Provision of legal advice and youth hotline Sydney University Institute of Criminology May 2003

SECTION 2 – STATEMENT OF AFFAIRS

The most recent Statement of Affairs of the Department of Juvenile Justice was published in the 2004-2005 Annual Report.

SECTION 3 – CONTACT ARRANGEMENTS

The Department of Juvenile Justice has eight Juvenile Justice Centres, together with regionally based Juvenile Justice Community Services offices, Intensive Programs Units and Youth Justice Conference Offices. Requests under the Freedom of Information Act 1989 are centrally coordinated at the Department's Central Support Office in Sydney. Freedom of Information request forms are available on the Internet at www.djj.nsw.gov.au/publications.

APPLICATIONS FOR INFORMATION AND FEE STRUCTURE

The following information is provided as required in terms of the legislation. Requests under the Freedom of Information Act for access to Departmental documents and records should be made in writing, accompanied by an application fee, and forwarded to:

The Freedom of Information Officer
Department of Juvenile Justice
PO Box K399
HAYMARKET NSW 1240

Applications may be delivered in person to the Freedom of Information Officer at the Department's Central Support Office:

Level 24
Sydney Central
477 Pitt Street
SYDNEY NSW 2000

Inquiries should be directed in the first instance to the Freedom of Information Officer by telephone (02) 9219-9400, or by facsimile (02) 9219-9500. Arrangements may be made to gain access to documents and obtain copies of documents at the Central Support Office of the Department of Juvenile Justice by contacting the Freedom of Information Officer. Inspection times are generally between 10 am and 4 pm Monday to Friday.

Personal Applications: \$30.00 application fee plus \$30.00 per hour processing charge after the first 20 hours

Non-Personal Applications: \$30.00 application fee plus \$30.00 per hour processing charge

Internal Review: \$40.00 application fee

Amendment of Records: Nil

Note: In cases of financial hardship and public interest requests, a 50% reduction in fees and charges may apply.

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

of the

DEPARTMENT OF LOCAL GOVERNMENT

and the following associated agencies:

Local Government Boundaries Commission**Local Government Grants Commission****Local Government Pecuniary Interest and Disciplinary Tribunal****Local Government Remuneration Tribunal****MINUTES OF MEETINGS**

Agendas and Minutes are held in relation to meetings of various commissions and committees administered by the Department. These include:

- New South Wales Local Government Boundaries Commission
- New South Wales Local Government Grants Commission

Circulars

Circulars are regularly issued to councils providing information or advice on a wide range of issues. Most of the policy determinations made in relation to local government issues are contained in circulars distributed to councils. Circulars and other key publications are available on the Department of Local Government Internet Homepage, located at <http://www.dlg.nsw.gov.au>. Circulars falling within the category of FOI policy documents issued since December 2004 are listed as follows.

No	Title
06-36	Local Government Reform Program – Promoting Better Practice Information Available Online
06-35	Companion Animals Amendment Act 2005 – Notices of Intention to Make Restricted Dog Declarations
06-34	Requested Borrowing Limit 2006-2007
06-33	Local Government Pecuniary Interest and Disciplinary Tribunal – Procedure Manual
06-32	Provision of Financial Assistance Under Section 356 Of The Local Government Act – Developing A Financial Assistance Policy
06-31	Pecuniary Interest and Disciplinary Tribunal Emphasises Need to Observe Pecuniary Interest Provisions
06-30	Notice of Intention to Declare Dog to be a Restricted Dog – Approved Form – Companion Animals Act 1998
06-29	Companion Animals Amendment Act 2005 – Commencement of Remaining Provisions And Supporting Regulation
06-28	Information About Rating for 2006-07 – Fee For Section 603 Certificates, Boarding House Tariffs And Maximum Interest Rate On Overdue Rates and Charges
06-27	Strategic Alliance Network Conference – Draft Final Program and Call For Late Registrations
06-26	Council Claims for Payment of Pensioner Concession Subsidy – June 2006
06-25	Department of Local Government Secondment Opportunity – Policy and Research Officer
06-24	Stormwater Management Services Charge – Commencement of Legislation and Updated FAQs
06-23	Department of Local Government Secondment Opportunity – Principal Policy Officer (Re-Advertised)
06-22	Applications for Approved Temperament Assessors
06-21	Strategic Alliances and Resource Sharing Initiatives
06-20	Recovery of Income Written Off As A Result of The 20% Limit On Farmland Ordinary Rates
06-19	Alcohol Free Zone Evaluation and Survey of Councils
06-18	Stormwater Management Service Charge – Frequently Asked Questions
06-17	Strategic Alliance Network Conference – Registration and Draft Program

06-16	Variation of General Income for 2006/2007
06-15	Strategic Alliance Network Conference – Invitation to Present Council and ROC Resource Sharing Models
06-14	Adjustments to Notional Income in 2006/07 for Newly Rateable Crown Land
06-13	Applications for Ministerial Approval for a Special Variation to General Income
06-12	Social Justice Initiatives Survey 2004-2005
06-11	Integrated Planning and Reporting
06-10	Determinations of the Local Government Remunerations Tribunal
06-09	Department of Local Government Secondment Opportunity – Principal Policy Officer
06-08	Meetings Practice Note
06-07	Procurement in NSW Local Councils
06-06	Increase in Registration Fees Under the Companion Animals Amendment Regulation
06-07	2005
06-05	Department of Local Government Secondment Opportunity
06-04	Staged Commencement of The Companion Animals Amendment Act 2005 and Amending Regulation
06-03	Consultation Draft – Tendering Guidelines of NSW Local Government
06-02	Council Claims for Payment of Pensioner Concession Subsidies- February 2006
06-01	Local Council Water Utility Powers Under the Local Government Act 1993
05-70	Information Regarding the Recovery of Income Lost As a Result of the Local Government and Valuation of Land Amendment (Water Rights) Act 2005
05-69	New Funding Arrangements for Stormwater
05-68	Department of Local Government Annual Report 2004-05

Practice Notes

Practice Note 1	Public Land Management (revised May 2000)
Practice Note 2	Approval of Caravan Parks & Manufactured Home Estates
Practice Note 3a	Building Notification (revised) August 1996
Practice Note 4	Mine Rating
Practice Note 5	Recruitment of the General Manager & Senior Staff
Model Code of Conduct For Local Councils in NSW	
Practice Note 7	Freedom of Information
Practice Note 8a	Code of Practice and Code of Tendering in the Construction Industry July 1996
Practice Note 9	Complaint Management in Councils
Practice Note 10	Swimming Pools on Public Land – Water Safety
Practice Note 12	Resource Sharing for Local Government
Environment Guidelines – State of the Environment Reporting by Local Government	
Practice Note 14	Local Approvals Policies (LAPs)
Practice Note 15	Water Safety – Revised October 2005
Practice Note 16	Meetings Practice Note

Publications

The publications listed have been prepared by the Department of Local Government and are available on the Internet at www.dlg.nsw.gov.au. Hard copies of our most recent publications may be obtained from Salmat Document Management Solutions by calling (02) 9721 9812, faxing (02) 9743 8603 or emailing toni.patterson@salmat.com.au or christine.brydon@salmat.com.au. Unless otherwise stated, publications are free. This list of publications is not exhaustive and while some titles may not appear under the Publications banner, they exist elsewhere on the website and may be accessed by using the site search field on the home page.

- Standard Contract of Employment - General Managers of Local Councils in NSW
- Pecuniary Interest Guidelines – June 2006
- Report of an Investigation in terms of Section 430 of the Local Government Act 1993 into Kyogle Council (excluding attachments).
- Stormwater Management Service Charge – Frequently Asked Questions (FAQs), 13 April 2006
- Special Variation Guidelines, 28 February 2006
- Fitting the Pieces Together – Integrated Planning and Reporting by NSW Local Councils, 9 February 2006
- On-Site Sewage Management System Survey – Consultant’s Report, 10 November 2005
- Council Rating and Revenue Raising Manual – Summary of Changes, 1 November 2005
- Council Rating and Revenue Raising Manual, 1 November 2005

- Applying for a Pensioner Concession Information Sheet, 1 November 2006
- Survey of Skills Shortages in NSW Local Government, 6 September 2005
- National Framework for Women in Local Government Information Kit for Councils, 10 June 2005
- Tweed Shire Council Public Inquiry – First Report, May 2005
- The Model Code of Conduct for Local Councils in NSW, 24 December 2004
- Guidelines for the Model Code of Conduct for Local Councils in NSW, 24 December 2005
- Future Options for Council Rating: Dealing with the separation of water from land under the Water Management Act 2000, 6 December 2005
- Corporate Plan 2004-2007, 1 December 2004
- Information Regarding Former Murrurundi Shire Council, 27 October 2004
- Structural Reform of Local Government in New South Wales – Map Local Government Areas, 15 September 2004
- Liverpool City Council: Public Inquiry: Final Report: Findings and Recommendations Volume 3 – (July 2004), 26 July 2004
- Cultural Planning Guidelines for Local Government, 8 July 2004
- Review of the Companion Animals Act 1998 – Report on the Act Review, 29 June 2004
- Lessons from the Liverpool City Council Experience: Recommendations for Public-Private Partnerships in Local Government: Volume 2, 28 June 2004
- Hardship Rate Relief Application Form, 15 June 2004
- Pensioner Concession Application Form, 15 June 2004
- Applying for a Pensioner Concession Information Sheet, 15 June 2004
- Memorandum of Understanding between the NSW Ombudsman and the Department of Local Government, 21 April 2004.
- Report of an Investigation in terms of Section 430 of the Local Government Act 1993 into Walgett Shire Council, 9 February 2004
- So You Are Thinking of Becoming a Local Government Councillor, 7 January 2004
- Pensioner Concession Application Form, 15 June 2004
- Applying for A Pensioner Concession Application Form, 15 June 2004
- Report of an Investigation in terms of Section 430 of the Local Government Act 1993 into Rylstone Shire Council, 11 December 2003
- Brochure – Social and Community Planning – Working Together to Benefit our Whole Community: Community Guide, 16 September 2003 (available in various languages)
- Home Pool Safety Checklist, 1 August 2003
- Department of Local Government Corporate Plan 2002-2005
- Department of Local Government Annual Report 1996/97, 1997/98, 1998/99, 1999/2000, 2000/01, 2001/02, 2002/03, 2003/2004.
- Evaluating Cross-Agency Programs: A Framework for Managing the Process, May 2003.
- Proclamation – Boundary Alteration – Sydney City, South Sydney and Leichhardt Councils, February 2003
- Social and Community Planning Reporting Guidelines, December 2002
- Social and Community Planning Reporting Manual, December 2002
- Report of an Investigation in terms of Section 430 of the Local Government Act 1993 into Warringah Council, October 2002
- Getting Australia Active – Towards Better Practice for the Promotion of Physical Activity, October 2004
- National Competition Policy – Review of the Local Government Act, October 2002
- Multicultural Forum Notes 2001 – from the Local Government Multicultural Forum hosted by Holroyd Council on 8 November 2001, August 2002
- Thinking about blowing the whistle – How to make a protected disclosure, June 2002
- Report of an Investigation under section 430 of the Local Government Act 1993 Re: Tweed Shire Council and Seaside City, June 2002
- Analysis of Council Data Collection System for Seizures of Cats and Dogs 2000/2001
- Analysis of Council Data Collection System for Seizures of Cats and Dogs 1999/2000
- Local Government Pecuniary Interest Tribunal Procedure - 2002
- Chapter Summary of the Local Government Act 1993 – Updated Information Paper No. 3, December 2001
- Report of an Investigation under section 430 of the Local Government Act 1993 Re: Tweed Shire Council and Kings Forest Estate, March 2002
- Dangerous Dog Survey 2001 – Report on Findings, February 2002
- Report on Crime Prevention Planning and Initiatives Survey, December 2001
- Review of the Children (Protection and Parental Responsibility) Act 1997, December 2001

- NSW Water Safety Framework 2001-2003, December 2001
- 2001/2002 Ethnic Affairs Priorities Statement (EAPS), December 2001
- Final Report – Evaluation of the NSW Government Policy Statement and Guidelines for Closed Circuit Television (CCTV) in Public Places, November 2001,
- Language Aide Kit – Ethnic Workers in Local Government Network, October 2001
- Report on Physical Activity Survey, July 2001
- Multicultural Forum Notes – held on Monday 6 November 2000 at Rockdale City Council, July 2001
- Strategic Tasks for Councils – 2001-2002, July 2001
- Report- Inquiry into the Structure of Local Government in Eight Council Areas in the Inner City and Eastern Suburbs of Sydney, July 2001
- Local Government and You: Information and Issues for Aboriginal People in NSW, July 2001
- Brochure – Your Local Government and You, July 2001
- Privacy, You and Your Local Council, March 2001
- Creating Active Communities – Physical Activity Guidelines for Local Councils, January 2001
- Candidates and Councillors 1999-2000 – Report on the Survey of Local Government Elected Members and Candidates for Elections held between September 1999 and August 2000, January 2001
- Candidates and Councillors 1995 – The 1995 Survey of Local Government Elected Members and Candidates, January 2001
- Dividing Fences Law, December 2000
- Disability Action Plan 2001-2003, December 2000
- Report of an Investigation under Section 430 of the Local Government Act 1993 Re: Ku-ring-gai Council, November 2000
- The Unintended Impact of National Competition Policy on Non Government Organisations – Preliminary Report December 1997, November 2000
- Minister’s Second Reading Speech – Local Government Amendment Bill 2000, November 2000
- Privacy Management Plan, October 2000
- Local Government Filming Protocol, September 2000
- Swimming Pool Laws, August 2000
- Simply Active Everyday Progress Report 1999, August 2000
- NCP Review of the Local Government Act 1993 – Issues Paper, July 2000
- New South Wales Government Policy Statement and Guidelines for the Establishment and Implementation of Closed Circuit Television (CCTV) in Public Places, July 2000
- Report on Findings from the Evaluation of the Aboriginal Mentoring Program, May 2000
- Fact Sheet: Employment Screening, Child-Related Employment, February 2000
- Windouran Shire Council Public Inquiry Report, February 2000
- Management Planning for Local Government – Guidelines, January 2000
- Anti Discrimination Guidelines for Managers of Local Councils, January 2000
- Anti Discrimination Guidelines for Local Government Councillors, January 2000
- Environmental Guidelines – State of Environment reporting by Local Government, December 1999
- Bega Valley Shire Council Public Inquiry Report, August 1999
- Your council, August 1999
- How to have your say in council, August 1999
- Local Government Amendment (Amalgamations and Boundary Changes) Bill 1999 – Second Reading Speech, June 1999
- Lake Macquarie City Council Investigation Report, June 1999
- Annexures to the Lake Macquarie City Council Investigation Report, June 1999
- Bega Valley Shire Council – Investigation Report, May 1999
- Youth Consultation Checklist, May 1999
- Council Staff and Councillors’ Views about Youth Consultation, May 1999
- Companion Animals Regulation 1999 and Regulatory Impact Statement, April 1999
- Circular to Veterinary Surgeons, March 1998
- Department of Local Government Guarantee of Service, December 2001
- Ministerial Guidelines on Alcohol Free Zones, November 1998
- Multiculturalism & Local Governance – A National Perspective, November 1998
- Simply Active Everyday: A plan to promote physical activity in NSW 1998-2002, October 1998
- Crime Prevention Resource Manual for Local Councils, October 1998
- Inquiry into Sydney City Council Election Procedure – Report (home page only) October 1998
- Minister’s Second Reading Speech on the Local Government Amendment (Ombudsman’s Recommendations) Bill 1998, September 1998

- Are Vehicles Trespassing On Your Land Or Blocking Your Driveway, August 1998 (home page only)
- Asset Accounting Manual Update No 4 (home page only)
- Comparative Information on NSW Local Government Councils – 1994/95, 1995/96, 1996/97, 1997/98, 1998/99, 1999/00, 2000/01, 2002/2003 and 2003/2004 (home page only).
- Council Staff and Councillor’s Views About Youth Consultation, May 1999 (home page only)
- Competitive Tendering Guidelines, January 1997
- Disability Action Plan 2001-2003
- Dog and Cat Owners, Things You Need to Know About the Companion Animals Act (Brochure)
- Free Parking Area Agreements, August 1998 (home page only)
- Guidelines and Code of Practice for Dance Parties, April 1998 (under cover of circular)
- Guidelines for Dance Parties: Provision of Water at Dance Parties 1999 (under cover of circular)
- Guidelines for the Compulsory Acquisition of Land by Councils, January 1997
- Guidelines on the Management of Competitive Neutrality Complaints, October 1997
- How Local Councils Consult With Young People, October 1997 (home page only)
- How Young People Would Like to be Consulted, December 1998 (home page only)
- Local Government Act brochures: (also available translated into community languages) - Why do you pay rates?
- Local Government Code of Accounting Practice & Financial Reporting (home page only to update 10)
- Local Government Filming Protocol, September 2000
- Major and Special Events Planning – A Guide for Promoters and Council, October 1997 (home page only)
- Management Planning for NSW Local Government, Guidelines – January 2000
- Multiculturalism & Local Governance - A National Perspective, November 1998
- NSW Local Government Directory (home page only)
- Perspectives (Local Government Newsletter) Issues 1 - 20
- Pricing and Costing for Council Businesses – A Guide to Competitive Neutrality, July 1997
- Privacy, You and Your Local Council, March 2001 (home page only)
- Proposals To Encourage Regional Co-operation Between Local Government Authorities in NSW, January 1997 (home page only)
- Review of the Local Government Act 1993 – Report on the Act Review, June 1999 (home page only)
- The Unintended Impact of National Competition Policy on Non Government Organisations Preliminary Report, December 1997 (home page only)
- Under Careful Consideration: Key Issues for Local Government. Guidelines to Reduce Conflicts of Interest in Councils, March 1997 (home page only)

Local Government Pecuniary Interest and Disciplinary Tribunal Publications:

- Local Government Pecuniary Interest and Disciplinary Tribunal Procedure Manual – 2005 (replaces 2002 version).
- 2005 Annual Report, September 2005
- 2004 Annual Report, November 2004
- 2003 Annual Report, September 2003
- 2002 Annual Report, October 2002
- 2001 Annual Report, March 2001
- 2000 Annual Report, January 2000
- 1999 Annual Report, January 1999
- 1998 Annual Report, January 1998
- 1997 Annual Report, January 1997
- 1996 Annual Report, January 1996
- 1995 Annual Report, January 1995

Local Government Remuneration Tribunal Publications

- Report and Special Determinations of the Local Government Remuneration Tribunal, April 2006
- Report and Special Determinations of the Local Government Remuneration Tribunal, December 2005
- Report and Determination of the Local Government Remuneration Tribunal, April 2005
- Report and Determination on the Categorisation of Eastern Capital City Regional Council, November 2004

- Erratum – Report and Determination on the Categorisation of New and Reconstituted Councils, July 2004
- Report and Determination on the Categorisation of New and Reconstituted Councils, June 2004
- Report and Determination of the Local Government Remuneration Tribunal, May 2004
- Report and Determination of the Local Government Remuneration Tribunal, May 2003
- Report and Determination of the Local Government Remuneration Tribunal, May 2002
- 2001 Report and Determinations, April 2001
- 2000 Report and Determinations, May 2000
- 1999 Report and Determinations, May 1999
- 1998 Report and Determinations, April 1998

Local Government Grants Commission

- NSW Local Government Grants Commission – Annual Report 2004/2005, November 2005
- NSW Local Government Grants Commission – Annual Report 2003/2004, December 2004
- NSW Local Government Grants Commission – Annual Report 2002/2003, December 2003.
- NSW Local Government Grants Commission – Annual Report 2001/2002, November 2002
- NSW Local Government Grants Commission – Annual Report 2000/2001, October 2001
- NSW Local Government Grants Commission – Annual Report 1999/2000, January 2001
- NSW Local Government Grants Commission – Annual Report 1998/1999, January 2000
- NSW Local Government Grants Commission – Annual Report 1997/1998, January 1999
- NSW Local Government Grants Commission – Annual Report 1996/1997, January 1998

Local Government Boundaries Commission

- Steps in the Inquiry Process
- Factors considered in relation to merger proposals
- Guidelines for Preparing Amalgamation Proposals, August 1999
- Social/Community Planning Guidelines, May 1998
- Social/Community Planning Manual, May 1998
- Guidelines for Assessing Social Impact, December 1997
- The Concept of Community Interest: A discussion paper which explores the concept of community of interest as it applies to local government, 1989

Septic Safe Publications (some also available on CD-Rom):

There are various brochures and papers available on the Septic Safe homepage accessible via the Department of Local Government homepage.

Companion Animals Publications:

There are various brochures and papers available on the Companion Animals homepage accessible via the Department of Local Government homepage.

Internal Circulars

The Department issues two types of internal circulars. The Director General issues special circulars to staff dealing with matters of major importance. The Manager, Business Services issues circulars covering a wide range of non-policy issues.

Procedure Manuals

The Department's procedure manuals and guidelines are concerned with internal management functions.

ACCESS TO DEPARTMENTAL DOCUMENTS

Informal Access

The Department's general philosophy towards its affairs is openness. Any reasonable request for access to the documents held by the Department will be favourably considered and wherever possible access will be arranged informally and free of charge. However, there are inhibiting factors and these need to be understood and acknowledged. They include:

- the time and resources which may be involved in providing access;
- the political sensitivity of the material;
- the rights to privacy of others who may be affected by the disclosure of the information.

Personal information about members of the public

Members of the public seeking to amend Departmental documents about their personal affairs should contact the FOI Co-ordinator. In most cases, a written application will be required in terms of the FOI Act. Proof of the amendments being requested will also be required – what such proof will be may vary from case to case.

Statement of Affairs

The Department's most recent Statement of Affairs is now available. Copies can be obtained free of charge from the FOI Co-ordinator, Department of Local Government, Locked Bag 3015 NOWRA NSW 2541 and from the Department's homepage at www.dlg.nsw.gov.au.

Formal FOI Applications

Should an informal request for access to documents be refused, or if for some other reason a person wishes to make a formal application under the Freedom of Information Act, such an application should be addressed to the FOI Co-ordinator. Formal applications should be accompanied by a fee of \$30.

Enquiries and Applications

Enquiries, requests and formal FOI applications should be directed to the FOI Co-ordinator at the address below between the hours of 9.30 am and 5.00 pm.

Department of Local Government
Level 2
5 O'Keefe Avenue
NOWRA NSW 2541
OR
Locked Bag 3015
NOWRA NSW 2541
Phone (02) 4428 4217

It is strongly suggested that members of the public telephone the FOI Co-ordinator before attending or lodging FOI applications to ensure that documents are available or can be made available when required.

Fees and Charges

Fees and Charges are summarised below.

Nature of Application	Application Fee	Processing Charge
Access to records by natural persons about their personal affairs	\$30*	\$30/hr after first 20 hrs*
All other requests	\$30*	\$30/hr**
Internal review	\$40**	Nil
Amendment of records	Nil ***	Nil

* subject to 50% reduction for financial hardship and public interest reasons

** refunds may apply as a result of successful internal reviews and successful applications for amendments of records

*** no application fees are charged for internal reviews in relation to amendment of records

Fees and charges outlined above are pursuant to the Freedom of Information (Fees and Charges) Order 1989.

ACCESS TO PERSONAL INFORMATION UNDER THE PRIVACY AND PERSONAL INFORMATION PROTECTION ACT 1998

The Department has adopted a privacy management plan which sets out its policies and practices for dealing with privacy and personal information. The plan is accessible on the Department's web site at www.dlg.nsw.gov.au.

Members of the public may find the following sections to be of particular interest – Section 4.1 (“Classes of Personal Information and Compliance with IPPs”); Section 4.2 (“The Notification, Access and Alteration Process”); and Section 5 (“The Internal Review Process”).

A person's rights of access under the Privacy legislation are quite separate from his or her rights under the Freedom of Information legislation, but are limited to “personal information” as defined in the Privacy legislation.

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****DEPARTMENT OF STATE AND REGIONAL DEVELOPMENT****30 June 2006****SECTION 1 – POLICY DOCUMENTS AND PUBLICATIONS**

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

On the 3rd March 2006 the New South Wales Government gazetted the abolition of the Ministry for Science and Medical Research. The functions and staff of the former Ministry have been integrated into the Department of State and Regional Development as the Office for Science and Medical Research. Relevant documents and publications of the Office for Science and Medical Research are included below.

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

Policy

Code of Conduct
DSRD Strategic Plan 2004-2007
Guarantee of Service
A Guide to Services and Support

Corporate publications:

NSW - at a glance (Z-card)
NSW Competitiveness Report 2006
NSW Trade and Investment (Chinese)
NSW Trade and Investment (Japanese)
Business First issue 30, 31, 32
Regional First issue 19, 20
Annual Report 2004-2005
First impression last – NSW Trade and Investment Centre

Investment Division:

Business Migration
Doing Business in NSW (English)
Doing Business in NSW (Chinese)
Sydney – a top player in Digital Media CD-Rom
Sydney and NSW: First for Information and Communications Technology
Sydney – Digital Media Hotspot
Sydney - Major Project Unit
Sydney, NSW – First for International Contact Centres
Sydney, NSW – First for Shared Services
Sydney, NSW – First for Foreign Exchange
Sydney, NSW – First for Funds Management
Sydney, NSW – First for Manufacturing
Sydney, NSW – First for Food and Beverage Processing
Sydney, Australia – Financial Services

Industry Division:

First for Aquaculture

First for Aquaculture – industry directory 2004
Australian Technology Showcase – where Australian innovation meets the world
Australian Technology Showcase Snapshot e-newsletter
Australian Technology Showcase website
Beijing Olympics brief, newsletter
BioFirst website brochure
Biotechnology CD-ROM, online Directory
Biotechnology e-newsletter, online
Biotechnology events email (monthly),
Biotechnology Investment brochure
Discover NSW Wine and Food Trails – pocket guide
NSW First for Planted Forests
Food Industry NSW – 2004-2005 Directory
FoodBytes – e-newsletter (nine issues in 2004-2005)
NSW Aquaculture Industry Directory 2004
NSW First for Aquaculture – case studies
NSW First for Aquaculture – investment brief
Sydney, NSW; Focussing on Optical Technologies
NSW Biotechnology Industry Directory – CD Rom
Western Sydney IT Cluster “Members Update” email (weekly)
Western Sydney IT Cluster bi-monthly e-newsletter (5 issues)
Western Sydney IT Cluster – Working Together for Mutual Benefit flyer on membership and benefits
Western Sydney IT Cluster - Online Members Capabilities Directory

Regional Development:

Small Town - Big Growth
Your community - your future
Putting regional NSW on the menu
Merriwa Small Towns Growth Strategy
Filming in Regional New South Wales, Australia
Growing Success in Cooma
Funding Business Growth
Strong Regions, Strong Future
Right place at the right time - developing distribution hubs in regional NSW
Regional Distribution Centre Attraction Strategy – Goulburn
Regional Food Tour 2005

Small Business Development Division:

Aboriginal Business Newsletters
Advertising and Promotion – Fact Sheet
Anti-discrimination – Fact Sheet
Better Solutions, Better Results
Business Clusters: working together for growth
Business Planning – Fact Sheet
Business Security – Fact Sheet
Business Structure – Fact Sheet
Buying a Business – Fact Sheet
China Fact Sheet
Cleaner Product Self Help Tool
Cleaner Production PowerPoint Slides
Client Service – Fact Sheet
Commercial Leases – Fact Sheet
Debt Recovery – Fact Sheet
Director of Aboriginal Business & Employment Programs
Directory of business services for Aboriginal People
Electronic Commerce – Fact Sheet
Employment Conditions – Fact Sheet
Export Development: Helping Your Business to Export
Exporters Network registration
Exporting Newsletters

Getting Started – Fact Sheet
 Getting the Most from Advisers – Fact Sheet
 Helping people to start, manage and grow their business
 Home based business action program
 Home Biz Kit CD Rom
 Home-based Business Action Programs
 Independent Market Visit Program
 Innovation Clusters Program
 Innovation Services Program
 Insurance – Fact Sheet
 Insurance Finder Categories
 Intellectual Property – Fact Sheet
 International Trade Missions and Market Visits Program July 2005 - June 2006
 International Trade Missions and Market Visits Program, January to June 2005
 International Trade Missions and Market Visits Program, July to December 2004
 Manufacturing in Western Sydney
 Marketing – Fact Sheet
 NSW Exporters Network
 NSW Trade Mission to Shanghai and Guangdong, 29 November to 3 December 2004 (English and Chinese)
 NSW-Asia Business Advisory Council
 Pricing and Costing: managing for a profitable business (CD-ROM)
 Quick Guide to Small Business Services
 Raising Finance – Fact Sheet
 Risk Management Guide
 Securing Our Manufacturing Future
 Small Business Banking Issues & Statistics
 Small Business Big Impact
 Small Business Big Impact 2004
 Small Business Fact Sheets in Arabic x 6
 Small Business Fact Sheets in Khmer x 6
 Small Business Fact Sheets in Korean x 6
 Small Business Fact Sheets in Vietnamese x 6
 Small Business Update
 Stepping Up - Helping your small business grow
 Stepping Up Mentor Application & Brochure
 Stepping Up: Contractor Information Pack
 Surviving in Business – Fact Sheet
 Taxation – Fact Sheet
 Technology and Innovation Newsletter
 Trade Services Case Studies x 10
 WiB Growth Strategies Workshop Programs
 WiB Mentor/Mentoree application forms
 WiB Participant Notes
 Winning Exports Guide
 Women in Business – 2005 Growth Strategies Workshop
 Women in Business – 2005 Growth Strategies Workshops (February – June)
 Women in Business – 2005 Growth Strategies Workshops (July – December)
 Women in Business – 2005 Mentor Program
 Women in Business – 2005 Regional Program

Retail Tenancy Unit:

Retail Tenancy Unit
 RTU – Dispute Resolution Kit

The Office for Science and Medical Research

Policy

Disability Action Plan;
 Equal Employment Opportunity Policy;
 Freedom of Information Policy;
 Ethnic Affairs Priorities Statement.

Submissions

- Submission on the National Health and Medical Research Council Draft Guidelines and Response paper on Xenotransplantation;
- Response to Submission to the Australian Law Reform Commission (ALRC) Discussion Paper 68 on “Gene Patenting and Human Health”;
- Submission to the Commonwealth Government’s Issues Paper: Research Quality Framework: Assessing the quality and impact of research in Australia;
- Submission to the Federal Department of Education, Science and Training’s Draft Implementation Framework on the National Collaborative Research Infrastructure Strategy;
- Response to the Legislative Council’s Standing Committee on State Development Inquiry into Science and its Commercialisation in New South Wales.
- Submission to the Review of the National Statement on Ethical Conduct in Research Involving Humans: Second Consultation Draft
- Submission to the review of the Commonwealth Prohibition of Human Cloning Act 2002 and the Research Involving Human Embryos Act 2002

Reports and Publications.

- NSW Research: A Prescription for Health;
- Inter-Jurisdictional Forum - Towards timely, efficient and effective review of multi-centre clinical trials;
- Report of the Making Connections “Future Directions” Workshop;
- Positioning NSW as a Global Centre for Science, Technology and Medical Research: A Report from Consultations and Workshops Conducted by ATP Innovations on behalf of the Ministry for Science and Medical Research.;
- The State of Research: The 2006 Science Directory;
- The State of Research: The 2006 Health and Medical Research Directory;
- Challenge and Change – Report of the Independent Review into the Cancer Council NSW commissioned by the Hon. Frank Sartor MP – August 2005;
- NSW Medical Research Support Program – application kit and guidelines for funding commencing in 2006;
- NSW BIOFIRST Awards Funding Guidelines Round 4 – 2005;
- NSW Cooperative Research Centres Support Grants Program funding guidelines;
- The NSW Government’s Spinal Exchange Program Funding Guidelines 2004-05;
- Spinal Cord Injury and Related Neurological Conditions Research Grant Program Application Kit and Guidelines for funding commencing in 2005.

SECTION 2 – STATEMENT OF AFFAIRS

The Department of State and Regional Development’s Annual Report (describing the operations, functions, and the structure of the organisation) will serve as the Department’s latest Statement of Affairs. The 2004-2005 Annual Report, was tabled in November 2005, and is available free of charge on the DSRD Website: www.business.nsw.gov.au.

SECTION 3 – CONTACT ARRANGEMENTS

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

Communications Unit
Department of State and Regional Development
Level 47, MLC Centre
19 Martin Place
SYDNEY NSW 2000
Telephone: +61 2 9338 6859

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

The FOI Coordinator
Department of State and Regional Development
Level 49, MLC Centre
19 Martin Place
SYDNEY NSW 2000
Telephone: +61 2 9338 6600
Facsimile: +61 2 9338 6830

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

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

Publications

Annual Report
Community & Environment Report
Environmental Brochure
Eraring Power Station Brochure

Cooling Water Fact Sheet
Emissions Fact Sheet
Land Management Fact Sheet
Wind Farm Fact Sheet

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

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

Or post to:
Eraring Energy
PO Box A2238
SYDNEY SOUTH NSW 1235

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****HUNTER WATER CORPORATION****June 2006****SECTION 1 – POLICY DOCUMENTS, MANUALS AND BROCHURES**

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

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

35. Miscellaneous Fees
36. Code of Practice on Debt & Disconnection
37. Customer Contract Pamphlet
38. Complaints Handling
39. Customer Charges Guide
40. Integrated Water Resource Plan
41. Consultative Forum Charter
42. Report of Customer Complaints to the Energy & Water Ombudsman (EWON)
43. Code of Conduct
44. Seal Register
45. Register of Charges
46. Register of Members
47. Open Board Papers
48. Consultative Forum Papers
49. Trade Waste Policy and Management System
50. Tankering Policy
51. Guidelines for the Installation and Maintenance of Oil Separators for Service Stations and Vehicle Repair Shops
52. Guidelines for General Pre-treatment and Maintenance Requirements for Trade Waste Generators
53. Guidelines for Installation and Maintenance of Grease Arrestors and Other Food Waste Pre-treatment Facilities
54. Environmental Management Plan
55. Environmental Management System Manual
56. Guide to Hunter Water's Notice of Requirements for Developers
57. Brochure on Developer Charges and Development Servicing Plans
58. Brochure on Provision of Water and Sewer Services
59. Developer Servicing Plans
60. Non-standard Water and Sewer Services Policy
61. Search of Property Financial Details or History
62. Property Acquisition/Disposal Policy
63. Various Accounting & Finance Policies
64. Configuration Management Policy procedures LS/96-1
65. Water Network Asset Management Plan
66. Risk Management Policy and procedures LS/96-2
67. Sewer Network Asset Management Plan
68. Asset Management Strategy LS/97-1
69. Various leaflets on General Environmental Awareness
70. Various leaflets on Information on the Corporation and its services to customers.

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

1. completing an FOI Application Form, available at the address shown below, or apply in writing supplying all the details required under the FOI Act; and

2. presenting the form or letter, the appropriate fee and, where necessary, identification to the FOI Officer. Details of procedures, fees and reductions in certain cases can be obtained from the FOI Officer.

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

Hunter Water Corporation
36 Honeysuckle Drive
NEWCASTLE NSW 2310

PO Box 5171
HRMC NSW 2310

DX 7858
NEWCASTLE

Telephone: (02) 4979 9759

Facsimile: (02) 4979 9414

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

State Library of NSW
Premiers Department Library
Library of the Parliament of NSW; and
National Library of Australia
Newcastle Regional Library
Hunter Water Corporation Library

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

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

SECTION 1 – POLICY DOCUMENTS

Policies are developed and reviewed by various business sections throughout Landcom. They relate to:

- Business Continuity
- Contract/Contractor Management
- Customer Complaints
- Declarations of Interest
- Development Process
- Employment Conditions
- Energy Smart Communities
- Ethnic Affairs Priority Statement
- Fair Treatment and Grievance
- Fraud & Corruption Prevention
- Gifts, Benefits and Favours
- Government Agency Liaison
- Information and Technology Management
- Land Dealings
- Media and Sponsorship
- Moderate Income Housing
- Occupational Health & Safety
- Priority Numbering System
- Privacy
- Probity
- Records Management
- Risk Management
- Stakeholder Consultation
- Sustainability
- Training & Development
- Water Sensitive Urban Design

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

Level 2
330 Church Street
Parramatta NSW 2150

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

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

The FOI Coordinator
Landcom
P O Box 237
Parramatta NSW 2124

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

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****NSW DEPARTMENT OF COMMERCE****JUNE 2006****SECTION 1 – POLICY & GENERAL PUBLICATIONS****Commerce Corporate**

- 2005-08 Corporate Plan
- Reporting Corrupt Conduct, Maladministration and Serious and Substantial Waste of Public Money Policy December 2005
- NSW Dept of Commerce Occupational Health & Safety & Injury Management Policy Statement
- Business Ethics Statement November 2005
- NSW Government Tendering Guidelines
- Department of Commerce Tendering Manual – Chapter 9 Disclosure of Contract Information, and Contract Award Information Form compliance with Premier's Memorandum No 2000-11 disclosure on Information on Government Contracts with the Private Sector
- Internet and Email Use Policy
- Acceptable Use of Information and Information Systems Policy
- Graduate Recruitment Policy
- Student Placements Policy
- Study Time Leave and Assistance Policy
- Study Leave for the Public Sector Management Course Policy
- Children in the Workplace Policy
- Family and Community Service Leave Guidelines and Procedures
- People Strategy 2006-2007 Policy
- Smoke Free Workplace Policy

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

Telephone: (02) 9372 8720 Facsimile: (02) 9372 8733

Plan Room Collection - services and charges for retrieving information:

- Print outs - A2 and A3 prints from aperture cards - \$18 per print.
- Searching for plans by Plan Room staff - \$20 for the first hour or part thereof and \$20 for each additional hour
- Production of electronic files on CD - PDF or TIF files on CD with pricing based on a sliding scale according to volume.

Enquiries: Manager, Records Branch, Level 5, McKell Building, 2-24 Rawson Place, Sydney between the hours of 9am – 5pm Monday to Friday.

Telephone: (02) 9372 7087 Facsimile: (02) 9372 7070

OFFICE OF FAIR TRADING**Fair Trading Investigations**

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

Enquiries: Manager, Fair Trading Investigations Branch, Level 3, 1 Fitzwilliam Street, Parramatta between the hours of 9am–5pm Monday to Friday. Telephone: 9895 0416.

Real Estate Investigations

- Commissioner's Guidelines on Supervision under section 32 of the Property Stock and Business Agents Act 2002
- Estimated Selling Price Guidelines for Agents (Property Stock and Business Agents Act 2002)
- Guide for considering applications by licensees, former licensees, or their personal representatives for not taking Disciplinary Action, Prosecution Action or the Issue of Penalty Notices for Failure to Audit Trust Books and Records and Lodgement of an Audit Report or Statutory Declaration with the Commissioner under Sections 111 And 113 of the Property, Stock and Business Agents Act, 2002.
- Guide to applying for an exemption under section 31 of the Property Stock and Business Agents Act 2002 from having a licensee-in-charge at each place of business
- Guide re: Disqualified Persons section 16(1)(O) Property Stock and Business Agents Act 2002
- Property Services Compensation Fund Procedures Manual

Enquiries: Manager, Real Estate Investigations Branch, Level 3, 1 Fitzwilliam Street, Parramatta between the hours of 9am–5pm Monday to Friday. Telephone: 9895 0511.

Rapid Response

- Enforceable Undertakings Guidelines
- Substantiation Notice Guidelines

Enquiries: Manager, Rapid Response Branch, Level 3, 1 Fitzwilliam Street, Parramatta between the hours of 9am–5pm Monday to Friday. Telephone: 9895 0043.

Operational Priorities and Intelligence

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

Enquiries: Acting Manager, Operational Priorities & Intelligence Branch, Level 3, 1 Fitzwilliam Street, Parramatta between the hours of 9am –5pm Monday to Friday. Telephone: 9895 0513.

Safety and Standards

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

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

Telephone: 8467 4449.

Legal Services Division

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

Enquiries: Director, Legal Services Division, Level 3, 1 Fitzwilliam Street, Parramatta between the hours of 9am – 5pm Monday to Friday. Telephone: 9895 0153.

REVS - Register of Encumbered Vehicles

- REVS Guidelines for Handling Subpoenas

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

Enquiries: Acting General Manager, REVS, Level 3, 1 Fitzwilliam Street, Parramatta between the hours of 9am –5pm Monday to Friday. Telephone: 9895 2726.

Registry of Co-operatives & Associations

- Co-operatives Information kits
- Associations - Approved form
- Model rules for an incorporated association
- Associations - Search request forms
- Funeral Funds - Application forms and guide
- Funeral Funds - Funeral Arrangements

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

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

Motor Vehicle Repair Industry

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

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

Telephone: 9712 2200.

Policy and Strategy

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

Enquiries: Office of the Assistant Commissioner, Policy & Strategy Division, Level 20, 227 Elizabeth Street, Sydney between the hours of 9am –5pm Monday to Friday. Telephone: 9338 8908.

Home Building Service

- Home Building Licensing Procedural Manual

Enquiries: Acting Director, Licensing and Industry Standards, Level 4, 1 Fitzwilliam Street, Parramatta, between the hours of 9am –5pm Monday to Friday. Telephone: 9895 0850.

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

Enquiries: Acting Deputy General Manager, Level 4, 1 Fitzwilliam Street, Parramatta, between the hours of 9am – 5pm Monday to Friday. Telephone: 9895 0801.

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

Enquiries: Acting Director, Insurance Services, Level 22, 227 Elizabeth Street, Sydney, between the hours of 9am – 5pm Monday to Friday. Telephone: 9777 8880.

Property & Licensing

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

Enquiries: Manager, Renting Services Branch, Level 4, 234 Sussex Street, Sydney between the hours of 9am – 5pm Monday to Friday. Telephone: 9377 9023.

Fair Trading Services

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

Enquiries: Office of the Executive Director, Fair Trading Services, Level 22, 227 Elizabeth Street, Sydney between the hours of 9am and 5pm Monday to Friday. Telephone: 9619-8777.

Customer Services

- Customer Services Handbook

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

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

OFFICE OF Industrial Relations:

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

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

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

Enquiries: Office of Industrial Relations also has a variety of current brochures, pamphlets, newsletters and booklets containing information on New South Wales industrial relations matters available to interested

members of the public, some free of charge and others for a nominal fee. A full list of these publications is included in the Department of Commerce Annual Report and is available on the Office of Industrial Relations website www.industrialrelations.nsw.gov.au

OFFICE OF PUBLIC WORKS AND SERVICES

Project Management

- Colour Scheme Primary Schools \$800.00 (CD)
- Colour Scheme Secondary Schools \$1200.00 (CD)
- Design Standard (\$450.00)
- Design Standard – Sections \$55.00 each
- Ecologically Sustainable Development in Education facilities \$55.00
- Education Research Facilities Group Gazette (subscription \$15.00)
- Energy Management in New South Wales Schools \$35.00
- Improving Workshop Safety \$225.00
- Landscape Design Standard \$150.00 (CD)
- Primary and Secondary Schools Facilities Standard \$800.00 (CD) and \$75.00 (Summary).
- Primary School Facilities Standard \$412.50 (CD)
- Safety Guidelines for the Installation and maintenance of Fixed Playground Equipment in Schools \$27.50
- School Specification Standard (\$450.00) or each Section (\$55.00)
- Secondary School Facilities Standard \$495.00 (CD)
- Secondary Schools Summary - \$55.00
- Space to Teach: Room to Learn (primary schools) \$75.00 (video)
- Space to Teach: Room to Learn (high schools) \$75.00 (video)
- Space to Teach: Room to Learn (primary and high schools) \$150.00 (video)
- Special Education \$192.50 or \$45.00 Summary
- Sunshade in Schools \$11.00
- Windows & Doors Drawing Set \$140.00 (14 drawings @ \$10 each)
- Built to Teach: Designed to Learn (secondary schools) and Space to Teach: Room to Learn (secondary schools) \$150 (DVD)
- Landscape Management in NSW Schools \$35.00
- Chullora TAFE Stage 2
- Cooma TAFE Tourism/Hospitality
- Campbelltown TAFE Hospitality
- Padstow TAFE Horticulture
- Hunters Hill High School Brochure

Enquiries: Cecilia Wilson Telephone: 9372 8697 or Email cecilia.wilson@commerce.nsw.gov.au

Sustainable Water Solutions

- NSW Tide Charts, \$5.50 per copy

Enquiries: Dave Gorham Telephone: 9949 0277 or Email dgorham@mhl.nsw.gov.au

- MHL1482 NSW North Coast March 2006 Flood Summary
- MHL1469 NSW North Coast January 2006 Flood Summary
- MHL1464 DNR Arrawarra Creek Data Collection August-October 2005
- MHL1435 Marshalls Creek Flood Event 30 June 2005
- MHL1426 NSW North Coast Flood Summary June 2005
- MHL1425 NSW Wave Climate and Coastal Air Pressure Annual Summary 2004-2005
- MHL1424 NSW Coastal Rainfall Annual Summary 2004-2005
- MHL1423 NSW Ocean and River Entrance Tidal Levels Annual Summary 2004-2005
- MHL1422 NSW Estuaries and Rivers Water Levels Annual Summary 2004-2005
- MHL1420 North Beach Jetty Revetment Physical Model Testing
- MHL1399 DIPNR Boambee Creek Tidal Data Collection April-July 2005
- MHL1343 Korogoro Creek Data Collection May-August 2004
- MHL1269 DNR Tidal Planes Data Compilation Stage 3

Enquiries: Megan Jensen Telephone: 9949 0266 -

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

Government Architect's Office

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

Enquiries: Warren Bonamy Telephone: 9372 8543 or Email: warren.bonamy@commerce.nsw.gov.au

NSW Procurement:

Information Communications Technology [Government Chief Information Office]

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

- Acquisition of IM&T Guideline
- AGLS Metadata Guideline
- Authentication – Digital Signatures Guideline
- Benefits Management Plan Guideline
- Benefits Realisation Register Guideline
- Business Case Development Guideline
- Business Proposals Memoranda
- Buy not Build Memoranda
- Call Centre Establishment Guideline
- Call Centre Operation Guideline
- CEO e-Government Committee Memoranda (1.1)
- Change Management Guideline
- Chief Information Officer Guideline (3.2)
- Chief Information Officer Memoranda
- Code of Conduct and Ethics Guideline
- connect.nsw Implementation Framework
- Contracting Out Guideline
- Facilitators Handbook Guide to accompany the video [I wish] it wasn't me
- Government Access Centres
- Government Network Services (ITS2068) Memoranda (5.4)
- Government Selected Application Systems (GSAS) Guideline
- Government Selected Application Systems – GSAS Memoranda (6.1)
- Guide to Labelling Sensitive Information
- IM&T Strategic Planning Guideline
- IM&T Strategic Planning Guideline Information Sheet 2004 Review of IM&T Strategic Plans
- IM&T Strategic Planning Guideline Information Sheet IM&T Strategic Planning Process
- IM&T Strategic Planning Guideline Information Sheet IM&T Steering Committee
- Information Management – AGLS Metadata Guideline
- Information Management – Copyright Guideline
- Information Management – Liability Guideline
- Information Management Memoranda (3.1)
- Information Management – Privacy Guideline
- Information Management and Technology Blueprint
- Information Management Audit – Guideline
- Information Management Classification – Guideline
- Information Management Framework – Guideline
- Information Management Inventory – Guideline
- Information Security Guidelines - Part 1 Information Security Risk Management
- Information Security Guidelines - Part 2 Examples of Threats & Vulnerabilities
- Information Security Guidelines - Part 3 Information Security Baseline Controls
- Information Security – Return on Investment for Information Security
- Interoperability Framework
- Mobile Telephony Memoranda (6.5)
- New South Wales Government Policy Guidelines for Mobile Communications Devices and Associated Services
- New South Wales Telecommunications Strategy
- Post Implementation Review Guideline
- Project Management Guideline
- Project Risk Management Guideline

- Providing Information and Services Using the Internet: A Guide for NSW Government Agencies Guideline
- Provision of Information and Services Using the Internet Memoranda (5.1)
- Quality Management Guideline
- Raising the bar on website standards – Fact Sheet
- Security of Electronic Information Memoranda (3.3)
- Smart Cards Memoranda (8.2)
- Strategic Relationship Agreements Memoranda (6.4)
- Strategic Planning Memoranda (2.1)
- Telecommunications Services Agreements (DITM 2001) User Assistance Guide
- Use of the Internet for Electronic Messaging Guideline
- Wide Area Network Communications Memoranda (5.2)
- Web Usability and Accessibility Guide
- X.500 Directories (1) Directory Architecture Guideline
- X.500 Directories (2) Core Directory Information Tree & Schema Guideline
- X.500 Directories Memoranda (5.3)

Construction

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

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

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

- Security of Payment Act Information Package
- Government Procurement Policy and Strategy
- Tendering Guidelines

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

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

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

- Gateway Project Profile Assessment Tool
- Gateway Strategic Review Workbook
- Gateway Business Case Review Workbook
- Gateway Pre-Tendering Review Workbook
- Gateway Tender Evaluation Review Workbook
- Gateway Pre-Commissioning Review Workbook
- Gateway Post Implementation Review Workbook
- Gateway Review Toolkit

Procurement System for Capital Works

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

- Procurement Strategy Selection Guidelines
- GC21 standard form contract documents
- Minor Works standard form contract documents
- Mini Minor Works standard form contract documents
- Consultancy Services standard form contract documents
- Project Management Services standard form contract documents
- Selective Tendering Guidelines
- Contract management concepts
- Contract management guidelines
- Cost adjustment guidelines
- Insurance guidelines
- Performance management system guidelines
- Contract dispute resolution guidelines

Asset Management and Office Accommodation

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

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

Contracting Services

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

- BetterBuying – Client based quarterly newsletter
- Contract ‘user guides’ – approximately 115 available online
- SupplierNews – biannual publication for approved suppliers
- Guide to NSW Government Period Contracts – biannual guide listing all the available contracts
- Brochures
- Labour Hire and Recruitment Contracts
- IT Hardware
- IT Software
- IT Communications Software Products and Services
- NSW Agreement for Microsoft Software
- Food Contracts

Information is also available on other related areas including; smartbuy[®], Facilities Management, Procure IT, Tendering, Procurement Training Program

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

Telephone: (02) 9372 8720 Facsimile: (02) 9372 8733

SECTION 2 – STATEMENT OF AFFAIRS

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

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

The last Statement of Affairs for the Department of Commerce was published in the Annual Report for 2004-2005.

SECTION 3 – CONTACT ARRANGEMENTS

General Department of Commerce

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

The Freedom of Information Coordinator
Department of Commerce
Level 22, McKell Building,
2-24 Rawson Place
SYDNEY NSW 2000

Telephone 9372 8720
Facsimile 9372 8733

Other specific areas of the Department are as follows:

Office of Fair Trading

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

Applications should be addressed to the:

Co-ordinator, Freedom of Information
Office of Fair Trading
P O Box 972
PARRAMATTA NSW 2124

Telephone: 9895 0362
Facsimile: 9895 0085
Facsimile 9895 0222

Office of Industrial Relations

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

FOI Coordinator
NSW Office of Industrial Relations
Executive Officer
Level 23, McKell Building
2-24 Rawson Place
SYDNEY NSW 2000

Telephone: (02) 9020 4505
Facsimile: (02) 9020 4730

Freedom of Information APPLICATIONS - Fees and Hours of Business:

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

END

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

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

Department of Community Services
4-6 Cavill Ave
Ashfield NSW 2131

Postal Address: Locked Bag 28, Ashfield NSW 1800.

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

Adoption and Permanent Care

- Adoption Search Guide - What Do I Do Now? - cost \$10.00
- Considering Adoption Booklet - cost \$15.00
- Fact Sheets about Entitlements under the Adoption Act 2000
- Mandatory Information for Birth Parents
- Mandatory Information for Children
- Mandatory Information for Intra-family Adoption
- Post Adoption - Adoption Act 2000 - How it Affects You *
- Post-Order Support Service

These documents are available from:

Adoption and Permanent Care Services
Department of Community Services
Level 9, Signature Tower
2-10 Wentworth St
Parramatta NSW 2150

Postal Address: PO Box 3485, Parramatta NSW 2124

Ph: (02) 8855 4900

Fax: (02) 8855 4999

Business Help

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

Children's Services

- Early Childhood Services Policy for NSW
- First Aid Training for Child Care Workers – Guidelines for Course Content *
- Health and Safety Model Policies and Practices Manual
- Early Childhood Teacher Interim Policy 2006*
- Furniture and Play Equipment Checklist for a Child Care Centre in NSW (\$5.50) #
- NSW Curriculum Framework for Children's Services *
- Procedures Qualifications Assessment – NSW Children's Services Qualifications Committee *
- Supporting Children with Additional Needs (SCAN) brochures and posters (languages available:

- English, Vietnamese, Croatian, Turkish, Macedonian and Chinese)
- Supporting Children with Additional Needs (SCAN) Funding Scheme – Guidelines for identifying level of support needs *
- Guide to Children’s Service Licensing*
- Service Provider Briefings on Children’s Services Regulation 2004*

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

Child Protection and Early Intervention

- Early Intervention Program – Information for parents*
- Early Intervention Program – Information for Agencies*
- Budget Enhancement Early Intervention Program*
- Early Intervention Program Service Provision Guidelines *
- Good Practice Guide – Working with culturally and linguistically diverse (CALD) people and communities (2005)
- Mandatory Reporters – Guide to reporting risk of harm *
- NSW Interagency Guidelines for Child Protection Intervention, 2000 edition, revised 2005 *

Corporate and Workforce Strategies

- Code of Conduct and Ethics
- Ethnic Affairs Priorities Statement (EAPS) Plan 2005 – 2009*

Families and Communities

- Aboriginal Child, Youth and Family Strategy Kit (www.familiesfirst.nsw.gov.au)
- Area Assistance Scheme Terms and Conditions of Agreement for Funding
- Area Assistance Scheme Funding Guidelines
- Area Assistance Scheme Eligibility Assessment Criteria, plus Glossary of Terms/Definitions
- Area Assistance Application Form 2005/06
- Better Futures Regional Strategy Resource Kit (www.youth.nsw.gov.au)
- Community Services Grants Program Peak Organisations Service Plan 2001/02 *
- Community Services Grants Program Service Framework *
- Community Services Grants Program Service Specification Template *
- Community Services Grants Program Service Specification User Guide *
- Families First Evaluation Outcomes Framework NSW Data Report June 2004 (www.familiesfirst.nsw.gov.au)
- Families First Policy Framework - A Support Network for Families Raising Children (www.familiesfirst.nsw.gov.au)
- Information for NSW Agencies regarding liaison with Pacific communities
- Introductory Resource Guide on Islam and Muslim Communities (1998)
- 2002-2006 NSW Youth Policy Working Together Working for Young People
- Participation and Partnership: Directions for consulting with the community, our clients and our community partners *
- Right to Better Service: Ethnic Affairs Policy Directions - 1999 *
- Right to better service: Rural and Remote Communities Policy Directions - 1999 *
- The NSW Aboriginal Youth Leadership Project- Helping Young People Put Their Ideas Into Action
- Working Together for NSW; An Agreement between the NSW Government and NSW Non Government Human Services Organisations

Out-of-home Care

- About Foster Care NSW
- Financial Support for Children and Young People in Out of Home Care: Guidelines and Policy
- Framework for the Future of Out of Home Care in NSW
- Guide to the Service Price List (for Header Agreements) *
- Information Package for Service Providers: Changes to the Header Agreement Process *
- Foster Carer Resource Guide
- Out-of-Home-Care Service Models – General Foster Care
- Out-of-Home-Care Service Models – General Intensive Care
- Charter of Rights for Children and Young People in Out of Home Care in NSW

Research, Funding and Business Analysis

- Appendix 1 – DoCS Generic Service Agreement
- Appendix 2 – Early Intervention Program Service Provision Guidelines
- Appendix 3 – DoCS Planning Areas
- Appendix 4 – Critical Planning for Aboriginal and CALD Services
- Appendix 5 – Detailed instructions for cost templates
- Appendix 6 – Glossary
- Costing Manual for Child and Family Services
- DoCS Corporate Directions 2005/06
- DoCS Corporate Plan, 2004/05 – 2008/09 *
- DoCS Evaluation Guidelines
- DoCS Funding Policy (August 2005)
- DoCS Guidelines for External Researchers *
- DoCS Research Agenda 2004/2005 *
- DoCS Strategic Management Framework (August 2005)
- Dual Diagnosis Support Kit
- Early Intervention Program, Expression of Interest (Stage 1) Information Package for Service Providers, May 2005
- Early Intervention Program Integrated Service Delivery Guidelines for Non Government Services, May 2005
- Early Intervention Program, Regional Strategic Overviews, May 2005
- Early Intervention Program Service Specifications
- Early Intervention Program Stage 2 Expression of Interest Application Form
- EOI Information Package – Assistance for Women and Women with Children Affected by Domestic Violence
- Financial Support for Children and Young People in Out Of Home Care: Guidelines and Policy
- Good Practice Guidelines
- Guide for Service Providers to the Youth Drug and Alcohol Court Program
- Guidelines for Directorate Business Planning in DoCS (January 2005)
- Guidelines for Partnerships and Planning Teams 2004/05 - Report on Achievements
- Indexation Payment Policy 2004/2005 *
- Quarterly Research Reports - Dec 2005, Mar 2006
- Research reports
 - Assessment of Parenting Capacity: A Review of the Literature
 - Child Neglect: A Review of the Literature *
 - Contact between children in out-of-home care and their birth families *
 - Is all contact between children in care and their birth parents 'good' contact? *
 - Trends in the number of children and young people in out-of-home care in NSW
- Research to Practice Notes
 - Active Engagement: Strategies to increase service participation by vulnerable families *
 - Child Neglect – Key Intervention Strategies
 - Effective components of home visiting programs *
 - Effective Parenting Capacity Assessment: Key Issues
 - Neglect: Key issues *
 - Parenting Capacity Assessment: Improving Decision Making
 - Parenting programs: What makes them effective? *
 - Quality child care as an intervention: Issues for caseworkers *
- Research to Practice Seminar Notes and supporting materials
 - Facilitating children's participation in child protection processes – Prof Jan Mason & Ms Annette Michaux
 - Working in partnership with parents: the family partnership model – Prof Hilton Davis
 - Evidence-based engagement skills at all levels of practice – Prof Marianne Berry
 - Innovations in evidence-based parenting interventions, Positive Parenting Program (Triple P) - Prof Matt Sanders
 - Strategies and challenges in population-level dissemination - the U.S. Triple P System Population Trial - Prof Ron Prinz
 - Contact between children in care and their birth parents – Dr Stephanie Taplin
 - Assessing parenting capacity: A review of the literature – Ms Angela White *
 - NSW Children's Court Clinic: Parenting capacity assessment - practice and limitations
- Research to Practice Updates (2005: Oct, Nov; 2006: Jan, Mar, May) *

- Responding to Fraud in DoCS Funded Services
- Schools as Community Centres Fact Sheet
- Service Agreement 2005-2006 (Incorporating Lead Agency)
- Stage 2 Expression of Interest Information Package for Service Providers
- Technical Report: Benefit Assessments in Child Welfare *
- Technical Report: Caseloads Literature Review

Strategy, Communication and Governance

- Complaints Operating Framework
- Fraud Control Plan *
- Fraud Risk Assessment for Service Providers *
- Managing Allegations Against Employees, Policy and Procedures
- Policy Framework, Specialist Psychologist Services, Governance
- Privacy Management Plan

Supported Accommodation Assistance Program

- Generic SAAP Service Specification *

Violence Against Women

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

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

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

Freedom of Information Coordinator
Freedom of Information Unit
Department of Community Services
4-6 Cavill Avenue
Ashfield NSW 2131
Postal Address: Locked Bag 28 Ashfield NSW 1800

Telephone: (02) 9716 2662
Fax: (02) 9716 2999

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

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

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

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

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

31. Memorandum of Understanding between the NSW Fire Brigades and the NSW Rural Fire Service
32. Memorandum of Understanding between the NSW Fire Brigades and Shell Refining Australia
33. Memorandum of Understanding between the NSW Fire Brigades and NSW Department of Transport
34. Memorandum of Understanding between the NSW Fire Brigades and the ACT Fire Brigade
35. Memorandum of Understanding between the NSW Police and the NSW Fire Brigades on the Shared Use of an Aircraft
36. Mutual Aid Agreements for local government areas between the NSW Fire Brigades and the NSW Rural Fire Service
37. Mutual Aid Agreement between the NSW Fire Brigades and State Emergency Service: Information Sharing
38. Mutual Aid Agreement between the NSW Fire Brigades and RAAF Defence Orchard Hills
39. Mutual Aid Agreement with the CFA (Victoria) for Albury/Wodonga
40. Non-operational Filming Policy
41. Occupational Health and Safety Policy
42. Operational Risk Management Policy
43. Operational Water Use Policy
44. Policy on Dual Occupancy, Battle Axe, Private Residential Estates
45. Pre-incident Planning Guidelines
46. Procedures for AFA Third Party Services Provision
47. Regional Service Delivery Plans
48. Service Level Agreement between the NSW Fire Brigades and NSW Rural Fire Service for Communication of Emergency Calls and Related Information
49. Sponsorship Policy
50. Standard Operational Guidelines (# see note)
51. Standing Orders (# see note)
52. Statement of Joint Intent between NSW Fire Brigades and Sydney Catchment Authority
53. Statistical Research Papers:
 - Fires in the home
 - Children causing fires
 - Incendiary and Suspicious Fires 1987-1993
 - Socio-economic characteristics of communities and fires
 - Deaths from residential property fires in NSW July 1991-June 1996
 - NSWFB Incidents and responses: a ten year review
54. Water supply for battleaxe blocks/subdivision policy
55. Mutual Aid Agreement between NSW Fire Brigades and Queensland Fire and Rescue Service
56. Memorandum of Understanding between NSW Fire Brigades and the CSIRO's Centre for Critical Infrastructure on the refinement of training and operational response through the modeling of disaster scenarios, risk management and contingency planning
57. Memorandum of Understanding between NSW Fire Brigades and Telstra on Triple Zero (000) /112 Communication Service Levels
58. Fire investigation protocol between the NSW Fire Brigades, the NSW Police and the NSW Rural Fire Service
59. Mutual aid agreement between the NSW Rural Fire Service Fire Investigation Unit and the NSW Fire Brigades Fire Investigation Unit
60. Memorandum of understanding between the NSW Fire Brigades and the Roads and Traffic Authority of NSW covering the NSWFB use of the RTA CCTV system and traffic management at incidents
61. Privacy policy
62. Policy for the Engagement of Contractors
63. Memorandum of Understanding between NSWFB and NSW Department of Juvenile Justice DJJ) – attendance of NSWFB at DJJ Youth Justice Conferences for fire related offences
64. Memorandum of Understanding between the Australian Capital Territory Fire Brigade and the New South Wales Fire Brigades for Mutual Fire Investigation

65. Interstate Assistance Agreement Between New South Wales Fire Brigades And The Australian Capital Territory Fire Brigade

NOTE: Standing Operational Guidelines and Standing Orders are both compilations of many documents. Security considerations may prevent the release of some of these documents.

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

SECTION 2 – STATEMENT OF AFFAIRS

The 2005/2006 Annual Report describes the NSW Fire Brigades' functions, structure and objectives and includes information on performance indicators, and types of documents held.

SECTION 3 – CONTACT ARRANGEMENTS

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

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

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

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

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

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

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

General and Policy Documents

Strategic Plan

Annual Report 2004/05

Brochure "A profile of the NSW Food Authority"

Memorandum of Understanding between Department of Health and NSW Food Authority

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

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

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

NSW Food Regulation Partnership – Issues and Options

NSW Food Regulation Partnership – Blueprint

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

Facts Sheets

Media Releases

Foodchain (electronic newsletter)

Code of Conduct

Fraud and Corruption Control Prevention Policy

Information paper "A New Approach to Food Safety"

National Risk Validation Project - Final Report (2002)

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

Delegations under the Food Act 2003

Procedure for approving analysts under the Food Act 2003

Policy on naming businesses in survey reports

Food Safety Program Template – New Scheme Development

General Guidelines for Food Safety Programs – New Scheme Development

Compliance and Enforcement Policy

Complaints Policy

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

Transport

Code of Practice for the Transport of Primary Produce and Seafood

Health Care

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

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

Audit Guidelines (Hospitals and Aged Care)

Hospital & Aged Care Food Safety Audit Trial Project – Summary

Dairy Industry

Dairy Test Manual

NSW Dairy Manual

Code of Practice for the Collection of Milk from Dairy Farms

Code of Practice for Dairy Buildings

General Circulars

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

Dairy Export Inspections

Meat Industry

Guide to Food Safety Programs for a Retail Meat Premises

The NSW Standard for construction and hygienic operation of retail meat premises

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

Audit of Export Registered Poultry Meat Processing Premises – November 2000

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

Food Safety Responsibilities for Retail Meat Premises - August 2000

Memorandum of Understanding between NSW Food Authority and Department of Environment and Conservation (National Parks and Wildlife Service) Rationalisation of Inspection Services for Kangaroo Field Chillers.

General Circulars

Meat Industry Levy brochure

Seafood Industry

Seafood Safety Manual

Environmental Sampling Procedures (Shellfish and Water).

NSW Shellfish Program Operations Manual

NSW Aquaculture Shellfish Harvest Area Water Bacteriology and Phytoplankton Survey Data

Metal Contamination of Major NSW Fish Species Available for Human Consumption

Code of Practice for Depuration of Oysters in NSW

Code of Practice for Fishers

Code of Practice for Seafood Premises

Food Safety Program for Farmed Oysters

Food Safety Program for Oyster Processors

Food Safety Program for Commercial Fishers

Food Safety Program for Fishing Co-operatives

Food Safety Program for Seafood Storage Facilities

Food Safety Program for Seafood Processors

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

Shellfish Harvest Area Sanitary Survey Reports

Shellfish Harvest Area Management Plans

NSW Shellfish Program Marine Biotoxin Management Plan

NSW Shellfish Program Coordinators' Handbook

Industry Guide to Food Safety Program for Seafood Smokers

General Circulars

Plant Products Industry

Regulatory Impact Statement Plant Products

Plant Products Safety Manual

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

Egg and Egg Products Industry

Regulatory Impact Statement Eggs and Egg Products

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

A fee is charged for the following documents:

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

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

NSW FOOD AUTHORITY OFFICES

Head Office

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

Consumer and Industry Contact Centre

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

The NSW Food Authority also has regional offices in Taree, Thornton, Lake Illawarra, Wagga Wagga, Coffs Harbour, Dubbo, Wollongba

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

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

- Lotto Rules
- Lotto Strike Rules
- OZ Lotto Rules
- Powerball Rules
- 6 From 38 Pools Rules
- Lucky Lotteries Rules
- Instant Scratchies Rules
- Advertising Code of Practice
- Annual Reports
- Australian Lotteries Industry Code of Practice
- “How to Play” pamphlets for all games
- “A Player’s Guide to Claiming Prizes” brochure
- “Join the Players Club” brochure
- “Welcome to the Players Club!” brochure
- NSW Lotteries Privacy Policy brochure
- NSW Lotteries Code of Conduct
- Brochures relating to the NSW Lotteries’ Policy for Appointing Agencies

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

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

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

SECTION 2 – STATEMENT OF AFFAIRS

The most recent Statement of Affairs has been published in the Corporation’s 2004/05 Annual Report and copies of the Statement may be obtained (free of charge) by contacting the FOI Coordinator.

SECTION 3 – CONTACT ARRANGEMENTS

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

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

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

FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)
SUMMARY OF AFFAIRS
of the
NSW OFFICE OF LIQUOR, GAMING AND RACING

INTRODUCTION

Under the terms of Section 14(1)(b) and (3) of the Freedom of Information Act 1989, the Office of Liquor, Gaming and Racing, a division of the Department of the Arts, Sport and Recreation, is required to publish an up-to-date summary of affairs at six-monthly intervals. The information contained in this summary of affairs is correct as at

30 June 2006.

Unless otherwise noted, copies of the documents listed are available for download from the Office's website - www.dgr.nsw.gov.au/Publications

SECTION 1 – POLICY DOCUMENTS

The Office of Liquor, Gaming and Racing is responsible for the regulation and balanced development, in the community interest, of the gaming, racing, liquor and charity industries in New South Wales.

