



# *Government Gazette*

OF THE STATE OF  
NEW SOUTH WALES

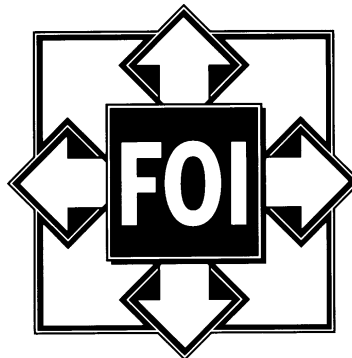
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## Summary of Affairs

# **FREEDOM OF INFORMATION ACT 1989**

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



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

### **Part 3**

All agencies, subject to the Freedom of Information Act 1989, are required to publish in the *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

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

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

**CORPORATE**

		<i>Date of Adoption</i>
POL001*-Corporate	Economic Development and Incentives Policy	July 2003
POL002*-Corporate	Environment Policy	September 2000
POL003*-Corporate	Complaints Management	September 2000
POL004*-Corporate	General Conditions for Sponsorship Arrangements•	September 2000
POL005*-Corporate	Competitive Testing Policy	September 2000
POL007*-Corporate	Internal Reporting Policy	September 2000
POL008-Corporate	Appointment of a Delegated Committee Under Section 555 of the Local Government Act 1993	September 2000
POL009-Corporate	Community Contributions Policy	December 2003
POL010-Corporate	Freedom of Information Policy	September 2000
POL011-Corporate	Sister City and Overseas Friendship Policy	September 2000
POL110-Corporate	Rural Fire Service	February 2005
POL112-Corporate	Smoking in the Workplace Policy	October 2000
POL114*-Corporate	Disaster Recovery Plan (Revised Aug 2005)	October 2000
POL115-Corporate	Records Management Policy	October 2000
POL116-Corporate	Private Work Policy	October 2000
POL121*-Corporate	Disability Action Plan	September 2004
POL128-Corporate	Asset Sustainability	August 2001
POL137-Corporate	Library Collection Development Policy	July 2003
POL143*-Corporate	Community Social Plan	October 2004
POL144*-Corporate	Library Community Information Display	December 2004
POL145*-Corporate	Museum Collection Management	February 2005
POL146*-Corporate	Privacy Management Plan	April 2006
POL149-Corporate	Principles of Multiculturalism•	March 2005
POL150-Corporate	Hire of Banner Poles for Promotion of Events and Conferences	draft 2005
POL157-Corporate	Privacy Policy	February 2006
POL158-Corporate	Risk Management Policy	February 2006
POL159-Corporate	Procurement Policy	March 2006

**DRAINAGE and TOTAL CATCHMENT MANAGEMENT**

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

**EXECUTIVE**

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

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

POL020-Finance	Trust Fund	February 2006
POL021-Finance	Depreciation of Non-Current Assets	October 2000
POL022-Finance	Joint Ventures	October 2000
POL023-Finance	Elimination Entries	October 2000

POL024-Finance	Cost Allocation	October 2000
POL025-Finance	Asset Accounting	October 2000
POL026-Finance	Significant Accounting Policies	October 2000
POL027-Finance	Corporate Credit Cards	October 2000
POL152-Finance	Investment Policy	July 2005
<b>PARKS</b>		
POL120*-Parks	Urban Streetscape Plan	May 2000
POL122-Parks	Tree Removal and Tree Root Encroachment	May 2001
POL123-Parks	Tree Valuation	May 2001
POL124-Parks	Street Trees and Solar Collectors	May 2001
POL125-Parks	Street Tree Maintenance by Residents	May 2001
POL127-Parks	Cost Sharing for the Retention of Street Trees Under Power Lines	August 2001
POL132-Parks	Grazing on Charleston Willows	August 2002
POL133-Parks	Footpath Obstructions	August 2002
POL138*-Parks	Armidale Greening Plan	September 2003
POL140*-Parks	Plan of Management for Charlston Willows	April 2004
POL147*-Parks	Sportsgrounds – Plan of Management	November 2004
POL148*-Parks	Parks – Plan of Management	November 2004
POL155-Parks	Cemeteries – Erection and Maintenance of Monuments	Draft February 2006
POL156-Parks	Cemeteries – Placement of Flowers, Tributes and Ornaments	Draft February 2006
<b>PERSONNEL</b>		
POL014*-Personnel	Equal Employment Opportunity Policy	October 2000
POL015-Personnel	Motor Vehicle Policy	October 2000
POL016-Personnel	Corporate Wardrobe Policy	October 2000
POL017-Personnel	Armidale Dumaresq Council Staff Exchanges with Other Councils and Familiarisation Visits	October 2000
POL018-Personnel	Recognition of Service and Employment Awards)	October 2000
POL019-Personnel	Education Assistance Policy	October 2000
POL101-Personnel	Annual Union Picnic Day Holiday	September 2002
POL113-Personnel	Child Protection Policy	October 2000
POL117-Personnel	Leave of Absence for Army Reserve Service	October 2000
POL118-Personnel	Policies Remaining Current for Staff of the Former Dumaresq Shire Council•	October 2000
POL129-Personnel	Leave for Staff involved in Emergency Services	March 2002
POL142*-Personnel	Home Based Work Policy	June 2004
<b>REGULATORY</b>		
POL048*-Regulatory	Armidale Local Approvals Policy and Development Control Plan 1999	September 2000
POL049*-Regulatory	Residential Development Code	September 2000
POL050*-Regulatory	Parking Code 2005	July 2005
POL051*-Regulatory	Industrial Development Code	September 2000
POL052*-Regulatory	Enterprise 10 Zone Development Code	September 2000
POL053*-Regulatory	Draft Outdoor Advertising Code	September 2000
POL054*-Regulatory	Control of Advertisements Code	September 2000
POL055*-Regulatory	Heritage Conservation Guidelines	September 2000
POL056*-Regulatory	Geotechnical Hazards Code	September 2000
POL057*-Regulatory	Design for Access and Mobility Code	August 2002
POL058*-Regulatory	Water and Sewerage Headworks Contribution Policy	May 2003
POL059*-Regulatory	Armidale Contributions Plan	September 2000
POL060*-Regulatory	Dumaresq Section 94 Contributions Plan	September 2000
POL061a*-Regulatory	Food Premises Code	March 2002
POL061b*-Regulatory	Food Vending Vehicles and Temporary Food Premises Code	Sept 2000
POL062*-Regulatory	Self Service Food Industry Code of Practice	September 2000
POL063*-Regulatory	Keeping of Animals (Urban Areas) Policy	September 2000
POL064*-Regulatory	Street Vending Control and Outdoor Eating Areas Policy	September 2000
POL065-Regulatory	Development Related Security Policy	January 2005

POL066*-Regulatory	Public Car Parking Policy	September 2000
POL067*-Regulatory	Advertising Signs/Merchandising Tables	September 2000
POL068*-Regulatory	Landscaping and Tree Planting Policy	September 2000
POL069*-Regulatory	Amusement Machines Policy	September 2000
POL070*-Regulatory	Relocation of Buildings	September 2000
POL071-Regulatory	Local Place Naming Policy	March 2005
POL072-Regulatory	Contaminated Land Policy	June 2005
POL073*-Regulatory	Thermal Insulation of a Dwelling Policy	September 2000
POL074*-Regulatory	Servicing of Rural Allotments Policy	September 2000
POL075*-Regulatory	Road Intersections (Line of Sight) Policy	September 2000
POL077*-Regulatory	Swimming Pool Code	September 2000
POL078*-Regulatory	Mall Market Operations Policy	July 2002
POL079*-Regulatory	Pay for Parking Policy	September 2000
POL080*-Regulatory	Armidale Flora and Fauna Study	September 2000
POL081*-Regulatory	On-site Sewage Management Strategy	September 2000
POL082*-Regulatory	Busking Policy	November 2002
POL083*-Regulatory	Roadside Tributes Policy	September 2000
POL084*-Regulatory	Site-Specific Development Control Plans	September 2000
POL085*-Regulatory	Site-Specific Contribution Plans	September 2000
POL102*-Regulatory	Subdivisions – Development Control Plan No 1	September 2000
POL103*-Regulatory	Erection of Dwellings – Development Control Plan No 2	September 2000
POL104*-Regulatory	Environment Protection (Scenic Zone) Development Control Plan No 3	September 2000
POL105*-Regulatory	Bed and Breakfast Operations – DCP No 6	September 2000
POL106*-Regulatory	Exempt and Complying Development – DCP No 7	September 2000
POL108*-Regulatory	Dog Boarding and Breeding Establishments – DCP No 5	September 2000
POL109-Regulatory	Electric Fences in Rural Areas	September 2000
POL130-Regulatory	Sex Industry Development Control Plan	October 2001
POL131-Regulatory	Joint Companion Animals Management Plan	May 2002
POL134-Regulatory	Ambient Air Quality (Woodsmoke)	February 2003
POL135-Regulatory	Aquatic Centre Patron Code of Conduct	November 2004
POL139*-Regulatory	On Site Waste Disposal Policy	December 2003
<b>RISK MANAGEMENT</b>		
POL028-RiskMgt	Occupational Health and Safety Policy	July 2002
POL029-RiskMgt	Rehabilitation Policy	September 2000
POL030-RiskMgt	Safe Driving Policy	September 2000
POL126-RiskMgt	Supply and Consumption of Alcohol	October 2001
<b>ROADS</b>		
POL032-Roads	Roads – Distinction between “Public” and “Non• Public” Roads	February 2006
POL033-Roads	Policy for Location of Vehicular Footpath Crossings	February 2006
POL034-Roads	Kerb, Guttering and Footpaths	February 2006
POL035-Roads	Vehicular Driveway Construction	February 2006
POL086-Roads	Events on Public Roads	February 2006
POL087-Roads	Stock Grids on Public Roads	February 2006
POL092-Roads	Dedication and/or Maintenance of Public Roads	February 2006
POL093-Roads	Dust Laying Seals on Public Roads	February 2006
POL094-Roads	Grazing Permits on Public Roads	August 2002
POL097-Roads	Management of Road Reserves	October 2000
POL141-Transport	Rural Bus Stop Policy	February 2006
<b>TRANSPORT</b>		
POL098-Transport	Armidale Regional Airport – Fees and Charges	May 2001
POL099-Transport	Armidale Regional Airport – Car Rental Concessions	September 2000
POL100-Transport	Armidale Regional Airport – Groundsman’s Residence	September 2000
<b>UTILITIES</b>		
POL039-Utilities	Water Supply	September 2000
POL045*-Utilities	Liquid Trade Waste Policy	August 2002
POL046*-Utilities	Liquid Trade Waste Pricing Policy	August 2002

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

## SECTION 2 – STATEMENT OF AFFAIRS

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

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

## SECTION 3 – CONTACT ARRANGEMENTS

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

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

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

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

## Policy Documents

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

**SECTION 2 – STATEMENT OF AFFAIRS**

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

**SECTION 3 – CONTACT ARRANGEMENTS**

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

Ms Debra Byrnes  
Public Officer  
Ashfield Municipal Council  
260 Liverpool Road  
Ashfield NSW 2131  
Telephone: (02) 9716 1800  
Facsimile: (02) 9716 1911  
Email: [ashcncl@ashfield.nsw.gov.au](mailto:ashcncl@ashfield.nsw.gov.au)  
Website: [www.ashfield.nsw.gov.au](http://www.ashfield.nsw.gov.au)  
Hours: Monday to Friday (8.30am – 5.00pm)

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

KEN GAINGER,  
General Manager



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

of the

**AUBURN COUNCIL  
FOI AGENCY No. 2073****SECTION 1 – POLICY DOCUMENTS**

Auburn Council maintains the following Policy Documents:

- Access to Council Records
- Art Purchases
- Advertising – Public Notices
- Auburn Local Approvals Policy
- Bonding of Development Works and Deferment of Contributions
- Community Committees
- Child Protection
- Collection Development
- Community Language Aide
- Corporate Wardrobe
- Correspondence Acknowledgement
- Customer Response/Complaint Handling
- Disability Access
- Dealing with Difficult complainants
- Debt Recovery
- Dividing Fences – Shared Funding
- Donations
- Driveways, Footpaths and Kerb & Gutter Construction
- Emergency and Evacuation
- Erosion & Sediment Control from Building Sites
- Electronic Mail Policy
- Fact Finding Tours by Elected Members and Staff
- Filling of Land
- Flood Prone Land Development
- Food Shop Standards
- Golf Course – Pensioner Concessions
- Internet Policy
- Investment Policy Review
- Keeping of Animals
- Kerb Side Numbering
- Landscape
- Leasing or Hire of Council's Sporting and Recreational Facilities
- Mobile Garbage Bins
- Motor Vehicle
- Naming of Streets
- Ombudsman
- Operation of Civic Centre, Susan Street, Auburn
- Outdoor Eating Areas
- Activities in Public Places
- Public Access to Internet – Auburn Library
- Public Lighting
- Rate Reduction for Charitable and Religious Groups
- Rate Reduction for Pensioners
- Relatives Accommodation
- Reward for Reporting Vandalism
- Records Management
- Sporting Fields
- Strata Subdivisions
- Tape Recording of Council Meeting
- Use of Council Reserves
- Use and Disposal of Council Plant and Equipment
- Vehicle Access Crossing

**SECTION 2 – STATEMENT OF AFFAIRS**

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

**SECTION 3 – CONTACT ARRANGEMENTS**

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

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

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

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

of the

**BALLINA SHIRE COUNCIL****FOI Agency No. 2074****SECTION 1 – POLICY DOCUMENTS**

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

**Council Policies**

- A01 Amphitheatre
- B01 Busking
- B02 Banner Poles
- C01 Caravan Parks – Holiday Vans (Long Term Casual Occupants)
- C02 Caravan Parks – Long Term Residents
- C03 Child Protection
- C04 Civic Expenses and Facilities
- C05 Corruption Prevention
- C06 Code of Conduct
- C07 Code of Meeting Practice
- C08 Corporate Sponsorship
- C09 Complaints Policy
- D01 Donations – Financial Assistance
- D02 Donations – Community Halls – Capital Works Assistance
- D03 Donations – Rates & Charges
- D04 Donations – Assistance with Council Fees for Community Groups
- D05 Donations – Australian Representation
- D06 Donations – In-Kind Assistance for Sporting & Cultural Events & Community Works on Public Land
- D07 Donations – Insurance for Environmental Volunteer Groups
- D08 Development Applications Relying on Vehicular Access from Unsealed Rural Roads
- E01 Erosion and Sedimentation Control
- F01 Footpaths & Cycleways – Inspection, Evaluation & Maintenance
- F02 Fundraising for Community Groups
- F03 Footpath Display
- F04 Filming
- H01 Hardship Assistance for Rates and Annual Fees
- I01 Investments
- I02 Interaction between Councillors and Staff
- L01 Land Development Reserve – Management
- M01 Markets
- O01 On-Site Sewage Management Plan
- P01 Protected Disclosures
- P02 Privacy Management Plan
- P03 Public Art
- R01 Richmond Room Hiring Conditions
- S01 Special Events
- T01 Trade Waste
- V01 Vehicle Signs
- W01 Website Direct Links

**Planning Documents – Development Control Plans**

- Ballina Local Environmental Plan
- Ballina Shire DCP No 1 (Urban Land)

Ballina Shire DCP No 3 (Coastal Hazard Protection, Lennox Head)  
 Ballina Shire DCP No 4 (Ballina Airport – Aircraft Noise)  
 Ballina Shire DCP No 5 (Bed and Breakfast Establishments)  
 Ballina Shire DCP No 6 (Alstonville Village Centre Enhancement)  
 Ballina Shire DCP No 7 (Exempt and Complying Development)  
 Ballina Shire DCP No 8 (Lennox Head Village Centre)  
 Ballina Shire Council – Summary of Affairs June 2006

#### **Planning Documents – Development Control Plans (con't)**

Ballina Shire DCP No 9 (Energy Smart Homes)  
 Ballina Shire DCP No 10 (Brothels)  
 Ballina Shire DCP No 11 (Mosquitoes)  
 Ballina Shire DCP No 12 (Newrybar Scenic Escarpment)  
 Ballina Shire DCP No 13 (Stormwater Management)  
 Ballina Shire DCP No 14 (Advertising Signage)  
 Ballina Shire DCP No 15 (Wollongbar Expansion)  
 Ballina Shire DCP No 16 (Vegetation Management)  
 Ballina Shire DCP No 17 (Coastal Hazard Protection Lennox Head)

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

Water Supply Infrastructure Development Servicing Plans  
 Sewerage Infrastructure Development Servicing Plans

#### **Section 94 (EPA) – Developer Contribution Plans**

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

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

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

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

Urban Stormwater

#### **Human Resources Policies & Procedures**

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

**Other Documents**

Annual Management Plan  
Annual Report  
Ballina Aerodrome Emergency Procedures Manual  
Ballina District Bushfire Management Plan  
Ballina Floodplain Management Study  
Lennox Head Community Aspirations Strategic Plan  
Lennox Head Structure Plan  
Local Disaster Plan  
Privacy Management Plan  
Recreational Boating Study  
Records Management Plan  
Social Plan  
State of the Environment Report & Snapshot  
Tendering Procedure  
Wardell & Cabbage Tree Island Flood Study  
Wardell Strategic and Landuse Plan  
Wardell Community Based Heritage Study

**SECTION 2 – STATEMENT OF AFFAIRS**

Council's latest Statement of Affairs was produced in June 2006 and is available on Council's website [www.ballina.nsw.gov.au](http://www.ballina.nsw.gov.au)

**SECTION 3 – CONTACT ARRANGEMENTS**

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

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

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

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

Public Officer  
Ballina Shire Council  
Cnr Tamar & Cherry Streets  
PO Box 450  
Ballina NSW 2478  
Telephone 02 6686 4444  
Facsimile 02 6686 7035  
Email [council@ballina.nsw.gov.au](mailto:council@ballina.nsw.gov.au)  
Website [www.ballina.nsw.gov.au](http://www.ballina.nsw.gov.au)

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

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

Access Charter

Advertising Policy

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

Annual Management plans, including –

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

Annual Reports, including audited financial statements

Attendance at Seminars and Conference

Bike Plan

Biodiversity Strategy

Business Continuity Plan

Business Investment Strategy

Catchment Management Strategy

Childrens and Families Strategy

City Health Plan

Code of Conduct

Code of Council Meeting Practice

Codes and Standards for Public Health Issues

Codes for Buildings

Commercial use of Footways Policy

Communication Protocol

Community Events Policy

Community Land – Temporary Access Policy

Community Safety Strategy

Contaminated Land Management Policy

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

Council's Land Register of Operational and Community Land

Councillor returns of pecuniary interests

Cultural Plan

Dealing with Difficult Customers Policy

Development Control Plans – various

Disability Discrimination Act (DDA) Action Plan

Disclosure of Information – Complaints and Objections

Environmental Policy

Electoral Funding Act returns of Candidates

Footway Mowing Policy

Genetically Modified Crops Policy

Grants & Donations Policy

Human Resources/Personnel Management Policies including –

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

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

Instrument of Delegations

Investment Policy

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

Local Air Quality Management Plan

Neighbour Notification Policy

Multicultural Strategy and Policy

Older Residents Strategy and Policy

Orders and Approvals Policies

Payment of Rates by Pensioners Policy

Plans of Management for Community Land – various

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

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

Privacy Management Plan

Protected Disclosure Policy

Public Lighting Strategy

Public Transport Improvement Plan

Rates Notices – inclusion of Additional Materials Policy

Representation by Bankrupt Lawyer/Solicitor

Results for Ordinary Elections of Council and Extraordinary elections

Road Safety Strategic Plan

Sale of Property Information Policy

Social Plan

Sponsorship of Local Events and Activities Policy

Sport and Recreation Strategy

Sporting Facilities Masterplan

Statement of Commitment – ATSI residents of Bankstown City

Stormwater Drainage and Flood Mitigation Policies

Street Tree Planting and Footpath Strategy

Telecommunications Facilities on Community Land Policy

Tree Roots in underground Sewerage Pipes Policy

Valuation Books

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

Waste Management Strategy

Youth Crime Prevention Plan

Youth Plan

## SECTION 2 – STATEMENT OF AFFAIRS

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

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

## SECTION 3 – CONTACT ARRANGEMENTS

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

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

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

**SECTION 1 – POLICY DOCUMENTS**

Bathurst Regional Council maintains the following documents:

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

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

## SECTION 2 – STATEMENT OF AFFAIRS

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

## SECTION 3 – CONTACT ARRANGEMENTS

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

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

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

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



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

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

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

Council Policy Register which contains the following adopted policies of Council

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

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

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

## SECTION 2 – STATEMENT OF AFFAIRS

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

## SECTION 3 – CONTACTS ARRANGEMENTS

Freedom of Information Officer/Public Officer:

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

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

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

**SECTION 1 – POLICY DOCUMENTS**

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

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

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

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

Statement of Affairs under F.O.I. Act  
Subdivision Code  
Tree Preservation Code  
Waste Management & Minimisation Strategy

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

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

Published with Council's 2004/2005 Annual Report.

## **SECTION 3 – CONTACT ARRANGEMENTS**

Some documents are accessible on Council website [www.begavalley.nsw.gov.au](http://www.begavalley.nsw.gov.au). Mail requests for access to documents held by the Council can be directed to:

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

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

Zingel Place  
Bega NSW 2550.