A wide range of policy and administrative documents are available for access to members of the public. The range includes:

- Annual Reports
- Code of Conduct
- Corruption Prevention Policies and Procedures
- Corporate Plan
- EEO Management Plan
- Ethnic Affairs Priorities Statement
- Privacy Management Plan
- Disability Action Plan

Bulletins - Charities

- March 1998
- December 1999
- July 2001
- June 2002
- February 2004

Bulletins - Liquor and Gaming

- December 1999 - Legislation Bulletin
- March 2000 - General Industry Bulletin
- April 2000 - Legislation Bulletin (2)
- July 2000 - Legislation Bulletin
- July 2000 - General Industry Bulletin
- September 2000 - General Industry Bulletin
- December 2000 - General Industry Bulletin
- March 2001 - General Industry Bulletin
- July 2001 - General Industry Bulletin
- October 2001 - General Industry Bulletin
- December 2001 - General Industry Bulletin
- December 2001 - Legislation Bulletin
- March 2002 - Legislation Bulletin
- April 2002 - General Industry Bulletin
- July 2002 - General Industry Bulletin
- September 2002 - General Industry Bulletin

- December 2002 - General Industry Bulletin
- April 2003 - General Industry Bulletin
- July 2003 - General Industry Bulletin
- July 2003 - Legislation Bulletin (3 issues)
- September 2003 - General Industry Bulletin
- December 2003 - General Industry Bulletin
- March 2004 - General Industry Bulletin
- July 2004 - General Industry Bulletin (3 issues)
- October 2004 - General Industry Bulletin
- December 2004 - General Industry Bulletin
- March 2005 - General Industry Bulletin
- July 2005 - General Industry Bulletin
- December 2005 - General Industry Bulletin
- April 2006 - General Industry Bulletin - Volume 1, Edition 1

Bulletins - Racing

- December 1997 - Racing New South Wales
- December 1998 - Racing New South Wales
- April 2000 - Racing New South Wales

Information Sheets - Industry

- NSW Liquor Industry's Code of Practice - Responsible Promotion of Liquor Products
- End of Year Functions and Alcohol Checklist
- Government Duty on Commercial Gaming and Wagering
- Industry Statistics at a Glance
- Liquor Accords - Local Solutions for Local Liquor Problems
- Marginal Tax Rates for Gaming Machines
- NSW Racing Industry
- NSW Photo Card and Evidence of Age Requirement
- PlaySmart Gaming Consumer Information brochures
- Responsible Service of Alcohol Program
- Underage Drinking Prevention Program
- Young People and the NSW Liquor Laws

Information Sheets - General

- 3/05 CMS Connectivity Arrangements
- 1/05 Governor's Licences for Racing Clubs
- 6/04 Requirements of the Liquor Administration Board for the Responsible Service of Alcohol Courses
- 1/04 Sale of Undesirable Liquor Products in NSW
- 9/03 Mandatory Responsible Service of Alcohol Training
- 7/03 Self-Exclusion Schemes in Hotels and Registered Clubs
- 5/03 Venue Connectivity to Centralised Monitoring System (CMS)
- 3/03 Responsible Gambling Affidavit for Clubs
- 2/03 Responsible Gambling Affidavit for Hotels
- 14/02 Gaming Machines Further Amendment Act 2002
- 10/02 Amendment to Gaming Machines Act 2001
- 9/02 Minors and RSA in Licensed and BYO Restaurants
- 8/02 Sale of Liquor via the Internet, telephone, facsimile or mail order in NSW
- 7/02 'Hardship' Gaming Machines for Hotels
- 6/02 Social Impact Assessment
- 3/02 Sale and Supply of Liquor in Hospitals and Nursing Homes
- 2/02 Gambling Harm Minimisation requirements for race clubs and TAB Limited outlets
- 7/01 PlaySmart Player Information Brochures
- 20/00 Alcoholic Ice Blocks - Changes to Regulations
- 20/00 Centralised Monitoring System - Changes to Regulations
- 19/00 Liquor and Registered Clubs Amendment (Penalty Notices) Regulations 2000

- 16/00 The Role of the Director of Liquor and Gaming
- 14/00 Guidelines for Exemption from Cashing of Cheques and Location of Cash Dispensing Facilities
- 11/00 The NSW Responsible Conduct of Gambling Course
- 8/00 Hotel Gaming Machine Duty Changes from 1 July 2000
- 7/00 Registered Clubs Gaming Machine Duty Changes from 1 July 2000
- 5/00 The Role of Special Inspectors and Key Officials of the Department of Gaming and Racing
- 4/00 Social Function Liquor Laws
- 3/00 Liquor Licensing of NSW Restaurants
- 1/00 Minors in Registered Clubs
- 6/99 Management of Registered Clubs
- 5/99 Gambling Legislation Amendment (Responsible Gambling) Act 1999
- 5/98 Financial Management for Race Clubs - A basic outline
- 3/98 Club Best Practices - 'Use your Auditor to Check on Key Matters'
- 2/98 Commencement of Amendments - Liquor and Registered Clubs Legislated Amendment (Community Partnership) Act 1998
- 1/98 Registered Club Taxation Changes
- 15/97 Responsible Service on Licensed Cruise Vessels
- 7/97 Information Sheet on Liquor and Registered Clubs Legislation Amendment (Monitoring and Links) Act 1997
- 6/97 Guidelines for Completion of the 'Progressive Gaming System Application'
- 5/97 Guidelines for Completion of the 'Standalone Gaming Device Applications'
- 3/97 Lotteries - The Game Plan

Fact Sheets - Liquor and Gaming

- 1 Liquor Licences in NSW
 - 1.2 Minors Functions Authority - Hotels
 - 1.3 Minors Functions Authority - Nightclubs
 - 1.4 10 Hints on How to Make Your Under 18s Functions A Success
 - 2 Certificate of Registration
 - 2.2 Section 22A Approval for Junior Members - Registered Clubs
 - 2.3 Functions Authority - Registered Clubs
 - 3 Applying for a New Liquor Licence
 - 4 Transfer of Licence
 - 6.1 Advertising Applications
 - 6.2 Objections to Applications under the Liquor Act 1982
 - 6.3 Applications to the Liquor Administration Board
 - 8 Complaints - Quiet and Good Order of the Neighbourhood
 - 9 Permanent Function Licences
 - 10 Temporary Function Licences
 - 11 Community Liquor Licences
 - 15 Governor's Licences
 - 16 Special Event Licences
 - 18 Signs in Registered Clubs
 - 19 Signs in Licensed Premises
- Dine or Drink Authority - Fees Payable - Schedule of fees payable for a dine-or-drink authority for a licensed restaurant

Responsible Gambling Fund

- An Assessment of Member Awareness, Perceived Adequacy and Perceived Effectiveness of Responsible Gambling Strategies in Sydney Clubs (Nerilee Hing, Southern Cross University)
- Assessment of the Research on Technical Modifications to Electronic Gaming Machines in NSW, Australia (Centre for Gambling Studies, Auckland University)

- Attention Deficit Disorder as a Risk Factor for Problem Gambling in Adolescents (University of Sydney)
- Client Data Set (CDS) Report: 1 July to 31 December 2003
- Client Data Set (CDS) Report: 1 January to 31 December 2004
- Client Data Set Guide for Users
- Client Data Set Consent forms (English and 23 community languages)
- Comparing Changes in Erroneous Beliefs/Perceptions, Subjective Arousal and Heart Rate between Cognitive Therapy and Imaginal Desensitisation in the Treatment of Pathological Gambling (University of Sydney)
- Evaluation of the Impact of the Three Hour Shutdown of Gaming Machines (ACNielsen)
- Explaining the Attraction of Poker Machines: Cognition or Conditioning? (University of Sydney)
- Funding and Performance Agreement
- G-line (NSW) Annual Report 2003-04
- G-line (NSW) Annual Report 2004-05
- G-line (NSW) Problem Gambling Help Line - Information Sheet
- G-line (NSW) Wallet Card Order Form
- Counselling and Support Services for Problem Gamblers, Families and others - Information Sheet
- Policy Framework on Treatment Services for Problem Gamblers and their Families
- Problem Gamblers Receiving Counselling or Treatment in NSW - 2004 (Annual survey)
- Problem Gamblers Receiving Counselling or Treatment in NSW - 2003 (Annual survey)
- Problem Gamblers Receiving Counselling or Treatment in NSW - 2002 (Annual survey)
- Problem Gamblers Receiving Counselling or Treatment in NSW - 2001 (Annual survey)
- Testing of Harm Minimisation Messages for Gaming Machines - Consumer Contact
- The Economic Impact of Gambling (National Institute of Economic and Industry Research)
- The Identification of Near Misses in Electronic Gaming Machines and its Effect on Gambling Behaviour (University of Sydney)
- The Psychological Causes of Problem Gambling: A longitudinal study of at risk recreational EGM players (Mark Dickerson, John Haw and Lee Shepherd - University of Western Sydney)
- Withdrawal and Tolerance Phenomenon in Problem Gambling (University of Sydney)

Charitable Fundraising - Brochures

- Access to Information (and information request form)
- Auditor Independence
- Auditor Qualifications
- Branches
- Charitable Fundraising - General Information
- Charitable purpose fundraising appeal
- Disaster Appeals
- Financial Reporting
- Fundraising authority conditions
- Incorporation and Change of Name
- Investigating Charities
- Registered Office
- Religious bodies
- Remuneration of members of the governing body
- Reporting entity
- Starting a Charity
- Suggested rules
- Sweet Charity
- The Audit
- Traders

Community-based Minor Gaming/Lottery Activities - Brochures

These brochures provide information on the following types of community-based gaming or lottery activities:

- Art Unions
- Card Jackpot Games
- Charity Housie
- Charity Housie - Smoke-free
- Club Bingo

- Conduct of Interstate Lotteries
- Football Doubles
- Gaming Nights
- Gratuitous Lotteries
- GST impact on minor gaming activities
- Investigating Community Gaming Activities - Complaints
- Lucky Envelopes and Chocolate Wheels
- Mini-numbers
- Money Prizes - Prohibited Prizes
- No-draw Lotteries
- Progressive Lotteries
- Promotional Raffles in Registered Clubs
- Raffles
- Ready Reference Guide
- Ready Reference Guide for Political Parties
- Social Housie
- Sweeps and Calcuttas
- Tipping Competitions
- Trade Promotion Lotteries
- Two-up on Commemorative Days

Priced Publications

- | | |
|---|------------------------|
| • Australian ID Checking Guide | \$7.70 |
| • Annual Subscription Services - Liquor and Gaming Bulletin | \$25.00 to
\$100.00 |
| • Best Practice Guidelines for Charitable Organisations - 4th Edition | \$35.00 |
| • Index of Licensed Premises and Registered Clubs | \$50.00 |

SECTION 2 – STATEMENT OF AFFAIRS

The Department of the Arts, Sports and Recreation's annual report will provide information which serves as the NSW Office of Liquor, Gaming and Racing's latest statement of affairs. The annual report (describing the operation, functions and structure of the organisation) can be obtained from the Office of Liquor, Gaming and Racing's Communications Branch by telephoning (ph) 02 9995 0333. The report is also available for downloading from the Office's website - www.dgr.nsw.gov.au - go to 'About Us', then to 'Annual Reports'.

SECTION 3 – CONTACT DETAILS

Accessing Information on the Internet

The Office of Liquor, Gaming and Racing's website - www.dgr.nsw.gov.au - offers access to information developed for industry stakeholders and members of the public.

An online database can be accessed at - <https://wwwdb.dgr.nsw.gov.au> - where you can obtain particulars of persons or organisations authorised in NSW to conduct art unions, fundraising appeals for charitable purposes, games of chance (charity housie, lucky envelopes, chocolate wheels), and trade promotion lotteries.

Inquiries concerning available subscription services and the procedures for inspecting and/or purchasing the Office's policy and administrative documents can be directed to -

info@dgr.nsw.gov.au - or contact -

NSW Office of Liquor, Gaming and Racing
 Communications Branch
 Level 7, 323 Castlereagh Street (GPO Box 7060)
 SYDNEY NSW 2000 (ph) 02 9995 0333 (fax) 02 9995 0669

Freedom of Information applications -

Applications under the Freedom of Information Act 1989 should be directed to:

The FOI Coordinator
 NSW Office of Liquor, Gaming and Racing
 GPO Box 7060
 SYDNEY NSW 2001 (ph) 02 9995 0300 (fax) 02 9995 0888

Applications are to be submitted in writing and accompanied by a \$30 application fee (s17).

A processing charge of \$30 per hour (plus photocopying/printing costs) applies to all applications (s24(1)(c)), with the exception of those requests for personal information where a fee of \$30 per hour is applied after the first 20 hours of processing. Photocopying and/or printing costs also apply.

A reduction of costs may be available in some circumstances, such as if a person is the holder of either a Pensioner Concession Card or Health Care Card, or to non-profit organisations under financial hardship or on other public interest grounds.

Reductions should be requested in the applicant's original letter of application and be supported by evidence.

Applications for an internal review are to be accompanied by a fee of \$40. There are no processing costs.

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

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

SECTION 2 – STATEMENT OF AFFAIRS

The Authority's most recent Statement of Affairs is dated June 2006. Copies of this document can be obtained as detailed below.

SECTION 3 – INQUIRIES UNDER THE FREEDOM OF INFORMATION ACT

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

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

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****PUBLIC TRUSTEE****(FO1 Agency No. 52)****SECTION 1 – POLICY DOCUMENTS****General**

- Annual Reports
- Level of Authorities
- Guarantee of Service
- Fraud Control Strategy
- Code of Conduct & Ethics
- Training & Procedure Manuals
- Records Management
- Complaints Handling Procedures
- Internal Reporting Policy
(incorporating Protected Disclosures Act – “Whistleblowers Act”)
- Waste Management Plan
- Ethnic Affairs Policy Statement
- Investment Policy Document
- Privacy Management Plan
- Risk Management Policy and Plan
- Gifts & Benefits Policy
- Health Privacy Principles Policy

Promotional Brochures and Information Publications

- Public Trustee NSW who we are and what we do
- Wills and Appointing an Executor
- Attorney Services Flexible Management for your financial affairs
- Public Trustee NSW and Trusts
- Facts on Fees
- Privacy and Public Trustee NSW
- 2005 Annual Report
- PT Connect – external client newsletter
- ScriPT – internal staff newsletter
- Guide for Beneficiaries
- Guide for Wills
- Guide for Attorney Services
- Guide for Trust Clients
- Financial Services Guide
- Beneficiary Communication Plan (Internal)
- Public Trustee NSW Client Feedback
- Agency Services: Superannuation Trusts
- Agency Services: Employee Entitlement Trusts
- Agency Services
- The Public Trustee’s Common Fund Portfolios

Human Resources Policies

- Acceptable Use Policy
- Bullying and Harassment Policy
- Casuals Policy
- Code of Conduct Policy
- Disability Action Plan

- Equal Employment Opportunity
- Ethical Work Practices Policy
- Ethnic Affairs Policies & Programs
- Filling Substantive Vacancies
- Filling Temporary Positions
- Financial Assistance for Studying
- Flexible Work Practices
- Human Resources Strategic Plan 1
- Human Resources Strategic Plan 2
- Living Away From Home Allowance
- Keyholder's Policy
- Leave and Attendance Policy
- Management of Recreation Leave
- Mufti Day Dress Code
- Office Security
- OH&S Policy
- Options for Relief
- Procedures for Responding to Poor Performance
- Rehabilitation Policy
- Resolving Grievances in the Workplace
- Sick Leave
- Travel Allowances
- Travel Guidelines
- Use of Eligibility Lists
- Unauthorised Absences/Smoke Breaks
- Workforce profile
- Working From Home Policy
- Workplace Injury Management

Other Languages

Public Trustee brochures on products and services are also printed in Arabic, Chinese, Croatian, Greek, Italian, Macedonian, Polish, Spanish and Vietnamese.

SECTION 2 – STATEMENT OF AFFAIRS

The Public Trustee's current Annual Report (describing the operation, functions, structure of the organisation and publications available) will serve as the Public Trustee's latest Statement of Affairs.

SECTION 3 – CONTACT ARRANGEMENTS

Public access to documents held by the Public Trustee will be subject to the Freedom of Information Act Schedule 1 Part 2 and Schedule 2. The Public Trustee is an exempt body when exercising functions of executor, administrator or trustee.

Requests for information should be made in writing or by telephone between the hours 9:00 am - 5:00 pm to:

General Counsel
Level 6
19 O'Connell Street
SYDNEY NSW 2000
Telephone: (02) 9240 0759

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****THE NSW RURAL FIRE SERVICE****June 2006****SECTION 1 – POLICY DOCUMENTS**

The NSW Rural Fire Service (RFS) holds the following policy documents affecting members of the public. Most are available free. For larger documents a charge may be payable.

The RFS is currently conducting a broad based review of all policy documents. Members of the public are encouraged to ask about the status of policy documents when requesting them.

Further information can be obtained by visiting the NSW RFS web site: www.rfs.nsw.gov.au

AWARDS

External Service Award for RFS Members
Internal Bravery and Service Awards

BRIGADE ADMINISTRATION (BRIGADES)

Appointment of Brigade Officers
Brigade Constitution
Brigade Membership/Transfer Application
Brigade Registers
Cadet Rural Fire Brigades
Formation of Brigades
Participation by Staff in Brigade Activities
Removal from Membership

BRIGADE ADMINISTRATION (FIRE CONTROL OFFICERS)

Appointment of FCOs and DFCOs
Duties of FCOs

BRIGADE ADMINISTRATION (GROUPS)

Appointment of Group Officers
Disbandment of Rural Fire Brigades
Formation of Groups of Brigades

BUSH FIRE CO-ORDINATING COMMITTEE POLICIES**1998**

District Bush Fire Management Plan – Operations
Bush Fire Risk Management Plan Part 1 – Framework
Bush Fire Risk Management Plan Part 2 – Guidelines
Bush Fire Risk Management Plan Part 3 – Model Plan

1999

Bush Fire Management Committees
Bush Fire Risk Management Planning Principles
Guidelines for the Public Exhibition of Plans
Preparation of Bush Fire Risk Management Plans

2000

Co-ordinated Firefighting Operations Health and Safety
Dispute Avoidance/ Dispute Resolution

Guidelines for Dispute Avoidance/ Dispute Resolution
Guidelines for Evacuation of Persons from Dwellings during Bush Fires
Residential Evacuation

2001

Section 44 Payment and Reimbursement Criteria and Payment Procedures
Section 63(4) of the Rural Fires Act 1997 – Notified Steps for the Establishment and Maintenance of Planted Forests
Smoke Management Policy

2002

Nil

2003

Communication
Ecologically Sustainable Development
Fire Trails and Guidelines for the Classification of Fire Trails
Guidelines for Fire Trail Signage
Guidelines for the Depiction of Primary, Secondary and Dormant Fire Trails
Safety Advisor Standard Operating Procedure (SOP)

2004

Policy Guidelines for the Amalgamation of Bush Fire Management Committees

2005

Aviation Support to Bush Firefighting
Fire Mitigation Works Funding
Management of Bush Fire Operations (includes Model Operations Co-ordination Plan)

JOINT FIRE SERVICES STANDING COMMITTEE POLICIES

NSW Fire Brigades and NSW RFS Joint Training Criteria and Proposal
Response of Specialist Resources to Fire Incidents and Emergencies

LEARNING AND DEVELOPMENT (FORMERLY TRAINING)

Learning and Development - General
Qualifications for RFS Members
Training General

OPERATIONS (CO-ORDINATED BUSH FIREFIGHTING)

Co-ordinated Bush Firefighting
Requests for Assistance

OPERATIONS (NSW RURAL FIRE SERVICE)

Air Operations
Application of Food Safety Procedures
Co-ordinated Operations Planning
Crisis Handling SOPS
Fireground Procedures
Handling of Crisis Events
Incident Management
Incident Reporting
Incident Response
Investigation of Fires and Associated SOPS
Operational Management
Remote Area Firefighter Fitness Training

PREVENTION (COMMUNITY EDUCATION)

Application Instructions for a Bush Fire Hazard Reduction Certificate
Before You Light That Fire
Community Education
Standards for Asset Protection Zones
Standards for Low Intensity Bush Fire Hazard Reduction
Standards for Pile Burning

PREVENTION (IMPLEMENTATION)

Bush Fire Danger Periods
Bush Fire Hazard Complaints
Bush Fire Hazard Reduction Certificates
Bush Fire Hazard Reduction Complaints
Bush Fire Hazard Reduction Complaints SOPs
Bush Fire Hazard Reduction Notices
Penalty Notices
Permits to Burn
Regulation of Open Burning in NSW
Windrow Burning Guidelines

PREVENTION (PLANNING)

Bush Fire Prone Land Mapping Guidelines for Councils
Bush Fire Risk Management Planning
Bush Fire Risk Management Planning: Guidelines for Bush Fire Management Committees
Development Control

- Development Control Note 01 – Fire Retardant Timber
- Development Control Note 02 – Establishment of Easements for Asset Protection Zones
- Development Control Note 04 – Role of RFS in advising Councils
- Development Control Note 05 – Preparing, Assessing Development Applications

Environmental Planning Instruments
Facilitators Guide for Bush Fire Risk Management
Guidelines for Single Dwelling Development Applications (79BA)
Guidelines for Subdivision Development Applications (100B)
Planning for Bushfire Protection, 2001
The Bush Fire Environmental Assessment Code for New South Wales 2006

PROTOCOLS

Ceremonies and Events
Uniform Incorporating Corporate Wardrobe
Vehicle Identification

RESOURCES (ACQUISITION)

Estimates
Return of Equipment Allocated to members of RFS

RESOURCES (DISPOSAL)

Asset Disposal

RESOURCES (MANAGEMENT)

Annual Inspection Unregistered Vehicles, Trailers, Plant
Equipment Maintenance
Maintenance of Buildings
Manual Handling

RESOURCES (STANDARDS)

Appliance/Vehicle Category Details
Brigade Stations and Equipment Buildings
Communications

Compressed Air Breathing Apparatus
Firefighting Vehicle Construction Standard
Protective Clothing
Protective Fire Blankets
Standard of Fire Control Centre Accommodation and Facilities
Tanker Changeover Second-hand Program

SERVICE ADMINISTRATION (AUTHORITIES)

Application of Delegations and RFDSA to SS
Authority Cards
Delegations and Authorisations
Powers of Officers (Jervis Bay Territory)
Powers of Officers
Supplementary Delegations – Unincorporated Zone

SERVICE ADMINISTRATION (COMMAND STRUCTURE)

Collection of NSW RFS Insignia
Ranking and Insignia

SERVICE ADMINISTRATION (GENERAL)

Appointment of District and Zone Liaison Committees
Child-Related Activities
Code of Conduct and Ethics
Corporate Sponsorship
Development of Service Standards
Discipline
Document Control
Environment
Firefighter Accident Prevention SOPs
Fundraising Activities (Provision of Goods and Services)
Grievances
Health and Safety Consultative and Management System
Health and Safety
Legal Representation for Volunteers and Staff
Media
Non-Statutory Standing Committees
NSW RFS Library
Organisational Communication
Personal Information and Privacy
Policy Lexicon
Serious Accident Preliminary Reporting
Service Audits
Service Delivery Model
Statewide Commercial Training
Suspension pending investigation or disciplinary action
Volunteer Exit Questionnaire
Volunteers' Access to Network Service and Databases

WELFARE

Chaplaincy
Critical Incident Support Services (CISS)

SECTION 2 – STATEMENT OF AFFAIRS

Under the Freedom of Information Act 1989 (FOI Act), the RFS is required to prepare a Statement of Affairs which describes its structure and functions; how the functions affect members of the public; how the public can participate in policy development; documents held by the RFS; and how people can access those documents or seek amendment to documents concerning their personal affairs.

Structure and functions

The RFS consists of the following divisions:

- Operations and Regional Management
- Community Safety
- Strategic Development
- Administration and Finance
- Operations Support

Effect of functions on members of the public

The NSW Rural Fire Service's purpose is to protect the community and the environment by minimising the impact of fire and other emergencies. The RFS achieves this by providing the highest standards of training, community education, prevention and operational capability through a community based fire and emergency service. These functions have a broad effect on members of the public, for example, through:

- its role in assessing development proposals on bush fire prone land;
- planning and conducting hazard reduction operations to reduce the risk of bush fires;
- encouraging awareness of bush fire risks and measures which can reduce those risks; and
- its role in responding to fires and other emergencies.

Public participation in policy formulation

The prevention and suppression of fires depends on community commitment and involvement at all levels, from policy development to everyday business, recreational or domestic activities. The RFS works with all sectors, including volunteers, business, industry, individuals, state, local and federal government bodies to implement an integrated fire protection framework for Rural Fire Districts. The community participates in policy formulation through various consultative bodies. The RFS also seeks public submissions when developing and reviewing various policies, plans and programs.

Documents held by the RFS and how you can obtain them

While many documents held by the RFS are available to the public free of charge or can be viewed or purchased, access to other documents may require an application under the FOI Act or the Privacy and Personal Information Protection Act 1998.

Policy documents: A list of policy documents called the Summary of Affairs is published each June and December in the Government Gazette. These documents include corporate documents, personnel guidelines, field policies and procedures.

Many documents may be found on the RFS website at www.rfs.nsw.gov.au, while others may be purchased. Access to policy documents can also be arranged by contacting the FOI Officer on the telephone number below generally during business hours, 9am and 5pm, Monday to Friday.

Publications: The RFS produces a range of books, guides, teachers' kits, information pamphlets and posters. The RFS website features a list of publications.

Freedom of Information applications

You may apply under the FOI Act for access to documents held by the RFS that are not publicly available. The documents can relate to personal or non-personal information. You can also apply under the FOI Act to correct information about your personal affairs if it is incomplete, incorrect, misleading or out-of-date. Applications for access to documents under the FOI Act should be accompanied by a \$30 application fee and directed in writing to the FOI Officer.

Privacy applications

The Privacy and Personal Information Protection Act 1998 regulates the way the RFS deals with personal information and gives people a legally enforceable right of access to their personal information, including forms of information other than documents. An application can be made under the Act for personal information that may be held by the RFS. Applications may also be made to amend personal information that may be incomplete, incorrect, misleading or out-of-date. If you believe that the RFS has breached your privacy, you can ask us to investigate what occurred by writing to the Privacy Officer.

SECTION 3 – CONTACT ARRANGEMENTS

For inquiries relating to documents held by the RFS or application forms to access information please call the RFS on 1800 679 737.

Requests and applications made under the Freedom of Information Act 1989 and Privacy and Personal Information Protection Act 1998 should be directed in writing to:

NSW Rural Fire Service
Locked Mail Bag 17
GRANVILLE NSW 2142

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****NSW TREASURY****Updated as at 30 June 2006****SECTION 1 – POLICY DOCUMENTS****Office of Financial Management (OFM)**

	Date Issued
NSW Gov't White Paper Working with Government – Policy & Guidelines for Private Financed Projects	Nov 2001
Treasury Policy and Guidelines Papers	
• TPP06-2 Fringe Benefits Tax Manual	Mar 2006
• TPP06-1 CEO Contract Guidelines for Government Businesses	Jan 2006
• TPP05-4 Distinguishing For-Profit from Not-For-Profit Entities	Dec 2005
• TPP05-3 Valuation of Physical Non-Current Assets at Fair Value	Nov 2005
• TPP05-2 Reporting and Monitoring Policy	Nov 2005
• TPP05-1 Credit Car Use- Best Practice Guide	Aug 2005
• TPP 04-4 What You Do and Why AN Agency Guide to Defining Results and Services	Oct 2004
• TPP 04-3 Total Asset Management (Tam) Policy	Aug 2004
• TPP 04-2 Government Guarantee Fee Policy for Government Businesses	Jul 2004
• TPP 04-1 NSW Government Procurement Policy	Jul 2004
• TPP 03-6 State Owned Corporation Indemnity Policy	Oct 2003
• TPP 03-4 Tax Equivalent Regime for Government Businesses	Jun 2003
• TPP 03-3 Financial Reporting Code For Budget Dependent General Government Sector Agencies	May 2003
• TPP 03-1 Fringe Benefits Tax manual	Mar 2003
• TPP 02-7 Capital Structure Policy for Government Businesses	Sep 2002
• TPP 02-5 Treasury Management Policy	Sep 2002
• TPP 02-4 Guidelines for Assessment of Projects of State Significance	Jul 2002
• TPP 02-3 Financial Distribution Policy for Government Business	Jun 2002
• TPP 02-1 Policy Statement on the Application of Competitive Neutrality – Policy & Guidelines Paper	Jan 2002
• TPP 01-5 Guidelines for Budget Funding & Savings Requirements for Public Sector Wage Agreements	Dec 2001
• TPP 01-3 Guide to Economic Performance Measurement for General Government Agencies	Aug 2001
• TPP 01-2 Guidelines for Pricing of user charges	Jun 2001
• TPP 00-4 Financial Management Framework for the General Government Sector	Dec 2000
• TPP 00-3 Guidelines for Capitalisation of Expenditure in the NSW Public Sector	Jun 2000
• TPP 99-6 Energy Trading Policy for Generators	Oct 1999
• TPP 99-5 Energy Trading Policy for Retailers	Oct 1999
• TPP 99-3 Goods & Services Tax (GST) Compliance Plan for Public Sector Agencies	Jun 1999
• TPP 99-2 Review of Credit Card Use – Best Practice Guide	Jun 1999
• TPP 99-1 Economic Appraisal – Principles and Procedures Simplified	Mar 1999
• TPP 97-4 Guidelines for Financial Appraisal	Jul 1997

- TPP 97-3 Risk Management and Internal Control Toolkit [4 volumes] Sep 1997
- TPP 97-2 Guidelines for Economic Appraisal Jun 1997
- TPP 96-1 Retail Competition in Electricity Supply Jun 1996
- TPP 95a Statement of Best Practice – Internal Control and Internal Audit Jun 1995
- TPP 95b Internal Control Assessment Jul 1995

Other OFM Publications and Technical Papers (General)

- OFM Annual Report Annually
- Crown Entity Annual Report Annually
- OFM Corporate Plan 2004 – 2007
- OFM Commitment to Service [refer OFM Annual Report] & Corporate Plan Annually
- Treasurer's Directions
- Treasury Circulars (numbered individually)
- Freedom of Information Statement of Affairs and Summary of Affairs (2006)
- Budget Papers (2005/06) Numbers 1-5
- Budget Papers 2004/05, 2003/04, 2002/03, 2001/02, 2000/01, 1999/00 and 1998/99 (web only)
- Financial Statements Monthly & Half Yearly
- Report on State Finances (previously titled Consolidated Financial Statements of the NSW Total State Sector, incorporating the NSW Public Accounts) Annually
- Electricity Reform Statement May 1995
- Managing State Finances: The NSW Experience (Don Nicholls) June 1991

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

Office of State Revenue (OSR)

Factsheets

- Client Feedback
- Code of Conduct
- Duties Rates
- EDR (Electronic Duties Returns)
- First Home Benefits (incl. First Home Owner Grant and First Home Plus)
- Freedom of Information Statement of Affairs 30 June 2005
- Hardship Review Board Factsheet - June 2005
- Health Insurance Levy and State Ambulance Insurance Plan
- Hire of Goods
- Insurance Duty
- Insurance Protection Tax
- Investigations
- Land Rich Disposal Duty
- Land Rich Acquisition Duty
- Land Tax 2006 - Information Booklet
- Land Tax 2006
- Land Tax Crown and council leases
- Land Tax primary production land exemptions
- Land Tax deduction to prevent double taxation
- Land Tax information for unit holders of unit trusts
- Motor Vehicle Registration Duty
- Pay-roll tax (NSW) - Information for employers
- Pay-roll Tax (NSW) - Payments to contractors and employment agents

- Pay-roll Tax (NSW) – exemptions
- Objections and reviews
- Parking Space Levy
- Parking Space Levy Exemptions
- Petroleum Products Subsidy Scheme in NSW factsheet
- Premium Property Duty
- Privacy and your personal information
- Proof of identity documents for First Home Owners Grant applications
- State taxes and your business
- Taxation Administration Act 1996
- Unclaimed money - information for claimants
- Unclaimed money - information for enterprises
- Unclaimed money - information for super funds

Current versions of all publications are available on the Office of State Revenue's website:

www.osr.nsw.gov.au

OSR Revenue Rulings

- Business Franchise Revenue Rulings (28 rulings)
- Duties Revenue Rulings – these Revenue Rulings relate to the Duties Act 1997 (28 rulings)
- First Home Owner Grant Rulings (2 rulings)
- General Revenue Rulings (7 rulings)
- Land Tax Revenue Rulings (77 rulings)
- Parking Space Levy Revenue Rulings (1 ruling)
- Pay-roll Tax Revenue Rulings (65 rulings)
- Stamp Duty Revenue Rulings – these Revenue Rulings relate to the Stamp Duties Act 1920 (286 rulings)
- Tax Administration Revenue Rulings (3 rulings)
- Unclaimed Money Rulings (1 ruling)

The Revenue Rulings can be accessed directly from the Office of State Revenue's website:

www.osr.nsw.gov.au

OSR Seminar Notes

- Pay-roll Tax Seminar Notes – June 2005
- State Tax Update Seminar Notes – June 2005
- Pay-roll Tax Interstate Seminar Notes – May 2005
- State Tax Update Interstate Seminar Notes – May 2005
- Land Tax, Land Rich Disposals and Vendor Duty Seminar Notes – December 2004
- Addendum Seminar Notes for State Taxes – June-October 2004
- State Tax Update Seminar Notes – June 2004
- Pay-roll Tax Seminar Notes – June 2004
- Seminar Notes – November 2003

The Seminar Notes can be accessed directly from the Office of State Revenue's website:

www.osr.nsw.gov.au

OSR Newsletters

- OSR Connect – May 2006
- OSR Connect – February 2006
- OSR Connect – October 2005
- OSR Connect – July 2005
- OSR Connect – May 2005
- OSR Connect – April 2005
- OSR Connect – February 2005
- OSR Connect – October 2004

- OSR Connect – August 2004
- OSR Connect – June 2004
- EDR Update March 2006
- EDR Update September 2005
- EDR Update August 2005
- EDR Update November 2004
- EDR Update July 2004
- EDR Update June 2004

Annual Reports

- 2004 – 2005 Annual Report
- 2003 – 2004 Annual Report
- 2002 - 2003 Annual Report
- 2001 - 2002 Annual Report
- 2000 - 2001 Annual Report
- 1999 - 2000 Annual Report
- 1998 - 1999 Annual Report

Current versions of all publications are available on the Office of State Revenue's website:
www.osr.nsw.gov.au

State Debt Recovery Office (SDRO)

Factsheets

- How to have my Enforced Fine postponed or Written-off
- Having your Enforced Fine heard in Court
- Reviewing a Time to Pay or Write-off Application
- Were you under 18 when the fine was issued?
- Having your Penalty Notice heard in Court
- How to have RTA Restrictions lifted
- Camera Detected Penalty Notices
- Do you wish to provide feedback?

Guidelines

- Parts 1, 2 and 3 of the SDRO's Review Guidelines

Current versions of all publications are available on the State Debt Recovery Office's website:
www.sdro.nsw.gov.au

SECTION 2 – STATEMENT OF AFFAIRS

Treasury's most recent Statement of Affairs was published effective from 30 June 2006.

Copies are available from the FOI Coordinator at no charge.

SECTION 3 – CONTACT ARRANGEMENTS

Applications under the Freedom of Information Act 1989 for access to documents held by the NSW Treasury must be accompanied by a \$30 application fee and sent in writing to:

The FOI Coordinator
Office of State Revenue
NSW Treasury
GPO Box 4042
SYDNEY NSW 2001

The FOI coordinator is located on Level 5, Lang Centre, 132 Marsden Street, Parramatta 2150. You can also make enquiries by telephone on (02) 9689 6270.

FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)
SUMMARY OF AFFAIRS
of the
OFFICE OF THE BOARD OF STUDIES
F.O.I. Agency No.2336
(Including Australian Music Examinations Board (NSW)
F.O.I. Agency No. 1820)

SECTION 1 – POLICY DOCUMENTS

Office of the Board of Studies

Policy documents relating to the following:

Assessing and Reporting Using Stage Outcomes - Part 1: Assessment; Part 2: Reporting (1996)
Assessment, Certification and Examination Manual (2005)
HSC Assessment in a Standards-Referenced Framework (2003)
Guidelines for Accelerated Progression (2000)
Registered and Accredited Individual Non-government Schools (NSW) Manual (2004)
Registration Systems and Member Non-government Schools (NSW) Manual (2004)
Recognition of Prior Learning for the Higher School Certificate (2000)
Guide to the 2006 School Certificate: Rules and Procedures for Students (2006)
Studying for the NSW Higher School Certificate – An Information Booklet for Year 10 Students (2006)
Rules and Procedures for 2006 Higher School Certificate Candidates (2005)
Statement of Equity Principles (2000)
Syllabus Development Handbook (2003)
K-10 Curriculum Framework (2002)
HSC Distinction Courses Information Booklet (2003)
School Developed Board Endorsed Courses Guidelines (2006)
University Developed Board Endorsed Courses Guidelines (2004)
Complaints Guide – Policies and procedures for dealing with complaints about non-government schools and registration systems.
Home Education in NSW Information Package (2006)
Annual Report
Code of Conduct
Ethnic Affairs Priorities Statement
Recognition of Overseas Schools
Disability Action Plan
Privacy Management Plan
Board Bulletin – Official Notices
Corruption Prevention Policy

Aboriginal Education Consultative Group

NSW AECG Rules of Association
NSW AECG Complaints Guidelines

Australian Music Examinations Board (NSW)

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

SECTION 2 – STATEMENT OF AFFAIRS

The most recent Statement of Affairs for the New South Wales Office of the Board of Studies is incorporated in the Annual Report for 2004/2005.

SECTION 3 – CONTACT ARRANGEMENTS

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

The FOI Coordinator
Office of the Board of Studies
GPO Box 5300
Sydney NSW 2001

Telephone: (02) 9367 8380

Facsimile: (02) 9367 8484

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

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

June 2006

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

This is the Summary of Affairs of the Office of the Ombudsman for the period ending 30 June 2006. The Ombudsman holds the following policy documents as defined in the Freedom of Information Act. Each document is available for inspection or purchase, or copies of individual pages may be obtained at 20c per photocopy, at the address given in Section 3 below.

Inter-agency arrangements

Arrangements between Administrative Decisions Tribunal of New South Wales and the NSW Ombudsman
C@tsi Tri Agency Agreement between NSW Police, the PIC and the Ombudsman for the Customer Assistance Tracking System (under review by NSW Police)

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

Complaint Referral and Information Sharing Arrangements under Part 6 of the Ombudsman Act between the NSW Ombudsman, Health Care Complaints Commission, Legal Services Commissioner and NSW Privacy
Determination by the NSW Ombudsman under Section 25CA of the Ombudsman Act concerning the non-government schools under the authority of the Catholic Archbishop of Canberra & Goulburn

Determination by the NSW Ombudsman under Section 25CA of the Ombudsman Act concerning the non-government schools under the authority of the Catholic Archbishop of Sydney

Determination by the NSW Ombudsman under Section 25CA of the Ombudsman Act concerning the non-government schools under the authority of the Catholic Bishop of Armidale

Determination by the NSW Ombudsman under Section 25CA of the Ombudsman Act concerning the non-government schools under the authority of the Catholic Bishop of Bathurst

Determination by the NSW Ombudsman under Section 25CA of the Ombudsman Act concerning the non-government schools under the authority of the Catholic Bishop of Broken Bay

Determination by the NSW Ombudsman under Section 25CA of the Ombudsman Act concerning the non-government schools under the authority of the Catholic Bishop of Lismore

Determination by the NSW Ombudsman under Section 25CA of the Ombudsman Act concerning the non-government schools under the authority of the Catholic Bishop of Maitland-Newcastle

Determination by the NSW Ombudsman under Section 25CA of the Ombudsman Act concerning the non-government schools under the authority of the Catholic Bishop of Parramatta

Determination by the NSW Ombudsman under Section 25CA of the Ombudsman Act concerning the non-government schools under the authority of the Catholic Bishop of Wagga-Wagga

Determination by the NSW Ombudsman under Section 25CA of the Ombudsman Act concerning the non-government schools under the authority of the Catholic Bishop of Wilcannia-Forbes

Determination by the NSW Ombudsman under Section 25CA of the Ombudsman Act concerning the non-government schools under the authority of the Catholic Bishop of Wollongong

Determination by the NSW Ombudsman under Section 25CA of the Ombudsman Act concerning the Department of Education and TAFE Commission

Determination by the NSW Ombudsman under Section 25CA of the Ombudsman Act concerning Barnardos

Determination by the NSW Ombudsman under Section 25CA of the Ombudsman Act concerning the Association of Independent Schools

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

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

Memorandum of Understanding between the Ombudsman and the NSW Energy and Water Ombudsman
Memorandum of Understanding between the Ombudsman and the Department of Local Government
Memorandum of Understanding between the Ombudsman and the Department of Corrective Services
PCCM Wide Area Network Service Level Agreement NSW Police, the PIC and the Ombudsman

General policies

Access and Equity Action Plan

*Access Control Policy

*Business Continuity Policy

*Business Continuity Plan

Child Protection Policy

Code of Conduct

Community Services Functions and Powers of the Ombudsman

Compliments and Complaints Policy

Consultation with the Ombudsman under Division 2 of the FOI Act

Disability Action Plan

Disclosure of Information Policy

Ethnic Affairs Priority Statement (being updated)

FOI Standard Letters and Procedures

Guarantee of Service [contained in the Statement of Corporate Purpose]

Harassment Prevention Policy

Internal Reporting Policy - Protected Disclosures Act

Interviewing Complainants Policy and Procedures

Media Policy

Mediation Protocol for the Ombudsman's Office

Privacy Management Plan

Procedure Manual - Child Protection Team

Procedure Manual – Community Services Division – Complaints Procedures (sections 2-3 only – other sections in development)

Procedure Manual – Community Services Division – Complaints Handling Reviews

Procedure Manual - General Team

Procedure Manual – Official Community Visitor Scheme

Procedure Manual – Police Team

*Procedure Manual – Section 19

Request for Review of Ombudsman Decision Policy

*Secure Monitoring Unit policy and Procedures

Statement of corporate purpose

*Witness Protection Policy and Procedures

Office management

Accounting Manual

Accounts Payable Policy

Co-Lateral Flexible Working Hours Agreement

Compensation for Loss to Private Property Policy

*Computer Systems Back up and Monitoring Policy

Corporate Governance Policy

Energy Policy

*Information Security Policy

Information Technology Strategic Plan 2004-2007

File Classification Policy

Context File Classification Plan
 Policy Development and Review
 Reasonable Adjustment Policy
 Records Management Policy
 *Risk Assessment Policy – Information Security
 Style Guide

Total asset management:

- Asset strategy 2005-2008
- Capital investment strategy 2005-2008
- Asset maintenance strategy 2005-2008
- Asset disposal strategy 2005-2008
- Office accommodation strategy 2005-2008

*User password policy

Use of Communication Devices

Use of Office Cars Policy

Waste Reduction and Purchasing Policy

Publications and Guidelines

Annual Report 2003/2004 (previous years may also be available or by photocopy)

Annual Report - Law Enforcement (Controlled Operations) Act 1997 for period ending 30 June 2003

Annual Report 2003-2004 - Official Community Visitors (previous years may also be available or by photocopy)

Annual Report – Reviewable Death 2004

Child Protection:

Child Protection in the Workplace – Responding to Allegations Against Employees.

Developing a Child Protection Policy: A Practical Guide for Agencies

Making a Complaint – Child Protection

Information Sheet – Child Protection Policy Framework for Children’s Services

Child Protection Fact Sheets:

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

Community Services Division:

Know Your Rights as a Consumer of Community Services

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

Communicate –Newsletter for the Community Services Sector – December 2003, May 2004, January 2005

Official Community Visitors: A Voice for People in Care

Making a Complaint:

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

Community Services Division Fact Sheets:

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

Community Visitors Fact Sheets:

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

General Publications:

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

General Fact Sheets:

- General Information – What We Do and How We Do It
- Enjoying Yourself (Youth brochure)
- That's not Fair! (Aboriginal brochure)
- Guarantee of Service
- Problems with police?
- Trouble with council?
- Problems in detention?
- Unhappy with an FOI decision?
- The Ombudsman and You (available in community languages)
- Women's Fact Sheet – The Ombudsman and You
- Some tips for making a complaint
- Thinking of blowing the whistle? (public sector agencies)
- Thinking of blowing the whistle? (councils)
- Fine enforcement information sheet
- Youth "Got a complaint" Brochure
- Training Workshop 2006

Public Sector Agencies Fact Sheets:

- No. 1 - Apologies by Public Officials and Agencies
- No. 2 - Bad faith, Bias and Breach of Duty
- No. 3 - Conflict of Interests
- No. 4 - Discretionary powers
- No. 5 - Enforcement
- No. 6 - Frankness and Candour
- No. 7 - Gifts
- No. 8 - Handling complaints
- No. 9 – Investigation of complaints
- No. 10 – Jurisdiction and functions of the Ombudsman
- No. 11 – Knowledge of Wrong Conduct
- No. 12 – Legal Advice
- No. 13 – Maladministration
- No. 14 – Natural Justice/Procedural Fairness
- No. 15 – Oversight of Public Administration

- No. 16 – Public Interest
- No. 17 – Quality Customer Service
- No. 18 – Reasons for Decisions
- No. 19 – Security of Information
- No. 20 – Transparency and Accountability
- No. 21 – Useful Tips
- No. 22 – Very Difficult Complainants
- No. 23 – Whistleblowing
- No. 24 – Expectations in Service Provision
- No. 25 – Youth Participation
- No. 26 – A –Z of Public Administration

Local Government Fact Sheets:

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

Staffing Policies

Conflict of Interests Policy

Consultative Arrangements Policy

Equal Employment Opportunity Policy and Management Plan

Grievance and Dispute Management policy

Higher Duties Policy

Participation in Management Development Program Policy

Performance Management Policy

Performance Management Policy – SES

Managing Unsatisfactory Performance

Recording Time Worked

Salary Packaging

Secondment Policy

Study leave Policy

Working at Home Policy

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

SECTION 2 – STATEMENT OF AFFAIRS

The latest edition of the Statement of Affairs of the Office of the Ombudsman was published in June 2006 and is available free of charge at the address below.

SECTION 3 – CONTACT ARRANGEMENTS

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

Level 24
580 George Street
Sydney NSW 2000

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****MUSEUM OF APPLIED ARTS AND SCIENCES****Incorporating the Powerhouse Museum and Sydney Observatory****(FOI Agency No. 384)****June 2006****STRUCTURE****Establishment and Organisation**

The Museum of Applied Arts and Sciences was established under the Museum of Applied Arts and Sciences Act 1945. The Museum has perpetual succession, has a common seal, may purchase, hold, grant, demise, dispose of or otherwise deal with real and personal property and may sue and be sued in its corporate name 'The Trustees of the Museum of Applied Arts and Sciences'. Section 4 of the Museum of Applied Arts and Sciences Act establishes the Trustees of the Museum. The Trustees are responsible for the conduct and control of the affairs of the Museum and for its policies. All officers and employees of the Museum are appointed or employed under the Public Sector Employment and Management Act 2002. The Trustees represent the public in the management and policy formulation of the Museum.

Objects and functions

The objects and functions of the Museum are described in section 14 of the Museum of Applied Arts and Sciences Act as follows:

The Trustees shall have the following objects and may exercise any or all of the following functions:

- (a) the control and management of the Museum; and
- (b) the maintenance and administration of the Museum in such manner as will effectively minister to the needs and demands of the community in any or all branches of applied science and art and the development of industry by:
 - (i) the display of selected objects arranged to illustrate the industrial advance of civilisation and the development of inventions and manufactures;
 - (ii) the promotion of craftsmanship and artistic taste by illustrating the history and development of the applied arts;
 - (iii) lectures, broadcasts, films, publications and other educational means;
 - (iv) scientific research; or
 - (v) any other means necessary or desirable for the development of the natural resources and manufacturing industries of New South Wales.

Arrangements for outside participation

The Museum welcomes public comment and suggestions for improving its services and facilities and regularly receives representations from the public concerning its operations. A comments form is available to all visitors at the cloakroom desk on level 4 of the Museum. You may also contact us through the Museum's website: www.powerhousemuseum.com. Alternatively, write to the Museum at PO Box K346 Haymarket NSW 1238 or telephone (02) 9217 0389.

The Museum conducts visitor surveys to ascertain that needs are being met. The Museum also conducts focus groups to determine some titles and content directions and public program content.

Facilities for access

The Museum caters for public access to its collections, with staff available to assist with inquiries. The service is available by appointment between 10.00 am and 5.00 pm Monday to Friday (except public holidays).

POLICY DOCUMENTS

The following documents are used to guide the Museum's operations:

Museum of Applied Arts and Sciences Act 1945

Museum of Applied Arts and Sciences Regulation 2002

Strategic Plan 2005-2008

Chart of Accounts

Total Asset Management Plan

Child Protection policy and procedures

Code of conduct

Collection development and research policy

Corruption Prevention policy

Preservation and Heritage Management policy

Exhibitions policies and plans

Guarantee of service

Information technology strategic plan

Human Resources policies and procedures

Occupational Health and Safety policies and procedures

Privacy Management Plan

Public programs policies and procedures

Regional services strategic plan

Sponsorship policy

CONTACT ARRANGEMENTS

Requests for records or documents under the Freedom of Information Act 1989 should be accompanied by a \$30.00 application fee and directed to:

Executive Officer

Freedom of Information Coordinator

Museum of Applied Arts and Sciences

PO Box K346 Haymarket NSW 1238

Phone (02) 9217 0576

Fax (02) 9217 0459

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****PREMIER'S DEPARTMENT****June 2006****SECTION 1 – POLICY DOCUMENTS****PUBLIC EMPLOYMENT OFFICE (PEO)***(all documents listed can be found on the website: www.premiers.nsw.gov.au)*

Contact for Enquiries: Executive Assistant telephone (02) 9228 3572

Circular

Year	Number	Title
1993	C93-09	Fringe Benefits Tax on Car Parking and Review of Agency Vehicle Requirements
1993	C93-17	Re: Premier's Memorandum No. 93-36 Managing Excess Employees
1993	C93-07	Availability of Police Academy for Conferences and Training
1994	C94-12	Senior Executive Service - Applications for Compensation and the Right of Return
1994	C94-04	Senior Executive Service - Changes to Components of Total Remuneration Packages Resulting from Variations to FBT Legislation
1994	C94-16	Tax Equivalent Regime (TER) for SES Finance and Data Processing Positions
1995	C95-12	APPLICATION OF PREMIER'S MEMORANDA TO ALL MINISTERS
1995	C95-03	Protected Disclosures Act 1994
1995	C95-21	Option of Cash out Accrued Leave
1995	C95-22	Domestic travel - Members of CES and SES
1995	C95-10	SES - Changes to FBT
1996	C96-12	Changes to Motor Vehicle Policy - Wholesale Sales Tax and Leasing
1996	C96-11	Cessation of Payment for 'Right of Return' - Chief and Senior Executive Service
1996	C96-16	Higher Duties Allowance
1996	C96-22	Access to Public Sector Executives Superannuation Scheme
1997	C97-13	Long-term temporary employees
1997	C97-45	Recruitment Consultants
1997	C97-05	M4 and M5 Cashback
1997	C97-40	Senior Officers Award
1997	C97-42	Chief and Senior Executive Service (SES) Leave Entitlements (Restricted)
1997	C97-84	Working for the Dole
1997	C97-58	Devolution of evaluation of senior officer positions
1997	C97-48	Commitment to Ethical work Practices and Ethic Training Courses
1997	C97-53	Consultative Arrangements: Policy and Guidelines
1998	C98-103	Premier's Department Performance Management Policy and Guidelines
1998	C98-59	Commencement of Legislation Improving Retrenchment Benefits for State Superannuation Scheme Members
1998	C98-50	Implementation of Job Evaluation Outcomes
1998	C98-23	Use of Family and Community Services Leave , Funerals
1998	C98-14	Community Language Allowance Scheme
1998	C98-11	Carer's Leave for Employees Covered by the Uniform (Ministerial) Leave Conditions

1998	C98-08	Pay Advice Slips
1998	C98-105	Principles for Review of Awards
1998	C98-22	SES Mobility System
1998	C98-04	Crown Employees (Transferred Officers Compensation) Award , Use of the Crown Solicitor's Office
1998	C98-40	Senior Executive Service - Changes to Motor Vehicle Policy - Wholesale Sales Tax
1998	C98-57	Unattached Officers: Chief And Senior Executive Service (SES)
1998	C98-62	Managing Displaced Employees: Salary Maintenance Provisions
1998	C98-80	Premier's Department Policy and Guidelines: Mature Workforce and Alcohol and Other Drugs
1998	C98-73	Dispute Resolution
1999	C99-23	Suspension of Advertising and Filling of Vacancies
1999	C99-69	Qualifications for Senior Financial Management and Accounting Positions
1999	C99-39	New Superannuation Preservation Rules
1999	C99-01	Superannuation Amendments
1999	C99-59	Mobility of superannuation for employees transferring employment between the NSW public sector, local government sector and electricity distribution sector
1999	C99-37	Direction to Take Leave Displaced Employees
1999	C99-55	Reference Guide For Employees Caring For Older Persons
1999	C99-49	Payments in Lieu of Employer Superannuation Support for Employees and Former Employees Aged 65 Years and Over
1999	C99-48	Arrangements re the Suspension of Advertising and Filling Vacancies Following Introduction of the 1999 2000
1999	C99-57	Optional Access to Early Retirement Benefits
1999	C99-51	Managing Displaced Employees Job Search Leave
1999	C99-62	Interpreter Budget Requirements In Contracting Out Services And Funding Services Delivered By Non Government Organisations, Government Trading Enterprises And State Owned Corporations
1999	C99-09	Use of Employer Communication Devices
1999	C99-45	Stage 3 Devolution of Evaluation of Senior Executive Positions Levels 4 8.
1999	C99-31	Guidelines for Collaboration and Integrated Services
1999	C99-15	Senior Executive Service Motor Vehicles Novated Leases
1999	C99-14	Gender Analysis Checklist for the Review of Community Service Obligations
2000	C2000-11	Managing and Supporting Attendance at Work
2000	C2000-25	Revised Procedures to Access Daily Overseas Travelling Allowances
2000	C2000-26	Employment Health Assessment Policy and Guidelines
2000	C2000-32	Government Owned Training/Conference Facilities
2000	C2000-33	Taxation of Allowances
2000	C2000-53	Looking for Work with the NSW Government
2000	C2000-62	NSW Government Job Vacancy Advertising Procedures
2000	C2000-46	Impact of FBT and GST on Salary Sacrifice Arrangements
2000	C2000-37	Monitoring of Use of Communication Devices (including internet access)
2000	C2000-73	Disclosure - Commission for Children & Young People
2000	C2000-42	Superannuation Retrenchment Benefits
2000	C2000-16	Sickness Absence Policy
2000	C2000-19	Conditions Applicable to Employees Selected to Participate in Migrant Work Experience Program
2000	C2000-70	SES Motor Vehicles
2000	2000	C2000-68 Amendment to Premier's Memorandum No. 2000 15, Access To Published Information Laws, Policy and

2000	C2000-64	Report on the Review of the Spokeswomen's Programme
2000	C2000-05	Superannuation Amendments
2000	C2000-10	Changes to the method of calculating Superannuation on costs for Executive members of First State Super
2000	C2000-74	Staying in Towns
2001	C2001-44	JOBS.NSW
2001	C2001-37	Process for Lifting Suspension of Advertising and Filling Vacancies
2001	C2001-53	NSW Government Application for Employment/Transfer/Promotion
2001	C2001-07	Improving Aboriginal Employment Outcomes within the NSW Public Sector
2001	C2001-16	New Arrangements For The Lifting Of The Suspension Of Advertising And Filling Vacancies
2001	C2001-41	Call Centre Coordination Review Of Options To Share Call Centre Infrastructure
2001	C2001-20	Superannuation Amendments
2001	C2001-10	Devolution of Establishment of Senior Officer Positions
2001	C2001-39	Reforming the Public Sector
2001	C2001-32	Reimbursement of Goods and Services Tax
2001	C2001-08	Principles for Approval of NSW Enterprise Agreements and Information on Reviewed Awards
2002	C2002-62	Superannuation Amendments
2002	C2002-50	Public Employees' and Agencies' Involvement in Political Fundraising Activities
2002	C2002-47	Disclosure Of Information In Government Contracts With The Private Sector
2002	C2002-56	Compliance With NSW Superannuation Legislation
2002	C2002-48	Crown Employees (Major And Community Events Reassignment) Award
2002	C2002-57	Employer Contributions For First State Super And Complying Accumulation Superannuation Funds
2002	C2002-63	Use Of Government Owned Training/Conference Facilities
2002	C2002-28	Stage Wage Case 2002
2002	C2002-73	New Principles For Approval Of Enterprise Agreements
2002	C2002-40	Increment in Superannuation Guarantee Requirement from 1 July 2002
2002	C2002-61	SALARY PACKAGING FOR NON-SES EMPLOYEES
2002	C2002-46	Public Sector Employees Contesting State Elections
2002	C2002-10	Pay Slips and Employers' Records
2002	C2002-13	Clearance of Vacancies - Workforce Management Centre
2002	C2002-58	Crown Employees (Librarians, Library Assistants, Library Technicians And Archivists) Award 2002
2002	C2002-43	Statutory and Public Office Holders - Salary Sacrifice Motor Vehicles
2002	C2002-11	Deduction of Union Membership Fees - Model Clause
2002	C2002-37	Elsa Dixon Aboriginal Employment Program
2002	C2002-45	Motor Vehicle Policy
2002	C2002-35	Common Selection Criteria Brochure
2002	C2002-36	Public Sector Employment and Management Act 2002
2003	C2003-22	Establishment Of Healthquest As A Statutory Health Corporation
2003	C2003-52	Department Of Energy, Utilities And Sustainability
2003	C2003-23	Updated Personnel Handbook
2003	C2003-48	Reimbursement Of Goods And Services Tax
2003	C2003-12	Salary Packaging Amendment – Annual Public Transport Tickets
2003	C2003-49	Ministry For Science And Medical Research
2003	C2003-17	Protecting The Archival Heritage Of The State
2003	C2003-51	Non-SES Salary Packaging And Motor Vehicles
2003	C2003-24	The Roads and Traffic Authority (RTA) as a contractor to agencies
2003	C2003-28	Apologies By Public Sector Agencies And Officials

2003	C2003-27	Crown Employees (Transferred Employees Compensation) Award
2003	C2003-31	Increase In Parking Space Levy
2003	C2003-35	Training On Merit Selection Techniques
2003	C2003-05	Travelling Overseas On Official Business – Australian Department Of Foreign Affairs And Trade Travel Advice
2003	C2003-14	Membership Of Private Sector/Non-Government Boards By Nsw Executive Officers
2003	C2003-07	Severe Acute Respiratory Syndrome - Travelling Overseas On Official Business
2003	C2003-45	Making Of New Crown Employees (General Staff Salaries) Award 2003
2003	C2003-42	Quarterly Collection Of Full Time Equivalent (Fte) Numbers For The Nsw Public Sector
2003	C2003-37	Occupational Stress • Hazard Identification and Risk Management Strategy
2003	C2003-50	Privacy Guidelines On Disclosure Of Information During Industrial Relations Consultations
2004	C2004-48	Information Paper for CES/SES Separated from Office
2004	C2004-26	Employer Representatives To The Government And Related Employees Appeal Tribunal
2004	C2004-01	Variation To Conditions Of Employment Award Re Casual Rates And Entitlements
2004	C2004-07	Conflict of Interests
2004	C2004-08	Commencement of variations to conditions of employment award Re: casual rates and entitlements
2004	C2004-11	Commonwealth defence employer support Payment scheme
2004	C2004-37	Manual Of Delegations To Department Heads
2004	C2004-22	Nomination Of Employer Representatives To The Government And Related Employees Appeal Tribunal
2004	C2004-43	Verification Of Professional And/Or Academic Qualifications
2004	C2004-28	Cadet Rates of Pay, Public Service Department
2004	C2004-32	HSC VET Work Placements In All Government Departments
2004	C2004-33	NSW Traineeships for People with a Disability
2004	C2004-35	HR Expert System Release 2
2004	C2004-38	Extension Of Military Leave Through ‘Top Up’ Pay
2004	C2004-41	Commonwealth Legislation: Choice Of Superannuation Fund
2004	C2004-45	Public Sector Salaries Award Settlement of claim with the Public Service Association
2004	C2004-19	Motor Vehicle Policy Requirements For CEOs
2005	C2005-12	Changed Superannuation Guarantee Reporting
2005	C2005-22	Reserve Forces Day – 25 June, 26 June, 2 July and 3 July 2005
2005	C2005-50	Commencement of the amendments to the Extended Leave provisions in the Public Sector Employment and Management Act 2002 and repeal of the Transferred Officers Extended Leave Act 1961
2005	C2005-24	Retirement Intentions Survey
2005	C2005-40	Speaking and attendance at commercial conferences and seminars
2005	C2005-29	Salary Packaging Benefits For Chief And Senior Executive Service
2005	C2005-33	Superability of extended leave at double pay, and Correction to meal, travelling and related allowances circular
2005	C2005-32	Superannuation Nominated Salary For Chief And Senior Executive Service
2005	C2005-34	Variation To Crown Employees (Public Service Training Wage) Award 2002
2005	C2005-35	Australian and overseas travelling allowances - Including chief executive officers, senior executive officers, statutory appointees, and part-time members of boards, committees
2005	C2005-36	Crown Employees Wages Staff (Rates Of Pay) Award 2005

2005	C2005-31	Review Of Meal, Travelling And Related Allowances
2005	C2005-15	Commonwealth Legislation: Choice Of Superannuation Fund
2005	C2005-37	Workplace Surveillance Act 2005
2005	C2005-20	Launch Of Sector-Wide Career Development Website
2005	C2005-30	Amendment To Motor Vehicle Policy
2005	C2005-27	Senior Executive Service – Notional Salary
2005	C2005-47	C2005-47 Agency Briefings - Impact of Workchoices Legislation
2005	C2005-38	Extension Of Non-Salary Enhancements To CES/SES Officers
2005	C2005-48	Conversion Of First State Superannuation From A NSW Regulated Scheme To A Commonwealth Regulated
2005	C2005-04	Leave for staff directly affected by The South and South East Asia Tsunami Emergency
2005	C2005-42	Annual Determination Of Remuneration For Judges, Magistrates And Related Group And The Public Office Holder Group
2005	C2005-28	Retirement Intentions Survey
2005	C2005-17	Redeployment System Changes
2005	C2005-10	Crown Employees (Public Sector Salaries 2004) Award
2005	C2005-09	Aboriginal Employment: Improving Your Agency's Performance
2005	C2005-03	Official Travel within Australia and Overseas
2006	C2006-07	Secure Employment Test Case Decision And Actions Following Receipt Of Any Applications For Variations To
2006	C2006-12	Premier's Public Sector Awards - 2006
2006	C2006-09	Accessing leave entitlements and flexible work hours arrangements to observe religious duties
2006	C2006-08	Salary Packaging – Removal Of 50% Limit
2006	C2006-06	Crown Employees (Public Service Conditions Of Employment) Reviewed Award 2006 And Review Of The Personnel Handbook
2006	C2006-14	Trade union delegate meetings in the week Commencing 15 may 2006
2006	C2006-10	SES/Senior Officers Motor Vehicle Charges 2006-2007
2006	C2006-01	Publication of Revised SES Guidelines
2006	C2006-11	Secure Employment Test Case Award Variations
2006	C2006-03	ROSTERED DAYS OFF FOR 2006 – 2008 CROWN EMPLOYEES (SKILLED TRADES) AWARD AND GENERAL CONSTRUCTION (STATE) AWARD

Memoranda

1990	M90-26	S.E.S. Grievance Mediation - Co-operation and assistance to the Grievance Mediator
1990	M90-06	Fringe Benefits Tax - Higher Education Contribution Scheme
1990	M90-02	Senior Executive Service - Grievance Mediation Mechanism
1990	M90-13	Performance Agreement Guidelines
1990	M90-29	Remuneration Packaging for Advertising Public Sector Vacancies
1991	M91-19	Amendment of Superannuation Legislation
1991	M91-34	Reporting of Grants to Non-Government Organisations
1992	M92-30	Privatisation - Staffing Implications
1992	M92-28	Parking Space Levy and Government Agencies
1994	M94-35	Suspension of Public Employees from Duty
1994	M94-10	Employee Housing Policy
1995	M95-27	Unattached Officers
1995	M95-40	Flexible Work Practices
1995	M95-45	Performance Agreement Guidelines
1995	M95-2	WOMEN EXECUTIVES' STRATEGY

1995	M95-02	WOMEN EXECUTIVES' STRATEGY
1995	M95-46	Reappointment Of Former Administrative And Clerical Officers To Public Sector After Voluntary Redundancy
1996	M96-05	Managing Displaced Employees
1996	M96-24	Protected Disclosures Act 1994
1996	M96-11	Dealing with employee work-related concerns and grievances, and harassment free workplace
1997	M97-27	Managing Displaced Employees
1997	M97-19	Spokeswomens Programme
1997	M97-10	Model Code of Conduct for NSW Public Agencies
1997	M97-28	Out-of-Pocket Expenses and Christmas Season Parties
1997	M97-03	Employee sponsored child care
1997	M97-12(A)	Traineeships in the NSW Public Sector
1998	M98-37	Executive service model contract of employment
1998	M98-04	Production costs of annual reports
1998	M98-12	Use of probity auditors by public sector agencies
1998	M98-24	Managing displaced employees relocation of employees to available work
1999	M99-10	Suspension of advertising and filling of vacancies exemptions
1999	M99-05	Chief Executive Performance Agreement Guidelines
1999	M99-19	Applicability Of Memoranda And Circulars To State Owned Corporations (SOCS)
2000	M2000-10	Strategies for Flexible Workplace Arrangements
2000	M2000-05	Remuneration and Contracts of Employment for CES & SES Officers
2000	M2000-06	Government Owned Training Facilities
2000	M2000-25	Leave Conditions - Statutory Appointees
2000	M2000-15	Access to Published Information - Laws, Policy and Guidelines [library deposit]
2000	M2000-24	Reappointment to CES and SES Positions
2001	M2001-11	Revised 'Fitness to Continue' Procedures
2002	M2002-04	Acceptable Use of the Internet and E-mail
2002	M2002-11	Spokeswomen's Program
2002	M2002-08	Departmental Savings Strategies Productivity Savings Progress Reports
2002	M2002-07	Engagement and Use of Consultants
2003	M2003-15	CEO Contracts - Performance Management And Salary Sacrifice Arrangements
2005	M2005-10	2005 Annual Determination of Remuneration for Chief Executive and Senior Executive Service
2005	M2005-14	Working Together: Public Sector OHS and Injury Management Strategy 2005-2008
2005	M2005-11	Federal industrial relations legislation – impact on nsw public sector employers
2005	M2005-6	Review Of Government Advertising
2005	M2005-12	Out Of Pocket Expenses And Christmas Season Parties
2006	M2006-04	Nsw Government Policy: Negotiating Public Sector Wages, Salaries And Employment Conditions
2006	M2006-05	Biofuels And Other Alternative Fuels - Nsw Government Commitments
1995	P95-25	Administrative Arrangements for Unattached Chief Executive Officers PEO Circulars
1995	P95-59	Re-employment of former Executive Officers who have received compensation for removal from office
1995	P95-27	Re-appointment of Former Senior Executive Officers to the Public Sector
1995	P95-61	Engagement of Companies
1995	P95-34	Guidelines under the Public Sector Management Amendment Act 1995

1995	P95-45	Union Picnic Day
1995	P95-24	Corporate Incentives - Acceptance of Benefits by Public Employees
1996	P96-04	Abolition of Salary Maintenance Chief Executive and Senior Executive Service
1996	P96-35	PAYMENT OF SHIFT PENALTIES DISCIPLINARY MATTERS
1996	P96-27	PUBLIC SECTOR VACANCIES
1996	P96-07	Standing for election to the Commonwealth Parliament
1996	P96-40	Services for Displaced Employees
1996	P96-34	Managing Displaced Employees
1996	P96-26	Deletion of SES Positions and Removal and Unattachment of Occupants
1996	P96-54	Senior Officers
1996	P96-23	Engagement and Use of Consultants
1996	P96-27	Public Sector Vacancies
1996	P95-37	Use of Eligibility Lists Under the PSM Act 1995
1996	P96-01	Protected Disclosures Act 1994

Publications

	Information sheet: Flexible Work Practices for Employees from non-English Speaking Background
	A quarterly newsletter for spokeswomen published by the Spokeswomen's Program Management Committee
0	CROWN EMPLOYEES (TRANSFERRED OFFICERS EXCESS RENT ASSISTANCE) AGREEMENT
0	Fact Sheets - Workforce Management Centre
1990	Information sheet: History of EEO Legislation in NSW
1995	Policy and Guidelines on Flexible Work Practices
1995	Resource book: Guide to EEO Data Collection
1995	Guidelines for the Suspension of Public Employees
1996	Guidelines on Senior Officers Classification
1996	Resource Book: Good Job — Success with Aboriginal & Torres Strait Islander Employment Strategies
1996	Resource book: The Choice is Yours: Choosing Employment Options in the NSW Public Sector
1996	Fair Ways newsletter: EEO Data Collection
1996	Policy & guidelines: Harassment Free Workplace
1996	Policy and guidelines: Dealing with Employee Work-related Concerns and Grievances
1997	Employer Sponsored Childcare
1997	Consultative Arrangements: Policy and Guidelines
1997	Booklet: Success with Flexible Work Practices
1997	Code of Conduct and Ethics for Public Sector Executives
1997	Model Code of Conduct
1997	Brochures: Part-Time Work with the NSW Government:
1998	Research Scientist Classification
1998	Booklet: Strengthening EEO: A Focus on Outcomes for EEO Practitioners
1998	Booklet: Journeys: Stories from our Culturally Diverse NSW Public Sector
1998	Mature Workforce Policy
1998	Salary Sacrifice for Superannuation Information Sheet
1998	Salary Packaging of Superannuation
1998	Interim Guidelines for Implementation of the Community Language Allowance Scheme
1998	Role of the NSW Public Sector in the 2000 Olympic and Paralympic Games Volunteer Program
1998	Performance Management Policy and Guidelines
1998	Brochure: Strengthening EEO: CEO Leadership

- 1998 Brochure: EEO for Senior Executives & Directors of Employment Equity
- 1998 Alcohol and other Drugs - Policy and Guidelines
- 1998 CES Model Contract of Employment
- 1998 Report: Pay Equity: Librarians and Geologists
- 1999 Women on the Move
- 1999 Resource book: Mentoring Made Easy: A Guide
- 1999 Guidelines for Collaboration and Integrated Services. Working Together in the Public Sector
- 1999 Policy and Guidelines for the use by Staff of Employer Communication Devices
- 1999 Guidelines for Developing Performance Agreements for CEOs
- 2000 Resource Book: Aboriginal Employment in Practice for the NSW Public Sector
- 2000 Personnel Handbook
- 2000 Strategies for Flexible Workplace Arrangements
- 2000 Implementation of National Training Packages
- 2000 Managing and Supporting Attendance at Work
- 2000 Sickness Absence Policy
- 2000 Employment Health Assessment Policy and Guidelines
- 2000 Women On-Line – Stories by Women in IT
- 2000 Fair Ways newsletter: Aboriginal Reconciliation
- 2000 Staying in Town
- 2000 Review of the NSW Government's Spokeswomen's Program
- 2000 Access to Published Information - Laws, Policy and Guidelines
- 2000 NSW Executive Capabilities
- 2001 Brochure: EEO for Senior Executives & Directors of Employment Equity
- 2001 Brochure: EEO for University Executives
- 2001 Booklet: Strengthening EEO: A Focus on Outcomes for University EEO Practitioners
- 2001 Fair Ways: What is EEO? — University version
- 2001 Brochure: Traineeships for People with a Disability (for applicants)
- 2001 Strong Women, Strong Communities
- 2001 Booklet: I Have the Skills, Do You Have the Job? Case Studies in Productive Diversity
- 2001 Booklet: Yarnin' Up: Stories of Aboriginal People's Careers in the NSW Public Sector
- 2001 Brochure: Aboriginal & Torres Strait Islander Cadetship Program (student version)
- 2001 Brochure: Aboriginal & Torres Strait Islander Cadetship Program (agency version)
- 2001 Guidelines: Aboriginal & Torres Strait Islander Cadetship Program in the NSW Public Sector
- 2001 Reforming the public sector
- 2002 Booklet: Moving On Up: Paralympians Contributing to the NSW Public Sector
- 2002 SES Guidelines
- 2002 Brochure: Maternity leave
- 2002 Motor Vehicle Policy
- 2002 Government Owned Training Facilities
- 2002 Brochure: What are Common Selection Criteria?
- 2002 Fair Ways newsletter: What is EEO?
- 2002 Brochure: Looking for Work with the NSW Government
- 2002 Fair Ways newsletter: About Flexible Work Practices
- 2002 Booklet: Picking the Best Person for the Job: Merit Selection for NSW Public Sector Panels
- 2003 Booklet: Employ Able Resource Guide
- 2003 Fair Ways newsletter: Invitation to Managers to Gain Skilled Staff
- 2003 Booklet: Equal to the Task Good Practice Guide
- 2003 Fair Ways newsletter: Adjustments at work
- 2004 Manual of Delegations to Department Heads
- 2004 Aboriginal Employment Strategies
- 2005 Traineeships for People with a Disability Program
- 2005 Aboriginal Employment
- 2005 Diversity Delivers

MINISTERIAL AND PARLIAMENTARY SERVICES

Guidelines for Boards and Committee Members Appointment and Remuneration – (Premier’s Memorandum 2004-10, 15 October 2004).

Diversity in the Membership of Public Sector Boards and Committees (Pamphlet May 2002).

Appointing Women to Boards, Councils and Committees – “Call for Applicants” (Pamphlet).

In NSW we are Gaining Wider Horizons-a Call for Applicants for People from Culturally Diverse Backgrounds – “Call for Applicants” (Pamphlet).

NSW Boards and Committees: Premier’s Department Register–Application Form.

Appointing People with a Disability to Public Sector Boards, Councils and Committees (Pamphlet - October 2000).

Appointing People from Non-English Speaking Backgrounds to Public Sector Boards, Councils and Committees (Premier’s Memorandum 1999-7, 10 February 1999).

Contact: Ms Samantha Reid 9228 3624 or e-mail: boards@premiers.nsw.gov.au

Conduct Guidelines for Members of Boards and Committees – (Premier’s Memorandum 2001-17, 15 July 2004).

Guidelines for the Engagement and Use of Consultants (Premier’s Department Circular 2004-17, 17 December 2001).

Contact: Ms Janet Britton 9228 4635

Freedom of Information FOI Procedure Manual, Third Edition, 1994 or at www.premiers.nsw.gov.au

FOI Poster and Pamphlets – Poster; two pamphlets: “Guidelines for Using FOI in NSW” and “Reviews and Appeals”, updated October 2004, also available at www.premiers.nsw.gov.au

Contact: Ms Jo Haran 9228 4441

New Arrangements for Government Media Monitoring (Premier’s Memorandum 2004-02, 6 May 2004)

Broadcast (Radio and Television) Media Monitoring (Premier’s Department Circular 2005-05, 21 January 2005)

Contact: Ms Karen Howell 9228 4665

Payment of Copyright Fees for Government Print Monitoring (Premier’s Department Circular 2005-16, April 2005)

Overseas Projects (Premier’s Memorandum 2002-03, February 2002)

Overseas Projects Reporting Requirements (Premier’s Department Circular 2002-30, 25 June 2002)

Contact: Mr Trevor Barnes 9228 4954

Remuneration Tribunals

Reports and Determinations of the Parliamentary Remuneration Tribunal.

Reports and Determinations of the Statutory and Other Offices Remuneration Tribunal.

Reports and Determinations of the Local Government Remuneration Tribunal.

Statement of Principles in respect to compensation applications.

Contact: Mr Emanuel Sklavounos 9228 3570 or e-mail sklavoe@premiers.nsw.gov.au or reports and determinations may be viewed the Tribunal website at www.remtribunals.nsw.gov.au

STRATEGIC PROJECTS DIVISION

Publications/Reports Issues in 2006

- Guidelines for the Administration of the NSW Aboriginal Trust Fund Repayment Scheme, March 2006.

Publications/Reports Issues in 2005

- Drug Action - Community Drug Strategies Newsletter Autumn/Winter 2005
- Aboriginal Trust Fund Repayment Scheme Information Sheet No. 1 – How the Scheme Works 2005
- Website information on the Aboriginal Trust Fund Repayment Scheme – How the Scheme Works 2005.

Publications/Reports Issued in 2004

- Regional Project Audit
- Children’s Calendar Focused on the Environment in Western Sydney
- Western Sydney Industry Awards Commemorative Program
- Youth Partnership with Arabic Speaking Communities - Newsletter no 4 released December 2003

- Youth Partnership with Arabic Speaking Communities - Arabic Youth Australia Flier and contribution form published December 2003
- Every day's the same: Youth homelessness in Cabramatta (Nov 2001)
- Dharawal Family Matters (April 2004), Community Drug Strategies, Strategic Projects Division - Contact Officer: Tahn O'Brien

Publications/Reports Issued in 2003

- Cabramatta Anti-Drug Strategy Information Sheet (8 versions: English, Vietnamese, Chinese, Khmer, Lao, Spanish, Serbian, Croatian) (September 2003).
- Cabramatta Update – Cabramatta Project newsletter; 1 publication, in three 3 languages (English, Vietnamese, Chinese) (September 2003).
- Cabramatta Update – Cabramatta Project newsletter; 1 publication, in three 3 languages (English, Vietnamese, Chinese) (Jan 2003).
- Redfern/Waterloo Partnership Project - Holiday Happenings (Dec 2002)
- Redfern/Waterloo Partnership Project Newsletter (July 2003)
- Redfern/Waterloo Partnership Project Newsletter including RED Strategy insert (October 2003)
- Redfern/Waterloo Partnership Project Factsheets on: the Community Forums, the Youth Taskforce, the Children and Families Taskforce, the Drug and Alcohol Taskforce, the Community Safety Taskforce and the Community Council (October 2003)
- NSW Youth Partnership with Pacific Island Communities – information bulletin. (Nov 2003)
- Koori Family Matters: How can I talk with my family about drugs? (June 2003)
- Drug Action Spring 2003 - NSW Community Drug Strategies Newsletter (December 2003)
- Al-Ostrali – Arab Australians in NSW (Dec 2003)
- Youth Partnership with Arabic Speaking Communities Newsletter No.3 (July 2003)
- Youth Partnership with Arabic Speaking Communities – Police and Community Youth Clubs Information Sheet (July 2003)
- Youth Partnership with Arabic Speaking Communities – School Parent Alliance Information Sheet (July 2003)

Publications/Reports Issued in 2002.

- Cessnock Community Renewal Plan of Action 2002-2004 (2002)
- Drug Action Spring 2002 - NSW Community Drug Strategies Newsletter (November 2002)
- A Summary Guide to Consulting With Rural and Regional Communities" (November 2002)
- generate: mapping youth culture and migration heritage in western Sydney – Migration Heritage Centre and Centre for Cultural Research, UWS Publication (November 2002)
- *generate: the art of migration – Migration Heritage Centre and Centre for Cultural Research, UWS poster (November 2002)*
- Community Wellbeing managing change growth and decline in country towns" (November 2002)
- Supporting Youth in Country Towns (November 2002)
- Drugs and Community Action Strategy And Community Drug Action Teams Information Sheet November 2002)
- Community Support and Human Services Strategy for Wannervale Wadalba (Revised September 2002)
- From There to Here project: imagine the stories – Migration Heritage Centre and Community Languages Schools Program of the NSW Department of Education Training Card (September 2002)
- Drug Action - NSW Community Drug Strategies Newsletter (September 2002)
- Drug Crime Diversion Information Sheet (August 2002)
- Redfern Waterloo Partnership Project Brochure (August 2002)
- Family Matters: How to approach drug issues in your family (July 2002)
- *Tune in to Fairfield City: a multicultural driving tour – Migration Heritage Centre and Fairfield City Council postcard (July 2002)*
- Education on the Move: Sydney Learning Adventures Schools Program 2002 to 2003 - Migration Heritage Centre and Sydney Harbour Foreshore Authority brochure (June 2002)
- It's Only a Game! - Migration Heritage Centre and Sydney Harbour Foreshore Authority activity pack for teachers (June 2002)
- Going, Going, Gone - Migration Heritage Centre and Sydney Harbour Foreshore Authority activity pack for teachers (June 2002)
- Red and Gold - Sydney's Chinatown - Migration Heritage Centre and Sydney Harbour Foreshore Authority activity pack for teachers (June 2002)

- Greasing the Wheels - Migration Heritage Centre and Sydney Harbour Foreshore Authority activity pack for teachers (June 2002)
- Pack Your Bags - Migration Heritage Centre and Sydney Harbour Foreshore Authority activity pack for teachers (June 2002)
- Youth Partnership with Arabic Speaking Communities Information Sheet (August 2002)
- Migration Heritage Centre Website Stories - Migration Heritage Centre postcard (June 2002)
- Capacity Building for NGO Project - Progress Report. (June 2002)
- Youth Partnership with Arabic Speaking Communities Newsletter No 2 (June 2002)
- Drugs and Community Action Strategy And Community Drug Action Teams Information Sheet (June 2002)
- Family Matters: How to approach drug issues in your family– community language information sheet versions in in Bosnian, Chinese, Croatian, English, Khmer, Korean, Lao, Macedonian, Russian, Serbian, Spanish, **Thai, Turkish, Vietnamese (September 2002) and also Arabic in the Arabic Parenting Magazine (July 2002).**
- Working with the Media - A Commonsense guide for communities taking action to address drug-related issues. (May 2002)
- Drugs and Community Action - Website Information Card (May 2002)
- Cabramatta Anti-Drug Strategy - the first 12 months. Information Sheet (May 2002)
- Drug Smart Information Card (May 2002)
- Future Jobs on the Central Coast Report (April 2002)
- Community Builders NSW Brochure (April 2002)
- MHC NEWS – Migration Heritage Centre quarterly newsletter (April 2002)
- A Tapestry of Beliefs and Ideals - Migration Heritage Centre and Sydney Harbour Foreshore Authority activity pack for teachers (June 2002)
- MHC NEWS - Migration Heritage Centre newsletter (April 2002)
- Audit of Community Leadership Initiatives - Prepared by UTS Shopfront and Issued by Strategic Projects Division Strengthening Communities Unit. (February 2002)

Publications issued in 2001:

- Natural Resources Services Centre NSW “Service Closer to You” pamphlet (December 2001)
- Region Assist - Proposal for Regionally Based Business Support Units (December 2001)
- MHC NEWS – Migration Heritage Centre quarterly newsletter (December 2001)
- Capacity Building for NGOs Project – Framework for Action
- Drug Action NSW Community Drug Strategies Newsletter Spring edition (November 2001)
- Education on the Move: Sydney Learning Adventures Schools Program – Migration Heritage Centre and Sydney Harbour Foreshore Authority brochure (November 2001)
- GENERATE: Youth Culture and Migration Heritage in Western Sydney Institute for Cultural Research (November 2001)
- CommunityLink Feasibility Study – Summary Report – Pilliga / Gwabegar (October 2001)
- CommunityLink Feasibility Study – Summary Report – Toomelah/Boggabilla (October 2001)
- Information Sheet on Youth Partnership with Arabic Speaking Communities (October 2001)
- Youth Partnerships with Arabic Speaking Communities Newsletter (October 2001)
- *Tune in to Fairfield city: a multicultural driving tour – Migration Heritage Centre and Fairfield City Council Poster (September 2001)*
- Cabramatta Update 1 tri-language publication (English, Vietnamese, Chinese) (September 2001)
- MHC NEWS – Migration Heritage Centre quarterly newsletter (September 2001)
- Drug Action NSW Community Drug Strategies Newsletter Winter edition (August 2001)
- Drug Community Action Strategy (DCAS) Special Fund Guidelines 2001/02 (August 2001)
- Central Coast Moving Forward Strategy 2001-2002 (July 2001)
- Central Coast Moving Forward Report 2001 – 2002 (July 2001)
- Framework for Action - Capacity Building for Non Government Organisations (NGO) (July 2001)
- People Place and Partnerships Conference - A NSW Government and Community Conference 22-23 March 2001- Papers. (July 2001)
- Communitybuilders.nsw website brochure (July 2001)
- Drug Action NSW Community Drug Strategies Newsletter Autumn edition (June 2001)
- generate: the popular culture of middle eastern and asian youth – Migration Heritage Centre and Institute for Cultural Research Brochure (June 2001)
- Tune in to Fairfield City: a multicultural driving tour – Migration Heritage Centre and Fairfield City council audio tape cassette or CD with printed guide (September 2001)
- The Migration Heritage Centre New South Wales: A Cultural Heritage Exchange brochure (May 2001)

- New England / North West NSW Regional Priorities Framework Status Report (April 2001)
- Moree Place Project Review (April 2001)
- Riverina- Murray Regional CO-Ordination Program (April 2001)
- New England / North West NSW Regional Service Delivery Plan (April 2001)
- Drugs and Community Action Strategy Information Sheet
- Cabramatta Anti-Drug Strategy Information Sheet (6 versions; English, Spanish, Chinese, Vietnamese, Khmer and Lao).(July 2001)
- Local Community Drug Action Teams Information Sheet
- A Multicultural Landscape. Ethnicity and National Park Recreation.” Migration Heritage Centre and National Parks and Wildlife Service publication. (May 2001)
- Framework for the Expansion of Government Access Program (March 2001)
- NSW After the Drug Summit- Pamphlet (June 2001)
- South Western Sydney and Western Sydney Regional Co-ordination Program Newsletter Issue 3 (March 01)
- Drug Action NSW Community Drug Strategies Newsletter Summer edition (March 2001)
- The Strengthening Communities Unit- Pamphlet (March 2001)
- Monitoring Progress of Windale CRS Projects (March 2001)
- Hunter Community Renewal Scheme Action Plan for Windale 2001 (March 2001)
- Hunter Community Renewal Scheme Action Plan for Booragul/Bolton Point (2001)
- “Place Management”, Community Renewal, Whole of Government - Responding to the Disadvantaged Communities, Proceedings of a Conference (March 2001)
- Strengthening Rural Communities Resource kit (March 2001)
- International Year of Volunteers - IYV Community Guide (March 2001)
- NSW Strategic Agenda for International Year of Volunteers (March 2001)
- 1999/2000 Regional Communities Consultative Annual Report - including RCCC project reports: - Aboriginal Consultation Report; Supporting Older people in Smaller Communities Report; Beyond desolation - understanding suicide in rural NSW Report. (2001)
- Guidelines for Delivering Shop Front Services in Rural NSW (February 2001)
- Regional Communities Consultative Council Pamphlet

Publications issued in 2000:

- NSW Drugs and Community Action Strategy: Framework for Action (December 2000)
- NSW Regional Community Consultative Council – pamphlet
- 1998/99 Regional Community Consultative Council Annual Report
- Working Together in Strengthening Rural Communities – progress report. (February 2000)
- Working Together in Strengthening Rural Communities – progress report. (August 2000)
- Workforce Availability Forum, A Regional Service Delivery Plan initiative of the Riverina Murray Regional Co-ordination Management Group. Report from Forum held in Wagga Wagga (November 2000)
- Wattan: Redfern. Report on the second Phase of the Lebanese and Arab Australian Communities Heritage Project Migration Heritage Centre and Powerhouse Museum. (February 2000)
- Memorandum to all Ministers and CEOs - International Year of Volunteers 2000-16 (June 2000)
- Mapping Chinese Heritage in NSW. Migration Heritage Centre and NSW Heritage Office Report. (February 2000)
- Mapping Italian Heritage in NSW. Migration Heritage Centre and NSW Heritage Office Report. (February 2000)
- Rich Rewards: Cultural Diversity and Heritage Practice. Report on Stage 1. Ethnic Communities consultation in rural and regional centres. Migration Heritage Centre. (November 1999)
- Songs of flight. A CD Rom of music by Australian Performers who are former refugees. Migration Heritage Centre and Ethnic Affairs Commission. (September 2000)
- Regional Coordination Program Guidelines. (February 2000)
- Regional Coordination Program: Agency Project and Benefit Schedule (June 2000)
- Regional Data Profiles: Overview and CD File Listing (July 2000)
- Regional Data Profiles Summary Central Coast
- Regional Data Profiles Summary Hunter
- Regional Data Profiles Summary Illawarra
- Regional Data Profiles Summary Northern Tablelands
- Regional Data Profiles Summary North Coast
- Regional Data Profiles Summary South West NSW
- Regional Data Profiles Summary South East Sydney
- Regional Data Profiles Summary Western NSW

Regional Data Profiles Summary Greater Sydney
Regional Data Profiles Summary Western Sydney
Regional Data Profiles Summary NSW Regions
South Western Sydney and Western Sydney– Regional Coordination Program Newsletter (September 2000)
Cabramatta Project Newsletter Vol 2 No 1 (August 2000)

Publications issued in 1999/00:

Working Together for Stronger Rural Communities: A Statement of Commitment to Rural Social Justice by the NSW Government (February 1999)
South Western Sydney and Western Sydney – Regional Coordination Program Newsletter (May 2000)
Graffiti Solutions Handbook (May 2000)
Kings Cross Place Management Project newsletter (April 2000)
Government Access Program. Evaluation Report (February 2000)
Communicating Natural Resources Issues and NESB Communities – Proceedings. Booklet (January 2000)
NSW Regional Community Consultative Council – pamphlet (November 1999)
Papers Associated with the Kempsey Community Economic Renewal Project (November 1999)
Ongoing Strategies for Community and Economic Renewal in Kempsey – brochure (November 1999)
Kings Cross Tourist Vehicle – Code of Conduct – brochure (Spring 1999) (Revised)
Kings Cross Place Management Project Newsletter (Spring 1999 update)
Our Diversity – Our Heritage: Partnerships in Migration Heritage, Migration Heritage Centre Publication (September 1999)
Cabramatta Community Profile (September 1999)
Updated Cabramatta Project Newsletter – Translated into Vietnamese (September 1999)
Updated Cabramatta Project Newsletter – Translated into Chinese (September 1999)
Cabramatta Project Newsletter Vol 1 No 3 (1999)
NSW Graffiti Solutions Brochures: Preventing Illegal Graffiti (July 1999)
NSW Graffiti Solutions: Protection and Removal (July 1999)

Publications issued in 1998/99:

Communitybuilders.nsw - brochure (June 1999)
Protocol on Coordinated State and Local Government Responses to Planning Matters (North Coast) Integrated Development Assessment (June 1999)
Human Services on the North Coast – brochure. Printed in Spanish, Punjabi, Arabic, Chinese (Cantonese) and English
Joint publication with the Ethnic Affairs Commission (May 1999)
Working Together for Stronger Rural Communities. A Statement of Commitment to Rural Social Justice by the NSW Government (February 1999)
Lake Macquarie Task Force Report – Integrated Estuary and Catchment Management Framework (February 1999)
North Coast Regional Coordination Program Update (February 1999)
How to Get Around Safely in Kings Cross - brochure (February 1999)
Places to Visit on Kings Cross – brochure (February 1999)
Indigenous Data Profile of the Many Rivers ATSIC Region (North Coast, Hunter & Central Coast), NSW – Part A: Population Census Profiles (December 1998)
Indigenous Data Profile of the Many Rivers ATSIC Region (North Coast, Hunter & Central Coast), NSW – Part B: A Compendium of Socio-Economic Data (Non ABS Census Sources) (December 1998)
A Summary Indigenous Data Profile for the Many Rivers ATSIC Region (North Coast, Hunter & Central Coast) NSW (December 1998)
Information on the Environment Protection Authority – INTEGRATED DEVELOPMENT – A guide for applicants on the North Coast (December 1998)
Information on the Department of Land and Water Conservation – INTEGRATED DEVELOPMENT – A guide for applicants on the North Coast (December 1998)
Information on NSW Fisheries – INTEGRATED DEVELOPMENT – A guide for applicants on the North Coast (December 1998)
NSW National Parks and Wildlife Service Aboriginal Cultural Heritage – INTEGRATED DEVELOPMENT – A guide for applicants on the North Coast (December 1998)
General Information prepared by the Department of Urban Affairs and Planning – INTEGRATED DEVELOPMENT – (includes information on all State Agencies on the North Coast) (December 1998)
Cabramatta Project Newsletter Vol 1 No 2 (November 1998)

Kings Cross Place Management Project Newsletter (October 1998)
 Working together in Strengthening Rural Communities Forum – A Report of the Forum (September 1998)
 A Guide to Development Planning – A simple guide to the responsibilities of State Agencies on the North Coast (August 1998)

Publications issued prior to 1998/99:

Access to Government Services in Rural NSW – A Pilot Study (1997)
 A Summary Socio-Economic Profile: North Coast of NSW (1998)
 Bringing Government Services Closer to You (1997)
 Business Information Services (BIS) (1998)
 Working together in Strengthening Rural Communities Forum – Progress Report (March 1998)
 Cabramatta Project Newsletter Vol 1 No 1 (April 1998)
 Club Industry Policy Framework (1998)
 Commitment to Service (Government Access Program) (1997)
 Government Access Centre Operations Manual (September 1997)
 Government Access Program Guidelines (February 1998)
 Guidelines for Preparation of Rural Communities Impact Statements (1997)
 How to Hold a Quality Event (Kings Cross) (May 1998)
 Kings Cross Licensing Accord - brochure (1998)
 Kings Cross Place Management Newsletters (November 1997 and January 1998)
 Lismore Interagency Case Coordination Model (April 1996)
 National Business Information Service Project Brief (1998)
 North Coast Region Coordination Program Update (October 1997)
 Moree Place Management (April 1998)
 Regional Coordination Guidelines (March 1997)
 Regional Priorities Framework New England – North West – Northern Tablelands. Report from Workshop (February 1998)
 Report of the NSW Rural Communities Consultative Council (1997)
 Summary and Conclusion from the New Models for Rural Human Services Forum (April 1997)
Contact: Ms Susan White via 9228 5555

Access to 13/1300 and 1800 telephone numbers (Premier's Memorandum 2002-06, 6 May 2002)
Contact: Ms Fran Schonberg 02 6393 0001

MANAGEMENT SERVICES

Guarantee of Service
 Internal Procedures for Protected Disclosures Act
 Safe Driving Policy and Guidelines
 Use of Premier's Department internet, e-mail, computer and network facilities by Department employees
 Workplace Surveillance Act 2005-Summary of Surveillance Policies within Premier's Department
Contact: Mr David Roden, 02 9228 3372

Code of Conduct
 Adjustment Policy for Employees with Disabilities
 Harassment Free Workplace Policy – Combating harassment & bullying
 Disability Action Plan 2003/2006
 Ethnic Affairs Priority Statement (EAPS)
Contact: Ms Paula Castile 9228 5047

Equal Employment Opportunity
 Filling of Short Term Vacancies Policy
 Scholarships Program
 Learning and Development Policy
 Study Assistance Scheme
 Working from Home Policy
 Workplace Injury Management and Rehabilitation Policy
 Flexible Work Hours Agreement
 Performance & Development System
 Employee Assistance Program
 Occupational Health & Safety
Contact: Ms Susan Hayes, 9228 3129

Occupational Health and Safety
Contact: Ms Maria Duca, 9228 3018
Grievance and Dispute Resolution Procedures
Contact: Mr David Roden, 9228 3372 or Dr Elizabeth Coombs, 9228 3096

Records Management Program
Waste Reduction and Purchasing Plan
Contact: Maret Hegh, 9228 4740

PERFORMANCE DEVELOPMENT DIVISION

The Performance Development Division came into being on 1 July 2004 following the amalgamation of the Service Delivery Improvement team (now known as Public Sector Management Improvement) from the Service Delivery Improvement Division with the Performance Measurement and Review Division

Publications

Strategic Management Calendar
Strategic Management Framework
Intellectual Property Management Framework for the NSW Public Sector
Principles for the Operation and Conduct of meetings of Senior Officer Groups

Circulars and Memorandums

2005-6 Strategic Management Framework and Calendar (Premier's Department Circular 2005-44, 8 November 2005) Contact: Ms Jennifer Perry 9228 3582
Strategic Management Calendar (Premier's Department Circular 2004-27, 29 September 2004)
Website to publish information about all NSW Government funding programs (Premier's Department Circular 2004-46, 21 December 2004)
Intellectual Property Management Framework for the NSW Public Sector (Premier's Department Circular 2005-06, 9 February 2005)
Principles for the Operation and Conduct of meetings of Senior Officer Groups (Premier's Department Circular 2004-46, 10 February 2005)

PERFORMANCE MEASUREMENT AND REVIEW DIVISION

The Performance Measurement and Review Division came into being on 1 July 2003 following the transfer out of the previous Review & Reform Division of the Performance Improvement Branch

Performance Measurement and Review Division

Publications:
Nil

Circulars and Memorandums:

Nil

Review and Reform Division

Publications:

The Privacy Code of Practice for the NSW Public Sector Workforce Profile - 1999
Overview Report for the NSW Public Sector Workforce Profile - 1999
The NSW Public Sector Workforce Profile 2000 - Data Specifications Workbook
NSW Public Sector Workforce profile 2000 - Excel Template User Guide
NSW Public sector Workforce Profile 2000 - CHRIS User Guide
Business Case Guidelines (December 2000)
The NSW Public Sector Workforce Profile 2001 - Data Specifications Workbook
Partnering Change: Benchmarking Corporate Services (August 2001)
Guidelines for Electronic Self Service Projects in Personnel and Payroll (October 2001)
The NSW Public Sector Workforce Profile 2000 Collection (December 2001)
Overview Report for the NSW Public Sector Workforce Profile 2000
The NSW Public Sector Workforce Profile 2002 - Data Specifications Workbook
Corporate Services Provider Criteria - June 2002
Costing Corporate Services: A Guide - June 2002

Overview Report for the NSW Public Sector Workforce Profile 2001 (August 2002)
 Taking Safety Seriously 2002 (October 2002)
 Programs and Outcomes Relating to Aboriginal People in NSW (March 2003)

Circulars & Memoranda:

Electronic Self Service (ESS) for Personnel and Payroll Functions (Premier's Department Circular 2000-17, 25 March 2000)
 NSW Public Sector Workforce Profile: 1999 Findings and 2000 Collection (Premier's Department Circular 2000-39, 28 June 2000)
 Business Case Guidelines (Premier's Department Circular 2000-79, 21 December 2000)
 Client Surveys (Premier's Memorandum 2000-28, 20 December 2000)
 Workforce Profile 2001 - Privacy Requirements (Premier's Department Circular 2001-12, 8 March 2001)
 Workforce Profile Data on the Internet (Premier's Department Circular 2001-18, 19 April 2001)
 NSW Public Sector Workforce Profile 2001 (Premier's Department Circular 2001-30, 4 July 2001)
 Guidelines for Electronic Self Service Projects in Personnel and Payroll (Premier's Department Circular 2001-36, 7 August 2001)
 Benchmarking Corporate Services (Premier's Department Circular 2001-42, 24 August 2001)
 Occupational Health and Safety Regulation 2001 (Premier's Department Circular 2001-50, 8 October 2001)
 Effective Implementation of Electronic Self Service projects in Personnel and Payroll (Premier's Department Circular 2001-56, October 2001)
 Implementing the Shared Services Corporate Services Strategy (Premier's Department Circular 2002-01, 7 January 2002)
 Second Round of Funding for Electronic Self-Service projects in Personnel and Payroll (Premier's Department Circular 2002-02, 16 January 2002)
 Approval for Corporate Services ICT expenditure (Premier's Department Circular 2002-08, February 2002)
 Third Round of Funding for Electronic Self-Service projects in Personnel and Payroll (Premier's Department Circular 2002-19, 24 April 2002)
 Provision of pay advice via Electronic Self-Service (ESS) systems (Premier's Department Circular 2002-24, 27 May 2002)
New Position Code Field for the Workforce Profile (Premier's Department Circular 2002-05, 1 February 2002)
 NSW Public Sector Workforce Profile 2002 (Premier's Department Circular 2002-25, 27 May 2002)
 Taking Safety Seriously 2002 (Premier's Department Circular 2002-51, 16 October 2002)

Council on the Cost and Quality of Government

Publications:

Council on the Cost and Quality of Government Brochure (updated April 2006)
 Council on the Cost and Quality of Government, 2005 Annual Report
 Council on the Cost and Quality of Government, 2004 Annual Report
 Council on the Cost and Quality of Government, 2003 Annual Report
 Council on the Cost and Quality of Government, 2002 Annual Report
 Council on the Cost and Quality of Government, 2001 Annual Report
 Council on the Cost and Quality of Government Information Brochure
 Council on the Cost and Quality of Government, 2000 Annual Report
 Concise Guide to Service Efforts and Accomplishments – 2001
 Overview of NSW Government Services 1995-2000
 Overview of NSW Government Services 1996-2001
 Overview of NSW Government Services 1997-2002
 Better Management Practices – Environmental Scanning
 Better Management Practices – Corporate Overheads Costing Guide

Circulars & Memoranda:

Council on the Cost and Quality of Government "Value for Money in Public Services" (Premier's Department Memorandum 2000-7, 10 April 2000)
Contact Trish Stubbins Performance Development Division, (02) 9228 3512 or contact the website at www.ccqg.nsw.gov.au

Council on the Cost of Government

Publications:

Reports to Parliament of the Council on the Cost of Government: First Report June 1996, Second Report December 1996, Third Report June 1997, Fourth Report December 1997, Fifth Report June 1998, Sixth Report, Council on the Cost of Government, December 1998, Seventh Report June 1999, Eighth Report December 1999

NSW Police Service Review of Resource Management: Scoping Study Report, November 1996.

Review of Aspects of the Management of the Department of Community Services, February 1997

Review of NSW TAB's Hungarian Project, August 1996

Review of the Workcover Authority of NSW, May 1996

Service Competition Guidelines, Council on the Cost of Government, September 1997

Service Efforts & Accomplishments, 1997 - Arts & Culture

Service Efforts & Accomplishments, 1997 - Fisheries

Service Efforts & Accomplishments, 1997 - Agriculture

Service Efforts & Accomplishments, 1997 - Economic Development

Service Efforts & Accomplishments, 1997 - Sport and Recreation

Service Efforts & Accomplishments, 1997 - Vocational Education & Training

Service Efforts & Accomplishments, 1997 - Housing

Service Efforts & Accomplishments, 1997 - Social and Community Services

Service Efforts & Accomplishments, 1997 - Health

Service Efforts & Accomplishments, 1997 - Law, Order & Public Safety

Service Efforts & Accomplishments, 1997 - School Education

Service Efforts & Accomplishments, 1997 - Transportation

Service Efforts & Accomplishments, 1998 - Environment

Service Efforts & Accomplishments, 1998 - NSW Programs for Aboriginal People

Reporting on Service Efforts & Accomplishments in the NSW Public Sector (October 1999)

Circulars & Memoranda:

Better Government Hotline (Premier's Department Memorandum 96-14, 13 August 1996)

Review of Government Expenditures (Premier's Department Memorandum 96-13)

Service Competition Guidelines (Premier's Department Memorandum 97-24)

Extension of the Life of the Council on the Cost of Government (Premier's Department Memorandum 99-13, 25 June 1999)

Contact Trish Stubbins, Performance Development Division, (02) 9228 3512 or email ccqg@premiers.nsw.gov.au or contact the website at <http://www.ccqg.nsw.gov.au>

Corporate Services Reform Unit

Publications:

Service Level Agreements – Guidelines for Public Sector Organisations (January 1999)

Taking Safety Seriously Improving Workplace Safety Management in the NSW Public Sector – Policy and Guidelines (February 1999)

Reform and Redirection – Using Corporate Services Reform to Enhance Government Services in NSW (May 1999)

The NSW Public Sector Workforce Profile First Collection (July 1999)

The Privacy Code of Practice for the NSW Public Sector Workforce Profile 1999 (July 1999)

Electronic Self Service for personnel & Payroll Transactions – Project Report (December 1999)

Circulars and Memoranda:

Publication of Service Level Agreement Guidelines (Premier's Department Circular 99-2, 12 January 1999)

Taking Safety Seriously Improving Workplace Safety Management in the NSW Public Sector (Premier's Department Circular 99-8, 26 February 1999)

Process Redesign: Personnel and Payroll Project (Premier's Department Circular 99-19, 15 April 1999)

Corporate Services Reform Achievements (Premier's Department Circular 99-24, 6 May 1999)

Availability of Contract: Administration of SES Remuneration Packaging (Premier's Department Circular 99-47, 17 August 1999)

Government Selected Application Systems (GSAS) Program Human Resources/Payroll and Financial Management Systems. (Premier's Department Circular 99-67, 22 November 1999)

The Electronic Self Service (ESS) Implementation Project (Premier's Department Circular 99-73, 21 December 1999)

New "Position Code" field for the Workforce Profile (Premier's Department Circular 2002-05, 1 February 2002)

NSW Public Sector Workforce Profile 2002 (Premier's Department Circular 2002-25, 27 May 2002)

OFFICE FOR WOMEN

The Office for Women was created on 1 July 2004

Publications in 2006:

NSW Woman of the Year Honour Roll 2006 Booklet

Lucy Mentoring Program – Flyer

Lucy Mentoring Program – Manual

Girl\$avvy Work Book (republished)

Fact Sheet 1 – Women, Education and Training

Fact Sheet 2 – Women and Employment

Fact Sheet 3 – Women in Leadership Positions

Fact Sheet 4 – Women, Violence and Safety

Fact Sheet 5 – Women and Health

Office for Women Information Leaflet

Poster International Women's Day 2006 – A3

Poster International Women's Day 2006 – A4

NSW Women Issue 4, June 2006 "2006 Year of the Community".

NSW Women Issue 5, March 2006 "Inspiring Creative Women".

Circulars & Memoranda:

Nil

OFFICE OF PROTOCOL AND SPECIAL EVENTS

Australian Honours and Awards System to include:

- Order of Australia
- Australian Bravery Decorations
- Public Service Medal
- Royal Humane Society
- Awards of State Representative Certificates
- Community Service Awards

Contact: Ms Kylie Millwood 9228 4306

together with:

The Emblem Book of New South Wales (includes Flying of Flags)

New South Wales Service Medallion (40 years) - Guidelines and Nomination forms

New South Wales Table of Precedence

Contact: Mr Michael W Harkins, 9228 4042

COUNTER TERRORISM AND DISASTER RECOVERY.

Premier's Memoranda

M2005-01 Tsunami Assistance-Replacement of Official Documentation (10 January 2005)

M2004-03 NSW Police and Counter Terrorism (May 2004)

M2003-04 Security Measures - Counter Terrorism Arrangements (20 March 2003)

Premier's Department Circulars

C2005-02 Tsunami Relief Effort – Agency Support Arrangements (10 January 2005)

C2004-21 Procedures for Reporting Security Incidents (July 2004)

Information Sheets

I2005-03 - Security Arrangements Governor Macquarie Tower (August 2005)

Contact for Enquiries: Jane Shields (02) 8374 5136

MARINE PARKS AUTHORITY

Contact for Enquiries: Helen Muldoon, Executive Officer (02) 9228 4918

Year	Title
2001	Developing a Representative System of Marine Protected Areas in NSW-an Overview
2002	Jervis Bay Marine Park Operational Plan

- 2002 Overview of the zoning plan for Jervis Bay Marine Park
- 2002 Anglers' Guide to Jervis Bay Marine Park
- 2002 Solitary Islands Marine Park Operational Plan
- 2002 Summary Revised-Developing a Representative System of Marine Protected Areas in NSW-an Overview
- 2002 Overview of the zoning plan for Solitary Islands Marine Park
- 2004 Strategic Framework for the Evaluation and Monitoring of Marine Parks in NSW
- 2002 Anglers' Guide to Solitary Islands Marine Park
- 2003 Jervis Bay Marine Park Operational Plan
- 2004 Lord Howe Island Marine Park Operational Plan
- 2004 Users Guide to the zoning plan for Lord Howe Island Marine Park
- 2004 Jervis Bay Marine Park Recreational User Guide
- 2005 Cape Byron Marine Park Zoning Plan Summary
- 2005 Port Stephens-Great Lakes Marine Park Introductory Brochure
- 2005 Batemans Shelf Marine Park Introductory Brochure
- 2005 NSW Marine Parks Strategic Research Plan 2005-2010
- 2006 NSW Marine Parks Permit Policy
- 2006 Port Stephens-Great Lakes Marine Park Draft Zoning Plan Overview Brochure

(all documents listed above can be found on the Marine Parks Authority's website: www.mpas.nsw.gov.au)

INFRASTRUCTURE IMPLEMENTATION GROUP

Ministerial Memorandum 2005-9 Major Infrastructure Coordination and Delivery (11 October 2005)

Contact Steve Illek 9228 3107

Review of Future Provision of Motorways in NSW (December 2005)

Contact Steve Illek 9228 3107

SECTION 2 – STATEMENT OF AFFAIRS

The Freedom of Information Act 1989 requires Agencies to publish an annual Statement of Affairs. The most recent Statement of Affairs of the Premier's Department, which provides information on the structure and functions of the Premier's Department and the categories of documents it holds, is available in the 2004/05 Annual Report. Copies of the Statement of Affairs can be obtained (free of charge) by contacting the Manager, Parliamentary Matters and Freedom of Information (FOI) or visit the Premier's Department Internet site at www.premiers.nsw.gov.au

In general terms, many documents contained within this Summary of Affairs are available (free of charge) by visiting the Premier's Department website, www.premiers.nsw.gov.au

SECTION 3 – CONTACT ARRANGEMENTS

Policy documents, unless otherwise stated, are usually available free of charge and access can be arranged by contacting the officer nominated, or the Manager Parliamentary Matters and FOI by telephone, fax, email, or in person at the address below generally on working days between the hours of 8:30 am and 5:30 pm.

Many of the documents may be found on the Premier's Department Internet site at www.premiers.nsw.gov.au

Requests and applications made under the Freedom of Information Act 1989 for access to documents of the Premier's Department (other than policy documents) should be made pursuant to the provisions of the FOI Act, be accompanied by a \$30 application fee and directed in writing to:

Ms Jo Haran
Manager, Parliamentary Matter and FOI
Premier's Department
Level 32, Governor Macquarie Tower
1 Farrer Place
SYDNEY NSW 2000

Enquires may be directed to the Manager FOI and Privacy by telephoning the Premier's Department FOI Hotline, (02) 9228-4441. Applications to amend or notate documents of the Premier's Department relating to a person's own personal affairs may also be made to the Manager FOI and Privacy.

June 2006

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

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

THE BOARD'S POLICY DOCUMENTS

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

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

THE BOARD'S STATEMENT OF AFFAIRS

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

BOARD'S CONTACT ARRANGEMENTS

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

The Manager (Mr Daryl Paul)
Armidale Rural Lands Protection Board
126-130 Taylor Street (PO Box 110)
Armidale NSW 2350

Telephone number 6772 2366
e-mail – ao@arlpb.nsw.gov.au

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

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

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

THE BOARD'S POLICY DOCUMENTS

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

- Policy statements of the Board
- The Annual Report of Rural Lands Protection Boards, including details of the former Balranald and Wentworth Boards (from which the Balranald-Wentworth Board was amalgamated).
- Function Management Plans

THE BOARD'S STATEMENT OF AFFAIRS

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

BOARD'S CONTACT ARRANGEMENTS

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

The Executive Officer (Ms Ann Duryea)
Balranald-Wentworth Rural Lands Protection Board
82 Market Street (PO Box 9)
Balranald NSW 2715

Telephone number (03) 5020 1691

e-mail – balrlpb@iinet.net.au

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

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

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

THE BOARD'S POLICY DOCUMENTS

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

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

THE BOARD'S STATEMENT OF AFFAIRS

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

BOARD'S CONTACT ARRANGEMENTS

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

Mr C Philbrick
Manager
Bombala Rural Lands Protection Board
106 Maybe Street (PO Box 23)
Bombala NSW 2632

Telephone number 6458 3055

e-mail – managerbombala@rlpb.org.au

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

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

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

THE BOARD'S POLICY DOCUMENTS

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

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

THE BOARD'S STATEMENT OF AFFAIRS

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

BOARD'S CONTACT ARRANGEMENTS

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

The Executive Officer (Ms Linda Marsh)
Bourke Rural Lands Protection Board
36 Mitchell Street (PO Box 24)
Bourke NSW 2840

Telephone number 6872 2322

e-mail - bourke@rlpb.org.au

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

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

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

THE BOARD'S POLICY DOCUMENTS

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

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

THE BOARD'S STATEMENT OF AFFAIRS

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

BOARD'S CONTACT ARRANGEMENTS

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

The Manager (Mr Roger D'Arcy)
Braidwood Rural Lands Protection Board
170 Wallace Street (PO Box 97)
Braidwood NSW 2622

Telephone number 4842 2536
e-mail – braidwoodrlpb@bigpond.com
The Board's office hours are 9.00am to 5.00pm on weekdays.

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

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

THE BOARD'S POLICY DOCUMENTS

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

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

THE BOARD'S STATEMENT OF AFFAIRS

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

BOARD'S CONTACT ARRANGEMENTS

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

The Executive Officer (Ms Simone Geddes)
Brewarrina Rural Lands Protection Board
24 Bathurst Street (PO Box 3)
Brewarrina NSW 2839

Telephone number 6839 2047
e-mail – brewarrinarlpb@bigpond.com

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

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

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

THE BOARD'S POLICY DOCUMENTS

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

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

THE BOARD'S STATEMENT OF AFFAIRS

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

BOARD'S CONTACT ARRANGEMENTS

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

The Executive Officer (Ms Ruth Holmes)
Broken Hill Rural Lands Protection Board
Adelaide Road (PO Box 279)
Broken Hill NSW 2880

Telephone number (08) 8087 3378
e-mail – brokenhill@rlpb.org.au

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

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

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

THE BOARD'S POLICY DOCUMENTS

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

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

THE BOARD'S STATEMENT OF AFFAIRS

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

BOARD'S CONTACT ARRANGEMENTS

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

The Manager (Mr Peter Baum)
Casino Rural Lands Protection Board
147 Barker Street (PO Box 158)
Casino NSW 2470

Telephone number 6662 3166
e-mail – casrlpb@nor.com.au

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

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

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

THE BOARD'S POLICY DOCUMENTS

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

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

THE BOARD'S STATEMENT OF AFFAIRS

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

BOARD'S CONTACT ARRANGEMENTS

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

The Manager (Mr Tim Johnston)
Central Tablelands Rural Lands Protection Board
169A Havannah Street (PO Box 20)
Bathurst NSW 2795

Telephone number 6331 1377
e-mail – general.manager@ctrlpb.org.au

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

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

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

THE BOARD'S POLICY DOCUMENTS

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

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

THE BOARD'S STATEMENT OF AFFAIRS

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

BOARD'S CONTACT ARRANGEMENTS

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

The Executive Officer (Ms J Wilkin)
Cobar Rural Lands Protection Board
Broomfield Street (PO Box 52)
Cobar NSW 2835

Telephone number 6836 2081
e-mail – cobar@rlpb.org.au

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

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

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

THE BOARD'S POLICY DOCUMENTS

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

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

THE BOARD'S STATEMENT OF AFFAIRS

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

BOARD'S CONTACT ARRANGEMENTS

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

The Manager (Mr Hanley Armstrong)
Condobolin Rural Lands Protection Board
32 Bathurst Street (PO Box 100)
Condobolin NSW 2877

Telephone number 6895 2152
e-mail – hanley.armstrong@rlpb.org.au

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

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

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

THE BOARD'S POLICY DOCUMENTS

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

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

THE BOARD'S STATEMENT OF AFFAIRS

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

BOARD'S CONTACT ARRANGEMENTS

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

The Manager (Mr Stephen Molloy)
Cooma Rural Lands Protection Board
5 Dawson Street (PO Box 29)
Cooma NSW 2630

Telephone number 6452 1122
e-mail – cooma.admin@rlpb.org.au

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

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

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

THE BOARD'S POLICY DOCUMENTS

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

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

THE BOARD'S STATEMENT OF AFFAIRS

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

BOARD'S CONTACT ARRANGEMENTS

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

The Manager (Ms S Brooker)
Coonabarabran Rural Lands Protection Board
89 John Street (PO Box 108)
Coonabarabran NSW 2357

Telephone number 6842 1300
e-mail – coonabarabran.admin@rlpb.org.au

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

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

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

THE BOARD'S POLICY DOCUMENTS

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

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

THE BOARD'S STATEMENT OF AFFAIRS

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

BOARD'S CONTACT ARRANGEMENTS

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

The Manager (Ms Marie Dawson)
Coonamble Rural Lands Protection Board
15 Tooloon Street (PO Box 40)
Coonamble NSW 2829

Telephone number 6822 1588
e-mail – coonamblerlpb@bigpond.com.au

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

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

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

THE BOARD'S POLICY DOCUMENTS

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

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

THE BOARD'S STATEMENT OF AFFAIRS

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

BOARD'S CONTACT ARRANGEMENTS

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

The Manager (Ms Narelle Rodway)
Dubbo Rural Lands Protection Board
96 Victoria Street (PO Box 6082)
Dubbo NSW 2830

Telephone number 6882 2133
e-mail – dubbo.admin@rlpb.org.au

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

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

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

THE BOARD'S POLICY DOCUMENTS

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

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

THE BOARD'S STATEMENT OF AFFAIRS

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

BOARD'S CONTACT ARRANGEMENTS

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

The Manager (Ms Sharon Daishe)
Forbes Rural Lands Protection Board
46 Sherriff Street (PO Box 897)
Forbes NSW 2871

Telephone number 6852 1688
e-mail – forbes@frlpb.org.au

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

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

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

THE BOARD'S POLICY DOCUMENTS

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

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

THE BOARD'S STATEMENT OF AFFAIRS

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

BOARD'S CONTACT ARRANGEMENTS

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

The Manager (Ms Dianne Lamborne)
Gloucester Rural Lands Protection Board
15 Isabella Street (PO Box 76)
Wingham NSW 2429

Telephone number 6553 4233
e-mail – glourlpb@midcoast.com.au

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

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

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

THE BOARD'S POLICY DOCUMENTS

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

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

THE BOARD'S STATEMENT OF AFFAIRS

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

BOARD'S CONTACT ARRANGEMENTS

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

The Manager (Mr Tony Cavanagh)
Goulburn Rural Lands Protection Board
181 Bourke Street (PO Box 67)
Goulburn NSW 2580

Telephone number 4821 2522
e-mail – goulburn.admin@rlpb.org.au

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

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

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

THE BOARD'S POLICY DOCUMENTS

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

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

THE BOARD'S STATEMENT OF AFFAIRS

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

BOARD'S CONTACT ARRANGEMENTS

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

The Manager (Mr Neville Collins)
Grafton Rural Lands Protection Board
54 Victoria Street (PO Box 21)
Grafton NSW 2460

Telephone number 6642 3699
e-mail – grafton@rlpb.com.au

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

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

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

THE BOARD'S POLICY DOCUMENTS

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

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

THE BOARD'S STATEMENT OF AFFAIRS

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

BOARD'S CONTACT ARRANGEMENTS

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

The Manager (Mr Ian Clingan)
Gundagai Rural Lands Protection Board
87 Sheridan Street (PO Box 21)
Gundagai NSW 2722

Telephone number 6944 1588
e-mail – gundagai@gundagairlpb.com.au

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

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

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

THE BOARD'S POLICY DOCUMENTS

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

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

THE BOARD'S STATEMENT OF AFFAIRS

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

BOARD'S CONTACT ARRANGEMENTS

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

The Manager (Ms Filomena Pingiaro)
Hay Rural Lands Protection Board
56 Lachlan Street (PO Box 21)
Hay NSW 2711

Telephone number 6993 1403
e-mail – hay@rlpb.com.au

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

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

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

THE BOARD'S POLICY DOCUMENTS

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

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

THE BOARD'S STATEMENT OF AFFAIRS

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

BOARD'S CONTACT ARRANGEMENTS

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

The Executive Officer (Ms E Bendall)
Hillston Rural Lands Protection Board
180 High Street (PO Box 33)
Hillston NSW 2675

Telephone number 6967 2507
e-mail – ebony.bendall@rlpb.org.au

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

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

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

THE BOARD'S POLICY DOCUMENTS

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

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

THE BOARD'S STATEMENT OF AFFAIRS

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

BOARD'S CONTACT ARRANGEMENTS

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

The Manager (Ms Kathy Patten)
Hume Rural Lands Protection Board
462 Wagga Road
Lavington NSW 2641

Telephone number 6040 4210
e-mail – hume_rlpb@bigpond.com

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

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

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

THE BOARD'S POLICY DOCUMENTS

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

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

THE BOARD'S STATEMENT OF AFFAIRS

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

BOARD'S CONTACT ARRANGEMENTS

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

The Manager (Ms Mary Steepe)
Hunter Rural Lands Protection Board
98 John Street
Singleton NSW 2330

Telephone number 6572 2944
e-mail – hunter.rlpb@hunterlink.net.au

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

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

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

THE BOARD'S POLICY DOCUMENTS

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

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

THE BOARD'S STATEMENT OF AFFAIRS

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

BOARD'S CONTACT ARRANGEMENTS

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

The Manager (Ms Sue Kerin)
Kempsey Rural Lands Protection Board
83 Belgrave Street (PO Box 108)
Kempsey NSW 2440

Telephone number 6562 7822
e-mail – sue.kerin@rlpb.org.au

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

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

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

THE BOARD'S POLICY DOCUMENTS

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

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

THE BOARD'S STATEMENT OF AFFAIRS

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

BOARD'S CONTACT ARRANGEMENTS

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

The Manager (Mr Warren Johnstone)
Maitland Rural Lands Protection Board
53 New England Highway
Maitland NSW 2320

Telephone number 4932 8866
e-mail – maitlandrlpb@bigpond.com.au

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

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

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

THE BOARD'S POLICY DOCUMENTS

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

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

THE BOARD'S STATEMENT OF AFFAIRS

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

BOARD'S CONTACT ARRANGEMENTS

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

The Executive Officer (Ms L Harrison)
Milparinka Rural Lands Protection Board
Briscoe Street
Tibooburra NSW 2880

Telephone number (08) 8091 3306
e-mail – milprlpb@bigpond.com

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

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

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

THE BOARD'S POLICY DOCUMENTS

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

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

THE BOARD'S STATEMENT OF AFFAIRS

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

BOARD'S CONTACT ARRANGEMENTS

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

The Manager (Mr Peter Cousins)
Molong Rural Lands Protection Board
36 Bank Street
Molong NSW 2866

Telephone number 6366 8505
e-mail – molong@rlpb.org.au

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

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

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

THE BOARD'S POLICY DOCUMENTS

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

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

THE BOARD'S STATEMENT OF AFFAIRS

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

BOARD'S CONTACT ARRANGEMENTS

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

The Manager (Ms Lindy Goodman)
Moree Rural Lands Protection Board
203 Balo Street (PO Box 253)
Moree NSW 2400

Telephone number 6752 8012
e-mail – moreebrd@crt.net.au

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

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

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

THE BOARD'S POLICY DOCUMENTS

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

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

THE BOARD'S STATEMENT OF AFFAIRS

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

BOARD'S CONTACT ARRANGEMENTS

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

The Manager (Mr Graham South)
Moss Vale Rural Lands Protection Board
61 John Street (PO Box 141)
Camden NSW 2570

Telephone number 4655 9165
e-mail – admin@mvrtpb.org.au

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

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

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

THE BOARD'S POLICY DOCUMENTS

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

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

THE BOARD'S STATEMENT OF AFFAIRS

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

BOARD'S CONTACT ARRANGEMENTS

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

The Manager (Mr Jeff McQuiggin)
Mudgee-Merriwa Rural Lands Protection Board
112 Market Street (PO Box 31)
Mudgee NSW 2850

Telephone number 6372 1866
e-mail – mudgee@rlpb.org.au

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

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

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

THE BOARD'S POLICY DOCUMENTS

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

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

THE BOARD'S STATEMENT OF AFFAIRS

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

BOARD'S CONTACT ARRANGEMENTS

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

The Manager (Ms Chris McFarlane)
Murray Rural Lands Protection Board
6 Jerilderie Street (PO Box 117)
Jerilderie NSW 2716

Telephone number (03) 5886 1203
e-mail – murray@rlpb.com.au

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

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

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

THE BOARD'S POLICY DOCUMENTS

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

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

THE BOARD'S STATEMENT OF AFFAIRS

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

BOARD'S CONTACT ARRANGEMENTS

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

The Manager (Ms Eslyn Johns)
Narrabri Rural Lands Protection Board
101 Barwan Street (PO Box 18)
Narrabri NSW 2390

Telephone number 6792 2533
e-mail – narrabri@rlpb.com.au

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

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

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

THE BOARD'S POLICY DOCUMENTS

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

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

THE BOARD'S STATEMENT OF AFFAIRS

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

BOARD'S CONTACT ARRANGEMENTS

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

The Manager (Mr Chris Wills)
Narrandera Rural Lands Protection Board
8 Bolton Street (PO Box 11)
Narrandera NSW 2700

Telephone number 6959 2322
e-mail – rlpb@iinet.net.au

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

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

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

THE BOARD'S POLICY DOCUMENTS

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

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

THE BOARD'S STATEMENT OF AFFAIRS

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

BOARD'S CONTACT ARRANGEMENTS

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

The Manager (Ms M Mc Leod)
Northern New England Rural Lands Protection Board
332 Grey Street (PO Box 108)
Glen Innes NSW 2370

Telephone number 6732 1200
e-mail – nne@rlpb.org.au

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

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

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

THE BOARD'S POLICY DOCUMENTS

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

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

THE BOARD'S STATEMENT OF AFFAIRS

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

BOARD'S CONTACT ARRANGEMENTS

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

The Manager (Ms Deborah King)
Northern Slopes Rural Lands Protection Board
19 Stephen Street (PO Box 13)
Warialda NSW 2402

Telephone number 6729 1528
e-mail – ao.nsrlpb@northnet.net.au

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

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

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

THE BOARD'S POLICY DOCUMENTS

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

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

THE BOARD'S STATEMENT OF AFFAIRS

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

BOARD'S CONTACT ARRANGEMENTS

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

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

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

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

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

THE BOARD'S POLICY DOCUMENTS

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

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

THE BOARD'S STATEMENT OF AFFAIRS

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

BOARD'S CONTACT ARRANGEMENTS

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

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

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

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

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

THE BOARD'S POLICY DOCUMENTS

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

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

THE BOARD'S STATEMENT OF AFFAIRS

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

BOARD'S CONTACT ARRANGEMENTS

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

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

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

FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)
SUMMARY OF AFFAIRS
of the
STATE COUNCIL OF RURAL LANDS PROTECTION BOARDS

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

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

THE STATE COUNCIL'S POLICY DOCUMENTS

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

- The Annual Report of State Council and the Boards
- Charter of Service
- Privacy Management Plan
- Code of Accounting Practice
- Code of Conduct
- Administration Manual
- Rangers Manual
- Occupational Health and Safety Manual
- Strategic Plan

THE STATE COUNCIL'S STATEMENT OF AFFAIRS

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

THE STATE COUNCIL'S CONTACT ARRANGEMENTS

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

The Office Coordinator
State Council of Rural Lands Protection Boards
161 Kite Street (Locked Bag 21)
Orange NSW 2800

Telephone number – 6391 3242
e-mail – rlpsc@rlpb.org.au

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

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

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

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

THE BOARD'S POLICY DOCUMENTS

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

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

THE BOARD'S STATEMENT OF AFFAIRS

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

BOARD'S CONTACT ARRANGEMENTS

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

The A/Manager (Ms F Snape)
Tamworth Rural Lands Protection Board
33-35 Gunnedah Road (PO Box 500)
Tamworth NSW 2340

Telephone number – 6762 2900
e-mail – tamworth@rlpb.org.au

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

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

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

THE BOARD'S POLICY DOCUMENTS

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

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

THE BOARD'S STATEMENT OF AFFAIRS

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

BOARD'S CONTACT ARRANGEMENTS

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

The Manager (Mr Brian McInnes)
Tweed-Lismore Rural Lands Protection Board
79 Conway Street (PO Box 16)
Lismore NSW 2480

Telephone number – 6621 2317

e-mail – tlrlpb@rlpb.org.au

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

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

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

THE BOARD'S POLICY DOCUMENTS

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

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

THE BOARD'S STATEMENT OF AFFAIRS

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

BOARD'S CONTACT ARRANGEMENTS

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

The Manager (Mr Lance Beamish)
Wagga Wagga Rural Lands Protection Board
17 Trail Street (PO Box 513)
Wagga Wagga NSW 2650

Telephone number – 6921 3034
e-mail – waggarlpb@waggarlpb.nsw.gov.au
The Board's office hours are 8.30am to 5.00pm on weekdays.

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

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

THE BOARD'S POLICY DOCUMENTS

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

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

THE BOARD'S STATEMENT OF AFFAIRS

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

BOARD'S CONTACT ARRANGEMENTS

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

The Manager (Ms Patricia Brooks)
Walgett Rural Lands Protection Board
75 Fox Street (PO Box 32)
Walgett NSW 2832

Telephone number – 6828 1047

e-mail – walgett_rlpb@bigpond.com

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

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

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

THE BOARD'S POLICY DOCUMENTS

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

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

THE BOARD'S STATEMENT OF AFFAIRS

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

BOARD'S CONTACT ARRANGEMENTS

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

The Executive Officer (Mr Kevin Smith)
Wanaaring Rural Lands Protection Board
Vicary Street
Wanaaring NSW 2840

Telephone number – 6874 7749

e-mail – wanaaring_rlpb@bigpond.com

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

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

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

THE BOARD'S POLICY DOCUMENTS

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

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

THE BOARD'S STATEMENT OF AFFAIRS

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

BOARD'S CONTACT ARRANGEMENTS

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

The Executive Officer (Mr Ian Donald)
Wilcannia Rural Lands Protection Board
43 Woore Street (PO Box 11)
Wilcannia NSW 2836

Telephone number – (08) 8091 5070

e-mail – wrlpb@bigpond.com.au

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

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

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

THE BOARD'S POLICY DOCUMENTS

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

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

THE BOARD'S STATEMENT OF AFFAIRS

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

BOARD'S CONTACT ARRANGEMENTS

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

The Manager (Mr Kim Turner)
Yass Rural Lands Protection Board
12 Mitchell Street (PO Box 10)
Yass NSW 2582

Telephone number – 6226 1155
e-mail – yass.admin@rlpb.org.au

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

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

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

THE BOARD'S POLICY DOCUMENTS

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

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

THE BOARD'S STATEMENT OF AFFAIRS

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

BOARD'S CONTACT ARRANGEMENTS

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

The Manager (Mr Peter Brown)
Young Rural Lands Protection Board
93-93A Main Street (PO Box 46)
Young NSW 2594

Telephone number – 6382 1255
e-mail – young.admin@rlpb.org.au

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

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****SAS TRUSTEE CORPORATION****June 2006****SECTION 1 – POLICY DOCUMENTS**

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

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

- State Superannuation Scheme policy register
- State Authorities Superannuation Scheme policy register
- State Authorities Non-contributory Superannuation Scheme policy register
- Police Superannuation Scheme policy register
- STC Board Code of Conduct
- STC Executive Code of Conduct
- STC Privacy Statement
- Ethnic Affairs Priority Statement
- Disability Action Plan

SECTION 2 – STATEMENT OF AFFAIRS

The most recent Statement of Affairs for STC was published in June 2005 in STC's Annual Report. The Statement is also available on the website at www.statesuper.nsw.gov.au. A copy of the Statement of Affairs can also be obtained (free of charge) by contacting the Freedom of Information Co-ordinator.

SECTION 3 – FREEDOM OF INFORMATION CONTACT POINT

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

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

Telephone: (02) 4253 1478
Facsimile: (02) 4253 1467

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

FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)
SUMMARY OF AFFAIRS
of the
STATE LIBRARY OF NEW SOUTH WALES
JUNE 2006

SECTION 1. – POLICY DOCUMENTS

The following is a list of State Library Policies:

- Acquisition Policy
- Australian Interlibrary Resource Sharing Code
- Client Code of Conduct
- Code of Conduct
- Collection Development Policy
- Conditions of Access to the Special Collections
- Conditions of Using Library Material
- Disability Action Plan
- Email Policy
- Ethnic Affairs Priority Statement
- Guidelines for External Exhibitions Loans
- Guidelines relating to section 10, Library Amendment Act, 1992
- Health Information Request Policy
- Information Request Service Policy
- Lending Policy
- Legal Information Access Centre service policy
- Movable Heritage Principles
- Offsite Storage Policy
- Privacy Management Plan
- Reading Room Internet Usage Policy
- Records Management Policy and Plan
- Retention and Disposal Policy
- Security Systems Policy
- Use of the State Library Under the Library Regulation 2005 Part 3
- Web Privacy Statement

SECTION 2. – STATEMENT OF AFFAIRS

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

A copy of the most recent Statement of Affairs may also be obtained by contacting the Freedom of Information Contact Officer (details below).

SECTION 3. – CONTACT ARRANGEMENTS

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

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

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

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

- Corporate Plan
- Annual Report
- Human Resources Procedures and Policies
- Fraud and Corruption Policies and Procedures
- Code of Conduct
- Protected Disclosures Policy

SECTION 2 – STATEMENT OF AFFAIRS

- The State Transit Authority's 2004/2005 Annual Report (describing the operation, functions and structure of the organisation) will serve as State Transit's latest Statement of Affairs.

SECTION 3 – CONTACT ARRANGEMENTS

- Requests for access to State Transit records or documents under the Freedom of Information Act should be applied for by completing a State Transit FOI Request for Access form available from the Freedom of Information Officer.
- Copies of State Transit's Statement of Affairs and any other policy document listed above are also available from the Freedom of Information Officer.
- Contact Details:

Freedom of Information Officer
PO Box 2557
STRAWBERRY HILLS NSW 2012
Hours - 8.00am and 4.00pm Monday to Friday.

FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)
SUMMARY OF AFFAIRS
OF THE
SUPERANNUATION ADMINISTRATION CORPORATION
(trading as Pillar Administration)

AS AT 30 June 2006

SECTION 1 – POLICY DOCUMENTS

The Superannuation Administration Corporation was constituted by the Superannuation Administration Authority Corporatisation Act 1999(NSW) and now uses the trading name of Pillar Administration. So far as is material under the Freedom of Information Act 1989 (NSW), Pillar Administration (Pillar) provides superannuation administration services to the SAS Trustee Corporation (STC), the FSS Trustee Corporation (FTC)* and the Trustees of the Parliamentary Contributory Superannuation Fund (PCSF).

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

1. All STC Schemes Policy Register, 30 March 2005. This contains eleven (11) policies covering various matters affecting STC Schemes.
2. State Authorities Superannuation Scheme (SASS) Policy Register, 30 March 2005. This contains six (6) policies arising from the State Authorities Superannuation Act 1987 (NSW).
3. State Superannuation Scheme (SSS) Policy Register, 30 March 2005. This contains fifteen (15) policies arising from the Superannuation Act 1916 (NSW).
4. Police Superannuation Scheme (PSS) Policy Register, 30 March 2005. This contains nine (9) policies arising from the Police Regulation (Superannuation) Act 1906 (NSW).
5. State Authorities Non-contributory Superannuation Scheme (SANCS – Basic Benefit) Policy Register, 30 March 2005. This contains two (2) policy arising from the State Authorities Non-contributory Superannuation Act 1987 (NSW).
6. First State Superannuation Scheme (FSS)* Policy Register, 25 May 2005. This contains sixteen (16) policies arising from the First State Superannuation Act 1992 (NSW) and the First State Superannuation Scheme Trust Deed and Rules.
7. Ethnic Affairs Priorities Statement (EAPS).
8. Equal Employment Opportunity Policy Statement.
9. Delegations of Authority.

* FSS Trustee Corporation was incorporated as a proprietary company limited by shares and registered under the Corporations Act 2001 (Cth) on 1 May 2006 and from that date is no longer an “agency” to which the Freedom of Information Act 1989 (NSW) applies. Further, the First State Superannuation Scheme is, from 1 May 2006, a scheme regulated under the Superannuation Industry (Supervision) Act 1993 (Cth) and it has ceased to be a State public sector superannuation scheme.

SECTION 2 – STATEMENT OF AFFAIRS

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

Pillar’s Statement of Affairs is included in the Annual Report of Superannuation Administration Corporation trading as Pillar Administration. The Annual Report can be accessed through Pillar’s internet site www.pillar.com.au or copies are available free of charge by contacting:

Pillar Administration
PO Box 1229
Wollongong NSW 2500

SECTION 3 – PROCEDURES AND CONTACT POINT

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

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

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

Peter Cormack
Chief Executive Officer
Pillar Administration

FREEDOM OF INFORMATION ACT 1989**Section 14(1)(b) and (3)****SUMMARY OF AFFAIRS****of the****STATE WATER CORPORATION****SECTION 1 – POLICY DOCUMENTS****The following policy documents are available**

1. Acceptable Use of Emails
2. Advertising Policy
3. Alcohol and Other Drugs Policy – Guidelines for Managers and Supervisors
4. Call-outs in Exceptional Circumstances
5. Code of Conduct
6. Complaints Handling Scheme
7. Corporate Credit Card Procedure
8. Credit Risk Policy
9. Customer Issues Management Policy
10. Customer Service Charter
11. Dealing with Groups or Persons without ABNs
12. Employee Housing Policy
13. Energy Management Policy
14. Environment Policy
15. Expenditure Capitalisation Policy
16. Explanatory Notes to Food/Drink/Meal – Expenditure FBT Analysis Form
17. External Dispute Resolution Scheme
18. Finance Administration Manual
19. Foreign Exchange Risk Policy
20. Freedom of Information (FOI) Procedures
21. Grievance Management
22. Guidelines for Board and Committee Members’ – Appointment and Remuneration
23. Harassment Free Workplace
24. Higher Duties Allowance
25. Housing Policy
26. Interest Rate Risk Policy
27. Internal Protected Disclosure Policy
28. Investment Management Policy
29. IT Bulletin Policy and Protocols
30. Leave Management Policy
31. Liquidity Risk Policy
32. Manual Handling
33. Media Protocol
34. Monitoring Staff Safety and Whereabouts (including working alone)
35. Motor Vehicles Home Garaging and Private Use of Motor Vehicles
36. Motor Vehicle Policy
37. Motor Vehicle Safe Driving
38. OH&S Induction Notes: Workers Compensation, Rehabilitation and Occupational Health and Safety
39. OH&S Instruction – Return to Work/Workers Compensation Policy, Roles and Procedures
40. OH&S Instruction: Eyesight Testing of Computer Users

41. OH&S Protocol: Boating Operations Safety
42. Occupational Health and Safety Protocol: Farm and Land Management Operations Foreshore Areas, Major Water Storages and Research Centre Lands
43. OH&S Protocol: General Protocol for the conduct of confined space operations
44. Occupational Health, Safety and Rehabilitation Policy and Procedure Manual: Emergency Evacuation Checklist
45. Occupational Health, Safety and Rehabilitation Policy and Procedure Manual:
 - Policy 1: OH&S Policy
 - Policy 2: OH&S Committee Policy
 - Policy 3: OH&S Issue resolution procedures
 - Policy 4: Hazard Identification, Risk Assessment and Management Policy
 - Policy 5: Reporting of Incidents, Illness and Injuries
 - Policy 6: Workplace Inspections and Safety Audits
 - Policy 7: Personal Protective Equipment
46. Occupational Health, Safety and Rehabilitation Policy and Procedure Manual:
 - OH&S Induction Checklist
47. Permitted Instruments Policy
48. Personal Protective Equipment
49. Petty Cash Procedures, Operations and Controls
50. Prevention/Monitoring of work related Hearing Loss
51. Privacy Policy
52. Purchasing Policy
53. Records Management Policy
54. Religion: Accessing leave entitlements and flexible working hours arrangements to observe religious duties
55. Risk Management Policy
56. Skills Shortage Allowance Policy
57. Smoking in the Workplace Policy
58. State Water Operating Protocols
59. State Water Recruitment and Selection Policy
60. Storage and Use of Agricultural Chemicals
61. Telephone Policy
62. Travel Policy
63. Treasury Management Framework and Operational Risk Policy
64. Use of Electronic Signatures
65. Working from Home Policy and Procedures

SECTION 2 – STATEMENT OF AFFAIRS

The most recent Statement of Affairs for State Water Corporation was published in June 2005. A copy of the most recent Statement of Affairs for State Water Corporation may be obtained by contacting the Risk Management Coordinator (details below).

SECTION 3 – CONTACT ARRANGEMENTS

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

Risk Management Coordinator
State Water Corporation
Level 8, 2-10 Wentworth Street
PARRAMATTA NSW 2150
Telephone: (02) 9354 1043
Facsimile: (02) 9354 1106

FREEDOM OF INFORMATION ACT 1989**Section 14(1)(b) and (3)****SUMMARY OF AFFAIRS****of the****SYDNEY CATCHMENT AUTHORITY****June 2006****SECTION 1 – POLICY DOCUMENTS**

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

- 2002-2007 business plan
- Access to published information
- Access to special areas, controlled areas and water storages
- Catchment protection and improvement grant guide
- Catchment protection scheme
- Closure of SCA recreational areas
- Code of conduct
- Consent to enter the SCA special or controlled areas
- Corporate incident management policy
- Customer complaints policy and procedure
- Cultural heritage policy
- Dealing with offences under the Sydney Water Catchment Management (General Regulation) 2000
- Energy management policy
- Environment plan 2000-2005
- Environment policy
- Environmental education policy
- Environmental impact assessment policy
- Equity and diversity management plan 2004-2006
- Expert reference panel – charter and procedures
- Freedom of information procedures
- Healthy catchments program
- Local government reference panel – charter and procedures
- Metropolitan Water Plan 2006
- On site sewage management grants guidelines
- Privacy and personal information policy
- Privacy management plan
- Prosecution and compliance guidelines
- Protocol for State Environmental Planning Policy (Sydney Metropolitan Water Supply) 2004
- Regional consultative committee – charter and procedures
- Riparian management assistance guide
- Special areas strategic plan of management and charter of public disclosure
- Special areas brochure – what you can and can't do
- Water industry sponsorship guidelines
- Wingecarribee Swamp and special area plan of management

SECTION 2 – STATEMENT OF AFFAIRS

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

The statement of affairs provides information on:

- Structure and functions of the SCA
- Description of the ways in which the functions of the SCA affect members of the public

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

SECTION 3 – CONTACT ARRANGEMENTS

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

The application should be addressed to:

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

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

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

FREEDOM OF INFORMATION ACT 1989

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

SUMMARY OF AFFAIRS

of the

SYDNEY OLYMPIC PARK AUTHORITY

SECTION 1 – POLICY DOCUMENTS

General

Annual Report 2004-2005	No charge
Parklands Concept and Management Documents	\$30.00
Sydney Olympic Park Authority Access Guidelines (First Edition - June 2002)	No charge
Abattoir Heritage Precinct Conservation Management Plan	\$25
Millennium Parklands Heritage Precinct Conservation Management Plan	\$25
Disability Action Plan 2006 - 2008	No charge
Sydney Olympic Park Map	No charge
Sydney Olympic Park Master Plan - May 2002	\$25.00
Sydney Olympic Park Masterplan CADD Map	\$65.00
Design and Image Guidelines for Events - July 2003	No charge
Outdoor Advertising Identification and Promotional Signage	\$25.00
Parklands Plan of Management 2003 (CD only)	\$10.00

Environment

State of Environment Report 2004/2005	No charge
Sustainability Strategy 2002	\$25.00

Organisational Policies & Procedures

Child Protection Policy	
Code of Conduct	
Commercial Concessions Guidelines	
Corruption Prevention Strategy	
Direct Negotiation – Protocol and Procedures	
Engagement of Service Contractors and Consultants	
FOI Policy	
Grievance Handling Policy	
Harassment Prevention Policy	
Occupational Health & Safety Policy	
Parking Policy – Sydney Olympic Park	
Privacy Management Plan	
Procurement Policy and Procedures	\$15.00
Records Management and Corporate Information Services Policy and Standards	\$15.00

SECTION 2 – STATEMENT OF AFFAIRS

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

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

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

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

SECTION 3 – CONTACT ARRANGEMENTS

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

Manager, Policies and Procedures
Sydney Olympic Park Authority
7 Figtree Drive
SYDNEY OLYMPIC PARK NSW 2127

Ph: (02) 9714 7157
Fax: (02) 9714 7151
Email: enquiries@sopa.nsw.gov.au
Internet: www.sydneyolympicpark.gov.au

Business hours are 8.45 am – 5.15 pm Monday to Friday.

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

**SUMMARY OF AFFAIRS
of the
SYDNEY WATER CORPORATION
Sydney - Illawarra - Blue Mountains
(FOI Agency No 1658)
30 June 2006**

SECTION 1 – POLICY DOCUMENTS

For information concerning the documents listed below, please contact the Freedom of Information Officer.

- Operating Licence
- Customer Contract
- Customer Complaint Policy
- Customers with Metered Standpipes
- Water and Sewerage Services: Redress
- Granting of an Allowance for Customers with Concealed Water Leaks
- Code of Practice and Procedure on Debt Recovery and Disconnection of Water Supply
- Payment Assistance Policy
- Large Household Rebate Policy
- Pensioner Rebates on Sydney Water Charges
- Exemption from Service Charges Policy
- Exemption from the Payment of Service Charges for Council Owned Swimming Pools Policy
- Raising Service and Usage Charges
- Review of Charges (Back Charging)
- Two Tier Water Usage Charging Policy
- Bushfire Rebates on Sydney Water Charges Policy
- Entry onto Third Party Property by Developers Policy
- Rural Water Supply
- Trade Waste Policy
- Backflow Prevention Policy
- Discharge of Contaminated Surface and Ground Waters to the Sewer
- Sewage Treatment Plant Buffer Zone Policy
- Independent Water and Waste Water Services
- Connected Land Charging Policy
- Bonding of Works by Lodgement of Guarantee Policy
- Certificate Issue Policy
- Servicing Dual Occupancy and other Two-Dwelling Development
- Community Title Subdivisions Policy
- Development Servicing Plan Consultation and Dispute Resolution
- Signing of Developer Agreement
- Developer Charges Policy
- Contractor Payment
- Connection to Sewerage System Policy
- Sewer Connection for Disadvantaged Customers Policy
- Documentation standards for Easements over Private Service Lines
- Connections: Provision of Water and Sewer Services Policy
- Encroaching Private Service Lines
- Guidance on Sydney Water's requirements for proposed developments
- Connections: Developer Responsibility for Provision of Reticulation Mains
- Main to Meter Water Services Policy
- Asset Creation Standards Policy
- Procurement Policy

- Charging Public Authorities and Utilities for Development Information and Services
- Recoveries: Charging for Existing Mains Policy
- Ecologically Sustainable Development Policy
- Research and Development Policy
- Environmental Policy
- Corporate Quality Policy
- Community Consultation Policy
- Corporate Advertising Policy
- Sponsorship and Event Program
- Philanthropic Commitment Policy
- Privacy Policy

SECTION 2 – STATEMENT OF AFFAIRS

Sydney Water can provide a Statement of Affairs, which is available by contacting the Freedom of Information Officer on telephone (02) 9350 6083.

SECTION 3 – INQUIRIES REGARDING FREEDOM OF INFORMATION

All inquiries regarding Freedom of Information at Sydney Water should be directed in the first instance to the Freedom of Information Officer on telephone (02) 9350 6083. This includes requests for copies of the Summary, policy documents, and formal applications for access to documents. Inquiries may be made Monday to Friday during business hours.

All applications for access to documents must be made in writing, accompanied by the correct fee, and should be directed to the Freedom of Information Officer, Sydney Water, Level 23, 115-123 Bathurst Street, Sydney NSW 2000.

FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)
SUMMARY OF AFFAIRS
of the
SYDNEY HARBOUR FORESHORE AUTHORITY
JUNE 2006

SECTION 1 – POLICY DOCUMENTS

The following documents are available free of charge:

- Action Plan for People with Disabilities
- Asset Management Strategy
- Code of Conduct for Board Members
- Code of Conduct for Sydney Harbour Foreshore Authority Staff
- Commercial Outdoor Seating Policy in Darling Harbour
- Commercial Outdoor Seating Policy in The Rocks and Circular Quay
- Commercial Signage Policy in Darling Harbour
- Cooks Cove Development Corporation Annual Report 2004/2005
- Customer Request Management Service
- Foreshore Promenade Policy
- Fraud and Corruption Prevention Strategy
- Liquor Licensing Policy
- Luna Park Reserve Trust Annual Report 2004/2005
- Outdoor Events Policy
- Privacy Management Plan
- Public Advertising and Notification of Development Applications Policy
- Records Management Policy and Program
- Risk Management Policy
- Sydney Harbour Foreshore Authority Environmental Management Plan 2003-2006
- Sydney Harbour Foreshore Authority Annual Report 2004/2005
- The Rocks Signage Policy (Vol. 1 – Strategy)
- The Rocks Signage Policy (Vol. 2 – Commercial Signage)
- The Rocks Signage Policy (Vol. 3 – Wayfinding Signage)
- The Rocks Heritage Management Plan
- The Rocks Lighting Policy
- Waste Reduction and Purchasing Policy.

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

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

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

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

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

Policy documents held by the Sydney Opera House Trust include:

- Artistic vision
- Artworks management policy
- Assistance to community and charitable organisations & events
- Charitable collections policy
- Commitment to our customers
- Credit control and debtor management
- Customer feedback
- Giving corporate donations
- Illumination of the sails
- On-site recording
- People with disabilities and older people
- Performance buy out policy
- Privacy policy
- Receiving gifts and benefits
- Sponsorship policy

These policies are available in the Research information page in the Corporate Section of the Sydney Opera House website at www.sydneyoperahouse.com

SECTION 2 – STATEMENT OF AFFAIRS

Sydney Opera House is operated and maintained for the Government of New South Wales by the Sydney Opera House Trust, which is constituted as a body corporate under the Sydney Opera House Trust Act 1961. It has 10 members appointed by the Governor on the nomination of the Minister for the Arts.

The Trust is charged with:

- the administration, care, control, management and maintenance of the building and site
- the management and administration of the Sydney Opera House as an arts centre and meeting place
- the promotion of artistic taste and achievement in any branch of the musical, operatic, dramatic, terpsichorean, visual or auditory arts
- scientific research into and the encouragement of new and improved forms of entertainment and methods of presentations.

The executive and staff of the Sydney Opera House assist the Trust in meeting these objectives.