Telephone enquiries can be made to the Manager Corporate Services on telephone number 02 6499 2277.

Hours of business: 8.30am to 5.00pm Monday to Friday except Public Holidays

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

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

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

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

87. Attendance of Councillors at Community Meetings and Events
88. Water Trading Policy
89. Policy for Volunteering in Berrigan Shire
90. Private Use of Council Vehicles
91. Council Involvement in New Enterprises
92. Tender Evaluation Policy
93. Tocumwal Aerodrome Runway 04/22
94. Risk Management
95. Road Opening Policy
96. Investment Strategy
97. Potable Water Supplies to Rural Residential Residences Outside Village Boundaries.
98. Communication Devices Policy
99. Rates, Charges, Concessions and Hardship Policy
100. Water Supply Policy
101. Library Collection Policy
102. Fraud Control Policy

The following Codes and Plans are also available for viewing:

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

## SECTION 2 – STATEMENT OF AFFAIRS

Copies of the statement of affairs of the Council, which was prepared as at 30th June, 2006, may be purchased from the Council for \$5.00.



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**SECTION 3 – CONTACT ARRANGEMENTS**

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

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

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

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

**SECTION 1 – POLICY DOCUMENTS**

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

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

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

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**SECTION 2 – STATEMENT OF AFFAIRS**

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

**SECTION 3 – CONTACT ARRANGEMENTS**

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

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

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

Mr Craig Dalli  
Freedom of Information Officer

or

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

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

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

- Code of Conduct
- Code of Meeting Practice
- Local Disaster Plan
- District Fire Plan of Operations
- Policy Register
- Community Directory
- Section 94 Plan
- Tree Preservation Order
- Safe Operating Procedures
- Human Resources Policy Register
- Management Plan 2006/2011
- Audited Annual Financial Reports 2004/2005
- Auditors Reports
- Statement of Affairs
- Register of Investments
- Local Environmental Plan 1993
- Development Control Plan 1999
- Annual Report – 2004/05
- Register of Disclosures & Gifts
- Community Plan
- Community Profile
- Community Access Plan
- Cultural Plan
- Minutes of Open Council Meetings
- EEO Management Plan
- State of the Environment Report
- Policy on the Payment of Expenses and Provision of Facilities to Councillors

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

**SECTION 2 – STATEMENT OF AFFAIRS**

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

**SECTION 3 – CONTACT ARRANGEMENT**

Kim Corrie  
Director Corporate & Customer Services  
Bland Shire Council  
Shire Street  
PO Box 21  
West Wyalong NSW 26711  
8.30 am – 5.00 pm  
Email: [council@blandshire.nsw.gov.au](mailto:council@blandshire.nsw.gov.au)  
Website: [www.blandshire.nsw.gov.au](http://www.blandshire.nsw.gov.au)  
Phone: (02) 6972 2266  
Fax: (02) 6972 2145

Frank Zaknich  
General Manager

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

**SECTION 1 – POLICY DOCUMENTS**

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

Corporate Structure

Committee Structure

Code of Conduct

Code of Meeting Practice

Contributions Plans

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

Delegations of Authority Register

Bombala Local Disasters Plan (DISPLAN)

EEO Management Plan

Model Policy for Interaction between Councillors and Staff

Internal Reporting Policy

Employment Codes

- Bombala Council Award Restructuring Policy
- Bombala Council Training Policy
- Bombala Council Salary System

Bombala Local Environment Plan, 1990 (as amended)

Expenses and Facilities Policy

Internal Reporting Policy

Provision of Information to and Interaction between Councillors and Staff Policy

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

Community Land Management Plan

- Sportsgrounds
- Parks and Gardens
- General Community Use

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

Privacy Management Plan

Minutes of Council and Committee Meetings

Policy Register (containing decisions by Council and forming policy)

Revenue Policy

State of the Environment Report

Tenders and Purchasing Policy

Notification of Adjoining Owners Policy (see Local Approvals Policy)

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

Building – Conditions of Approval

Bombala Bush Fire Emergency Management Plan

Flood Prone or Floodway Lands – Minimum Floor Levels Policy

Food Premises Policy

Smoking in the Workplace Policy

Annual Report•

Auditors Report

Disclosures Register

Statement of Business Ethics

Land Register

Investment Register

Development Applications Register

**SECTION 2 – STATEMENT OF AFFAIRS**

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

**SECTION 3 – CONTACT ARRANGEMENTS**

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

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

D. L. Rawlings,  
General Manager

# FREEDOM OF INFORMATION ACT 1989

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

### SUMMARY OF AFFAIRS

of the

### CITY OF BOTANY BAY COUNCIL

#### SECTION 1 – POLICY DOCUMENTS

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

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



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

## SECTION 2 – STATEMENT OF AFFAIRS

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

## SECTION 3 – CONTACT ARRANGEMENTS

Address for inspection of Policy Documents and Statement of Affairs:

Deputy General Manager  
Public Officer  
Administration Office  
141-143 Coward Street  
Mascot NSW 2020  
Monday to Friday – 9 am to 4 pm  
Phone: 9366 3666  
Fax: 9366 3777

Mailing address:

PO Box 331  
Mascot NSW 1460

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

**SECTION 1 – POLICY DOCUMENTS**

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

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

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

## **POLICY DOCUMENTS**

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

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

Waste Services  
Workers' Compensation Claims Management  
Working in Hot Conditions, Skin Cancer and Employee Clothing  
Workplace Smoking Policy

## SECTION 2 – STATEMENT OF AFFAIRS

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

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

Administrative Centre  
Blende Street  
Broken Hill Broken Hill

Charles Rasp Library  
Blende Street

## SECTION 3 – CONTACT ARRANGEMENTS

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

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

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

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

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

**COUNCILLORS (ELECTED REPRESENTATIVES)**

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

**CORPORATE**

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

- Reports to Councillors – Section 96 Modifications
- Risk Management
- Risk Management – Strategic Plan
- Risk Management Manager’s Handbook
- Road Closures Guidelines
- Setting Up Council Committees
- Sister/Friendship City & Foreign Delegations
- Social Plan 2004-2009
- Sponsorship Policy
- Sub-delegations by the General Manager – Position Statement
- Tendering & Procurement
- Terms of Reference – Committees
- Use of Recycled Paper

### **HUMAN RESOURCES**

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

### **COMMUNITY SERVICES**

- Street Party Policy

### **TECHNICAL SERVICES & OPERATIONS**

- Advertising – signboards and articles on footpaths
- Building and household waste containers
- Burwood Park- Use of for Festivals & Major Gatherings
- Busking Policy

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

#### **FINANCE**

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

#### **PLANNING & ENVIRONMENT**

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



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

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

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

**SECTION 2 – STATEMENT OF AFFAIRS**

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

**SECTION 3 – CONTACT ARRANGEMENTS**

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

The Public Officer  
Burwood Council  
2 Conder Street  
Burwood NSW 2134

or

PO Box 240  
Burwood NSW 1805  
Telephone: (02) 9911 9911  
Fax: (02) 9911 9900  
Email: council@burwood.nsw.gov.au

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

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

# FREEDOM OF INFORMATION ACT 1989

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

### SUMMARY OF AFFAIRS

of the

### BYRON SHIRE COUNCIL

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Appropriate Dispute Resolution of Development Proposals	5.53
Assistance for Festivals and Community Functions	4.15
Award Restructuring Policy	3.17
Beaches – Motor Vehicles On Beaches	5.39
Building – Access for the Disabled	4.19
Building – Separate Occupancy	5.15
Building Certificates	5.11
Building over Pipelines and Other Underground Structures	4.20
Burials on Private Property	5.3
Burning of Garden Waste Matter in Urban and Village Areas	5.5
Business and Commercial Activities	7.1
Busking)	5.57
Cemeteries	7.5
Children’s Services	3.44
Circuses which include the use or display of exotic, wild or native Australian animals within Byron Shire	5.55
Code of Conduct	1.8
Code of Meeting Practice•	1.3
Commercial Activities on Coastal and Riparian Crown Reserves	5.52
Commercial and Other Activities on Public Land and Roads	5.37
Commercial Operations at Tyagarah Airfield•	3.45
Community Consultation and Participation in Council’s Decision Making	3.38
Community Halls and Sporting Facilities – Management by Community Groups	3.25
Companion Animal Exercise Areas	5.31
Complaints Procedures	3.22
Construction of Civil Works	4.2
Construction of Garages and Outbuildings on Vacant Land	5.22
Contracts and Consultants	3.2
Contribution to the cost of Sealing of Unsealed Roads adjacent to Properties at request of owners	4.17
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Control of Amusement Parlours/Centres	5.27
Councillors’ Access to Information•	1.14
Cultural Policy•	3.42
Debt Recovery	2.3
Development	3.23
Donations to Community Organisations, Other Groups and Persons	3.13
Engagement of Consultants	3.2
Engagement of Contractors other than Hired Plant and Haulage	3.30
Engagement of Hired Plant and Haulage Contractors	3.29
Excess of Power and Procedural Fairness	3.35
Filling of Water Tankers from Council Water Mains – Fees and Conditions of Use	4.21
Filming on Council Owned and Controlled Land•	3.41
Footpath Dining•	5.54
Footpaths and Nature Strips	4.16
Freedom of Information	3.24
Fund Raising – Community Organisations	5.36
Guidelines for Investment	2.5
Inspection, Evaluation and Maintenance of Public Infrastructure•	4.24
Interactions between Councillors and Council Staff•	1.15
Interactive Management and Supervisory Training	6.3

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

### Procedure Manuals

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

### General

Annual Report  
 Auditors Report  
 Management plan 2005/2008  
 Financial Plan (see Management plan)

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

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

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

## **SECTION 3 – CONTACT ARRANGEMENTS**

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

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

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

**SECTION 1 – POLICY DOCUMENT**

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

1. Governance
2. Management & Corporate Services
3. Council Finances
4. Tourism & Promotion
5. Emergency Services
6. Community Services
7. Economic Development
8. Environmental Health
9. Environmental Planning & Building Regulations
10. Waste Management
11. Animal Control
12. Council Property & Assets
13. Transport Infrastructure
14. Town Beautification, Parks, Sporting & Recreational Facilities
15. Noxious Weeds
16. Water
17. Sewerage
  - Management Plan 2006/2007 incorporating:
    - Budget to 30 June 2007
    - Five Year Financial Plan
    - Fees and Charges
    - Rating Summary
    - Strategic Plan
    - Social Plan
  - Cabonne Council LEP and Amendments
    - Development Control Plans
    - Cabonne DCP No. 1 – Spring Glen Rural Small Holdings
    - Cabonne DCP No. 2 – West Canowindra Rural Small Holdings
    - Cabonne DCP No. 4 – Longs Corner Road Rural Small Holdings
    - Cabonne DCP No. 5 – General Rural Zones
    - Cabonne DCP No. 6 – Rural Small Holdings
    - Cabonne DCP No. 7 – North St Canowindra Industrial
    - Cabonne DCP No. 8 – North Molong Industry
    - Cabonne DCP No. 9 – Strathnook Lane Rural Small Holdings
    - Cabonne DCP No. 10 – Molong Flood Prone Land
    - Cabonne DCP No. 12 – Weemelah Rural Small Holdings
    - Cabonne DCP No. 13 – Advertising Signage in Conservation Areas
    - Cabonne DCP No. 15 – Relocatable Homes
  - Contributions Plans
    - Roading Contributions Plan – General Rural Zones
    - Roading Contributions Plan – Rural Small Holdings Zone
    - Bushfire Services Contributions Plan
  - Guidelines
    - Guidelines for Rural Subdivisions – Concessional Lots

**SECTION 2 – STATEMENT OF AFFAIRS**

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

**SECTION 3 – CONTACT ARRANGEMENTS**

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

Ms Rosemary Adams  
Public Officer  
Cabonne Council  
PO Box 17  
Molong NSW 2866  
Telephone: (02) 6392 3200  
Facsimile: (02) 6392 3260  
Email: [council@cabonne.nsw.gov.au](mailto:council@cabonne.nsw.gov.au)  
Council's office hours are 9.00 a.m. to 5.00 p.m. Monday to Friday

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

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

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

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

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

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

**SECTION 2 – STATEMENT OF AFFAIRS**

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

**SECTION 3 – CONTACT ARRANGEMENTS**

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

The Freedom of Information Co-Ordinator  
Camden Council  
PO Box 183  
Camden NSW 2570

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

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

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

**SECTION 1 – POLICY DOCUMENTS**

Council has available for inspection the following:

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



**SECTION 2 – STATEMENT OF AFFAIRS**

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

**SECTION 3 – CONTACT ARRANGEMENTS**

Applications regarding Freedom of Information should be addressed to:

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

or

1a Marlborough Street  
Drummoyne NSW 2047  
Telephone: 9911 6555  
DX 21021 Drummoyne  
Facsimile: (02) 9911 6550  
Emergency After Hours: (02) 9911 6555  
Email [council@canadabay.nsw.gov.au](mailto:council@canadabay.nsw.gov.au)  
Council's office hours are 8.30am to 4.30pm, Monday to Friday.

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

The policy documents held by Council are as follows:

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

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

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

- Trade Practices Act – Compliance
- Trade Waste Collection
- Tree Preservation Order
- Tree Preservation Order – Prosecutions
- Velodrome and Touch Stadium
- Waste (Domestic) – Additional Services
- Waste Reduction and Procurement
- Waste Service – Access and Equity
- Waste Storage Containers – Placement in public places
- Website Management
- Wolli Creek – Flood Management
- Wolli Creek – Preservation and Protection

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

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

## **SECTION 3 – CONTACT ARRANGEMENTS**

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

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

Requests for information in terms of the Freedom of Information Act (other than the policy documents listed in Section 1), are to be made in writing (an application form is available), accompanied by the appropriate fee. Applications are to be addressed to:

The General Manager  
Canterbury City Council  
137 Beamish Street  
PO Box 77  
Campsie NSW 2194  
Telephone: (02) 9789 9398  
Facsimile: (02) 9787 3064  
Email: [bradm@canterbury.nsw.gov.au](mailto:bradm@canterbury.nsw.gov.au)

# FREEDOM OF INFORMATION ACT 1989

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

### SUMMARY OF AFFAIRS

of the

### CARRATHOOL SHIRE COUNCIL

#### SECTION 1 – POLICY DOCUMENTS

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

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

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

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



- \* Social and Community Plan
- \* State of the Environment Report
- \* Stormwater Management Plan
- \* Tree Preservation Orders

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

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

## **SECTION 3 – CONTACTS ARRANGEMENTS**

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

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

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

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

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

- Policy Register
- City Management Plan 2005-2008
- Draft Management Plan 2006-2009 (effective 1/7/06)
- Annual Financial Statements
- Community Directory
- Community Profile
- Planning and Building Codes
- Code of Conduct
- Code of Meeting Practice
- Conflict of Interest (Non-Pecuniary)
- Protected Disclosures
- Register of Disclosures
- Auditor's Reports
- Investments Register
- Register of Delegations
- Business Papers for Council and Committee Meetings
- Minutes of Council and Committee Meetings
- Land Register
- State of Environment Report
- Engineering Requirements for Development
- Annual Report 2004-2005
- Draft Annual Report 2005-2006 (effective 1/7/06)
- Expenses and Facilities Policy
- Section 94 Contributions Plans
- Revenue Policy
- Pricing Policy
- Plans of Management – Council Reserves/Parks
- Plan of Management – Community Facilities
- Plan of Management – Public Swimming Pools
- Plan of Management – Tennis Courts
- Plans of Management – Council Cemeteries
- Disaster/Emergency Management Plan
- Subdivision Code
- Tree Preservation Order
- Local Approvals Policy
- E.E.O. Management Plan
- Rural Roads Review
- Bush Fire Management Plan/Operations
- City Wide Settlement Strategy – Stage 1
- Cessnock Local Environmental Plan 1989
- Development Control Plans
  - No. 1 – Hungry Creek Rural/Residential Subdivision
  - No. 2 – Off-Street Vehicular Parking Code
  - No. 3 – Industrial Land Use Code
  - No. 10 – Identilite Land Use Code
  - No. 11 – Poultry Farms Neighbouring Land Uses
  - No. 12 – Nulkaba Village and Smallholdings Area

- No. 13 – Illalong Smallholdings Area
- No. 14 – Village of Greta North
- No. 15 – Abermain South Smallholdings Area
- No. 16 – Mulbring South Smallholdings Area
- No. 18 – Signage Code for the Vineyards District
- No. 19 – Edden Street, Bellbird
- No. 20 – Blackhill Quarry Sec. 94 Contributions Plan
- No. 21 – Ellalong Lagoon Catchment Area
- No. 22 – Lower Hunter Urban Housing DCP
- No. 23 – Greta-Main Smallholdings Area
- No. 24 – Abermain North Smallholdings Area
- No. 25 – North Rothbury South Smallholdings Area
- No. 26 – Vintage Country Club Resort
- No. 27 – Mulbring North Smallholdings Area
- No. 28 – Vineyards District
- No. 29 – Brothels
- No. 30 – Paxton East Rural Smallholdings
- No. 32 – Citywide Outdoor Signage Code
- No. 34 – Purpose-Built Rural Tourist Accommodation
- No. 35 – Subdivision Guidelines
- No. 37 – Contaminated Lands
- No. 38 – Public Notification and Advertising Plan
- No. 39 – Guidelines for Land Use Conflict & Buffer Zones
- No. 40 – Waste Management & Minimisation
- No. 42 – Outdoor Dining
- No. 43 – Exempt and Complying Development
- No. 44 – Former Stanford Main No. 2 Colliery
- No. 45 – Ginger’s Lane, Weston–Rural Small Holdings
- No. 46 – Hunter Lakes Resort
- No. 47 – Hunter Employment Zone
- No. 48 – Energy Smart Homes
- No. 53 – Cessnock Aerodrome
- No. 54 – Temporary Events
- No. 55 – Construction of Dams
- No. 56 – Flora & Fauna Survey Guidelines
- No. 57 – Bow Wow Creek Gorge
- No. 58 – Access and Mobility
- No. 59 – Millfield Small Holdings
- No. 60 – Adult Products Shops

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

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

## **SECTION 3 – CONTACT ARRANGEMENTS**

Access to policy documents may be arranged by contacting:

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

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

**SECTION 1 – POLICY DOCUMENTS**

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

- Annual Report 2004/5
- Financial Statements 2004/5
- Plans of land proposed to be compulsorily acquired by Council
- Plans of Management for public reserves
- Plans of Management for Community Land
- Local Environment Plans
- Development Control Plans
- Section 94 Plans
- Engineering Specifications for development
- State of the Environment Reports
- Tree Preservation Orders
- Business papers and Minutes of Council and Committee meetings (other than those for closed meetings)
- Code of Meeting Practice
- 2006/7 Management Plan
- Schedule of Fees and Charges for 2006/7
- 2006/7 Budget
- Privacy Management Plan
- Policy on Corporate Credit Card use
- Policy on Councillors Expenses
- Policy on Councillor Access to Staff and Records
- Policy on Councillor Attendance at Conferences
- Policy on Older People
- Policy on Access to Council Documents
- Internal Reporting Policy

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

**SECTION 2 – STATEMENT OF AFFAIRS**

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

**SECTION 3 – CONTACT ARRANGEMENTS**

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

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

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

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

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

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

## SECTION 2 – STATEMENT OF AFFAIRS

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

## SECTION 3 – CONTACT ARRANGEMENTS

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

Mrs Karen Roberts  
Human Resources Manager  
Cobar Shire Council  
Po Box 223  
Cobar NSW 2835  
Telephone: (02) 6836 5888  
Facsimile: (02) 6836 5889

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

Cobar Shire Council  
Council Offices  
Linsley Street  
Cobar NSW 2835

Normal Office Hours: 8.00am-4.00pm, Monday to Friday

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

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

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

**SECTION 3 – CONTACT ARRANGEMENTS**

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

Mr Terrey Kiss,  
Public Officer,  
Coolamon Shire Council,  
P O Box 101,  
Coolamon NSW 2701  
Telephone: (02) 69273206  
Facsimile: (02) 69273168  
Coolamon Shire Council's office hours are 8.30am to 5.00pm.

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

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



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

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

The Statement of Affairs of Cooma-Monaro Council was included in Council's Annual Report for the year ended 30 June 2005 and is available free of charge.