A copy of the Trust's most recent Statement of Affairs may be obtained by contacting the Coordinator, Corporate Information whose details are shown below. The Statement of Affairs is also included in the latest Sydney Opera House Annual Report which is available in the Corporate Section on the Sydney Opera House website at www.sydneyoperahouse.com

SECTION 3 – CONTACT ARRANGEMENTS

Enquiries about inspecting and purchasing the Sydney Opera House's policy documents and Statement of Affairs should be made to:

Coordinator, Corporate Information
Business Services Department
Sydney Opera House
GPO Box 4274
SYDNEY NSW 2001

Telephone: (02) 9250 7424
Fax: (02) 9247 3651
Email: foi@soh.nsw.gov.au

Arrangements can be made to inspect or purchase documents at the Sydney Opera House between 10am and 4pm Monday to Friday by contacting the Coordinator, Corporate Information.

FREEDOM OF INFORMATION ACTS, 1989**Section 14(1)(b) and (3)****SUMMARY OF AFFAIRS****of the****TRANSGRID**

TransGrid is a Statutory State Owned Corporation and has two Shareholding Ministers, The Hon. John J Della Bosca MLC and The Hon. Michael Costa. TransGrid was established as a Statutory Authority on 1 February 1995, under the Electricity Transmission Authority Act 1995, and corporatised on 14 December 1998, under the Energy Services Corporations Amendment (TransGrid Corporatisation) Act 1998. TransGrid is subject to the direction of the Minister for Energy, the Hon. Joe Tripodi MP.

TransGrid is the owner, operator and manager of the New South Wales high voltage electricity transmission network.

SECTION 1 – POLICY DOCUMENTS

Strategic Policies are developed and reviewed by various Business Units throughout TransGrid. They are as follows:

- Asset Management Policy
- Compliance Programs Policy
- Contract Liability Management Policy
- Corporate Credit Card Policy
- Corporate Protective Security Policy
- Corporate Sponsorships Policy
- Customer Relations Policy
- Dispute Management System Policy
- Electric and Magnetic Fields and Radio Frequency Electromagnetic Fields Policy
- Employee Recognition Functions Policy
- Employment Conditions Policy
- Entertainment and Other Hospitality Policy
- Environment Policy
- Executive Correspondence Policy
- Financial Management Policy
- Graduate Development Policy
- Health and Safety Policy
- High Speed Protection Intertripping Services and Planning
- High Voltage Equipment Protection Policy
- Information Technology
- Injury Management Policy
- Inventory and Warehousing Policy
- Motor Vehicles Allocations Policy
- NEM Compliance Management Policy
- Overseas Travel Policy
- Performance Management and Employee Development Policy
- Power Line Carrier Communication Systems Line Traps and Secondary Coupling Equipment Planning Policy
- Purchase and Distribution of Gifts Policy
- Purchasing Policy
- Quality Policy Poster
- Records Policy
- Reliability and Quality of Supply Policy
- Remuneration and Benefits Policy
- Research and Development Policy
- Risk Management Policy
- Strategic and Business Planning Policy

- Substation Voice and Modem Services Planning Policy
- Technical Services Planning and Policy Co-ordination
- Telecommunications Network Policy
- Telecommunications Policy
- Treasury Policy
- Unregulated Work Policy
- Use of Information Technology Resources Policy
- Workforce Diversity Policy
- Working Lunches Policy

SECTION 2 – STATEMENT OF AFFAIRS

The most recent information relating to TransGrid's Statement of Affairs was included in the 2005 TransGrid Annual Report.

SECTION 3 – CONTACT ARRANGEMENTS

Location:

TransGrid
Levels 9
201 Elizabeth Street
SYDNEY

Postal Address:

TransGrid
PO Box A1000
SYDNEY SOUTH NSW 1235
DX 1122 SYDNEY

Telephone: (02) 9284 3000
Facsimile: (02) 9284 3456

Enquires:

Enquires regarding access to TransGrid's policy documents, Statement of Affairs and/or Summary of Affairs; should be directed to the Freedom of Information Officer, by contacting:

Natalie Nacinovic
Email: Natalie.Nacinovic@transgrid.com.au
Telephone: (02) 9284 3521 - Facsimile: (02) 9284 3522
Monday to Friday (8.30am - 4.30pm)

FREEDOM OF INFORMATION ACTS, 1989**Section 14(1)(b) and (3)****SUMMARY OF AFFAIRS
of the
MACQUARIE UNIVERSITY****SECTION 1 – POLICY DOCUMENTS****1.1 Policies within the Macquarie University Act****1.1.1 By-law relating to**

Interpretation
The University Council
Election of Members of Council
The Use of the Common Seal
The Election of and Powers of Chancellor and Deputy Chancellor
The Powers of the Vice-Chancellor and other University Officers,
Disciplinary Provisions
Management and Administration
Matriculation
Courses and Degrees
Convocation
Fees
Arms of the University
Academic Costume
Student Misconduct and Discipline
Affiliation of Residential Colleges
University Residential Accommodation

1.1.2 Regulations and Rules relating to

Academic Costume
Academic Senate - its composition, conduct of meetings
Convocation - composition of Standing Committee, conduct of meetings
Fees – including Student Activities Fee, Continuing Education Fees, Tuition Fees for Specified Postgraduate Courses, Higher Education Contribution Scheme, Overseas Students Fees, Late Fee, Housing Occupation Fee, etc.
University Housing, - composition of Board, conditions of licence.
Interdisciplinary Centres
Schools - election of Head of School, composition of Schools, conduct of School meetings
Bachelor Degree - requirements of courses, non-compliance, discontinuance of studies etc.
Rules Governing the Enrolment of Students
Rules Governing the Admission of Students who are not candidates for an Award
Graduate Diploma Rules
Diploma in Community Management Rules
Rules Governing Students' Conduct in Examinations
Rules for Higher Doctoral Degrees
Rules for Doctoral Degrees
Rules for the Degree of Master by Research
Rules for the Degree of Master by Coursework
Rules for Postgraduate Diplomas
Rules for Postgraduate Certificates
Rules on Charges for Examinations, Academic Records, Replacement Testamurs

1.2 Other Policy Documents

1.2.1 Policies Relating to the Conduct of Council Meetings

Policy on Council Meeting procedures - Confidential Items
Policy on Addresses to Council by Members of the University
Community

1.2.2 Policies Relating to Social Legislation

Equal Opportunity Policy
Occupational Health and Safety Policy
Freedom of Information Policy
Policy on Safety in the Workplace
Policy on Safety - Children in Laboratories
Policy on Protective Clothing

1.2.3 Policies Relating to Courses and Awards

Policy on Admission to Degrees and Diplomas
Policy on Special Admissions
Policy on Advanced Standing
Policy on Externally funded Post Graduate Scholarships
Policy on Externally funded Under Graduate Scholarships
Policy on Awards of Prizes
Policy on Awards of Medals
Policy on Award of Degrees and Diplomas
Policy on Australian Postgraduate Awards

1.2.4 Policies Relating to Students

Policy on Enrolments
Policy on Changes to Enrolment Program
Policy on Confidentiality of Scholarship Rankings
Policy on Continuing Education Courses
Policy on Discrimination and Harassment
Policy Guidelines on Electronic Harassment
Grievance Policy for Students
Policy on Theses Moratoria
Policy on Thesis Submission
Policy on Non-Traditional Thesis Submission
Policy on Student Discipline
Policy on Appeals against Student Discipline
Policies on Assessment of Students' Work
Policy on Appointment of Examiners for Research Theses
Code of Supervisory Practice (Research Degree Candidates)
Policy on Examinations
Policy on Disposal of Examination Transcripts
Policy on Plagiarism
Policy on Assessment Procedures
Policy on Student Publications
Policy on Racial Discrimination to Students
Policy on Student Loan Funds
Policy on Student Welfare Service
Policy on Concurrent Enrolment
Policy on Availability of Student Examination Scripts, Marks and
Grades
Policy Concerning Students with Disabilities
Policy on Residential Schools
Policy on Confidentiality of Information on Student Files

1.2.5 Policies relating to Human Resources

The Macquarie University Enterprise Agreement 2003-2006
covers a whole range of policies related to staffing the University including -
Advertising for Academic Staff
Academic Salaries
Salaries (General Staff)
Establishment of and Appointment to Chairs

Conditions of Academic Appointments
Appointment of Academic Directors or Assistant Directors
Appointment of Heads of Schools
Academic Appointments on Probation
Procedures for Academic Promotion
Appointment of Emeritus Professor
Academic Tenure
Grants-in-Aid to attend Australian and Overseas Conferences
Exchange/Secondment to other Institutions
Removal and Travel Expenses
Long Service Leave
Maternity/Paternity/Adoption Leave
Recreation Leave (Academic Staff)
Recreational Leave (General Staff)
Repatriation
Outside Studies Program Leave
Outside Employment
Selection Procedures for Academic Staff
Allowances for Travel and Entertainment
Appointment of General Staff (Temporary and Part-Time)
Grant-in-Aid - Staff Development
Study Leave - Staff Development
Overtime (General Staff)
Job Rotation
Salary Allowances for Jury Service
Code of Good Conduct
Procedures for Dealing with Misconduct in Research

1.2.6 Policies relating to Financial Administration

Financial Management Handbook
Policy on General Investment
Policy on Borrowings
Policy on Acceptance of Donations and Grants
Policy on Grants
Policy on Investment
Policy on Accounting Procedures
Policy on Printing Charges - Sale in Bookshop
Policy on Financial Planning
In determining whether to make a payment, Accounts Payable adheres to established policies and to statutory requirements as set out in the Public Finance and Audit Act 1983 No. 152.
Policy on Contribution to Infrastructure charges
Asset Management Policy and Procedures

1.2.7 Policies relating to Control on Campus

Macquarie University Campus Development Plan 2004
Policy on Hiring of University Space to Outside Organisations
Policy on Refurbishment Works Division and Office Accommodation
Furniture and Furnishing Handbooks
Policy on Maintenance of Buildings and Premises
Policy on Use of Land and Facilities
Policy on Naming of Buildings
Policy on Manning of Buildings and Grounds
Policy on Plaques and Posters on Campus
Policy on Installation of Telephones, Duplex Lines and Telex
Policy on Traffic and Parking
Policy on Travel Service for University

1.2.8 Policies relating to the conduct of research

Macquarie University Research Manual
Academic Manual - Research Section
Macquarie University Intellectual Property Policy
Macquarie University Commercialisation Policy
Macquarie University Invention Disclosure Procedure

Macquarie University Staff Consultancy Policy
Macquarie University Establishment and Management of Divisional and University Research Centres
Joint NHMRC/AVCC Statement and Guidelines on Research Practice (conduct)

Policies relating to the conduct of research

Macquarie University Publications Categories for the Internal Allocation of Research Quantum
Macquarie University Code of Supervisory Practice applicable to Research Degree Candidates
Vancouver Protocol (ethics of authorship)

1.2.9 Policies relating to animal ethics

Australian Code of Practice for the Care and Use of Animals for Scientific Purposes NHMRC 6th edition 1997
NSW Animal Research Act 1985 No. 123
NSW Animal Research Amendment Act 1997 No. 25
NSW Animal Research Regulation 1995
2002 Animal Ethics Committee Policy for Re-Homing of Suitable Animals

1.2.10 Policies relating to human ethics

National Statement on the Ethical Conduct of Research involving Humans, NHMRC 1999
Commonwealth Privacy Act 1988
NSW Privacy and Personal Information Act 1998 No.133
Health Records and Information Privacy Act 2002 No.71
NSW Child Protection Act 2000

1.2.11 Policies relating to ethics (Biosafety)

Gene Technology Act 2000
Gene Technology (Licence Charges) Act 2000
Gene Technology Regulations 2001 (Office of the Gene Technology Regulator)

1.2.12 Policies relating to computing services

Policy on Security and Rules Governing The Use Of The Computing and Communications Facilities at Macquarie University
IT Guidelines for Campus
Policy on Copyright
Policy on Accessibility Guidelines
Policy on Epublishing
Policy on Modem use
Rules for Staff / Student Accounts
Rules for Remote Access for Students (OzEcampus)
Rules for Staff Every-one / Student Alerts, Current Alerts
Policy on Operational Hours & Maintenance
Policy on Inter University Use of PC Labs
Policy on Information Security
Policy on Password Selection and Management
ICT Policy Committee Membership & Meetings
ICT Policy Committee Terms of Reference

1.2.13 Other Policies

Policy on Macquarie University Records
Policy on Museums and Collections
Policy on University Centres
Policy on Committee Membership
Policy on Honorary Awards
Policy on Discipline for Sexual Harassment
Media Policy
Policy on Publishing Assistance
Policy on Statistics
Policy on Works of Art - Official Portraiture
Policy on Writing Style
Policy on Selection of Residents for Housing
Policy on Teaching Programs Publications
Policy on Intellectual Property
Policy on Availability of Various Forms of the Convocation Roll

SECTION 2 – STATEMENT OF AFFAIRS

The University's latest Statement of Affairs is incorporated within its 2005 Annual Report. The Statement of Affairs is published in three places and it can be found at pages 13 to 21 of the hardcopy Macquarie University Annual Report 2005. The respective URL for the Statement of Affairs is

- <http://www.reg.mq.edu.au/Sections/Publications/Homepage/2004PDF/4StatementofAffairs.pdf>

Copies of the Annual Report are available free of charge from the Publications Unit
Office of the Registrar and Vice-Principal
Macquarie University NSW 2109
Telephone (02) 9850 7381

While the URL's mentioned above are located within the web site structure the University has been mindful of the first time website visitor who will be searching for these vital publications. By selecting the front-page option About Macquarie a person can access the Annual Report, Summary of Affairs, and Statement of Affairs at the URL of <http://www.mq.edu.au/about/>.

If a website visitor searched for a staff member using the term - Freedom of Information – then the full contact details of Mr Lachlan Morgan – Manager Records and Archives Services and Macquarie University Freedom of Information Officer would be displayed. Also if a website visitor searched the Macquarie University website mq.edu.au the first two hits would be for the University Policy Statement Information Access – Freedom of Information and the University's Statement of Affairs and the Freedom of Information pages on the Records and Archives Services web site.

The Macquarie University Policy Statement – Information Access Freedom of Information can be found at the followings URLs-

- <http://www.reg.mq.edu.au/Sections/Publications/Homepage/FOI.pdf>
- <http://www.mq.edu.au/ras/documents/mufoipolicystatement.pdf>

SECTION 3 – CONTACT ARRANGEMENTS

3.1 Specific Policies

Inquiries should be directed, in the first instance, to the Officer indicated in the appropriate area. In general, personal inquiries should be made between 9.00 am and 5.00 pm Monday to Friday.

3.1.1 Student Related Policies

Assistant Registrar
Undergraduate Studies
Office of the Registrar & Vice-Principal
Macquarie University NSW 2109
Telephone (02) 9850 7318

Manager Postgraduate Studies (coursework)
Office of the Registrar & Vice-Principal
Macquarie University NSW 2109
Telephone (02) 9850 7342

Manager, Higher Degree Research Unit (research)
Vice-Chancellor's Office
Macquarie University NSW 2109
Telephone (02) 9850-7769

3.1.2 Human Resources and Related Policies

Director, Human Resources
Workplace Relations and Services
Macquarie University NSW 2109
Telephone (02) 9850 9700

3.1.3 Policies relating to Financial Matters

Director, Financial Services and Bursar
Level 1
Building E11A
Macquarie University NSW 2109
Telephone (02) 9850 7201

3.1.4 Policies relating to Equal Employment Opportunity

Manager, Equal Employment Opportunity
Building E11A
Macquarie University NSW 2109
Telephone (02) 9850 7471

3.1.5 Policies relating to Occupational Health & Safety

Manager, Occupational Health and Safety
Human Resources
Macquarie University NSW 2109
Telephone (02) 9850 9723

3.1.6 Policies relating to animal ethics

3.1.7 Policies relating to ethics (human)

3.1.8 Policies relating to ethics (Biosafety)

The Ethics Officer
Research Office
Building E11A
Macquarie University NSW 2109
Telephone (02) 9850 7854

3.1.9 Policies relating to the conduct of research

The Director, Research and Research Training
Research Office
Building E11A
Macquarie University NSW 2109
Telephone (02) 9850 8611

3.2 General Inquiries

Non-specific inquiries should be directed to the
The Freedom of Information Officer
Building E11A
Macquarie University NSW 2109
Telephone (02) 9850 7362

3.2.1 Privacy Inquiries

The Privacy Contact Officer
Building E11A
Macquarie University NSW 2109
Telephone (02) 9850 7362

3.3 The University Calendar

The University Calendar is published in three volumes –

1. The Handbook of Undergraduate Studies
2. The Handbook of Postgraduate Studies
3. The Calendar of Governance, Legislation and Rules

The University Calendar is the official handbook published each year by the University. It is intended for use by prospective, new and continuing students, academic and administrative staff, other university and industrial colleagues, and the general public as the official reference to Macquarie University. The Calendar of Governance, Legislation and Rules includes the Macquarie University Act, By-laws, Regulations and Rules. This publication may be purchased from the Cashier, Level 1, Lincoln Building, and Macquarie University. The cost is \$8 or if posted, \$3 including postage and packing (within Australia) (outside Australia the cost is \$25). A web edition of the 2006 University Calendar is located at the URL: <http://www.handbook.mq.edu.au/> along with archive editions for the years – 1997, 1998, 1999, 2000, 2001, 2002, 2003, 2004, and 2005.

FREEDOM OF INFORMATION ACTS, 1989**Section 14(1)(b) and (3)****SUMMARY OF AFFAIRS****of the****UNIVERSITY OF NEWCASTLE****(FOI Agency No 95)****SECTION 1 – POLICY DOCUMENTS****Policy Library**

The University's Policy Library is on line at www.newcastle.edu.au/policy/index.htm.

The following summary is a copy of the policies listed in the Policy Library under each of the policy categories. It thus contains repeat references to particular policies and / or procedures – a duplication which has to date facilitated user access to policy. In future, standardised titles and an improved search engine will remove the need for this repetition. Those changes are part of a Policy Reform Project initiated by the University in December 2005 to review and simplify existing policy. Please check the website for changes since the publication of this list.

Policy Library – Current Policies <http://www.newcastle.edu.au/policy>**1. Awards, Programs and Courses**

- Academic Dress - Rules
- Annual Reports on Academic Programs - Policy
- Boards of Studies - Rules and Schedules
- Fourth Year Honours Programs – AVCC Guidelines
- Internal Program Transfer - Policy
- Policy and Procedure for Undertaking a Program Review
- Policy and Procedures for Planning and Approval of New Programs
- Policy and Procedures for the Revision of Programs
- Policy on Course Outlines

Program Rules and Schedules

- Higher Research (Doctoral) Degrees
- Master Degrees by Research
- Postgraduate Coursework Programs
- Undergraduate Awards
- Posthumous Awards - Policy
- Protocol for the Administration of Summer School
- Rule Listing Degrees and Diplomas

2. COMPUTING, LIBRARY AND RECORDS

- Checklist for Management of Electronic Records
- Computing Laboratories Booking Policies

Copyright

- Copyright Law
- Copyright Warning Notices
- Electronic Copying - a Short Guide
- How the Copyright Act Applies - Flowcharts
- Information Access for Universities: Commentary and Answers to Frequently Asked Questions about Copyright (local access only)
- Part VA - Audio-Visual Copying and Communication Guidelines (local access only)
- Part VB - Electronic Copying and Communication Guidelines (local access only)
- File Notes Management
- Guidelines for Acceptable Use of the Internet

- Guidelines for Managing Your Electronic Mail
- Guidelines for the Approval of and Variation to Academic Subject Codes on NUSTAR.
- Information Access - Policy
- Internal Reporting (Whistleblower Protection) - Policy
- IT Security Policy
- Library Use Policy

Privacy

- Health Records and Information Privacy Act 2002
- Privacy and Personal Information Protection Act 1998
- Privacy Management Plan
- Privacy, the University and You
- Protected Disclosures – see Internal Reporting Policy - staff
- Records and Their Disposal
- Records Management - Policy
- Scholarly Information Resources and Access - Policy
- Selection and Ordering Library Resources
- Staff Use of University Libraries
- Supply of Windows Based Desktop Computers
- Use of Computing and Communications Facilities
- Web Publishing - Policy
 - Hosting Web Pages on Behalf of External Organisations
 - The Role of Sub-Sites
 - Web Page Advertising and Sponsorship

3. CONDUCT, ETHICS AND VALUES

Academic Integrity

- Code of Ethical Academic Conduct – the University and Its Students: Responsibilities and Expectations
- Core Skills for Graduates
- Intellectual Property - Policy
- Intellectual Property Rights – entry in 2004 Enterprise Agreement – Academic Staff
- Policy on Student Academic Integrity
- Procedures for Dealing with Student Academic Dishonesty

Codes of Conduct

- Code of Conduct – Staff
- Code of Conduct for University Chaplains
- Code of Ethical Academic Conduct – the University and Its Students: Responsibilities and Expectations
- Code of Practice for Australian University Philanthropy – AVCC Guidelines
- Code of Practice for Research Higher Degree Candidature
- Joint NHMRC / AVCC Statement and Guidelines on Research Practice
- Provision of Education for International Students – AVCC Code of Practice and Guidelines
- Research Code of Practice for Students Enrolled in Honours Degrees

Conflict of Interest

- Conflict of Interest – Policy (for Members of the Council and Senior Staff)
- Disclosure of Potential Areas of Conflict of Interest – Explanatory Notes
- Policy on Avoiding Conflicts of Interest
- Policy on Prejudicial Relationships

Complaints, Grievances and Mediation

- Complaints Resolution - Policy
- Dispute Settling Procedure – General Staff: entry in 2004 Enterprise Agreement
- Mediation, Grievance, Appeals and Dispute Resolution – Academic Staff: entry in 2004 Enterprise Agreement
- Mediation in the Event of a Disagreement – General Staff: entry in 2004 Enterprise Agreement
- Your Rights to Review and Appeal under the FOI Act 1989 (NSW)

Misconduct and Discipline

- Committee of Inquiry – Academic Staff
- Misconduct Investigation Committee and Subsequent Action by the Vice-Chancellor – General Staff
- Misconduct / Serious Misconduct – Academic Staff
- Misconduct / Serious Misconduct – General Staff
- Termination – Academic Staff
- Termination of Employment – General Staff
- Unsatisfactory Performance – Academic Staff
- Unsatisfactory Performance – General Staff
- Unsatisfactory Performance Review Committee and Subsequent Action by the Vice-Chancellor – General Staff

Personal Behaviour

- Bullying and Workplace Violence - Policy
- Policy on Alcohol and Other Drugs
- Policy on Harassment
- Policy on Inclusive Language
- Policy on Racism
- Receipt of Gifts by Members of the University
- Work, Study and Family Responsibilities Policy

Privacy

- Health Records and Information Privacy Act 2002
- Privacy and Personal Information Protection Act 1998
- Privacy Management Plan
- Privacy, the University and You

Professional Responsibility and Integrity

- Council Meeting Protocols
- Critical Issues Media Management Plan
- Ethical and Safety Aspects of Student Class Experiments and Practical Exercises Utilised within the Teaching Program of the University of Newcastle
- Fraud and Corruption Prevention
- Guidelines on Commercial Activities
- Meetings Protocols
- Policy on Consultancy
- Policy on Delegation of Authority
- Public Comment – entry in Code of Conduct
- Risk Management Policy

Reporting on Inappropriate Conduct

- Internal Reporting Policy (Whistleblower Protection) – Staff

Research Ethics and Integrity

- Code of Practice for Research Higher Degree Candidature
- Intellectual Property Policy
- Intellectual Property Rights - entry in 2004 Enterprise Agreement – Academic Staff
- Intellectual Property Rights - entry in 2004 Enterprise Agreement – General Staff
- Policy on Student Academic Integrity
- Procedures for Dealing with Student Academic Dishonesty

University Values

- Institutional Strategic Plan 2003 – 2006

*Use of Information, Technology and University Resources**Copyright*

- Copyright Law
- Copyright Warning Notices

- Electronic Copying - a Short Guide
- How the Copyright Act Applies - Flowcharts
- Information Access for Universities: Commentary and Answers to Frequently Asked Questions about Copyright (local access only)
- Part VA - Audio-Visual Copying and Communication Guidelines (local access only)
- Part VB - Electronic Copying and Communication Guidelines (local access only)
- Guidelines for Acceptable Use of the Internet
- Hire and Use of University Facilities – Policies and Procedures
- IT Security Policy
- Library Use Policy
- Privacy Management Plan
- Privacy, the University and You
- Records and Their Disposal
- Records Management - Policy
- Staff Use of University Libraries
- Use of Computing and Communications Facilities
- Web Publishing Policy
 - Hosting Web pages on behalf of external organisations
 - The role of Sub-Sites
 - Web Page Advertising and Sponsorship
 - Web Page Design Guidelines

4. EQUITY AND DIVERSITY

- Bullying and Workplace Violence
- Code of Conduct – Staff
- Code of Conduct for University Chaplains
- Cultural Sensitivity Book
- Equity and EEO Matters – entry in Academic Staff Enterprise Agreement 2004
- Equity and EEO Matters – entry in General Staff Enterprise Agreement 2004
- Ethnic Affairs Priority Statement
- Gender Inclusiveness – Academic Staff
- Gender Inclusiveness – General Staff
- Policy on Avoiding Conflicts of Interest
- Policy on Harassment
- Policy on Inclusive Language
- Policy on Prejudicial Relationships
- Policy on Racism
- Policy Statement on Affirmative Action and Equal Employment Opportunity
- Equity Strategy 2004 - 2006
- Student Equity Plan 2004 - 2006
- Student With a Disability Policy
- Work, Study and Family Responsibilities Policy
- Your Rights to Review and Appeal under the FOI Act 1989 (NSW)

5. FINANCIAL SERVICES AND POLICIES

- Aircraft Hire/Charter
- Assets and Attractive Items
- Authority to Incur Hospitality Expenditure
- Bookshop Advice Form Procedures (Course Notes)
- Capital Works and Major Contracts - Policy and Procedures
- Code of Practice for Australian University Philanthropy - AVCC Guidelines
- Controlled Substances (Radioactive Materials) - Policy and Procedures
- Damage to Vehicles - Policy
- Disposal of Surplus and Obsolete/Unserviceable Equipment - Procedure
- Donations to the University
- Fringe Benefits Tax
- Furniture, Building Alterations and Air Conditioning - Purchasing
- General Debtors – Billing
- Guidelines on Commercial Activities
- Incurring Hospitality Expenditure

- Mobile Phones - Purchasing and Use
- Ordering Animals (Research)
- Overheads Charges on University Contracts - Policy
- Petty Cash
- Policy on Approval of Lotteries (including Raffles)
- Policy on Delegation of Authority
- Policy on Naming Rights – Buildings, Facilities, Academic Positions, Medals Scholarships and Prizes
- Policy on Solicitation – Donations and Contributions that Support Research and Other Activities
- Purchase Requisitions and Purchase Orders
- Purchasing Office Supplies
- Purchasing of Computers
- Purchase of Vehicles
- Quotations and Tenders - Policy and Procedures
- Refunds
- Reimbursement of Study Fees Policy and Procedures (Academic and General Staff)
- Tobacco Funding
- University Donor Recognition Policy
- Use of Faculty/School/Division Vehicles
- Use of Private Vehicles
- Visa Purchasing Card - Policy and Procedures

6. HEALTH AND SAFETY

- Critical Incident Management Guidelines
- Electricity – Guidelines for Safe Working with Electricity
- Emergency Procedures - Callaghan Campus
- Emergency Procedures – Central Coast Campuses
- Ethical and Safety Aspects of Student Class Experiments and Practical Exercises Utilised Within the Teaching Program of The University of Newcastle
- Failure of Essential Services - Callaghan Campus and Newcastle CBD
- Failure of Essential Services - Ourimbah Campus
- First Aid Officer Procedures
- Guidelines and Regulations for Implementation of the Alcohol and Other Drugs Policy
- Guidelines for Infection Prevention and Control for Blood Borne Pathogens
- Halls of Residence Infection Control
- Laboratory Safety Policy
- Laboratory Safety Guidelines
- Minimum Standards for Blood Collection from Students, Staff and Others during Teaching and Research Activities
- Occupational Health and Safety Act – Summary of the Main Provisions
- Occupational Health and Safety Committees – extract from OH&S Act
- Occupational Health & Safety Matters – entry in 2004 Enterprise Agreement
- Occupational Health and Safety Policy
- Occupational Noise Policy
- Policy on Alcohol and Other Drugs
- Policy on First Aid
- Policy on Laser Safety Eye Examinations for Laser Workers
- Protective Clothing and Footwear in Laboratories Policy
- Radiation Safety Manual
- Risk Management Implementation Plan
- Risk Management Policy
- Smoke-free Environment Policy
- Sports Medicine Australia Policy on Infectious Diseases
- Summary of Workers Compensation Act 1987

7. HUMAN RESOURCE MANAGEMENT MATTERS

Human Resource Management Matters - Academic Staff

- Aboriginal and Torres Strait Islander Employment - entry in 2004 Enterprise Agreement
- Academic Salary Rates - entry in 2004 Enterprise Agreement
- Academic Staff Consultative Committee - entry in 2004 Enterprise Agreement

- Academic Staff Enterprise Agreement 2004
- Academic Workload - entry in 2004 Enterprise Agreement
- Adjunct Appointments - see Honorary Appointments Policy
- Annual Leave - entry in 2004 Enterprise Agreement
- Annual Leave Loading - entry in 2004 Enterprise Agreement
- Appointment of Research Academic Staff
- Casual Employment - entry in 2004 Enterprise Agreement
- Code of Conduct
- Code of Ethical Academic Conduct - The University and Its Students: Responsibilities and Expectations
- Code of Practice for Australian University Philanthropy - AVCC Guidelines (PDF Format)
- Code of Practice for Teaching and Learning - see Code of Ethical Academic Conduct - The University and Its Students: Responsibilities and Expectations
- Conflict of Interest - Policy (For Members of the Council and Senior Staff)
- Conjoint Appointment Guidelines - now included in Honorary Appointments Policy
- Defence Reserves Leave - Guidelines for Staff and Supervisors (Academic and General)
- Disciplinary Action - entry in 2004 Enterprise Agreement
- Disclosure of Potential Areas of Conflict of Interest - Explanatory Notes
- ELICOS, Foundation Studies & Conservatorium Non-Tertiary Music Teachers - see Teachers Enterprise Agreement 2005
- Emeritus Professor - Courtesy Titles
- Equity and EEO Matters - entry in 2004 Enterprise Agreement
- Establishing Australian Aboriginal and/or Torres Strait Islander Status within the University of Newcastle
- Ethical and Safety Aspects of Student Class Experiments and Practical Exercises Utilised Within the Teaching Program of The University of Newcastle
- Fixed Term Employment - see Modes of Employment - entry in 2004 Enterprise Agreement
- Flexible Salary Packaging - entry in 2004 Enterprise Agreement
- Fraud and Corruption Prevention
- Freedom of Association - entry in 2004 Enterprise Agreement
- Guideline on University Employment of Independent Contractors
- Harassment, Bullying and Workplace Violence - entry in 2004 Enterprise Agreement
- Higher Education Contract of Employment Award 1998
- Honorary Appointments Policy
- Incapacity - Ill Health - entry in 2004 Enterprise Agreement
- Indigenous Australian Language Allowance - entry in 2004 Enterprise Agreement
- Intellectual Freedom - entry in 2004 Enterprise Agreement
- Intellectual Property Rights - entry in 2004 Enterprise Agreement
- Leave Without Pay Guidelines for Staff Members and Supervisors (Academic and General)
- Loadings - entry in 2004 Enterprise Agreement
- Long Service Leave - entry in 2004 Enterprise Agreement
- Long Service Medals
- Managing for Performance - entry in 2004 Enterprise Agreement
- Managing Substantial Workplace Change - entry in 2004 Enterprise Agreement
- Mediation, Grievance, Appeals and Dispute Resolution - entry in 2004 Enterprise Agreement
- Minimum Salaries for Casual Staff - entry in 2004 Enterprise Agreement
- Minimum Standards for Blood Collection from Students, Staff or Others During Teaching and Research Activities
- Misconduct/Serious Misconduct - entry in 2004 Enterprise Agreement
- Occupational Health and Safety Matters - entry in 2004 Enterprise Agreement
- OSPRO - Transferability of Service - entry in 2004 Enterprise Agreement
- OSPRO Policy
- Parental Leave - entry in 2004 Enterprise Agreement
- Personal Chairs
- Personal Leave - entry in 2004 Enterprise Agreement
- Personal Leave Guidelines
- Policy on Avoiding Conflicts of Interest
- Policy on Consultancy
- Policy on Plagiarism
- Position Classification Standards - entry in 2004 Enterprise Agreement
- Procedures for Making Nominations for Honorary Degrees and Exceptional Service Medals

- Procedures Relating to Appointment as ‘Laureate Professor’
- Procedures Relating to the According of the Title of ‘Professor’ On the Basis of Performance
- Promotion - Academic Staff - entry in 2004 Enterprise Agreement
- Promotion of Academic Staff - Policy, Procedures and Guidelines
- Public Comment - entry in Code of Conduct
- Public Holidays - entry in 2004 Enterprise Agreement
- Redeployment - entry in 2004 Enterprise Agreement
- Redundancy - entry in 2004 Enterprise Agreement
- Retrenchment - entry in 2004 Enterprise Agreement
- Rule Governing Honorary Awards and Exceptional Service Medals
- Salary Increases - entry in 2004 Enterprise Agreement
- Salary Package Vehicles - Approved Senior Positions
- Staff Supervision - entry in 2004 Enterprise Agreement
- Staff Training - entry in 2004 Enterprise Agreement
- Strategic Management - entry in 2004 Enterprise Agreement
- Superannuation - entry in 2004 Enterprise Agreement
- Supervisor Training - entry in 2004 Enterprise Agreement
- Teachers Enterprise Agreement 2005
- Termination - entry in 2004 Enterprise Agreement
- Time Release for Union Team Members for Workplace Bargaining - entry in 2004 Enterprise Agreement
- University Holidays - entry in 2004 Enterprise Agreement
- Unsatisfactory Performance - entry in 2004 Enterprise Agreement
- Vice-Chancellor’s Awards for Teaching Excellence
- Visiting Appointment Guidelines - now included in Honorary Appointments Policy
- Voluntary Early Retirement Scheme - entry in 2004 Enterprise Agreement
- Voluntary Separation Package Scheme - entry in 2004 Enterprise Agreement
- Work, Study and Family Responsibilities Policy

Human Resource Management Matters - General Staff

- Aboriginal and Torres Strait Islander Employment - entry in 2004 Enterprise Agreement
- Absence from Duty - entry in 2004 Enterprise Agreement
- Annual Leave - entry in 2004 Enterprise Agreement
- Annualised Salary Scheme
- Bereavement Leave - see Personal Leave - entry in 2004 Enterprise Agreement
- Classification Description for General Staff: Higher Education Worker Levels - Secondary Descriptors - entry in 2004 Enterprise Agreement
- Classification Structure and Review
- Code of Conduct
- Code of Practice for Australian University Philanthropy - AVCC Guidelines
- Compensation for Loss of Personal Property - entry in 2004 Enterprise Agreement
- Conflict of Interest - Policy (For Members of the Council and Senior Staff)
- Defence Reserves Leave - Guidelines for Staff and Supervisors (Academic and General)
- Disciplinary Action - entry in 2004 Enterprise Agreement
- Disclosure of Potential Areas of Conflict of Interest - Explanatory Notes
- Dispute Settling Procedure - entry in 2004 Enterprise Agreement
- Emergency Services Leave - entry in 2004 Enterprise Agreement
- Equity and EEO Matters - entry in 2004 Enterprise Agreement
- Establishing Australian Aboriginal and/or Torres Strait Islander Status within the University of Newcastle
- Examination Leave - entry in 2004 Enterprise Agreement
- Examination Supervision Rates - entry in 2004 Enterprise Agreement
- Extra Dependant Care Arrangements and Support - entry in 2004 Enterprise Agreement
- First Aid Allowance - entry in 2004 Enterprise Agreement
- Flexible Salary Packaging - entry in 2004 Enterprise Agreement
- Flexible Salary Packaging Policy
- Flexible Working Arrangements - entry in 2004 Enterprise Agreement
- Flextime - entry in 2004 Enterprise Agreement
- Fraud and Corruption Prevention
- Freedom of Association - entry in 2004 Enterprise Agreement

- Gender Inclusiveness - See Equity and EEO Matters - entry in 2004 Enterprise Agreement
- General Staff Enterprise Agreement 2004
- General Staff Consultative Committee - Committee Home Page
- General Staff Consultative Committee - entry in 2004 Enterprise Agreement
- General Staff Recruitment Appeal Process
- Guideline on University Employment of Independent Contractors
- Harassment, Bullying and Workplace Violence - entry in 2004 Enterprise Agreement
- Higher Duties/Relieving Allowance - entry in 2004 Enterprise Agreement
- Hours of Duty - Working Hours - entry in 2004 Enterprise Agreement
- Incapacity - Ill Health - entry in 2004 Enterprise Agreement
- Incremental Progression - entry in 2004 Enterprise Agreement
- Indigenous Australian Employment - see Aboriginal and Torres Strait Islander Employment - entry in 2004 Enterprise Agreement
- Indigenous Australian Language Allowance - entry in 2004 Enterprise Agreement
- Indigenous Australian Leave - entry in 2004 Enterprise Agreement
- Induction and Orientation - entry in 2004 Enterprise Agreement
- Intellectual Freedom - entry in 2004 Enterprise Agreement
- Intellectual Property Rights - entry in 2004 Enterprise Agreement
- Job Redesign - entry in 2004 Enterprise Agreement
- Job Security - entry in 2004 Enterprise Agreement
- Job Sharing - entry in 2004 Enterprise Agreement
- Laboratory Safety
- Leave To Attend Trade Union Courses - entry in 2004 Enterprise Agreement
- Leave Without Pay - entry in 2004 Enterprise Agreement
- Leave Without Pay Guidelines for Staff Members and Supervisors (Academic and General)
- Long Service Leave - entry in 2004 Enterprise Agreement
- Long Service Medals
- Managing for Performance - entry in 2004 Enterprise Agreement
- Managing Staff Workload - entry in 2004 Enterprise Agreement
- Managing Substantial Workplace Change - entry in 2004 Enterprise Agreement
- Meal Allowances - entry in 2004 Enterprise Agreement
- Meal Breaks - entry in 2004 Enterprise Agreement
- Mediation in the Event of a Disagreement - entry in 2004 Enterprise Agreement
- Misconduct Investigation Committee and Subsequent Action by the Vice-Chancellor - entry in 2004 Enterprise Agreement
- Misconduct/Serious Misconduct - entry in 2004 Enterprise Agreement
- Modes of Employment - entry in 2004 Enterprise Agreement
- Occupational Health and Safety - entry in 2004 Enterprise Agreement
- On Call - entry in 2004 Enterprise Agreement
- Other Allowances - entry in 2004 Enterprise Agreement
- Overtime - entry in 2004 Enterprise Agreement
- Parental Leave - entry in 2004 Enterprise Agreement
- Part Time Work - see Modes of Employment - entry in 2004 Enterprise Agreement
- Personal Leave - entry in 2004 Enterprise Agreement
- Personal Leave Guidelines
- Policy on Avoiding Conflicts of Interest
- Policy on Consultancy
- Probation - entry in 2004 Enterprise Agreement
- Procedures for Making Nominations for Honorary Degrees and Exceptional Service Medals
- Public Comment - entry in Code of Conduct
- Public Holidays - entry in 2004 Enterprise Agreement
- Purchased Leave Scheme - entry in 2004 Enterprise Agreement
- Purchased Leave Scheme - Policy
- Rates of Pay - Apprentices and Traineeships - entry in 2004 Enterprise Agreement
- Redeployment and Redundancy - entry in 2004 Enterprise Agreement
- Reimbursement of Fees - entry in 2004 Enterprise Agreement
- Right of Entry - entry in 2004 Enterprise Agreement
- Rostered Staff - Work Rosters - entry in 2004 Enterprise Agreement
- Rule Governing Honorary Awards and Exceptional Service Medals
- Salary Package Vehicles - Approved Senior Positions
- Salary Rates - entry in 2004 Enterprise Agreement

- Secondment - entry in 2004 Enterprise Agreement
- Shift Penalties - entry in 2004 Enterprise Agreement
- Sick Leave and Family/Carer Leave - see Personal Leave - entry in 2004 Enterprise Agreement
- Special Leave - see Personal Leave - entry in 2004 Enterprise Agreement
- Staff Development - entry in 2004 Enterprise Agreement
- Staff Members Called as Witnesses - entry in 2004 Enterprise Agreement
- Staff Members Summoned as Jurors - entry in 2004 Enterprise Agreement
- Staff Recruitment and Selection - entry in 2004 Enterprise Agreement
- Staff Recruitment and Selection website
- Staff Reports - entry in 2004 Enterprise Agreement
- Study Time - entry in 2004 Enterprise Agreement
- Superannuation - entry in 2004 Enterprise Agreement
- Supervisor Training - entry in 2004 Enterprise Agreement
- Tea Breaks - entry in 2004 Enterprise Agreement
- Termination of Employment - entry in 2004 Enterprise Agreement
- Termination of Employment on the Grounds of Ill Health - see Incapacity - Ill Health - entry in 2004 Enterprise Agreement
- Time Off in Lieu of Overtime Payment (TOIL) - entry in 2004 Enterprise Agreement
- Time Release - entry in 2004 Enterprise Agreement
- Transfer or Placement - entry in 2004 Enterprise Agreement
- Travel Entitlements - entry in 2004 Enterprise Agreement
- Union Meetings - entry in 2004 Enterprise Agreement
- University Holidays - entry in 2004 Enterprise Agreement
- Unsatisfactory Performance - entry in 2004 Enterprise Agreement
- Unsatisfactory Performance Review Committee and Subsequent Action by the Vice- Chancellor - entry in 2004 Enterprise Agreement
- Use of Contractors or Consultants - entry in 2004 Enterprise Agreement
- Vice-Chancellor's Award for General Staff Excellence
- Washing Time - entry in 2004 Enterprise Agreement
- Work on A Public Holiday - entry in 2004 Enterprise Agreement
- Work Performed Away from the Normal Place of Work - see Work Related Travel - entry in 2004 Enterprise Agreement
- Work Related Travel - entry in 2004 Enterprise Agreement
- Work, Study and Family Responsibilities Policy

8. INSTITUTIONAL IMAGE

- Critical Issues Media Management Plan
- Public Comment – Entry in Code of Conduct

9. PHYSICAL FACILITIES AND INFRASTRUCTURE

- Air Conditioning Policy
- Construction of Buildings by External Parties on University Land
- Emergency Procedures - Callaghan Campus
- Emergency Procedures – Central Coast Campuses
- Failure of Essential Services - Callaghan Campus and Newcastle CBD
- Failure of Essential Services - Ourimbah Campus
- Furniture, Building Alterations and Air Conditioning - Purchasing
- Hire and Use of University Facilities - Policies and Procedures
- Policy on Naming Rights – Buildings, Facilities, Academic Positions, Medals Scholarships and Prizes
- Poster and Banner Policy
- Risk Management Implementation Plan
- Risk Management Policy
- Space Management Policy

10. RESEARCH AND DEVELOPMENT

- Administrative Matters Relating to Research Grants
- Admission and Enrolment Procedures (Research Higher Degree Candidates)
- Appeals Procedure (Research Thesis Examination)
- Audio and Video Taping (Human Research Ethics)

- Code of Practice for Research Higher Degree Candidature
- Collaborative Research and Ethics Approval (Human Research Ethics)
- Copyright (Research Higher Degree Candidates)
- Effective Surveillance and Monitoring of Projects (Animal Ethics)
- Entry of Animals into Approved Protocols (Animal Care & Ethics)
- Higher Research (Doctoral) Degree Rules
- Hunter Medical Research Institute Policy: Publicity and Promotion Media
- Intellectual Property Policy (Research)
- Joint NHMRC/AV-CC Statement and Guidelines on Research Practice
- Letterhead for Information Documents (Human Research Ethics)
- Minimum Standards for Blood Collection from Students, Staff or Others during Teaching and Research Activities
- Monitoring of animals used for research or teaching purposes (Animal Care & Ethics)
- Ordering Animals (Research)
- Overheads Charges on University Contracts
- Policy on Plagiarism
- Policy on Solicitation – Donations and Contributions that Support Research and Other Activities
- Policy on Student Academic Integrity
- Preparation and Submission of Research Higher Degree Theses
- Procedures for Dealing with Student Academic Dishonesty
- Procedures for the Allocation and Selection of Research Scholarships
- Publication of Teaching Evaluation Outcomes (Human Research Ethics)
- Publication (Research)
- Research Code of Practice for Students Enrolled in Honours Degrees
- Research in Schools (Human Research Ethics)
- Responsibilities of Chief Investigators (Animal Care & Ethics)
- Rules Governing Postgraduate Research Scholarships
- Rules Governing Professional Doctorates
- Students as Subjects - Research Activities
- Telephone Interviewing (Human Research Ethics)
- The Use of S4 and S8 Drugs (Animal Care & Ethics)
- Witness to Participant's Signature (Human Research Ethics)

11. STAFF DEVELOPMENT, EDUCATION AND TRAINING

Academic Staff

- Outside Study and Professional Experience Programs - Transferability of Service - entry in 2004 Enterprise Agreement
- Outside Study Programs (OSPRO) Policy
- Procedures for Making Nominations for Honorary Degrees and Exceptional Service Medals
- Promotion of Academic Staff - Policy, Procedures and Guidelines 2005
- Reimbursement of Study Fees Policy and Procedures (Academic and General Staff)
- Rule Governing Honorary Awards and Exceptional Service Medals
- Staff Supervision
- Staff Training
- Supervisor Training
- Vice – Chancellor's Award for Teaching Excellence

General Staff

- Examination Leave
- Procedures for Making Nominations for Honorary Degrees and Exceptional Service Medals
- Reimbursement of Study Fees Policy and Procedures (Academic and General Staff)
- Reimbursement of Fees – entry in 2004 Enterprise Agreement
- Rule Governing Honorary Awards and Exceptional Service Medals
- Secondment - entry in Enterprise Agreement
- Secondment - policy document
- Staff Development
- Study Time
- Supervisor Training
- Transfer or Placement
- Vice-Chancellor's Award for General Staff Excellence

12. STRATEGIC PLANNING AND QUALITY ASSURANCE

- Institutional Strategic Plan 2003 – 2006
- Risk Management Implementation Plan
- Risk Management Policy
- Critical Issues Media Management Plan

13. STRUCTURE AND GOVERNANCE*Acts and By-Laws*

- Higher Education (Amalgamation) Act 1989
- University of Newcastle Act 1989
- University of Newcastle By-law

Miscellaneous

- Council Meeting Protocols
- Critical Issues Media Management Plan
- Guidelines on Commercial Activities
- Institutional Strategic Plan 2003 – 2006
- Meetings Protocols
- Policy on University Agreements
- Procedures for Handling Subpoenas
- Receipt of Gifts by Members of the University
- Risk Management Policy
- The Gladys M Brawn Memorial Gift Committee

University Bodies and Officers

- Audit and Risk Committee Constitution
- Boards of Studies Rules and Schedules
- Constitution of the Academic Senate
- Council Election Rules
- Establishment of Faculties and Other Bodies (Excluding Schools)
- Rules Governing Faculties (including Faculty Boards)
- Rules Governing Schools and Use of the Title “Dean”
- Rules Governing the Operation of the Standing Committee of Convocation
- Officers of the University - Rule
- Making of Rules by the Vice-Chancellor
- Role of Chancellor and Deputy Chancellor
- Rules Concerning Pro Vice-Chancellors, Assistant Deans and Other Faculty Officers
- Selection of Chancellor

14. STUDENT RELATED MATTERS*Admissions, Enrolment and Graduation*

- A Guide to the Assessment Policies and Procedures of the University of Newcastle
- Admission and Enrolment - Rules
- Approved Admissions Test (STAT)
- Changing - Enrolment
- Criminal Records Check
- Cross-Institutional Enrolment
- Deferment Policy
- English Proficiency Policy
- English Proficiency for Research Higher Degree Candidates
- Entry Provisions for Aboriginal and or Torres Strait Islander Applicants
- Establishing Australian Aboriginal and/or Torres Strait Islander Status within the University of Newcastle
- Leave of Absence (Enrolment)
- Prohibited Employment Declaration
- Protocol for the Administration of Summer School
- Provisions for Enrolment in Non Award Courses
- Recognition of Prior Learning Policy
- Recognition Ceremonies Conducted by Partner Institutions
- Regional and Rural Preference Scheme

- Rules Governing Graduation
- Student Placement Policy

Appeals and Grievances

- Appeals Procedure - Research Thesis Examination
- Complaints Resolution
- Procedure for Appeals against a Final Result

Conduct and Discipline

Academic Integrity

- Code of Ethical Academic Conduct - The University and Its Students: Responsibilities and Expectations
- Intellectual Property Policy
- Policy on Student Academic Integrity
- Procedures for Dealing with Student Academic Dishonesty

Codes of Conduct

- Code of Conduct for Residents
- Code of Ethical Academic Conduct - The University and Its Students: Responsibilities and Expectations
- Code of Practice for Research Higher Degree Candidature
- Provision of Education for International Students – AVCC Code of Practice and Guidelines
- Research Code of Practice for Students Enrolled in Honours Degrees
- Residential Licence Conditions

Complaints, Grievances and Mediation

- Complaints Resolution
- Your Rights to Review and Appeal under the FOI Act 1989 (NSW)

Misconduct and Discipline

- Procedures for Dealing with Student Academic Dishonesty
- Student Discipline Rules

Personal and Professional Integrity

- Council Meeting Protocols
- Ethical and Safety Aspects of Student Class Experiments and Practical Exercises Utilised Within the Teaching Program of The University of Newcastle
- Meetings Protocols
- Policy on Alcohol and Other Drugs
- Policy on Harassment
- Policy on Inclusive Language
- Policy on Prejudicial Relationships
- Policy on Racism
- Receipt of Gifts by Members of the University
- Risk Management Policy
- Work, Study and Family Responsibilities Policy

Research Ethics and Integrity

- Code of Practice for Research Higher Degree Candidature
- Intellectual Property Policy
- Policy on Student Academic Integrity
- Procedures for Dealing with Student Academic Dishonesty

University Values

- Institutional Strategic Plan 2003 – 2006

Use of Information, Technology and University Resources

- Copyright Law
- Guidelines for Acceptable Use of the Internet
- IT Security Policy
- Library Use Policy
- Privacy Management Plan
- Privacy, the University and You

- Use of Computing and Communications Facilities
- Web Publishing Policy

Equity and Diversity

- Policy on Students with a Disability
- Student Equity Plan 2004 – 2006

Examinations and Other Assessment

- Code of Ethical Academic Conduct – The University and Its Students: Responsibilities and Expectations
- Examination Rules – Rules for the Administration of Assessment Items
- Formal Examinations
- Missing an Examination
- Policy on Course Outlines
- Policy on Plagiarism
- Policy on Student Academic Integrity
- Procedure for Addressing Adverse Circumstances Affecting Assessment Items
- Procedure for Re-marks and Moderation
- Procedure for Review of Grades – Procedures for Appeals Against a Final Result
- Procedures for Appeals Against a Final Result
- Procedures for Dealing with Student Academic Dishonesty
- Procedures for Review of Progress
- Procedures Governing University Medals
- Publication of Student's Results in Assessment
- Review of Final Result – Procedures for Appeals Against a Final Result
- Rules for the Administration of Assessment Items
- Submission of Examination Papers
- Use of Calculators and other Devices in Formal Exams
- Use of English Dictionaries in Formal Examinations

Fees and Charges

- Refund Policy for Full Fee Paying International Students in Australia
- Refunds
- Student Indebtedness

Scholarships and Prizes

- Postgraduate Research Scholarships - Rules
- University Undergraduate Scholarships – Rules

15. TEACHING AND LEARNING

Assessment

- A Guide to the Assessment Policies and Procedures of The University of Newcastle
- Conflicts of Interest (in Assessment)
- Formal Examinations
- Group, Self, and Peer Assessment
- Missing an Examination
- Policy for the Submission of Examination Papers
- Policy on Plagiarism – Policy on Student Academic Integrity
- Policy on Prejudicial Relationships
- Policy on the Publication of Students' Results in Assessment
- Policy on the Use of Essential Criteria in Course Assessment
- Policy on Student Academic Integrity
- Procedure for Addressing Adverse Circumstances Affecting Assessment Items
- Procedures for Appeals Against a Final Result
- Procedures for Dealing with Student Academic Dishonesty
- Procedure for Re-marks and Moderation
- Procedures for Review of Progress
- Rules for the Administration of Assessment Items
- School Assessment Committee - included in Rules Governing Schools and Use of the Title "Dean"
- Use of Calculators and other Devices in Formal Examinations - included in Formal Examinations
- Use of English Dictionaries in Formal Exams - included in Formal Examinations
- Workload, Assessment and Marking and Grading

Courses

- Course Assessment Return
- Course Coordinator Role
- Course Development and Review
- Ethical and Safety Aspects of Student Class Experiments and Practical Exercises Utilised Within the Teaching Program of The University of Newcastle
- Policy on Course Outlines
- Protocol for the Administration of Summer School
- Student Evaluation of Courses Questionnaire (SEC)

Programs

- Annual Reports on Programs
- Checklist of Learning Support Arrangements
- Checklist of Student Administration and Support
- Core Skills for Graduates
- Fourth Year Honours Programs - AVCC Guidelines for Good Practice
- Generic Terms of Reference for Program Reviews
- Partner Organisation (including Off Campus) Delivery of Face-to-Face Teaching for a University Award
- Policy and Procedure for Undertaking a Program Review
- Policy and Procedures for Planning and Approval of New Programs
- Policy and Procedures for the Revision of Programs
- Policy on Recognition of Prior Learning
- Principles for Undergraduate Program Structures
- Program Convenor Role
- Program Documentation for New, Revised and Existing Programs
- Structure for Embedded Honours Model
- Structure for Model 1 Honours Programs

Teaching

- AVCC's Guidelines for Effective University Teaching
- Code of Ethical Academic Conduct - The University and Its Students: Responsibilities and Expectations
- Copyright Law
- Guidelines for Inclusive Teaching & Learning
- How the Copyright Act Applies
- How to Create a Teaching Portfolio
- Intellectual Property Policy
- Online and Distance Education Policy
- Policy on Diversity and Inclusiveness
- Policy on Harassment
- Policy on Inclusive Language
- Policy on Racism
- Policy on Students with a Disability
- Privacy Management Plan
- Privacy, the University and You
- Provision of Education for International Students - AVCC Code of Practice and Guidelines (PDF)
- QA Improvement Policy and System for Teaching and Learning
- Student Evaluation of Teaching (SET)
- Teaching and Learning Management Plan
- Use of Computing and Communications Facilities
- Vice-Chancellor's Awards for Teaching Excellence

16. TRAVEL AND TRANSPORT

- Aircraft Hire/Charter in University Travel Guidelines
- Damage to Vehicles
- Motor Vehicle Entry Fee Policy
- Passports and Visas in University Travel Guidelines
- Pool/Fleet Vehicle Policy
- Traffic and Parking Rules
- Use of Faculty/School/Division Vehicles
- Use of Private Vehicles

SECTION 2 – STATEMENT OF AFFAIRS

The University's most recent Statement of Affairs, made in accordance with Sections 14 and 15 of the Freedom of Information Act 1989 (NSW) is dated June, 2006.

The Statement of Affairs includes information on:

- The University's Structure and Functions
- The way those functions affect the public
- How the public may participate in University policy development
- The kinds of documents the agency holds
- How members of the public may access and amend University documents

The Statement is available on the University website at <http://www.newcastle.edu.au/service/foi>, or at minimum cost from the Office of the Academic Registrar, who is the University's Freedom of Information Coordinator.

SECTION 3 – CONTACT ARRANGEMENTS

Enquiries regarding access to the University's policy documents and Statement of Affairs whether for inspection or purchase can be made to:

Academic Registrar and Freedom of Information Coordinator
The Chancellery
The University of Newcastle
CALLAGHAN NSW 2308

Phone: (02) 4921 5353
Fax: (02) 4921 7417
Email: FOI@newcastle.edu.au

The University's policy documents and Statement of Affairs may be inspected by prior arrangement at the office of the Academic Registrar and Freedom of Information Coordinator. Inspections may be arranged between the hours of 9.00am and 5.00pm Monday to Friday.

FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)
SUMMARY OF AFFAIRS
of the
THE UNIVERSITY OF NEW SOUTH WALES
(FOI Agency No 97)

SECTION 1 – POLICY DOCUMENTS

Policies of the University may be found in various administrative and procedural manuals of the University and in some resolutions of the University Council, Academic Board and Faculties. The University also develops separate policies on specific matters, and planning documents which outline the strategic directions of the University. Listed below are publications and documents which contain policy relating to the functions of the University.

Publications containing policies and procedures

The University's handbooks contain the rules and procedures relating to relevant programs and awards as approved by the University Council.

University of New South Wales Undergraduate Handbook	(\$29.95 per copy)
University of New South Wales Postgraduate Handbook	(\$19.95 per copy)
University of New South Wales Calendar, Summary Volume	(\$12.95 per copy)
University College	(free)

The Handbooks and Calendar are available for purchase from the University Bookshop, located in the lower section of the Quadrangle building on the Kensington Campus. Electronic versions of these publications are available free of charge through the University's website: http://publish.web.unsw.edu.au/handbooks_2006.htm. The University College handbook can be obtained from UNSW@ADFA, Australian Defence Force Academy, Canberra ACT 2600.

Other Documents

Governance and Management Matters

- University of New South Wales Act 1989
- University of New South Wales By-law 2005
- University of New South Wales Rules 1999
- UNSW Strategic Plan
- UNSW Annual Report, 2005
- UNSW Student Services Privacy Code of Practice
- UNSW Guidelines for Commercial Activities
- Conflict of Interest Policy
- Privacy Management Plan
- Policy for making a complaint or reporting incidents of criminal, corrupt conduct or maladministration or Protected Disclosure at UNSW
- Policy Statement on Governance
- Code of Conduct for UNSW
- Code of Conduct - Members of Council
- Code of Conduct for the Responsible Practice of Research

Environment, Health & Safety Matters

- Dangerous Goods Guidelines
- Disposal of Hazardous Waste Procedure
- Environment Policy
- Environmental Management Plan 2005 to 2010
- Guidelines for dealing with Chemical Spills and Leaks
- Guidelines for dealing with Biological Spills
- Hazardous Substances Policy

- Occupational Health and Safety Policy
- Naming Policy for Facilities at UNSW

Equity and Diversity Matters

- Anti-Racism Policy
- Equity and Diversity Policy Statement
- Equal Opportunity in Education Policy Statement
- Family Friendly Work Practices at UNSW
- Code of Practice - Students with Disabilities
- Student Discrimination and Harassment Grievance Policy and Procedures
- Staff Discrimination and Harassment Grievance Policy and Procedures
- Guidelines for Staff Handling Discrimination and Harassment Grievances
- Making UNSW an Harassment Free Zone for Staff
- Making UNSW an Harassment Free Zone for Students
- Non Discriminatory Presentation and Practice
- Workplace Rehabilitation Program (NSW Campuses) Policy & Procedures
- Reasonable Adjustment Guidelines for Managers of Staff and Potential Staff with Disabilities

Student and Academic Matters

- Academic Standing Rules for Undergraduate Students
- Academic Standing Rules for Postgraduate Students
- Access to Assessment Information
- Admission of Temporary Protection Visa (TPV) Holders
- Admission Requirements and Procedures
- Admission to Degree or Diploma
- Admission with Advanced Standing and Credit Transfer
- Assessment Policy
- Assumed Knowledge
- Attendance and Absence
- Award of Degrees, Rules for the
- Award of Pass with Distinction
- Award of University Medals Policy
- Breach of Discipline and Misconduct in Assessment
- Conditions for the Award of Degree of Doctor of Philosophy (PhD)
- Copyright for Project Reports & Higher Degree Theses
- Discontinuation and Program Leave
- Disclosure of Enrolment Information and Release of Information to Third Parties
- Education Services for Overseas Students (ESOS) Information for Students
- Enabling Skills
- English Language Requirements
- Enrolment & Progression in Student Placement (Internship)
- Examination Rules, Policy, & Procedures
- Fee Policy: International Students
- Fee Policy: Local Students
- General Education Requirements
- Grievance Resolution Policy for Students
- Grievance Resolution Procedure for Undergraduate and Postgraduate (Coursework) Students
- Grievance Resolution Procedure for Research Students
- Guidelines and Rules on Student Plagiarism – Handbook for Staff
- Guidelines and Rules on Student Plagiarism – Handbook for Students
- Guidelines for Postgraduate Research
- Guidelines on Learning that Inform Teaching
- Guidelines relating to the Provision of UNSW Courses by Non-UNSW Staff & Organisations
- Intellectual Property Policy
- Learning & Teaching Plan 2005-2007
- Library Rules
- Multiple Enrolment Rule
- Non-Award Enrolment Rules
- Policy on Examination of Research Degrees
- Postgraduate Coursework Advanced Standing Credit Transfer & Articulation Guidelines

- Research Students: Policy on Supervision and Examples of Good Practice
- Research Students: Policy on Examination of Research Degrees
- Research Training Scheme
- Policy on the Evaluation of Teaching
- Preparation and Submission of Master by Research and Doctoral Theses for Examination
- Special Consideration Procedures
- Student Activity Fees – Exemptions & Refunds
- Student Misconduct Rules

Staffing Matters

- Child Protection Policy
- Conjoint Appointments
- Employment or Engagement of Services Involving Personal or Other Significant Relationships
- Emeritus Professors - Conferring of Title
- Facilities for Retired Academic Staff
- Grievance Resolution Policy for Staff
- Grievance Resolution Procedure for Staff
- Named Academic Positions Policy
- Paid Outside Work by Academic Staff
- Policy for Visa Sponsorship and Medical Insurance
- Sessional Teaching – Staff Strategic Action Plan
- Visa Sponsorship (Immigration)
- Visiting Appointments

Information Technology Matters

- Email Policy
- IT Requirements for UNSW Students
- Website Policy
- Rules Relating to Student Use of Computing and Electronic Communications Facilities

SECTION 2 – STATEMENT OF AFFAIRS

The University's most recent Statement of Affairs is that dated June 2006. The Statement of Affairs describes the University's structure and functions, how the public may participate in policy development, the kind of documents held and how members of the public may access those documents.

SECTION 3 – CONTACT ARRANGEMENTS

In general, the University will meet reasonable requests for access to information without the need for formal applications under the FOI Act. The University's Summary of Affairs, Statement of Affairs and a significant number of policy documents are available free of charge on the University website <http://www.unsw.edu.au/>. In other cases, a charge of 20 cents per page will be made for any photocopies provided. Policy documents may be inspected at the University by prior arrangement with the FOI Officer between 9.00am and 5.00pm on weekdays.

Enquiries about FOI and about access to documents held by the University should be directed to:

The Freedom of Information Officer
University of New South Wales, Sydney 2052.
Telephone: (02) 9385 2860
Email: foi@unsw.edu.au

Document Date: 16 May 2006

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

The University of Sydney: a summary of affairs issued in June 2006 in accordance with sections 14 and 15 of the NSW Freedom of Information Act 1989.

The University's policy documents

The University's policy documents include all documents, other than a legislative instrument, which have a bearing on the affairs of the University and which contain interpretations, rules, guidelines, statements of policy, practices or precedents, particulars of any administrative scheme, manner of administration of any legislative instrument or administrative scheme, procedure for investigation of any contravention of any legislative instrument or administrative scheme, that affect rights, privileges, benefits, obligations or penalties to which the public may be entitled, eligible, liable or subject.

The University's policies are published in a number of volumes and unbound documents. The following is a description of these publications as they relate to the interests of -

- the public generally;
- the University's external community;
- the University's students; and
- the University's staff.

While some documents contain information other than policy, each contains some policy as described above.

Statutes and Regulations

The University of Sydney Calendar 20051 contains the relevant statute and regulations. The enabling statute is the NSW University of Sydney Act 1989 (as amended) ("the Act"). By-laws are made pursuant to section 36 of the Act and rules are made pursuant to s. 37 of the Act. Resolutions of the Senate, Academic Board, faculties, college, graduate schools and boards of studies are made pursuant to the by-laws and rules.

The relevant sections are:

University of Sydney By-law, 1999 (as amended)**Chapter**

1. Preliminary
2. Making Rules
3. Chancellor and the Deputy Chancellor
4. Election of Fellows of Senate
5. Vice-Chancellor
6. Academic governance
7. Convocation
8. Student discipline
9. Miscellaneous

University of Sydney (Academic Governance) Rule 2003 (as amended)

- Part 1 - Preliminary
- Part 2 - Functions and membership of the Academic Board
- Part 3 - Chair, Deputy Chair and Chairs of Standing Committees
- Part 4 - Meetings and procedures of the Academic Board
- Part 5 - Election procedures for the Academic Board

University of Sydney (Amendment Act) Rule 1999 (as amended)

- Part 1 - Preliminary
- Part 2 - Standard format of Rules
- Part 3 - Procedures of Senate
- Part 4 - Convocation
- Part 5 - Appointment to Student Proctorial Panel (repealed)
- Part 6 - Seal and Arms of the University
- Part 7 - Senior Officers of the University
- Part 8 - Intellectual Property (repealed)
- Part 9 - Admission to courses
- Part 10 - Awarding degrees, diplomas and certificates

University of Sydney (Appointment of Delegated Officers) Rule 2004

- Part 1 - Preliminary
- Part 2 - Appointment of Delegated Officers

University of Sydney (Authority Within Academic Units) Rule 2003

- Preliminary
- 1. Chapter 8 - University of Sydney By-Law 1999
- 2. Other University instruments

University of Sydney (Coursework) Rule 2000 (as amended)

- Preliminary
- Rules relating to Coursework Award Courses
- Division 1 - Award course requirements, credit points and assessment
- Division 2 - Enrolment
- Division 3 - Credit, cross-institutional study and their upper limits
- Division 4 - Progression
- Division 5 - Discontinuation of enrolment and suspension of candidature
- Division 6 - Unsatisfactory progress and exclusion
- Division 7 - Exceptional circumstances
- Division 8 - Award of degrees, diplomas and certificates
- Division 9 - Transitional provisions

University of Sydney (Doctor of Philosophy (PhD)) Rule 2004

- Part 1 - Preliminary
- Part 2 - Admission to candidature
- Part 3 - Supervision
- Part 4 - Candidature
- Part 5 - Submission of thesis

University of Sydney (Intellectual Property) Rule 2002

- Division 1 - Dictionary
- Division 2 - Ownership of intellectual property created by staff members
- Division 3 - Ownership of intellectual property created by students
- Division 4 - Ownership of intellectual property created by visitors
- Division 5 - Reporting and developing intellectual property
- Division 6 - Dispute resolutions
- Division 7 - Miscellaneous

University of Sydney (Library) Rule 2003

- 1. Citation and commencement
- Schedule 1 - New Library Rule
- 1. Dictionary
- 2. Library Resources generally

3. Borrowing Library Resources
4. Suspension or revocation of Library Resources
5. Fees, fines and charges
6. Library notices

University of Sydney (Senate) Rule 2002

1. Citation and commencement
2. Purpose
3. Duty of Fellows

University of Sydney (Student Proctorial Panel) Rule 2003

- Part 1 - Preliminary
 Part 2 - Appointment to Student Proctorial Panel
 Part 3 - Meetings of the Student Proctorial Panel

Resolutions of the Senate and the Academic Board

- Academic Dress
 Appointment
 Dean, Director or College Principal
 Deputy Vice-Chancellor and Pro-Vice-Chancellor: Selection Committee
 Vice-Chancellor: procedures for consultation between the Senate and the Academic Board
 Control of traffic within the University
 Degree of Doctor of Philosophy
 Governance
 Election of Principal Officers of the Senate and Committees of the Senate and of the Fellow Referred to
 in Section 9(6) of the Act
 Faculties, College, College Board, Boards of Studies, Departments, Schools and Committees: Academic
 Governance
 Senate committees
 Honorary degrees and honorary fellows
 Restriction on Re-enrolment
 Semester and vacation dates
 Sports unions, SRC and faculty societies, SUPRA, Union, Cumberland Student Guild and SASCA
 Student appeals against academic decisions

Faculties, college, graduate schools and boards of studies: Resolutions relating to constitution and courses

- Faculty of Agriculture, Food and Natural Resources
 Faculty of Architecture
 Faculty of Arts
 Faculty of Dentistry
 Faculty of Economics and Business
 Faculty of Education and Social Work
 Faculty of Engineering
 Faculty of Health Sciences
 Faculty of Law
 Faculty of Medicine
 Faculty of Nursing and Midwifery
 Faculty of Pharmacy
 Faculty of Rural Management
 Faculty of Science
 Faculty of Veterinary Science
 Graduate School of Government
 Sydney College of Arts
 Sydney Conservatorium of Music and Department of Music
 Board of Studies in Indigenous Studies

Prizes, scholarships and bursaries

The terms and conditions of award of many prizes, scholarships and bursaries awarded by the University may be found on the websites of the Research Office (<http://www.usyd.edu.au/reschols/>) and of the Students Services (http://www.usyd.edu.au/stuserv/finances/financial_assistance_office/index.shtml)

Documents to which the Seal of the University has been affixed

These documents, many of which constitute policy documents, are listed in the Seal Register and held by the University's Records Management Services. The documents include contracts, agreements, leases, patent applications and share transactions.

Handbooks

Details of courses of study offered by the faculties, boards of studies, the Australian Graduate School of Management Ltd, the Sydney Conservatorium of Music and the Sydney College of the Arts are set out in their respective handbooks and prospectuses. The details include the requirements to be fulfilled by students in order to complete satisfactorily each course, including syllabuses and assessment information. In addition, a range of separate documents set out the University's procedures for international students. Many of these documents may be accessed through the University's web site: <http://www.usyd.edu.au>

Other general publications

University policy may also be found in the following publications:

Annual Report 2005
Equal Employment Opportunity / Affirmative Action Management Plan 2003 - 2004
Finance and Accounting Manual
Undergraduate Prospectus 2007
Privacy Management Plan
Postgraduate Research and Coursework Handbook 2005/06
Staff Induction Manual
Statistics Book 2005
University of Sydney Strategic Directions 2006 - 2010

Other policy documents

University policy is also set out in the following documents:

Academic Board Chair's Nominees
Academic Dress
Academic Honesty in Coursework (plagiarism)
Academic Promotion Appeals
Academic Titles: Conferring of All Academic Titles
Access to Campus
Accident Reporting and Investigation
Ad Eundem Gradum, Degrees Conferred
Admission: Advanced Standing, Credit and Exemption Policy
Admission to Undergraduate Courses
Advertising on Campus
Air Conditioning Policy
Alcohol: Policy and Guidelines on Consumption
Annual Leave and Annual Leave Loading: Academic Staff
Annual Leave (General Staff)
Annual Leave Loading
Appeals: Student Appeals Against Academic Decisions - Academic Board Resolutions
Appointment of DVC and PVC
Appointment of VC
Appointments: Policy Document on the Appointment of a Dean, Director or College Principal
Asbestos Safety
Assessment and Examination of Coursework
Assessment and Examination: Special Arrangements
Award Courses and Units of Study - Creation, Variation and Deletion of Awards with Honours: Academic Board Policy

Bequest Policy
Benchmarking: Improving Learning and Teaching through Collaboration, Benchmarking and Alliances
Budget: Policy Guidelines 2004
Building works: Approval and Management of
Campus Names
Carcinogenic Substances: Policy for Acquisition, Use and Disposal of Carcinogenic Substances
Career Development Leave for General Staff
Casual Rates of Pay (Academic)
Casual Rates of Pay (General)
Centres: Policy on Establishment, Management and Review
Cessation of Employment - Security Issues
Chair Appointments Committee of Senate
Children: Policy on Children on University Premises
Code of Conduct (Staff)
Code of Conduct for Students
Co-funded University of Sydney Post Graduate Awards: method of award (second semester round)
Complaints: Resolution of Complaints Policy
Confined spaces: Policy on Working in Confined Spaces
Conjoint Ventures in Postgraduate Courses
Consultation with Students
Contract for Goods and Services - External Contractors
Copyright
Corruption: Reporting corruption, maladministration or serious and substantial waste of public money
Cotutelle Scheme
Course Online Reading Service
Coursework Teaching: Academic Board Resolutions: The Management and Evaluation of Coursework; Criteria for Award of Clinical Academic Titles: Level E Criteria for Award of Clinical Academic Titles: Levels A-D Definition of "Subject Coordination" for determining step six level A academic
Coverage and Usage of the University Glossary of Terms and Abbreviations
Degrees conferred ad eundem gradum
Delegations for specific activities and financial delegations
Delegations of Authority: Academic Functions
Delegations of Authority: Administrative Functions - 2005
Disability Action Plan
Discretionary Salary Supplementations for Academic Staff
Discrimination prevention policy - your rights and responsibilities
Electronic Access, Policy on Networked Electronic Access - preference over print
Electronic Textbooks, Policy on
Email Virus Scanning Policy
English Language Requirements: Postgraduate
Enrolment status: Postgraduate: Discontinuation of Enrolment and Readmission after Discontinuation - Academic Board Resolutions
Environmental Policy
Equal opportunity in education policy
Exchange Policy and Procedures: General Staff
Fire and Other Emergencies in University Buildings
First Aid Policy
Flexible remuneration packaging scheme
Flexible, student-centred learning in the University of Sydney
Freedom of Information Policy
Generic Attributes of Graduates of the University of Sydney
Gift Policy
Harassment Prevention Policy - Your Rights and Responsibilities
Hazardous waste

Heritage Management Policy
Higher Duties Allowance (HDA)
HIV or Hepatitis: Policy on Students with HIV or Hepatitis B
ICT Standard Operating Environment Acquisitions Policy
Incident and Accident Reporting and Investigation
Information and Communication Technology Resources: Use of University Information and Communication Technology Resources (ICT Resources): Policy
Information Literacy Policy Statement
Information Technology Facilities: Acceptable Use of
Injury Management Policy
Insurance: Excess Applicable to Departments
Intellectual Property: University of Sydney (Intellectual Property) Rule 2002
ITC Cache Charging Policy
Leave without pay
Market-based salary loadings
Memorabilia policy
Motor vehicles: Use and management of University-owned motor vehicles
Naming of Buildings and other significant physical assets
Naming Policy - Positions and Events
Net Pay Disbursements
Notice Requirements for General Staff
OHS Policy
Outside Earnings (Academic)
Overheads Policy for all Research Projects which do not Contribute to the Research Infrastructure Block Grant (RIBG)
Parking: Temporary Free Parking
Parallel teaching of postgraduate and undergraduate students
Performance Management and Development (PM&D) 2005
Plagiarism: Student Coursework - Policy and Procedures
Policy document determining employee/contractor employment status
Portable Buildings Policy
Postgraduate: Attendance: Postgraduate Courses
Postgraduate Coursework: Responsibility for
Postgraduate: Degree of Doctor of Philosophy
Postgraduate: Distance, Alternative and Flexible Modes of Delivery in Postgraduate Courses
Postgraduate: Higher Degree Theses - submission and publication
Postgraduate Higher Research Degree Theses: Time limit for submission of emendations
Postgraduate: Length of Candidature and Minimum Credit Point Requirements for
Postgraduate: Master's degrees and postgraduate awards programs: levels of award, nomenclature and grading systems
Postgraduate: Nature of the PhD
Postgraduate: Oral Examination of PhD Theses at the University of Sydney
Postgraduate: PhD: Appointment of Additional Examiner as Assessor
Postgraduate: PhD Candidature: Maximum Length
Postgraduate: PhD: Submission of Doctor of Philosophy Theses Containing Published Work
Postgraduate: Probationary Candidature and English Expression
Postgraduate Research Higher Degree Training Supervision at the University of Sydney
Postgraduate: Review of Process for Postgraduate Research Students
Postgraduate: Submission of Treatise Containing Published Work
Postgraduate: University of Sydney Amendment (Earliest date for submission of a Doctor of Philosophy thesis) Rule 2003
Postgraduate Fellows: Policy on the employment of full-time Masters and Doctoral candidates as Postgraduate Fellows
Privacy: University Privacy Policy
Pro-Chancellor: role, appointment and term of office
Probation and Confirmation (Ac)
Probation (General Staff) - Policy
Proof-reading and editing theses and dissertations

Public Comment
 Purchasing Policy
 Quality Assurance and Learning Management Systems
 Recordkeeping: University Recordkeeping Policy
 Redundancy and Redeployment of General Staff
 Remuneration: Policy on the Allocation and Remuneration of Administrative/Managerial
 Responsibilities of Deans, Faculty Academic Managers and Heads of Department
 Research Fellows: Conditions
 Road Closure
 Role of Heads of Department and Schools and their Authorities and Delegations
 Room heaters
 Royal Charter of the University of Sydney
 Safe Storage, Handling and Use of Gas Cylinders
 Scholarships
 Scholarships & Prizes: Academic Board Resolutions
 Scholarships & prizes: Establishment and Award of Scholarships and Prizes Scholarships &
 Prizes: Senate Resolutions
 Semester and Vacation Dates
 Senate: Election of Principal Officers of the Senate and of committees of the Senate and of
 the Fellow referred to in Section 9(6) of the Act
 Smoking: Policy on Smoking in the Workplace
 Special Duties Overseas/Australia Special Leave - General and Academic
 Special leave - general and academic staff
 Special Studies Program
 Still Photography, Filming and Videotaping on or in University premises
 Strategies for Academic Staffing Flexibility
 Student Grievances, Appeals and Applications For Review
 Stu-vac
 Study time policy - general staff
 Sydney Summer School: Policy Document
 Titles of Bosch, Challis, Kellion, McCaughey and Peter Nicol Russell Chairs
 Tobacco Industry Funding
 Traffic and Parking
 Travel Policy
 University Chair
 University Wide Information System (UWIS) Policy
 University of Sydney Academic Staff Agreement 2006-2008
 University of Sydney General Staff Agreement 2006-2008
 Use of University Land and Buildings by
 Telecommunications Carriers
 VIP Policy
 Voluntary Work/Work Experience Policy
 Web Sites: University Web Sites Privacy Statement
 Workload: The Management of Staff Workload
 Written and Oral Communication Skills of Students

Policy Documents available through the World Wide Web

A public index to policies in electronic format is available via the University's web site:
<http://www.usyd.edu.au/policy/>

STATEMENT OF AFFAIRS

The University's most recent Statement of Affairs, made in accordance with sections 14 and 15 of the NSW
 Freedom of Information Act 1989, was issued in June 2006. It is also available through the World Wide Web
 at:

<http://www.usyd.edu.au/arms/foi>

ACCESS TO THE UNIVERSITY'S POLICY DOCUMENTS

Enquiries concerning access to the University's policy documents and statement of affairs, whether for inspection or purchase, can be made to the following officers:

– *at the Camperdown Campus*

Mr Tim Robinson or Ms Anne Picot
FOI Coordinators
A14
University of Sydney NSW 2006
Telephone: (02) 9351 4263

Ms Judith Russell
Director, Corporate Services
A14
University of Sydney NSW 2006
Telephone: (02) 9351 4260

– *at the Faculty of Health Sciences*

Faculty Manager
Faculty of Health Sciences
East Street
Lidcombe NSW 2141
Telephone: (02) 9351 9535

– *at the Sydney Conservatorium of Music*

Ms Kylie Mayes
Manager, Administration
C81 - Conservatorium of Music
The University of Sydney
NSW 2006 Australia
Telephone: (02) 9351 1257

– *at the Sydney College of the Arts*

Ms Charlene Griffiths
Faculty Manager
Sydney College of the Arts
Balmain Road
Rozelle NSW 2039
Telephone: (02) 9351 1135

¹ The full text of this publication, including amendments made after the publication date, may be found at: <http://www.usyd.edu.au/about/publication/pub/calendar.shtml>

FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)
SUMMARY OF AFFAIRS
of the
UNIVERSITY OF TECHNOLOGY SYDNEY
June 2006

SECTION 1 – POLICY DOCUMENTS

Publications containing policies and procedures

The policies and procedures contained in the UTS: Handbook and the UTS: Calendar are included in the lists below.

UTS: Handbook and UTS: Calendar

The UTS: Handbook and the UTS: Calendar can be purchased at the following prices (in Australian dollars), which are inclusive of GST, postage and handling:

HANDBOOK AND CALENDAR	AUSTRALIA	OVERSEAS
UTS: Handbook (in print)	\$45.00	\$50.00
UTS: Handbook (on CD)	\$5.00	\$6.00
UTS: Calendar (in print)	\$32.50	\$37.50

The UTS Handbook and Calendar are published on the World Wide Web at:

<http://www.handbook.uts.edu.au>

<http://www.handbook.uts.edu.au/cal/index.html>

They are also available for sale by contacting:

Publications
 Governance Support Unit
 University of Technology, Sydney
 PO Box 123
 Broadway 2007
 Telephone: (02) 9514 2940

An order form is available for downloading at:

http://www.handbook.uts.edu.au/order_form.html

Planning documents and reports

- UTS Setting the Pace 2005–2008 Strategic Directions for the Current Decade
- UTS Strategic Plan 2005–2008 and Enabling Plans
- Privacy Management Plan
- UTS Disability Action Plan 2003–2007

Other documents

Governance matters

- University of Technology, Sydney, Act 1989 No 69
- University of Technology, Sydney, By-law 2005
- Rules of the University
- Standing Delegations of Authority
- Standing Orders for the Council and its Standing Committees
- Standing Orders for the Academic Board
- Pro-Chancellor: procedures for appointment of a member of Council to preside over graduations and other ceremonial occasions in certain circumstances
- Duties and Powers of Faculty Boards

- Ethnic Affairs Priority Statement
- Guidelines for the Use of Non-Discriminatory Language at UTS
- Policy on Prevention of Harassment
- Risk Management Policy
- UTS Reconciliation Statement
- Work, Study and Family Responsibilities

Courses and awards

- Award Course Approval Policy
- Code of Practice for Supervisors and Doctoral Candidates
- Code of practice for Supervisors and Honours Degree Students
- Code of practice for Supervisors and Masters by Thesis Candidates
- Coursework Assessment Policy and Procedures
- Diversity Guidelines for Courses and Subjects
- Guidelines for the Introduction of Courses Taught in Languages Other than English (LOTE) or with Teaching Materials in LOTE
- Guidelines on TOEFL/TWL (Test of English as a Foreign Language / Test of Written Language)
- Honorary Awards Policy
- Policy on UTS Offshore Activities
- Short Courses Policy
- UTS Recognition of Prior Learning (RPL) Policy

Records and information technology

- UTS Email Policy
- Guidelines for the Use of Email
- Information Technology Security
- Recommended Guidelines for Email usage
- Records Management Policy
- UTS Web Policy

Research

- Code of Conduct for Research
- Ethical Conduct of Research: academic and support staff
- Human Research Ethics Committee Policy for Undergraduate and Postgraduate Students
- Human Research Ethics Committee Guidelines for Undergraduate and Postgraduate Students
- Intellectual Property Policy
- Policy Relating to Research Funding by the Tobacco Industry
- Research Commercialisation Guidelines
- Research Strengths Policy
- Roles of Supervisors
- Selection of Examiners

Students

- Admissions Policy
- Advice to Students on Good Academic Practice
- Guidelines for Summary Exclusion of a Student from a Class or Facility
- Handling of Student Complaints
- Higher Degrees by Research: principles for establishment and management of UTS-sponsored places
- Mediation Guidelines for Grievances of Research Degree Candidates
- Policy on Management and Protection of Personal Student Information
- Procedures for Managers Handling Student Complaints
- Statement of Postgraduate Coursework Students' Rights and Responsibilities
- UTS Student Charter
- Student Ombud Terms of Reference

Academic staff

- Appeals Against Academic Promotion Decisions
- Appointment of Associate Deans
- Appointment of Clinical Associates, Faculty of Nursing, Midwifery and Health

- Appointment of Deans
- Appointment of Directors of Centres and Institutes
- Appointment of Distinguished Professor by Invitation
- Appointment of Heads of Department
- Appointment of Heads of School
- Appointment of UTS Invited Professor
- Guidelines for the Award of the Title 'Emeritus Professor'
- Guidelines for UTS Teaching Awards
- Honorary Appointments Policy
- Performance Enhancement Guidelines
- Personal Professorships
- Promotion to Lecturer
- Professional Experience Programs (PEP)
- Professorial Fellows
- Promotion to Associate Professor
- Promotion to Professor
- Promotion to Senior Lecturer
- Faculty Readerships
- University Readerships

Non-academic staff

- Probation for Support Employees (and supplementary guidelines)
- Study Time for Support Employees
- Guidelines for Performance Review for Support Staff

Employment

- Code of Conduct
- Education Allowance Policy
- Employee Records
- Guidelines for Performance Management in the Executive Remuneration Scheme
- Guidelines on Payment to be Made to Employees vs Contractors
- Guidelines on Fostering Strategic Partnerships with External Organisations Through Staffing Arrangements
- Guidelines for the Transferability of Service for Long Service Leave and PEP
- Outside Work
- Payment of Travel and Relocation Expenses for New Employees
- Recruitment and Selection Guidelines and Policy
- Relieving Appointments
- Reporting of Suspected Corrupt Conduct, Maladministration and Serious and Substantial Waste within UTS
- Resignation and Retirement Guidelines
- Staff Grievances
- Staff Secondments/Exchanges
- Temporary Transfer to Fractional Employment

Environment, health and safety

- Communicable Diseases
- Environment Health and Safety
- First Aid
- Guidelines for Medical Exclusion of Adults at UTS with Specified Infectious Diseases
- Guidelines for Applications for Bio-Safety Approval Research and Teaching
- Manual Handling
- Workplace Injury Management and Return to Work Program
- Smoke-Free University Environment
- Sustainability

Miscellaneous

- Art Collection Acquisition and Management
- Commercial Activities Directives
- Corporate Credit Card

- Facilities Hire
- Procurement Policy
- Expression and Practice of Religious, Political and Other Values, Beliefs and Ideas at UTS
- Display of Flags
- Policy for the Establishment and Management of UTS Centres of Enterprise Research &/or Community Service
- Guidelines for Use of the UTS Corporate Symbols
- UTS Design Guidelines
- Policy Statement on the Use of University Facilities by Outside Organisations
- Naming Rights
- Parking
- Plain English
- Potential and Actual Violent and Disruptive Behaviour on Campuses
- Sign Standards

SECTION 2 – STATEMENT OF AFFAIRS

The University's most recent Statement of Affairs was issued in June 2006. The University's Summary of Affairs and Statement of Affairs may be obtained from the office of the FOI Officer and is also available on the University website at:

<http://www.gsu.uts.edu.au/foi/index.html>

SECTION 3 – CONTACT ARRANGEMENTS

Generally the University will meet reasonable requests for access to information without the need for formal applications under the FOI Act. As new policies are adopted and existing policies change they are added to the University's website. The UTS Legislation, Rules and Policies website contains many of the documents listed. The website is accessible by any text-enabled web browser. The web address is:

<http://www.gsu.uts.edu.au/lrp.html>

Publications available for sale have their prices shown. Some documents are available free of charge. In other cases, a charge of twenty cents per page will be made for any photocopies provided. Policy documents may be inspected at the University by prior arrangement with the FOI Contact Officer.

The University's first point of contact for general inquiries is the UTS Student Info & Admin Centre, Level 4 of the Tower Building, Broadway, telephone (02) 9514 1222. Inquiries may be made in person or over the telephone during the following hours: 8.30 a.m. to 6.00 p.m. Monday to Thursday, and 8.30 a.m. to 5.00 p.m. on Friday. If the information requested cannot be provided by the Centre, the inquiry will be directed to the appropriate section of the University.

The University's FOI Contact Officer is:

Deborah Edwards
FOI Contact Officer
Level 26, Tower Building (CB01.26)
University of Technology, Sydney
Telephone: (02) 9514 1245
Email: Deborah.Edwards@uts.edu.au
Office hours: 9.00 a.m. to 4.00 p.m.

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****THE UNIVERSITY OF WOLLONGONG****JUNE 2006****THE UNIVERSITY'S POLICY DOCUMENTS**

For the purpose of this summary, University's policy documents include all documents, which have a bearing on the affairs of the University and which

- contain interpretations, rules, guidelines, statements of policy, practices or precedents,
- particulars of any administrative scheme,
- manner of administration of any legislative instrument or administrative scheme,
- procedure for investigation of any contravention of any legislative instrument or administrative scheme,

that affect rights, privileges, benefits, obligations or penalties to which the public may be entitled, eligible, liable or subject. The four key University policy documents are the University Calendar, Annual Report, University Council Minutes and Codes of Practice.

The University of Wollongong website incorporates all policy documents for public access at <http://www.uow.edu.au>. Relevant policies are listed below.

The University has implemented a central electronic records management system in accordance with NSW State Records Act 1998. Documents held on this system are accessible to campus-wide users within University access delegations.

OTHER RELEVANT POLICY DOCUMENTS

Listed below are the policies relevant to this document. All documents can be found on the University's website or by contacting the University FOI and Privacy Officer.

UNIVERSITY ORGANISATION & GOVERNANCE

- University of Wollongong Act 1989
- University of Wollongong By Law 1991
- University Strategic Plan 2005-2007
- Learning and Teaching Strategic Plan
- Research and Research Training Management Plan
- Internationalisation Strategic Plan
- Internal Audit Charter
- International Linkages Policy and Guidelines for Establishing Linkages
- IT Directions
- Campus Access & Order Rules
- Election Procedures (Senate and Faculty Committees)
- Conflict of Interest Policy
- Copyright Policy
- Freedom of Information
- Privacy Policy
- Quality Review Framework
- Management of University Records
- Use of University Name

EMPLOYMENT EQUITY & DIVERSITY

- Equal Employment Opportunity and Affirmative Action
- Aboriginal Employment Strategy
- Anti Bullying Guidelines

- Balancing Work & Family Guidelines
- Children on Campus Policy
- Grievance Resolution Procedures
- Conflict of Interest Policy
- Guidelines on the Use of the Parents' Room
- Alcohol - Guidelines on the Use and Management of Alcohol at University Functions
- Alcohol - Policy on Alcohol and Drugs in Employment
- Policy and Guidelines on Non-discriminatory Language Practice & Presentation Policy Statement
- Policy for People with Disabilities
- Reconciliation Statement
- Respect for Cultural Diversity Policy
- Sexual Assault Protocol
- Sexual Harassment Policy

FINANCE & INSURANCE

- Asset Disposal Policy
- Cash Receipting and Banking Policy
- Corporate Credit Card Policy
- Delegations Policy
- Fees Discount, Waivers & Refunds Procedures
- Insurance Policies
- Internal Cost Recovery Accounting Policy
- Investment Policy
- Petty Cash Procedures
- Purchasing and Procurement Policy
- Segregation of Duties Policy
- Travel Policies Relating to Motor Vehicle Use

IT POLICIES

- "All" Mailing Lists Management Guidelines
- Email Access Policy
- Internet Access Policy
- Internet Access Guidelines
- IT Acceptable Use Policy
- IT Security Policy
- IT Server Security Policy
- Mobile Telephone Policy
- Music, Video and Software Piracy Policy
- Requirements for "All Academic" and "All General" emails
- Rules Governing Use of IT Facilities
- Software Asset Management Guidelines
- Telephone Policy
- University Copyright Information
- User Account Management Policy
- User Account Management Guidelines
- Web Proxy Policy

LEARNING & TEACHING

- Academic Grievance Policy (Coursework & Honours Students)
- Academic Grievance Policy (Higher Degree Research Students)
- Acknowledgement Practice/Plagiarism Policy
- Advanced Standing
- Alternative Assessment for Students with a Disability
- Appeals Policy for Higher Degree (HDR) Thesis Examination Outcomes
- Assessment Guidelines – Scaling
- Assessment Committee Guidelines
- Attributes of a UOW Graduate
- Attributes of a UOW Research Graduate
- Code of Practice – Students
- Code of Practice – Practical Placements

- Code of Practice - Supervision
- Code of Practice – Teaching and Assessment
- Code of Practice – Honours
- Course and Subject Approval Procedures
- Dean’s Merit List Rules
- Fees Discount, Waivers and Refunds Procedures
- Good Practice Assessment Guidelines
- Grievance Resolution Procedures
- Higher Degree Research (HDR) Student Academic Grievance Policy
- Information Literacy Integration Policy
- Learning and Teaching Strategic Plan
- Policy Guidelines for Double Degrees
- Policy and Guidelines on Non-discriminatory Language Practice & Presentation Policy Statement
- Policy on Ethical Objection by Students to the use of Animals and Animal Products in Coursework Subjects.
- Prizes for Academic Excellence Policy
- Quality Review Framework
- Rules for Student Conduct & Discipline
- Scholarship and Prizes Approval Process
- Special Arrangements for Examinations for Students with a Disability
- Special Consideration Policy
- Student Academic Grievance Policy
- Subject Quota Guidelines
- Teaching and Assessment Policy
- Tertiary Literacy Policy and Procedures
- Tuition Fees Policy
- Use of Computing Facilities

LIBRARY

- Information Access Policy
- Library Code of Conduct
- Serials – Policy and Management
- University Archives Policy

OH&S

- Asbestos Policy
- Contaminated/Hazardous Waste Disposal Guidelines
- Contractor Safety Guidelines
- Critical Incident Intervention Guidelines
- Electrical Safety Guidelines
- Ergonomic Equipment Guidelines
- Fieldwork Safety Guidelines
- First Aid Guidelines
- First Aid Guidelines
- Hazard and Incident Reporting Guidelines
- Injury Management Policy
- Laboratory Inspection Guidelines
- Laboratory Safety Guidelines
- Legislative Compliance Guidelines
- Manual Handling Guidelines
- Occupational Health and Safety Policy
- OH&S Considerations in Design Guidelines
- OH&S Document Control Guidelines
- OH&S Performance Measurement and Reporting Guidelines
- OH&S Purchasing Guidelines
- Overcrowding in Teaching Spaces Policy
- Radiation Safety Guidelines
- Radioactive Waste Disposal Guidelines
- Risk Management Guidelines
- Risk Register Guidelines

- Safe Work Procedures Guidelines
- Smoke Free Workplace Policy
- Use of Carcinogenic Chemicals Guidelines
- Working Alone Policy
- Working with Blood and Bodily Fluids Guidelines
- Working with Hazardous Substances Guidelines
- Working with Laser Guidelines

PERSONNEL POLICIES

- Academic Staff – Leave, Absences & Cessation of Employment
- Access to Personal Files
- Anti Bullying Policy
- Alcohol & Drugs Policy
- Change of Name
- Children on Campus Policy
- Client Service and Complaints Handling
- Close Personal Relationships
- Conflict of Interest Policy
- Corruption Prevention Policy
- Delegations Policy
- Employee Assistance Program
- General Staff – Leave, Attendance & Overtime
- Identification Cards
- Ideas Scheme
- Library Rights – Former Employees
- Policy Writing
- Records Management Policy
- Reference Check Policy
- Secondary Employment Policy
- Sexual Assault Protocol
- University Code of Conduct (Staff)

RESEARCH

- Animal Research Ethics
- Animal Research Guidelines
- Authorship Policy
- Biosafety Research Ethics
- Code of Practice - Research
- Commercial Research Policy
- Fees for Human Research Ethics Committee Review
- Higher Degree Research Policies and Guidelines
- Human Research Ethics Committee Telephone Interviewing Policy
- Human Research Ethics
- Human Research Ethics Complaints Policy
- Human Research Ethics Privacy Policy
- Intellectual Property Policy
- Research Delegations
- Use of University Name

STATEMENT OF AFFAIRS / ANNUAL REPORT

The University's most recent Statement of Affairs / Annual Report was issued on 30 April 2005. The report is available on the web at <http://www.uow.edu.au/about/uowar2005.pdf>. This document provides details of administrative and academic activities, affiliated organisations and financial accounts for the calendar year. Detailed contents include:

INTRODUCING UOW

- The University of Wollongong
Vision and Guiding Principles
- Vice-Chancellor's Review

- Highlights of 2005
- Governance, Planning and Review
- Strategic Planning, Quality Review, Freedom of Information, Complaints Management Privacy, Challenges, Issues and Solutions.
- Ethnic Affairs, Judicial Affairs

UOW ACHIEVEMENTS AND PEOPLE 2005

- The Student Experience
 - Student Representation
 - Indigenous Perspectives/Students
 - Residential Accommodation
- Learning and Teaching
 - The Attributes of a Wollongong Graduate
 - Student Learning
 - Quality Teaching Programs
 - Quality Teaching
 - Priorities for 2006
- Research and Innovation
 - Objectives and Key Outcomes
 - Research Highlights
 - Research Funding
 - Student Scholarship and Training and Strategic Research Directions
 - Research Quality, Impact and recognition
 - Research Partnerships and Commercialisation Opportunities
 - Research Strengths
 - Priorities for 2006
- International Perspectives
 - Objectives and Key Outcomes
 - 2005 in Review
 - Key International Alliances
 - Programs for an International Multicultural Context
 - Cultural Sensitivity and Understanding Among Staff and Students
 - Diversification of the Student Profile
 - Excellence in Support Services for International Students
 - Priorities for 2006
- Community Engagements
 - Overview
 - Objectives and Key Outcomes
- UOW Staff
 - Staff Policies and Practices
 - Managing Industrial and Employee Relations
 - Career Development
 - Supporting Employment Equity and Diversity
 - Career Development
 - Ethnic Affairs Priority Statement
 - Occupational Health and Safety
- UOW Facilities
 - Innovation Campus and vision
 - Shoalhaven Campus and UOW Education Centres
 - Shoalhaven Campus
 - Bega Education
 - Batemans Bay
 - Moss Vale
 - Loftus
- UOW Services
 - Library
 - Research
 - Learning and Teaching
 - International
 - Good Practice

- Student Services
- Centre for Development and Interactive Resources
- Information Technology Services

RESOURCES AND CONTROLLED ENTITIES

UOW RESOURCES

- University Library
Quality Assurance, Learning and Teaching, Research Strengths, Valuing Alumni
- Information Technology Services
- Campus Facilities
Environmental Sustainability, Recycling, Greenhouse Emissions
- Student Services
- Centre for Education Development and Interactive Resources

CONTROLLED ENTITIES

- Illawarra Technology Corporation Limited (ITC)
Wollongong University College (Wollongong, Sydney and Auckland), UOW in Dubai, UniAdvice
- Wollongong UniCentre
- University Recreation & Aquatic Centre
- Enikos Pty Ltd

FACTS AND FIGURES 2005

- Appendix A: UOW Faculty Structure
- Appendix B: University Council Role and Function; Membership and Attendance; Academic Senate; Senior Academic Advisory Committees
- Appendix C: FOI Statistics; EED Statistics
- Appendix D: Academic Promotions
- Appendix E: Major Works; Minor Works; Land Holdings and Disposal

FINANCE 2005

- **Financial Performance**
University and Subsidiaries Financial Performance which includes Consolidated Operating Result Overview; State Superannuation Scheme; Consolidated Revenue Analysis; Consolidated Expense Analysis; Consolidated Statement of Financial Position (Balance Sheet)
- **University Financial Performance 2005**
Statement of Financial Performance; Statement of Financial Position; Payment of Accounts; Risk Management and Insurance; Management of Investments; Matters Raised by the Auditor-General; Grants to Non-Government Community Organisations;
- **Financial Statements**
University Council Statement; Independent Audit Report; Statement of Financial Position for the Year Ending 31 December 2005; Statement of Cash Flows for the Year Ending 31 December 2005
- **Notes**
Notes to and Forming Part of the Financial Statements for the Financial Year Ending 31 December 2005.

The Annual Report is available on the University of Wollongong web site at
<http://www.uow.edu.au/about/uowar2005.pdf>

UNIVERSITY COUNCIL MINUTES

Council Minutes are a record of the policy decisions taken by the University Council. These are available via the Council Secretary. Council meetings are open to members of the public on request.

University Council details are available from: <http://www.uow.edu.au/governance/council.html>.

CODE OF PRACTICE DOCUMENTS

CODE OF PRACTICE - STUDENTS

Defines the responsibilities of students who, with staff, share an active participation to ensure that teaching is conducted efficiently and effectively, enabling students to achieve their maximum potential. It contains guidelines with regard to plagiarism, subject information, reviewing of assessment marks and grades, and late submission of work.

CODE OF PRACTICE - TEACHING AND ASSESSMENT

Defines the responsibilities of staff in relation to the teaching and the assessment of student performance. It recognises the aim of University teaching as “to enable students to reach their highest possible level of learning during their time of enrolment and to prepare them for life-long learning”. Further, staff collectively then “are responsible for ensuring that the design, management and teaching of their subjects facilitate effective learning”. Also of importance is the equitable treatment of all students, hence the University is to ensure congruence between the stated student outcomes with content and assessment of subjects.

CODE OF PRACTICE – HONOURS

Similarly, the Code of Practice – Honours outlines the teaching and assessment process for honours students and supervisors. It outlines the responsibilities of the University and of the Academic Unit, assessment procedure, and the procedure to follow for grievances with assessment and supervision.

CODE OF PRACTICE - PRACTICAL PLACEMENTS

The University acknowledges the importance of practical placements as a learning experience that enables students to develop their knowledge and skills. As such, the Code of Conduct outlines the expectations of students, supervisors and the University in the undertaking of practical placements.

CODE OF PRACTICE - SUPERVISION

Research training at a University involves the active participation of both staff and students. The responsibility to ensure research is done in the most beneficial, effective and efficient manner rests on the University collectively. While the primary responsibility rests with the student the Code also defines the responsibilities of the University, of the Academic Unit, and the Supervisor, as well as the assessment and grievance procedures.

CODE OF PRACTICE - RESEARCH

The Code sets out guidelines for the undertaking of Responsible Practice of Research. It outlines the approval process for research, best practice with regard to research, and outlines penalties for research misconduct.

Codes of Practice are published in the University Calendar and are available from the University Handbook main-page <http://www.uow.edu.au/handbook>.

DESIGNATION OF FOI OFFICER

The designated officer of the University, to whom enquiries concerning the procedures for inspecting the Agency’s policy documents can be directed, is the FOI and Privacy Officer. Any inquires concerning access to the University’s policy documents and Statement of Affairs can be made during office hours (Monday to Friday, 9.00 am to 5.00 pm) to:

FOI & Privacy Officer
Legal & Commercial Unit
Administration Building (36)
University of Wollongong
Wollongong NSW 2522
Telephone: (02) 4221 3277

ACCESS TO THE UNIVERSITY’S POLICY DOCUMENTS

The University has developed a comprehensive website and has worked towards moving all appropriate documents to the University web address <http://www.uow.edu.au>. This approach facilitates open access to information and negates approaches to the University FOI Co-ordinator to gain access to copies of most documents.

Documents not currently available on the University website are available in hardcopy from relevant sections of the University.

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****ZOOLOGICAL PARKS BOARD OF NEW SOUTH WALES****(F.O.I. Agency No. 78)****SECTION 1 – POLICY DOCUMENTS**

The Board has the following policy documents which access is available to members of the public.

TARONGA & WESTERN PLAINS ZOOS

Functions of the Board
Constitution of the Board
Capital Works Program
Appointment of Directors
Delegation of Powers to Committees, Director, Senior Staff and Other Persons
Investment of Funds Policy
Media Announcements
Preservation of Rights of Certain Employees (Schedule 1 of ZPB Act)
Extracts from relevant Acts

EXECUTIVE SUPPORT

Zoological Parks Board Master Plans - Taronga and Western Plains Zoos
Zoological Parks Board Business Plan
Zoological Parks Board Corporate Plan
Zoological Parks Board Mission Statement
Zoological Parks Board Annual Report
Zoological Parks Board of NSW Privacy Management Plan

HUMAN RESOURCES BRANCH

Equal Employment Opportunity Policy
Equal Employment Opportunity Annual Report
Occupational Rehabilitation Policy
Human Resources and O.H. & S. Policies
Ethnic Affairs Policy Statement
Code of Conduct and Ethics
Disability Action Plan

SECTION 2 – STATEMENT OF AFFAIRS

The Board's Statement of Affairs published in June 2006 is available as a separate document. Copies of the Statement of Affairs can be obtained free of charge by contacting the Freedom of Information Coordinator during the hours of 9a.m. to 5p.m. Monday – Friday.

SECTION 3 – CONTACT ARRANGEMENTS

In many cases, information may be provided or access given to the documents by making a request. Should the Zoological Parks Board of NSW decline to provide information or give access to documents in response to a request, the applicant may consider making a formal application under the provisions of the Freedom of Information Act. Under this Act the Zoological Parks Board of NSW is required to make information available where possible.

Access to documents in the possession of the Board should be accompanied by the application fee and applications should be directed in writing.

The Freedom of Information Coordinator is available during the hours of 9am – 5pm, Monday – Friday.
Contact details of the Freedom of Information Coordinator are:

The Freedom of Information Coordinator
Zoological Parks Board of NSW
Bradleys Head Road
MOSMAN NSW 2088
Telephone: (02) 9978 4716

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

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

Advancing Skills Consultation Paper, October 2005
Ambulance Officer Curriculum Guide 2001
Annual Reports 1996/97 to 2004/05
Best again 2002-2007 The future direction for the Ambulance Service of NSW
Best again 2002-2007 – Report card on the first 12 months
Code of Conduct for staff March 2001
Code of Conduct for Board Members
Corporate Plan 2004 – 2006
Corporate Plan 2005 – 2007
Disability Action Plan 2000-2003
Draft Final Regional NSW Operational Review
Drug and Alcohol Policy
Equity and Diversity Management Plan 2005/06
Information Management and Technology Strategic Plan 2001-2004
Relevant Instructional Circulars to Staff
Interim Asset Strategic Plan 2001
NSW HEALTHPLAN 2005 – The NSW Health Services Functional Area Supporting Plan to the NSW
State Disaster Plan (NSW DISPLAN)
Operational Review-Sydney Interim Report 2001
Operational Review-Sydney Interim Report 2001 summary brochure
Operational Review-Sydney Final Report 2002
Operational Review-Sydney Final Report 2002 summary brochure
Relevant Personnel Policies and Procedures
Policy on Honorary Ambulance Officers 2003
Rotary Wing Review, December 2004
Sirens 2000-2005 (fortnightly newsletter for staff)

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

FOI Coordinator
Ambulance Service of NSW
Locked Bag 105
Rozelle NSW 2039
Telephone 9320 7609
Fax 9320 7802

Enquiries can be made between 9am and 5pm Monday to Friday. Applications under the Freedom of Information Act 1989 should be accompanied by a \$30 application fee.

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

SECTION 1 – DOCUMENTS

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

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

List of Policy Documents produced by the Department

Aboriginal Justice Advisory Council

Fact Sheets:

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

Other material

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

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

Administrative Decisions Tribunal

ADT Annual Reports

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

Brochures (All brochures available through ADT website)

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

Practice Notes (All Practice Notes available through ADT website)

- PN1 General Division: Freedom of Information Review Applications
- PN4 Application to Change Hearing Dates
- PN5 Appeals: Procedures for Appeals to the Appeal Panel of the Tribunal
- PN 6 General Division: Referral of Complaint under the Veterinary Surgeons Act 1986 and (replaced by PN 17)
- PN7 All Divisions: Summons to Attend and Give Evidence; Summons to Attend and to Produce Documents or other things: Tribunal Practice
- PN8 Retail Leases Division
- PN9 General Division: Licence Suspensions under Fair Trading Act 1987: Procedures relating to Applications for Review
- PN10 All Divisions: Access to the Tribunal – Use of Telephone and Video Links
- PN11 External Appeals: Procedures for External Appeals to the Appeal Panel of the Tribunal
- PN12 Costs

- PN13 All Divisions: Publication, Anonymisation and Suppression
- PN14 All Divisions: Expert Evidence and Reports
- PN15 All Divisions: Incapacitated Persons: Appointing a Representative
- PN16 General, Equal Opportunity, and Community Services Divisions: Mediation
- PN17 General Division: Professional Disciplinary Proceedings
- PN18 All Divisions: Calling Witnesses for Oral Evidence
- PN19 Equal Opportunity Division: Practice and Procedure

Policies (All policies available through ADT website)

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

Training material

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

Anti-Discrimination Board

- Annual Report 1999-2000
- Annual Report 2000-2001
- Annual Report 2001-2002
- Annual Report 2002-2003
- Annual Report 2003-2004
- Annual Report 2004-2005
- Guarantee of Service (currently unavailable – under revision)
- Equal Time (quarterly newsletter) (available in electronic form only)

Guidelines

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

Fact sheets

- General Factsheet: Discrimination & the Anti-Discrimination Board of NSW
- What you can do if you are treated unfairly (easy to read, very low literacy)
- Treated unfairly because you are an Indigenous person?
- Age Discrimination

- Carers' Responsibilities
- Disability Discrimination: Your Rights
- Discrimination, EEO and Affirmative Action
- Harassment & Sexual Harassment: Your Rights
- Homosexual Discrimination
- Infectious Diseases
- Lesbian Discrimination & Harassment
- Marital Status Discrimination
- Pregnant Women & Discrimination
- Race Discrimination: Your Rights (English and Arabic)
- Sex Discrimination
- Strategies Factsheet: How to deal with discrimination unfair treatment or harassment
- Transgender Discrimination: Your Rights
- Vilification: Your Rights (English and Arabic)
- What you need to know about anti-discrimination law (low literacy) (English and Arabic)
- Complaining to the Anti Discrimination Board of NSW
- A Guide for Respondents (unavailable – currently being revised)
- Know Your Rights: A guide for Aboriginal and Torres Strait Islander People – Discrimination and harassment
- Pre-Employment Medicals (currently unavailable – under revision)
- Anti-Discrimination Law And Charities (currently unavailable – under revision)
- ADA Amendments Fact sheet

Brochures

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

Internal policy documents

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

Anti Discrimination Board speeches and submissions (available only on the Board's website)

- ADB launches amendments and education initiatives
- Addressing systemic discrimination in the public sector
- ALRC and AHEC Inquiry in to the Protection of Human Genetic Information
- C-change: the report of the enquiry into hepatitis C related discrimination
- Launch: Unfair treatment ... what to do
- Mardi Gras Forum 2003 – The Neglected Communities – Papers
- NSW Aboriginal Justice Plan – Aboriginal Justice Advisory Council
- Race for the Headlines: racism and media discourse
- Review of the Administrative Decisions Tribunal Act 1997 (NSW)
- Review of the Births Deaths and Marriages Registration Act 1995 (NSW)
- Review of the Police Act 1990 (NSW)
- Review of the Property Relationships Act 1984 (NSW)
- Review of the Status of Children Act 1996
- Working Paper – Gay, Lesbian, Bisexual, Transgender and Intersex (GLBTI) Ageing and Discrimination Forum.

Asset Management Services

- Use Of Departmental Premises By External Organisations

- Employee Housing – Departmentally Owned Premises
- Tendering – Policy and Procedure

Bureau of Crime Statistics and Research

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

Statistical Reports (1991 to present) [fee applies]

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

- NSW Criminal Courts Statistics – 1991 to present

Recorded Crime

- NSW Recorded Crime Statistics 1995 to present

Key Trends [fee applies]

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

Policy Documents

- Information Service Operating Guidelines, revised 2005 (not available on website)

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

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

Research Reports (1984 to present) [fee applies]

- Intoxicated Persons 1981 (1984)
- Bail Reform in NSW (J. Stubbs, 1984)
- Drugs and Crime (I. Dobinson and P. Ward, 1985)
- Fine Default (J. Houghton, 1985)
- The Impact of Random Breath Testing in NSW (J. Cashmore, 1985)
- Homicide: The Social Reality (A. Wallace, 1986)
- Soliciting in Darlinghurst (G. Travis, 1986)
- Prostitution: A Descriptive Literature Review (G. Travis, 1986)
- Bail and Drug Charges (D. Weatherburn, M. Quinn and G. Rich, 1987)
- Child Sexual Assault: The Court Response (J. Cashmore and M. Horsky, 1987)
- Drugs and Crime – Phase II (I. Dobinson and P. Ward, 1987)
- Criminal Justice in North-West New South Wales (C. Cunneen and T. Robb, 1987)
- Robbery (1987)
- Police Reports of Serious Assault in New South Wales (T. Robb, 1988)

- Appeals Against Sentence Severity, Sentencing Judgments of the NSW Court of Criminal Appeal (D. Weatherburn, 1988)
- Homicide 2 (R. Bonney, 1988)
- Buying and Selling Heroin – A Study of Heroin Users/Dealers (I. Dobinson and P. Poletti, 1989)
- Child Sexual Assault: The Court Response II (A. Goodwin, 1989)
- Questioning the Magistrate’s Decision: Sentencing and Conviction Appeals from the Local Court (C. Rizzo, 1989)
- Case Studies in Corporate Crime (R. Longdale, 1990)
- Police Reports of Non-Aggravated Assault in New South Wales (R. Bonney & L. Kery, 1991)
- School Arson in New South Wales (L. Burns, 1991)
- Planning Optimum Court Capacity (B. Lind, D. Weatherburn & J. Packer, 1990)
- Disadvantage and Crime in New South Wales (C. Devery, 1991)
- Domestic Violence in NSW: A Regional Analysis (C. Devery, 1992)
- Complaints Against Police in New South Wales (J. Stubbs, 1992)
- Mapping Crime in Local Government Areas: Assault and Break & Enter in Waverley (C. Devery, 1992)
- Family, Acquaintance and Stranger Homicide in New South Wales (M.T. Nguyen Da Huong & P. Salmelainen, 1993)
- A Computer Simulation Model of the District Criminal Court of New South Wales (I. Crettenden, J. Packer & S. Macalpine, 1993)
- Policing Pubs: Evaluation of a Licensing Enforcement Strategy (L. Burns & C. Courmarelos, 1993)
- Patterns of Motor Vehicle Theft (C. Devery, R. Jochelson & M.T. Nguyen Da Huong, 1993)
- Crime on the Rail System (R. Jochelson, 1994)
- Juvenile Offending: Predicting Persistence and Determining the Cost-Effectiveness of Interventions (C. Coumarelos, 1994)
- Sentence Disparity and its Impact on the NSW District Criminal Court (D. Weatherburn, 1994)
- Assaults on School Premises (L. Trimboli & R. Bonney, 1994)
- The Correlates of Offending Frequency: A Study of Juvenile Theft Offenders in Detention (P. Salmelainen, 1995)
- Sentence Indication Scheme Evaluation Interim Report – The Impact of the NSW Sentence Indication Scheme on Plea Rates and Case Delay (D. Weatherburn, 1995)
- Drug Law Enforcement Policy and its Impact on the Heroin Market (D. Weatherburn & B. Lind, 1995)
- The Criminal Justice Response to Sexual Assault Victims (A. Edwards, 1996)
- The Impact of Alcohol Sales on Violent Crime, Property Destruction and Public Disorder (R. Stevenson, 1996)
- Public Housing and Crime (E. Matka, 1997)
- Social and Economic Stress, Child Neglect and Juvenile Delinquency (D. Weatherburn & B. Lind, 1997)
- Crime & Place: An Analysis of Assaults and Robberies in Inner Sydney (R. Jochelson, 1997)
- The Stolen Goods Market in New South Wales (R. Stevenson & L. Forsythe, 1998)
- Juveniles in Crime – Part 1: Participation Rates and Risk Factors (J. Baker, 1998)
- Drug Law Enforcement: Its Effect on Treatment Experience and Injection Practices (D. Weatherburn, B. Lind & L. Forsythe, 1999)
- Managing Trial Court Delay: An Analysis of Trial Case Processing in the NSW District Criminal Court (D. Weatherburn & J. Baker, 2000)
- Validation of NSW Police Crime Statistics: A Regional Analysis (M. Chilvers & P. Doak, 2000)
- Drug Crime Prevention and Mitigation: A Literature Review and Research Agenda (D. Weatherburn, L. Topp, R. Midford & S. Allsopp, 2000)
- Simulating the New South Wales Criminal Justice System: A Stock & Flow Approach (B. Lind, M. Chilvers & D. Weatherburn, L. 2001)
- An Evaluation of the Safe City Strategy in Central Sydney (C. Coumarelos 2001)
- Factors Underlying Indigenous Arrest Rates (B. H. Hunter, Centre for Aboriginal Economic Policy Research, The Australian National University, Canberra, 2001)
- Evaluating police operations (1): A process and outcome evaluation of Operation Vendas (C. Jones & D. Weatherburn, 2004)
- The Cannabis Cautioning Scheme three years on: An implementation and outcome evaluation (J. Baker & D. Goh 2004)
- Ethics and the Governance of Criminological Research in Australia (Professor M. Israel, School of Law, Flinders University, Adelaide, 2004)

- School violence and its antecedents: interviews with high school students (A. Grunseit, D. Weatherburn & N. Donnelly, 2005)
 - An evaluation of the NSW Child Sexual Assault Specialist Jurisdiction Pilot (J. Cashmore & L. Trimboli, 2005)
- Crime and Justice Bulletins (1987 to present)
- Trends in Serious Crime in NSW (1987)
 - Bail in NSW (1987)
 - Heroin Use and Crime (1987)
 - Criminal Prosecution Process in NSW (1987)
 - Homicide (1988)
 - Court Delay and Prison Overcrowding (1989)
 - Arson in NSW (1990)
 - Suicide (1990)
 - Juvenile Justice and the Children's Court in New South Wales (1990)
 - Sentencing Assault Offenders in the Higher Courts in New South Wales (1990)
 - Uses and Abuses of Crime Statistics (E. Matka, November 1990)
 - Domestic Violence in NSW (E. Matka, March 1991)
 - Aspects of Malicious Damage (R. Bonney, March 1992)
 - Imprisonment Rates in NSW and Victoria: Explaining the Difference (L. Babb, March 1992)
 - Aspects of Demand for Criminal Court Time (D. Weatherburn & M.T. Nguyen Da Huong, April 1992)
 - Stealing in NSW (P. Salmelainen, May 1992)
 - Preventing Credit Card Fraud (R. Bonney, September 1992)
 - Understanding Committal Hearings (P. Salmelainen, December 1992)
 - Grappling with Court Delay (Don Weatherburn, January 1993)
 - Adult Sexual Assault in NSW (P. Salmelainen & C. Coumarelos, July 1993)
 - Trends in Homicide 1968 to 1992 (P. Gallagher, M.T. Nguyen Da Huong & R. Bonney, 1994)
 - Women as Victims and Offenders (L. Trimboli, 1995)
 - Why does NSW have a Higher Imprisonment Rate than Victoria (P. Gallagher, 1995)
 - Household Break-ins and the Market for Stolen Goods (R. Jochelson, 1995)
 - The Limits of Incapacitation as a Crime Control Strategy (J. Chan, 1995)
 - Women in Prison (A. Edwards, 1996)
 - Risk Management in Assembling Juries (B. Lind, 1996)
 - Crime Perception and Reality: Public Perception of the Risk of Criminal Victimization in Australia (D Weatherburn, E. Matka & B. Lind, 1996)
 - Methadone Maintenance Treatment as a Crime Control Measure (W. Hall, 1996)
 - Measuring Trial Court Performance : Indicators for Trial Case Processing (D. Weatherburn, 1996)
 - 'Home Invasions' and Robberies (P. Salmelainen, 1996)
 - Young People and Crime (K. Freeman, 1996)
 - Child Neglect: Its Causes and its Role in Delinquency (P. Salmelainen, 1996)
 - Aborigines and Public Order Legislation in New South Wales (R. Jochelson, 1997)
 - Anabolic Steroid Abuse and Violence (B. Maycock and A. Beel, 1997)
 - Hung Juries and Majority Verdicts (P. Salmelainen, R. Bonney and D. Weatherburn 1997)
 - Crime Trends in New South Wales: The Crime Victim Survey Picture (K. Freeman 1998)
 - Mental Health and the Criminal Justice System (K. Freeman 1998)
 - Measuring Crime Dispersion (M. Chilvers, 1998)
 - Are the Courts becoming more lenient? Recent trends in convictions & penalties in NSW Higher and Local Courts (J. Baker, 1998)
 - Cannabis and Crime: Treatment Programs for Adolescent Cannabis Use (L. Trimboli & C. Coumarelos, 1998)
 - Predicting Violence Against Women: The 1996 Women's Safety Survey (C. Coumarelos & J. Allen, 1998)
 - Crime Against International Tourists (J. Allen, 1999)
 - Public Perception of Neighbourhood Crime in New South Wales (M. Chilvers, 1999)
 - The Effect of Arrest on Indigenous Employment Prospects (B. Hunter and J. Borland, 1999)
 - Heroin harm minimisation: Do we really have to choose between law enforcement and treatment (D. Weatherburn & B. Lind, 1999)
 - Predicting Women's Responses to Violence: The 1996 Women's Safety Survey (C. Coumarelos & J. Allen, 1999)
 - Performance Indicators for Drug Law Enforcement (D. Weatherburn, 2000)

- Drug Use Among Police Detainees (T. Makkai, J. Fitzgerald & P. Doak, 2000)
- New South Wales Drug Court Evaluation: Program and Participant Profiles (K. Freeman, R. Lawrence Karski and P. Doak, 2000)
- Community Survey of Willingness to Receive Stolen Goods (J. Allen, 2000)
- New South Wales Drug Court: Monitoring Report (S. Briscoe & C. Coumarelos, 2000)
- New South Wales Drug Court Evaluation: Interim Report on Health and Well-Being of Participants (K. Freeman, 2001)
- What Causes Crime? (D. Weatherburn, 2001)
- The Scope for Reducing Indigenous Imprisonment Rates (J. Baker, 2001)
- The Problem of Mobile Phone Theft (S. Briscoe, 2001)
- Firearms and Violent Crime in New South Wales (J. Fitzgerald, S. Briscoe & D. Weatherburn 2001)
- Does Prohibition Deter Cannabis Use? (D. Weatherburn & C. Jones, 2001)
- The Australian Heroin Drought and Its Implications for Drug Policy (D. Weatherburn, C. Jones, K. Freeman & T. Makkai, 2001)
- Preventing Corruption in Drug Law Enforcement (Justice James Wood AO, 2001)
- Trends in sentencing in the New South Wales Criminal Courts: 1990 – 2000 (J. Fitzgerald, 2001)
- Do targeted arrests reduce crime? (M. Chilvers and D. Weatherburn, 2001)
- Reducing Cannabis Consumption (C. Jones and D. Weatherburn, 2001)
- Law Enforcement's Role in a Harm Reduction Regime (J. P. Caulkins – Carnegie Mellon University, H. John Heinz III School of Public Policy and Management RAND, Drug Policy Research Centre, 2002)
- Multiple drug use among police detainees (Jacqueline Fitzgerald and Marilyn Chilvers, 2002)
- Hung juries and aborted trials: An analysis of their prevalence, predictors and effects (Joanne Baker, Adrian Allen and Don Weatherburn, 2002)
- Crime increases in perspective: The regional dispersion of crime in NSW, 2001 (M. Chilvers, 2002)
- Absconding on bail (Marilyn Chilvers, Jacqui Allen and Peter Doak, Number 68, May 2002)
- Reducing Juvenile Crime: Conferencing versus Court (G. Luke and B. Lind, 2002)
- Recent Trends in Recorded Crime and Police Activity in Cabramatta (M. Chilvers, V. Korabelnikoff & M. Ramsay, 2002)
- What Lies Behind the Growth in Fraud (M. Chilvers, 2002)
- Drug Use Monitoring in New South Wales: The First Two Years (K. Freeman & J. Fitzgerald, 2002)
- The impact of abolishing short prison sentences (Bronwyn Lind and Simon Eyland, Number 73, August, 2002)
- Unemployment duration, schooling and property crime (B. Chapman, D. Weatherburn, C.A. Kapuscinski, M. Chilvers and S. Roussel, Number 74, December 2002)
- Driving under the influence of cannabis in a New South Wales rural area (Craig Jones, Karen Freeman and Don Weatherburn, Number 75, May, 2003)
- The New South Wales Criminal Justice System Simulation Model: Further Developments (Jonathan Clark and Bronwyn Lind, Number 76, May 2003)
- Sentencing high-range PCA drink drivers in NSW (David Saffron and Marilyn Chilvers, Number 77, August 2003)
- Contact with the New South Wales court and prison systems: The influence of age, Indigenous status and gender (Don Weatherburn, Bronwyn Lind and Jiuzhao Hua, Number 78, August, 2003)
- The impact of heroin dependence on long-term robbery trends (Marilyn Chilvers and Don Weatherburn, Number 79, October, 2003)
- Public Perceptions of Crime Trends in New South Wales and Western Australia (Don Weatherburn, and David Indermaur, Number 80, March, 2004)
- Sentencing drink-drivers: The use of dismissals and conditional discharges (Steve Moffatt, Don Weatherburn, and Jacqueline Fitzgerald, Number 81, February 2004)
- Long-term trends in trial court delay in NSW (Yeh Yeau Kuan, Number 82, August 2004)
- Evaluation of the Bail Amendment (Repeat Offenders) Act 2002 (Jacqueline Fitzgerald and Don Weatherburn, Number 83, August 2004)
- The deterrent effect of capital punishment: A review of the research evidence (Janet Chan and Deborah Oxley, School of Social Science and Policy, University of New South Wales, Number 84, October 2004)
- What caused the recent drop in property crime? (Steve Moffatt, Don Weatherburn and Neil Donnelly Number 85, February 2005)

- The transition from juvenile to adult criminal careers (Shuling Chen, Tania Matruglio, Don Weatherburn and Jiuzhao Hua, Number 86, May 2005)
- Driving under the influence of cannabis: The problem and potential countermeasures (Craig Jones, Neil Donnelly, Wendy Swift and Don Weatherburn, Number 87, September 2005)
- Early-phase predictors of subsequent program compliance and offending among NSW Adult Drug Court participants (Karen Freeman and Neil Donnelly, Number 88, October 2005)
- Trends and patterns in domestic violence (Julie People, Number 89, October 2005)
- Long-term trends in property and violent crime in NSW: 1990-2004 (Steve Moffatt and Suzanne Poynton, Number 90, January 2006)
- Risk of re-offending among parolees (Craig Jones, Jiuzhao Hua, Neil Donnelly, Judy McHutchison and Kyleigh Heggie, Number 91, January 2006)
- The attrition of sexual offences from the New South Wales criminal justice system (Jacqueline Fitzgerald, Number 92, January 2006)
- How much crime does prison stop? The incapacitation effect of prison on burglary (Don Weatherburn, Jiuzhao Hua and Steve Moffatt, Number 90, January 2006)

Alcohol Studies Bulletins (2001 to present)

- Temporal and Regional Aspects of Alcohol-Related Violence and Disorder (S. Briscoe and N. Donnelly, 2001)
- Assaults on licensed premises in inner-urban areas (S. Briscoe and N. Donnelly, 2001)
- Young Adults' Experience of Responsible Service Practice in New South Wales (N. Donnelly and S. Briscoe, 2002)
- Liquor Licensing Enforcement Activity in New South Wales (Suzanne Briscoe and Neil Donnelly, Number 4, June, 2003)
- The impact of increased drink-driving penalties on recidivism rates in NSW, (Suzanne Briscoe, Number 5, May 2004)
- The role of alcohol in injuries presenting to St Vincent's Hospital Emergency Department and the associated short-term costs (Suzanne Poynton, Neil Donnelly, Don Weatherburn, Gordian Fulde & Linda Scott, Number 6, December 2005)
- Costing alcohol-related injuries presenting to St Vincent's Hospital Emergency Department – A methodological note (Suzanne Poynton, Neil Donnelly, Don Weatherburn, Gordian Fulde & Linda Scott, Number 7, December 2005)
- Liquor outlet concentrations and alcohol-related neighbourhood problems (Neil Donnelly, Suzanne Poynton, Don Weatherburn, Errol Bamford & Justin Nottage, Number 8, April 2006)

Children's Court Clinic

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

Complaints Policy and Procedures

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

Community Justice Centres

- Community Justice Centres Annual Report 2004/2005
- Community Justice Centres Annual Report 2003/2004
- Community Justice Centres Annual Report 2002/2003
- Community Justice Centres Annual Report 2001/2002
- Community Justice Centres Annual Report 2000/2001
- Community Justice Centres Annual Report 1999/2000
- Blewun with Sumwun? CJC Aboriginal and Torres Strait Islander Service
- Community Justice Centres: Business Plan 2000-2002
- Community Justice Centres Information Package – Brief Overview
- Are you fighting or arguing with someone? Here's how mediation can help you. (translations in 20 community languages)
- Got a Prickly Problem?
- State and Regional newsletters
- CJC 2006 Training calendar
- Disputes involving domestic violence
- Management of Aggressive clients
- Local Court and CJs referral Protocols

- Use of Interpreters
- Assigning Mediators to work
- Client Charter
- Support People Policy
- Mediator Accreditation
- Code of Professional Conduct
- Casual Employment Policy

Community Relations Division (All documents available on CRD website unless otherwise indicated)

- Community Relations Division Commitment to the Community
- Complaints Policy
- Annulment of Criminal Conviction – information sheet
- Charitable Trusts Act 1993 – Guidelines for Practitioners
- Crown Copyright Guidelines
- Ex Gratia Payments – information sheet
- Guidelines for applicants in Costs in Criminal Cases
- Guidelines on the Suitors' Fund in New South Wales
- Inquiry into a Conviction or Sentence – information sheet
- Guidelines for Justices of the Peace
- Handbook for Justices of the Peace in New South Wales
- Functions of Justices of the Peace – information sheet
- Privacy Management Plan
- Remission of Fines – information sheet
- Policy for Applications for Remission of Unexpired Period of Driving Disqualification [not on website]
- Statement of Affairs under the Freedom of Information Act 1989
- Guidelines on applying for Freedom of Information in New South Wales

Compensation Court of NSW

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

Corporate Human Resources Division Please refer to Human Resources Branch

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

- Recruitment and Selection Policy
- Temporary Staffing Policy
- Work Experience Policy and Guidelines
- Working for Us (on Lawlink website)

Corporate Records and Information Management

- Attorney General's Guidelines – Making Access Directions under the State Records Act 1998 [2005] [webpage]
- Records Disposal Kit – Guidelines for Business Centres on the management & disposal of administrative records [2006]

Please note, the previously included 'Records Management Policy' is based directly on policies and guidelines published by State Records NSW, and is not specific to Attorney General's Department. A new Records Management Policy is under development, which covers the specific records management functions of this Department.

Corporate Services Unit Including Communications Unit

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

Crime Prevention Division

- Preventing Violence – A review of the literature on violence and violence prevention www.lawlink.nsw.gov.au/cpd.nsf/pages/violreport_index
- Safer Communities Development Fund: Guidelines for Grant Applicants www.lawlink.nsw.gov.au/cpd.nsf/pages/cpdgrantsindex
- Guide 1: How to Develop Local Crime Prevention Plans under the Children (Protection and Parental Responsibility) Act 1997 www.lawlink.nsw.gov.au/cpd.nsf/pages/cpddevelopindex
- Guide 2: Applying for Safer Community Compacts under the Children (Protection and Parental Responsibility) Act 1997 www.lawlink.nsw.gov.au/cpd.nsf/pages/cpdsafer3
- Guide 3: Applying for Operational Areas under the Children (Protection and Parental Responsibility) Act 1997. www.lawlink.nsw.gov.au/cpd.nsf/pages/cpdoperationindex
- Juvenile Crime in NSW: A Review of the Literature 1996 www.lawlink.nsw.gov.au/cpd.nsf/pages/cpdreviewindex
- Juvenile Crime Prevention Strategic Plan: Consultation Report 1996 www.lawlink.nsw.gov.au/cpd.nsf/pages/jjdcindex
- Crime Prevention Resource Manual www.lawlink.nsw.gov.au/cpd.nsf/pages/moduleindex
- NSW Crime Prevention Division: Building Partnerships to Strengthen Communities (information brochure)
- Crime Prevention Program Directory www.lawlink.nsw.gov.au/cpd.nsf/pages/directorynsw_index
- Safer Communities Development Fund: Summary of Projects as at June 1999 www.lawlink.nsw.gov.au/cpd.nsf/pages/cpdgrants12
- Working with the Gay, Lesbian and Transgender Communities in NSW. A report on consultations with these communities. www.lawlink.nsw.gov.au/cpd.nsf/pages/gltcommunities_intro
- The Impact of Crime Prevention on Aboriginal Communities. A report prepared by Chris Cunneen for the Crime Prevention Division. www.lawlink.nsw.gov.au/cpd.nsf/pages/alr_index
- Evaluation of the NSW Government Policy Statement and Guidelines for Closed Circuit Television (CCTV) in Public Places – Final Report. www.lawlink.nsw.gov.au/cpd.nsf/pages/cctvfp_index
- Evaluation of a Mentoring Program for Young Juvenile Crime Offenders – Challenges for Evaluation Design. www.lawlink.nsw.gov.au/cpd.nsf/pages/presentation10_menteval
- Executive Summary of Mentoring Program Evaluation – Mentoring for Young Offenders – November 2002. www.lawlink.nsw.gov.au/cpd.nsf/files/YOM.Exec%summary
- Legal Art – A showcase of Beat Graffiti Grants Scheme Projects www.lawlink.nsw.gov.au/cpd
- Crime prevention on Farms. A series of 11 Information sheets describing specific aspects of reducing opportunities for crime on farms. Compiled by the Institute of Rural Futures – University of New England – October 2002. www.lawlink.nsw.gov.au/cpd
- Skools Out – A report from the Skools Out Forum on Homophobic Bullying and Harassment in and around Schools – November 2002. www.lawlink.nsw.gov.au/cpd
- Aboriginal Community Patrols – a practical guide. May 2003 www.lawlink.nsw.gov.au/cpd

- NSW MERIT Program – Magistrates Early Referral Into Treatment – April 2002
- Evaluation of the Lismore Magistrates Early Referral into Treatment (MERIT) Pilot Program: Final Report – October 2003 www.lawlink.nsw.gov.au/cpd
- You Shouldn't Have to Hide to be Safe: A Report on Homophobic Hostilities and Violence Against Gay Men and Lesbians in NSW – December 2003 www.lawlink.nsw.gov.au/cpd
- Partners In Crime Prevention – Newsletter of the Crime Prevention Division – quarterly publication from April 2000 to October 2003

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

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

District Court of NSW

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

Diversity Services Unit

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

Dust Diseases Tribunal of New South Wales

- Dust Diseases Tribunal Registry Mission Statement
- Protocol for the use of the Video Courtroom in the Dust Diseases Tribunal, December 1999
- Dust Diseases Tribunal Information Brochure
- Dust Diseases Tribunal Practitioner’s Guide
- Dust Diseases Practice Notes
- Dust Diseases Advice to Practitioners
- Dust Diseases Tribunal of NSW Annual Review (2003)
- Dust Diseases List of Mediators
- List of Contributions Assessors appointed by the Director General
- Guidelines for Waiver, Remission and Postponement of Fees

Finance & Strategy Branch

- Results & Services Plan 2006-07

Human Resources Branch Previously known as Corporate Human Resources

Equity and Diversity

- Code of Conduct and Ethics
- Corruption Prevention Strategy
- Days of Religious Significance
- Disability – Reasonable Adjustment Guidelines
- Disability – Recruiting People with a Disability
- EEO Strategic Management Plan 2004 – 2006
- Email and Internet Use – Code of Practice
- Guide to Gifts Information Sheet
- Harassment Prevention Policy
- Interpreters Guidelines
- Work Experience Policy and Guidelines

Occupational Health, Safety and Rehabilitation

- OH&S Policy
- Prevention of Workplace Bullying Policy
- Prevention of Workplace Violence Guidelines
- Sexual Harassment Policy

Recruitment

- Aboriginal and Torres Strait Islander Employment Strategy
- Reasonable Adjustment Guidelines
- Recruiting People with a Disability
- Recruitment and Selection Policy
- Temporary Staffing Policy

Industrial Relations Commission of New South Wales All documents and publications are available from the Commission’s website at www.lawlink.nsw.gov.au/irc.

- Fact Sheet – Making an Unfair Dismissal Claim
- Guarantee of Service
- Annual Report of the President of the Industrial Relations Commission
- Industrial Gazette
- List of Awards in Force
- Index of Registered Industrial Organisations
- Procedures for a Support Wage System Special Wage Permit – March 1995 CITIS User Manual
- A Guide to Conciliation of Unfair Dismissal Claims

- What happens if conciliation fails?
- Guide to preparing for Arbitration of Unfair Dismissals
- Notes to Assist Parties preparing Statements for Unfair Dismissal Matters
- Information for Applicants – Unfair Dismissal Procedure
- Information for Respondents – Unfair Dismissal Procedure
- Special Wage Permits
- Part Time Work Agreements
- A Guide to the registration responsibilities of Employers under the Clothing Trades (State) Award
- NSW Enterprise Agreements
- NSW Industrial Gazette Online
- List of NSW Awards and Contract Determinations
- Registered Industrial Organisations and Peak Councils
- Notes on Advice and representation
- Guide to the Industrial Relations Commission (History, Purpose and Function, Members, Industrial Registry)
- Daily Court Lists
- Judgments
- Procedures and Legislation

Land and Environment Court of NSW All Land and Environment Court documents and publications are available from the Court's website www.lawlink.nsw.gov.au/lec that was re-launched with updated content in February 2005:

- Annual Reviews 2001, 2002, 2003 & 2004
- Report of the Land and Environment Court Working Party – September 2001
- Litigants in person in the Land and Environment Court of NSW (publication and on-line versions)
- Frequently Asked Questions – About the Court
- Frequently Asked Questions – On-Site Hearings
- Frequently Asked Questions – eCourt
- Frequently Asked Questions – Mediation
- Telephone callover – a guide)
- eCourt User's Manual
- Court Information forms: Development and Building Application refusals
- Court Information forms: Council orders
- Court information forms: Valuation objection refusals
- Court information forms: Rates notices objections
- Court information forms: Resumption of land – compensation appeals
- Court information forms: Modification of consent appeals
- Legal research links – a guide
- Media (Court information) Guide for the LEC
- Judgments of the Court – a guide
- What is ADR? – a guide
- Guidelines for the use of interpreters
- Video conferencing at the LEC
- Jurisdiction of the Court (full and abridged versions)

LawAccess

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

Pamphlets:

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

Policies

- Policies, Procedures and Standards Manual for Customer Service and Legal Officers

Law Courts Library

- Law Courts Library Document Supply: Service Guide [webpage]
- Law Courts Library Rules [webpage]
- Library Access for Non Court staff (Legal Practitioners & Libraries) [webpage]

Attorney General's Department Law Libraries

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

Downing Centre Library

- Rules [webpage]

NSW Law Reform Commission

REPORTS

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

64	Community Law Reform Program Seventeenth Report: Damages for Vendor's Inability to Convey Good Title — The Rule in <i>Bain v Fothergill</i>	July 1990
63	Community Law Reform Program Sixteenth Report: Jurisdiction of Local Courts Over Foreign Land	June 1988
62	Informed Decisions About Medical Procedures Published jointly with the Law Reform Commission of Victoria: VLRC Report 24 and the Australian Law Reform Commission: ALRC Report 50	June 1989
61	Names: Registration and Certification of Births and Deaths	December 1988
60	Artificial Conception Third Report: Surrogate Motherhood	December 1988
59	Community Law Reform Program Fifteenth Report: Dividing Fences	December 1988
58	Artificial Conception Second Report: In Vitro Fertilization + Outline	July 1988
57	Community Law Reform Program Fourteenth Report: Representations as to Credit Evidence	June 1988
56	Evidence	June 1988
55	Community Law Reform Program Thirteenth Report: Liability of Highway Authorities for Non-Repair	December 1987
54	Community Law Reform Program Twelfth Report: Disposal of Uncollected Goods	November 1988
53	Community Law Reform Program Eleventh Report: Restitution of Benefits Conferred Under Mistake of Law	July 1987
52	Community Law Reform Program Tenth Report: Liability for Injuries Caused by Dogs	June 1988
51	Second Report on the Sale of Goods	May 1987
50	Community Law Reform Program Ninth Report: Limitation of Actions for Personal Injury Claims	October 1986
49	Artificial Conception First Report: Human Artificial Insemination	July 1986
48	Criminal Procedure: The Jury in a Criminal Trial	March 1986
47	Community Law Reform Program Eighth Report: Wills — Execution and Revocation	March 1986
46	Community Law Reform Program Seventh Report: Attachment of Moneys Deposited with Building Societies and Credit Unions	December 1985
45	Criminal Procedure: Unsworn Statements of Accused Persons	October 1985
44	Fourth Report on the Legal Profession: Solicitors' Trust Accounts + Outline	December 1984
43	Report on Accident Compensation: A Transport Accidents Scheme for NSW (Volumes 1 and 2) + Outline	October 1984
42	Community Law Reform Program Sixth Report: Conscientious Objection to Jury Service	December 1984
41	Accident Compensation Interim Report: Workers' Compensation (Amendment) Bill 1982 and Cognate Bills	June 1983
40	Community Law Reform Program Fifth Report: Passing of Risk Between Vendor and Purchaser of Land	March 1984
39	Community Law Reform Program Fourth Report: Sound Recording of Proceedings of Courts and Commissions The Media, Authors and Parties	March 1984
38	The Magistracy Interim Report: First Appointments as Magistrates Under the Local Courts Act 1982	September 1983
37	Community Law Reform Program Third Report: Service of Civil Process on Sunday	August 1983
36	De Facto Relationships + Outline	June 1983
35	Community Law Reform Program Second Report: Interest on Certain Debts	February 1983
34	Community Law Reform Program First Report: Insurance Contracts — Non-Disclosure and Misrepresentation	February 1983
33	Third Report on the Legal Profession: Advertising and Specialisation + Outline	July 1982
32	Second Report on the Legal Profession: Complaints, Discipline and Professional Standards + Outline	April 1982
31	First Report on the Legal Profession: General Regulation and Structure + Outline	April 1982
30	Incorporation of Associations	January 1982
29	The Rule Against Hearsay + Outline	May 1978
28	The Testator's Family Maintenance and Guardianship of Infants Act 1916	June 1977
27	Commercial Arbitration	September 1976
26	Perpetuities and Accumulations	June 1976
25	Frustrated Contracts + Summary	June 1976
24	Proceedings By and Against the Crown + Outline	December 1975
23	The Land and Valuation Court	June 1975
22	The Coroners Act 1960	June 1975
21	Third Report on the Limitation of Actions: Special Protections	May 1975
20	Powers of Attorney and Unsoundness of Body or Mind	January 1975

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

DISCUSSION PAPERS

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

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

ISSUES PAPERS

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

RESEARCH REPORTS (occasional series)

<i>No.</i>	<i>Research Report</i>	<i>Publication Date</i>
13	I give, devise and bequeath: an empirical study of testators' choice of beneficiaries	February 2006
12	Mediation and Community Justice Centres: An empirical study	October 2004
11	Darling, please sign this form: a report on the practice of third party guarantees in New South Wales	

	October 2003	
10	The Right to Silence and Pre-trial Disclosure in NSW	July 2000
9	Review of the Disability Services Act 1993 (NSW) and the Community Services (Complaints, Appeals and Monitoring) Act 1993 (NSW): Consultations	May 1999
8	Discrimination Complaints Handling: A Study	June 1997
17	The Aboriginal Child Placement Principle Funded with the assistance of The International Year of the Family	March 1997
6	Intercountry Adoption and Parent Support Groups Funded with the assistance of The International Year of the Family	March 1997
5	People with an Intellectual Disability and the Criminal Justice System: Two Rural Courts	March 1996
4	People with an Intellectual Disability and the Criminal Justice System: Appearances Before Local Courts Funded with the assistance of the Law Foundation of NSW	February 1993
3	People with an Intellectual Disability and the Criminal Justice System: Consultations Funded with the assistance of the Law Foundation of NSW	February 1993
2	Artificial Conception: Surrogate Motherhood — Australian Public Opinion	May 1987
1	Criminal Procedure: The Jury in a Criminal Trial — Empirical Studies	June 1986

WORKING PAPERS (dormant series)

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

OPTIONS PAPERS (dormant series)

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

RESEARCH PAPERS (dormant series)

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

BACKGROUND PAPERS (dormant series)

<i>No.</i>	<i>Background paper</i>	<i>Publication Date</i>
5	The Legal Profession Background Paper V: Solicitor's Trust Accounts and the	

	Solicitors' Fidelity Fund	December 1981
4	The Legal Profession Background Paper IV: Structure of the Profession	August 1981
3	The Legal Profession Background Paper III: Complaints, Discipline and Professional Standards	October 1980
2	The Legal Profession Background Paper II: Professional Indemnity Insurance	January 1980
1	The Legal Profession Background Paper I: Complaints, Discipline and Professional Standards	May 1979

CONSULTANTS PAPERS (dormant series)

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

Legal Management Service

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

Legal Profession Admission Board

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

Legal Representation Office

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

Legislation and Policy Division

- Reports of the NSW Government on the Implementation of Recommendations of the Royal Commission into Aboriginal Deaths in Custody July 1996 – December 1997; and January 1998 – December 1998
- National Competition Policy: Review of the Legal Profession Act 1987 – Volumes 1,2 and 3 (August 1998)

- National Competition Policy: Review of the Legal Profession Act 1987 – A Summary of the Issues Paper (August 1998)
- Attorney General’s Guidelines on Making Access Directions under Part 6 of the State Records Act 1998 (August 2005)- webpage
- Report on the Review of the Financial Transaction Reports Act 1992, December 1998.
- Report on the Statutory Review of the Charitable Trusts Act 1993, April 1999.
- Gender Bias and the Law: Women Working in the Legal Profession, October 1999.
- Report of the Statutory Review of the Choice of Law (Limitation Periods) Act 1993, November 1999.
- Practice and Procedure Manual.
- Youth Justice Advisory Committee -” Review of Gatekeeping Role in Young Offenders Act 1997 (NSW)” by Nancy Hennessy (Report being co-published with other agencies) – webpage
- Discussion Paper on the National Competition Policy Review of the Council of Law Reporting Act 1969 (2001).
- Community Justice Conferencing for Adult Offenders – Discussion Paper (May 2001)
- National Competition Policy Review of the Professional Standards Act 1994 – Issues Paper (May 2001)
- National Competition Policy Legislation Review – Trustee Corporations Consultation Paper (May 2001)
- Review of the Sheriff Act 1900 and the Sheriff’s Role in the Security of Courts – Discussion Paper (July 2001)
- A Further Review of Complaints Against Lawyers, Issues Paper, November 2001
- Report on the Review of the Uncollected Goods Act 1995, November 2001
- Report on the Review of the Forfeiture Act 1995, December 2001
- Report of the Land and Environment Court Working Party (September 2001)
- Review of the NSW Director of Public Prosecutions Policy and Guidelines for Charge Bargaining and Tendering of Agreed Facts (May 2002)
- Report on the Statutory Review of the Public Defenders Act 1995 (September 2002)
- Report on the Statutory Review of the Married Persons (Equality of Status) Act 1996 (November 2002)
- Legal Profession Act 1987 – A Further Review of Complaints Against Lawyers (November 2002)
- Report on the Civil Liability (Personal Responsibility) Bill 2002(2002)
- Report on the Statutory Review of the Status of Children Act 1996 (May 2002)
- Review of Young Offenders Act 1997 (October 2002) – webpage
- Defamation Law: Proposal for Reform in NSW – Report of Attorney General’s Taskforce in Defamation Law Reform (April 2002)
- Review of the Victims Support and Rehabilitation Act 1996 and the Victims Rights Act 1996 (June 2004) – webpage
- Report on the Review of the Contractors Debts Act 1997 (June 2004)- webpage
- Report on the National Compensation Policy and Statutory Review of the Professional Standards Act 1994 (July 2002)
- Model Defamation Provisions (November 2004) – as proposed by the Standing Committee of Attorneys General – webpage
- Overview of the Civil Procedure Bill 2005 (April 2005)
- Report on the Damien McEachern Review of the Justice System (February 2004) – webpage
- Report on the Review of the Public Notaries Act 1997 (December 2004) – webpage
- Report on the Review of the Sea-Carriage Documents Act 1997 (December 2004) – webpage
- Issues Paper for the Review of Legal and Administrative Cost in Dust Diseases Claims (November 2004) – webpage
- Report of the Review of Legal and Administrative Costs in Dust Diseases Compensation Claims (March 2005) – joint report with The Cabinet Office – webpage
- Timetable for the new claims resolution process in the Dust Diseases Tribunal and overview paper (April 2005)
- Workplace Surveillance – short guide (September 2005) – webpage
- An introduction to the Civil Procedure Act 2005 and Uniform Civil Procedure Rules 2005 (August 2005) – webpage
- The report of the New Legal Fees Review Panel on Legal Costs in NSW (December 2005) – webpage
- Review of the Policy on Access to Court Information Discussion paper (April 2006) – webpage
- Report of the Statutory Review of the Evidence (Audio and Audio Visual Links) Act 1998 (February 2006)

Local Courts and Sheriff

Local Courts and Sheriff merged in 2004. Local Courts and Sheriff administers:

NSW Sheriff
Local Courts
Coroners Court
Drug Court
Children's Court
Youth and Drug Alcohol Court.