## **SECTION 3 – CONTACT ARRANGEMENTS**

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

The application should be directed to:

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

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

NEIL WATT,  
General Manager

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

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

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

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

**SECTION 2 – STATEMENT OF AFFAIRS**

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

**SECTION 3 – CONTACT ARRANGEMENTS**

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

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

# FREEDOM OF INFORMATION ACT 1989

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

### SUMMARY OF AFFAIRS

of the

### COWRA SHIRE COUNCIL

#### SECTION 1 – POLICY DOCUMENTS

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

- (1) Current Council Meeting Agendas & Minutes
- (2) Current Committee Meeting Minutes
- (3) Current Annual Report of Cowra Shire Council
- (4) 2004 – 2007 Management Plan
- (5) Code of Administrative Practices
- (6) Code of Conduct
- (7) Code of Meeting Practice
- (8) Privacy Management Plan
- (9) Cowra LEP – 23rd November 1990:
  - Cowra Local Environmental Plan 1990 (Amendment No. 1) – Gazetted 7/5/93
  - Cowra Local Environmental Plan 1990 (Amendment No. 3) – Gazetted 6/8/93
  - Cowra Local Environmental Plan 1990 (Amendment No. 4) – Gazetted 14/10/94
  - Cowra Local Environmental Plan 1990 (Amendment No. 5) – Gazetted 2/2/96
  - Cowra Local Environmental Plan 1990 (Amendment No. 6) – Gazetted 10/1998
  - Cowra Local Environmental Plan 1990 (Amendment No. 7) – Not Proceeded
  - Cowra Local Environmental Plan 1990 (Amendment No. 8) – Pending
  - Cowra Local Environmental Plan 1990 (Amendment No. 9) – Gazetted 2/5/2000
  - Cowra Local Environmental Plan 1990 (Amendment No. 10) – Pending
  - Cowra Local Environmental Plan 1990 (Amendment No. 11) – Gazetted 22/11/2002
  - Cowra Local Environmental Plan 1990 (Amendment No. 14) – Pending
- (10) Development Control Plans:
  - Cowra Abattoir Buffer Zone – Adopted December 1996
  - Cowra Aerodrome Obstacle Limitation Surface – Adopted December 1996
  - Bed & Breakfast and Farmstay Accommodation – Adopted December 1996
  - River Park Road Drainage Catchment Area – Adopted September 1996
  - Commerce 3(b) Zone – Adopted May 1996
  - Killara Road Drainage Catchment Area – Adopted March 1996
  - Residential Flat Code – Adopted February 1991
  - Parking Code – Adopted December 1986
  - Advertising Code – Adopted September 1999
  - Central Business District – Adopted December 1991
  - Garrison Gates Residential Estate – Adopted September 1992
  - Valley View Residential Estate – Adopted May 1992
  - Guidelines for Rural Development – Adopted March 1996
  - Bluemantle Waters Estate Mount McDonald – Adopted December 1987
  - Guidelines for Development in Rural 1(c1) Zone – Adopted March 1996
  - Rural 1(c) Zone – West Cowra – Date Unknown
  - Rural 1(c) Zone – North Cowra – Amended June 1989
  - Business 3 Zone – Redfern Street – Adopted August 1994
  - Industrial 4(c) Land – Effective August 1994
  - Subdivision Code – Adopted February 1992
  - Roadside Stalls – Adopted May 1999
  - Wyangala Dam Tourism Strategy – Adopted October 1991
  - DCP 1/99 Advertising and Notification – Adopted September 1999
  - DCP 2/99 Exempt and Complying Development – Adopted April 2000
  - DCP 3/01 Valley View Estate Stage 1 – not proceeded
  - DCP 4/02 Cowra Road and Ribands Way – Adopted February 2003
  - DCP 5/02 Valley View Estate – Adopted February 2003

## (11) Section 94 Contributions Plans:

- Killara Road Drainage Catchment Area
- River Park Road Drainage Catchment Area
- Plan No. 1 – Roads Rural – Adopted July 2001
- Plan No. 2 – Roads Urban/Village – Adopted August 2002
- Plan No. 3 – Drainage – November 1992 – Adopted August 2002
- Plan No. 4 – Sewerage – Cowra – Adopted July 2001
- Plan No. 5 – Water – Adopted July 2001
- Plan No. 6 – Open Space – Adopted July 2001
- Plan No. 7 – Car Parking – Adopted November 1992
- Plan No. 9 – Bush Fire Services – Adopted July 2001
- Plan No. 10 – Community Facilities – Adopted August 2001

## (12) Technical Note No. 1 Soil Erosion and Sediment Control Guideline

## (13) EEO Management Plan

## (14) Emergency Management Plan

## (15) Flood Plain

## (16) Internal Reporting Policy

## (17) Local Approvals Policy

## (18) Plans of Management for Community Land

## Ornamental Parks

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

- |                              |                                 |
|------------------------------|---------------------------------|
| Oliver Oval                  | Holman Oval                     |
| MacPherson Oval              |                                 |
| West Cowra Recreation Ground | Col Stinson Park                |
| Rodwell Oval                 | Mulyan Oval                     |
| Urban Nature Parks           |                                 |
| Farleigh Park                | Phillips Crossing               |
| Vineyard Park                | Jukes Lane Reserve              |
| Reserve – Taragala           | Darbys Falls                    |
| Cudgel•                      | Koorawatha                      |
| (19)                         | State of the Environment Report |
- (20) Emergency Response Plan
  - (21) Building Line Policy
  - (22) Bushfire and Emergency Manuals
  - (23) Flood Prone Land Policy
  - (24) Food Premises Code
  - (25) Private Use of Council Vehicles Policy
  - (26) Smoke Free Work Environment Policy
  - (27) Swimming Pool Fencing Policy
  - (28) Annual Financial Statements
  - (29) Disclosures Register
  - (30) Investment Register
  - (31) Building Certificate Records
  - (32) Building Application/Approval Record
  - (33) Development Application/Consent Record
  - (34) Section 94 Contributions Register
  - (35) Section 149 Certificate Register
  - (36) Cowra Community/Social Plan 2000
  - (37) Construction Certificate/Approval Record

## SECTION 2 – STATEMENT OF AFFAIRS

Cowra Council's most recent Statement of Affairs has been prepared to 30 December 2005.

## SECTION 3 – CONTACTS ARRANGEMENTS

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

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

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

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

Deniliquin Council has the following policy documents available for inspection:

**ADMINISTRATION POLICIES**

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

**LOCAL LAWS POLICIES**

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

**FINANCE POLICIES**

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

**TECHNICAL SERVICES POLICIES**

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

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

#### **COMMUNITY DEVELOPMENT POLICIES**

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

#### **OTHER POLICY DOCUMENTS**

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



**SECTION 2 – STATEMENT OF AFFAIRS**

The Council's most recent Statement of Affairs has been prepared to 30 December 2005. This is available for inspection at Council's Civic Centre office.

**SECTION 3 – CONTACT ARRANGEMENTS**

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

Graeme Haley  
General Manager  
Deniliquin Council  
Civic Centre  
Civic Place  
Deniliquin NSW 2710  
Telephone: (03) 5898 3000  
Hours: 9:00 am – 5:00 pm

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

2005/2006 Corporate Strategic Plan, Management Plan, Annual Operating Plan and Budget  
Delegations of Authority  
Code of Conduct Manual  
Code of Meeting Practice  
Dubbo City Flood Operations Manual  
Dubbo Bush Fire Management Plan  
Dubbo Local Environmental Plan – 1997 – Rural Areas and Associated Development Control Plans  
Dubbo Local Environmental Plan – 1998 – Urban Areas and associated Development Control Plans  
Rural Area Development Strategy 1995 – 2015 (September 1995)  
Urban Areas Development Strategy comprising:  
Future Directions and Structure Plan (December 1996)  
    (A) Residential Areas Development Strategy (November 1996)  
    (B) Commercial Areas Development Strategy (April 1997)  
    (C) Industrial Areas Development Strategy (January 1997)  
    (D) Institutional Areas Development Strategy (March 1997)  
    (E) Recreational Areas Development Strategy (February 1997)  
DCP G3.1 Designing for Access and Mobility  
DCP G4.1 Exempt and Complying Development  
DCP G2.2 Floodprone Lands – Urban Areas  
Dubbo City Floodplain Management Plan 2000 – Urban Areas  
Dubbo's Growing Business  
Policy Codes:  
General Development Standards and Policies  
Engineering Standards and Requirements Relating to the Subdivision of Land  
Standards for Offstreet Parking of Motor Vehicles  
    • Standards for Advertising Structures  
    • Naming of Thoroughfares and other Geographical Features within the City of Dubbo  
    • Leash Free Areas for the Exercising of Dogs  
Street Tree Master Plan  
Tree Preservation Policy including Significant Tree Register  
Plans of Management – Community Land  
Section 94 Contribution Plan – Urban Stormwater Drainage Contributions  
Section 94 Contribution Plan – Open Space and Recreational Facilities  
Section 94 Contributions Plan – Urban Roads and Carparking  
Section 64 Contribution Policy – Water Supply and Sewerage Services Contribution Policy  
Trade Waste Policy Document – Note: the Local Approvals Policy part of this document has lapsed.  
EEO Management Plan  
Payment of Expenses and Provision of facilities to Councillors  
Manual of Procedures  
AUSPEC 1 Development  
AUSSPEC 2  
Policy for Strategic Asset Management Programme  
Policy for Controlling Spray Painting  
Code of Practice for the Impounding of Unattended Shopping Trolleys

**SECTION 2 – STATEMENT OF AFFAIRS**

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

**SECTION 3 – CONTACT ARRANGEMENTS**

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

# FREEDOM OF INFORMATION ACT 1989

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

### SUMMARY OF AFFAIRS

of the

### DUNGOG SHIRE COUNCIL

FOI Agency No. 2124

#### SECTION 1 – POLICY DOCUMENTS

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

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

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

The following documents are also available for public inspection:

Annual Reports  
 Building Certificate Records  
 Building Application/Approval Records  
 Clarence Town Local Area Plan  
 Code of Conduct  
 Code of Meeting Practice  
 Construction Certificate Application/Approval Records  
 Council Meeting Business Papers  
 Council Meeting Minutes  
 Councillors – Payment and Expenses and Provision of Facilities Policy  
 Delegations of Authority  
 Development Application/Approval Records  
 Disclosure of Interests by Councillors and Designated Persons Register  
 EEO Management Plan  
 Graffiti Removal Register  
 Internal Reporting Policy (Protected Disclosures Act)  
 Investment Register  
 Land Register  
 Local Approvals Policy  
 Local Disaster Plan  
 Shire Wide Development Control Plan No. 1  
 Local Environmental Plan 2006  
 Draft Local Environment Plan 2005  
 Dungog Shire Rural Strategy 2003  
 Management Plan/Financial Management Plan

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

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

Council's most recent Statement of Affairs was prepared as at 31 December 2005.

## **SECTION 3 – CONTACT ARRANGEMENTS**

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

Public Officer  
Dungog Shire Council  
PO Box 95  
Dungog NSW 2420  
Telephone: (02) 49921224  
Facsimile: ( 02) 49922044  
Email: [shirecouncil@dungog.nsw.gov.au](mailto:shirecouncil@dungog.nsw.gov.au)  
Council's office hours are 8.45 am to 4.30 pm Monday to Friday

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

of the

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

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

**AVAILABLE FOR INSPECTION FREE OF CHARGE**

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

\* Copies are available to take away

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

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

**Codes – Development Manuals**

Car Parking Code	\$12.00
Industrial Development DCP	\$12.00
Residential Design DCP	\$12.00
Advertising Signs DCP	\$12.00
Subdivision Guidelines	\$32.70
Heritage Inventory	\$ 0.30/page
Tilba Conservation Area Development Guidelines	\$12.00

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

## SECTION 2 – STATEMENT OF AFFAIRS

Published 31 December, 2005

## SECTION 3 – CONTACT ARRANGEMENTS

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

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



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

Ability to Determine Wet Weather Matches  
Access for People with Disabilities  
Action to be taken in Relation to Members of Staff who have had their Driver's or Plant Operators Permits/  
Licences Cancelled  
Advertising  
Advertising and Signage Code  
Amusement Centres – DCP 13/99  
Annual Reports  
Application of Fees and Charges for the hire of Community Facilities  
Applications to Conduct Rodeos at Fairfield City Showground  
Appointment of Apprentices  
Approval of Public Fireworks Displays/Street Processions  
Approvals Policy (Local)  
Art Collection Policy  
Asset Write-offs  
Attendance at the Local Government Superannuation Board's Retirement Counselling Service  
Audit of Management Committee Books  
Building Application/Approval Records  
Building Certificate Records  
Building Operations  
Business use of Footpaths & Public  
Places in Commercial Centres  
Cabcharge Cards  
Calling for Quotations  
Calling of Tenders  
Calling of Tenders – Preliminary Deposits  
Careers Markets/Exhibitions  
Casting Vote – Committees  
Censorship and Freedom of Access  
Charities Using Council Facilities  
Children's Services Policies (Available on Application)  
Children's Use of Adult Library Collection  
Christmas Cheer Donations  
Closing of Office on Christmas Eve  
Clothing Bins  
Code of Meeting Practice  
Community Tolerance  
Concessions for Pensioners  
Conferences and Seminars Policy  
Confidentiality of Council & Committee Reports  
Confined Spaces Policy  
Construction Certificate Register  
Construction of Garbage Storage Bays  
Contributions plans

- Community facilities
- Land acquisition for open space and drainage
- Recreation & Open space embellishment
- Stormwater drainage facilities
- Roads adjacent to open space
- Concrete path paving

- Car parking  
(Fairfield town centre;  
Cabramatta town centre;  
Canley Heights Local Centre)
  - Rural area: Roads and traffic facilities
- Corporate Records Management Policy  
Councillors Names on Commemorative Plaques  
Councillors Representation on Committees of Community Organisations  
Defence Reserve Leave  
Delegation for Council Officers to Conduct Citizenship Ceremonies  
Delegations of Authority Register  
Deputations  
Design Control  
Designing for Access – Guidelines & Checklists  
Development Application/Approval Records  
Development Application Register  
Development Control Plans
- Guidelines for Residential Development
  - Energy Smart Homes
  - Child Care Centres and other Non-Residential Development in Residential Zones
  - Fairfield Town Centre
  - Cabramatta Town Centre
  - Bonnyrigg & Bossley Park District Business Centres
  - Bonnyrigg Town Centre
  - Canley Corridor Development DCP
  - Fairfield Heights Local Business Centres
  - Wetherill Park and Bonnyrigg Industrial Centres
  - Contaminated Lands
  - Industrial Areas
  - Retailing and Business Activities in Industrial Areas
  - Used Clothing Bins
  - Rural Area
  - Car Parking
  - Tree Management Policy
  - Former R.A.A.F. Site, 794-850 Woodville Road, Villawood
  - Amusement Centres
  - Landscaping Code (draft)
  - Advertising and Signage
  - Waste (not DCP)
  - Brothel Control
  - South Abbotsbury
  - Development Standards relating to Roads
  - Exempt and Complying Development
  - Notifications Policy
- Development Without Consent – (State Environmental Planning Policy No 4)  
Disabled Car Parking Policy  
Display of Goods on Council Owned Footpaths  
Disposal of Assets  
Disposal of Council Light Vehicles  
Disposal of Discarded Library Books  
Donations to Charitable Organisation  
Drug and Alcohol Policy  
EEO Management Plan  
Environmental Management Plan  
Equal Employment Opportunity Policy  
Erection of Pigeon Lofts  
Erosion & Sediment Control  
Fairfield Local Disaster Plan  
Flags, Banners and Flagpoles on Council owned or Managed Land  
Flexitime for Salary Staff: (A) General (B) Childrens Services (C) Library  
Flood Prone Land Policy

Food Premises Code  
Footings for Dwellings in the Fairfield City Area  
Front and Corner Allotment Fencing  
Garbage Storage Bays Policy  
Girl Guide and Boy Scout Halls (Waiving of Application Fees for)  
Greenhouse Action Plan  
Guidelines for Approvals for Child Care Centres  
Handling of Complaints about Library Material  
Helicopter Landings on Recreation Facilities  
Hepatitis A Immunisation Policy  
Hepatitis B Immunisation Policy  
Heritage & Development  
Hoardings  
Indoor Salary System Position Evaluation Policy  
Indoor Salary System Position Evaluation Appeals Policy  
Installation & Operation of Air Conditioning Units  
Interest Charges on Overdue Rates  
Internal Reporting Policy  
Issue of Council Rolls at Election Time  
Issue of Wet Weather Clothing and Safety Footwear to Staff  
Language Aides  
Leasing of Council Properties  
Leasing of Council Vehicles for Private Use  
Library and Literacy  
Library and Multiculturalism  
Library Membership  
Library Regulations  
Library Services Policy  
Library Sites  
Lighting within Public Reserves  
Linemarking of Playing Fields  
Load Limit Restriction Exemption for Local Residents  
Local Approvals Policy  
Local Environment Planning Instruments

- Fairfield LEP 1994

Local Ethnic Affairs Policy Statement (LEAPS)  
Management of Environmental & Regulatory Related Complaints  
Management Plan  
Manual Handling Policy  
Master Locksmiths of Australia Access System for Accessible Toilets  
Mayoral Donations Scheme Policy  
Media Policy  
Minutes of Committee Meetings  
Minutes of Council Meetings  
Mobile Food Vending Vehicles Code  
Multicultural Accesses to Council Services  
Noise Impact of Future Badgery's Creek Airport  
Out of School Hours Care (OOSH) Policies (Available on Application)  
Outdoor Dining on Council Owned Footpaths  
Payment of Expenses to and use of Council Facilities and Equipment by Councillors  
Payment of Higher Duties Allowances (HDA's)  
Payment of Telstra Mobile Phone Accounts  
Personnel Files – Access  
Personnel Files – Contents  
Petitions in Council Owned Buildings  
Plans of Management

- Salters Road Reserve (Marconi Park)
- Corner of Elizabeth Drive Bonnyrigg (White Eagles)
- Cabramatta Sports Ground
- Fairfield Showground
- Fairfield Golf Course

- Brenan Park
- Emerson Street Reserve
- Wetherill Park Reserve
- Wilson Road Reserve, Bonnyrigg
- Bunker Parade Reserve
- CabraVale Park
- St Johns Park
- Leisure Centres (Prairiewood and Fairfield)
- Generic Sports Grounds/Generic Parks
- Generic Bushland and associated individual Plans of Management for Flying Fox Reserve

Preferential Parking – Doctors

Privacy Management Plan

Probationary Employment

Process for Conducting Negotiations After an Abandoned Tender

Projects Undertaken with Grant Funding

Professional Ethics and Freedom to Read

Protection of Footpaths & the Erection of Hoardings during Building Operations

Protective Clothing and Equipment

Provision of Children's Services

Provision of Concrete Path Paving in Residential Release Areas 1 &2

Provision of Vehicular Laybacks in the Industrial Area

Public Access to the Internet in Council Libraries

Public Forum

Public Statues and Monuments Policy

Rate Reduction for War Widows

Record of Attendance of Councillors at Committee and Council meetings for the past year, September to September

Recovery of Outstanding Rates

Religious Buildings used for the Storage of Cremated Remains of Deceased Person

Removal and Re-sitting of Dwellings

Renewal of Various Community Facilities Licences

Repairing and Replacing Plaques

Right of Referral period for Councillors

Risk Management Policy

Rural Area On-Site Detention Guidelines

Sale of Council Owned Land

School Presentation Evenings and Prizes

Service Station Rezoning Policy

Small Project Assistance to Local Shops

Specification for Roadwork & Drainage Associated with Subdivision or other Development

Sponsorship and Management of Children's Services

Standard of Dress for Fairfield City Council Meetings

State of the Environment Report

Stormwater Drainage Policy

Street Names Policy

Subdivision Code

Sun Protection Policy

Swimming Pool Entry Fees

Temporary Exhibition Policy and Operational Guidelines for the Fairfield Heritage Centre's Stein Gallery

Temporary Food Premises Code

Tree Management Policy

Tree Preservation Order

Union Delegate/Contact Employment Relations

Urban Area On-Site Detention Handbook

Use of Council Motor Vehicles

Use of Council Vehicles by Executive Managers

Use of Council's Logo and Motto ("Identity")

Use of Information Technology (IT) Equipment and Resources

Use of Internet by Children 16 and Under

Variation to Street Names

Vehicular Crossing Application

Vehicular Crossing for Footpaths in Excess of 4.7 Metres  
Water Conservation Plan  
Western Sydney Area Assistance Scheme  
Wetherill Park Industrial Area –  
    Drainage Requirements for  
    Development  
Wetherill Park Industrial Area –  
    Easement Widths for Major  
    Stormwater Channels  
Wetherill Park Industrial Area –  
    Roadwork Requirements for  
    Development  
Work Experience Programs  
Writing Off Legal Costs for Court Cases

## SECTION 2 – STATEMENT OF AFFAIRS

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

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

The Statement of Affairs is also contained in Council's 2005 Annual Report which can be viewed at [www.fairfieldcity.nsw.gov.au](http://www.fairfieldcity.nsw.gov.au).

## SECTION 3 – CONTACT ARRANGEMENTS

Copies of the above policy documents may be viewed at: -

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

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

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

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

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

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

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

**SECTION 3 – CONTACT ARRANGEMENTS**

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

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

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

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

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

**SECTION 2 – STATEMENT OF AFFAIRS**

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

**SECTION 3 – CONTACT ARRANGEMENTS**

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

Mr Neil Alchin  
Public Officer  
Gilgandra Shire Council  
Warren Road  
(PO Box 23)  
Gilgandra NSW 2827  
Telephone: (02) 6817 8800  
Facsimile: (02) 6847 2521  
Council's office hours are 8:30 a.m. to 5 p.m.