Local Courts policy documents

- Local Courts Civil Claims / Criminal Filing Fees 2005
- Chief Magistrate's Practice Notes 2000-2005
- Coroner's Court Brochure
- Local Court of NSW Strategic Plan 2002-2005

Facts Sheets

Apprehended Violence Orders (AVO's) –

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

Civil Claims & Debt Recovery

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

Criminal Procedures in the Local Court

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

Neighbourhood Problems

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

NSW Sheriff policy documents

- Our Jury – Our Values (juror induction video available for viewing)
- Jury Summons – brochure
- Recovery of Unpaid Debts – information sheet [on Lawlink website]
- Downing Centre Court Complex: Service Directory
- Policy and Code of Practice: Closed Circuit Television (CCTV) Surveillance

Office of the Legal Services Commissioner

- Annual report
- Business Plan
- OLSC Guarantee of Service
- Quality Systems Manual
- "Without Prejudice" newsletter (quarterly)
- Legal Practitioners' Disciplinary Register [website]
- Investigations guidelines
- Assessment guidelines
- Administrative policies
- Confidentiality policy
- Complaint form
- Application for cost mediation at the OLSC
- Telephone mediation form

- OLSC Submission in Response to the Recommendations of Report entitled “A Further Review of Complaints Against Lawyers Report”
- OLSC Submissions in Response to the NSW Attorney General’s Department Issues Paper ‘A Further Review of Complaints Against Lawyers’ and the NSW Law Reform Commission’s Report 99 ‘Complaints Against Lawyers: An Interim Report’
- OLSC Submission to the NSW Law Reform Commission Review of Part 10 of the Legal Profession Act 1987, December 2000
- OLSC Submission to the National Competition Policy Review of the Legal Profession Act 1987
- Legal Services Commissioner participation on the Legal Fees Review Panel on Legal Costs in NSW (December 2005 Report accessible from Legislation and Policy Division website)

Brochures

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

Fact Sheets

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

Speeches/Papers

- New Structures for Legal Practices and the Challenges they bring for Regulators, Steve Mark and Molly Hutcherson, presented by Steve Mark at the 14th Commonwealth Law Conference 2005, London, September 2005
- What is Legal Work? – A Regulator’s View, presented by Steve Mark at the LAWASIA downunder 2005 Conference, Gold Coast, Queensland, March 2005
- Incorporated Legal Practices – A New Era in the Provision of Legal Services in the State of New South Wales, Steve Mark and Georgina Cowdroy, Penn State International Law Review, Spring 2004, Volume 22, Number 4, pp671-693
- Is State Regulation of the Legal Profession Inevitable?, presented by Steve Mark at the Pacific Rim Conference, Heron Island, October 2003
- Harmonisation or Homogenisation? The Globalisation of Law and Legal Ethics- An Australian Viewpoint, presented by Steve Mark at the Symposium on International Law Ethics at Vanderbilt Law School, Nashville Tennessee, USA, March 2001
- Personal Injuries and Workers Compensation Claims: Should these be adversarial?, presented by Steve Mark at the Medicine & Law Conference, Melbourne, May 2001
- Regulation: Putting the Profession in Good Order, presented by Steve Mark at the 2001 Conference of Regulatory Officers, Canberra, March 2001
- Looking Behind Client Instructions: Ethical Issues, presented by Steve Mark at the LAAMS CLE Seminar, Sydney, March 2001
- The Struggle for Identity in a Globalised World, presented by Steve Mark at the Change in Education Research Group Conference, UTS, Kuring-gai Campus, February 2001

- The Defence of the Fair Go Society, an occasional address by Steve Mark on being awarded the degree of Doctor of Laws honoris causa, Macquarie University, October 2000
- Resolving Grievances in a Grieving World, presented by Steve Mark at the 11th Women, Management and Industrial Relations Conference, July 1999
- Intellectual Property and Indigenous Rights, presented by Steve Mark at the Pacific Science Conference, UNSW, July 1999
- Risk – Danger or Development, presented by Steve Mark, December 1998
- Complaints Against Lawyers: What are they about and how are they handled?, presented by Steve Mark, Sydney University Law School, Sydney, May 1995

Office of the NSW Sheriff – obsolete

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

Office of the Privacy Commissioner

Submissions to agencies

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

Documents relating to the Privacy and Personal Information Protection Act 1998

- Privacy and Personal Information Protection Act: A Plain English Guide
- A Guide to Making Privacy Management Plans
- A Guide to Making Privacy Codes of Practice
- A Guide to Internal Reviews
- A Guide to Public Registers
- A Guide to the Information Protection Principles

Documents relating to the Health Records and Information Privacy Act 2002

- Handbook to Health Privacy
- Statutory Guidelines:
 1. Use or disclosure of health information for the management of health services
 2. Use or disclosure of health information for training purposes
 3. Use or disclosure of health information for research purposes
 4. Notification when collecting health information about a person from someone else

Best Practice Guides

- Privacy and people with decision-making disabilities

Background & Research Papers

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

Procedures for investigating complaints about alleged privacy breaches

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

Information Bulletins

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

Guidelines

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

Special Reports to Parliament

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

Other publicly available documents

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

Office of the Protective Commissioner

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

OPC Fact Sheets:

- Fact Sheet 1 – What Happens After an Order?
- Fact Sheet 2 – Who is an Estate Manager?
- Fact Sheet 3 – What are Substitute Decisions?
- Fact Sheet 4 – Reasons for Substitute Decisions.
- Fact Sheet 5 – Sale or Lease of Property
- Fact Sheet 6 – Purchase of Real Estate
- Fact Sheet 7 – Deceased Estates
- Fact Sheet 8 – Financial Planning and Investment
- Fact Sheet 9 – Claims for Past Care
- Fact Sheet 10 – How to Seek Review or Revocation of a Financial Management Order
- Fact Sheet 11 – Facts on Fees
- Fact Sheet 12 – Banker Arrangements
- Fact Sheet 13 – Your Rights as a Victim of Crime
- Fact Sheet 14 – Review of Decisions Administrative Decisions Tribunal
- Fact Sheet 15 – Managing the financial affairs of a missing person

OPC Fact Sheets – Private Management:

- Fact Sheet 1 – Functions of OPC, Financial Management Orders [webpage]
- Fact Sheet 2 – Why Become a Private Manager [webpage]
- Fact Sheet 3 – Responsibilities of a Private Manager [webpage]
- Fact Sheet 4 – Fees and Charges [webpage]
- Fact Sheet 5 – The Authorised Visitor [webpage]
- Fact Sheet 6 – Power of Attorney, Wills and Estates [webpage]
- Fact Sheet 7 – Review Process and Complaints [webpage]

Policies and Procedures

- Accounting Policies
- Affidavits and Court Appearances
- Aged Care Policy and Procedures – Directly Managed Clients
- Audit Charter
- Authorised Visitors
- Authorities to Manage Estates
- Cab Charge Policy: use of taxis – overtime
- Client Asset Management
- Client Incidents and Security – Clarence Street
- Client Investment in Real Property
- Client Personal Property & Belongings for the Purpose of Storage, Sale or Disposal
- Client Plans
- Client Securities Policy: Handling and Storage of Security Items
- Collection (ie Redemption) of a Client's Fixed Term Investments
- Communication Guide for OPC
- Conflicts of Interest
- Continuation and Discontinuation of Management
- Conveyancing
- Corporate Governance Policy
- Creation and Allocation of Legal Files
- Deceased Estates
- Disclosure of Information
- Decision Making Policy
- Disability Services
- Electronic File Notes
- Electronic Legal Submission
- Employment of Carers
- Feedback/Complaint Handling/Review of Decisions
- Feeing Real Property
- Fees – Waiver, remission or reduction
- File Creation, Closure and Finalisation – Legal
- File Review Policy
- Financial Planning and Asset Allocation and Redemption
- Fraud and Corruption Prevention Policy
- Freedom of Information Policy – OPC
- Gifts and Benefits Policy
- Income Support Payment (Benefits)
- Inspecting Vacant Client Properties
- Internal Review of Decision Policy
- Issuing Client Transaction Statements
- Liabilities of a Protected Person
- Limitation Dates – Legal
- Past Care (GvK)
- Personal Injury Compensation
- Private Management Branch – Fees
- Real Estate
- Records Management Policy and Procedures
- Reviews of Management
- Sale of Real Estate
- Salvation Army – Groceries Policy
- Securities Policies
- Specialisation – Legal
- Translation and Interpreter Services
- Victims of Crime
- Visitors to OPC
- Voicemail in OPC
- Workplace Surveillance

Practice Directions

- Continuation and Discontinuation of Management
- Illicit Drugs

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

Office of the Public Guardian

Annual Reports

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

Books

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

Booklets

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

Brochures

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

Fact sheets

- What is a guardian
- Does someone you support have a legally appointed guardian
- How does the Public Guardian make decisions?
- What does a guardian do?
- The Public Guardian as guardian for a person with a mental illness
- The appointment of the Public Guardian
- Person Responsible
- Enduring guardianship – Chinese, Korean, Italian, Macedonian, Vietnamese, Greek, Arabic, Portuguese, Spanish

Newsletter

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

Position Statements [webpage]

- Determining whether to consent to a proposal concerning access to a person under guardianship
- Determining whether to consent to a proposal to move a person from domestic style accommodation

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

Organisational Performance Branch This unit has changed names since December 2005 – see Communications Unit

Professional Standards Council

Business management documents:

- Statement of Strategic Intent [currently under review]
- NSW Professional Standards Council Strategic Business Plan 2005-6
- Privacy Management Plan
- Guarantee of Service

Annual Reports:

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

Promotional Materials include:

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

Cover of Excellence™ materials:

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

Information packages for Scheme Administrators:

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

Consultative papers:

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

Reports:

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

Information for clients and the community:

Professional Standards Schemes

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

Policy Statements:

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

Other publicly available documents:

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

Public Defender's Office

- Evidence Act Tables [on Lawlink website]
- Sentencing Tables [on Lawlink website]
- Papers Delivered and published by Public Defenders to professional audiences
- "Short Notes" – concise summaries of reported and unreported criminal cases compiled since 1997
- Selected submissions made regarding law reform
- Public Defender's Annual Report
- Business Plan

Registry of Births Deaths and Marriages

- Certificate Access Policy/Information Access Policy
- Certificate Replacement Policy
- Change of Name Policy
- Complaints Policy
- E-deaths services – Use by Funeral Directors Policy
- Fee Waiver Policy
- Proof of Identity Refunds Policy
- Solicitors Applying for Certificates Policy
- At a Glance (brochure)
- Wills Register (brochure)
- Getting Married (brochure)
- Birth Certificate Application Form (brochure and form)
- Death Certificate Application Form (brochure and form)
- Marriage Certificate Application Form (brochure and form)
- Application to Correct an Entry
- Fees for Products and Services flyer
- Family History brochure
- Change of Name 18 years and older, Application Form and information
- Change of Name, Under 18 years old, Application Form and information
- Application for a Replacement Change of Name Certificate
- Application to Correct an Entry
- Application for Birth Card (brochure and form)
- Application for Single Status (brochure and form)
- Application for a Section 50 Search
- Application Amending the Given Name of a Child (under 3 months)
- Adding a Father's Details to a Birth Registration
- Registering a Change of Sex

Reporting Services Branch

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

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

- The Supreme Court of New South Wales Annual Review 2001 (publication)
- The Supreme Court of New South Wales Annual Review 2002 (publication)
- The Supreme Court of New South Wales Annual Review 2003 (publication)
- The Supreme Court of New South Wales Annual Review 2004 (publication)
- NSW Law Almanac 2006 (hardcopy publication only; published in January 2006)
- NSW Law Almanac 2005 (hardcopy publication only; published in January 2005)
- NSW Law Almanac 2004 (hardcopy publication only; published in February 2004)
- NSW Law Almanac 2003 (hardcopy publication only; available July 2003)
- Professional Negligence List: a Guide to Draft Final Orders
- Alternative Dispute Resolution in the Supreme Court
- The Supreme Court – About Us (web guide)
- Supreme Court of NSW and its Judicial Officers
- Procedures relating to sureties in the Supreme Court
- Bail refund procedures
- Probate – How can the Court Assist You?
- Frequently Asked Questions about Probate
- Guidelines on judgments in electronic form
- Costs Assessors' Manual (published on behalf of the Costs Assessors' Rules Committee)
- Costs Assessments – Reviews – Frequently Asked Questions
- Technology in the Courtroom – Protocol and Procedures for Video and Audio Link
- Information for Litigants in the Possession List (website fact sheet – hardcopy also available in relevant courtroom)
- Pro Bono Assistance
- Where to obtain legal advice
- Registrars
- Supreme Court of New South Wales Practice Notes
- Disability Services
- Forms and fees
- Announcements
- Recent Rule Amendments
- Changes to Practice and Procedure
- Feedback and complaints
- Guidelines for the Waiver, Remission and Postponement of Fees

Victims Services Please note that all material is available on the Victims Services website (www.lawlink.nsw.gov.au/vs) unless otherwise stated.

Policies

- Complaints Policy Relating to Approved Counsellors and Authorised Report Writers
- Confidentiality Policy
- File Access Policy
- Claim Processing Priority Policy

Information sheet

- Access to Court Documents
- Are you an Extended Family Member or Friend of a Missing Person?
- Are you the Sibling of a Missing Person?
- Are you the Parent of a Sibling of a Missing Person?
- Authorised Report Writers – A Guide for Applicants
- Best Practice Principles for Counselling the Families & Friends of Missing Persons
- Charter of Victims Rights
- Charter of Victims Rights No. 4 – Information about Investigation of the Crime
- Families & Friends of Missing Persons Unit Overview
- Guarantee of Service
- Key Facts 2004/05

- Listen Up – (information about the Charter of Victims Rights for young people)
- Managing the Financial & Property Affairs of a Missing Person Protected Estates Amendment (Missing Persons) Act 2004 No 86
- Mental Illness & Serious Crime
- Report on the Roundtable Meeting for Siblings of Missing People 30 April 2005
- Support & Compensation for Victims of Domestic Violence
- Support & Compensation for Victims of Sexual Assault
- Telephone Interpreter Assistance (contains information in 20 languages)
- Your Rights as a Victim of Crime (24 sheets in different languages)
- What can I do to Assist Police when Reporting a Missing Person?

Brochure

- Approved Counselling Scheme for Victims of Violent Crime
- Compensation for Victims of Violent Crime
- Families & Friends of Missing Persons Counselling Service (also available in Arabic, Dari, Greek, Polish & Vietnamese)
- Information about Counselling
- Information and Support for Victims of Crime
- Information for Families & Friends of Missing Persons
- Someone Missing – Can the media help? (also available in Arabic, Dari, Greek, Polish & Vietnamese)
- Support for Family Members of Homicide Victims
- Victims Registers
- Your Rights as a Victim of Crime

Report/booklet

- A Review of ATSI Peoples' Compensation and Counselling Claims lodged with the Victims Compensation Tribunal 2001-2003
- Charter of Victims Rights Resource Kit
- Guide to Schedule of Injuries
- It's the Hope that Hurts – Best Practice in Counselling Models Relevant to Families and Friends of Missing Persons
- Sentencing Information Package
- Someone is Missing [hard copy only]
- Standards for Counselling & Support Services for Victims of Crime [currently under review]
- Standards for Court Support for Victims of Crime [currently under review]
- Submissions Concerning Offenders in Custody Information Package
- Support Needs for Families & Friends of Long-term Missing Persons
- Victim Impact Statement Information Package
- Young Aboriginal Females Reported Missing to Police: Which way for Prevention and Service
- Your Day in Court
- What Now? Information and Support for Victims of Crime in NSW

Application

- Application for 2 hours of Counselling
- Application for Compensation by a Family Member of a Homicide Victim
- Application for Compensation by a Primary or Secondary Victim
- Application for Counselling by Family Members of a Homicide Victim
- Request for Further Hours of Approved Counselling

Annual Report

- Victims Advisory Board Report on Activities 2004/2005 [webpage only]
- Victims Compensation Tribunal Chairperson's Report 2004/2005

Newsletter

- Victims of Crime Chronicle (quarterly)
- Families & Friend of Missing Persons e-newsletter [webpage only]

Poster

- Victims Support Line (contains information in five languages) [hard copy only]
- Victims of Crime Website [hard copy only]

Audio/videotape

- Victim Impact Statement Information Package – audio

- Your Day in Court – audio
- Your Day in Court – video [fee applies]

Miscellaneous

- Section 65 Guidelines – Chairperson’s guidelines to sections of the legislation [web page only]
- Victims Compensation Tribunal Chairperson’s Guide to Victims Support & Rehabilitation Act 1996 [web page only]
- Practice Note Number 1: Request for Oral Hearing on Appeal to the Tribunal
- Victims Speak – report of the victims of crime phone-in May 2001
- Position Statement – Charter of Victims Rights [web page only]
- Guide to Completing Your Victims Compensation Application Form [web page only]
- Guidelines for Applying to be an Authorised Report Writer
- Guidelines for Applying to be an Approved Counsellor
- Practice Note Number 2 – Documents Filed in Support of Compensation Applications and Appeals

Restitution

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

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

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

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

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

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

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

The following documents are available:

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

Inter-Governmental Relations and Regulatory Reform

- Implementing Competition Policy and Microeconomic Reform in NSW: an Overview by the NSW Government
- NSW Government Policy Statement on the Application of Competitive Neutrality
- NSW Government Policy Statement on Legislation Review
- NSW Government Policy Statement on the Application of National Competition Policy to Local Government
- From Red Tape to Results: Government Regulation, a Guide to Best Practice (March 1995)
- Green Paper: Regulatory Innovation – Regulation for Results
- Reports to the National Competition Council on the Application of National Competition Policy in NSW for the periods 1995-97, 1997, 1998, 1999, 2000, January 2001 – March 2002, and periods ending in March 2003, April 2004 (plus July supplementary report), and May 2005 (plus July supplementary report)
- Follow-up to 2003 Annual Report to the National Competition Council on the Application of National Competition Policy in New South Wales. June 2003
- New South Wales submission to the Commonwealth Treasurer in response to the National Competition Council's 2003 assessment of governments' progress in implementing National Competition Policy and related reforms.
- Consulting on Reform – a Consultation Framework for Review of Anti-Competitive Legislation (August 1997).
- Guidelines for the Review of Regulation of the Professions Under National Competition Policy (COAG Committee on Regulatory Reform – 1999)
- Policy Summary of the Competitive Neutrality Complaints Handling Mechanism

Social Policy

- Fair Go, Fair Share, Fair Say – NSW Social Justice Directions Statement (October 1996)
- Guidelines for Assessing Social Impacts (December 1997)
- Participation and the NSW Policy Process (March 1998)
- Supporting People and Strengthening Communities – NSW Social Justice Directions Statement (February 2000)
- Social Justice Budget Statement 2004-05
- NSW Interagency Action Plan for Better Mental Health (July 2005)

Greenhouse & Sustainable Development

- NSW Tackles Greenhouse 1997
- NSW Greenhouse Action Plan: New Greenhouse Initiatives 1998
- NSW Greenhouse Action Plan: Greenhouse Action Update 1998
- New South Wales State Implementation Plans. July 1999
- Sustainable Solutions for the Future
- Kyoto Protocol Ratification Advisory Group Report
- NSW Greenhouse Strategy Discussion Paper – May 2004
- Climate Change in NSW – September 2004 (Part 1)
- Climate Change in NSW – November 2004 (Part 2)
- Cost Curve for NSW Greenhouse Gas Abatement Report – November 2004

- NSW Greenhouse Plan November 2005
- NSW Greenhouse Plan November 2005 – Executive Summary

Metro Water Directorate

- 2004 Metropolitan Water Plan (October 2004)
- Progress Report on the Metropolitan Water Plan (February 2006)
- 2006 Metropolitan Water Plan (May 2006)
- Consultation Paper: Creating a dynamic and competitive metropolitan water industry (May 2006)

Legal Branch

- Exposure Draft Civil Liability Amendment Bill 2006
- Background Paper on the Exposure Draft Civil Liability Amendment Bill 2006
- Cabinet Conventions
- Proposed final Dust Diseases Tribunal (Standard Presumptions – Apportionment) Order
- Draft Regulation under the Dust Diseases Tribunal Act 1989 to establish the new claims resolution process
- Report of the Review of Legal and Administrative Costs in Dust Diseases Compensation Claims
- Report of the Independent Review of the Independent Commission Against Corruption 1988
- Review of Legal and Administrative Costs in Dust Diseases Compensation Claims: Issues Paper
- Review of the Health Care Complaints Act 1993: Consultation Report
- Review of the Health Care Complaints Act 1993: Introductory Paper
- Health Legislation Amendment (Complaints) Bill 2004
- Exposure Draft – Health Legislation Amendment (Complaints) Bill 2004
- Exposure Draft – Health Registration Legislation Amendment Bill 2004
- Exposure Draft – Nurses and Midwives Amendment (Performance Assessment) Bill 2004
- Report of the Special Commission of Inquiry into the Medical Research and Compensation Foundation

The Parliamentary Counsel's Office (The Parliamentary Counsel's Office is a separate office within The Cabinet Office)

The following documents are available (price, if any, is in brackets):

- Annual Report 2004-05 (\$8.45)
- Code of Conduct
- Guarantee of Service
- Manual for the Preparation of Legislation (\$15.00)
- Manual for the Drafting of Non-Government Legislation (\$4.50)

All of these documents are also accessible via the Office's website (www.pco.nsw.gov.au).

Other

- Report of the Committee of Inquiry into the Sale of the NSW Electricity Assets (August 1997)
- Report of Inquiry Into Operation of Valuation of Land Act (October 1999)
- NSW Salinity Summit 2000 Communiqué
- NSW Salinity Strategy

SECTION 2 – STATEMENT OF AFFAIRS

The most recent Statements of Affairs of The Cabinet Office and of the Parliamentary Counsel's Office were each published in the 2004-05 Annual Reports of the two Offices – copies of these Statements can be obtained (free of charge) by contacting the Manager FOI and Privacy.

SECTION 3 – CONTACT ARRANGEMENTS

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

Manager, FOI and Privacy
 Level 32, Governor Macquarie Tower
 1 Farrer Place
 Sydney NSW 2000
 Telephone: (02) 9228 4441
 8.30 am – 5.30 pm

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

FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)
SUMMARY OF AFFAIRS
of the
CENTENNIAL PARK AND MOORE PARK TRUST
FOI Agency No. 973

SECTION 1 – DOCUMENTS

The following documents held by the Centennial Park and Moore Park Trust are available for inspection:

CORPORATE DOCUMENTS AND PUBLICATIONS

- Annual Report of the Centennial Park and Moore Park Trust
- Brochures, pamphlets and leaflets
- Parklands Calendar
- Parklands Magazine
- Fact Sheets
- Regulations to the Centennial Park and Moore Park Trust Act
- Centennial Park and 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 and Procedures
- Banner Policy for Trust Lands
- Bicycle Policy and Procedures
- Bus Policy
- Child Protection Policy
- Code of Conduct
- Contractors and 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 and Photography Policy
- First Aid Policy
- Fun Run Policy for Trust Lands
- Gate Opening and Closing Policy and Procedures
- Generator Policy
- Helicopter Policy
- Lost and Abandoned Children Response Guidelines
- Media Policy
- Occupational Health and Safety Policy
- On-Site Interpretation Policy
- Permissible Uses Policy on Trust lands
- Privacy Policy and Management Plan
- Procurement Manual
- Public Address System Policy

Reporting Corruption and 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

SECTION 2 – STATEMENT OF AFFAIRS

The most recent Statement of Affairs of the Trust was published in the Trust's 2004 – 2005 Annual Report and is available at <http://www.cp.nsw.gov.au>.

SECTION 3 – CONTACT ARRANGEMENTS

Access to documents held by the Centennial Park and 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****NSW COAL COMPENSATION BOARD****FOI Agency No.1606****SECTION 1 – POLICY DOCUMENTS**

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

ASSESSMENT:

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

MODELLING:

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

MINERAL ECONOMICS:

- Economic Reports

CORPORATE SUPPORT AND INFORMATION SERVICES:

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

CORPORATE SERVICES:

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

SECTION 2 – STATEMENT OF AFFAIRS

The most recent Statement of Affairs by the New South Wales Coal Compensation Board was published by the Board in the 2005 Annual Report. Copies of the Statement of Affairs and this Summary are available from the Board. Copies of both documents are free.

SECTION 3 – CONTACT ARRANGEMENTS

Enquiries should be directed to:

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

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

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

of

COUNTRY ENERGY**SECTION 1 – POLICY DOCUMENTS**

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

Customer Newsletters**Electricity Network Pricing and Information**

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

Gas Network Pricing and Information

- Wagga Wagga Gas Network Pricing 2005 and 2006
- Adelong, Gundagai and Tumut Gas Transportation Charges
- Bombala and Cooma Gas Transportation Charges
- SW Slopes Gas Transportation Charges
- Access Arrangement for Country Energy Gas Networks Wagga Wagga
- Gas Supply Availability
- DPI Discovery Form
- Request of Consumption Data
- Request for Gas Transportation Form
- Request for Service
- Request for Deactivation
- Request for Meter Test
- Meter Up-Grade Request
- Change of User Transaction Form

Proposed Network Improvements

- Reliability, Sustainability, Innovation
- GPS Revised Report
- NERA Cost Effectiveness Analysis
- Electricity System Development Review
- Bega Valley Request for Proposals
- Transmission Network Limitations in the Cowra/Forbes/Parkes area

Contestable Works

- CEK8058 – P1 Single Phase Electronic Meter Installation and Use

- CEK8059 – Q4A Polyphase Electronic Meter Installation and Use
- CEK8073 – CM170 Single Phase Induction Disc Meter Installation and Use
- General Terms and Conditions for the Supply of Electricity to New Subdivisions and Site

Developments

- Easement Requirements
- Design Information
- Public Lighting Consent
- Design Submission
- Notification to Commence Construction
- Outage/Connection Request
- Completion Notice
- Manual CEM7004
- Approved Materials
- Environmental Assessment

Retail Prices**Electricity Pricing Documents**

- South Australian Price Fact Sheet
- Retail Price List
- Urban Domestic Electricity Tariffs
- Rural Domestic Electricity Tariffs
- Urban Business Electricity Tariffs
- Rural Business Electricity Tariffs

Country Energy Far West Region

- Urban Domestic Electricity Tariffs
- Rural Domestic Electricity Tariffs
- Urban Business Electricity Tariffs
- Rural Business Electricity Tariffs

Natural Gas Pricing Documents

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

Electricity Contracts

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

Gas Contracts

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

Safety Publications

- Network Management Plan
- Natural Gas Safety and You
- Christmas Lights Safety Check
- Bush Fire Risk Management Plan
- Electrical Safety for Plumbers
- Customer Installation Safety Plan
- Public Electrical Safety Awareness Plan
- What all Residents Should Know About Living with Electricity Easements
- Structures near powerlines
- Electrical Hazard Awareness for Operators of High Machinery

- Safety First
- Electrical Hazard Poster

Tenders and Expressions of Interest

Far West Region

- Australian Inland Network Performance Report 2003-4
- Australian Inland Draft Network Strategy Statement – October 2004
- Water 2023 Public Document
- Privacy Policy
- Australian Inland Annual Prices Report 2004-05
- Australian Inland's Schedule of Electricity Prices 2004-05
- Australian Inland's Network Use of System Charges 2004-05
- Drought response plan – May 2004
- Australian Inland Electrical Customer Consultative Group Annual Report 2002/03
- Australian Inland Customer Charter
- Australian Inland Public Electricity Awareness Safety Plan
- Australian Inland Network Management Plan
- Australian Customer Installation Safety Plan
- Australian Inland Bush Fire Risk Management Plan
- Standard Form Retail Supply Contract
- Australian Inland 2003-2004 Annual Report
- What You Pay for Your Water and Sewer Services
- What You Pay for Your Water and Sewer Usage
- Australian Inland Information Disclosure for Excluded Distribution Services
- Consumers Guide to the Australian Drinking Water Guidelines 2004

Miscellaneous

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

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

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACTS ARRANGEMENTS

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

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

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

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

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****OFFICE OF THE DIRECTOR OF PUBLIC PROSECUTIONS (NSW)****SECTION 1 – POLICY DOCUMENTS**

The prosecution policy of the Office of the Director of Public Prosecutions (ODPP) is set out in the “Prosecution Guidelines of the Director of Public Prosecutions”, which were last furnished in their entirety on 20 October 2003. The Guideline relating to Elections (Guideline 8) was amended on 10 December 2004. The Guideline relating to Victims of Crime (Guideline 19) was amended on 24 October 2005. The Guideline relating to Advice to Police (Guideline 14) was amended on 11 November 2005. A copy of the Guidelines can be obtained from the ODPP web site, <http://www.odpp.nsw.gov.au> or from the ODPP Head Office Library at 265 Castlereagh Street, Sydney, by telephoning any member of the Library staff on (02) 9285 8912 between 9am and 5pm on weekdays. The publication is available at no charge. The publication may be inspected by arrangement with a member of the Library staff at the ODPP Head Office at 265 Castlereagh Street, Sydney.

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

SECTION 2 – STATEMENT OF AFFAIRS

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.

SECTION 3 – CONTACTS ARRANGEMENTS

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.

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****DEPARTMENT OF HEALTH****SECTION 1 – POLICY DOCUMENTS****CORPORATE COMMUNICATIONS**

The Better Health Centre is the distribution warehouse for NSW Department of Health publications. Most community, policy and corporate documents produced by the Department are available. Order forms for a wide range of publications are available from the Better Health Centre or via the Department's website at www.health.nsw.gov.au/pubs/.

Orders can be placed with Publication Enquiries Officers, Better Health Centre on telephone (02) 9816 0452 or bhc@doh.health.nsw.gov.au. Copies of some translated publications are available from the Multicultural Health Communication Service website (www.mhcs.health.nsw.gov.au).

Some reports and publications are sold through the Government Bookshop, Level 3, 2-24 Rawson Place, Sydney NSW 2000, 1300 656 986.

HEALTH SYSTEM SUPPORT DIVISION

Corporate Governance and Risk Management Branch

- Fraud Control Strategy – Department of Health, NSW (Central Admin) (PD2005_059)
- Improper Conduct – Procedures for Recruitment/Employment of Staff and Other Persons (PD2005_109)
- Corrupt Conduct-Reporting Possible Corrupt Conduct to the Independent Commission Against Corruption (PD2005_173)
- Employment Screening of Staff and Other Persons in Child Related Areas – Policy and Procedure (PD2005_177)
- Risk Assessment Arising from Criminal Charges/Convictions (Policy and Procedure Compliance of) (PD2005_193)
- Child Related Employment – Determination (PD2005_196)
- Conflicts of Interest in the Public Health System (PD2005_469)
- Policy, Guideline and Information Bulletin Distribution System for the NSW Department of Health (PD2005_481)
- Audit Commission – Remuneration for Independent Members – Area Health Services (PD2005_616)
- Child Related Allegations, Charges and Convictions Against Employees (PD2006_025)
- Criminal Allegations, Charges and Convictions Against Employees (PD2006_026)

The following manuals are available to the public at a cost of \$100.00:

Public Service Manuals

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

Health Services and Public Hospital Manuals

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

Copies of the above manuals can be obtained from the Corporate Governance and Risk Management Branch on (02) 9391 9000 or from the NSW Department of Health website (www.health.nsw.gov.au).

Documents available for purchase

Asset and Contract Services

• Biomedical Engineering Health Building Guidelines (1992)	\$110.00
• Day Oncology Unit Health Building Guidelines – Kit (1993)	\$110.00
• Drug and Alcohol Service Health Building Guidelines – Kit (1992)	\$110.00
• Engineering and Maintenance Unit Health Building Guidelines – Kit (1992)	\$110.00
• Floor Coverings for Health Care Buildings (1988)	\$33.00
• Inpatient Assessment and Rehabilitation Health Building Guidelines – Kit (1992)	\$110.00
• Linen Handling Unit Health Building Guidelines (1992)	\$110.00
• Managing Maintenance Guidelines (1994)	\$27.50
• Medical Records Unit Health Building Guidelines (1993)	\$110.00
• Mortuary/Post Mortem Unit Health Building Guidelines (1992)	\$110.00
• Obstetric Unit Health Building Guidelines (1992)	\$110.00
• Pathology Unit Health Building Guidelines (1993)	\$110.00
• Pharmacy Unit Health Building Guidelines – (1992)	\$110.00
• Reference Code for Conventional Cook Chill (2003) Set of Four:	\$110.00
• Rural Health Service Building Guidelines (2000) – CD-ROM	\$110.00
• Stores Unit Health Building Guidelines (1992)	\$110.00
• Thermostatic Mixing Valves in Health Care Facilities Ed. 1 (1990)	\$55.00

Documents Available Free of Charge

Asset and Contract Services

- Asset Management – Government Construction Projects (PD2005_195)
- Asset Management – Government Construction Projects (PD2005_191)
- Capital Works Administration Costs – Capital Works Procedure No.12 (PD2005_046)
- Capital Works Procedure No.18 (CWP 18) Asset Maintenance Planning (GL2005_009)
- Colour and Colour Consultants in Health Care Building Projects – Use of (GL2005_010)
- Construction Procurement Policy (PD 2005_373)
- Danger Tags in Hospitals – Use of (PD2005_001)
- Disposal of Surplus Goods, Obsolete/Unserviceable Stores (Excluding Motor Vehicles) (PD2005_329)
- Environmental Planning and Assessment Act 1979 – Section 94 Contributions for Health Works (PD2005_041)
- Environmental Planning and Assessment Act 1979 – Section 94 Contributions for Health Works (PD2005_041)
- Equipment – Removal from Departmental Premises – Departmental (Central Admin) (PD2005_058)
- Facility Planning Manual (The Process of) (PD2005_050)
- Fire Safety in Health Care Facilities – Guidelines (2005_336)
- Health Facility Guidelines – NSW Department of Health (GL2005_052)
- High Environmental Performance for Buildings (PD2005_306)
- Improved Access to Health Care Facilities (PD2005_077)
- Lease Arrangements and Government Policy Relating to Procurement of Office Accommodation (PD2005_297)
- Maintenance of Anaesthetic Machines (PD2005_022)
- Medical Helipads – Guidelines (PD2005_128)
- Nylon Carpets in Health Care Buildings – Use of (PD2005_080)
- Office Accommodation Policy – Public Health Organisations and Ambulance Service (PD2005_576)
- Preparation of Conservation Management Plans During Capital Project Planning (PD2005_331)
- Private Sector Financing of Government Facilities Barter Transactions (PD2005_172)
- Privately Owned Equipment – Inspection and Testing (GL2005_003)
- Property Disposal Reforms – Premier’s Memorandum No.2003-3 (PD2005_302)
- Purchase and Installation of (Non Ethylene Oxide) Sterilising Equipment and Products (PD2005_055)
- Relations with Commonwealth Government’s Construction Industry Development Agency (CIDA) (PD2005_052)
- Release of the Health Facility Guideline – Safety and Security as a Working Draft (PD2005_293)

- Rental and Management Aspects of Public Sector Housing (PD2005_089)
- Requirements for the Provision of Cold and Heated Water (PD2005_344)
- Siemens Ultratherm Diathermy Units – Insulation of High Tension Cables (PD2005_003)
- Statewide Management Movable Heritage in NSW Public Health System/Health/Medicine Collections Policy (PD2005_401)
- Submission of Building and Development Applications (PD2005_036)
- Types of Fire Extinguishers to be used in Health Care Facilities (GL 2005_047)

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

- NSW Health Facility Guidelines,
 - o Part A – Introduction and Instructions for Use
 - o Part B – Health Facility Briefing and Planning
 - o Part B – Ambulatory Care
 - o Part B – Community Health
 - o Part B – Emergency Unit
 - o Part B – Inpatient Unit
 - o Part B – Intensive Care
 - o Part B – Child and Adolescent Mental Health
 - o Part B – Psychiatric Emergency Care Centre
 - o Part B – Acute Adult Mental Health and PICU
 - o Part B – Ambulatory Mental Health Unit
 - o Part B – Rehabilitation/Allied Health Unit
 - o Part B – Clinical Information Unit
 - o Part B – Medical Imaging, NICU/SCU
 - o Part B – Maternity Unit
 - o Part B – Paediatric/Adolescent IPU
 - o Part B – Pharmacy Unit
 - o Part B – Renal Dialysis Unit
 - o Part B – Operating Unit
 - o Part C – Design for Access, Mobility, OHS and Security
 - o Part D – Infection Prevention and Control
 - o Part F – Furniture Fittings and Equipment
 - o Part F – Operational Commissioning

Documents available via <http://www.healthdesign.com.au/nsw.hfg> (Under Useful References)

- Standard Facility Cost Planning Guidelines
- TS11, Engineering Services and Sustainable Development

Corporate Personnel Services

- PD2005_318 Flexible Work Locations Policy – NSW Department of Health
- PD2005_147 NSW Department of Health grievance resolution procedures
- PD2005_150 Job Evaluation Policy – Central Office
- PD2005_263 NSW Department of Health Protected Disclosures Policy
- PD2005_310 NSW Department of Health – Work and Family Room Policy
- PD2005_321 NSW Department of Health Restructuring Procedures
- PD2005_272 Public Sector Employees contesting elections
- PD2005_148 NSW Department of Health Alcohol and Other Drugs Policy
- PD2005_130 Principles and minimum standards for the development of health service codes of conduct
- PD2005_147 Grievance Resolution Procedures – NSW Department of Health
- PD2005_577 Freedom from Harassment – Policy and Procedures
- PD2005_250 Statement on Bullying, Harassment and Discrimination -Joint Management, PSA and Nursing Association Statement
- PD2005_137 Mature-Aged Workforce Policy
- PD2005_177 Policy and Procedure – Employment Screening of Staff and Other Persons in Child Related Areas
- PD2005_552 NSW Department of Health Policy – Employment Screening Using Criminal Record Checks
- PD2005_193 Risk Assessments Arising from Criminal Charges/Convictions (Policy and Procedure Compliance of)
- PD2005_032 Employment of People with Disabilities in DoH, AHS' and Public Hospitals
- PD2005_137 Mature-Aged Workforce Policy

- PD2005_340 Secondment or Use of the Services of Health System Employees by the Department
- PD2005_301 Coaching and Performance Systems (CAPS) Policy – NSW Department of Health
- PD2005_244 Induction Program – NSW Department of Health
- PD2005_255 Learning and Development Policy – NSW Department of Health
- PD2005_360 Occupational Health and Safety Policy and Workers Compensation and Injury Management Policy
- PD2005_189 Occupational Health and Safety Rehabilitation Numerical Profile
- PD2005_351 Provision of First Aid Facilities and Personnel
- Salaries/Leave/Superannuation
- PD2005_053 Accessing Leave Entitlements and Flexible Work Arrangements to Observe Religious Duties – 2005
- PD2005_428 Paid Trade Union Leave
- PD2005_467 Salary Increase for NSW Health Department Staff Employed under Public Service Awards Covered by PSA
- PD2005_232 NSW Department of Health -Staff Exit Information (Procedures for the Collection of)

Nursing and Midwifery Office (NaMO)

Documents Available Free of Charge

- Chief Nursing Officer Update Spring (2004)
- NSW Area Director of Nursing Strategic Plan to Develop the Nursing and Midwifery Workforce in NSW (2003/2004)
- Nursing Practice and Process Development Survey (2003)
- Policy and Guidelines for the Distribution, Expenditure and Reporting of Nurse Strategy Reserve Funding and Study Leave Funding – 2003
- Guidelines for the Management of Nursing Work Experience for School Students: A Guide for Health Services – 2001

Publications are available on the Department's website unless other wise indicated.

- Our Commitment – NSW Nursing Workforce (Nov 2000)
- NSW Nursing Workforce Research Project Report (Sept 2000)
- Midwifery Taskforce Report – Background (1995) (Available on order from N&MO)
- Ministerial Standing Committee on the Nursing Workforce Action Plan (Sept 2001)
- Nurse Practitioner Services in NSW (framework document) (1998) (Available on order from N&MO)
- Nurse Recruitment and Retention Taskforce – Final Report (1996) (Available on order from N&MO)
- Nurse Practitioner Project Stage 3 (1995) (Available on order from N&MO)
- Profile of the Registered Nurse and Enrolled Nurse Workforce 1998 – 2002
- NSW Area Director of Nursing Strategic Plan to Develop the Nursing and Midwifery Workforce in NSW (2003/2004)

Employee Relations

For awards/determinations and salary rates please refer to the NSW Department of Health website.

- A framework for managing the disciplinary process in NSW Health (PD2005_225)
- Access to reduced hours for staff (including managers and supervisors) following maternity leave (PD2005_154)
- Accessing leave entitlements and flexible work practice arrangements to observe religious duties (PD2006_004)
- Annual leave and ADOs – nurses, professional and other staff – public health organisations (PD2005_561)
- Apprentice tradesmen – recognition of pre-employment courses (PD2005_016)
- Attendance at state super retirement preparation seminars (PD2005_271)
- Best practice guidelines for including health and safety in the engagement, management and evaluation of contractors in Health Services (PD2005_227)
- Blood donors – employees of 2nd and 3rd schedule hospitals and 4th schedule organisations (PD2005_476)
- Bullying, harassment and discrimination: joint management and employee association statement (PD2005_223)
- Chaplaincy services to the NSW Health system (PD2005_123)
- Chaplains subsidy (PD2006_016)
- Charging of commission by Health Services from salaries and wages of employees (PD2005_185)

- Checking the credentials of trained and professional staff (PD2005_010)
- Creation and grading of positions for clerical and administrative support staff in community health centres – public health organisations (PD2005_445)
- Creation and grading of positions in Area Health Services/public hospitals (PD2005_035)
- Delegation of authority – determination of gradings – Hospital Secretaries (State) Award and Public Hospital (Medical Superintendents) Award (PD2005_435)
- Department of Health manual handling numerical profile (PD2005_118)
- Devolution of industrial relations responsibilities to Area Health Services (PD2005_061)
- EEO program minimum standards for Area Health Services and the NSW Ambulance Service (PD2005_145)
- Effective incident response: a framework for prevention and management in the Health workplace (PD2005_234)
- Effective workplace grievance resolution: policy and better practice (PD2005_584)
- Effectively communicating the NSW Health code of conduct (PD2005_627)
- Emergency volunteers – bush fire fighting training courses (PD2005_237)
- Employee assistance programs: NSW Health policy and best practice programs (PD2005_568)
- Employer contributions for First State Super and complying accumulation superannuation schemes (PD2005_350)
- Extended leave entitlements (PD2005_442)
- Employment health assessment policy and guidelines (PD2005_186)
- Employment of persons other than Australian citizens (GL2005_002)
- Flexible work practices policy (PD2005_087)
- Guidelines and training competencies for the handling of cytotoxic drugs and related waste in NSW health care establishments (PD2005_081)
- Guidelines for provision of work experience programs in NSW public health system (GL2005_020)
- Health Managers level 5 and above – approval for an allocated day off (PD2005_549)
- Health Service boards, Chief Executive Officers and other employees of Health Services are not permitted to offer over-award salaries (PD2005_334)
- Health Services staff with possible exposure to severe acute respiratory syndrome (SARS) (PD2005_309)
- Incremental salary progression for part-time employees in public health organisations and the Health Administration Corporation (PD2005_456)
- Increase in paid adoption leave entitlement for staff in public hospitals, Health Services Areas and the NSW Ambulance Service (PD2005_419)
- Industrial consultative arrangements – public health organisation (PD2005_397)
- Jury Act 1977 – Regulation (GL2005_011)
- Leave to undertake defence force duties (PD2006_016)
- Leave without pay – employees of 2nd and 3rd schedule hospitals (PD2005_009)
- Long service leave entitlements for permanent part-time employees (PD2005_440)
- Long service leave – leave without pay (PD2005_437)
- Long service leave – public hospitals part-time and full-time service (PD2005_441)
- Management development strategy for NSW Health (PD2005_112)
- Managing displaced employees (PD2005_517)
- Managing displaced employees (PD2005_104)
- Managing employment, promotion and transfer where employees are closely related or have a close personal relationship (PD2005_201)
- Managing for performance: a better practice approach for NSW Health (PD2005_180)
- Managing overpayment of salaries and wages for Health Service and public hospital employees (PD2005_160)
- Managing parental leave for employees in the NSW health system (PD2005_133)
- Managing sick leave: policy guidelines and eligibility (PD2005_295)
- Managing workplace issues for transgender people (PD2005_165)
- Mature-aged workforce policy (PD2005_137)
- Medical officer secondments accounting arrangements (PD2005_005)
- NSW Health code of conduct (PD2005_626)
- NSW Health learning and development leave policy (PD2005_178)
- NSW Health policy and procedures for injury management and return to work (PD2005_328)
- NSW Health training program – A safer place to work: preventing and managing violent behaviour (PD2005_316)
- NSW Nurses' Association annual conference and professional issues conference (PD2006_220)

- Occupational health and safety issues associated with the management of bariatric (severely obese) patients (GL2005_070)
- Official travel (PD2005_619)
- Orientation policy for NSW Health (PD2005_187)
- Out of pocket expenses and Christmas season parties (PD2005_114)
- Paid trade union leave (PD2005_428)
- Paramedic Ambulance Officers – conditions of employment – undertaking clinical training (PD2005_544)
- Participation at external seminars (PD2005_356)
- Payment of annual leave – part-time employees (PD2005_021)
- Payment of long service leave – application form (PD2005_446)
- Payment of shift penalties and other work related allowances whilst subject to misconduct/other disciplinary inquiries (PD2005_095)
- Payroll Procedures – 38 hour week – public health organisations (PD2005_560)
- Personal/carer's leave/family and community services leave – public health organisations and Ambulance Service of NSW (PD2005_431)
- Policy and best practice guidelines for the prevention of manual handling incidents in NSW public Health Services (PD2005_224)
- Policy and guidelines for the development of protected disclosures: procedures in Health Services (PD2005_135)
- Policy and guidelines for the safe handling of glutaraldehyde in NSW public health care facilities (PD2005_108)
- Policy and guidelines for the safe use of hazardous substances in NSW public health care facilities (PD2005_129)
- Policy framework and guidelines for the prevention and management of latex allergy (PD2005_490)
- Policy on employment of people with physical disability in the Department of Health, Area Health Services and public hospitals (PD2005_032)
- Portability of previous service in a 5th schedule hospital or community health program (PD2005_453)
- Portability of previous service in a 5th schedule hospital when employed in a public hospital / Area Health Service (PD2005_450)
- Pre-employment screening of security staff – procedures (PD2005_326)
- Private practice by Resident Medical Officers and Registrars in Public Hospitals (PD2005_018)
- Privacy of personnel information on aboriginal staff and clients (PD2005_236)
- Protecting people and property: NSW Health policy and guidelines for security risk management in health facilities (PD2005_339)
- Provision of first aid facilities and personnel (PD2005_351)
- Public authorities superannuation act – definition of salary (PD2005_025)
- Public sector employees contesting elections (PD2005_272)
- Public sector staff mobility (PD2005_099)
- Public sector vacancies – exemptions from PEO circular 96/27 (PD2005_433)
- Qualifications for senior financial management and accounting positions (PD2005_169)
- Recognition of prior service – transferred officers' extended leave act 1961 (PD2005_140)
- Recognition of service for salary purposes in public health organisations and Ambulance Service (PD2005_569)
- Recruitment and selection: policy and better practice for public health organisations and the Ambulance Service of NSW (PD2005_565)
- Registration of professional personnel (PD2005_013)
- Reimbursement of child care costs for Health Service board members (PD2005_111)
- Reimbursement of licence fees for security officers required to hold a security licence (PD2005_226)
- Relieving higher grade duty prior to taking annual leave (PD2005_443)
- Repatriation Leave for Ex-Servicemen Employed in Public Health Organisations (PD2005_559)
- Right of private practice – allied health professionals (PD2005_317)
- Salaried diagnostic specialists rights of private practice in respect of compensable patients (PDD2005_007)
- Salaried Senior Medical Practitioners and rights of private practice – disbursement funds from no 2 accounts (PD2005_324)
- Salary sacrifice for superannuation (GL2005_058)
- Secondment of resident medical staff to NSW hospitals – guidelines (PD2005_458)

- Security improvement assessment tool (PD2005_551)
- Senior Executive Service – notional salary (PD2005_144)
- Senior Executive Service performance management system (PD205_418)
- Skilled tradesman employed in 2nd and 3rd schedule hospitals – explosive power tools licence (PD2005_477)
- Spokeswomen’s program within the NSW public health system (PD2005_129)
- Staff establishments – second and third schedule hospitals (PD2005_479)
- Staff Specialists’ training, education and study leave (TESL): New funding entitlement 2005-2006 (PD2005_621)
- Staff Specialists’ private practice arrangements: fees can be charged where medical gap cover insurance is held (PD2005_635)
- Staff Specialists private practice arrangements: reimbursement from private patient revenue of medical indemnity payments made by level 2 to 5 Staff Specialists for financial year 2005-2006 (PD2005_620)
- TESL travel for Salaried Senior Medical Practitioners (PD2005_305)
- The occupational health, safety and rehabilitation numerical profile (PD2005_189)
- Trade union activities – loan of services – public health organisations (PD2005_447)
- Trade union activities – public health sector (PD2005_455)
- Trade union leave – paid (PD2005_428)
- Transferred officers extended leave act – Recognition of previous service in certain non-gazetted hospitals (PD2005_448)
- Tsunami emergency – conditions for staff and visiting medical officers (PD2005_526)
- Use of Departmental motor vehicles – Environmental health officers (PD2005_040)
- Use of motor vehicles within NSW Health (PD2005_403)
- WorkCover NSW reporting requirements: occupational exposures to blood-borne diseases (PD2005_354)
- Worker’s compensation claims for non-inpatient treatment of hospital employees (PD2005_017)
- Workforce learning and development strategy for NSW Health (PD2005_113)
- Workplace health and safety: policy and better practice guide (PD2005_409)
- Zero tolerance response to violence in the NSW Health workplace (PD2005_315)

Finance and Business Management

- Capital Asset Charges – Issued October 2001
- Operations Guidelines, Non-Government Organisations Grant Program

Legal and Legislative Services

- Policy on Intellectual Property arising from Health Research (PD_2005_370)
- Provision of Pathology Services to Private In-patients in Public Hospitals (PD_2005_381)
- Private Cord Blood Banking (PD_2005_394)
- Patient Information and Consent to Medical Treatment (PD_2005_406)
- Subpoenas (PD_2005_405)
- Prosecution Policy and Guidelines (PD_2005_322)
- Legal Matters of Significance to the Government (PD_2005_182)
- Advertising of Private Injury Services by Lawyers in Hospital (PD_2005_251)
- Extinction of Life and Certification of Death (PD_2005_488)
- Release of Assets of Deceased Patients (PD_2005_492)
- Visiting Medical Officers (Honorary Medical Officers) Contract of Coverage
- Mental Health Agreements between NSW and other States concerning Civil Patients (Victoria, Queensland and ACT) and Absconding Forensic Patients (Victoria and Queensland).
- Review of the Human Tissue Act 1983:
- Discussion Paper – Assisted Reproductive Technologies, October 1997
- Discussion Paper – Regulation of the Supply of Blood and Blood Products, January 1998
- Report – Blood Donation and the Supply of Blood and Blood Products, April 2002
- Discussion Paper – Organ and Tissue Donation and Use and Post Mortem Examination, October 1999
- Review of the Mental Health Act 1990:
- Discussion Paper 1: Carers and Information Sharing, February 2004
- Discussion Paper 2: The Mental Health Act 1990, July 2004
- Review of the Nurses Act 1991:
- Issues Paper – Review of the Nurses Act 1991, July 1999
- Report – Review of the Nurses Act 1991, October 2001

- Review of the Nursing Homes Act 1988:
- Issues Paper – Review of the Nursing Homes Act 1989, June 2000
- Review of the Podiatrists Act 1989:
- Issues Paper – Review of the Podiatrists Act 1989, April 2000
- Report – Review of the Podiatrists Act 1989, May 2003
- Review of the Private Hospitals and Day Procedure Centres Act 1988:
- Issues Paper – Review of the Private Hospitals and Day Procedure Centres Act 1988, December 2000
- Interim Report – Review of the Private Hospitals and Day Procedure Centres Act 1988, May 2002
- Review of the Public Health Act 1991:
- Issues Paper – Review of the Public Health Act 1991, September 1999
- Regulatory Impact Statements:
- Regulatory Impact Statement for the Dental Technicians Registration Regulation 2003
- Regulatory Impact Statement for the Medical Practice Regulation 2003
- Regulatory Impact Statement for the Nurses Regulation 2003
- Regulatory Impact Statement for the Dental Practice Regulation 2003
- Regulatory Impact Statement for the Podiatrists Regulation 2005
- Podiatrists Regulation 2005

The following documents are available on the Privacy internet pages:

- NSW Health Privacy Management Plan (PD_2005_362)
- NSW Health Privacy Manual (PD_2005_593)

Workforce Development and Leadership Branch

- PD2005_613 Junior Medical Staff Recruitment for Clinical Year 2006 – NSW Health.
- IB2005_001 Definition of an Aboriginal Health Worker released 23/02/2005.
- PD2005_225 Aboriginal employment strategy (which is currently under Employee Relations).
- PD2005_100 supercedes Circular 96/72 NSW Health Child Care Policy.
- The Area of Need program has a designated web site, which provides comprehensive information on requirements and processes involved in the declaration of Area of Need status for medical positions. www.health.nsw.gov.au/othp

POPULATION HEALTH DIVISION

Aboriginal Health

Documents available free of charge

- Ensuring Progress in Aboriginal Health in NSW – A Policy for the NSW Health System (1999)
- Ensuring Progress in Aboriginal Health in NSW – A Policy for the NSW Health System (1999) – A Policy Outline
- NSW Aboriginal Family Health Strategy (1995)
- NSW Aboriginal Health Revised Partnership Agreement (2001)
- NSW Aboriginal Health Strategic Plan (1999)
- NSW Health Aboriginal Health Impact Statement and Guidelines (2003)
- NSW Health Aboriginal Health Impact Statement Survival Guide (2003)
- NSW Otitis Media Strategic Plan for Aboriginal Children – A Summary
- NSW Otitis Media Strategic Plan for Aboriginal Children – (2000)
- NSW Health – Communicating Positively – A guide to appropriate Aboriginal terminology (2004)
- Principles for Recording Aboriginal and Torres Strait Islander Origin Information of Patient and Clients (PD2005-547)
- Preferred Terminology to be Used When Referring to Aboriginal and Torres Strait Islander Peoples (PD2005-319)
- Welcome to Country Protocols Policy (PD2005-472)

Centre for Chronic Disease Prevention and Health Advancement

Tobacco and Health Branch

- NSW Tobacco Action Plan 2005-2009 – A Vision for the Future
- NSW Tobacco Action Plan 2005-2009 – Background Paper
- Guide for the management of Nicotine Dependent Inpatients – Summary of Evidence
- Counting the Costs of Tobacco and the Benefits of Reducing Smoking Prevalence in NSW
- What licensed venues need to know – Information Kit
- Let's take a moment – quit smoking brief intervention – a guide for all health professionals

Nutrition and Physical Activity Branch

- Childhood Obesity Summit NSW Government Response 2003
- Government Action Plan 2003-2007
- Breastfeeding in NSW: Promotion, Protection, and Support
- Breastfeeding in NSW: Promotion, Protection, and Support – Policy at a Glance
- Eat Well NSW: Strategic Directions for Public Health Nutrition 2003-2007

Injury Prevention Policy Branch

- Management Policy To Reduce Fall Injury Among Older People (electronic version available)
- Aboriginal Safety Promotion Strategy (electronic version available)

Strategies and Settings Branch

- Building Capacity to Improve Health: A Strategic Framework (electronic version available)
- Health Promotion with Schools: A Policy for the Health System (electronic version available)
- NSW Aboriginal Health Promotion Program: Direction Paper (electronic version available)
- NSW Chronic Disease Prevention Strategy: Discussion Paper (electronic version available)
- Report on the National Consultation Workshop for the Establishment of the Collaborative Centre for Aboriginal Health Promotion (2002) – Report (Hard copy only)
- Skin Cancer Prevention Strategic Plan for New South Wales 2001 – 2005
- NSW Health Impact Assessment Project Report – A4 booklet (electronic version available)

Communicable Diseases

- Notifiable Diseases Manual (2004)
- Notifiable Diseases Under the Public Health Act 1991 (PD2006_014)
- Supply of Rifampicin Prophylaxis to Prevent Meningococcal Disease (PD2005_163)
- Notifiable Disease Data Security and Confidentiality (PD2005_181)
- BCG Vaccination (PD2005_208)
- Bacille Calmette Guerin Vaccination (PD2005_208)
- Tuberculosis Related Services – Charging for (PD2005_579)
- Chemotherapy (PD2005_071)
- Tuberculosis Contact Tracing (PD2005_581)
- Guidelines for the Management of People with Tuberculosis who Knowingly Place Others at Risk of Infection (PD2005_068)
- Health Care Worker TB Screening and Protection (PD2005_209)
- Health Undertakings Follow-Up (PD2005_075)
- Infection Control (PD2005_596)
- Management of Multi Drug Resistant Tuberculosis in NSW (PD2005_159)
- Management of Persons with Tuberculosis (PD2005_141)
- Tuberculosis Skin Testing (PD2005_580)
- Preventative Therapy (PD2005_072)
- Role of the Area TB Coordinator (GL2005_031)
- Screening Target Groups (PD2005_073)
- The Role of Chest Clinics in NSW (GL2005_030)
- Tuberculosis and HIV (PD2005_076)
- Tuberculosis in Children and Adolescents (GL2005_060)
- Definition of HIV Infection and AIDS-Defining Illness

AIDS/Infectious Diseases Branch

- NSW Hepatitis C Strategy
- NSW Hepatitis C Care and Treatment Plan
- Guidelines for the Development of Sexual Health Services in NSW
- NSW HIV/AIDS Health Promotion Plan
- Policy and Procedures for the Needle and Syringe Program
- Mental Health, HIV and AIDS: A Policy Statement
- Sterilization And Disinfection Core Competencies (March 2003)
- NSW Immunisation Strategy 2003-2006
- Contact Tracing Guidelines for the Sexually Transmittable Diseases and Blood Borne Viruses (PD2005_184)
- HIV Antibody Testing – Counselling – Guidelines (PD2005_048)
- HIV Antibody Testing by Laboratories in NSW (PD2005_194)
- HIV Infection Management of People Who Risk Infecting Others (PD2005_258)

- HIV, Hepatitis B and Hepatitis C – Management of Health Care Workers Potentially Exposed (PD2005_311)
- Homoeopathic Immunisation (GL2005_005)
- Immunisation Mass – Poliomyelitis, Whooping Cough, Diphtheria, Tetanus, Measles, Mumps and Rubella (PD2005_033)
- Immunisation Register – Australian Childhood (PD2005_085)
- Immunisation Services – Authority for registered nurses (PD2005_229)
- Infection Control Program Quality Monitoring (PD2005_414)
- Rabies Immunoglobulin (RIG) and Rabies Vaccine for Post Exposure Treatment (PET) (PD2005_218)
- Human Immunodeficiency Virus (HIV) – Management of Non-Occupational Exposure (PD2005_005)
- Infection Control Management of Reportable Incidents (PD2005_203)
- Blood Alcohol and Drug Test Kits – Modification of (PD2005_572)
- Infection Control Policy (PD2005_247)
- Sharps Disposal by Public Hospitals/Authorised Outlets of NSW Needle and Syringe Program for Community (PD2005_262)
- Single Use Medical Devices (SUDs) Remanufacture (PD2005_399)
- Hepatitis B Vaccination Policy (PD2005_222)
- HIV Infection management of People Who Risk Infecting Others (PD2005_258)
- Human Immunodeficiency Virus (HIV) – Management of Non-Occupational Exposure (PD2006_005)
- Immunisation services – Authority for registered nurses (PD2005_229)
- Occupational Screening and Vaccination Against Infectious Diseases (PD2005_338)
- Sexual Health Services (ACHS) – Accreditation Guidelines for NSW (GL2005_066)
- Sexual Health Services (QMS) – Accreditation Guidelines for NSW (GL2005_067)
- HIV, Hepatitis B and Hepatitis C – Health Care Workers Infected (PD2005_162)

Environmental Health Branch

- Approved Specifications for Warm Water Systems
- Blood Cholesterol and Glucose Measurement Code of Best Practice
- Code of Practice for the Control of Legionnaires Disease
- Domestic Greywater Treatment Systems Accreditation Guidelines
- Greywater Reuse in Sewered Single Domestic Premises
- Guidelines for the Funeral Industry
- Guidelines on Blood Cholesterol and Glucose Measurement
- Investigation of Cases of Elevated Blood Lead levels – Guidelines for Environmental Health Officers (Contact officer: Neil Shaw 9816 0264)
- NSW Health Drinking Water Monitoring Program
- NSW Health Response Protocol for the Management of Coliform Bacteria in Drinking Water
- NSW Health Response Protocol – Following failure in water treatment or detection of Giardia or Cryptosporidium in drinking water
- Precautions for Schools and Child Care Centres During Boil Water Alerts
- Precautions for Swimming Pools and Spas During Boil Water Alerts
- Precautions Relating to Commercial Establishments Serving Food or Drink to the Public During Boil Water
- Protocol for Minimising the Risk of Cryptosporidium in Public Swimming Pools and Spa Pools
- Public Swimming Pool and Spa Pool Guidelines
- Radiation Safety Guidelines – Speech Pathologists/Other Staff – Modified Barium Swallows/Fluoroscopy
- Septic Tank and Collection Well Accreditation Guidelines
- Sewage Management Facility – Treatment System Accreditation Guidelines
- Skin Penetration Code of Best Practice
- Skin Penetration Guidelines
- Using Water Header Tanks – Following boil water
- Waste Management Guidelines for Health Care Facilities
- Water Carters (Guidelines for) – NSW Health
- Waterless Composting Toilet Accreditation Guidelines

Clinical Policy Unit

- Policy framework and guidelines for the prevention and management of latex allergy (PD2005/490) (under review)
- Anaphylaxis (IB2004/2)
- Anaphylaxis Educator Contact Details (IB2004/30)
- Anaphylaxis and severe allergic reactions (Fact sheet) (Dec 2003)
- Peanut allergy (CHO Alert) (December 2003)
- Acute management of young children and infants with gastroenteritis – clinical practice guidelines (PD2005/238)
- Paracetamol Use (PD2006_004)
- Paracetamol Use (CHO Alert) (Nov 2002)
- Regulation of complementary health practitioners – discussion paper (September 2002)
- Guideline for the management of fresh blood components (Mar 2003)
- Management of fresh blood components (PD2005/261)
- National Blood Authority: accountability for blood and blood products in NSW (PD2005/332)
- NSW Haemophilia Advisory Group guidelines on Factor VIII usage January 1997 (PD2005/106)
- Treatment and supply of Factor VIII to patients with Haemophilia and von Willebrands disorder (PD2005/168)
- Use and retention of human tissue including organ donation, post-mortem examination and coronial matters (PD2005/341)
- Coroners' cases and amendments to Coroners Act 1980 (PD2005/352)
- NSW Health Human Tissue Inquiry Line fact sheet (Feb 2003)
- Do you have questions about human tissue or organs kept from a past autopsy on a family member? (Also available by contacting the Human Tissue Inquiry Line on 1800 225 822)
- Acute Management of Infants and Children with Acute Abdominal Pain PD2005_384
- Acute Management of Infants and Children with Asthma PD2005_386
- Acute Management of Infants and Children with Bacterial Meningitis PD2005_383
- Acute Management of Infants and Children with Bronchiolitis PD2005_387
- Acute Management of Infants and Children with Croup PD2005_392
- Acute Management of Infants and Children with Fever PD2005_388
- Acute Management of Infants and Children with Head Injury PD2005_391
- Acute Management of Infants and Children with Otitis Media PD2005_385
- Acute Management of Infants and Children with Seizures PD2006_023
- Acute Management of Infants and Children with Sore Throat PD2006_019

Pharmaceutical Services Branch

- ADHD – Report on Trends in NSW (P. Salmelainen)
- Attention Deficit Hyperactivity Disorder in Adults – Criteria for the Diagnosis and Management – TG190/3
- Attention Deficit Hyperactivity Disorder in Children and Adolescents – Criteria for Diagnosis and Management – TG181/6
- Barbiturates – Prescribing guidelines – TG206
- Cancer Related Pain – Prescribing of Opioids – TG198/4
- Chronic Pain – Patient Management Guidelines – TG202/6
- Community-Based Health Services and Residential Facilities – Guidelines for the Handling of Medication – Circular 97/10.
- Day Procedure Centres – Guide to the Poisons and Therapeutic Goods Legislation – TG115
- Dentists – Guide to Poisons and Therapeutic Goods Legislation – TG12/21
- Dispensing of HIV Specialist Drugs – Community Pharmacy Pilot – Evaluation Report
- Drugs of Addiction (Schedule 8) – TG13/19
- Drug of Addiction (Schedule 8) – Authority requirements under the Poisons and Therapeutic Goods Act 1966 – TG 212
- Flunitrazepam – Prescribing Guidelines – TG204
- General Sellers of Poisons – Guide to Poisons and Therapeutic Goods Legislation – TG9A/2
- Medical Practitioners – Guide to Poisons and Therapeutic Goods Legislation – TG12/21
- Methadone Supply Under the New South Wales Methadone Program – Notes for Community Pharmacists – TG201/1
- Nursing Homes – 'Guide to Handling of Medications in NSW'. Information Bulletin 2003/10
- Pharmacists – Guide to Poisons and Therapeutic Goods Legislation – TG79/26
- Poisons Licence Holders – Guide to Poisons and Therapeutic Goods Legislation – TG9/10
- Prescribed Restricted Substance (Schedule 4 Appendix D) – TG14/13

- Prescription Recording – Approved Systems – TG50/4
- Prescriptions – Criteria for the Issuing of Non-Handwritten Prescriptions – TG184/4
- Private Hospitals – Guide to the Poisons and Therapeutic Goods Legislation – TG115
- Public Hospitals Policy on Handling of Medication in New South Wales – PD 2005 _ 206
- S100 Information Bulletin – IB 2005_52
- Schedule 3 Substances – Guide to Poisons and Therapeutic Goods Legislation – TG151/9
- Schedule 7 Substances – Requirements for Authority to Obtain, Use and Supply – TG207/1
- Use of Buprenorphine in the treatment of Opioid Dependence
- Veterinary Surgeons – Guide to Poisons and Therapeutic Goods Legislation – TG74/10
- Wholesalers – Guide to Supply of Substances in Schedule 2, 3 or 4 of the Poisons List – TG191/6

Private Health Care Branch

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

Centre for Epidemiology and Research

Publications are available on the Department's website.

- Guidelines for End-Of-Life Care and Decision-Making GL 2005_057
- Using Advanced Care Directives GL2005_056
- Capacity Building Infrastructure Grants Program: Application Kit for Funding Round 2 2006/7 to 2008/9
- Human Research Ethics Committee (HRECs) Fee Policy for Review of Clinical Trials within NSW Health PD 2005_628
- Operations Manual for NSW Health HRECs GL2005_059

STRATEGIC DEVELOPMENT DIVISION

Documents available free of charge

Centre for Drug and Alcohol

Publications are available on the Department's website

- Youth Alcohol Action Plan 2001-2005
- Heroin Overdose and Prevention Management Strategy
- Methadone/Buprenorphine Treatment Agreement
- NSW Detoxification Clinical Practice Guidelines
- NSW Methadone Clinic Accreditation Standards
- NSW Methadone Maintenance Treatment Clinical Practice Guidelines
- The NSW Drug Treatment Services Plan 2000-2005
- Information for Medical Practitioners and Pharmacists on the treatment of Heroin dependence
- Rapid detoxification for Opioids – Circular 2001/17
- Methadone takeaway doses
- A reference manual for participants – Pharmacotherapies
- NSW Health – Alcohol and other drugs policy for Nursing Practice in NSW
- Amphetamine, Ecstasy and Cocaine: A Prevention and Treatment Plan 2005-2009.
- Interagency Guidelines for the Early Intervention, Response and Management of Drug and Alcohol Misuse (full version).
- Interagency Guidelines for the Early Intervention, Response and Management of Drug and Alcohol Misuse (condensed version).
- NSW Health Drug and Alcohol Program Clinical Supervision Guidelines (will be completed by end of June 2006).
- NSW Health Guidelines for Consumer Participation in Drug and Alcohol Services
- Clinical Guidelines for Assessment and Management of Psychostimulant Users (2 page clinical sheet)
- 2005-2006 and 2006-2007 Data Dictionary and Collection Guidelines for the NSW Minimum Data Set for Drug and Alcohol Treatment Services, Version 5
- National Clinical Guidelines for the Management of Drug Use during Pregnancy, Birth and the Early Development Years of the Newborn

Centre for Mental Health

Publications are available on the Department's website and the Better Health Centre.