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

**SECTION 1 – POLICY DOCUMENTS**

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

**SECTION 2 – STATEMENT OF AFFAIRS**

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

**SECTION 3 – CONTACT ARRANGEMENTS**

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

The Public Officer  
Gloucester Shire Council  
89 King Street (PO Box 11)  
Gloucester NSW 2422  
Telephone: (02) 6538 5250  
Facsimile: (02) 65582343  
Email: [council@gloucester.nsw.gov.au](mailto:council@gloucester.nsw.gov.au)  
Office hours: 8.45am to 4.15pm weekdays

N. S. McLEOD,  
General Manager

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

of the

**GOSFORD CITY COUNCIL****FOI Agency No. 2132****SECTION 1 – POLICY DOCUMENTS**

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

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

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

**DOCUMENTS AVAILABLE SUBJECT TO A PHOTOCOPY FEE**

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

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

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

Access to Files by Councillors Policy A1.39

Active Recreation R1\*

Arts & Culture C1\*

Beaches R3\*

Building Control D6\*

Business Services D3\*

Capital Works Program

Car Parks T9\*

Caravan Parks R4\*

Child Care Centres, complaints

Child Care Centres – Parent Committees C5.02

Child Care Centres, Communicable Diseases C5.01

City Management Plan (The Gosford City Management Plan consists of the following:

Report 1 – Corporate Strategic Plan

Report 2 – 3 Year Capital Works Program

Report 3 – Council's Program Budget

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

Report 5 – Council's Revenue Policy)

Report 6 – Community Plan

Report 6 – Community Plan

Code of Conduct – Councillors & Staff O5.03

Code of Meeting Practice A1.47

Community Development C5\*

Corporate Development O1\*

Customer Service & Communications C2\*

Councillors Financial and Service Provision Arrangements A1.42  
 Dams and Weirs W0\*  
 Delegations of Authority  
 Development D6\*  
 Development Assessment/Management D8\*  
 Drainage Construction E6\*  
 Drainage Maintenance E1\*  
 Drainage Levy E7\*  
 Education and Compliance D1\*  
 EEO Management Plan  
 Effluent Generation S3\*  
 Emergency Services H3\*  
 Fees and Charges  
 Fees and Charges Information – Revenue Policy  
 Financial Management A3\*  
 Flooding & Drainage Planning E3\*  
 Flood Mitigation E2\*  
 Flora & Fauna Report – Somersby Industrial Park 2003  
 Footpaths/cycleway T5\*  
 Gosford City Bushfire Risk Management Plan  
 Gosford City Disaster Recovery Plan  
 Gosford City District Bushfire Operations Plan  
 Gosford LGA – Bush Fire Prone Land Map  
 Historical Water Quality Data Review and Analysis Final Report 2003  
 Human Resources Policy Manual  
 Human Resources O3\*  
 Information Management & Technology A2\*  
 Integrated Management System (Integrating Occupational Health, Safety and Environmental Management)  
 Integrated Planning D2\*  
 Land proposed to be compulsorily acquired by Council  
 Levels of Service  
 Libraries C0\*  
 Lighting T6  
 Liquid Waste Management H1\*  
 Local Environmental Plans (LEP)  
 Minutes of Council Meetings  
 Minutes of Committee Meetings  
 Natural Reserves R0\*  
 Organisation Development O3\*  
 Parks R2\*  
 Parking T9\*  
 Performance Management O5\*  
 Performance Management O5\*  
 Policy Register  
 Program Management \*8\*  
 Property Services A5\*  
 Reserves and Natural Resources R0\*  
 Risk Management O4\*  
 Road Maintenance T1\*  
 Road Construction T0\*  
 Sewer Mains & Tunnels S0\*  
 Solid Waste Management H0\*  
 Support Services A1\*  
 Tendering Policy A3.07  
 Traffic T4\*  
 Treatment Work S2\*  
 Tree Management R6\*  
 Tree Preservation Order  
 Water Capital Works W5\*  
 Water Consumer Services W4\*  
 Watermains/Reservoirs W2\*

Waterway Facilities R5\*  
 Wharves & Public Transport T7\*  
 Works – Capital Works WS5\*

#### **DOCUMENTS AVAILABLE FREE OF CHARGE**

- Corporate Plan
- Guidelines to Development Control Plan No 106 – Controls for Site Waste Management
- Comprehensive State of Environment Report 2004 (limited number available free of charge)
- Code of Practice – Erosion/Sedimentation Control
- Sustainability Report 2004 incorporating the State of Environment Report for 2004 (limited number available free of charge)
- Supplementary Sustainability Report 2005 incorporating the State of Environment Report 2005 (limited number available free of charge)
- Fact Sheets
- Gosford City Community Plan
- Cultural Plan
- Redevelopment DSP (Development Service Plan)
- Swimming Pools and Fences
- Water and Sewer Development Service Plans
- Erina DSP
- Erina Township DSP
- Kariong DSP
- Kincumber DSP
- Lisarow DSP
- Narara DSP
- Niagara Park DSP
- Pamphlets
- Springfield DSP
- Wyoming DSP

#### **DOCUMENTS AVAILABLE SUBJECT TO A FEE**

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

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

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

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

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

- DCP 126 Dual Occupancy
- DCP 127 Cluster Housing
- DCP 128 Public Notification of Development Applications
- DCP 130 Subdivision of Rural and Non Urban Land
- DCP 131 Erina Business Centre Signage
- DCP 132 Pacific Highway, Niagara Park
- DCP 133 Woy Woy Town Centre
- DCP 136 Lot 2 DP 605752 Siletta Road, Niagara Park – Amendment 1
- DCP 137 Lot 3 DP 712505 Ghilkes Road Somersby
- DCP 138 Lot 26 DP 3944 Manns Road – Bulky Goods Salesroom/Showroom
- DCP 139 Lot 4 Trafalgar Ave, Lot 62 Section A DP 8872 Bullion Street and Lot 109 DP 730109 West Street Umina Retail Hardware Store & Associated Car Parking
- DCP 141 Avoca Beach Alfresco Outdoor Theatre
- DCP 142 Lot 13 DP 666756 Brisbane Water Dr Point Clare (Amendment 1)
- DCP 143 Lots 1,2,3,4,10 & 11 DP 255797 Karalta Road Erina
- DCP 144 Festival Development Site Mt Penang
- DCP 145 St Huberts Island Mooring Facilities
- DCP 146 Ettalong Bowling Club
- DCP 148 Complying Development Conditions
- DCP 149 Environmental Controls for Development in the Conservation and Scenic Protection 7(c3) – Tourist Accommodation Zone
- DCP 151 Two Lot Rural Residential Subdivision Crystal Avenue, Pearl Beach
- DCP 152 Manasseh Frost House Kincumber
- DCP 153 Lot 58 DP 10086 Kallaroo Road Bensville – Residential Subdivision
- DCP 155 Single Dwellings and Ancillary Structures
- DCP 156 Sea Kayaking Operational Base – 25 Broken Bay Road Ettalong
- DCP 157 Lot 61 DP 702598 Railway Crescent Niagara Park
- DCP 158 Lot 2 DP 1009974 Avoca Drive Kincumber
- DCP 159 Character
- DCP 160 Laguna Avenue, Copacabana
- DCP 161 Ena Street, Terrigal
- DCP 162 Residential Development (Pearl Beach)
- DCP 163 Geotechnical Requirements for Development Applications
- DCP 165 Water Cycle Management
- DCP 171 Non Residential Uses within the 7(c2) Zone
- Gosford Planning Scheme Ordinance (As Amended)
- Interim Development Order No 122 (As Amended)
- LEP 22 Somersby Industrial Park

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

Studies are available to the public when adopted by Council. A set fee is determined for individual studies. When original copies are no longer available a photocopying fee applies. A copy of each adopted study is made available to the public at Council's Administration Building and/or Gosford Library. The current fees charged are available on Council's Internet site [www.gosford.nsw.gov.au](http://www.gosford.nsw.gov.au). Studies available to the public for inspection include the following:

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

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

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

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



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

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

## SECTION 2 – STATEMENT OF AFFAIRS

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

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

## SECTION 3 – CONTACT ARRANGEMENTS

Freedom of Information requests may be submitted in writing to:

The General Manager  
Gosford City Council  
PO Box 21  
Gosford NSW 2250

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

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

The applicant should try to identify the document. However, if the applicant has insufficient information to accurately identify a document, staff will assist. A Freedom of Information Application form is also available at the Ground Floor Customer Services Counter. A fee is applicable for each Freedom of Information Application.

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

Peter Wilson,  
General Manager

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

**SECTION 1 – POLICY DOCUMENTS**

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

Annual Report

Audited Financial Reports

Audited Reports

Business Papers – Civic Centre, Bourke Street, Goulburn.

Code of Meeting Practices

Code of Conduct

Contribution Plans:

- City Wide Infrastructure
- Clyde Street
- Common Street – Draft
- Ducks Lane
- Marys Mount Development Service Plan
- Marys Mount Section 94
- Mulwaree Section 94
- Mulwaree Section 64
- Marulan Infrastructure Plan – Draft

Corporate Plan (refer to Management Plan)

Delegations and Authorities Manual

Management Plan

Designated Persons Return

Development Control Plans:

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

Disaster Plan

Disclosure Register

Draft Community Heritage Study 2002-04

General Cemetery Management Plan

Kenmore Cemetery Management Plan

- Employment Related Codes (See EEO Management Plan)
- Equal Employment Opportunity Plan
- Expenses and Facilities Policy
- Fees and Charges Policy (See Management Plan)
- Financial Plan (See Management Plan)
- Goulburn and Mulwaree demographic profile and projections
- Goulburn Heritage Study
- Goulburn LEP / Mulwaree LEP
- Former Mulwaree Shire Council and Goulburn Mulwaree Council – Guidelines/Plans/Strategies (Still applicable):
- DRIVES System Procedure
  - Mulwaree Heritage Study
  - Open Space and Recreation Strategy
  - Mulwaree Settlement Strategy
  - South Goulburn Threatened Species Management Plan
  - Water Tanker Operators
- Management Plan
- Minutes of open Committee Meetings
- Minutes of open Council Meetings
- Noxious Weed Management Plan for Enforcement (Class 4)
- Noxious Weed Management Program Guidelines
- Plans of Management for Community Land and compiled Plans of Management for:
- Belmore Park (Draft)
  - Bushland Reserves
  - Drainage Reserves
  - Foreshore Reserves
  - Goulburn Aquatic Centre
  - Goulburn Historic Waterworks and Marsden Weir Parkland
  - Governor's Hill Bushland (Draft)
  - Natural Areas
  - Parks and Playgrounds
  - Sportsgrounds
  - Street Trees
- Policies Register – Goulburn Mulwaree Council
- Code of Conduct
  - Code of Meeting Practices
  - Community Grants and Donations Schemes
  - Debt Recovery
  - Development Assessment and Decision Making
  - Draft Aboriginal Archaeological Survey
  - Draft Auburn Street Banners
  - Draft Credit Card Usage
  - Draft Drug and Alcohol
  - Draft Payment of Expense to the Mayor and Councillors
  - Draft Policy for Urban Rights of Way
  - Draft Private Pumping of Sewerage
  - Draft Purchasing
  - Draft Sewer Pumping Station required by Developers
  - Draft Storm Water On-Site Detention
  - Draft Use of Council Logo
  - Email Use and Monitoring
  - Expenses and Provision of Facilities for Councillors and Staff
  - Gift and Benefits
  - Plumbing, Drainage and Hydraulics
  - Rainwater Tank – New Development Policy
  - Significant Accounting Policy
  - Tourism Events Funding Policy
  - Trade Waste Policy
- Policies Register – Former Goulburn City Council (Still applicable to Goulburn Mulwaree Council)
- Acquisition of Easement for Subdivision Developments
  - Annual Leave

- Attendance of Social Function
- Attraction of Key personal to Goulburn
- Auburn Street Banners
- Bereavement Leave
- Blood Donor Leave
- Building Access
- Building Evacuation
- Carers Leave
- Child Protection in the Workplace – Employment Screening Requirements
- Child Protection in the Workplace – Reporting Requirements
- Civic Centre
- Civic Centre Meeting Room Booking Policy
- Civic Receptions and Visiting Delegations
- Clearance Requirements for Structures Erected Adjacent to Sewer Mains
- Coat of Arms – City Logo
- Commercial Filming within the city
- Community Consultation Protocol
- Community Service Order Schemes
- Complaints Management System
- Conference and Seminar Attendance
- Corporate Uniform
- Drug and Alcohol
- Electronic Mail and Internet
- European Wasp Eradication
- Events Sponsorship Policy
- Exit Interview
- Goulburn District Tourism Promotion
- Goulburn Sally Street Van Service
- Goulburn Sporting Colours
- House Numbering
- Industrial Development Assistance and Incentives
- Internal Reporting Protected Disclosures Act 1994 (Councillors and Staff)
- International Airport
- Investment Policy
- Jury Service
- Kerb and Guttering
- Land sales – Council Owned
- Lease of Council Property
- Leave Without Pay
- Library
- Lilac City Festival
- Local Supplier Preference – Tendering and Purchasing
- Long Service Leave
- Manual Handling
- Maternity Leave
- Media Releases
- Mobile Telephone Use
- Motor Vehicle – Fleet and Leasing
- No Smoking
- Occupation Violence
- Occupational Health and Safety
- Onsite Sewerage Management systems strategy
- Orchestra Riser
- Over Expenditure – Council Works
- Payment of Higher Duties
- Private Lanes
- Rainwater Tank
- Recruitment
- Regional Art Gallery
- Risk Management
- Roads

- Sewerage Services
- Sexual Harassment
- Sick Leave
- Signposting to Facilities, Services and Tourism Attractions
- Sister City Affiliations
- Sooley Dam
- Sponsorship Arrangements
- Sporting Council
- Sporting Levy
- Staff Long Service Recognition
- Street Appeals, Stalls and Funding Raising
- Street Names
- Sun Protection
- Subdivision
- Termination of Employment – (Dismissal)
- Termination of Employment – (Ill Health or Injury)
- Termination of Employment – (Resignation)
- Termination of Employment – (Retirement)
- Time in Lieu
- Tourism – After Hour Information
- Tourism – Memorandum of Understanding
- Training and Education Assistance
- Use of the Council Owned Steinway Grand Piano and Yamaha Upright Piano
- Voice Mail
- Waste Depot
- Water Allowance – Medical Reason
- Water Allowance – Nature Strip
- Water Allowance – Nature Strip
- Water Leaking
- Water Supply
- Workplace Bullying
- Youth Activities

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

- Access to Council Documents
- Calling, Opening and Considering of Tendering/Quotations
- Child Protection
- Claim Against Council
- Closing of Officer – Special Occasions
- Commercial Filming in Council Area
- Competitive Neutrality – Complaints
- Competitive Provision of Services
- Complaints Handling
- Condition for 5 year Road Lease
- Corporate Protocol
- Customer Contract Protocol
- Directional Signage
- Disposal of Impounded Items
- Distribution of Minutes
- Drug and Alcohol Policy
- Employee Induction Handbook
- Equal Employment Opportunity
- Formulation of Policies
- Freedom of Information
- Industrial Development Assistance and Incentives
- Internal Reporting – Model Policy
- Internal Reporting – Protected Disclosure
- Investment Policy
- Media Policy
- Motor Vehicle Provision and Replacement
- Payment for Untaken Sick Leave
- Placing of Advertisements

- Public Liability Insurance
- Rehabilitation
- Resolution to be Actioned
- Risk Management
- Roads – Permission to Use
- Safety Handbook
- Sale of Land for Unpaid Rates
- Smoke Free Working Environment
- Training Assistance Policy
- Use of Council Seal
- Use of Electronic Mail and Internet Facilities
- Use, Operation and Maintenance of Chainsaws
- Workers Compensation and Rehabilitation Process

Pricing Policy (in Management Plan)

Register of Investments

Smoke-Free Work Environment Policy

State of the Environment Report

Statement of Corporate Objectives

Tendering Policy

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

A Statement of Affairs, as part of the 2004/2005 Statutory Annual Report, has been prepared in accordance with section 14 (1) (b) and (3) of the Freedom of Information Act 1989 and is available for inspection during office hours at the Civic Centre, 184 – 194 Bourke Street, Goulburn.

## **SECTION 3 – CONTACT ARRANGEMENTS**

Requests under the Freedom of Information Act 1989 for access to documents held by Goulburn Mulwaree Council must be made by application in writing accompanied by a fee of \$30.00 and addressed to:

The General Manager  
Goulburn Mulwaree Council  
Locked Bag 22  
Goulburn NSW 2580

Documents may be inspected during office hours, Monday to Friday, 8.30am to 4.30pm at the Civic Centre, 184 – 194 Bourke St, Goulburn. Copies of the documents can be made available at a fee of 20c per page.

To contact Council, phone (02) 4823 4444; fax (02) 4823 4456 or email [council@goulburn.nsw.gov.au](mailto:council@goulburn.nsw.gov.au). Council's website is [www.goulburn.nsw.gov.au](http://www.goulburn.nsw.gov.au)

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

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

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

**Governance**

- Council Meeting Agenda
- Council Meeting Minutes
- Delegations of Authority Register
- Disclosure of Interests Register
- 2004/2005 Annual Report
- Code of Conduct
- Policy for the Provision of Expenses & Provision of Facilities to Councillors
- Code of Meeting Practice
- Access to Council Documents Policy
- Councillor Access to Information & Staff Policy
- Council Newsletters

**Corporate and Community Services**

- Schedule of Fees and Charges
- 2004/05 Auditors' Report
- 2005/06 Annual Budget and 3-Year Financial Plan
- Quarterly Financial Reviews
- 2004/05 Financial Statements, including -
  - Operating Statement
  - Statement of Financial Position
  - Statement of Changes in Equity
  - Cash Flow Statement
- 2005/08 Management Plan and Revenue Policy
- Policy Register
- Equal Employment Opportunity Management Plan
- Section 355 Committees – Development Fees Policy
- Internet Policy
- Email Policy
- Mobile Phone Policy
- Uniform Policy
- Credit Card Policy
- Employee Performance Appraisal Policy
- Drug and Alcohol Policy
- EEO Policy
- Protected Disclosures Policy
- Recruitment and Selection Policy
- Disciplinary Action Policy
- Recognition of Long Service Leave Policy
- Higher Duty Pay Policy
- Complaints Against Staff Policy

**Engineering**

- Bitumen Resealing Plan
- Gravel Resheeting Plan
- Plant Replacement Plan

- Road Construction Programme
- Roads Register
- Water Supply Reticulation Plans
- Sewerage Mains Plans
- Occupational Health and Safety Policy
- Occupational Rehabilitation Policy
- Code of Safe Working Practices
- Water Main & Sewer Main Extensions Policy
- Water Restrictions Policy
- Personal Protective Clothing Policy

#### **Environment and Planning**

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

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

A Statement of Affairs has been prepared as at 30 June 2006 and is available for inspection in accordance with the arrangements outlined below.

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

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

Public Officer  
PO Box 99  
Holbrook NSW 2644  
Telephone• (02) 6036 0100  
Facsimile (02) 6036 2683



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

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

**CORPORATE DOCUMENTS**

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

**PLANNING DOCUMENTS**

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

**POLICY DOCUMENTS****Building**

- Applications by Council
- Applications by Employees of Council
- Builder Toilet Facilities
- Building Alignment – Residential Area
- Building Standard – Foreshores of Boomerang and Blueys Beach
- Carports and Garages in Urban Areas – Erection of
- Earth Wall Construction
- Fencing in Urban Areas – Boundary
- House Numbering
- Local Approvals
- Notification Policy for Planning Matter

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

#### **Councillors and Council Committees**

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

#### **Development**

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

#### **Finances and Rates**

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

#### **Library**

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

#### **Occupational Health & Safety**

- Eye Protection for Council Staff
- Fire Extinguishers – Provision for Selective Council Plant Items
- Footwear – Provision of Safety Footwear for Staff

- Hazardous Material Incident Procedures
- Hearing Protection for Council Staff and Contractors
- Helmets – Wearing of Safety Helmets
- Occupational Rehabilitation – Worker’s Compensation Act
- Vests – Wearing of Safety Vests
- Work Clothes and Safety Equipment – Provision of

**Public Health**

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

**Public Reserve**

- Dune Areas – Encroachment on Public Reserves
- Public Liability Insurance Coverage required from Users/Hirers – Level of
- Commercial Use of Reserves

**Regulatory**

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

**Roads**

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

**Staff**

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

**Waste Management**

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

**Miscellaneous**

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

**SECTION 2 – STATEMENT OF AFFAIRS**

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

**SECTION 3 – CONTACT ARRANGEMENTS**

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

The Public Officer  
Great Lakes Council  
Breese Parade  
Forster NSW 2428  
Telephone: (02) 6591 7203  
Hours: 8.30 am – 4.30 pm, Monday to Friday

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

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

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

**SECTION 1 – POLICY DOCUMENTS**

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

Animal Control

Approvals

- Advertising
- Busking
- Development
- Fencing
- Noise Pollution

Buildings

Civic Matters

Committees

Community Matters

Council Matters

Dalton Park

Developments

Donations

Driveway

Environment

Facilities

Finance

Fire Breaks

Footpaths

Health

Industrial Assistance

Insurance

Kerb And Guttering

Land

Legal

Noxious Weeds

Parks And Gardens

Plant And Equipment

Pools

Ratesroads

Road Reserves

Saleyards

Sewerage

Staff

Subdivisions

Utility Services

Vandalism

Villages And Towns

Waste

Water

**SECTION 2 – STATEMENT OF AFFAIRS**

Council's last published Summary was as at 31 December 2005. Further details are available from the contact below.