- Aboriginal Mental Health Policy: A Strategy for the Delivery of Mental Health Services for Aboriginal People in New South Wales

- Accredited Persons Handbook
- Acute Stress, Trauma and Bereavement – Information for General Practitioners
- Adapting the Ward for People with Dementia

Annual Reports under Section 301 of the Mental Health Act

- 1997/98 Annual Report under Section 301 of the Mental Health Act
- 1998/99 Annual Report under Section 301 of the Mental Health Act
- 1999/00 Annual Report under Section 301 of the Mental Health Act
- 2000/01 Annual Report under Section 301 of the Mental Health Act
- An Intergalactic Guide to Relationships
- Better Mental Health care for you
- Care and Support Pack for Families and Friends Bereaved by Suicide
- Caring for Mental Health
- Caring for Mental Health in a Multicultural Society – a strategy for the Mental health care of people from culturally and linguistically diverse backgrounds in NSW
- Caring for Older People's Mental Health
- Consensus Guidelines for Assessment and Management of Depression in the Elderly
- Dementia – Answers to common questions
- Dementia Estimates and Projections, NSW and its Regions
- Family Help Kit
- Framework for Housing and Accommodation Support for People with Mental Health Problems and Disorders
- Framework for Rehabilitation for Mental Health
- Framework for Suicide Risk Assessment and Management
- Getting in Early: A Framework for Early Intervention and Prevention in Mental Health for Young People in New South Wales
- Guidelines for the Promotion of Sexual Safety in NSW Mental Health Services
- Housing and Accommodation Support Initiative Report 1: Summary
- Improving Mental Health and Wellbeing in NSW (07 Aug 03)
 - o Children of parents with mental illness
 - o Improving mental health and wellbeing in NSW
 - o Integrated Perinatal and Infant Care (IPC)
 - o NSW Early Psychosis program
 - o NSW School-Link initiative
 - o NSW Parenting Program for Mental Health
 - o Suicide Prevention in NSW
- Increasing Awareness of Mental Illness Among Secondary School Students
- Issues Paper for Responding to children under ten who display problematic sexualised behaviour or sexually abusive behaviour
- Joint Guarantee of Service for People With Mental Health Problems and Disorders – NSW Department of Housing, NSW Aboriginal Housing Office, NSW Health, Aboriginal Health and Medical Research Council of NSW, NSW Department of Community Services
- Literature Review: The effects of built and natural environment on mental health units for mental health outcomes and quality of life
- Local Management of Media Reporting on Suicide Deaths
- Making Mental Health Better for Children and Adolescents (Four-page brochure)
- Management of People with a coexisting Mental Health and Substance Use Disorder – Discussion Paper
- Mental Health Act Guidebook
- Mental health clinical care and prevention model: a population mental health model (Jul – 01)
- Mental health promotion in NSW. Conceptual Framework of Developing Initiatives
- Mental Health Sentinel Events Review Committee: Tracking Tragedy – First Report of the Committee (NSW)
- NSW Government Response to the Select Committee Inquiry into Mental Health Services in NSW
- NSW Government Response to Tracking Tragedy 2004
- Parenting Partnerships, NSW – Resource and literature review
- Parenting Partnerships, NSW – Strategy 2002-2004
- Periodic reports on the mental health status of people in NSW are published in the Report of the Chief Health Officer in 1996 and 1998
- Police Ambulance MOU (Memorandum of Understanding) Flow Charts 2002
- Prevention Initiatives for Child and Adolescent Mental Health: NSW Resource Document

- Preventing and Managing Reported Increases in Suicide in Local Communities
- Psychostimulant Users – Clinical Guidelines for Assessment and Management
- Review of the Mental Health Act 1990
- Review of the NSW Mental Health Act Discussion Paper 1 – Carers and Information Sharing
- Rural and Regional Youth Suicide Evaluation Report
- School-Link: health and education working together. School-Link Training Program Evaluation Report
- School-Link: health and education working together. School-Link Training Program Evaluation Summary of Results and Recommendations
- School-Link: Helping Adolescents with Depression and Related Disorders. Leaflet.
- Strategy for Mental Health Care: Caring for Mental Health
- Strategy: Making Mental Health Better for Children and Adolescents
- Suicide: We Can All Make a Difference, Leaflet and four page brochure
- Suicide in New South Wales: We need to Know More: the NSW Suicide Data Report
- Suicide Prevention Factsheet in Family Help Kit
- Suicide Prevention for Older People – Training Manual
- Supporting Children after Suicide
- The NSW Government's Plan for Mental Health Services (10 Mar 05)
- Triple P Procedure Manual
- Working Group for Mental Health Care in Emergency Departments Final Report and Recommendations
- Young People's Health – Focusing on preventing mental health problems
- Your Guide to MH-OAT
- Zero tolerance zone
 - group brochure
 - group poster
 - hand brochure
 - hand poster
 - policy and framework guidelines

Primary Health and Community Partnerships

Most publications are available on the Department's website

- Policy for Identifying and Responding to Domestic Violence (2003)
- Child Protection Service Plan 2004-2007 (2004)
- Adult Sexual Assault Protocol (2004)
- Directory of Gynaecological Oncology Treatment Support Services (2004)
- A Clear Voice for Clinicians and the Community-Report of the Clinical and Community Advisory Group (2004)
- Adapting the Ward for People with Dementia (2003)
- A Framework for the Development of Local Health Related Transport Guidelines (1999)
- A Guide to Rehabilitation and Support Services for Children and Young People (1997) (Photocopy Only)
- Aboriginal Men's Health Implementation Plan (2003)
- Care for Carers – NSW Framework for Supporting Carers (December 1999)
- Care of Patients with Dementia in General Practice – Guidelines (July 2005)
- Economic Evaluation of the NSW Hospital in the Home Pilot Project (June 2001) (Photocopy Only)
- Future Directions for Dementia Care and Support in NSW 2001-2006 – A Joint Strategy of the NSW Health Department and the NSW Department of Ageing, Disability and Home Care (Available at
- Gender Equity in Health (2000)
- General Practice Policy (2000)
- Guidelines for Family Care Centres in NSW (2000)
- Multicultural Health Plan
- Interagency Guidelines for Responding to Adult Victims of Sexual Assault (1995)
- Non Emergency Health Related Transport Discussion Paper (December 2001)
- Non-Government Organisation Grant Program Operational Guidelines (2000)
- NSW Government Carers Statement (October 1999)
- NSW Health Child Protection Policy and Procedures Manual (1997)
- NSW Health Services Frontline Procedures for the Protection of Children and Young People (2000)
- NSW Health Policy on the Program of Appliances for Disabled People (2000/103)

- NSW Healthy Ageing Framework 1998-2003
- Isolated Patients Travel and Accommodation Assistance Scheme (IPTAAS) Policy and Procedures Manual (June 2000)
- NSW Palliative Care Framework (2001)
- Policy on the Routine Circumcision of Normal Male Infants – Circular 2003/77 (October 2003)
- Strategic Directions for Refugee Health Care in NSW (October 1999)
- Moving Forward in Men's Health (June 1999)
- Strategic Framework to Advance the Health of Women (2000)
- The Start of Good Health: Improving the Health of Children in NSW (1999) – NSW Child Health Policy Document – Summary
- Victims of Crime Policy (1995) (Photocopy Only)
- Women's Health Outcomes Framework (2002)
- Young People's Health: Our Future – Policy, Summary and Seven Fact Sheets (1999)
- Foetal Intravascular Report (2002) NSW Maternal and Perinatal Committee
- Neonatal Minimisation of Early Onset of Group B Streptococcal (EOGBS) Infection (C2002/28)
- Tocolytic Agents – Protocols for Administration for Threatened Preterm Labour (C2002/49)
- Postpartum Haemorrhage (PPH) – Framework for Prevention, Early Recognition and Management (C2002/99)
- Magnesium Sulphate (MgSO₄) Infusion Protocol for Eclamptic Seizure Prophylaxis (C2002/27)
- Children – Clinical Care/Resuscitation/Newly Born Infant – AHS Development of Policy/Procedures (C2002/30)
- RH D Immunoglobulin (Anti D) (C2003/4)
- Consumer and Community Representative Selection – Guidelines – NSW Department of Health (2003)
- Consumers Representatives – Working with Consumers in NSW Health, Guidelines for Secretariat (2002)
- NSW Framework for Maternity services 2000-2005
- Guidelines for Family Care Centres in NSW (2000)
- In All Fairness-NSW Health and Equity Statement (2004)
- Adult sexual assault forensic examinations conducted by nurse examiners PD2005_614
- Clinical Practices – Adult Sexual Assault Forensic Examinations Conducted by Nurse Examiners (2005)
- Child sexual assault medical protocol 2002 (photocopy only)
- Non-English Speaking Background – Standard Procedures – Improved Access Area/Public Health Services (1987)
- Neo-natal abstinence syndrome guidelines PD2005_494
- Protecting Children and Young People PD2005_299
- Multilingual Health Resources by AHS, DoH and NGOs Funded by NSW Health (Guidelines for Production) (2001)
- Sexual Assault Services Policy and Procedure Manual (Adult) Doc No. PD2005_607
- Victims Rights Act 1996 Doc No. PD2005_287
- The Interagency Guidelines for Child Protection Intervention (2000) REVISED 2005
- Joint Investigation Response Teams Policy and Procedures 2001 (JIRT Manual)
- Issues Paper for Responding to children under ten who display problematic sexualised behaviour or sexually abusive behaviour

Statewide Services Development Branch

- A Cancer Care Model for NSW (1999)
- A Policy Framework for Medical Rehabilitation in NSW (1995)
- aIM2005 – The current software package used for projecting acute inpatient activity
- Early Notification of Severe Trauma (2002)
- Emergency Department Access Block Working Party Report (1999)
- Emergency Department Service Plan (2001)
- Emergency Departments Strategic Directions (May 1997)
- Emergency Departments: A Policy Statement (1994)
- Ethical Code Governing the Provision of Genetics Services (June 1998)
- Flow Info – A software package used for review of inpatient activity
- Genetics Services in NSW 2001 – 2004 (2005)
- Guide for the Development of Area Health Care Services Plans
- Guide to the Role Delineation of Health Services – Rural Companion Guidelines (available for purchase) 2004

- Guide to the Role Delineation of Health Services, Third Edition (available for purchase) (2002)
- Guidelines for the Networking of Paediatric Services in NSW (2002)
- Intensive Care Service Plan (2001)
- Intensive Care Strategic Directions (1999)
- NSW Framework for the Development of New Cardiac Catheterisation Laboratories (2004)
- NSW Government Response to the Report of RHICG, NSW Rural Health Plan (2002)
- NSW Guidelines for the Development of New Cardiac Catheterisation Laboratories (March 96)
- NSW Health Department Guidelines for the Hospitalisation of Children (1998)
- NSW Intensive Care Services – A Basis for Review (May 1998)
- NSW Metropolitan Critical Care Plan (November 1996)
- NSW Rural Critical Care Plan (1998)
- NSW Trauma System Policy Review (1994)
- Planning for Radiotherapy Services in NSW to 2006 (2003)
- Radiotherapy Management Information System (1997-2004)
- Recruitment Brochure – A Career in Medical Physicists
- Recruitment Brochure – A Career in Radiation Therapy
- Recruitment Flyer – Overseas Recruitment Program
- Review of NSW Radiation Therapist Tutor Role in NSW Area Health Services (2006)
- Same Day Surgery Policy for NSW: “What a Difference a Day can Make” (1999)
- Selected Specialty and Statewide Service Plans (2002)
 1. Heart and Lung Transplantation (2002)
 2. Pancreas Transplantation (2002)
 3. Liver Transplantation (2002)
 4. Severe Burns Service (2003)
 5. Neonatal Intensive Care Service Plan to 2006 (2005)
- Service Planning Guideline for Intravenous Chemotherapy Services (2005)
- Snake and Spider Bite Management Protocol (Black and White copies only) (1998)
- Specialised Testing for Genetic Disorders – Part 1 Recommendations for Service Provision (2000)
- Specialised Testing for Genetic Disorders – Part 2 Guidelines for Specialised Testing for Genetic Disorders (2000)
- State Trauma Plan (1991)
- Strategic Plan for Radiotherapy Services in NSW 1995-2000 (February 1995)
- The Report of the Rural Health Implementation Coordination Group. The NSW Rural Health Report (2002)
- Workload Planning for Community Based Health Services Guidelines (October 2004)

Inter-Government and Funding Strategies

- NSW Funding Guidelines 2004-2005
- NSW AN-SNAP Clinical Training Handbook
- Resource Distribution Formula Technical Paper 1998/99 Revision
- NSW Funding Guidelines for rehabilitation and extended care 2004-2005
- NSW Funding Guidelines 2005/2006

Most documents are available on the Department's website

HEALTH SYSTEM PERFORMANCE DIVISION

Documents available free of charge

Strategic Information Management (SIM) Branch

Publications are available on the Department's website unless otherwise indicated.

- Discussion Paper – Ethical Management of Health Information (Available from the NSW Department of Health)
- Information Management Strategy 1999-2002
- Information Management and Technology Education, Training and Development Strategy – A Strategy for NSW Healthcare Workers (Available from the Better Health Centre and the NSW Department of Health Website)
- NSW Health Strategy for the Electronic Health Record – Report of the Health Information Implementation Coordination Management Group
- NSW Health Strategy for the Electronic Health Record – Report of the Health Information Implementation Coordination Management Group – Summary Report (Available from the Better Health Centre and the NSW Department of Health Website)

- Circular Number: 2003/47 NSW Health electronic Information Security Policy Doc No PD 2005_314

Quality and Safety Branch

- NSW Patient Safety and Clinical Quality Program (2005)
- NSW Clinical Excellence Commission Directions Statement
- Patient Safety and Clinical Quality Program: First Report on Incident Management in the NSW public Health System, 2003-2004
- A Framework for Managing the Quality of Health Services in NSW
- Executive Summary: A Framework for Managing the Quality of Health Services in NSW
- Easy Guide to Clinical Practice Improvement
- Better Practice Guidelines for Frontline Complaints Handling 1998
- Model Policy for the Safe Introduction of New Interventions
- Model Policy Correct Patient, Correct Procedure and Correct Site
- Appointment of Staff Specialists – Policy for Implementation
- Appointment of Visiting Practitioners – Policy for Implementation
- Pressure Ulcer Prevention (January 2003)
- Quality Framework – Annotated Bibliography
- Quality in Health Care: What Can You Expect?
- Safety Advocate Issue 1 – Sterilisation and Disinfection
- Safety Advocate Issue 2 – Medication Safety
- Safety Advocate Issue 3 – Fall Injury Prevention in Acute Care
- Safety Advocate Issue 4 – Bed Rail Safety
- Safety Advocate Issue 5 – Infusion Pump Safety – Sep 2003
- Safety Advocate Issue 6 – Self-inflating bag/mask devices – March 2004
- Safety Advocate Issue 7 – Safe management of breast milk – July 2005
- Safety Advocate Issue 8 – Retained instruments – Abdominal Visceral Retractor – Oct 2004
- The Clinician's Toolkit for Improving Patient Care
- NSW Government Response to the Inquiry into Complaints Handling
- Qualified Privilege for Quality Improvement Committees and Programs in Health
- Application for Qualified Privilege
- Information Package for Qualified Privilege
- Delineation of Clinical Privileges for Visiting Practitioners and Staff Specialists – Policy for Implementation
- Performance Review of Visiting Practitioners
- NSW Quality of Health Care Indicators Set – Definitions Phase 1
- NSW Quality of Health Care Indicators Set – Tables Phase 1
- Phase One Indicators of Appropriateness for NSW Area Health Services
- NSW Patient Safety and Clinical Quality Program Implementation Plan
- Complaint or Concern about a Clinician – Principles for Action
- Complaint or Concern about a Clinician – Management Guidelines
- Patient Safety and Clinical Quality Program: Second Report on Incident Management in the NSW public Health System, 2004-2005
- NSW Clinical Governance Directions Statement
- NSW Implementation of the National Inpatient Medication Chart
- Incident Management Policy
- Hot or Cold Packs Application
- Safe Handling of Intravenous Potassium Chloride in Health Care Facilities
- Safety Advocate Baxter Infusion Pumps
- Safety Notice Guidant Implantable Pacemakers

HEALTH PROFESSIONALS REGISTRATION BOARDS

Documents available for purchase

Copies of extracts of registers of:

- | | |
|---|---------|
| • Chiropractor's Registration Board | \$20.00 |
| • Dental Technicians Registration Board | \$10.00 |
| • Osteopaths Registration Board | \$20.00 |
| • Optometrists Dispensers Licensing Board | \$20.00 |
| • Physiotherapists Registration Board | \$10.00 |
| • Podiatrists Registration Board | \$10.00 |
| • Portfolios in Professional Practice for Registered Nurses | \$15.20 |

- Portfolios in Professional Practice for Enrolled Nurses \$11.80
- Psychologists Registration Board \$20.00
- Dental Board of NSW \$20.00

Nurses and Midwives Registration Board

- Professional Conduct: A Casebook of Disciplinary Decisions Relating to Professional Conduct Matters (out of print but available on-line only)

Documents Available Free of Charge

Chiropractors Registration Board

- Requirements for Registration as a Chiropractor in NSW
- Information Booklet for Candidates (relating to examination for registration) for Chiropractors
- Codes of Professional Conduct for Chiropractors
- Chiropractic Education and Research Grant Information
- Guide to Chiropractic Act
- Privacy Statement
- Newsletter
- Annual Report 2004-2005
- Chiropractors Registration Board Privacy Statement
- Examination Booklet

Dental Board

- Advertising Regulation 15
- Conditional Registration S20
- Dental Board and Research Account
- Dental Incorporation
- Descriptions Authorised by the Board S1 2(1)(e) and S55
- Failure to Pay Roll Fee S113(11)(6)
- Further Qualifications to Practice
- General Anaesthesia and Simple Sedation Regulation 22
- Infection Control Regulation 21
- Licence to Practice S 18
- Making Complaints in Relation to Dentists Section 31(1)(2)(3)
- Patients Records and Radiographs Regulation 23
- Qualifications Authorised by the Board
- Registration Requirements
- Registration Under Mutual Recognition Act
- Requirements for Recognition as a Specialist

Dental Technicians Registration Board

- Instructions for Dental Technicians registration examination
- Information about (including application form) applying for registration
- Information about (including application form) applying for restoration
- Application for a Practising Certificate as a Dental Prosthetist
- Schedules of Fees

Nurses and Midwives Registration Board

- NMB update newsletter 3 issues per year (first published May 2005)
- Code of Conduct for members of the Board and committees of the Board
- Institutions conducting Programs leading to Registration as a Nurse in New South Wales
- Institutions in Association with the New South Wales Technical and Further Education
- History of the Nurses Registration Board (out of print; available on-line only)
- Nurse Practitioners in New South Wales: Information Brochure
- Nurse Practitioner Authorisation including information for applicants
- Nurse Practitioner Application Guide
- Nurse Practitioner Education Programs
- Expectations of Beginning Registered Nurses in the Workforce, 1997 Improving Patient Outcomes Project (out of print; available on-line only)
- Project to Develop Guidelines for Registered Nurses and Enrolled Nurses Regarding the Boundaries of Professional Practice, 1999 (available on-line only)

Information Leaflets

- Information for applicants for registration, enrolment or medication endorsement
- Restoration to a register or roll and restoration/enrolment with conditions
- Guidelines and information on the operation of mutual recognition in New South Wales
- Research and Development Scholarships – Guidelines for Applicants
- Information for applicants for authorisation as nurse practitioners

Reports

- Annual Report 2004-2005

Policy Documents

- Guidelines for the Development of Courses leading to Registration as a Nurse.
- Guidelines for the Development of Courses leading to Registration as a Midwife.
- The Administration of Medications (available on-line)
- Complementary Therapies in Nursing Practice (available on-line)
- Guidelines for Registered Nurses and Enrolled Nurses regarding the Boundaries of Professional Practice
- Registered and Enrolled Nurses Employed in Non-Nursing and Allied Nursing Roles.
- Impaired Nurses and Midwives (available on-line)
- Impaired Nurses and Midwives (to be revised)
- Course Requirements for Enrolled Nurse Education

Osteopaths Registration Board

- Code of Professional Conduct
- Privacy Policy Statement
- Code of Conduct for members of the Board and committees of the Board
- Advertising Regulations Guidelines
- Requirements for Registration as an Osteopath in NSW
- Information about (including application for) applying for registration
- Information about (including application for) applying for restoration
- Osteopaths Education and Research Grant Information

Optical Dispensers Licensing Board

- Guidelines for Overseas Trained Applicants
- Guidelines sheet relating to approval to Practise

Optometrists Registration Board

- Information about (including application for) applying for registration
- Information about (including application for) applying for restoration
- Code of Professional Conduct
- Schedule of Fees

Pharmacy Board of New South Wales

- Code of Practice for the Supply, of Beta 2 Agonist Inhalers
- Dispensing Schedule 2, Schedule 3 and Unscheduled products
- Doctor Shopping and Excessive Prescribing
- Guidelines for the Operation of Service Companies by Pharmacists
- Guidelines for Mail Order Dispensing
- Guidelines for Pharmacies in Medical Centres
- Dose Administration Aids
- Responsibility to Scrutinise and Intervene
- Alternative and complementary medicines in Pharmacy
- Guidelines for Pharmacists' Professional responsibilities in their Dealings with Private Hospitals and Nursing Homes
- Impaired Health Professionals
- Non Pharmacist Managers of Pharmacies
- Non Prescription Supply of Schedule 3 Products
- Operations of Pharmacies Without NHS, Approved Numbers
- Pharmacy ~Board Review Information Sheet
- Policy on Price Promotion of Professional Services and Therapeutic Goods
- Registration Information Sheet – Interstate and New Zealand Graduates

- Registration Information Sheet, – Overseas Registration Information Sheet – University of Sydney Graduates
- Remote Prescription Collection Service Guidelines
- Schedule 3 – A Pharmacy Board View
- Service Companies
- Substitution
- Use of Superlatives in Pharmacy Names and Descriptions
- Owner's Name to be displayed and name of pharmacist in charge to be displayed
- Drug Register Entries
- Criteria for Counselling: The Role of Counselling in error minimisation
- Express Dispensing/Fast Prescription Service
- Dispensing Procedures – Look-alikes and sound-alikes
- Extemporaneous Dispensing Errors
- Professional Liability of Partners
- Managing Complaints and medication errors
- Pharmacist Workloads and related stress
- Maintaining the cold chain
- Computer generated prescriptions
- Internet Domain Name Guideline

Physiotherapists Registration Board

- Policy Statement No 1 – Physiotherapists and Sexual Misconduct
- Policy Statement No 3 – Medicines to be Supplied, Administered or Used by Physiotherapists
- Code of Conduct for Board Members (April 1998)
- Guidelines of Examiners and Supervisors of Overseas Trained Physiotherapists
- Patient statement of rights brochure (2001)
- Guidelines for the application and removal of plaster/casts (2001)
- Information on the Ian Collier Memorial Scholarship
- Annual Report of the Board
- Registration application forms
- Newsletter of the Physiotherapists Registration Board

Podiatrists Registration Board

- Requirements for Registration as a Podiatrist in NSW
- Code of Professional Conduct
- Education and Research grant information

Psychologists Registration Board

- Code of Conduct (2004)
- Psychologists and Sexual Behaviour in Professional Relationships
- Complaints Handling Procedures
- Registration Information Kit including Supervision Guidelines
- Education and Research Grant and Scholarship Guidelines

NSWHealthWeb is the Internet site maintained by the Department. The site includes a wide range of information on health matters, the health workforce, hospitals and other health services, publications and projects. The address for this web site is www.health.nsw.gov.au

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

For any further enquiries, contact:

FOI Coordinator
 NSW Department of Health
 Locked Mail Bag 961
 North Sydney NSW 2059
 Telephone: (02) 9391 9703

Under the Freedom of Information Act 1989 No. 5, the 8 Area Health Services in New South Wales, the Ambulance Service of NSW, The Children's Hospital at Westmead, Justice Health (formerly the Corrections Health Service), the Health Care Complaints Commission, the Mental Health Review Tribunal and HealthQuest are separate entities to the NSW Department of Health. These Services have the responsibility of processing FOI applications relevant to their own agency.

For a list of policy documents held by these agencies, contact the Health Services as listed at the end of this edition of the Summary of Affairs.

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

People seeking access to medical records should contact the relevant hospital (Medical Records section) or Community Health Centre directly. Should any difficulties be encountered in obtaining medical records, contact the Area Health Service in the first instance. For further information relating to access of medical records contact the NSW Department of Health FOI Coordinator on (02) 9391 9703.

SECTION 2 – STATEMENT OF AFFAIRS

The most recent Statement of Affairs for the NSW Department of Health is incorporated in its Annual Report for 2004/05.

SECTION 3 – CONTACTS ARRANGEMENTS

A range of publications on various aspects of Freedom of Information are available including brochures, booklets, and Summary of Affairs from the NSW Premier's Department website at www.premiers.nsw.gov.au.

To access unpublished documents held by the NSW Department of Health, it is necessary to apply in writing under the FOI Act to:

FOI Coordinator
NSW Department of Health
Locked Mail Bag 961
North Sydney NSW 2059
Telephone: (02) 9391 9703
9.00am to 5.00pm, Monday to Friday

CONTACT LIST

Departmental

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

Health System Support Division

Asset and Contract Services
NSW Department of Health
Locked Mail Bag 961
North Sydney NSW 2059
Telephone: (02) 9391 9435
9.00am to 5.00pm, Monday to Friday

Media and Communications
Publications Coordinator
NSW Department of Health
Locked Mail Bag 961
North Sydney NSW 2059
Telephone: (02) 9391 9121
8.30am to 5.30pm, Monday to Friday

Corporate Personnel Services
NSW Department of Health
Locked Mail Bag 961
North Sydney NSW 2059
Telephone: (02) 9391 9504
8.30am to 5.30pm, Monday to Friday

Shared Services Centre
NSW Department of Health
Locked Mail Bag 961
North Sydney NSW 2059
Telephone: (02) 9391 9422
8.30am to 5.30pm, Monday to Friday

Employee Relations
NSW Department of Health
Locked Mail Bag 961
North Sydney NSW 2059
Telephone: (02) 9391 9357
9.00am to 5.00pm, Monday to Friday

Executive Support Unit
NSW Department of Health
Locked Mail Bag 961
North Sydney NSW 2059
Telephone: (02) 9391 9642
8.30am to 5.30pm, Monday to Friday

Finance and Business Management
NSW Department of Health
Locked Mail Bag 961
North Sydney NSW 2059
Telephone: (02) 9391 9177
9.00am to 5.00pm, Monday to Friday

Legal and Legislative Services
NSW Department of Health
Locked Mail Bag 961
North Sydney NSW 2059
Telephone: (02) 9391 9605
8.30am to 5.30pm, Monday to Friday

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

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

Strategic Development Division

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

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

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

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

Population Health Division

Aboriginal Health Branch
NSW Department of Health
Locked Mail Bag 961
North Sydney NSW 2059
Telephone: (02) 9391 9502
9.00am to 5.00pm, Monday to Friday

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

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

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

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

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

Communicable Diseases Branch
NSW Department of Health
Locked Mail Bag 961
North Sydney NSW 2059
Telephone: (02) 9391 9250
9.00am to 5.00pm, Monday to Friday

Centre for Drugs and Alcohol
NSW Department of Health
Locked Mail Bag 961
North Sydney NSW 2059
Telephone (02) 9391 9259
9.00am to 5.00pm, Monday to Friday

Environmental Health Unit
NSW Department of Health
Locked Mail Bag 961
North Sydney NSW 2059
Telephone: (02) 9816 0373
9.00am to 5.00pm, Monday to Friday

Strategies and Setting Branch
NSW Department of Health
Locked Mail Bag 961
North Sydney NSW 2059
Telephone: (02) 9391 9123
8.30am to 5.30pm, Monday to Friday

Nutrition and Physical Activity Branch
NSW Department of Health
Locked Mail Bag 961
North Sydney NSW 2059
Telephone: (02) 9391 9661
8.30am to 5.30pm, Monday to Friday

Pharmaceutical Services Branch
NSW Department of Health
Locked Mail Bag 961
North Sydney NSW 2059
Telephone: (02) 9879 3214
8.30am to 5.30pm, Monday to Friday

Tobacco and Health Branch
NSW Department of Health
Locked Mail Bag 961
North Sydney NSW 2059
Telephone: (02) 9391 9111
8.30am to 5.30pm, Monday to Friday

Health System Performance

Strategic Information Management Branch
NSW Department of Health
Locked Mail Bag 961
North Sydney NSW 2059
Telephone: (02) 9391 9689
9.00am to 5.00pm, Monday to Friday

Quality and Safety Branch
NSW Department of Health
Locked Mail Bag 961
North Sydney NSW 2059
Telephone: (02) 9391 9200
8.30am to 5.30pm, Monday to Friday

Health Service Performance Improvement
Branch
NSW Department of Health
Locked Bag 961
North Sydney NSW 2059
Telephone: (02) 9391 9823
9.00am to 5.00pm, Monday to Friday

Demand and Performance Evaluation
NSW Department of Health
Locked Mail Bag 961
North Sydney NSW 2059
Telephone: (02) 9391 9714
8.30am to 5.30pm, Monday to Friday

Clinical Services Redesign Unit
NSW Department of Health
Locked Mail Bag 961
North Sydney NSW 2059
Telephone (02) 9391 9878
8.30am to 5.30pm, Monday to Friday

Health Professionals Registration Boards

Health Professional Registration Boards brochures, information and/or access to documents may be made between the listed times from the Registrars/Secretaries of the Boards at 28-36 Foveaux Street, Surry Hills:

Health Professionals Registration Boards

Mr Ron Dwyer

Telephone: (02) 9219 0201

8.30am to 4.30pm, Monday to Friday

Optometrists Registration Board

Mr Michael Jaques

Telephone: (02) 9219 0233

8.30am to 4.30pm, Monday to Friday

Chiropractors Registration Board

Ms Amanda McEacharn

Telephone: (02) 9219 0277

8.30am to 4.30pm, Monday to Friday

Dental Board

Ms B Cameron

Telephone: (02) 9281 0835

9.00am to 4.30pm, Monday to Friday

Dental Technicians Registration Board

Mr Michael Jaques

Telephone: (02) 9219 0233

8.30am to 4.30pm, Monday to Friday

Nurses and Midwives Reg. Board

Mr Ron Lazucki

Telephone: (02) 9219 0226

8.30am to 4.30pm, Monday to Friday

Optical Dispensers Licensing Board

Ms Mary Shanahan

Telephone: (02) 9219 0204

8.30am to 4.30pm, Monday to Friday

Osteopaths Registration Board

Ms J Caldwell

Telephone: (02) 9219 0233

8.30am to 4.30pm, Monday to Friday

Pharmacy Board of NSW

Ms Kym Ayscough

Telephone: (02) 9281 7736

9.00am to 4.30pm, Monday to Friday

Physiotherapists Registration Board

Ms Sue Hardman

Telephone: (02) 9219 0255

8.30am to 4.30pm, Monday to Friday

Podiatrists Registration Board

Ms Amanda McEacharn

Telephone: (02) 9219 0277

8.30am to 4.30pm, Monday to Friday

Psychiatrists Registration Board

Ms Mary Shanahan

Telephone: (02) 9219 0204

8.30am to 4.30pm, Monday to Friday

Area Health Services**Greater Southern Area Health Service**

Dr Nigel Lyons

Acting Chief Executive

Telephone: 6124 9850

Fax: 6124 9885

PO Box 1845

Queanbeyan NSW 2620

Greater Western Area Health Service

Dr Claire Blizard

Telephone: 68 41 2217

Fax: 68 41 2236

PO Box 4061

Dubbo NSW 2830

Hunter and New England Area Health Service

Mr Terry Clout

Chief Executive

Telephone: 49 21 4922

Fax: 49 21 4939

Locked Bag 1

New Lambton NSW 2305

North Coast Area Health Service

Mr Chris Crawford

Chief Executive

Telephone: 6620 2899

Fax: 6620 2166

Locked Bag 11

Lismore NSW 2480

Sydney South West Area Health Service

Mr Mike Wallace

Chief Executive

Telephone: 9828 5700

Fax: 9828 5704

Locked Bag 7017

Liverpool BC 1871

Sydney West Area Health Service

Prof Steven Boyages

Chief Executive

Telephone: 4734 2120

Fax: 4734 3734

PO Box 63

Penrith NSW 2751

South Eastern Sydney and Illawarra Area
Health Service
Prof. Debora Picone
Chief Executive
Telephone: 42 53 4861
Fax: 4253 4878
Level 8 Block C
Wollongong Hospital
Locked Mail Bag 8808
South Coast Mail Centre NSW 2521

Northern Sydney and Central Coast Area
Health Service
Dr Stephen Christley
Chief Executive
Telephone: 4320 2333
Fax: 4320 2477
Locked Bag 2915
Central Coast Business Centre 2252

Statewide Health Services

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

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

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

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

of the

JUDICIAL COMMISSION OF NEW SOUTH WALES**FOI AGENCY No. 1640****SECTION 1 – POLICY DOCUMENTS****General**

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

Research Monographs

The Use of Custodial Sentences and Alternatives to Custody by NSW Magistrates, 1990
Community Service Orders: Views of Organisers in NSW, 1991
Community Service Orders and Periodic Detention as Sentencing Options: A Survey of Judicial Officers in New South Wales, 1991
Sentencing Juvenile Offenders and the Sentencing Act 1989 (NSW): The impact of legislative and administrative changes in the Children's Court 1982-1990, 1991
A Critical Review of Periodic Detention in New South Wales, 1992
Sentencing Drug Offenders. Analysis of Sentences Imposed in the Higher Courts of NSW: 25 September 1989 to 31 December 1991, 1992
"Special Circumstances" under the Sentencing Act 1989 (NSW), 1993
Alcohol as a Sentencing Factor: A Survey of Attitudes of Judicial Officers, 1994
Sentence Indication Hearings Pilot Scheme, 1994
Sentenced Homicides in NSW 1990-1993, 1995
The Evidence of Children, 1995
Judicial Views about Pre-Sentence Reports, 1995
The Sentencing Act 1989 and its Effect on the Size of the Prison Population, 1996
Magistrates' Attitudes to Drink-Driving, Drug-Driving, and Speeding, 1997
Child Sexual Assault, 1997
Sentencing Disparity and the Gender of Juvenile Offenders 1997
Sentencing Disparity and the Ethnicity of Juvenile Offenders 1998
Periodic Detention Revisited, 1998
Sentencing Drug Offenders: Analysis of sentences imposed in the higher courts of New South Wales, 1 January 1993-31 December 1997, 1999
Apprehended Violence Orders: A survey of magistrates, 1999
Sentencing dangerous drivers in New South Wales: Impact of the Jurisic guidelines on sentencing practice, 2002

Circle Sentencing in New South Wales: A Review and Evaluation, 2003
 Sentenced Homicides in New South Wales 1994-2001
 MERIT – Magistrates Early Referral Into Treatment Program – A survey of magistrates
 Sentencing Offenders convicted of Child Sexual Assault
 The nexus between sentencing and rehabilitation in the Children’s Court of New South Wales
 Crown Appeals against Sentence

Education Monographs

Fragile Bastion, 1997
 A Matter of Judgment, 2003
 The Role of the Judge, 2004

Sentencing Trends & Issues Papers

The Children’s Court, March 1991
 The Impact of Truth in Sentencing: Part 1 – The Higher Courts, March 1992
 The Impact of Truth in Sentencing: Part 2 – The Local Courts, June 1992
 Sentencing in the Court of Criminal Appeal, February 1993
 Common Offences in the Local Court, March 1994
 Common Offences in the Higher Courts, July 1994
 Sentencing Homicide: The Effect of Legislative Changes on the Penalty for Murder, June 1994
 From Murder to Manslaughter: Partial Defences in New South Wales – 1900 to 1993, December 1994
 Common Offences in the Children’s Court, May 1995
 Sentencing Drink Driver Offenders, June 1995
 “Sentenced to the Rising of the Court”, January 1996
 The Use of Recognizances, May 1996
 Sentencing Deception Offenders Part 1 – Local Court, June 1996
 Sentencing Deception Offenders Part 2 – Higher Courts, October 1996
 Driving Causing Death: Section 52A of the Crimes Act 1900, May 1997
 An Overview of Sentence and Conviction Appeals in the NSW Court of Criminal Appeal
 Kidnapping, July 1998
 Common Offences in the Higher Courts 1990–1997, August 1998
 Sentencing Offenders in the Local Courts, February 2000
 Sentencing Female Offenders in NSW, May 2000
 Protective Custody and Hardship in Prison, February 2001
 Conviction and Sentence Appeals in the New South Wales Court of Criminal Appeal 1996–2000, February 2002
 Sentencing Mentally Disordered Offenders: The Causal Link, September 2002
 Bail: An Examination of Contemporary Issues, November 2002
 Sentencing Methodology: Two-tiered or Instinctive Synthesis? December 2002
 Sentencing Trends for Armed Robbery and Robbery in Company: The Impact of the Guideline in R v Henry, February 2003
 Sentencing Drink-Driving Offenders in the NSW Local Court, March 2003
 Common Offences in the Local Court, September 2003
 Suspended Sentences in New South Wales, November 2003
 Common Offences and the Use of Imprisonment in the District and Supreme Courts in 2002
 The Use and Limitations of Sentencing Statistics, October 2004
 Pre-sentence Custody and other Constraints on Liberty, May 2005
 Successful Completion Rates for Supervised Sentencing Options
 Trends in the use of section 12 suspended sentences
 Impact of the High range PCA Guideline Judgment on Sentencing Drink Drivers in NSW

Bulletins and Journals

Judicial Officers Bulletin
 The Judicial Review

Other

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

The Commission produces bench books for each jurisdiction which are confidential and only available to the particular court. An exception is the Criminal Trial Courts Benchbook which is available on the Commission’s website.

SECTION 2 – STATEMENT OF AFFAIRS

Information about the Commission's structure and function can be found in Annual Reports and on the Commission's website: www.judcom.nsw.gov.au

SECTION 3 – CONTACT ARRANGEMENTS

Freedom of Information Co-ordinator
Judicial Commission of New South Wales
Level 5, Thakral House
301 George Street
Sydney NSW 2000
Telephone: (02) 9299 4421
Facsimile: (02) 9290 3194
E-mail: judcom@judcom.nsw.gov.au.

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

Acceptable Use of Information Technology and Telecommunications Policy
Access Control Policy
Accounting Manual
Anti Virus Policy
Code of Conduct
Complete Guide to Staff (Induction Manual)
Conflict of Interest Policy
Corporate Clothing Policy
Corrupt Conduct, Maladministration and Serious and Substantial Waste, and Protected Disclosures Policy
Equal Employment Opportunity Policy
Filling of Short Term Vacancies Policy
Internal Reporting (Protected Disclosures) Policy
Information Security Policy
Gifts and Benefits Policy
Grievance Resolution
Harassment Free Workplace Policy
Information Security Policy
Interim Privacy Management Plan
Job Evaluation Policy
Learning and Development Policy
Management of Consultants and Contractors Policy
Managing E-Mail Resources Policy
Mail Server Policy
Media Policy
Occupational Health and Safety Policy
Outside Employment Policy
Policy for Protection against Malicious Software
Policy and Guidelines for the use of Departmental mobile telephones
Queens Square Security Policy
Records Management Policy
Travel Policy
Workforce Management Plan
Working From Home Policy

Land and Property Information

- LPI Privacy Statement
- Suppression of Personal Information in LPI Public registers
- WebGov Policy

Land Valuation

- Rating and Taxing Valuations Procedures Manual
- Valuation Contract Management Procedures Manual
- Objection Screening Procedures
- Administering Procedures
- Valuer-General's Instructions
- Chief Valuer's Instructions
- Technical Instructions

Surveying

- Surveyor General's Directions for Survey Practice
- Redefining the Queensland-New South Wales Border: Guidelines for Surveyors
- Guidelines for the Determination of the State border between New South Wales and Victoria along the Murray River
- Intellectual Property – Copyright and Licensing
- Technical Specifications and Standards for the Digitisation of the Cadastre
- Rural Addressing: A Model for Systematic Addressing for Rural Properties in New South Wales

Land Titling

- Registrar General's Directions
- Electronic Settlement, Electronic Lodgment and Automatic Registration of Real Property Dealings in NSW – Public Consultation Document, May 2004
- Agreement on principles for the development of a roadmap to a national electronic conveyancing system
- National business model for the implementation of a national electronic conveyancing system (Draft)
- National governance arrangements for the establishment of a national electronic conveyancing system (Draft)
- Electronic Settlement, Electronic Lodgment and Automatic Registration of Real Property Dealings in NSW: Public consultation feedback report March 2005
- Manual owner inquiry search requests – policy and procedures

Board of Surveying and Spatial Information

Consideration of Complaints Against Surveyors Policy
 Determination for Continuing Professional Development
 Rules for the Conduct of Examinations for Certificate of Competency as Mine Surveyor

Geographical Names Board of NSW

Dual Naming Policy
 Road Naming in NSW Policy
 Guidelines for the Naming of Roads
 Guidelines for Determining Suburbs and Localities in NSW
 Area Inclusion in Description Policy
 Board Issuing Concurrence to Government Departments for Names Assigned under Other Acts Policy
 Cultural Designation Guidelines for the Reintroduction of Cities, Towns and Villages
 Generic Reserve Naming Policy
 Guidelines for the Determination of Place Names
 Primary Source Policy

Crown Lands

Caravan Park Levy Committee Guidelines for the Administration of Applications for Financial Assistance
 Coastal Crown Lands Policy 1991 – under review
 Crown Lands Caravan Park Policy 1990 – under review
 Crown Lands Foreshore Tenures Policy (Non-commercial Occupations) 1991 – under review
 Crown Lands NSW Business Directive 2004 for Commercial Leasing and Licensing of Crown Land
 Bush Rock Policy
 Natural Disaster Relief Scheme Guidelines
 Tourist Facilities and Services on Crown Reserves 1997
 Food and Beverage Outlets on Crown Reserves 1997
 Registered and Licensed Surf Clubs on Crown Land 2002
 A Handbook for Trust Management of Reserved and Dedicated Crown Land
 Public Reserve Management Fund (PRMF) Guidelines– under review

Soil Services

Staff Borrowing of Equipment Policy
 Non-smoking in the Workplace

Some policy documents are available, free of charge, from the Department of Lands website www.lands.nsw.gov.au which has links to our administrative units. Geographical Names Board policies and guidelines may be accessed at their website www.gnb.nsw.gov.au.

SECTION 2 – STATEMENT OF AFFAIRS

A Statement of Affairs was published in the Department's 2004/2005 Annual Report.

The Department's policy documents and Statement of Affairs may be inspected or obtained from the address indicated in Section 3 below.

SECTION 3 – CONTACT ARRANGEMENTS

Requests for documents the Freedom of Information Act or the Privacy and Personal Information Act in the possession of Lands should be applied for in writing supplying the information required under the appropriate Act or by completing a Department of Lands Request for Access form. The completed written application should be directed to:

The FOI Coordinator
Bruce Robertson
Office of the Director General
1 Prince Albert Road
Queens Square
Sydney NSW 2000
Telephone: (02) 9236 7773
Facsimile: (02) 9236 7632
Office Hours: Monday to Friday, 8.30 a.m. – 4.30 p.m.

An application fee of \$30.00 is applicable. Processing fees may also be applicable.

Note: Land title records, survey records and the Register of Land Values maintained by the Department are in the main Public Records open to public scrutiny free of charge or for a fee prescribed by Regulations under the various acts administered by the Registrar General, Surveyor General and Valuer General.

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****MARITIME AUTHORITY OF NSW****(Trading as NSW Maritime)**

From 20 June 2006 an amendment to section 35 (1) of the Ports Corporatisation and Waterways Management Act 1995 took effect to change the name of the Waterways Authority to the Maritime Authority of NSW. The agency will, however, continue to trade under the business name NSW Maritime.

SECTION 1 – POLICY DOCUMENTS

NSW Maritime's Policy Documents are listed below:

- (i) Corporate Plan and Division Plans.
- (ii) Policy Files held in the Records Section.
- (iii) Policy and Procedure Manuals – containing policy and procedures relevant to recreational boating, commercial vessels, environmental assessments, boating plans, mooring plans of management, property, personnel, and administrative matters.
- (iv) Capital Works Policy and Procedures Manual.
- (v) Land Owner's Consent Manual.
- (vi) Various Guidance Notes in relation to property matters.
- (vii) Depths in Berths and Fairways Policy dated 5 June 2000.
- (vi) Privacy Management Plan dated 1 July 2000.
- (vii) Provision of Hydrographic and Geotechnical Data Guidance Note, revised December 2001.
- (viii) Land Owner's Policies including various Guidance Notes such as Engineering Standards and Guidelines for Maritime Structures dated March 2005, and Information for Applicants on Part 3A of the Rivers and Foreshores Improvement Act 1948 and associated Integrated Development Applications dated 7 April 2005 and Stormwater Discharge Guidelines dated March 2004.
- (ix) Sharing Sydney Harbour Access Plan dated August 2003 (a joint policy with Department of Planning).
- (x) Boat Storage Policy Sydney Harbour dated June 2004 (a joint policy with Department of Planning).

Information Documents

- (i) Annual Report.
- (ii) NSW Boating Handbook.
- (iii) NSW Tides 2006/2007.
- (iv) NSW Maritime Moving Forward 2005-06.
- (v) Maritime Infrastructure Program Information Kit and Application Form.
- (vi) Sydney's Aquatic Events A Boating Guide.
- (vi) Educational pamphlets entitled:
 - Aquatic Licences
 - Be Bright. Think Safety at Night
 - BoatCode Agencies
 - Boating on Iron Cove
 - Boats 'n' Bars – A Safety Guide
 - Boat Ramp Etiquette
 - BoatSmart from the Start – Know When to wear Your Lifejacket
 - Built-in security for your boat – BoatCode
 - Buying or Registering a Vessel
 - Carbon Monoxide Poisoning
 - Determining the Length of Your Vessel
 - Don't Go Overboard With Alcohol
 - Don't Make Waves
 - Easy Pay (telephone payments)
 - Hypothermia

- I've Gone Boating
- Keep Your Boat Afloat! Buoyancy Saves Lives
- Leave Only Water In Your Wake
- Mooring Licence Conditions
- Noise Annoys
- Personal Watercraft in Sydney
- Pittwater No Wash Zone
- Procedure For Changing a Lessee
- Proof of Identity
- Safety Equipment Checklist
- Sail Boarding in the Waters of Sydney Harbour
- Ski Safe To Be Safe
- Small Craft Safety
- Switch to A 406 (a collaborative distribution with AMSA)
- Take Charge of Your Discharge
- Take Charge of Your Discharge on Lake Macquarie
- Take Note When Hiring A Boat
- Traffic Co-ordination On Parramatta River
- Traffic Separation on Middle Harbour
- Wash Your Boat
- What To Know Before You Tow
- Your Boating Fees At Work
- (vii) Port of Eden – Port Information Sheets
- (viii) Port of Yamba – Port Information Sheets

Stickers

- (i) Bar Crossing.
- (ii) Bin Your Butts.
- (iii) Boat Smart From The Start – Know When To Wear Your Lifejacket.
- (iv) Bowriding.
- (v) Drowning Is Uncool.
- (vi) Hypothermia – Cold Water Kills.
- (vii) Kids In Boats.
- (viii) Lifejackets Save Lives.
- (ix) “Maximum Capacity” – Power Boats less than 6 metres.
- (x) “Maximum Capacity” – Power Boats 6 metres or more.
- (xi) “Maximum Capacity” – Power Boats with Flybridges.
- (xii) “Maximum Capacity” – Inflatable Boats.
- (xiii) Navigation Rules, Warning Signals, Advisory Signs.
- (xiv) Ride Smart – PWC Behaviour.
- (xv) Row Smart.
- (xvi) Safe Boating – Buoyage System.
- (xvii) Safe Boating – Navigation Marks.
- (xviii) Safe Boating – Navigation Rules.
- (xix) Safety Check.
- (xx) Safety Check – Offshore.
- (xxi) Water Ski Hand Signals.
- (xxii) Whale Watching.

Information Videos/DVDs/Maps

- (i) Blue Water Safety – An introduction to safe offshore boating, featuring “How to Cross Surf Bars” (video).
- (ii) Big Ships Small Boats – Your guide to safe navigation in busy ports (video).
- (iii) Boat Smart – Your guide to the boating traffic rules (video).
- (iv) Ride Smart – How to enjoy personal watercraft . . . the safe way (video).
- (v) DVD compilation of the above four videos.
- (vi) DVD – Shipping and Fishing Vessel Collisions (a collaborative distribution with federal and interstate agencies).
- (vi) Series of Boating Maps – Your guide to safe navigation of NSW coastal and inland waterways.

SECTION 2 – STATEMENT OF AFFAIRS

NSW Maritime's last Statement of Affairs document was published in June 2005. The Statement provides an overview of NSW Maritime's structure and functions, the effect of NSW Maritime's functions on members of the public, the processes for public participation in the development of NSW Maritime policy, the documents held by NSW Maritime and document access and amendment procedures.

SECTION 3 – CONTACT ARRANGEMENTS

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

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

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

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

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

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

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

Annual Reports
Code of Conduct
Confiscated Proceeds Account Funding Guidelines
Corporate Plan 2004-2009
Grievance Policy and Procedures
Guidelines for Grants from the Minister's Discretionary Fund
Privacy Management Plan
Review of the Firearms Act 1996
NSW Police Building Code
Report of the Review of the Witness Protection Act 1995
Report of the Review of the Law Enforcement (Controlled Operations) Act 1997
Report of the Review of the Security Industry Act 1998 and the Security Industry Regulation 1999
Commercial Agents and Private Inquiry Agents Act 1963: National Competition Policy Review, Final Report
Commercial Agents and Private Inquiry Agents Regulation 2005 Regulatory Impact Statement
Firearms Regulation 2006 Regulatory Impact Statement

SECTION 2 – STATEMENT OF AFFAIRS

The Ministry's most recent Statement of Affairs is located in its 2004-2005 Annual Report.

SECTION 3 – CONTACT ARRANGEMENTS

Requests for access to documents held by the Ministry for Police should be directed to:

Freedom of Information Coordinator
Ministry for Police
PO Box A66
Sydney South NSW 1235

Telephone enquiries should be directed to the Freedom of Information Coordinator, Ministry for Police, on telephone number (02) 8263 6250. The Ministry's hours of business are 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****NSW MINISTRY OF TRANSPORT****SECTION 1 – POLICY DOCUMENTS.**

- Access Guides
 - o Holsworthy Interchange – 230 kb PDF
 - o Oak Flats Interchange – 288 kb PDF
 - o Rockdale Interchange – 354 kb PDF
- Annual Reports
- Best Practice Guidelines for NSW Public Transport Signage and Information Displays
- Corporate Plan
- Country Transport Resource Kit
- A Discussion Paper on the Rural Taxi Industry in New South Wales – 135 kb PDF
- The Godfrey Report – Independent Review of Rail Infrastructure Corporation (RIC) Metropolitan Maintenance Funding and Related Issues – October 2002 – 293 kb PDF
- Grain Infrastructure Advisory Committee Report – 1.8 Mb PDF
- Guidelines Relating to Drug & Alcohol Programs for Bus Operators – PDF file (33 kb); Word file (68 kb)
- Guidelines Relating to Drug & Alcohol Programs for Ferry Operators – PDF file (33 kb); Word file (68 kb)
- Guidelines for Managing School Students' Behaviour on Buses – PDF (129 kb); Word file (222 kb) – A code of conduct for students, and procedures for bus drivers, operators, school principals and parents/carers.
 - o Code of Conduct translations
 - Arabic – 92 kb PDF
 - Chinese – 120 kb PDF
 - Filipino – 68 kb PDF
 - Spanish – 72 kb PDF
 - Vietnamese – 105 kb PDF
- Hire Car Reports
- Information Package to Become an Authorised Taxi Network in the Metropolitan Transport District – PDF file (54 kb); Word file (143 kb)
- IPART Review of CityRail Fares in NSW 2006 – 885 kb PDF
- IPART Report on Non-metropolitan Fares for Private Buses in NSW from 3 January 2006 – 360 kb PDF
- IPART Report on the Determination of Fares for Sydney Metropolitan Bus Services from 3 January 2006 – 563 kb PDF
- IPART Report on the Determination of Fares for Newcastle Services from 3 January 2006 – 390 kb PDF
- IPART Report on Fares for Private Buses from 4 January 2005 – 257 kb PDF
- IPART Review on Fares for Private Ferries from 12 December 2004 – 168 kb PDF
- IPART Review on Fares for Private Ferries – 2005 – 228 kb PDF
- IPART Report on Fares for Private Buses and Ferries from 31 August 2003 – 1.26 Mb PDF
- IPART Review of Fares for Taxis in New South Wales in 2005 – 498 kb PDF
- IPART Review of Fares for Taxis in New South Wales in 2004 – 234 kb PDF
- IPART Review of Fares for Taxis in New South Wales in 2003 – 328 kb PDF
- IPART Report on Fares for Taxis, Private Buses and Private Ferries – 404 kb PDF
- Integrating Land Use and Transport – A Planning Policy Package
- Lower Hunter Transport Working Group
 - o Final Report – 3.5 Mb PDF
 - o Second Report – 1.2 Mb PDF
 - o First Report – 855 kb PDF
- 2002 National Taxi Users Survey Report – 437 kb PDF
- NSW Transport Customer Commitment

- Medlock Report Into the Management of Safety Critical Infrastructure – 203 kb PDF
- Ministerial Inquiry into Sustainable Transport (Parry Inquiry)
 - o Final Report – 399 kb PDF
 - o Interim Report – 765 kb PDF
- Parramatta Rail Link Options Report
- Producing and Using Transport Access Guides – 226 kb PDF
- Report on Fares for Private Buses – 173 kb PDF
- Report on NSW Taxi Fares – 270 kb PDF
- Review of Bus Services in NSW (Unsworth Review)
 - o Final Report – PDF file (972 kb); Word file (995 kb)
 - o Interim Report – 594 kb PDF
- Review of the Regulatory Framework For Community and Courtesy Transport Services in NSW: Report May 2002 – 120 kb PDF – A review of the regulatory framework for Community and Courtesy Transport Services was undertaken during 2001-02. This report proposes legislative changes to the framework.
- School Students' Behaviour on Buses – 78 kb PDF – An important message for school students, their parents and carers.
- School Student Transport Scheme Booklet
 - o Arabic – 185 kb PDF
 - o Chinese – 181 kb PDF
 - o English – 331 kb PDF
 - o Filipino – 29 kb PDF
 - o Spanish – 27 kb PDF
 - o Vietnamese – 138 kb PDF
- Service Planning Guidelines for Bus Services in Metropolitan Sydney – 1.03 Mb PDF
- Submission to the Independent Pricing and Regulatory Tribunal Review of Bus Fares 2004-05 – PDF (235 kb); Word file (2.3 Mb)
- Summary of Affairs of the NSW Ministry of Transport – December 2005 – 92 kb PDF
- Sydney Knowledge & Regulation Test – A Guide for Taxi Drivers – October 2003 – PDF (161 kb); Word file (1.54 Mb)
- Ministerial Inquiry into the Taxi Industry Interim Report – 325 kb Word file
- Wheelchair Accessible Taxi Taskforce – Interim Brief to the Minister for Transport Services – 166 kb PDF

Legislation

Legislation administered by the Minister for Transport (copies of the legislation may be obtained on the www.legislation.nsw.gov.au website):

Acts (as per the Allocation of the Administration of Act 2005, 2005-54)

- Air Navigation Act 1938 No 9
- Air Transport Act 1964 No 36
- Border Railways (Grain Elevators) Amendment Act 1957 No 9
- Broken Hill to South Australian Border Railway Agreement Act 1968 No 59
- Civil Aviation (Carriers' Liability) Act 1967 No 64
- Glenreagh to Dorrigo Railway (Closure) Act 1993 No 65
- National Rail Corporation (Agreement) Act 1991 No 82
- Parking Space Levy Act 1992 No 32
- Passenger Transport Act 1990 No 39
- Rail Safety Act 2002 No 96
- Railway Construction (East Hills to Campbelltown) Act 1983 No 111
- Railway Construction (Maldon to Port Kembla) Act 1983 No 112
- Tow Truck Industry Act 1998 No 111
- Transport Administration Act 1988 No 109 (except part, Minister for Roads and Minister for Ports)

Regulations

- Passenger Transport (Bus Services) Regulation 2000
- Passenger Transport (Ferry Services) Regulation 2000
- Passenger Transport (General) Regulation 2000
- Passenger Transport (Private Hire Vehicle Services) Regulation 2001
- Passenger Transport (Taxi-cab Services) Regulation 2001

SECTION 2 – STATEMENT OF AFFAIRS

The Freedom of Information Act 1989 requires Agencies to publish an annual Statement of Affairs. The most recent Statement of Affairs of the Ministry of Transport, which provides information on the structure and functions of the Ministry of Transport and the categories of documents it holds, is available in the 2004/05 Annual Report. Copies of the Statement of Affairs can be obtained (free of charge) by contacting the Manager Government Relations or visit the Ministry of Transport's Internet site at www.transport.nsw.gov.au

In general terms, many documents contained within this Summary of Affairs are available (free of charge) by visiting the Ministry of Transport's website, www.transport.nsw.gov.au

SECTION 3 – CONTACT ARRANGEMENTS

Policy documents, unless otherwise stated, are usually available free of charge and access can be arranged by contacting the Manager Government Relations by telephone, fax, email, or by writing to the address below generally on working days between the hours of 8:30 am and 5:00 pm.

Requests and applications made under the Freedom of Information Act 1989 for access to documents of the Ministry of Transport (other than policy documents) should be made pursuant to the provisions of the FOI Act, be accompanied by a \$30 application fee and directed in writing to:

Mr Simon Carroll
Manager, Government Relations
NSW Ministry of Transport
GPO Box 1620
Sydney NSW 2001

FOI and Privacy enquiries may be directed to the Manager Government Relations by telephoning the Ministry of Transport on (02) 9268 2862. Applications to amend or notate documents of the Ministry of Transport relating to a person's own personal affairs may also be made to the Manager Government Relations.

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****MOTOR ACCIDENTS AUTHORITY****(FOI Agency No. 2275)****SECTION 1 – POLICY DOCUMENTS**

The MAA has the following policy documents:

- 10 Step Guide to Recruitment (March 2002)
- A Chiropractors guide to the NSW Motor Accidents Scheme (April 2003)*
- A Physiotherapist's guide to the NSW Motor Accidents Scheme (March 2003)*
- A providers Guide to Decisions on Reasonable and Necessary Treatment, Rehabilitation and Attendant Care (June 2002)*
- Suspension of NSW CTP Licences
- Applications for NSW CTP Licences
- Assets Disposal (March 2003)
- Assessment of Brain Injuries – Information for Assessors*
- Assessment of Brain Injuries – Information for the Injured Person*
- Assessment of Brain Injuries – Information for the Injured Person – Neuropsychological Assessments*
- Assessment of Brain Injuries – Protocol*
- Care and support services: Communication procedures for the NSW Motor Accidents Scheme (February 2004)*
- CARS Assessors' Code of Conduct (October 2004)
- CARS Assessors' Fee Schedule (September 2005)
- CARS Assessors' Essential Criteria (March 2006)
- CARS Assessors' Terms of Engagement (October 2004)
- Case management in the Motor Accidents Scheme (2003)*
- Claims Assessment Guidelines (May 2006)*
- Claims Assessment Guidelines (August 2002)*
- Claims Handling Guidelines (as amended in July 2004)*
- Claims Register Access
- Code of Conduct (April 2002)
- Corporate Governance Statement (January 2003)*
- Disability Action Plan 2003-2006
- Electronic Messaging and Internet Access Policy (October 2005)
- Employment of Relatives or Family Members in MAA Policy (August 2004)
- Equal Employment Opportunity Management Plan 2003-06 (June 2003)
- Ethnic Affairs Priorities Statement and Implementation Plan 2003-2006 (May 2003)
- Excess Recreation Leave Policy (March 2006)
- Exit Interview Programme (October 2004)
- Flexible Working Hours Agreement (June 2002)
- FOI Statement of Affairs (November 2005)*
- Grievance Management Policy and Procedures (revised August 2004)
- Guidelines for levels of attendant care for people who have a spinal cord injury and can claim under the Motor Accidents Scheme (March 2002)*
- Guidelines for organising neuropsychological assessments and reports for NSW CTP claims (August 2000)*
- Harassment Free Workplace (revised November 2005)
- Induction Policy and Program (April 2005)
- Information Security Policy (October 2005)
- MAA Corporate Plan 2003-2006 (2005 revision)
- MAA Disability Plan 2003-06 (June 2003)
- MAA DRIVES24 User Guidelines (March 2005)
- MAA Injury Coding Guidelines
- MAA Internal Communication (May 2003)

- MAA Job Evaluation Policy (revised July 2005)
- MAA Medical Guidelines – Guidelines on the assessment of the degree of permanent impairment of an injured person (September 2005)*
- MAA Medical Guidelines – Guidelines on the assessment of the degree of permanent impairment of an injured person (March 2000)*
- MAA Regulatory & Enforcement Policy (October 2005)
- MAAS Procedures Manual – covering internal procedures in the areas of registry, preliminary assessments, medical appointments, additional correspondence, CARS exemptions and assessments, MAS reports, MAS reviews
- Market Practice Guidelines (as amended in January 2006)*
- The Review Panel Process – Practice Note 3/2005 (23 March 2006)*
- MAS Assessors code of conduct (July 2003)
- MAS Assessors Fee Schedule (January 2006)
- MAS Assessors selection criteria treatment and impairment
- MAS Assessors' Certificates of Determination and Statement of Reasons formats (various Mar 2005 and Jan 2006)
- MAS Assessors terms of engagement (July 2003)
- MAS Assessors' "Information for conducting a medical assessment under S 61 of the Motor Accidents Compensation Act 1999" (July 2003)
- Matching client needs and support worker skills in the NSW Motor Accidents Scheme (August 2003)*
- Medical Assessment Examination*
- Medical Assessment Guidelines (May 2006)*
- Medical Assessment Guidelines (August 2001)*
- Medical Review Panel Certificate of Determination and Statement of Reasons formats (October 2005)
- Medicolegal examinations
- Mergers and Takeovers involving NSW CTP Insurers
- Minor Dental Assessments – Information Sheet for Stakeholders*
- Minor Skin Assessments – Information Sheet for Stakeholders*
- Mobile Phone Policy (August 2004)
- Occupational Health and Safety Policy (February 2005)
- Premium Determination Guidelines*
- Preparation for a Review Panel – Practice Note 2/2005 (1 November 2005)*
- Privacy Management Plan (August 2004)
- Protected Disclosures Policy & Guidelines (February 2002)
- Rehabilitation Communication Procedures for the NSW CTP Scheme (April 2003)*
- Resolving Medical Disputes – What to do if you and your CTP insurer have a disagreement about your treatment, rehabilitation and/or attendant care services (January 2001)*
- Review of Sick Leave Policy (March 2006)
- ROADS – Review of Achievements and Development Scheme (updated February 2005)
- Schedule of Premium Relativities
- Section 45 Interim Dispute Resolution Procedure
- The Role of the Review Panel – Practice Note 1/2005 (1 November 2005)*;
- Traumatic Brain Injury Care and Support Protocols for adults in the NSW CTP Scheme
- Traumatic Brain Injury Care and Support Protocols for children in the NSW CTP Scheme
- Travel Policy and Procedures (November 2005)
- Treatment, Rehabilitation and Attendant Care Guidelines for Conditionally Licensed CTP Insurers (May 2004)*
- Treatment, Rehabilitation and Attendant Care Guidelines for Currently Licensed CTP Insurers (May 2004)*
- Use of Taxis (March 2002)
- Waste Reduction and Purchasing Plan 2003-2006 (July 2003)
- Who needs 24 hour care in the CTP Scheme? (January 2006)
- Workers Compensation and Injury Management (December 2004)
- Working from Home Policy and Procedures (December 2003)

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

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

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

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

SECTION 2 – STATEMENT OF AFFAIRS

The MAA's Statement of Affairs is published on the Motor Accidents Authority website www.maa.nsw.gov.au each year. Copies of the Statement of Affairs can be obtained by contacting the FOI Coordinator.

SECTION 3 – CONTACT ARRANGEMENTS

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

FOI Coordinator
Motor Accidents Authority/ Office of the Motors Accidents Authority
Level 22, 580 George Street
Sydney NSW 2000

or

FOI Coordinator
Motor Accidents Authority/ Office of the Motors Accidents Authority
DX 1517 Sydney

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

David Bowen,
General Manager

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

of the

DEPARTMENT OF NATURAL RESOURCES**SECTION 1 – POLICY DOCUMENTS****Landscape Management**

<i>Year</i>	<i>Title of Document</i>	<i>Where held</i>	<i>Cost</i>
2006	Clearing on Vulnerable Land	DNR Website	Free
2006	Vulnerable Land Natural Resource Management Plan	DNR Website	Free
2006	Vulnerable Land Map for NSW	DNR Website	Free
2006	Clearing on State Protected Land	DNR Website	Free
2006	Guideline for the Clearing of Exotic Trees and Dead Native Trees on State Protected Land	DNR Website	Free
2006	How does the Native Vegetation Act 2003 interact with other legislation?	DNR Website	Free
2006	Native vegetation in the Western Division	DNR Website	Free
2006	An Introduction to soil and vegetation management	Information Centre	Free
2006	An Introduction to the Western Division of NSW	Information Centre	Free
2006	The Department of Natural Resources Compliance Policy	Internet	Free
2006	Compliance under the Native Vegetation Act	Information Centre	Free
2005	A new approach to native vegetation	DNR Website	Free
2005	How does native vegetation improve farm profitability?	DNR Website	Free
2005	What funding is available to restore native vegetation on my property?	DNR Website	Free
2005	How do I get a Property Vegetation Plan?	DNR Website	Free
2005	Details about the Native Vegetation Act 2003?	DNR Website	Free
2005	What clearing requires approval?	DNR Website	Free
2005	What clearing does not require approval?	DNR Website	Free
2005	What are the exemptions for routine agricultural management activities in coastal CMAs?	DNR Website	
2005	What are the exemptions for routine agricultural management activities in central NSW CMAs?	DNR Website	
2005	What are the exemptions for routine agricultural management activities in the Western Division?	DNR Website	Free
2005	How does the PVP developer work?	DNR Website	Free
2005	How do I manage invasive native scrub?	DNR Website	Free
2005	Private native forestry and the Native Vegetation Act 2003	DNR Website	Free
2005	Suggested methods for assessing groundcover	DNR Website	Free
2005	The Native Vegetation Regulation 2005 – Environmental Outcomes Assessment Methodology	DNR Website	Free
2005	Conversion of residential leases to freehold (NR 05_064)	DNR Website	
2005	Alteration of purpose or conditions of a Western Lands Lease (DIPNR 04_168)	DNR Website	Free
2005	Brigalow Assistance Fund Business Exit Guidelines	Inquiries to Information Centre	Free
2005	Brigalow Assistance Fund Business Exit (Small Operators) Guidelines	Inquiries to Information Centre	Free
2005	Brigalow Assistance Fund Worker Assistance Guidelines	Inquiries to Information Centre	Free
2005	Brigalow Assistance Fund Industry Development Assistance Guidelines	Inquiries to Information Centre	Free
2004	The Western Division of New South Wales (DIPNR 04_127)	DNR Website	Free
2004	Western Lands Leases tenures and conditions (DIPNR 04_167)	DNR Website	Free
2004	Subdivision of a Western Lands Lease (DIPNR 04_169)	DNR Website	Free
2004	Frequently asked questions about Native Title (DIPNR 04_179)	DNR Website	Free

2004	Extension of a term of a Western Lands Lease (DIPNR 04_201)	DNR Website	Free
2004	Purchase of a Curlwaa Irrigation Area lease (DIPNR 04_252)	DNR Website	Free
2004	The Native Vegetation Regulation 2004 – Environmental Outcomes Assessment Methodology	DNR Website	
2004	Draft Native Vegetation Regulation 2004 – Regulatory Impact Statement	DNR Website	Free
2004	Development of a rural Western Lands Lease for residential use (DIPNR 04_253)	DNR Website	Free
2004	Transfere of a Western Lands Lease (DIPNR 04_254)	DNR Website	Free
2003	Native Vegetation Reform Implementation Group – Final Report	DNR Website	Free
2003	Fact sheet – Private Native Forestry and the Native Vegetation Act 2003	DNR Website	Free
2003	Fact sheet – Native Vegetation Act 2003	DNR Website	Free
2003	Fact sheet – The Native Vegetation Act 2003 – Definitions	DNR Website	Free
2003	Fact sheet – Property Vegetation Plans	DNR Website	Free
2003	Fact sheet – The Native Vegetation Act 2003 – Development of the Regulations	DNR Website	Free
2003	Clearing/thinning of native vegetation known as invasive scrub under the Native Vegetation Act 2003 Discussion Paper	DNR Website	Free
2003	Profile of plantation authorisations in NSW since December 2001	DNR Website	Free
2003	Western Lands Leases over camps on the Lightning Ridge opal fields (DIPNR 03_923)	DNR Website	Free
2002	Public roads and easements (No.1 HO/24/02)	DNR Website	Free
2002	Rent (No.2 HO/24/02)	DNR Website	Free
2002	Converting agricultural and similar leases to freehold (No. 3 HO/24/02)	DNR Website	Free
2002	Flexibility in tenure and lease purpose arrangement (No. 4 HO/24/02)	DNR Website	Free
2002	Western Lands Advisory Council (No. 5 HO/24/02)	DNR Website	Free
2002	Integrated Forestry Operations Approval (NSW Govt only)	Information Centre	FA – Free IFOA \$22
2002	Southern Regional Forest Agreement (NSW Govt)		
2001	Southern Regional Forest Agreement (with CW Govt)		
2001	Lachlan Catchment Pesticide Study	Central West Region,	
2001	Hydrogeological investigation of Dryland Salinity in Toongi Catchment	Central West Region	
2001	Review of the Plantations and Reafforestation Act 1999 & Plantations and Reafforestation (Code) Regulation Discussion Paper	Wellington	Free
2001	Rate of Clearing of Native Woody Vegetation 1997-2000 – Environmental Research and Information Consortium, Report for DLWC, Centre for Natural Resources		
2000	Historical Vegetation Mapping in the Macquarie Marshes 1949-1991		
2000	Monitoring of River Red Gums in the Macquarie Marshes		
2000	Final Project Report Environmental Trusts Grants 1995/RR/G0025 Rehabilitation: Southern Macquarie Marshes		
2000	Final Project Report Macquarie Marshes Management, Strategy, Stage 3, Implementation and Audit		
2000	A review of Recent Studies Investigating Biological and Physical Processes in the Macquarie Marshes		
2000	Preliminary Guide to the Draft Code of Practice under the Plantations and Reafforestation Act 1999 – Timber Plantations		
2000	Preliminary Guide to the Draft Code of Practice under the Plantations and Reafforestation Act 1999 – Environmental Plantings		
2000	North East Regional Forest Agreement (with CW Govt)	Information Centre	Free
2000	Forestry Industry Structural Adjustment Package Guidelines (FISAP):	Information Centre	Free
2000	FISAP Industry Development Assistance Guidelines	Information Centre	Free
2000	FISAP Native Timber Industry Marketing and Development Fund Guidelines	Information Centre	Free
2000	FISAP Worker Assistance Guidelines	Information Centre	Free
2000	FISAP Business Exit Assistance Guidelines	Information Centre	Free
2000	FISAP Forest Industry Training Assistance Guidelines	Information Centre	Free
1999	Eden Regional Forest Agreement (with CW Govt)	Information Centre	Free
1999	Investing in Planted Forests Guidelines for Applicants – Plantations and Reafforestation Act 1999 and Code	Information Centre	
1999	Upper North East Regions: Forest Agreement (NSW Govt only)	Information Centre	Free

1999	Integrated Forestry Operations Approval for the Upper North East Regions (NSW Govt only)	Information Centre	\$22
1999	Lower North East Regions: Forest Agreement (NSW Govt only)	Information Centre	Free
1999	Integrated Forestry Operations Approval for the Lower North East Regions (NSW Govt only)	Information Centre	\$22
1999	Eden Region: Forest Agreement (NSW Govt only)	Information Centre	Free
1999	Integrated Forestry Operations Approval for the Eden Region (NSW Govt only)	Information Centre	\$22
1998	Environmental Research and Information Consortium, Report for DLWC, Centre for Natural Resources, Rate of Clearing of Native Woody Vegetation 1995-97		
	FISAP Training Strategy 1998-2000		
	Flora and Fauna of the Tottenham Bobadah District		
	A Bibliography of Description, Identification Guides and Other Studies relevant to the Vegetation of Central West NSW		
	Some Native Vascular Plants of Riparian Areas of the Upper Macquarie and Lachlan River Catchments		
	Report on Vegetation Research and Investigations in the Central West of NSW		
	Performance of Perennial Grasses on Saline Sites in Eastern NSW (Salty Grasses Project)		
	Lowbidgee Management Plan, Stage Two, Land & Water Management, 1992-1997		
	Planning for Farm Forestry – A Practical Guide		
	Interim Best Operating Standards for Harvesting of Private Native Forestry		
	Fact sheet – Plantation Regulation in NSW		

Coastal and Floodplain Risk Management

<i>Year</i>	<i>Title of Document</i>	<i>Where held</i>	<i>Cost</i>
2006	An Introduction to Coastal and Floodplain Management	Information Centre	Free
2005	Floodplain Development Manual		
2005	Upper Cox's Creek Draft Floodplain Management Plan	Barwon Region	Free
2005	Upper Yarraman Creek Draft Floodplain Management Plan	Barwon Region	Free
2005	Gwydir River – Biniguy to Moree Draft Floodplain Management Plan	Barwon Region	Free
2005	Lower Gingham Watercourse Draft Floodplain Management Plan	Barwon Region	Free
2005	Namoi River – Carroll to Boggabri Draft Floodplain Management Plan	Barwon Region	Free
2005	Mooki Floodplain – Carroona to Breeza Draft Floodplain Management Plan	Barwon Region	Free
2005	Namoi River – Narrabri to Wee Waa Draft Floodplain Management Plan	Barwon Region	Free
2003	Moomin Creek Draft Floodplain Management Plan	Barwon Region	Free
2001	Blackville Floodplain Management Plan	Barwon Region	Free
2001	Coastal Dune Management: A Manual of Coastal Dune Management & Rehabilitation Techniques – ISBN 0 7437 52024		
2000	Edward-Wakool Rivers Floodplain Management Strategy – Stage 4		
1997	NSW Coastal Policy		
1995	Red Bobs Floodplain Management Study Part 1 – around "Barees", August	Barwon Region	\$50.00
1995	Red Bobs Floodplain Management Study Part 2 – West of Wandoba Road, December	Barwon Region	\$50.00
1995	Coomoo Coomoo and Yarraman Creeks Floodplain Management Study – Native Dog Gully Addendum 1, August	Barwon Region	\$50.00
1995	Colly Blue Floodplain Management Study, December	Barwon Region	\$50.00
1995	Borambil Gunnadilly Floodplain Management Revision, December	Barwon Region	\$50.00
1995	Guidelines for flood plain development Macquarie River Warran to Oxley Station, March		
1994	Coomoo Coomoo and Yarraman Creeks Floodplain Management Study, November	Barwon Region	\$50.00
1993	Guidelines for flood plain development Guidelines for flood plain development Bogan River at Branglebar, August		

1990	Coastline Management Manual		
1989	Guidelines for Edward and Niemur Rivers flood plain development Moana-Moulamein Railway to "Liewah" (Stage 3) June		
1989	Guidelines for flood plain development Gwydir river downstream of Brageen Crossing, June	Barwon Region	\$50.00
1989	Lowbidgee management plan stage one protected lands and floodways scheme, June		
1987	Guidelines for flood plain development Murray and Wakool Rivers Moana-Moulamein Railway to Trunk Road 94 (Stage 2) Feb		
1986	Guidelines for flood plain development Darling River Little Bogan River to Yanda Creek, July		
1986	Guidelines for flood plain development Darling River Yanda Creek to Louth, December		
1985	Guidelines for flood plain development Murrumbidgee River Berembled Weir to Narrandera, March		
1985	Guidelines for flood plain development Namoi River East of Boggabri, April	Barwon Region	\$50.00
1984	Floodprone Land Policy		
1984	Proposed modification to Narrabri-Wee Waa floodway restoration, November	Barwon Region	\$50.00
1983	Guidelines for Sandy and Poison Waterholes Creeks flood plain development Kywond to Narrandera, September		
1982	Guidelines for Macintyre River and Whalan Creek flood plain development Boggabilla to Mungindi, March	Barwon Region	\$50.00
1981	Guidelines for flood plain development Namoi Valley "Boolcarrol" Station to "Bulyeroi" Station, March	Barwon Region	\$50.00
1981	Guidelines for Edward and Wakool Rivers flood plain development Deniliquin to Moama-Moulamein Railway (Stage 1), September		
1981	Borambil Gunnadilly floodplain management study, October	Barwon Region	\$50.00
1980	Guidelines for Carole and Gil Gil Creeks flood plain development Ashley to Mungindi, May	Barwon Region	\$50.00
1980	Guidelines for Mehi River flood plain development Combadello to Collymongle, May	Barwon Region	\$50.00
1980	Guidelines for Billabong Creek plain development Walbundrie, July		
1979	Guidelines for Mirool Creek flood plain development Barellan to Yanda, March		
1979	Guidelines for flood plain development Lachlan River Goolongong to Jemalong Gap, April		
1979	Flood plain development Old Man Creek, November		
1979	Guidelines for flood plain development Lower Bourkes Creek, December		
1978	Guidelines for flood plain development Murrumbidgee River Hay to Maude, June		
1978	Guidelines for flood plain development Murrumbidgee River upstream Gundagai, August		
1978	Guidelines for flood plain development Gwydir River Moree area, June		
1978	Guidelines for flood plain development Tuppal and Bullatale Creeks, July		
1978	Guidelines for flood plain development Namoi Valley Merah North to Burren Junction, July		
1978	Guidelines for flood plain development Lachlan River Jemalong Gap to Condobolin, September		
1978	Guidelines for flood plain development Namoi Valley the Gardens to Drildool, November		
1978	Guidelines for floodplain development Macquarie River Narromine to Warren, May		
1978	A proposal for flood mitigation on the Bell River flood plain, June		
	Edward and Wakool Rivers Floodplain Management Strategy – Noorong Road to Wakool Murray Junction		

Water Management

<i>Year</i>	<i>Title of Document</i>	<i>Where held</i>	<i>Cost</i>
2006	An introduction to Water Management	Information Centre	Free
2006	2006 Metropolitan Water Plan (DNR or TCO??)	Internet	Free
2005	Macro Water Sharing Plans – an overview	Internet	Free
2005	Macro Water Sharing Plans – benefits of	Internet	Free
2005	NSW Wetlands Management Policy	Internet	Free
2005	Water Pricing submission to IPART	Internet	Free
2005	Governor's proclamation commencing the access licences and works and use approvals provisions of the WMA 2000		
2005	A Summary Guide to Water Trading in the Murray- Murrumbidgee Valley 2005 –2005 for High and General Security Licences	Internet	Free
2004-05	Border Rivers Annual Allocation Plan	Barwon Region	
2004-05	Murray Valley Water allocation Plan – regulated sections of the Murray & Lower Darling River Valleys		
2004-05	Murrumbidgee Annual Allocation Plan		
2004-05	Peel River Annual Allocation Plan	Barwon Region	
2004	Background to Water Management in the NSW Murray & Lower Darling River Systems		
2004	Healey, M. and Watson, G. (in prep.). Influence of water regime on frog activity. Centre for Natural Resources, Department of Land and Water Conservation, Armidale, NSW. Draft Technical Report for internal publication available		
2004	The Water Management (General) Regulation	Internet	Free
2004	Farm Dams – series on information sheets	Internet	Free
2004	Basic Water Rights – information sheets	Internet	Free
2004	Water licensing and the Water Management Act 2000	Internet	Free
2004	NSW Water Reforms: A secure and sustainable future --Ministerial Statement, August	Internet	Free
2004	Water Sharing Plan for the Adelong Creek Water Source	Internet	Free
2004	Water Sharing Plan for the Adelong Creek Water Source – Summary Guide	Internet	Free
2004	Water Sharing Plan for Alstonville Basalt Plateau Groundwater Source	Internet	Free
2004	Water Sharing Plan for Alstonville Basalt Plateau Groundwater Source – Summary Guide	Internet	Free
2004	Water Sharing Plan for the Apsley River Water Source	Internet	Free
2004	Water Sharing Plan for the Apsley River Water Source – Summary Guide	Internet	Free
2004	Water Sharing Plan for the Upper Billabong Creek Water Source	Internet	Free
2004	Water Sharing Plan for the Upper Billabong Creek Water Source – Summary Guide	Internet	Free
2004	Water Sharing Plan for the Upper Brunswick River Water Source	Internet	Free
2004	Water Sharing Plan for the Upper Brunswick River Water Source – Summary Guide	Internet	Free
2004	Water Sharing Plan for the Castlereagh River above Binnaway Water Source	Internet	Free
2004	Water Sharing Plan for the Castlereagh River above Binnaway Water Source – Summary Guide	Internet	Free
2004	Water Sharing Plan for the Commissioners Waters Water Source	Internet	Free
2004	Water Sharing Plan for the Commissioners Waters Water Source – Summary Guide	Internet	Free
2004	Water Sharing Plan for the Coopers Creek Water Source	Internet	Free
2004	Water Sharing Plan for the Coopers Creek Water Source – Summary Guide	Internet	Free
2004	Water Sharing Plan for the Dorrigo Plateau Surface Water Source and the Dorrigo Basalt Groundwater Source	Internet	Free
2004	Water Sharing Plan for the Dorrigo Plateau Surface Water Source and the Dorrigo Basalt Groundwater Source – Summary Guide	Internet	Free
2004	Water Sharing Plan for the Gwydir Regulated River Water Source	Internet	Free

2004	Water Sharing Plan for the Gwydir Regulated River Water Source – Summary Guide	Internet	Free
2004	Water Sharing Plan for the Hunter Regulated River Water Source	Internet	Free
2004	Water Sharing Plan for the Hunter Regulated River Water Source – Summary Guide	Internet	Free
2004	Water Sharing Plan for the Jilliby Jilliby Creek Water Source	Internet	Free
2004	Water Sharing Plan for the Jilliby Jilliby Creek Water Source – Summary Guide	Internet	Free
2004	Water Sharing Plan for the Kangaroo River Water Source	Internet	Free
2004	Water Sharing Plan for the Kangaroo River Water Source – Summary Guide	Internet	Free
2004	Water Sharing Plan for the Karuah River Water Source	Internet	Free
2004	Water Sharing Plan for the Karuah River Water Source – Summary Guide	Internet	Free
2004	Water Sharing Plan for the Kulnura Mangrove Mountain Groundwater Water Source	Internet	Free
2004	Water Sharing Plan for the Kulnura Mangrove Mountain Groundwater Water Source – Summary Guide	Internet	Free
2004	Water Sharing Plan for the Lachlan Regulated River Water Source	Internet	Free
2004	Water Sharing Plan for the Lachlan Regulated River Water Source – Summary Guide	Internet	Free
2004	Water Sharing Plan for the Macquarie and Cudgegong Regulated Rivers Water Source	Internet	Free
2004	Water Sharing Plan for the Macquarie and Cudgegong Regulated Rivers Water Source – Summary Guide	Internet	Free
2004	Water Sharing Plan for the Mandagery Creek Water Source	Internet	Free
2004	Water Sharing Plan for the Mandagery Creek Water Source – Summary Guide	Internet	Free
2004	Water Sharing Plan for the Murrumbidgee Regulated River Water Source	Internet	Free
2004	Water Sharing Plan for the Murrumbidgee Regulated River Water Source – Summary Guide	Internet	Free
2004	Water Sharing Plan for the Ourimbah Creek Water Source	Internet	Free
2004	Water Sharing Plan for the Ourimbah Creek Water Source – Summary Guide	Internet	Free
2004	Water Sharing Plan for the Namoi Regulated River Water Source	Internet	Free
2004	Water Sharing Plan for the Namoi Regulated River Water Source – Summary Guide	Internet	Free
2004	Water Sharing Plan for the NSW Murray – Lower Darling Regulated River Water Source	Internet	Free
2004	Water Sharing Plan for the NSW Murray – Lower Darling Regulated River Water Source – Summary Guide	Internet	Free
2004	Water Sharing Plan for the Phillips Creek, Mooki River, Quirindi Creek and Warrah Creek Water Sources	Internet	Free
2004	Water Sharing Plan for the Phillips Creek, Mooki River, Quirindi Creek and Warrah Creek Water Sources Summary Guide	Internet	Free
2004	Water Sharing Plan for the Rocky Creek, Cobbadah, Upper Horton and lower Horton Rivers Water Sources	Internet	Free
2004	Water Sharing Plan for the Rocky Creek, Cobbadah, Upper Horton and lower Horton Rivers Water Sources- Summary Guide	Internet	Free
2004	Water Sharing Plan for the Stuarts Point Groundwater Water Source	Internet	Free
2004	Water Sharing Plan for the Stuarts Point Groundwater Water Source – Summary Guide	Internet	Free
2004	Water Sharing Plan for the Tarcutta Creek Water Source	Internet	Free
2004	Water Sharing Plan for the Tarcutta Creek Water Source – Summary Guide	Internet	Free
2004	Water Sharing Plan for the Tenterfield Creek Water Source	Internet	Free
2004	Water Sharing Plan for the Tenterfield Creek Water Source – Summary Guide	Internet	Free
2004	Water Sharing Plan for the Tomago Tomaree Stockton Groundwater Source	Internet	Free

2004	Water Sharing Plan for the Tomago Tomaree Stockton Groundwater Source – Summary Guide	Internet	Free
2004	Water Sharing Plan for the Toorumbree Creek Water Source	Internet	Free
2004	Water Sharing Plan for the Toorumbree Creek Water Source – Summary Guide	Internet	Free
2004	Water Sharing Plan for the Wandella Creek Water Source	Internet	Free
2004	Water Sharing Plan for the Wandella Creek Water Source – Summary Guide	Internet	Free
2004	Access Licence Dealings Principles	Internet	Free
2002	State Water Management Outcomes Plan (SWMOP)	Internet	Free
2002	The NSW State Groundwater Quality Protection Policy	Internet	Free
2002	The NSW State Groundwater Dependent Ecosystems Policy	Internet	Free
2002	Gordon, A., Serov, P. and Healey, M., Low flow assessment of Coopers Creek: Richmond Catchment. Centre for Natural Resources, Department of Land and Water Conservation, Armidale, NSW. Technical Report (internal publication).		
2002	Blake, N., Gordon, A. and Healey, M., Considerations of establishing and monitoring environmental flows in the Dorrigo Plateau. Department of Land and Water Conservation, Grafton, NSW. A report prepared for the Upper North Coast Management Committee.		
2001	An Assessment of Riverine Health in the Macquarie, Castlereagh and Bogan River Catchments		
2001	An Assessment of Riverine Health in the Macquarie, Castlereagh and Bogan River Catchments, Report Photographs & Catchment Summaries		
2001	Groundwater Trends in Fractured Rock Areas of the Middle and Upper Macquarie Catchment, Central West Region		
2001	Hydrogeological investigation of Dryland Salinity in Toongi Catchment, Central West Region		
2001	Upper Macquarie Groundwater Management area 009 Status Report 1		
2001	Water Policy advisory notes to Water Management Committees for preparing Water Sharing Plans	Internet	Free
2000	NSW Water Conservation Strategy	Internet	Free
1999	NSW Farm Dams Assessment Guide	Internet	Free
1999	Lower Macquarie Groundwater Management 008 – Status Report No. 1		
1998	Central West Regional Algal Coordinating Committee – Blue Green Algae Contingency Plan		
1998	Cudgong Valley Alluvial Aquifer – Status Report No 1		
1998	Stressed Rivers Assessment Report: NSW State Summary	Internet	Free
1997	NSW State Weirs Policy	Internet	Free
1997	NSW State Groundwater Policy Framework Document	Internet	Free
	NSW Integrated Drainage Policy		
	Draft Lachlan Wetlands Management Policy		

SECTION 2 – STATEMENT OF AFFAIRS

The Department's most recent Statement of Affairs appeared in the Department's Annual Report for the financial year 2004-05, which was tabled in Parliament in 29 November 2005.

SECTION 3 – CONTACT ARRANGEMENTS

For information on the Department's programs and functions, publications, plans, and policies please contact:

The Information Centre
 23-33 Bridge Street
 Sydney NSW 2000
 Telephone: (02) 9228 6333
 Facsimile: (02) 9228 6555
 email: information@dnr.nsw.gov.au
 website: <http://www.naturalresources.nsw.gov.au/information.html>
 Hours: 9.00 am to 5.00 pm, Monday to Friday

For access to documents under the Freedom of Information Act 1989, either download and complete the application form at the Department's website <http://www.naturalresources.nsw.gov.au/aboutus/foi.htm>, and send it to:

The FOI Coordinator
Department of Natural Resources
23-33 Bridge Street
Sydney NSW 2000

or contact the FOI Coordinator on (02) 9228 6201 during business hours.

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****NORTHERN SYDNEY AND CENTRAL COAST AREA HEALTH SERVICE**

The Summary of Affairs of the Northern Sydney and Central Coast Area Health Service covers the Area Executive Unit, The Directorate of Clinical Operations, The Directorate of Workforce, The Directorate of Finance, The Directorate of Nursing & Midwifery, the Directorate of Clinical Governance, The Directorate of Population Health, Planning & Performance. In terms of Health Service Facilities and Services, the Summary of Affairs includes the following: Macquarie Hospital, Hornsby Ku-ring-gai Health Service which incorporates Hornsby Hospital and Community Health Services, The Northern Beaches Health Service which incorporates both Manly and Mona Vale Hospitals & Community Health Services and the Royal North Shore and Ryde Health Service which incorporated Royal North Shore and Ryde Hospitals & Community Health Services, Royal Rehabilitation Centre, Sydney, Hope Healthcare Group (Greenwich and Neringah Hospitals & Graythwaite Nursing Home) and Northern Sydney Home Nursing Service, The Central Coast Health Service which incorporates Gosford, Wyong and Woy Woy Hospitals, Long Jetty Healthcare Centre and Community Health Services.

SECTION 1 – POLICY DOCUMENTS

The following policies and documents are produced by the Area Health Service and may be accessed for information:

- Area By-Laws
- Area Performance Agreement
- Area Business Plan 2003-2006
- Public Health Unit Demographic Update
- Area Newsletters – better health bulletin
- Community Health Services Plan
- Manual Handling Policy
- Policy for Ministerial Correspondence & Briefings
- Motor Vehicle Policy
- Fundraising Policy
- Media Policy
- Pre-Employment Criminal Records Screening
- Framework for Quality
- Critical Incident Policy
- Organisational Chart
- Annual Report 2004
- Code of Conduct
- Delegation Manual
- Occupational Health & Safety Manual
- Mental Health Services Plan
- HEALTHPLAN
- Better Practice Guidelines for Patient Management
- Sexual Harassment
- Grievance Procedures
- Complaints management policy
- Recruitment & Employment Procedures
- Equal Employment Opportunity
- Critical Operations Standing Operating Procedures (COSOPS)
- Developing solutions with the community – northern beaches consultation document
- Community Health Strategic Plan Implementation: Child and Family Health Services.

The following policies and documents are produced by individual Hospitals and may be accessed for information:

- Departmental policy and procedure manuals
- Quality Assurance plans

- Admission and discharge policies
- Patient information brochures
- Local newsletters
- Infection Control Manuals
- Occupational Health & Safety manuals
- Accreditation documents
- Disaster plans
- Staff handbooks

SECTION 2 – STATEMENT OF AFFAIRS

The Freedom of Information Act (1989) was introduced to allow members of the public the right to view, obtain copies and amend documents held by government agencies.

The number of FOI requests for personal information contained in medical records has decreased since the initial FOI Act was passed in 1989. This is due primarily to the adoption of the NSW Health Department Circulars 90/126 and 94/75 that allow requests for personal medical records to be dealt with directly and without the need for a formal FOI application. Both staff and community have continued to report positively on the adoption of this procedure.

SECTION 3 – CONTACT ARRANGEMENTS

Inquiries in relation to the inspection of policy documents and Statement of Affairs can be made with the FOI Officer listed below:

FOI Contact Officer
Northern Sydney and Central Coast Area Health Service
Locked Mail Bag 2915
Central Coast Business Centre 2252
Telephone: (02) 4320 3220

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****DEPARTMENT OF PLANNING****SECTION 1 – POLICY DOCUMENTS****REGIONAL ENVIRONMENTAL PLANS (REPS)**

Greater Metropolitan Region

- Drinking Water Catchments REP No. 1
- REP No. 2 – Georges River Catchment

Hunter

- Hunter REP 1989
- Hunter REP 1989 – Heritage
- Williams River Catchment REP

Illawarra

- Illawarra REP No. 1
- Illawarra REP No. 2 – Jamberoo Valley
- Jervis Bay REP 1996
- Lower South Coast REP No. 1 – High Rise Buildings
- Lower South Coast REP No. 2

North Coast

- Lord Howe Island REP 2005 and Lord Howe Island DCP 2005
- North Coast REP 1988
- North Coast REP – Heritage Items (Draft Amendment No. 3)

Sydney

- REP No. 5 Chatswood Town Centre
- REP No. 6 Gosford Coastal Areas
- REP No. 7 Multi-Unit Housing – Surplus Government Sites
- REP No. 8 Central Coast Plateau Areas
- REP No. 9 Extractive Industry (No. 2)
- REP No. 10 Blue Mountains Regional Open Space
- REP No. 11 Penrith Lakes Scheme
- REP No. 13 Mulgoa Valley
- REP No. 14 Eastern Beaches
- REP No. 16 Walsh Bay
- REP No. 18 Hoxton Park – Parramatta-Baulkham Hills – Public Transport Corridor
- REP No. 19 Rouse Hill Development Area
- REP No. 20 Hawkesbury–Nepean River (No. 2 – 1997)
- REP No. 21 Warringah Urban Release Areas
- REP No. 24 Homebush Bay Area
- REP No. 25 Orchard Hills
- REP No. 26 City West
- REP No. 27 Wollondilly Regional Open Space
- REP No. 28 Parramatta
- REP No. 29 Rhodes Peninsula
- REP No. 30 St Marys
- REP No. 31 Regional Parklands
- REP No. 33 Cooks Cove
- Sydney REP (Sydney Harbour Catchment) 2005

Western New South Wales

- Kosciuszko REP 1998 – Snowy River
- Murray REP No. 2 – Riverine Land

Orana REP No. 1 – Siding Spring
 Riverina REP No. 1
 Western Division REP No. 1 – Extractive Industries
 Willandra Lakes REP No. 1 – World Heritage Property

STATE ENVIRONMENTAL PLANNING POLICIES (SEPPS)

SEPP No. 1 Development Standards
 SEPP No. 3 Castlereagh Liquid Waste Disposal Depot
 SEPP No. 4 Development Without Consent and Miscellaneous Complying Development
 SEPP No. 6 Number of Storeys in a Building
 SEPP No. 7 Port Kembla Coal Loader
 SEPP No. 8 Surplus Public Land
 SEPP No. 9 Group Homes
 SEPP No. 10 Retention of Low-Cost Rental Accommodation
 SEPP No. 11 Traffic Generating Developments
 SEPP No. 14 Coastal Wetlands
 SEPP No. 15 Rural Land-Sharing Communities
 SEPP No. 16 Tertiary Institutions
 SEPP No. 19 Bushland in Urban Areas
 SEPP No. 21 Caravan Parks
 SEPP No. 22 Shops and Commercial Premises
 SEPP No. 26 Littoral Rainforests
 SEPP No. 27 Prison Sites
 SEPP No. 29 Western Sydney Recreation Area
 SEPP No. 30 Intensive Agriculture
 SEPP No. 31 Sydney (Kingsford Smith) Airport
 SEPP No. 32 Urban Consolidation (Redevelopment of Urban Land)
 SEPP No. 33 Hazardous and Offensive Development
 SEPP No. 35 Maintenance Dredging of Tidal Waterways
 SEPP No. 36 Manufactured Home Estates
 SEPP No. 37 Continued Mines and Extractive Industries
 SEPP No. 39 Spit Island Bird Habitat
 SEPP No. 41 Casino/Entertainment Complex
 SEPP No. 43 New Southern Railway
 SEPP No. 44 Koala Habitat Protection
 SEPP No. 45 Permissibility of Mining
 SEPP No. 47 Moore Park Showground
 SEPP No. 48 Major Putrescible Land fill Sites
 SEPP No. 49 Tourism Accommodation in Private Homes – Draft only
 SEPP No. 50 Canal Estates
 SEPP No. 51 Eastern Distributor
 SEPP No. 52 Farm Dams and Other Works in Land and Water Management Plan Areas
 SEPP No. 53 Metropolitan Residential Development
 SEPP No. 54 Northside Storage Tunnel
 SEPP No. 55 Remediation of Land
 SEPP No. 58 Protecting Sydney's Water Supply
 SEPP No. 59 Central Western Sydney Economic and Employment Area
 SEPP No. 60 Exempt and Complying Development
 SEPP No. 61 Exempt and Complying Development for White Bay and Glebe Island Ports
 SEPP No. 62 Sustainable Aquaculture
 SEPP No. 63 Major Transport Projects
 SEPP No. 64 Advertising and Signage
 SEPP No. 65 Design Quality of Residential Flat Development
 SEPP No. 67 Macquarie Generation Industrial Development Strategy
 SEPP No. 69 Major Electricity Supply Projects
 SEPP No. 70 Affordable Housing (Revised Schemes)
 SEPP No. 71 Coastal Protection
 SEPP No. 72 Linear Telecommunications Development – Broadband
 SEPP No. 73 Kosciuszko Ski Resorts
 SEPP No. 74 Newcastle Port and Employment Lands
 SEPP (Seniors Living) 2004

SEPP (Building Sustainability Index: BASIX) 2004
 SEPP (ARTC Rail Infrastructure) 2004
 SEPP (Sydney Metropolitan Water Supply) 2004
 SEPP Development on Kurnell Peninsula
 SEPP (Major Projects) 2005 – Formerly known as State Environmental Planning Policy (State Significant Development) 2005

S117 DIRECTIONS

Ministerial directions issued under the EP&A Act – 30 September 2005

Direction No.1 – Acid Sulfate Soils
 Direction No.2 – Approval, Concurrence and Consultation
 Direction No.3 – Business Zones
 Direction No.4 – Central Coast
 Direction No.5 – Coal, Other Minerals, Petroleum and Extractive Resources
 Direction No.6 – Coastal Protection
 Direction No.7 – Commercial and Retail Development along the Pacific Highway, North Coast
 Direction No.8 – Community Use of Educational Establishments
 Direction No.9 – Conservation and Management of Environmental and Indigenous Heritage
 Direction No.10 – Designated Development
 Direction No.11 – Development in a Mine Subsidence District or on Unstable Land
 Direction No.12 – Development near Licensed Aerodromes
 Direction No.13 – Environmental Protection Zones
 Direction No.14 – Farmland of State and Regional Significance on the NSW Far North Coast
 Direction No.15 – Flood Prone Land
 Direction No.16 – Industrial Zones
 Direction No.17 – Integrating Land Use and Transport
 Direction No.18 – Manufactured Home Estates and Caravan Parks
 Direction No.19 – Planning for Bushfire Protection
 Direction No.20 – Recreation Vehicle Areas
 Direction No.21 – Residential Zones
 Direction No.22 – Rural Zones
 Direction No.23 – Savings
 Direction No.24 – Second Sydney Airport: Badgerys Creek
 Direction No.25 – Site Specific Zoning
 Direction No.26 – Special Area Zones and Recreation Zones
 Direction No.27 – Sydney to Canberra Corridor Strategy
 Direction No.28 – Water Catchment Areas – Sydney Catchment Authority

PLANNING CIRCULARS

Manufacturing

B23 SEPP 30 – Intensive Agriculture (Amendment No. 1)
 E10 Landfilling: EIS Practice Guidelines
 E9 Planning Guidelines for Contaminated Land
 E8 SEPP 33 – Hazardous and Offensive Development: Application Guidelines
 E6 Practice Guidelines for Cattle Feedlots
 E5 Schedule 3 of the Environmental Planning and Assessment Regulation 1980
 F11 Acid Sulphate Soils Advisory Circular
 Aquaculture – What level of environmental assessment does aquaculture require?
 Best Practice Guidelines for Contaminated Water Retention and Treatment Systems

Mining

B37 SEPP 45 – Permissibility of Mining
 B33 SEPP 37 – Continued Mines and Extractive Industries
 E7 Practice Guidelines for EIS Preparation Extractive Industries and Quarries, attachment: Practice Guideline

Extractive Industries

B29 SEPP 35 Maintenance Dredging of Tidal Waterways

Waste

B38 SEPP 48 Putrescible Landfill Sites

Hazards

E12 The Assessment of Potentially Hazardous Development

Crown Projects

D6 Crown Development Application and Conditions of Consent. Attached Best Practice Guidelines:

- LEP Maps: Preparing Maps for Local Environmental Plans
- Letting People Know: Ideas on When and How to Involve the Community in Planning
- Development Control Plans: Preparing Development Control Plans
- Performance Based Conditions of Consent: How to Use Performance Based Conditions of Consent

Development Assessment Related

E11 EIS Guidelines

Planning Focus Good Practice Guidelines

Building Systems

BRAN 239 Building Code of Australia (BCA) 2005 Amendment

BRAN 238 Building Code of Australia (BCA) / Building Sustainability Index (BASIX) Seminars for 2005

BRAN 237 Energy Efficiency Regulation Documents for Class 5-9 Buildings & 5 Star Houses – for comment

BRAN 236 Fire stop collars – ensuring appropriate use and compliance

BRAN 235 Australian Building Codes Board (ABCB) Discussion Paper re: building in areas of salt attack and acid sulphate soils

BRAN 234 New contact details for advisory services at Bridge Street, Sydney NSW 2000

BRAN 233 Building Code of Australia (BCA) Advisory Service – Hours of operation

BRAN 232 Building Code of Australia (BCA) 2004 Amendment

BRAN 231 Access for people with disabilities – proposal documents for public comment

BRAN 230 Energy Efficiency Class 2-4 buildings – Extension of time to comment

BRAN 229 Sound Insulation Provisions – Outcomes Report

BRAN 228 Amendment No. 13 to Building Code of Australia (BCA) 1996

BRAN 227 Amendment No. 12 to Building Code of Australia (BCA) 1996

BRAN 226 NSW Variation – Energy Efficiency – Amendment No. 12 to Building Code of Australia (BCA) 1996

BRAN 225 Proposal for fire hazard properties: Building Code of Australia (BCA) – for comment

BRAN 224 Amendment No. 11 to Building Code of Australia (BCA) 1996

BRAN 223 Proposed Changes to Sound Insulation provisions of Building Code of Australia (BCA) – for comment

BRAN 222 Amendment No. 10 to Building Code of Australia (BCA) 1996

BRAN 221 Fire Alarm Monitoring – Approval / Certification of Conversion as Complying Development

BRAN 220 Amendment No. 9 to Building Code of Australia (BCA) 1996

BRAN 219 Amendment No. 8 to Building Code of Australia (BCA) 1996

BRAN 218 Amendment No. 7 to Building Code of Australia (BCA) 1996

BRAN 217 Glazing in buildings – AS 1288 and AS 2047 – proposed change

BRAN 216 Recall of specified fire doors under the Trade Practices Act 1974

BRAN 215 Amendment No. 5 to Building Code of Australia (BCA) 1996 – Explanatory Notes

BRAN 214 Deletion of reference to AS 1250 – superseded by AS 4100

BRAN 213 Gazettal of amendment of Local Government (Approvals) Regulation to call up Amendment No. 5 to Building Code of Australia (BCA) 1996

BRAN 212 Amendment No. 3 to Building Code of Australia (BCA) 1996 – Explanatory Notes

BRAN 211 Gazettal of amendment of Local Government (Approvals) Regulation to call up Amendment No. 3 to Building Code of Australia (BCA) 1996

BRAN 210 Essential Fire Safety Measures

BRAN 209 Amendment No. 2 to the Building Code of Australia (BCA) 1996

BRAN 208 Survey of Rising Damp Salt

BRAN 207 Essential Fire or Other Safety Measures

BRAN 206 Gazettal of amendment of Local Government (Approvals) Regulation to call up Amendment No. 2 to Building Code of Australia (BCA) 1996

BRAN 205 Building Code of Australia (BCA) Seminars – Purchase of work book

BRAN 204 Maintenance and Certification of Essential Fire and Other Measures

- BRAN 203 Introduction of the Building Code of Australia (BCA) 1996
 BS 06-005 Implementation of the EP&A Amendment (Smoke Alarms) Regulation 2006
 BS 06-003 Changes to the Building Code of Australia 2006 (13/04/06)
 BS 06-002 Implementation of the Building Professionals Act 2005 (16/03/06)
 BS 06-001 BCA 2006 information sessions (03/02/06)
 BS 05-002 Structural steel bolts (19/12/05)
 BS 05-001 Building Legislation Amendment (Smoke Alarms) Act 2005 – update (28/09/05)
 Letter Amendment No. 6 to Building Code of Australia (BCA) 1996 and
 Letter BCA & EP&A Act: Automatic fire alarm disconnections – important issues
 Letter Proposed Energy Efficiency measures for houses – Invitation to comment
 Letter Access for people with disabilities – Directions Report
 Letter SEPP4 Amendment: Automatic Fire Alarm Monitoring as complying development
 Letter BCA & EP&A Regulation: Automatic Fire Alarm Monitoring – Update of information
 Letter BCA & EP&A Regulation: Automatic Fire Alarm Monitoring – Advice on changes
 Letter Hillside land: Development approval – issues for consideration
 Letter Fire safety issues in existing backpacker type premises
 Advisory Note – New smoke alarm requirements for existing buildings from 1 May 2006
 Fact Sheet 1: New smoke alarm requirements: Owners of houses, residential flats and units
 Fact Sheet 2: New smoke alarm requirements: For ‘shared accommodation’ buildings

Planning Systems

- PS 06-013 Local environmental studies (02/05/06)
 PS 06-012 New transitional arrangements for development control plans (05/05/06)
 PS 06-011 Changes to the public notice requirements for planning agreements (18/04/06)
 PS 06-010 Changes to the EP&A Regulation regarding major project assessments (18/04/06)
 PS 06-009 Changes to the land acquisition process for reserved land (27/04/06)
 PS 06-008 Standard Instrument (Local Environmental Plans) Order 2006 (03/04/06)
 PS 06-007 Changes to existing use rights (31/03/06)
 PS 06-006 Changes to the transitional arrangements for the introduction of new section 117 directions (17/02/06)
 PS 06-005 Local environmental plan review panel (16/02/06)
 PS 06-004 Prohibition of retrospective construction certificates and changes concerning compliance certificates (13/02/06)
 PS 06-003 State Environmental Planning Policy No 4 – Amendment No 17 (17/02/06)
 PS 06-002 Inclusion of Property Vegetation Plans in planning certificates (10/01/06)
 PS 06-001 Regulation of camping density in primitive camping grounds (10/01/06)
 PS 05-014 State Environmental Planning Policy (Seniors Living) 2004 – (Amendment No 1) (23/12/05)
 PS 05-013 Amendment No 4 to SEPP 71 – coastal protection (12/12/05)
 PS 05-012 Planning implications of the extension of the NSW Coastal Zone (22/11/05)
 PS 05-011 Changes to the arrangements for implementing new requirements for development control plans (09/12/05)
 PS 05-010 Requirements for development control plans with the latest planning reforms (09/11/05)
 PS 05-009 Changes to ministerial directions under section 117 of the EP&A Act (30/09/05)
 PS 05-008 Changes to Part 3 and 4 of the EP&A Act (30/09/05)
 PS 05-007 Commencement of updated Regulation for caravan parks and moveable dwellings (14/09/05)
 PS 05-006 Commencement of Part 3A (Major Projects) of the EP&A Act (29/07/05)
 PS 05-005 Reports by the Director General under section 69 of the EP&A Act (19/08/05)
 PS 05-004 Development contributions practice notes (08/07/05)
 PS 05-003 Changes to the development contributions system in NSW (14/06/05)
 PS 05-002 State significant development (27/05/05)
 PS 05-001 Occupation certificates and conditions of development consent (22/04/05)

PLANNING REFORMS

2006

- Local planning practice notes (PN 06-003 Preparing LEPs using the standard instrument: definitions; PN 06-002 Preparing LEPs using the standard instrument: standard zones; PN 06-001 Preparing LEPs using the standard instrument: standard clauses) – 12 April 2006
 Standard Instrument (Local Environmental Plans) Order 2006 – 31 March 2006
 Standard Instrument (Local Environmental Plans) Order Questions & Answers – 31 March 2006

Information sheet 1: EP&A Amendment Bill 2006 – an overview – 28 February 2006
 Information sheet 2: Planning administrators and planning assessment panels – 28 February 2006
 Information sheet 3: Development contributions – 28 February 2006

2005

What's in the Standard LEP: outline – 20 September 2005
 Draft LEP: legal instrument – 20 September 2005
 Using the Standard LEP: help note – 20 September 2005
 Standard LEP and planning reform: questions and answers – 20 September 2005
 Fact sheet 4: How the standard LEP will benefit homeowners – 20 September 2005
 Fact sheet 3: How the standard LEP will benefit the community – 20 September 2005
 Fact sheet 2: How the standard LEP will benefit business – 20 September 2005
 Fact sheet 1: How the standard LEP will benefit councils – 20 September 2005
 Fact sheet 6: Environmental safeguards – August 2005
 Fact sheet 5: The community and major projects – August 2005
 Fact sheet 4: Critical infrastructure – August 2005
 Fact sheet 3: Independent hearings and assessment panels – August 2005
 Fact sheet 2: Project applications under Part 3A: steps in the process – August 2005
 Fact sheet 1: Part 3A and the planning reforms – August 2005
 NSW planning reforms: information session briefing notes (version 2.0) – September 2005
 Regulatory impact statement: Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2005 (final report) – 24 June 2005
 Development contributions practice notes – July 2005
 NSW Government's planning reforms: Winning jobs and investment for NSW – 12 May 2005
 Planning reform fund: funding criteria 2004/2005 – 4 March 2005
 Letter to council: Reminder of removal of unnecessary concurrences – 24 February 2005

2004

Rivers and Foreshores Improvement Act exemptions: questions and answers – 24 December 2004
 Letter to council: Removal of unnecessary concurrences – 17 December 2004
 Letter to council: Rivers and Foreshores Improvement Act – permit exemptions – 17 December 2004
 Letter to council: A simpler approval process for minor development near waterways – 10 December 2004
 NSW Government's response to recommendations from the planning reviews – September 2004
 Improving the NSW planning system – public paper – September 2004
 NSW Government's response to recommendations from the planning reviews – September 2004
 Standard provisions for LEPs in NSW – discussion paper (working draft) – September 2004
 Fact sheet 6: Development assessment – September 2004
 Fact sheet 5: Simplification of local planning – September 2004
 Fact sheet 4: Regional strategies – September 2004
 Fact sheet 3: What planning reforms mean for the community – September 2004
 Fact sheet 2: What planning reforms mean for local government – September 2004
 Fact sheet 1: Key facts on the NSW planning system – September 2004
 NSW planning reforms: questions and answers – September 2004
 Guide to Quality of Construction Act amendments – 12 July 2004
 Information on Inspections & Signage During Construction – 12 July 2004

2003 and earlier

Q&A on development assessment and certification – 22 December 2003
 Hints and prompts for implementing the new EP&A (Quality of Construction) Act – 22 December 2003
 Top 10 messages relating to the new EP&A Amendment (Quality of Construction) Act 2003 – 22 December 2003
 Top 10 themes in the new EP&A Amendment (Quality of Construction) Act 2003 – 22 December 2003
 Guiding Development: Better Outcomes – September 1999. Updates September 2000, August 2001
 EP&A Act & Regulation notes (various – listed below)

SUSTAINABILITY/BASIX

About the BASIX Indices
 An introduction to BASIX
 Appliances for multi-dwellings
 BASIX Alterations and Additions Cost Estimate

BASIX Benchmarking
BASIX Brochure
BASIX Cost Benefit Study (summary)
BASIX definitions dated: 30/09/2005
BASIX Fact Sheet
BASIX in the development approval process in NSW
BASIX Water Target map by Local Government Area
BASIX Water Target Zones
BASIX Water Targets by Postcodes
CASE STUDY: Low-cost water efficiency is easy for this north coast home
CASE STUDY: Project home builders meet the environmental challenge
CASE STUDY: Stylish multi-unit living with a small environmental footprint
CASE STUDY: Transforming a beachside semi into a sustainable showcase
Changes to the Regulatory Scheme for BASIX from 1 October 2005
Council Checklist
D.I.Y. Thermal Comfort Method
Data input checklist – Multi dwelling
Data Input Checklist – Single Dwelling
Direct cost of BASIX compliance – full report
Direct cost of BASIX compliance – summary
Dual Occupancy Guidelines
Environmental Planning and Assessment Amendment (Building Sustainability Index: BASIX) Regulation 2004
Environmental Planning and Assessment Amendment (Building Sustainability Index: BASIX) Regulation 2005
Environmental Planning and Assessment Further Amendment (Building Sustainability Index: BASIX) Regulation 2005
Guideline to the BASIX SEPP
Help notes – Multi dwellings
Help notes – Single Dwelling
Multi-Unit BASIX and SEPP 65
Multi-Unit Energy and Peak Demand Study
Multi-Unit fact sheet
Practice note: The Regulatory Scheme for BASIX
Sample BASIX Certificate
Schedule of changes to the BASIX tool
Sewage Management System Requirements
Thermal Comfort Index: Information for Assessors
Thermal Comfort Protocol: dated 30/09/2005
Wastewater Recycling in Multi-Unit dwellings
Improving Flat Design: a progress report (UDAS)
Mixed Use in Urban Areas (UDAS) \$44 – available for purchase at The Information Centre
Neighbourhood Character (UDAS) \$44 – available for purchase at The Information Centre
Residential Densities (UDAS) \$44 – available for purchase at The Information Centre
Residential Flat Design Code (UDAS) \$66 – available for purchase at The Information Centre
Residential Flat Pattern book (UDAS) \$35 – available for purchase at The Information Centre
Residential Subdivision (UDAS)
Urban Form (UDAS) \$44 – available for purchase at The Information Centre

MAJOR DEVELOPMENT AND ASSESSMENT

Compliance Program: – Strategic Plan – September 2003
Compliance Program: – Audit Procedures – July 2003
Clyde Waste Transfer Terminal (Special Provisions) Act 2003
EP&A Amendment (Development Consent) Act 2003
Upper Hunter Cumulative Impact Study and Action Strategy
Upper Hunter Cumulative Impact Study: Summary
Kosciuszko Alpine Resorts Geotechnical Policy

RURAL AND REGIONAL PLANNING

Central West/Far West/Barwon

- Population Change in the New England North West Region; Discussion Paper, October 2004.
- Better Rural Residential Development; A guide for councils west of the Great Divide on preparing rural residential strategies, June 2001.
- Rural Lands Policy, 2000.
- ProfileNENW on www.iplan.nsw.gov.au
- Growing the Region's Connections: A coordinated transport planning framework for northern inland NSW – Situation Statement (August 2005)
- Draft DCP – Poultry Farms
- Spatial Data Available to Recipients of PRFP Funds in Barwon Region for Strategic Planning

North Coast

- Boundary Adjustments Policy
- North Coast: Design Guidelines
- North Coast Urban Planning Strategy into the 21st Century
- Northern Rivers Regional Strategy consisting of the following parts:
 - Framework for a Sustainable Future;
 - Final Report for Phase One – Guiding Principles for a Sustainable Future Part 1;
 - Real Actions for a Sustainable Future – A Business Plan for Phase Two;
 - Model Conditions Extractive Operations for the NSW Coast;
 - Clarence Valley Settlement Strategy.
- Northern Rivers Farmland Protection Project consisting of the following parts:
 - Stage Two Consultation Report: A Report Outlining the Consultation Process and Key Themes Raised During Public Consultations In August and September, 2004
 - Final Recommendations February 2005
 - Methodology Report 2005
- Recommendations of the North Coast Extractive Industries Standing Committee (Brochure)
- Rural Settlement: Guidelines on Rural Settlement on the North Coast of NSW
- Sustainable Urban Settlement – Guidelines for Regional NSW: 2000
- Tourism Development Near Natural Areas: Guidelines for the North Coast
- Urban Settlement Strategies – Guidelines for the North Coast

South Coast

- Illawarra Transport Planning Principles
- Twofold Bay & Hinterlands Strategy
- Jervis Bay Settlement Strategy
- Lower South Coast Regional Settlement Strategy

Murray/Murrumbidgee

- ACT & Sub-region Planning Strategy (1998)
- Sydney-Canberra Corridor Region Strategy (1995)
- Alpine Region Strategy (2001)
- Alpine Resorts Plan – Exposure Draft (2004)
- Alpine Resorts Plan Environmental Study (2004)

Hunter

- Hunter's Coast: Hunter Coastal Urban Settlement Strategy
- Hunter REP 1989: Background Paper
- Hunter REP 1989: (Amended No. 3)
- Hunter REP 1989: Summary and Plan
- Lower Hunter: Lower Hunter Employment Lands
- Lower Hunter: Lower Hunter Housing Market Study
- Upper Hunter: Lower Hunter Cumulative Impact Study and Action Strategy
- Upper Hunter: Lower Hunter Cumulative Impact Study: Summary
- Williams River Catchment: Best Practice Notes
- Williams River Catchment: Regional Planning Strategy

METROPOLITAN PLANNING

- Metropolitan Strategy: City of Cities – A Plan for Sydney's Future (Free)
- Metropolitan Strategy: City of Cities – A Plan for Sydney's Future, Supporting Information (\$44.00)
- ADI St Marys: Environmental Planning Strategy

Blue Mountains Eastern Escarpment Study
 Greystanes Estate Employment Lands Precinct Plan
 Hawkesbury Nepean: Resource Guide for Best Management Practices to Control Diffuse Source Water Pollution
 Hawkesbury Nepean: The Action Plan of the Hawkesbury Nepean Environmental Planning Strategy 1997
 Homebush Bay Structure Plan
 Homebush Bay West – Development Control Plan
 Macarthur Rural Lands: Guidelines for Rural Residential Development
 Parramatta – the City at the Centre: A Strategy for Discussion
 Pilot Study: Evaluation of Air Quality Issues for the Development of Macarthur South and South Creek Valley Regions of Sydney
 Scenic Quality: Hawkesbury Nepean Scenic Quality Study
 Shaping Western Sydney: The Planning Strategy for Western Sydney
 Significant Wetlands of the Hawkesbury Nepean River Valley
 DCP – Sydney Harbour and Parramatta Rivers
 DCP – Sydney Harbour Foreshores and Waterways Area 2005
 Boat Storage Policy for Sydney Harbour
 Sharing Sydney Harbour Access Program
 Sharing Sydney Harbour Access Plan
 December 2004 – Planning Guidelines for Walking and Cycling
 Gosford-Wyong Structure Plan (1977)
 Shaping the Central Coast (1999)

HERITAGE

Please note that documents marked * can be obtained online via the Heritage Office website: www.heritage.nsw.gov.au. Publications marked # can be purchased from the Heritage Office.

2006

- 2001 Guidelines for photographic recording of heritage sites, buildings & structures * revised 2004, 2006
- 2006 Heraldic Survey and Heritage Assessment: Model Brief *
- 2006 Assessing Historical Importance; A Guide to State Heritage Register Criterion A*
- 1999 Standard Exemptions for Works Requiring Heritage Council Approval, 2003 amended June 2004, July 2005, May 2006 * cost: \$13.50

2005

- 2005 Interpreting Heritage Places and Items * cost: \$12.50
- 2005 State Agency Heritage Guide * cost: \$19.50
- 2005 A Guide to the Heritage System *
- 2005 Design in Context; Guidelines for Infill Development in the Historic Environment # RAI NSW
- 2005 Engineering and Industrial Heritage * Engineers Australia Sydney Division
- 2005 Promoting Local Identity Along Parramatta Road *
- 2005 Western Sydney Thematic History *
- 2005 Maintenance Series 5.4: Repair of Tongue and Groove Floorboards *
- 2005 Interpreting Heritage Places and Items *
- 1998 Heritage Council Code of Meeting Practice and Committee Structures, amended 2005 * cost: \$25.50

2004

- 2004 Place Names of Heritage Value: A Heritage Council Policy * cost: \$5.00
- 2001 Heritage Listing: Benefits for Owners * # revised 2004
- 2001 Introducing the Heritage Council: State Heritage Register, revised 2004 **
- 1998 How to establish a local heritage fund, revised 2004 *
- 1998 Revealing the Past: An Introduction to Historical Archaeology, revised 2002, 2004 **

2003

- 2003 Central West Thematic History *
- 2003 Conservation Management Plan: A Checklist *
- 2003 Investigation and Repair of Historic Concrete **

2002

- 2002 Local Government Heritage Guidelines ** cost: \$43.00
- 1996 Conservation Management Documents, revised 2002 *

1996 Statements of Heritage Impact, revised 2002 *
 2002 A Lot in Store: Celebrating Our Shopping Heritage *#
 2002 Creating a Living Past: Ideas for Successful Heritage Projects #
 2002 Fire Resistance of Timber Panelled Doors *

2001

2001 Assessing Heritage Significance *# cost: \$21.00
 2001 A History of Italian Settlement in NSW *
 2001 Beyond the Rolling Wave; A Thematic History of Greek Settlement in NSW *
 2001 Historical Themes *
 2001 Introducing the Heritage Council: Approvals Process *#
 2001 Introducing the Heritage Council: Presentations *#
 2001 Introducing the Heritage Council: Role *#
 2001 Safe in the Shed, in conjunction with Ministry for the Arts *#
 2001 Suggestions on how local councils can promote heritage conservation *
 2001 The Economics of Heritage Listing *
 2001 Twentieth Century Heritage #
 2001 World War II Aerodromes and Associated Structures in NSW *

2000 and earlier

2000

2000 Natural Heritage Principles * cost: \$5.00
 2000 Movable Heritage Principles in conjunction with Ministry for the Arts * cost: \$5.00
 2000 Model Heritage Provisions for Local Environmental Plans * cost: \$5.00
 2000 Assessing Historical Association *
 2000 Heritage and Development: A Lawyer's Perspective *
 2000 Historical Research for Heritage *
 2000 History of Heritage Listing *#
 2000 Shipwreck Brochures – set of five: Diving NSW Shipwrecks, NSW Shipwreck Heritage, Shipwrecks and What They Tell Us, Shipwrecks of NSW Inland Rivers, Protecting NSW Shipwrecks #
 2000 Tradition and Change: Heritage Conservation of Religious Property #

1999

1999 Minimum Standards of Maintenance and Repair * cost: \$6.00
 1999 Criteria for Listing on the State Heritage Register * cost: free
 1999 Chinese Settlement in NSW; A Thematic History *
 1999 Community-based Heritage Studies *
 1999 How to establish a Heritage Advisory Service *
 1999 Objects in Their Place: An Introduction to Movable Heritage, reprinted 2004 *#
 1995 How to Undertake a Heritage Main Street Study, revised 1999 *

1998

1998 Heritage Council Code of Conduct and Guidelines cost: \$6.50
 1995 How to carry out work on heritage buildings and sites, revised 1998 *
 1995 How to Prepare Archival Records of Heritage Items revised 1998 *
 1998 Aboriginal History and Heritage *
 1998 Skeletal Remains; Guidelines for Management of Human Skeletal Remains #
 1998 Church Buildings: Guidelines for their Care and Conservation #
 1998 Conservation and Modernity: the Sydney Experience #
 1998 Pipe Organ Conservation and Maintenance Guide *
 1998 Revealing the Past: An Introduction to Maritime Archaeology #
 1998 Street Smart: Corporate Development in Historic Town Centres *#

The Maintenance Series

1998

1998 Maintenance Series 1.1: Preparing a Maintenance Plan, online edition 2004 *
 1998 Maintenance Series 1.2: Documenting Maintenance and Repair, online edition 2004 *
 1998 Maintenance Series 1.3: Temporary Access, online edition 2004 *
 1998 Maintenance Series 2.1: Rising Damp, online edition 2004 *
 1998 Maintenance Series 2.3: The Need for Old Stone Buildings to Breathe, online edition 2004 *
 1998 Maintenance Series 3.1: Metalwork, online edition 2004*
 1998 Maintenance Series 4.1: Corrugated Roofing, online edition 2004 *
 1998 Maintenance Series 4.2: Slating, Tiling and Roof Plumbing, online edition 2004 *

- 1998 Maintenance Series 5.1: Wood Preservation, online edition 2004 *
- 1998 Maintenance Series 5.2: Timber Repairs, online edition 2004 *
- 1998 Maintenance Series 5.3: Patching Old Floorboards, online edition 2004 *
- 1998 Maintenance Series 6.2: Removing Paint from Old Buildings, online edition 2004 *
- 1998 Maintenance Series 7.1: Plaster Finishes * note: Plaster Finishes has been temporarily removed for review and minor corrections.
- 1998 Maintenance Series 7.2: Paint Finishes, online edition 2004 *
- 1998 Maintenance Series 7.3: Basic Limewash #
- 1998 Maintenance Series 8.1: Fire and Heritage, online edition 2004 *

1996

- 1996 NSW Government Heritage Policy* cost: free
- 1992 Shipwreck Atlas [3rd edition] revised 1995, 1996 #
- 1996 Altering Heritage Assets *#
- 1996 Conservation Areas #
- 1996 Heritage Approvals *#
- 1996 Heritage Curtilages #
- 1996 Heritage Nominations *#
- 1996 Heritage Planning Practice Note.1 *#
- 1996 Heritage References *#
- 1996 Heritage Terms and Abbreviations *#
- 1996 History and Heritage *#
- 1996 Investigating Fabric *#
- 1996 Investigating History *#
- 1996 NSW Government and Heritage *#
- 1996 NSW Heritage Manual *
- 1996 Planning and Heritage *#
- 1996 Regional Histories *#

1995

- 1995 Heritage Trails*
- 1995 Principles of Conservation Work on Heritage Places *

1993

- 1993 Code of Practice; Historical Archaeologist Excavations *
- 1993 Historical Archaeological Sites, in conjunction with Department of Planning *

Corporate Publications

- Minutes of the Heritage Council, Heritage Council State Heritage Register Committee and the Heritage Council Approvals Committee can be viewed online via Heritage Office website.
- Heritage NSW is the newsletter of the Department of Planning's Heritage Office and Heritage Council of NSW and can be viewed online via Heritage Office website.
- Annual Reports of the Heritage Council of NSW and Heritage Office can be viewed online via Heritage Office website.
- The 2005-2010 Strategic Plan can be viewed online via Heritage Office.

The Department of Planning's Heritage Office also publishes on the Heritage Office website lists of heritage consultants and suppliers that are updated regularly:

- Heritage Consultants List
- Conservation Supplies and Services

BUILDING PROFESSIONALS BOARD

Discussion Paper – Accreditation of Council Certifiers – July 2004

BP Bulletin Issue 5 – April 2006

BP Bulletin Issue 4 – December 2005

BP Bulletin Issue 3 – September 2005

BP Bulletin Issue 2 – April 2005

BP Bulletin Issue 1 – December 2004

Building Surveyors and Allied Professions (BSAP) Accreditation Scheme

Ministerial Guidelines for the administration of the BSAP scheme by Department of Planning

Scheme for the Auditing of Accredited Certifiers

Building Professionals Act: a guide – March 2006

Letter, Linking conditions of consent to the issue of occupation certificates – July 2004

Letter, Further refinements to the planning and building certification system – July 2004
 Letter, Commencement of mandatory inspections for Classes 1 and 5 to 10 buildings – June 2004
 Letter, Improvements to the NSW building certification system – February 2004
 Letter, Improvements to the NSW building certification system – December 2003
 Making a complaint against an accredited certifier – June 2004
 Letter, Accredited Certifiers and Conflict of Interest – January 2005
 Answers to commonly asked questions – Provides answers to queries on types of applications integrated development, certification, enforcement, accreditation of certifiers, advertising and notification requirements – October 1998

ENVIRONMENTAL INSTRUMENT GUIDELINES

Manufacturing EIS Guidelines:

- Aquaculture in Land-Based Facilities
- Aquaculture in Natural Waterbodies
- Bitumen Works
- Cattle Feedlots
- Chemical Facilities
- Composting and Related Facilities
- Concrete Works
- Extractive Industries – Dredging
- Extractive Industries – Quarries
- Irrigation of Sewage Effluent
- Landfilling
- Marinas and Related Facilities
- Piggeries
- Poultry Farms
- Roads and Related Facilities
- Sewerage Systems
- Coal Mines and Associated Infrastructure

Manufacturing Is an EIS required for alterations and additions?
 Manufacturing Managing Land Contamination: Planning Guidelines SEPP 55 – Remediation of Land

EP&A ACT AND REGULATION NOTES

The Environmental Planning and Assessment Amendment (Quality of Construction) Act 2003
 To advise on the introduction of the Environmental Planning and Assessment Amendment (Quality of Construction) Act 2003 – December 2003
 Environmental Planning and Assessment Amendment (Development Consents) Act 2003 – To advise on the recent changes to the Environmental Planning and Assessment Act and Regulation that commence on 1 December 2003 – November 2003
 Miscellaneous minor amendments – To advise of minor changes to the EP&A Act, which take effect on 22 July 2003 – July 2003
 Land and Environment Court review – To advise about the Land and Environment Court Amendment Act 2002, which took effect on 10 February 2003 – February 2003
 Environmental Planning and Assessment Amendment (Insurance) Regulation 2002 – To advise of changes in relation to professional indemnity insurance – December 2002
 Additional fee on development applications – To advise of further changes to fees made by the Environmental Planning and Assessment Further Amendment (Fees) Regulation 2002 which came into effect on 1 November 2002 – November 2002
 Fees payable on integrated development and development requiring concurrence – To advise of changes to fees made by the Environmental Planning and Assessment Amendment (Fees) Regulation 2002, which came into effect on 2 August 2002 – September 2002
 Conversion of fire alarm monitoring – To advise of changes introduced by the EP&A Amendment (Conversion of Fire Alarm Monitoring) Regulation 2002 – August 2002
 Transfer of functions – To advise of the transfer of functions relating to places of public entertainment from the LG Act to the EP&A Act – March 2002
 Changes to the regulated development fees – To outline the changes to the fees under the EP&A Regulation, which starts from January 2002 – September 2001
 Using the ‘clock’ for development applications – To outline the procedures under the EP&A Regulation for stopping and restarting the ‘clock’ when additional information is requested on development applications – April 2001

- Using penalty notices – To outline the purpose and operation of the penalty notice provisions under the EP&A Regulation – December 2000
- Practice notes – Regulation 2000 references – To provide users of Guiding Development: Better Outcomes, and the Act and Regulation notes, with updated clauses from the EP&A Regulation – December 2000
- Amendments to the Environmental Planning and Assessment Regulation – To tell councils and other consent authorities about a number of changes to the EP&A Regulation in relation to: master plans, section 79C, development at Camden Park Urban Release Area – December 2000
- Health, safety and amenity during construction – To help consent authorities write conditions of development consent to address health, safety and amenity issues that arise during construction works – December 2000
- Notifying council resolutions to prepare draft local environmental plans – To help councils meet the requirements of clause 9 of the EP&A Regulation when notifying decisions to prepare local environmental plans – December 2000
- Information required for planning certificates – To tell councils about the information that needs to be included in planning certificates as a result of the EP&A Regulation – December 2000
- Environmental Planning and Assessment Regulation 2000 – To advise of the main changes to the planning and development system arising from the EP&A Regulation – September 2000
- Aquaculture – what level of environmental assessment does aquaculture require? – To advise of changes to environmental assessment, advertising and deemed refusal periods requirements for certain aquaculture developments – September 2000
- What do councils consider when they apply section 96? – To help councils apply section 96 of the EP&A Act which was amended on 1 June 2000 – June 2000
- Notifying the public about section 96 modifications – To advise councils on the public notification and advertising of applications to modify development consents – June 2000
- Private certification of strata plans – To advise developers, surveyors, council officers, accredited certifiers and owners corporations on the issue of strata certificates by private certifiers – June 2000
- Long service levy and changes to forms – To explain that the long service levy now needs to be paid at the construction certificate stage – January 2000
- Environmental Planning and Assessment (Amendment) Act 1999 – To advise of changes to the EP&A Act in relation to: affordable housing, development funds modification of development consents, operational improvements
- Direction under s94E – Revocation of direction and new direction under s94E in relation to SEPP 5 – November 2000
- Savings and transitional questions and answers – Explains the effect of the Environmental Planning and Assessment (Savings and Transitional) Regulation – December 1998

ADVISORY NOTES

- Threatened Species Conservation Amendment Act 2002 – Implications for the Planning System – April 2003
- Advice on planning certificates (general) – Advice on information to include in section 149 planning certificates issued on or after 1 July 1998 – August 1998
- Advice on planning certificates (for exempt and complying development) – Advice on information to include in section 149 planning certificates in relation to exempt and complying development – March 2000
- LEP Preparation Guidance Note No. 2004-2 – May 2004
- LEP Preparation Guidance Note No. 2004-1 – March 2004
- Section 17- Relating to the format, structure and subject-matter of a (draft) local environmental plan – March 1999

SECTION 2 – STATEMENT OF AFFAIRS

The Department's most recent Statement of Affairs appeared in the Department's Annual Report for the financial year 2004/05.

SECTION 3 – CONTACT DETAILS FOR OBTAINING ACCESS TO DOCUMENTS

In the first instance, the contact person for obtaining access to documents is as follows:

The Manager
FOI and Privacy Unit
23-33 Bridge Street
Sydney NSW 2000

Inquiries can be made by telephone on (02) 9228 6116, between the hours of 9:30 am and 4:00 pm.

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****NEW SOUTH WALES POLICE****FOI Agency No. 16****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
- 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
- Delegations (Human Resources)
- 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
- Leading Senior Constable Guidelines
- Medical Discharge
- Medical Retirements – Administrative Officers – Last day of Service
- 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
- Parramatta Relocation Workforce 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
- Personnel Handbook
- 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
- 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 Leasing 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
- Bushfire SOP – deposited Cigarette Butts
- 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
- Duty Officers Manual
- Duty Officer Statement
- 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
- 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
- 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
- SOPS for Search Warrants
- Source Management Standard Operating Procedures 2004
- Spokespersons Program: Policy and Procedures
- Stationary Speed Enforcement (LIDAR) SOPs
- 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
- Warrants – Trouble Shooting Guide
- 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

Professional Conduct

- Code of Conduct & Ethics
- Code of Practice for Alcohol Counsellors
- Complaint Management Manual
- Computer Access Audits – Guidelines
- Conduct Management Plan FAQs
- Corruption Hotline Particulars
- Employer Communication Devices
- Internal Witness Support Policy & FAQs
- Internal Review Panel – Overview
- Professional Standards Action Plan

SECTION 2 – STATEMENT OF AFFAIRS

Freedom of Information Statistics for the New South Wales Police can be found in its 2005-2006 Annual Report to be published in August. 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 (02) 9689 7122.

Hours of Business: 8.30 am-12 pm and 2.00 pm-4 pm, Monday to Friday.

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****STATE ELECTORAL OFFICE****FOI Agency No. 54****SECTION 1 – POLICY DOCUMENTS**

Subject to the Freedom of Information Act 1989 the State Electoral Office holds the following policy documents which may be accessed for inspection:

- Working papers, reports and documents relating to the conduct of elections and management of the Office.
- Annual Reports of the Office.

No charge is made for copies of the Annual Report.

SECTION 2 – STATEMENT OF AFFAIRS

A copy of the Office's most recent Statement of Affairs may be obtained by contacting the FOI Coordinator.

SECTION 3 – CONTACTS ARRANGEMENTS

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

The application should be directed to:

The FOI Coordinator
State Electoral Office
GPO Box 832
Sydney NSW 2001

All of the documents may be accessed at the State Electoral Office, Level 25, 201 Kent Street, Sydney between 8.30 am and 5.00 pm, Monday to Friday. Some documents are available on the State Electoral Office website at www.seo.nsw.gov.au.

Prior to making an application it is suggested that the applicant contact the Office on telephone (02) 9290 5999 or facsimile (02) 9290 5991, as some information may be provided as part of a free community service.

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****SYDNEY 2009 WORLD MASTERS GAMES ORGANISING COMMITTEE
(SWMGOC)****SECTION 1 – POLICY DOCUMENTS****Policy/Procedure Documents****Ethics and Conduct**

Code of Conduct and Ethical Behaviour

Human Resources

Secondary Employment Policy

Salary Packaging Policy

Personal Effects Policy

Finance

Corporate Credit Card

Cab Charge/Taxi Policy

Petty Cash and Expense Claims

Delegations – Financial & Non-Financial

Delegation of Authority to Incur Expenditure Policy

Non-Financial Delegations – Instrument of Delegation

Protocols

Protocols for Acceptable Use of the Internet and Electronic Mail

Protocols for Telephone and Voicemail

Protocols for Meetings

SECTION 2 – STATEMENT OF AFFAIRS

The most recent Statement of Affairs of SWMGOC is available from the SWMGOC office by contacting the Freedom of Information Officer.

SECTION 3 – CONTACT ARRANGEMENTS

Access to documents held by SWMGOC and subject to the Freedom of Information Act can be obtained by contacting the FOI Officer at the SWMGOC office details of which are below:

Sydney 2009 World Masters Games Organising Committee

Level 3, 55 Harrington,

The Rocks, Sydney NSW 2000

Phone: (02) 9931 1163

Fax: (02) 9931 1150

Email: sally.ryan@2009worldmasters.com

Inspections may be arranged between the hours of 9.00am and 5.00pm, Monday to Friday.

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****UNIVERSITY OF WESTERN SYDNEY****FOI AGENCY No. 2280****SECTION 1 – POLICY DOCUMENTS**

This Section describes all documents which have a bearing on the affairs of the University as a whole.

The University's policies are published in a number of volumes, and as unbound documents. These policies are also published on the UWS web site. The following is a description of various types of policies as they relate to the interests of the public generally, the University's external community, the University's students, and the University's staff.

University of Western Sydney By-Law 2002

The University's By-Law was made pursuant to the University of Western Sydney Act 1997 and was approved in 1998 to commence on 18 March 1998, at a time when the University was a federation of three regionally based Members. The Act itself was significantly amended in 2000 to change the structure of the University from a federation to that of a unitary institution. The resolutions of the University's governing bodies, the Board of Trustees and the Academic Senate, and the University's rules are made in accordance with the provisions of the By-Law. The By-law was last significantly amended in 2002, with respect to rules and procedures for the election of student members and the graduate member of the University's Board of Trustees.

The By-Law is divided into Parts as follows:

- Part 1: Preliminary
- Part 2: Chancellor, Vice-Chancellor and other Office Holders
- Part 3: Election of Chancellor and other Officer Holders
- Part 4: Staff, Student and Graduate Members of the Board of Trustees
- Part 5: Rules
- Part 6: Miscellaneous

General Rules

Current UWS Rules, made under the By-Law, are:

- Meetings of the Board of Trustees
- Officers of the University – Vice-Chancellor
- The Academic Senate
- College Boards of Studies
- Admissions and Awards
- Academic Dress
- Emblem – University
- Community Engagement
- Affiliation
- Fees
- Sydney Graduate School of Management (SGSM)

Policies of the University

The policies of the University of Western Sydney are listed below under the Division/Office that holds responsibility for them. These policies can be found on the web at the following address:

<http://policies.uws.edu.au/>

Board and Senate Secretariat

- Articulation Sub-Committee
- Course External Advisory Committee
- End-On Honours Degree Policy
- Plagiarism (included in Student Academic Misconduct)
- School Assessment Committees – Terms of Reference and Membership Policy
- Emeritus Professor

Summer and Winter Subject Fees Policy
Fees for Undergraduate Level Courses Guidelines
Honorary Awards Policy

Office of Marketing and Communication

Gift and Benefit Acceptance and Management
Gift and Benefit Reporting and Registration Procedure
Media
Naming of Physical Property
Scholarships and Prizes for Undergraduates
Web Publishing

Capital Works and Facilities

After Hours Access and Safety
Alcohol and Drug Control Policy
Dangerous Weapons Policy
Grievance Resolution
Official Noticeboards
Parking
Space Management Policy
Workplace Surveillance Policy

Division of Corporate Services

Art Collection and Acquisition
Code of Conduct
Commercial Activities Guidelines
Freedom of Information policy
Risk Management Policy
Policy Generation and Amendment
Privacy
Privacy Management Plan
Protected Disclosure
Records Management
Staff Retreats and Conferences
Misconduct Student – Non-Academic
Telephone Protocols
Delegations
UWS Legislation
UWS Rules

Finance

Accounts Payable
Accounts Receivable
Carry Over Policy (End of Financial Year)
Consultants – Appointment to UWS
Asset Management
Budget Management
Charge-out of Expenditure
Corporate Credit Card
Travel – Domestic
Travel – Overseas
Motor Vehicle Policy and Procedure
Relocation fares and Expenses Payment
Procurement Procedures and Tender Board
Purchasing Procedures
Motor Vehicle – Private Vehicle Use Reimbursement

Human Resources

Academic Staff Enterprise Agreement – 2005 – 2008
Academic Staff Working in Educational Development and Learning Development
Additional Work
Employee Assistance Program
External Work Policy

- Flexible Hours of Work Agreement
- Flexible Work practices Guidelines
- General Staff Enterprise Agreement – 2005 – 2008
- Personal Professional Association Membership Fees
- Professional Development Program
- Promotion to Professor
- Promotion to Lecturer / Senior Lecturer / Associate Professor
- Recruitment and Retention Loadings
- Staff Development
- Salary Sacrifice (Vehicles) Policy
- Visiting and Adjunct Appointments
- Working with Children (UWS Employees)
- Head of Program (responsibilities) Allowances Program
- International Office
 - Initiation, Development and Renewal of International Partnerships for Academic Cooperation
 - International Student Fee and Refund
- Information Technology
 - IT Acceptable Use of Resources
 - IT Equipment Disposal Policy
 - IT Leasing Policy
 - IT Remote Access Policy
 - IT Systems Implementation Policy
 - Information Security
 - Mobile Telephone Policy
- Office of the University Legal Council
 - Guidelines on Support Relating to Court Subpoena
 - Legislation
- Library
 - Copyright
 - Library Collection Development and Access
 - Library Loans
- Office of the Academic Registrar
 - Admissions
 - Academic Governance
 - Advanced Standing and Recognition of Prior Learning
 - Assessment Sub-Committee
 - Graduation Policy
 - Graduate Attributes
 - Disclosure and Use of Student Personal Information Guidelines
 - Appeals Against Determinations Made in Relation to Student Misconduct
 - Assessment and Examinations
 - Enrolment
 - Embedded Honours Policy
 - Masters (Honours) Rule
 - Postgraduate Coursework Policy
 - Professional Doctorate Rule
 - Progression and Unsatisfactory Academic Progress
 - Release of Information About Students
 - Student Misconduct – Academic
 - Timetabling
 - Undergraduate Scholarship and Prizes Policy
 - Structure and Nomenclature of Bachelor Awards Policy
- Director, Student Support
 - Teaching and Learning – Fundamental Code
- Office of the DVC (Academic and Services)
 - Academic Governance
 - Conjoint Appointments
 - Course and Units Approval Policy

Course Transfer Policy
 Unit Outline – Information Requirements Policy
 Unit Outline for Courses Offered through Offshore Partners
 Undergraduate Academic Program Review Student Appeals Policy

Occupational Health and Safety

Accident, Injury, Incident, Hazard Reporting and Investigation
 First Aid
 Risk Management Policy
 Injury Management
 New OH&S Legislation – Explanatory Notes for UWS
 Occupational Health and Safety
 Occupational Health and Safety Legislation – Explanatory Notes

Office of the Vice Chancellor

Vice-Chancellor's Excellence Awards

Research Office

Biological and gene Technology Work Safety Policy
 Research Code of Practice
 Research Conducted by External Parties Approval
 Appeals and Procedures Under Higher Degree Rules
 Misconduct – Research Students Misconduct In Research
 Research Ethics
 Intellectual Property

Research Office and Board and Senate Secretariat

Doctor of Letters and Doctor of Science
 Doctor of Philosophy Rule
 Doctor of Education Policy
 Doctor of Philosophy by Publication Rule

Social Justice Unit

Carers' Responsibilities in the Workplace
 Children on Campus
 Disability
 Equal Opportunity
 Flexible Work Practices
 Guidelines on Conflict of Interest in Close Personal Relationships
 Inclusive Curriculum
 Inclusive Language
 Infectious Diseases
 Harassment, Vilification and Bullying Prevention
 Reasonable Adjustment in the Workplace for People with Disabilities
 Women's Representation on University Committees
 Sexual Harassment Prevention Policy

University Scholarships

Details of University scholarships awarded on a University-wide basis for undergraduate study are contained in the University's "Calendar" (see section 1.7, below) and at the following webpage address:

<http://www.uws.edu.au/students/stuadmin/admissions/scholarships>

Documents to which the Seal of the University has been affixed

Documents to which the Seal of the University has been affixed are listed in the Seal Register, held in the Division of Corporate Services. Such documents include contracts, agreements and leases.

Calendar and Handbooks

The University of Western Sydney Calendar for 2004 is set out in three electronic volumes.

Volume 1 – Calendar – Contains UWS rules and other general information about the University
 Volume 2 – Undergraduate Handbook – describes undergraduate courses and units
 Volume 3 – Postgraduate Handbook – describes postgraduate courses and units.

These can be found on the web at the following address:

<http://www.uws.edu.au/students/stuadmin/calendar>

Other General Publications

University policy is also contained in the following publications, which may be inspected on request:

- Annual Report
- Capital Management Plan
- Equal Employment Opportunity/Affirmative Action Plan
- Research Management Plan
- University Strategic Plan
- The Triennial Financial Plan

SECTION 2 – STATEMENT OF AFFAIRS

The Universities most recent Statement of Affairs, made in accordance with sections 14 and 15 of the Freedom of Information Act 1989, was issued in April 2006.

SECTION 3 – CONTACT ARRANGEMENTS

Copies of the University's policy documents may be accessed by contacting:

Mr Paul Woloch
Senior Policy Officer
Division of Corporate Services
Werrington North Campus
University of Western Sydney
Locked Bag 1797
South Penrith Distribution Centre NSW 1797
Telephone: (02) 9678 7875

Requests by students for access to University documents relating to their own affairs should be directed, in the first instance, to:

The Academic Registrar
Hawkesbury Campus
University of Western Sydney
Locked Bag 1797
South Penrith Distribution Centre NSW 1797

Requests by staff for access to University documents relating to their own affairs should be directed, in the first instance, to:

The Director
Human Resources
University of Western Sydney
Locked Bag 1797
South Penrith Distribution Centre NSW 1797

General enquiries under the Freedom of Information Act and formal requests for access to documents of the University not available from the above named officers should be directed to:

The Freedom of Information Officer
Division of Corporate Services
Werrington North Campus
University of Western Sydney
PO Box 1000
St Mary's NSW 1790
Telephone: (02) 9678 7832

By prior arrangement, documents may be inspected between the hours of 9.00 am and 4:30 pm.

A photocopying charge of 10c per page will be made for any documents that are supplied. The Statement of Affairs and the Summary of Affairs are supplied free of charge.

Authorised to be printed

ROBERT J. GALLAGHER, Government Printer.