**SECTION 3 – CONTACT ARRANGEMENTS**

Access to these documents may be arranged by contacting:

Mr Duncan McWhirter  
Administration Manager/Public Officer  
Griffith City Council  
PO Box 485  
Griffith NSW 2680  
Telephone: (02) 6962 8100  
Facsimile: (02) 6964 4368  
Email: [admin@griffith.nsw.gov.au](mailto:admin@griffith.nsw.gov.au)

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

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

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

Code of Conduct

Code of Meeting Practice

Delegations of Authority

Disaster Plans

Bush Fire Management Plan Operations

EEO Management Plan

Environmental Planning Instruments

Management Plan

Demand Management Plan

Drought Management Plan

Community and Social Plan

Minutes of Committee Meetings

Minutes of Council Ordinary Meetings

Administrative memoranda

Correspondence

Reports and working papers relating to the carrying out of the functions of the Council including Council's

Policy Register containing the following policies:

Access to Roadways

Advertising – Highway signs

Advertising – Placement of articles on Councils Footpath

Aerodrome – Lease of Land

Aerodrome Emergency Plan

Agricultural Chemicals – Use and Application

Alfresco Dining

Amusement Centres and Machines

Animals

Arts

Australia Day

Bridge Policy

Business Ethics

Building Matters

Cemetery Fees

Channel Specification

Code of Conduct

Community Service Obligation

Confined Spaces

Conflict of Interest

Council Boundaries (Amalgamations)

Council Meetings – Code of Practice

Council Services

Code of Safe Working

Council Meetings – Members of the Public to Address Council

Councillors – Payment of Annual Fees for Councillors

Councillors – Payment of Councillors Expenses and Provision of Facilities

Debts Owing to Council

Dogs

Email and Internet Policy

Environmental Policy

Ethnic Affairs Priorities Statement (EAPS)  
Equal Employment Opportunity  
Fencing  
Firebreaks  
Fire Fighting Water Connections 2005  
Flood Mitigation Works  
Food Premises  
Footpath  
Fuel Quotations  
Gates and Race Specification  
Gathering Information  
Hard Hats – Safety Policy  
Hay Goal Museum  
Hazardous Waste Incidents  
Headworks Charge  
Hire of Halls  
Hours of Work  
Immunisation  
Induction Manual  
Interest Free Loans  
Investments  
Key to Town/Shire  
Local Approvals Policy – Building Applications  
Local Orders Policy 18 – Keeping of Animals and Birds  
Local Orders Policy 21 – Premises Placed or Kept in Safe or Healthy Condition  
Local Orders Policy 30 – To Comply with an Approval  
Local Orders Policy 5(h) – Failure to Comply with Drainage Standards  
Maude – Community Mower  
Medical Complex  
Multiple Occupancy Developments  
Non-Smoking  
Noxious Weeds  
Noxious Weeds – Control of Noxious Plants  
Occupational Health and Safety  
Park Signs  
Parking Code  
Playground Policy  
Potentially Contaminated Sites  
Protected Disclosures Act  
Private Structures Policy  
Private Structures Subsidy  
Private Works  
Protocol  
Provision of Services beyond the Town Improvements Boundary – Sewerage  
Filtered and Raw Water  
Public Gates and Motor By-Passes on Public Roads  
Purchasing  
Ramps Specification  
Rates – Late Payments  
Rehabilitation – Return to Work  
Scholarships – Duval and Macleay – Constantine Memorial Arts  
Sewer – Discharge of Liquid Trade Waste to Sewers  
Sewer – Repair of Sewer Connections  
Sewer – Responsibility of Sewer Mains  
Rural Road Pavement Risk Management  
Signs as Remote Supervision  
Staff Interaction  
Staff Matter  
Staff – Training Programmes  
Staff – Vehicle Leasing  
Street Stalls and Raffles



Street Trading  
Street Trees  
Sun Safe  
Swimming Pool – Hours of Use  
Tidy Towns  
Urban Road Pavement Risk Management  
Urban Street Amenities  
Vandalism  
Waste Disposal Site – Opening Times  
Workplace Bullying.

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

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

## **SECTION 3 – CONTACT ARRANGEMENTS**

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

The Public Officer  
Hay Shire Council  
PO Box 141  
Hay NSW 2711  
Telephone (02) 69 931003  
Fax (02) 69 931288  
Email [mail@hay.nsw.gov.au](mailto:mail@hay.nsw.gov.au)

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

# FREEDOM OF INFORMATION ACT 1989

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

### SUMMARY OF AFFAIRS

of the

## HOLROYD CITY COUNCIL

FOI Agency No. 2148

### SECTION 1 – POLICY DOCUMENTS

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

- Access Policy and Action Plan
- Access and Equity Policy Statement for People from Culturally and Linguistically Diverse Backgrounds
- Asbestos Cement Policy
- City Health Plan
- Code of Conduct
- Code of Meeting Practice
- Charter of Residents' Rights
- Companion Animals – Low/Kill Policy
- Complaints Management Policy (also known as “Customer Interaction Management System Procedures”)
- Contaminated Land Policy
- Corporate Plan – Included in Management Plan
- Cultural Plan
- Delegation of Authority Register
- Asbestos and the Home Renovator
- Development Control Plans
  - DCP No. 1 Guidelines for Parking
  - DCP No. 2 Commercial Code
  - DCP No. 3 Industrial Code
  - DCP No. 4 Guidelines for Villa, Townhouse Development and Integrated Housing
  - DCP No. 4A Guidelines for Single Detached Dwelling including Alterations and
  - DCP No. 4B Guidelines for Dual Occupancy Development
  - DCP No. 4E Guidelines for Family Support Accommodation
  - DCP No. 5 Guidelines for Residential Flat Development
  - DCP No. 6 Guidelines for Subdivision
  - DCP No. 8 Professional Consulting Room Code
  - DCP No. 10 Eddy and Gary Streets Code
  - DCP No. 12 Bradman Street and Merrylands Road Code
  - DCP No. 14 Amusement Centres Code
  - DCP No. 16 Advertisement, Notices and Signs Code
  - DCP No. 18 Hereford Place Extension Code
  - DCP No. 19 Pitt Street Road Widening Code
  - DCP No. 21 Advertising Structures, Signs and Banners M4 Motorway Code
  - DCP No. 23 Forest Gum Estate Code
  - DCP No. 25 Planning Controls for Brothels
  - DCP No. 26 Merrylands Road, southern side between Burford Street and Addlestone Road, Merrylands
  - DCP No. 27 Guidelines for Development of Child Care Centres
  - DCP No. 28 Yennora Distribution Park DCP
  - DCP No. 29 Greystanes Creek DCP
  - DCP No. 30 Holroyd Gardens
  - DCP No. 31 Guidelines for Public Participation
  - DCP No. 32 Guidelines for Exempt and Complying Development
  - DCP No. 33 Guidelines for the Subdivision and Development of Sherwood Scrubs and adjoining lands

- DCP No. 34 Guidelines for Road Widening, Road Closures and Splay Corners in and adjacent to residential zones
- DCP No. 35 Guidelines for Planning for Less Waste
- DCP No. 36 Guidelines for the Subdivision and Development of Hillier Street.
- DCP No. 37 Guidelines for Dealing with Land Locked Sites
- DCP No. 38 Guidelines for Erosion and Sediment Control
- DCP No. 39 Heritage “Making the most of our Heritage Assets”
- DCP No. 41 Guidelines for Height Limits for Buildings Containing Dwellings
- DCP No. 42 Neil Street Precinct
- Disaster Plan – Holroyd DIS Plan
  - EEO Management Plan – included in Management Plan
  - Enforcement Policy
  - Environmental Management Plan
  - Environmental Planning Instrument – Holroyd LEP 1991 as amended
  - Financial Management Program – included in Management Plan
  - Food Premises Code
  - Former CSIRO Site, Employment Lands Precinct Plan
  - Former CSIRO Site, Pemulwuy Residential Lands Precinct Plan – Eastern Precinct
  - Greystanes Estate – Residential Lands Precinct Plan
  - Holroyd Environmental Assessment Plan
  - Human Resources Policies and Procedures Manual
  - Integrated Transport Study
  - Interim Telecommunications Code
  - Library Collection Development Policy
  - Local Air Quality Management Plan
  - Local Approvals Policy:
    - Holroyd Local Approvals Policy No. 3 (Mobile Food Vending Vehicles and Temporary Food Stalls)
  - Local Agenda 21: “Living Holroyd: A Sustainable Future”
  - Management Plan
  - Market Stalls Policy (DCS251-03)
  - Minutes of Committee Meetings
  - Minutes of Council Meetings
  - Occupational Health and Safety Rehabilitation Policy and Procedures
  - Occupational Health and Safety Policy
  - Outdoor Dining Policy
  - Payment of Expenses and Provision of Facilities to Councillors
  - Plans of Management of Community Land
  - Policies Manual
  - Pricing Policy – Included in Management Plan
  - Privacy Management Plan & Code of Practice
  - Provision of Information to, and Interaction between Councillors and Staff
  - Public Art Policy
  - Rainwater Tanks Policy
  - Revenue Policy – included in Management Plan
  - Section 94 Contributions Plan for Open Space and Recreation
  - Section 94 Contributions Plan for Roads, Road Widening and Splay Corners
  - Section 94 Contributions Plan for Community Facilities
  - Holroyd SEPP 59 Residential Lands Contributions Plan 2004
  - SEPP 59 Employment Lands Developer Contribution Scheme
  - Social Impact Assessment Policy
  - Social Plan
  - Sponsorship Policy
  - State of Environment Report
  - Tendering Policy
  - Tree Preservation Order – Holroyd Tree Preservation Order taken from the EP and A Act

## SECTION 2 – STATEMENT OF AFFAIRS

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

**SECTION 3 – CONTACT ARRANGEMENTS**

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

Public Officer  
Holroyd City Council  
PO Box 42  
Merrylands NSW 2160

or

Council Chambers  
16 Memorial Avenue  
Merrylands NSW 2160  
Telephone: (02) 9840 9840  
web: [www.holroyd.nsw.gov.au](http://www.holroyd.nsw.gov.au)  
Hours: 8.00am – 4.30pm, Monday to Friday

D. Trezise,  
General Manager

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

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

No Number	Plan of Management – Fagan Park (CASD)
No Number	Plan of Management – Greenway Park (CASD)
No Number	Plan of Management – Hastings Park (CASD)
No Number	Plan of Management – James Henty Park, Dural (CASD)
No Number	Plan of Management – Lillian Fraser Garden (CASD)
No Number	Plan of Management – Ruddock Park (CASD)
No Number	Plan of Management – Significant Areas Bushland (CASD)
No Number	Plan of Management – Storey Park, Hornsby (CASD)
No Number	Generic Plan of Management for Sportsgrounds, Parks and Reserves, 1996
No Number	Generic Plan of Management for Community Land and Crown Reserves – District 1
No Number	Generic Plan of Management for Community Land and Crown Reserves – District 2
No Number	Draft Generic Plan of Management for Community Land and Crown Reserves – District 3 & 9
No Number	Draft Generic Plan of Management for Community Land and Crown Reserves – District 8
No Number	Privacy Management Plan (CASD)
No Number	Medical Support DCP (CASD)
No Number	Residential Subdivision DCP (CASD)
No Number	River Settlements DCP (CASD)
No Number	Rural Lands DCP (CASD)
No Number	State of the Environment Report (CASD)
No Number	Statement of Affairs (CASD)
No number	Summary of Affairs (CASD)
No Number	Sustainable Water DCP (CASD)
No Number	Tree Preservation Order (CASD)
No Number	Duffy Avenue Precinct, Westleigh DCP (CASD)
No Number	Water Conservation Policy
No Number	Waste Minimisation and Management DCP (CASD)
No Number	Urban Runoff Management Code
COMSLS 1	Provision of Branch Libraries
COMSPSCS 1	Council Cash and Non-Cash Donations and Grants
COMSPSCS 2	Youth Services
COMSPSCS 3	Aged Services
COMSPSCS 4	Children’s Services Resource and Support Program
COMSPSCS 5	Access and Equity
CSC 1	Council’s Spokespersons for Media Enquiries
CSC 2	Council Publications
CSCM 1	Memo of Understanding Between Elected Members and Staff
CSCM 2	Staff Attendance at Public Meetings
CSCM 3	Adoption, Alteration and Review of Policies and Codes
CSCM 4	Council’s Involvement in Sponsorship
CSCM 5	Reporting of Corruption, Maladministration and Serious and Substantial Waste
CSCM 6	Public and Community Input
CSCM 7	Community Representation
CSCM 8	Councillors’ Questions and Requests of Staff
CSCM 9	Corporate Colours
CSCM 10	Use of Recycled Products
CSCM 11	Organisational Performance Review
CSCM 12	Grants
CSCM 13	Pecuniary Interest – Consultants Engaged by Council
CSCM 14	Selection and Engagement of Consultants
CSCM 15	Filming in the Shire
CSCM 16	Standards for Customer Service
CSFM 1	Tenders
CSFM 3	Investment of Surplus Funds
CSFM 4	Loan Borrowings
CSFM 5	Use of Funds Generated by Land Property Sales
CSFM 6	Land Acquisition Restricted Asset Account
CSFM 7	Debt Retirement and Capital Projects Restricted Asset Account
CSFM 8	Parks Development Restricted Asset Account
CSFM 9	Lease Financing
CSISAS 1	Mayoral Interviews

CSISAS 3	Attendance at Conferences (Elected Members)
CSISAS 4	Interstate and Overseas Travel
CSISAS 5	Public Forum
CSISAS 6	Freedom of Speech
CSISAS 9	Council Resolutions
CSISAS 10	Councillors' Questions and Memos
CSISAS 11	Indoor Staff Corporate Attire
CSISAS 12	Delegation of Authority to Grant Lease/Licence Agreements
CSISAS 13	Use of Council Buildings by Kindergartens
CSISAS 14	Lease/Licence of Council Land
CSISAS 15	Document Access Policy
CSISAS 16	Provision of Information to and Interaction Between Councillors and Staff
CSISAS 17	Insurance Protection for Councillors, Officers and Volunteers
CSISITS 1	Information Systems Technology
EHP 52	Managing Contaminated Land Policy
EHP 53	Sustainable Energy Policy for New Council Assets
ESPCM 1	Litter Bins
ESPCM 2	Public Places – Cleanliness
ESPCM 3	Cleaning of Council Buildings
ESWM 1	Recycling of Waste Matter
ESWM 2	Provision of Solid Waste Management Services
ESWM 3	Waste Containers
ESWM 4	Proposed Developments – Waste Storage
ESWM 5	Recycling Logo
ESWM 6	Sullage Depot
ESWM 7	Sullage Collection
PSA 1	Proposed Council Developments
PSA 12	Animal Circuses
PSS 1	On-Site Stormwater Detention
PWCBF 1	Blasting
PWPE 1	Outdoor Staff Corporate Attire
PWRF 1	Carriageway Widths
PWRF 2	Footpath Levels – Alterations
PWRF 3	Road Boundary Levels
PWRF 4	Opening of Roads and Footpaths
PWRF 5	Street Signs
PWRF 6	Street Lighting
PWRF 7	Vehicular Crossings
PWRF 8	Contributions for Construction of Kerbing and Guttering and Footpaths
PWRF 9	Footway and Footpath Widths
PWRF 10	Provision of Civil Infrastructure
PWRF 11	Maintenance of Civil Infrastructure
PWRF 12	Civil Infrastructure in Heritage Conservation and Selected Areas
PWRF 13	Allocation of Funding for Road Improvement Projects
PWTRSCP 1	Light Traffic Thoroughfares
PWTRSCP 2	Parking Restrictions in Council Car parks
RSUL 1	Garden Competition
SSHR 2	Smoke Free Environment
SSHR 3	Concessional Leave
SSHR 4	Industrial Agreement Severance Payments
SSHR 5	Equal Employment Opportunity
SSOD 1	Organisation Development
SSOHS 1	Occupational Health and Safety
SSQS 1	Environmental Management System
SSSD 1	Competitive Provision of Services and Security of Employment
tba	Customer Service Request Logging
tba	Purchasing and Contracting Sustainability
tba	Internally Restricted Asset Accounts
tba	Road Closures and Special Event Traffic Management
tba	Investigation of Complaints Against Councillors
tba	Aboriginal Recognition

**SECTION 2 – STATEMENT OF AFFAIRS**

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

**SECTION 3 – CONTACT ARRANGEMENTS**

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

The Public Officer  
Hornsby Shire Council  
PO Box 37  
Hornsby NSW 1630  
Telephone: (02) 9847 6608

Inspection of these documents may be undertaken at Council's Administration Centre

296 Pacific Highway  
Hornsby NSW 2077  
8.30am to 5.00pm, Monday to Friday.  
[www.hornsby.nsw.gov.au](http://www.hornsby.nsw.gov.au)

R. J. Ball,  
General Manager



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

- 1.1 Amusement Machines
- 1.2 Keeping of Animals
- 1.3 Code of Meeting Practice
- 1.4 Council Organisation Chart
- 1.5 Councillors & Staff – Code of Conduct
- 1.6 Committees – Terms of Reference
- 1.7 Delegation of Powers to Mayor
- 1.8 Delegation of Powers to Deputy Mayor
- 1.9 Signing of Bank Documents & Cheques
- 1.10 Policy/Procedure on Investments
- 1.11 Noise Control Act – Guidelines
- 1.12 Film and Television Locations
- 1.13 Parks & Reserves – Boronia Park – Regulations
- 1.14 Parks & Reserves – Regulations
- 1.15 Use of Parks & Reserves
- 1.16 Use of Council Vehicles
- 1.17 Staff Gratuities
- 1.18 Wages Staff – 9-Day Fortnight – Rules & Conditions
- 1.19 Salaried Staff – Working Conditions
- 1.20 Ranger/Ordinance Inspector
- 1.21 Construction and Use of Tennis Courts
- 1.22 Tree Preservation Order
- 1.23 Trees
- 1.24 Noxious Plants – Notice of Proclamation
- 1.25 Sandstone Kerbs & Gutters
- 1.26 Traffic & Parking Offences
- 1.27 Clothing Policy – Issue of Hats
- 1.28 Drug and Alcohol Use
- 1.29 Interstate & Overseas Travel
- 1.30 Complaints Handling
- 1.31 Purchase of Goods, Services & Materials
- 1.32 Access to and Use of Email
- 1.33 Bushcare Volunteer Management
- 1.34 Bushland Management
- 1.35 Child Protection
- 1.36 Communication
- 1.37 Human Resource Policy Manual
- 1.38 Filming Protocol and Manual
- 1.39 Moocoobola Festival
- 1.40 Outdoor Eating
- 1.41 Payment of Fees and Expenses and Provision of Facilities to Councillors
- 1.42 Playing Field Bookings (Seasonal)-Hirings
- 1.43 Privacy Code of Practice
- 1.44 Total Asset Management
- 1.45 Variable Working Hours-Salaried and Contract Staff
- 1.46 Occupational Health and Safety
- 1.47 Sponsorship Guidelines
- 1.48 Internal Reporting
- 1.49 Street and Reserves Tree Planting
- 1.50 Protection of Fauna During Tree and Vegetation Removal

- 1.51 Access to Information
- 1.52 All Works and Change of Use on Council Properties
- 1.53 Conflict of Interests
- 1.54 Councillor Access to Information and Interaction with Staff Policy
- 1.55 Councillor Oath and Affirmation Policy
- 1.56 Donation of Attendance Fees by Councillors
- 1.57 Equal Employment Opportunity
- 1.58 Financial Strategies
- 1.59 Garages and Carports
- 1.60 Gifts and Benefits
- 1.61 Guidelines for Stonewalls
- 1.62 House Numbering Policy
- 1.63 Leaseback Agreement
- 1.64 Media Policy
- 1.65 Salary Sacrifice
- 1.66 Staff Education
- 1.67 Street Stalls
- 1.68 Subdivision of Land
- 1.69 Use of Roads and Footpaths for Construction Zones
- 1.70 Workplace Bullying
- 1.71 Council Values
- 1.72 Council Charter
- 1.73 Statement of Business Ethics
- 1.74 Code of Administrative Good Conduct

#### Local Environmental & Development Control Plans

- 2.1 Hunters Hill LEP No. 1
- 2.2 Hunters Hill LEP No. 2 Rezoning
- 2.3 Hunters Hill LEP No. 3 Rezoning – Open Space
- 2.4 Hunters Hill LEP No. 4 Rezoning – Business
- 2.5 Hunters Hill LEP No. 5 Rezoning – Residential 2(b)
- 2.6 Hunters Hill LEP No. 6 1 & 1a Junction Street
- 2.7 Hunters Hill LEP No. 7 Pulpit Point
- 2.8 Hunters Hill LEP No. 8 109-111 Pittwater Road
- 2.9 Hunters Hill LEP No. 9 Open Space
- 2.10 Hunters Hill LEP No. 10 35 Gladesville Road
- 2.11 Hunters Hill LEP No. 11 Pulpit Point
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Council's latest Statement of Affairs was published on the 1st July 2000, and will be updated and published again on the 1st July 2001. Copies will be available for inspection, free-of-charge, or \$5.00 to purchase by contacting Council's Freedom-of-Information Officer.

## SECTION 3 – CONTACT ARRANGEMENTS

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

Hunter's Hill Council  
PO Box 21  
Hunters Hill NSW 2110  
SNDX 99626, Hunters Hill  
Telephone (02) 9879 9420 direct  
Telephone (02) 9879 9400 switch  
Fax (02) 9809 7338  
Email: council@huntershill.nsw.gov.au  
Hours: 800 am to 5.00 pm, Mondays to Fridays

## FREEDOM OF INFORMATION ACT 1989

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

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of the

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## SECTION 2 – STATEMENT OF AFFAIRS

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

## SECTION 3 – CONTACT ARRANGEMENTS

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

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

or

Civic Centre  
City Mall  
MacMahon Street  
Hurstville NSW 2220  
Telephone: (02) 9330 6222  
Facsimile: (02) 9330 6223  
Email: [hccmail@hurstville.nsw.gov.au](mailto:hccmail@hurstville.nsw.gov.au)

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

J. F. Patterson,  
General Manager

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

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

- Council's Annual Report
- Land Bank Register
- Code of Conduct
- Code of Meeting Practice
- Section 94 Contribution Plan
- Delegations of Authority Register
- Local Environmental Plan 1988 (as amended)
- Development Control Plans
- Industrial Development Code
- Off Street Parking Code
- Disaster Plan
- Equal Employment Opportunity Management Plan
- Payment of Expenses to, and use of Equipment and Facilities by Councillors Policy
- Financial Management Plan
- Local Approvals Policy
- Management Plan
- Minutes of Council and Committee Meetings
- Plans of Management for the following Community Land:
- Public Parks and Reserves
  - Homes for the Aged
  - Public Car Parks
  - Bushfire Station Lands
  - Water Reservoir Sites
  - Drainage Reserves
  - Garbage Depots
  - Public Hall Sites
  - Pounds
- Procedure Manuals
- Records Policies
- Flood Plain Management Plan
- State of the Environment Reports
- Notification of Adjoining Owners Policy
- Building Line Policy
- Occupational Health and Safety Code
- Smoke Free Work Environment Policy

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

**SECTION 2 – STATEMENT OF AFFAIRS**

A copy of the Council's most recent Statement of Affairs as printed June 2006 may be obtained by contacting the FOI Co-ordinator. The Statement of Affairs as compiled June 2006 provides information on the following:

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

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**SECTION 3 – CONTACT ARRANGEMENTS**

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

The General Manager  
Inverell Council  
PO Box 138  
Inverell NSW 2360

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

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

# FREEDOM OF INFORMATION ACT 1989

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

### SUMMARY OF AFFAIRS

of the

### KEMPSEY SHIRE COUNCIL

FOI Agency No. 2156

#### SECTION 1 – POLICY DOCUMENTS

Kempsey Shire Council's Policy Documents are as follows:

<b>Policy Register</b>	<b>No.</b>
Abandoned shopping trolleys	13.1
Access roads to rural residential areas	22.05
Access to rural subdivisions	13.8
Accounts – debts recovery	11.1
Accounts – fees and charges – sewerage charges	21.1
Accounts – plant hire and private works	21.2
Accounts – signing of cheques	11.2
Aged and invalid persons units – application for tenancy of rental units	11.3
Aggregation of certain land for rating purposes	21.26
Allocation of sporting fields	12.2
Assistance to organisations – grant applications and project management	11.4
Awards – cultural/literary	21.4
Awards – sporting achievements	21.3
Beaches – beach bathing – beach inspectors	12.3
Beaches – motor vehicles on beaches	23.17
Beaches – use of surfcraft in horseshoe bay	12.4
Bridge naming	12.15
Building alignments	23.2
Buildings demolition•	13.2
Building disposal of roofwater	13.3
Building temporary occupation of caravans or garages	23.15
Business incentive	10.10
Busking	11.5
Camping grounds – goolawah reserve racecourse – delicate	11.22
Caravan parks/camping grounds – caretakers authorities	11.23
Carnivals and concerts, circuses etc on council property	11.6
Cattle feed lots establishment of	23.3
Cemeteries and memorial garden policy	11.21
Chemical sensitivity	22.1
Civic centre use – hire of council chambers	11.7
Clyde street mall	11.14
Code of conduct	24.8
Code for food – commercial home catering	23.18
Code for food – commercial premises	23.19
Code for food – markets, bazaars, stalls and the like	23.20
Code of meeting practice	24.19
Code for practice for the protection of buildings from subterranean termites	23.4
Committee meeting arrangements	24.13
Committees under section 377 of the local government act 1993	24.12
Community consultation additional docs. Strategy & matrix	24.16
Complaints and compliments policy – council activities	24.17
Conflict of interest	24.9
Consumption of alcohol on public reserves	21.5
Contributions to works for footpaving	22.2
Contributions to works for kerbing and guttering	22.3
Control of noxious weeds	12.5



Council meeting arrangements	24.14
Council publications – subscriptions	21.6
Council quarry operations drilling and or blasting rock	12.6
Councillors and staff – interaction and provision of information to	24.1
Damage to water meters	12.17
Definition of categories used for sewerage access and usage charges	21.25
Demolition of buildings	13.2
Development and other applications – refund of fees	23.5
Disability access	21.8
Disclosures of interest – councillors and designated persons	14.3
Disconnection of water supply for non-payment	11.24
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Dogs – control and registration	13.4
Dogs – keeping of and kennels	13.5
Donations and grants and subsidies	21.7
Ecologically sustainable development	23.23
Events management	21.22
Extension of water mains	20.6
Farm land rating	21.9
Flood plain management strategy	23.6
Food surveillance programme	13.7
Footpath risk management	11.9
Fraud control procedure	24.20
Freedom of information	21.10
General manager – delegation of authority	24.2
Gifts and benefits	24.7
Hardship – relief to ratepayers	21.11
Height of buildings	23.7
Helicopter landing sites in the shire other than on council owned and controlled property	12.8
Helicopter landings on council owned and controlled property	12.7
Holidays – local public	21.12
Implementation of water restrictions	22.10
Incentive policy – sports facility develop and maint. Strategy	12.9
Industrial land – council owned	21.23
Information technology co-ordination policy	11.8
Initial sealing of roads	22.9
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Library fees and charges	11.11
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Loans to sporting clubs	21.14
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Outdoor religious activities	21.15
Parking code	23.12
Payment of expenses and provision of facilities to the mayor and councillors	24.4
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Public notification schedule 4•	23.22
Purchasing of goods and services to the value of \$100,000	11.26
Rating – vacant flood prone land	21.17
Receipts – issue	11.15
Records management program	11.18
Reference and information services	11.16

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Risk management	11.17
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Sale of goods in public places	23.21
Saleyard liveweight selling and general operation	20.4
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Staff – appointments – equal opportunity provisions	7.6
Staff – appointments – induction	7.5
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Staff – IT acceptable use of resources	7.38
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Staff – leave without pay	7.41
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Staff – military leave	7.46
Staff – motor vehicle	7.26
Staff – occupational health and safety policy	7.28
Staff – passive smoking	7.34
Staff – personal protective equipment	7.49
Staff – personal relationships policy	7.08
Staff – policy changes	7.89
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Staff – protection from uv radiation	7.30
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## SECTION 2 – STATEMENT OF AFFAIRS

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

## SECTION 3 – CONTACT ARRANGEMENTS

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

Civic Centre  
 45-53 Elbow Street  
 (PO Box 78)  
 West Kempsey NSW 2440  
 Telephone (02) 65663200  
 Facsimile (02) 65663205  
 Email [ksc@kempsey.nsw.gov.au](mailto:ksc@kempsey.nsw.gov.au)  
 Internet [www.kempsey.nsw.gov.au](http://www.kempsey.nsw.gov.au)  
 Hours: Monday to Friday 8.30 am to 4.30 pm  
 Call Centre: Monday to Friday 8.00am to 5.00pm

Appointments may be arranged outside these hours if necessary.

**FREEDOM OF INFORMATION ACT 1989****Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****KIAMA MUNICIPALITY COUNCIL****FOI Agency No. 2157****SECTION 1 – POLICY DOCUMENTS**

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

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

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

- South Warri Reserve, Geering St Surf Club, Tennis Club & Reserve
- North Kiama Neighbourhood & Child Care Centres
- Illuka Reserve, Kiama Downs
- Black Head Reserve
- Cathedral Rocks Reserve
- Gainsborough Chase Reserve
- Gainsborough Oval Community Land
- Jones Beach Reserve
- Kaleula Point Reserve
- Kendalls Beach Reserve
- Loves Bay Reserve
- Minnamurra Headland Reserve
- Minnamurra River Reserve
- South Warri Reserve
- Sports Grounds
- Stead Reserve
- Walkers Beach Reserve
- Warri Headland Boat Harbour Reserve
- Warri Beach Reserve
- Minnamurra River Estuary
- Environmental planning instruments, development control plans and plans made under section 94AB of the Environmental Planning & Assessment Act 1979 applying to land within Council's area as follows;
  - Local Environmental Plans:
    - Kiama Local Environmental Plan No 5
    - Kiama Local Environmental Plan 1996
    - Kiama Local Environmental Plan 1996 (Amendment No 1)
    - Kiama Local Environmental Plan 1996 (Amendment No 2)
    - Kiama Local Environmental Plan 1996 (Amendment No 3)
    - Kiama Local Environmental Plan 1996 (Amendment No 5)
    - Kiama Local Environmental Plan 1996 (Amendment No 8)
    - Kiama Local Environmental Plan 1996 (Amendment No 60) – Advert.
    - Kiama Local Environmental Plan 1996 (Amendment No 60) – Explanation
    - Kiama Local Environmental Plan 1996 (Amendment No 60) – Instrument
    - Kiama Local Environmental Plan 1996 (Amendment No 60) – Map Sheet 1
    - Kiama Local Environmental Plan 1996 (Amendment No 60) – Map Sheet 2
  - Development Control Plans:
    - Kiama DCP No 1 – Medium Density Development in Certain Residential Estates
    - Kiama DCP No 3 – Rural Home Hosting
    - Kiama DCP No 5 – Beachlands Estate
    - Kiama DCP No 6 – Integrated Housing
    - Kiama DCP No 7 – Dual Occupancy
    - Kiama DCP No 8 – Building Height and Residential Amenity
    - Kiama DCP No 9 – Pre Schools and Child Care Centres
    - Kiama DCP No 10 – Byrne's Run
    - Kiama DCP No 11 – Cottage Industry
    - Kiama DCP No 12 – Multiple Dwelling Housing in Residential Zones
    - Kiama DCP No 13 – Kiama Town Centre Urban Design Guidelines – Extract
    - Kiama DCP No 13 -. Kiama Town Centre
    - Kiama DCP No 14 – Gerringong Town Centre
    - Kiama DCP No 15 – Beachlands Estate – Amendment No 1
    - Kiama DCP No 16 – Silver Hill/Cedar Ridge – Amendment No 2
    - Kiama DCP No 17 – West Kiama – Amendment No 2
    - Kiama DCP No 18 – Energy Smart Homes – Amendment No 2
    - Kiama DCP No 20 – Exempt and Complying Development (Amendment No )
    - Kiama DCP No 22 – Barney Street Quarry
    - Kiama DCP No 23 – Cedar Grove Estate
    - Kiama DCP No 24 – Elambra Estate – Amendment No 2
    - Kiama DCP No 25 – Planning for Less Waste
    - Kiama DCP No 25 – Guide
    - Kiama DCP No 25 – Appendix 1A (Simple Waste Minimisation Plan for Single Dwellings, Demolitions, Dual Occupancies & minor Alterations Over \$5000)

- Kiama DCP No 25 – Appendix 1B (Waste Minimisation Plan for all other Developments)
- Kiama DCP No 25 – Appendix 1C (Waste Compliance Certificate)
- Kiama DCP No 25 – Fact Sheet for Builders
- Kiama DCP No 25 – Fact Sheet for Architects
- Kiama DCP No 25 – Fact Sheet for Owner Builders
- Kiama DCP No 25 – Fact Sheet – General Information
- Kiama DCP No 26 – Kiama Infants School
- Kiama DCP No 28 – South Kiama Drive & David Smith Place
- Kiama DCP No 31 – Landscape Guidelines
- Kiama DCP No 35 – Rural Dwelling Siting & Design Guidelines
- Kiama DCP No 36 – Building Lines & Foreshore Building Lines
- Kiama DCP No 37 – Contaminated Land
- DCP No 23 – Masterplan Map
- Draft DCP No 23 – Contaminated Land
- Section 94 Contributions Plans:
  - Kiama Section 94 Contributions Plan No 1 – Municipal Wide Contributions Plan
  - Kiama Section 94 Contributions Plan No 2 – Northern Region
  - Kiama Section 94 Contributions Plan No 3 – Southern Region
  - Kiama Section 94 Contributions Plan No 4 – Carparking Contribution (Kiama)
  - Kiama Section 94 Contributions Plan No 5 – Carparking Contribution (Gerringong)
  - Kiama Section 94 Contributions Plan No 6 – Carparking Contribution (Jamberoo)
  - Kiama Section 94 Contributions Plan No 7 – West Kiama Urban Release Area
  - Kiama Section 94 Contributions Plan No 7a – Cedar Ridge/Silver Hill
  - The Statement of Affairs, the Summary of Affairs and the Register of Policy Documents required under the Freedom of Information Act 1989
  - Department representatives reports presented at a meeting of the Council in accordance with section 433 of the Local Govt Act

**Other documents as follows:**

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

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

- Disaster plans
- Donations
- Dual Occupancy Subdivision – Fee
- Dwellings – Houses on Undersized Rural
- Dwellings Rural – Distances Between
- Dwellings – Rural – Roofing
- Effluent – Disposal
- Effluent – Pumpout
- Electric Vehicles – Use of
- Emergency Management – Dangerous
- Employee handbook, including staff code of conduct
- Energy Smart Homes
- Film Permit – Children’s Television Drama
- Film-Illawarra
- Financial Hardship
- Flexible Working Hours – Indoor
- Flood prone land policy
- Food premises code
- Footpaths – Street Level Advertising
- Grants – KADAC
- Grants – MEG
- HACCC – Policy & Procedures
- Harassment Prevention
- Health Records
- Hiring of community halls policy
- Home Hosting Facilities
- Home Hosting
- In Kind Contributions
- Indemnity Insurance – Building
- Internal reporting policy for the purposes of the Protected Disclosures Act
- Labour Market Programs
- Land Sales – GM Delegation
- Landfill
- Landfill – Use of Blast Furnace Slag
- Leave-EAs
- Library services policy
- Library – Word Processing Service
- Lifeguard Services
- Long Service – Recognition
- Memorial Seats
- Murals & Sculptures
- Naming of parks and reserves policy
- Overhead Cabling
- Parking Standards for Multi-Unit Housing
- Pest Control – Termites in Buildings
- Plan of Management – Sporting Fields
- Policy – Councillors’ Access to Information and their Interaction with Staff
- Privacy and Personal Information
- Private use of council vehicles policy
- Public Roads – Lease of
- Public Access
- Rainwater Storage Tanks – Installation
- Records Management
- Recruitment Selection & Appointment
- Recycling policy
- Rehabilitation
- River Bank Rehabilitation
- Road Transport Corridors – Principles
- Secondary Employment
- Section 101 Approvals – Advertising
- Security – Business Premises

- Sewerage Scheme – Jamberoo
- Skateboard Facility
- Smoking in the workplace policy
- Staff-Flexible Working Hours – Indoor
- Statement Business Ethics
- Statement of Values
- Storage Areas
- Stormwater Drainage
- Strategic asset management program (parks and reserves)
- Street Level Advertising Signage
- Studios
- Study Assistance
- Trade Waste & Refuse Disposal
- Tree Preservation Order
- Uniform Policy 1999
- Vacation care Operational guidelines
- Vehicles – Disposal of
- Vehicles – Replacement
- Waste Disposal – Non-Urban Areas
- Watercraft
- Youth

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

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

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

## **SECTION 3 – CONTACT ARRANGEMENTS**

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

The FOI Co-ordinator  
Kiama Council  
PO Box 75  
11 Manning Street  
Kiama NSW 2533  
Telephone: (02) 4232 0444  
Facsimile: (02) 4232 0555  
email: [council@kiama.nsw.gov.au](mailto:council@kiama.nsw.gov.au)



# FREEDOM OF INFORMATION ACT 1989

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

### SUMMARY OF AFFAIRS

of the

### KOGARAH COUNCIL

#### SECTION 1 – POLICY DOCUMENTS

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

- Development Control Plan No. 5. – Industrial/Showroom area and North Kogarah Residential Precinct
- Development Control Plan No 3. – Foreshore Development Policy
- Development Control Plan No 10. – Subdivision Code
- Swimming Pool Code
- Food Premises Code
- Development Control Plan No 11. – Centre Based Child-Care Services
- Development Control Plan No 8. – Off-Street Car Parking Code (not including residential development)
- Development Control Plan No 15. – Regulation of Brothels
- Development Control Plan No 2. – Interim Commercial and Industrial Development Plan
- Draft Development Control Plan – Outdoor Advertising
- Development Control Plan No. 16 – 28-36 Princes Highway, Kogarah
- Development Control Plan No. 17 – Hurstville Town Centre
- Development Control Plan No. 26 – Exempt and Complying Development
- Development Control Plan No. 27 – Telecommunication Facilities
- Development Control Plan No. 28 – Rainwater Tanks.
- Development Control Plan No. 29 – Development on Land Zoned Special Uses 5(b) – (Railway)
- Development Control Plan No 20 – Advertising of Development Applications and Neighbour Notification
- Development Control Plan No 32 – Kogarah Town Square Precinct
- Development Control Plan No 34 – Building Integrated Photovoltaics
- Development Control Plan No 35 – Telecommunications and Radio Communications
- Development Control Plan No 37 – Guidelines for Rail Noise and Vibration
- Accommodation for Older People and/or People with a Disability – Development Control Plan
- Development Control Plan 2/9 – Carlton
- Development Control Plan 4/1 – Sans Souci
- Development Control Plan 4/6 – Sans Souci
- Development Control Plan 6/1 – Carlton
- Development Control Plan 8/1 – Connells Point
- Development Control Plan 8/2 – Hurstville Grove
- Section 94 Contribution Plans
- Section 94 Contribution Plan No 5 – Open Space
- Section 94 Contribution Plan No. 6 – Hurstville South Area
- Section 94 Contribution Plan No. 8 – Kogarah Town Centre
- Section 94 Contribution Plan No. 3 – Hurstville Town Centre/Carparking
- Section 94 Contribution Plan No. 4 – Hurstville Town Centre/Streetscape
- Section 94 Contribution Plan No. 9 – Kogarah Council Libraries
- Management Plan
- EEO Management Plan
- Councillor Fees, Expenses and Facilities Policy
- Privacy and Personal Information Management Plan
- Procedure on Reporting Corruption, Maladministration and Serious and Substantial Wastage (incorporating Protected Disclosures Policy)
- Register of Delegations
- Local policies adopted by Council concerning Approvals and Orders
- Environmental Planning Instruments, Development Control Plans and plans made under section 94AB of the Environmental Planning and Assessment Act 1979 applying to land within the council's area
- Contaminated Land Policy

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

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

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

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

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

**General Documents**

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

**SECTION 2 – STATEMENT OF AFFAIRS**

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

**SECTION 3 – CONTACT ARRANGEMENTS**

Availability of information under section 12 (1A) (6) of the Local Government Act will be provided upon contacting the Customer Service Centre or Public Officer. The current standard fee for lodgement of a Freedom of Information application is \$30. A 50% reduction may be granted in cases of financial hardship. Requests under the Freedom of Information Act 1989 for access to documents held by Council may be made by application in writing and payment of the appropriate fee addressed to:

Mr Evan Hutchings  
Public Officer  
Kogarah Municipal Council  
Customer Service Centre  
84 Railway Parade  
Kogarah NSW 2217  
Postal Address: Locked Bag 8  
Kogarah NSW 2217  
Telephone: 9330 9400  
Facsimile: 9330 9560  
Email: [kmcmail@kogarah.nsw.gov.au](mailto:kmcmail@kogarah.nsw.gov.au)  
Internet site: [www.kogarah.nsw.gov.au](http://www.kogarah.nsw.gov.au)

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

**SECTION 1 – POLICY DOCUMENTS**

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

**Civic Management**

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

**Communications**

- Customer Request and Complaints Policy
- Community Consultation Policy

**Community Services**

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

**Finance & Business Development**

- Investment of Surplus Funds
- Purchasing Policy
- Tendering Policy

**Open Space**

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

- Tree Management Policy
- St Ives Showground Plan of Management
- Prohibition of Animal Circus Performances
- Temporary Access over Community Lands Policy
- Open Space Strategy
- Riparian Policy

### Planning and Environment

- Ku-ring-gai Planning Scheme Ordinance and Associated Zoning Maps
- Interim Development Orders Current Nos 29, 78, 79
- Interim Development Orders Repealed 1-28, 30-77
- Draft Local Environmental Plans Exhibited:  
165, 168, 175, 185, 186, 189, 191, 192, 196, 207, 208, 210
- Ku-ring-gai Local Environmental Plans Repealed:  
1, 2, 3, 4, 6, 7, 8, 9, 11, 12, 15, 16, 17, 18, 19, 25, 26, 27, 28, 29, 31, 32, 34, 35, 38, 39, 40, 46, 48, 49, 50, 51, 71, 79, 81, 82, 83
- Ku-ring-gai Local Environmental Plans Current:  
10, 13, 14, 22, 23, 33, 37, 41, 42, 45, 54, 55, 58, 60, 62, 64, 65, 67, 70, 72, 73, 74, 75, 76, 77, 84, 85, 86, 87, 89, 90, 92, 94, 95, 96, 97, 100, 101, 102, 103, 105, 106, 109, 110, 112, 113, 114, 116, 117, 118, 120, 121, 123, 124, 125, 129, 130, 131, 133, 134, 137, 138, 139, 140, 143, 146, 147, 149, 155, 157, 158, 159, 160, 162, 163, 169, 170, 171, 172, 174, 177, 179, 180, 182, 183, 188, 190, 194, 197, 200, 202, 201, 204, 207
- Ku-ring-gai (Consolidating) Local Environmental Plan 1987
- Ku-ring-gai (Heritage Conservation) Local Environmental Plans 1-9, 11,12, 13, 14, 17, 22, 26, 32
- Ku-ring-gai Draft (Heritage Conservation) Local Environmental Plans 10, 16, 18, 19, 20, 21, 27, 28, 29, 30, 31, 33
- Draft Conservation Area, East Gordon – DLEP 25
- House Numbers – kerb painted
- Development Control Plan Nos:
  1. 14-20 Link Road, St Ives – Certified 7.1.87
  2. Kintore Street, Wahroonga – Certified 29.4.87
  3. 1-19 Bent Street, Lindfield – Not proceeded with Council Resolution 1.9.87
  4. 49-51 Burns Road, Wahroonga – Certified 17.8.88
  5. Area generally bounded by 19 Pacific Highway, North Shore Railway Line, Boundary Street and Pacific Highway, Roseville – Not made
  6. Development in Residential Zones – Superseded by DCP 38
  7. Business Centres – Abandoned – Council Resolution 4.9.90
  8. Professional Consulting Rooms – Adopted 26.9.89, Certified 11.10.89
  9. 1-7 Bent Street, Lindfield – Not proceeded with Council Resolution 5.6.90
  10. 66-96 Pacific Highway, Roseville – Not made
  11. Pymble Business Centre – Superseded by DCP 14
  12. Town Houses and Villa Houses – No longer relevant with repeal of SEPP No 28
  13. Former St Ives Public School, 6-10 Porters Lane, St Ives – to be prepared
  14. Business Centre – Certified 8.8.95
  15. 134-138 Eastern Road, Wahroonga – Certified 30.9.92
  16. CSIRO Land – Bradfield Road, West Lindfield – Certified 15.1.97
  17. ‘Hillcrest’ 324-346 Mona Vale Road, St Ives – Certified 13.12.93
  18. ‘Uralba’ 75 Livingstone Avenue, Pymble – Certified 22.6.94
  19. 2-4 Mona Vale Road, Pymble – Certified 27.7.94
  20. 803-805 Pacific Highway, Gordon – Certified 7.7.94
  21. 67, 69-71, 73-75 Clissold Road, Wahroonga – to be prepared
  22. 9-15 Curagul Road, North Turramurra – Amended 6.12.94, Certified 16.12.94
  23. Properties adjoining Bushland – not made.
  24. Dual Occupancy Development – Policy Document
  25. Masada College, Wolseley Road, Lindfield – To be prepared
  26. 986 Pacific Highway and 2-4 Bloomsbury Avenue, Pymble – Certified 15.1.97
  27. Advertising Signs – Certified 17.4.96
  28. 153-165 Grosvenor Road, Wahroonga – Certified 6.12.96
  29. 71-81, 68-72 Maxwell Street, 270-280 Kissing Point Road, South Turramurra – Draft
  30. Access – Certified 14.5.97
  31. Exeter Road, Wahroonga – Certified 12 March 1996

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

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

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

- Energy Efficient Housing Policy
- Policy for Control of Demolition of Buildings
- Development Control Plan No 40 and Policy for Construction and Demolition Waste Management
- Dispute Resolution Policy
- Termite Protection Policy
- Ku-ring-gai Heritage Study 1987
- Ku-ring-gai Heritage Study – Aboriginal Sites – 1988
- Contaminated Land Management Policy 2004

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

- Bushland
- Community Groups Centre and Car Park – St Ives (205 Mona Vale Road) (2001)
- Community Halls and Meeting Rooms (2000)
- District Parks
- Echo Point Park (2003)
- Marian Street Theatre Site
- Gordon and North Turramurra Golf Courses (2001)
- Gordon Golf Clubhouse Precinct (2001)
- Playgrounds
- Princes Park
- Small Parks
- Sportsgrounds (2003)
- Swain Gardens
- Tennis Courts
- Wahroonga Car Park (2001)
- St Ives Village Green
- 4 Binalong Street, West Pymble
- North Turramurra Recreation Area
- Canoon Road Recreation Area
- East Roseville Community Centre and War Memorial Hall
- Rowe Street Car Park
- Tulkiyan
- Firs Estate Cottage
- Ku-ring-gai Art Centre (Draft 2003)
- Ku-ring-gai Bicentennial Park Plan of Management (2002)
- Ku-ring-gai Library Site
- Car Parks Generic
- St Ives Village Car Park
- Lindfield Library Site
- Childrens' Services
- Ku-ring-gai Library Site (2003)
- Parks (2003) Draft
- Council Chambers (Draft 2003)
- Generic Plan – Parks (20/09/05)
- Bushland and Natural Areas (Draft)
- Community Land (Draft)
- Technical Services
- Directional Signs on State and Regional Roads
- Drainage Easements
- Drainage Works and Maintenance Procedures
- Fencing
- Fleet Management & Driver Safety – Conditions of Use
- Footpath Policy and Procedures for footpath repairs and maintenance
- Hornsby Ku-ring-gai Local Disaster Plan (Local DISPLAN)
- Hornsby Ku-ring-gai Local Emergency Operations Centre – Standing Operating Procedures
- Kerb and Gutter Construction
- Ku-ring-gai Traffic Advisory Committee
- Ku-ring-gai Traffic Committee
- Parking of Vehicles on Footpaths
- Prioritising Capital Works
- Public Lighting – Lighting of Scouts and Guides' Premises on Council Land

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

## SECTION 2 – STATEMENT OF AFFAIRS

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

## SECTION 3 – CONTACT ARRANGEMENTS

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

Mr G O'Rourke  
Public Officer  
Ku-ring-gai Council  
818 Pacific Highway  
Gordon NSW 2072  
Telephone: (02) 9424.0888  
Fax: (02) 9424.0880  
e-mail: [kmc@kmc.nsw.gov.au](mailto:kmc@kmc.nsw.gov.au)  
Locked Bag 1056  
Pymble NSW 2073

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

John McKee  
General Manager



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

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

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

**Policies**

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

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

## SECTION 2 – STATEMENT OF AFFAIRS

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

## SECTION 3 – CONTACT ARRANGEMENTS

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

An application for access to documents of Council:

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

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

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

**FREEDOM OF INFORMATION ACT 1989****Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****LACHLAN SHIRE COUNCIL****FOI Agency No. 2161****SECTION 1 – POLICY DOCUMENTS**

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

**Codes:**

- Code of Conduct
- Code of Meeting Practice
- Keeping of Horses in Residential Areas
- Local Approvals Policy – Advertising
- Local Approvals Policy – Footpath Restaurants & Street Trading Stands
- Local Approvals Policy – Re-siting of Buildings
- Safety Practice

**Plans:**

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

**Management Plans:**

- 2005/2006 – 2008/2009 Management Plan
- Cemetery and Burials Management Plan
- Equal Employment Opportunity Management Plan
- Food Business Inspection Management Plan
- Footpath Management Plan
- Gum Bend Lake Management Plan
- On Site Sewage Management Plan
- Parks & Reserves Management Plan
- Privacy Management Plan
- Roads Management Plan
- Stormwater Management
- Tree Replacement Management Plan

**Policies:**

- Child Protection Policy
- Childrens Services Policy
- Complaints Policy
- Condobolin District Retirement Village Policy and Procedure Manual
- Contribution to Kerb & Gutter Policy
- Corporate Credit Card Policy
- Customer Service Policy
- Debt Recovery Policy
- Emergency Control Policy
- Equal Employment Opportunity Policy
- Film Policy
- Gifts, Benefits and Bribes Policy
- Graffiti Policy
- Industry Incentive Policy

Internal Reporting Policy  
Investment Policy  
Payment of Expenses and Provision of Facilities to Councillors  
Payment of Gravel Royalty Policy  
Payment of Expenses to Aboriginal Consultative Advisory Committee  
Procurement and Disposal Policy  
Occupational Health & Safety Policy  
Recruitment Policy  
Removal of Fruit Trees Policy  
School Donations Policy

**Other:**

Annual Financial Report 2005  
Auditors Report 2005  
Annual Report 2005  
Building Records (Applications/Approvals/Certificates)  
Business Papers for Council Meetings (but not including business papers for matters considered when a meeting is closed to the public)  
Delegations of Authority  
Development Application/Consent Records  
Land/Asset Registers  
Minutes of Council and Committee Meetings

**SECTION 2 – STATEMENT OF AFFAIRS**

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

**SECTION 3 – CONTACT ARRANGEMENTS**

The documents may be inspected during normal business hours (8.30 am. to 4.30 pm.) at:  
Council Chambers  
58-64 Molong Street  
Condobolin

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

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

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

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

**Art Gallery**

- De-Accession of Artworks Policy

**Building**

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

**Community Facilities**

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

**Community Services**

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

**Councillors**

- Email Filtering for Councillors

**Engineering**

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

**Environmental Services**

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

**Finance**

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

**Human Resources**

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

**Library**

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

**Planning**

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

**Roads**

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

- Naming and Renaming Roads
- Temporary Road Closures

**Subdivision**

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

**Waste and Emergency Services**

- Repair or Replacement of Damaged 240L Wheeled Garbage Containers

**General Documents**

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

**SECTION 2 – COUNCIL'S STATEMENT OF AFFAIRS**

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

**SECTION 3 – CONTACT ARRANGEMENTS**

Enquires concerning access to documents may be directed to either:

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

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

**SECTION 1 – POLICY DOCUMENTS**

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

**POLICIES**

- Advertising structures
- Animals
- Dog signs
- After hours impounding facilities
- Keeping of animals policy
- Appeals – development and building applications
- Bill posters
- Notification of applications for development proposals



- Ground levels related to floor levels to be shown on plans
- Carports
- Plaza – shop awnings
- Plumbing
- Power poles
- Solar hot water services
- Residential flat requirements
- Hoardings
- Site controls
- Strata title units development applications
- Ventilation code
- Natural ventilation of public garages
- Battleaxe allotments – building upon handle
- Inclinator
- Australian height datum
- Kindy Cove Child Care Centre – aims and objectives
- Kindy Cove Child Care Centre – management
- Loan of equipment to community groups
- Purchase orders – community groups
- Lease of property to clubs and organisations
- Financial support
- Hire charges – council civic centre
- Financial assistance to community groups
- Consultants' submissions and reports
- Councillor/s
- Written reports of conferences
- Meeting with the public
- Entry by councillors on invitation
- Payment of expenses and provision of facilities to councillors
- Conflicts of interest
- Review of council's policies
- Register of legal opinions
- Council's logo
- Land and property portfolio
- Affixing of council's seal
- Australian made goods
- Purchasing policy
- Use of local contractors
- Competitive neutrality complaints handling mechanism
- Delegation of authority – mayor
- Council involvement in litigation
- Delegation of authority – deputy mayor
- Delegated authority
- Illegal uses
- Section 149 certificates
- Trade waste control
- solar access
- development application fees
- bond/bank guarantees – development/building applications involving significant trees
- reflective glass in external walls
- developments – expression of opinion
- models of development proposals
- development conditions of consent – non residential uses
- Drainage policy
- Display of goods on footpaths
- Display of goods on council footpaths
- Exhibitions of policies – environmental services
- Common boundary fences
- Tennis courts – fences
- Contributions to common boundary fences
- Expenditure not to exceed estimate – report by officers

- Application for grants
- Proceeds from sale of library books
- Properties acquisition and open space – 4 year programme
- Reserves
- Flag poles
- Foreshore development
- Rock faces and flora
- Boat sheds
- Council's involvement in community services
- Community profile
- Use of chlorofluorocarbons
- House numbering by private companies
- Internal reporting policy
- Internal reporting procedure
- Internet and e-mail management policy
- Battleaxe subdivisions
- Strata subdivisions
- Subdivisions – garbage collection areas
- Subdivision applications – easements through reserves
- Subdivision undersized lots
- Library buildings and safety
- Commercial use of the library
- Membership identification criteria
- Library hours
- Library borrowing – number of items
- Period of loans
- Photocopiers – public
- Security
- Censorship
- The collection
- Donations of materials to the library
- Display of community notices
- Outreach services
- Marjorie Propsting Memorial Library
- Junior library
- Fees and related income
- Corporate library
- Local government collection
- Local history collection
- Publications by the library
- Privacy and library records
- Library charges
- Stock withdrawal and replacement
- Shorelink policies and procedures
- Photographing of the lane cove municipality on a regular basis
- Use of mechanical rock pick machines
- Open space – dual occupancy
- Exemption from restriction
- Off street parking contribution
- No parking – road marking across driveways
- Playing fields in schools
- Use of herbicides
- Horses in reserves
- Medical examination prior to employment
- Designated employees – disclosure of interest
- Gratuities
- Private works by members of council's staff
- Computers – use of
- Council vehicles – contract staff
- Council vehicles – leaseback arrangements
- Sick leave – extended periods

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

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

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

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

## **SECTION 3 – CONTACT ARRANGEMENTS**

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

Peter Brown  
General Manager

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

**SECTION 1 – POLICY DOCUMENTS**

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

**SECTION 2 – STATEMENT OF AFFAIRS**

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

**SECTION 3 – CONTACT ARRANGEMENTS**

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

The Public Officer  
Leeton Shire Council  
23-25 Chelmsford Place  
Leeton NSW 2705  
Telephone: (02) 6953 2611

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

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

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

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

**CORPORATE & INFORMATION SERVICES**

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

**EMPLOYEE SERVICES**

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

**ENVIRONMENTAL MANAGEMENT**

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

**INFRASTRUCTURE & SERVICE DELIVERY**

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

**SECTION 2 – STATEMENT OF AFFAIRS**

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

**SECTION 3 – CONTACT ARRANGEMENTS**

The Council's designated inquiry officer is George Georgakis, Manager Administration Services (02) 9367 9121. Council's policy documents may be inspected by appointment between 8.30am – 5.15pm weekdays at the:

Administration Centre  
7-15 Wetherill Street  
Leichhardt NSW 2040

Peter Head  
General Manager

# FREEDOM OF INFORMATION ACT 1989

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

### SUMMARY OF AFFAIRS

of the

### LISMORE CITY COUNCIL

FOI Agency No. 2166

#### SECTION 1 – POLICY DOCUMENTS

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

#### POLICIES, CODES AND PRACTICES

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

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



**DEVELOPMENT CONTROL PLANS**

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

**LOCAL ENVIRONMENTAL PLAN**

Lismore Local Environmental Plan 2000

**COMMUNITY SERVICES & FACILITIES PLANS**

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

**OTHER DOCUMENTS**

General Specifications

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

S94 Contributions Plan

**SECTION 2 – STATEMENT OF AFFAIRS**

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

**SECTION 3 – CONTACT ARRANGEMENTS**

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

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

of the

**LIVERPOOL CITY COUNCIL****FOI Agency No. 2167****SECTION 1 – POLICY DOCUMENTS**

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

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

**SECTION 2 – STATEMENT OF AFFAIRS**

A Statement of Affairs for the Liverpool City Council (as required under the Freedom of Information Act) is dated July 2006 and is available from the Public Officer, Liverpool City Council at no cost or by visiting Council's website [www.liverpool.nsw.gov.au](http://www.liverpool.nsw.gov.au).

**SECTION 3 – CONTACT ARRANGEMENTS**

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

Telephon: (02) 9821 9309  
Facsimile: (02) 9821 9532  
Email: [f.sut@liverpool.nsw.gov.au](mailto:f.sut@liverpool.nsw.gov.au)

or writing to:

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

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

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

**Governance and Corporate Policies**

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

**Infrastructure & Technical Policies**

Banner Advertising  
Cemeteries – Quirindi and Villages

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

**Environment and Community Services Policies**

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

**Council's Management Plan consisting of:**

Corporate Objectives  
Principal Activities and Services  
Statement of Business Activities  
Statement of Human Resource Activities  
Statement of Equal Employment Opportunity  
State of Activities to Protect Environmentally Sensitive Areas  
Annual Statement of Revenue Policy  
Fees and Charges  
Budget Estimates  
Performance Targets

**Other**

Advertising Code  
Annual Report  
Auditors Report  
Building Application / Approval Records  
Building Certificate Records

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

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

A copy of the Council's most recent Statement of Affairs may be obtained by contacting the F.O.I. Co-ordinator. The Council's Statement of Affairs provides information on the following:

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

## **SECTION 3 – CONTACT ARRANGEMENTS**

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

Public Officer  
PO Box 152  
Quirindi NSW 2343  
Phone: (02) 6746 1755  
Fax: (02) 6746 3255  
Email: [lpesc@lpesc.nsw.gov.au](mailto:lpesc@lpesc.nsw.gov.au)  
Business Hours – Monday to Friday 8.30 a.m. to 5.00 p.m.

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

**SECTION 1 – POLICY DOCUMENTS**

The Council maintains the following Policy Documents:

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

**SECTION 2 – STATEMENT OF AFFAIRS**

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

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

The most recent Statement of Affairs was published on 30 June 2005.

**SECTION 3 – CONTACT ARRANGEMENTS**

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

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

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

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

**SECTION 1 – POLICY DOCUMENTS**

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

**Planning**

**LEP**

Manly Local Environmental Plan 1988 as Amended  
 Manly Local Environmental Plan 1988 – Amendment 34 Acid Sulphate Soil map  
 L.E.P. Map

**DCP**

Manly Development Control Plan (DCP) for the Residential Zone 2001 Amendment 1  
 – Appendix Map A Penguin & Bandicoot Residential DCP  
 – Appendix Map B Residential Density Sub-Zones  
 – Appendix Map C maximum Height Sub-Zones  
 Manly DCP for the Business Zone 1989: Amendment 4  
 The Corso DCP  
 – Part A  
 – Part B North  
 – Part B South  
 Manly DCP for the Industrial Zone 1991  
 Manly DCP for Energy Efficient Buildings 1998  
 Manly DCP for Backpacker Accommodation 1998: Amendment 1  
 Manly DCP for Landslip and Subsidence 2001  
 Manly DCP for Waste Minimisation and Management 2000  
 Manly DCP for Notification 1999: Amendment 2  
 Manly DCP for Access incorporating the Manly Access Policy  
 Manly DCP for Advertising Signs 1993  
 Manly DCP for Sites in Gurney Crescent & Clavering Rd Seaforth 2002: Amendment 1  
 Manly DCP for Childcare Centres  
 DCP Manly Cove  
 DCP for Telecommunications & Radio Communications  
 DCP Late Night Venues 2005

**OTHER**

Manly Section 94 Contributions Plan  
 Manly Town Centre Urban Design Guidelines 2002  
 Balgowlah Shopping Centre Urban Design Controls 1999  
 (a) Balgowlah Shopping Centre Urban Design Plan 1999  
 (b) Balgowlah Shopping Centre Design Plan 1999 Appendix  
 Manly Code for the Protection against Termite Attack 1996  
 Manly Development Control Policy for Manly Cove  
 Manly Specification for Stormwater Drainage 2003  
 (a) Manly Specification for On-site Stormwater Management 2003  
 (b) Specification for On-site Stormwater Management 2003 Appendix Maps  
 Manly Specification for Civil Infrastructure, Development & Subdivisions 2003  
 Manly Council Contaminated Lands Policy 2003.  
 Guidelines for Installation of Rainwater Tanks  
 Greywater, Reuse Policy

**Other Policy Documents**

Annual Community Report  
 Annual Report  
 Manly Andrew “Boy” Charlton Swim Centre Annual; Report



Auditors Report  
 Annual Budget  
 Management Plan  
 Code of Conduct  
 Social Plan 2004-2009 Needs Assessment  
 Social Plan 1999-2004  
 Sustainability Strategy 2002  
 Local Air Quality & Greenhouse Action Plan  
 Land Register  
 Plans of Management
 

- Seaforth Oval
- Keirle Park
- Tania Park

 State of the Environment Report  
 Code of Meeting Practice  
 Register of Investments  
 Returns of the Interests of Councillors, Designated Persons and Delegates  
 Returns as to Candidates' Campaign Donations  
 Business Paper Agendas (Excluding Closed Committee)  
 Business Paper Minutes (Excluding Closed Committee)

### **Policies**

Accounts – Available Working Capital  
 Advertisements  
 Advertising  
 A-Frame Signs and Merchandise Offered for Sale  
 Armoured Vehicles – Provision for Parking  
 Awards – Manly Civic Design  
 Banners – Display of Banners Within Council Controlled Properties and Reserves  
 Beach Management  
 Beaches and Reserves – Commercial Filming – Conditions and Charges  
 Blasting Permits  
 Boat Building In Residential Areas  
 Builders' Rubbish Containers  
 Caretakers – Residential Caretakers In Council Buildings  
 Circuses – The Operation of Circuses With Exotic Animals In Manly  
 Circus – Limitation On Performances  
 Clean Air – Complaints  
 Clearing of Shrubs and Undergrowth  
 Closed Circuit Television Protocol – Administration Building  
 Closed Circuit Television Protocol – Carparks  
 Clubs and/Or Organisations – Remission of Rates  
 Committees – Appointment of Councillors  
 Committees – Section 355 Committees – Audit Fees  
 Community Groups – Financial Assistance  
 Complaints Management Policy  
 Consultation – Community Consultation Protocol  
 Corner Splays – Acquisition of  
 Corner Splays – Council To Meet Costs  
 Corner Splays – Notification On Certificates  
 Corporate Image  
 Council and Committee Meetings – Length of Meetings  
 Council Meetings – Availability of Agenda Papers To Public  
 Council Chamber – Seating Arrangements  
 Council Letterhead – Council Committees and Areas of Activity – Signing of Correspondence  
 Councillors – Committee Membership Not Appointed By Council  
 Councillors – Personal Accident Insurance – Authorisation To Attend Functions  
 Councillors – Reports From Council Officers  
 Cultural Policy  
 Customer Service Charter

Debt Recovery – Warrants of Commitment – Authorisation of  
Development Applications  
Development Application Approval  
Development Application – Fees for Heritage Buildings  
Development Control Plan – Residential Zone  
Dog Management – Urban Dog Management  
Dinghies – Storage of Dinghies On Council Foreshores  
Donations – Items of Park Furniture  
Drainage Easements – Construction Over  
Driveways – Non-Standard Construction  
Election Campaigning – Federal, State & Local Government Elections  
Elections – Poll of Electors To Be Held In Conjunction With Ordinary and Extraordinary Elections of Council  
Environmental Levy Component of Rate – Increase In Annual Contribution  
Financial Assistance To Cultural Groups  
Financial Reporting – Measures of Council Liquidity  
Footpath Trading  
Garbage Charges – Surf Clubs, Scout and Guide Halls In Council Reserves  
Garbage Containerisation Service – Size of Containers  
Graffiti  
Hire Boat Operations – Beaches and Reserves  
Hoardings – Placing of Hoardings At Construction Or Demolition Sites  
Honorary Rangers  
Insurance – Premsure – Elected Representatives  
Internet Access & Use  
Leases – Council Property – Maintenance of By Lessee/Licensee  
Leases – Council Property – Payment of Rates & Charges By Lessee  
Library -Borrowers Policy  
Library – Commercial Sponsorship of Library Activities  
Library – Statement On Freedom of Collection, Access, Use and Librarian’s Role  
Library – Local History  
Manly Art Gallery & Museum – Acquisitions and Exhibitions Policy  
Manly Art Gallery & Museum – Free Admission for Children On Organised Tours  
Manly Art Gallery & Museum – Collection On Local History  
Manly Art Gallery & Museum – Presentation of Paintings Purchased From Funds Raised By Former Ladies Auxiliary  
Manly Art Gallery & Museum – Support for Local Artists  
Manly Art Gallery & Museum – Waiving of Fees  
Mayor and Councillor’s Remuneration Fees  
Neighbourhood Watch and Safety House Scheme  
Noise Complaints – General  
Nuclear Weapons – Abolition and World Peace  
Open File Policy  
Overgrowth of Vegetation  
Pamphlets & Leaflets – Distribution On Public Roads and In Shopping Centres  
Parking – Policy – Manly Central Business District  
Parking – Issuing of Designated Parking Permits  
Parking – Provision for Designated Parking Spaces for Armoured Vehicles  
Parking Permits – Manly Life Saving Club Inc/ Manly Community Centre  
Parks and Reserves – Use of By Junior Sports  
Payment of Expense & Provisions of Facilities to Mayor & Councillors  
Poll of Electors To Be Held In Conjunction With Ordinary and Extraordinary Elections of Council  
Precinct Committees  
Pricing Policy Goods & Services  
Printing and Stationery – Use of Recycled Paper  
Property Acquisition Reserve Fund  
Prosecutions – Withdrawal of  
Public Liability Insurance  
Public Sculpture Policy  
Rates – Pensioners – Accrual of Rates & Charges & Writing Off Interest  
Reconciliation Between Indigenous and Non-Indigenous Australians

Recycling – Events and Promotions  
Reserves – Exclusive Use for Private Functions  
Reserves – Outdoor Furniture – Dedication  
Road Reserves – Outdoor Eating Areas – Licensing of  
Road Reserve – Lease for Parking As A Development Application Condition  
Road Reserve Leases – Adjacent and Conjoining Parent Lot  
Road Reserves – Driveways  
Road Reserve Nature Strips  
Seawalls – Construction and Replacement  
Senior Citizens’ Centre  
Shopping Trolleys – Impoundments  
Signs – Council Projects – Displaying of  
Signs – Direction  
Signs – A-Frame Signs and Merchandise Offered for Sale  
Signs – Public Telephones  
Sister Cities – Policy On Visits To Council By Overseas Tourists  
Skateboards & Bicycles On The Corso – Control of  
Skateboards, Bicycles and Rollerskates On The Ocean Beach Walkway  
Smoking – Council Owned Buildings  
Solar Hot Water Installations (Building Applications)  
Special Events (Road Closures) Traffic and Transport Management Plan  
Sponsorship – Council Activities and Events  
Sport and Recreation Facilities In Manly – Guiding Principles  
Stalls – Constituent Interviewing By Local Members  
Stormwater Runoff  
Strata Subdivisions – New and Old Buildings – Car Parking  
Strata Subdivisions – Old Buildings  
Swimming Centre, Manly – Complimentary Season Passes To Elite Athletes  
Swimming Pools – Fencing of  
Swimming Pools (Private) – Leaking  
Sydney Water  
Tenders – Lobbying of Councillors  
Tourism Policy  
Trading Activities – Hawking & Vending On Public Reserves, Roads & Public Places  
Tree Preservation Order  
Trees – Lopping for Electricity Transmission Lines  
Trees – Lopping for Views  
Trees – Removal of “Ficus” Varieties  
Trees – Ringbarking, Poisoning, Root Damage  
Unemployment Relief Schemes  
Vehicular Crossing and Layback Openings  
Vehicle Crossing Construction – Colour of Concrete  
Vehicle Crossings – Maintenance of Unpaved Crossings  
Vehicle Crossings/Driveways – Non Standard  
Vehicle Crossings – Payment for Pavement of Road Shoulders  
Vehicle Crossings To Private Property – Temporary Construction In Asphalt – Payment By Owners  
Vehicle Crossings – Use of Uni-Pave Concrete Blocks  
Warringah Freeway and Public Transport – Manly Warringah  
Waste Minimisation – Functions and Events In Manly  
Water Courses – Piping of  
Wentworth Street Redevelopment – Access To Corso Properties

## SECTION 2 – STATEMENT OF AFFAIRS

Refer attached copy.

**SECTION 3 – CONTACT ARRANGEMENTS**

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

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

Enquiries may be directed to the Administration Officer by telephone (02) 9976 1500 between the hours of Plans of Management of Community Land;

**FREEDOM OF INFORMATION ACT 1989****Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****MARRICKVILLE COUNCIL****SECTION 1 – POLICY DOCUMENTS****CORPORATE SERVICES****Administrative Services**

Statement of Business Ethics

Child Protection Guidelines

Information (Access to)

Disclosure of Interests by Councillors and Designated Officers

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

Code of Meeting Practice

Code of Conduct

Street Trading

Answering Correspondence

Preparation of Addendums

Printing &amp; Stationery

Inclusion of Information in Business Paper for Council and Committee Meetings

Councillors' Access to Information

Payment of Expenses and Provision of Facilities to Councillors

Conflicts of Interest

Delegations of Authority Register

Petitions Guidelines and Procedures

Tenders &amp; Quotations Procedure

Complaints Handling Procedure

Constitution of Committees and Committee Delegations 2005

Code of Councillor Practice

Internal Reporting Policy

ICAC Matters

Guidelines for Dealing with Competitive Neutrality Complaints

Procedure for the Disposal of Scrap and Low Value Assets

**Employee Services**

EEO Plan 2005/06

Human Resource Planning

Occupational Health &amp; Safety

Equal Employment Opportunity

Smoke-Free Work Place

Recruitment, Hiring &amp; Induction

Conditions of Employment

Conditions of Leave

Pay &amp; Allowances

Termination of Employment

Security – Employee Records

Redundancy

Redeployment

Filling of Vacant Position of Director

Uniforms – Dress Code

Recruitment &amp; Selection Guidelines and Procedures

Learning and Development Plan 2005/06

Sexual Harassment

Travel Policy for Staff on Council Business

Hazardous Substances  
Risk Management  
Training & Development – Study Assistance  
SAFE System- Safe And for the Environment  
Studies Assistance Policy  
Guidelines for Dealing with Workplace Aggression

### **Finance**

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

### **Information Systems**

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

### **Corporate Development**

Marrickville Community Plan  
Strategic Plan 2006-2011  
Management Plan 2006/2009  
Continuous Quality Improvement

### **Legal Services**

Legal Services Management Plan 2005-2006

### **Development and Environmental Services**

Development Assessment/Monitoring/Planning  
Code for Industrial Development  
Section 94 Contribution Plan 2004  
Nuclear Free Policy  
Code for the Control of Erection of Signs & Advertising Structures  
Building Certificate Records  
Development Application consent register  
Stormwater and On-site Detention Code  
Footway Cafes & Restaurants  
“A” Frames, other advertising structures display goods for sale  
Signs  
Regulation  
Street Vending  
Abandoned Vehicles  
Footpath Obstructions

Footpath Obstructions – Car Parking

Backyard Burning

Offensive Noise of Dogs

Dog Control

Development Control Plans:

- DCP 17, Abergeldie Estate Conservation Area
- DCP 19, Parking Strategy
- DCP 27, Waste Management
- DCP 28, Urban Design Guidelines for Business Centres
- DCP 29, Contaminated Land Policy and Development Controls
- DCP 30, Cooks River Flood Plain
- DCP 31, Equity of Access and Mobility
- DCP 32, Energy Smart Water Wise
- DCP 34, King St. & Enmore Rd Heritage & Urban Design
- DCP 35, Urban Housing, Volumes 1 & 2
- DCP 36, Complying and Exempt Development
- DCP 37, Brothels and Other Sex Services Premises
- DCP 38, Community Safety
- DCP 39, Development Notification Policy
- DCP 40, Warne Place, South Marrickville
- DCP 41, Barwon Park Triangle, St. Peters

Local Environmental Plans:

- MLEP 2001, Marrickville LGA
- MLEP 2001 (Amendment No. 1), 1-3 Coronation Avenue, Petersham
- MLEP 2001 (Amendment No. 2), 163A-181 New Canterbury Road & part 15 The Boulevard, Petersham
- MLEP 2001 (Amendment No. 3), 36-38 Oxford Street, Newtown
- MLEP 2001 (Amendment No.4), Rezoning of Former Arterial Road and Arterial Road Widening Reservations
- MLEP 2001 (Amendment No. 5), 287 Victoria Road, Marrickville
- MLEP 2001 (Amendment No. 6), 1-7 Macaulay Road, Stanmore
- MLEP 2001 (Amendment No. 7), 58-64 Salisbury Road, Stanmore
- MLEP 2001 (Amendment No. 8), 2-6 Bridge Road, Stanmore
- MLEP 2001 (Amendment No. 9), Rezoning of 24 Gordon Street, Petersham  
Rezoning of and Schedule 2 requirements for 24-26 Perry Street, Marrickville  
1-13 Garners Avenue, Marrickville  
Renaming and arrangement of Schedule 2 (MLEP 2001)  
Replacement of clause 45 (MLEP 2001) with new clause
- MLEP 2001 (Amendment No. 10), Reclassification / rezoning of Council Owned Car Parks
- MLEP 2001 (Amendment No. 12), Warne Place, South Marrickville
- MLEP 2001 (Amendment No. 13), 39 Francis Street, Marrickville
- MLEP 2001 (Amendment No. 14), Barwon Park Triangle, St Peters
- MLEP 2001 (Amendment No. 16), 1 Albert Street, St Peters
- MLEP 2001 (Amendment No. 17), 159 Princes Highway, St Peters
- MLEP 2001 (Amendment No. 18), 115-117 Constitution Road, Dulwich Hill
- MLEP 2001 (Amendment No. 19), 5 Croydon Street, Petersham
- MLEP 2001 (Amendment No. 20), 1 Goodsell Street, St Peters
- MLEP 2001 (Amendment No. 23), 2-4 Railway Road, Sydenham
- MLEP 2001 (Amendment No. 26) Corner of Edinburgh Road & Smidmore Street, Marrickville
- Advertising Structures and Signs Policy

Draft Local Environment Plans:

- Draft MLEP 2001 (Amendment No. 11) Brothels, Not Proceeded With
- Draft MLEP 2001 (Amendment No. 15) Princes Highway Bulky goods Cluster, St. Peters, Not Proceeded With
- Draft MLEP 2001 (Amendment No. 21) Heritage Conservation Areas for current DCP areas of Abergeldie Estate and King Street/Enmore Road Replaced by Draft Amendment No. 25
- Draft MLEP 2001 (Amendment No. 25) Heritage
- Draft MLEP 2001 (Amendment No. 29) 72 & 74 Fitzroy Street, Marrickville Refused by Minister
- Draft MLEP 2001 (Amendment No. 30) 500 Princes Highway, Bulky Goods
- Draft MLEP 2001 (Amendment No. 33) 139-143 Parramatta Road, Camperdown

**Environmental Services**

State of the Environment Report 2004  
Local Action 21 – Sustainability Strategy (2003)  
Cooks River Foreshore Strategic Plan  
Environment Management System Management Plan 2005/6  
Waste Reduction and Procurement Policy 2000  
Environmental Management General Policy 2002

**Community Services****Library Services**

Collection Development Policy  
Technical Services  
Adult Services  
Membership Guidelines  
Local Studies  
Ethnic Services  
Information Services  
Children's & Youth Services  
Outreach Services  
Lending  
Library Materials Disposal  
Community Information Database  
Library Publications

**Children's Services**

Children's Services – General  
Marrickville South Families and Children  
Research Project Final Report  
Childrens Service Regulation (2004)  
Procedure Manual

**Community Development**

Local Ethnic Affairs Policy Statement  
Community Planning & Support  
Belonging in Marrickville – A Social Plan for the Marrickville LGA  
Community Profile, Marrickville L.G.A.  
Marrickville Community Grants Program  
Community Grants Program Guidelines 2005  
Food Services  
Access Policy Disability, Discrimination Act Action Plan  
Statement of Commitment to Aboriginal People  
Marrickville Seniors Centre Policy  
Marrickville Aboriginal Consultative Committee Terms of Reference  
Refugee Position Statement (November 2002)  
Missed Business Guide

**Communication & Cultural Services**

Street Stalls, Markets and Busking  
Use of Chrissie Cotter Gallery  
Community Communication  
Mainstreet Policy  
Public Art Policy  
Sister Cities Policy  
Sponsorship  
Annual Report  
Media Liaison Policy  
Marrickville Arts Grants Scheme  
Marrickville International Artist Exchange and Local and National Artist Programs Policy  
Ethnic Communications Strategy  
Public Art Strategy: People, Place + Art



**Recreation Facilities**

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

**Technical Services**

Littering/Dumping

**Parks & Reserves**

Sporting & General Park Facilities Leasing & Hire  
Use of Parks & Reserves  
Tree (& Street Tree Policy Guidelines)  
Council's Sports Fields Pricing Policy  
Tree Management Policy  
Open Space Plan

Plans of Management Community Land Checklist -

- Street Closures & Plazas
- Neighbourhood Parks
- Pocket Parks
- Marrickville Park
- Camperdown Memorial Rest Park
- Arlington Reserve
- Camdenville Park
- Henson Park
- O'Dea Reserve
- Enmore Park
- Steel Park
- Mackey Park
- Tempe Reserve
- Dibble Avenue Waterhole
- Petersham
- Camperdown
- Alex Trevallion
- Ryan Playground
- Simpson Reserve
- Jarvie Park
- Warren Park
- Sydenham Green
- Mahoney Reserve
- Kendrick Park
- McNeilly Park

Tree Preservation Order 2001

Plans of Management and Park Development Notification Policy

**Engineering**

Management of Street and Trunk Stormwater Drainage  
Traffic & Transport  
Local Approvals Policy for the Placement of Waste Storage Containers  
Street Lighting  
Grass Verge Mowing  
Vehicular Crossings  
Stormwater Drainage in Developments  
Stormwater & On Site Detention Code  
Weed Control  
Resident Consultation for Civil Works  
Road Safety Strategic Plan 2002-2007  
Naming of Unnamed Road and Lanes  
Filming Rights in the Marrickville Area  
Cooks River Floodplain Management Study

Cooks River Floodplain Management Plan  
Angle Parking in Residential Streets  
Port Jackson South Catchment Stormwater Management Plan  
Cooks River Stormwater Management Plan  
Lower Parramatta River Catchment Management Plan  
Pedestrian Access & Mobility Plan (PAMP)  
Marrickville Bicycle Strategy 1996  
King Street, Enmore Road Urban Design Study  
Disaster Recovery Plan  
Emergency Management Plan  
Street Cleansing  
Traffic & Street Naming Signs

**Business Units**

Plant, Vehicle & Equipment

**Property Services**

Dividing Fences  
Register of Council owned Land  
Garbage Collection  
Recycling  
Placement of Waste Storage Containers for Recycled Clothing in a Public Place

**SECTION 2 – STATEMENT OF AFFAIRS**

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

**SECTION 3 – CONTACT ARRANGEMENTS**

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

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

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

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

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

**MAITLAND CITYWIDE DEVELOPMENT CONTROL PLAN**

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

- Advertising/Notification of Development Application
- Commercial and Retail Policy
- Car Parking Requirements
- Brothels and Sex Industry Establishments
- On-site Sewage Management Systems
- Telecommunications & Radio Communications

## **POLICY DOCUMENTS**

### **Advertising Signs**

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

### **Approvals**

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

### **Art Gallery**

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

### **Civic Matters**

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

### **Council Matters**

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

## **COMMUNITY AND SOCIAL WELFARE**

- Child Protection Policy

## **DISPLAN**

- Council Role Under the Maitland Local Displan

**DONATIONS**

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

**DRAINAGE**

- Improvements Over Drainage / Urban Drainage

**FENCES**

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

**FILMING**

- Filming Protocol

**FINANCE**

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

**GRANTS**

- Applications

**HEALTH MATTERS**

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

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

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

**INSURANCE**

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

**KERB, GUTTERING & FOOTPATH CONSTRUCTION**

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

**LAND & COUNCIL BUILDINGS**

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

**LIBRARY**

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

**NOXIOUS WEEDS & AQUATIC PESTS**

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

**PARKING**

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

**PARKS AND GARDENS**

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

**PLANNING MATTERS**

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

**PLANT AND EQUIPMENT**

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

**PRIVATE PIPELINES**

- Private Pipelines in Road Reserve

**PRIVATE WORKS**

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

**RATES**

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

**RECORDS MANAGEMENT**

- Records Management Policy

**RISK MANAGEMENT**

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

**ROADS**

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

**SIDEWALK STALLS**

- Doorknock Appeals and Street Days

**STAFF**

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

**STREET LIGHTING**

- Rurally zoned Areas

**SUB-DIVISIONS**

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

**SWIMMING POOLS**

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

**TOURISM**

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

**TRANSPORT MATTERS**

- Activities on Public Roads
- Bus Shelters

**WASTE**

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

**SECTION 2 – STATEMENT OF AFFAIRS**

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

The most recent Statement of Affairs held by Council was published June 2005.

**SECTION 3 – CONTACT ARRANGEMENTS**

Any requests for access to documents under the FOI Act should be made in writing, accompanied by a \$30.00 application fee. Enquiries concerning the procedures for inspecting or purchasing Council's policy documents and Statement of Affairs and procedures concerning FOI applications should be directed to:

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

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

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

**SECTION 1 – POLICY DOCUMENTS**

- Code of Conduct
- Code of Meeting Practice
- EEO Management Plan
- Access to Information
- Conflicts of Interest
- Councillors Access to Information and Interaction with Staff
- Election of Mayor
- Payment of Expenses and Provision of Facilities to Councillors

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

**SECTION 2 – STATEMENT OF AFFAIRS**

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

**SECTION 3 – CONTACT ARRANGEMENTS**

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

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



**FREEDOM OF INFORMATION ACT 1989****Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****MURRAY SHIRE COUNCIL****FOI Agency No. 2179****SECTION 1 – DOCUMENTS**

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

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

- Council Code of Conduct
- Councils Code of Meeting Practice
- Contributions Plans – s.64 & s.94 Murray Shire Contribution Plan
- Corporate Plan
- Delegations of Authority Register
- EEO Management Plan
- Financial Management Plan
- Murray Local Environmental Plan, 1989
- Management Plan
- Social and Community Plan
- Minutes of Committee Meetings
- Minutes of Council Meetings
- Policy Register
- Pricing Policy
- Procedure Manuals
- Environmental Planning Instrument, Development Control Plans and plans made under s.94AB of the Environmental Planning & Assessment Act 1979, applying to land within Council's area
- Council's Policy concerning the payment of expenses incurred by, and the provision of facilities to Councillors
- Auditors Report
- Land Register
- Development Approvals
- Return of Investments
- Return of the Interests of Councillors, Designated Persons and Delegates
- Town of Moama Development Control Plan
- Tourist Development Control Plan
- Murray Shire Disaster Management Plan
- Murray Shire Bush Fire Operations Plan

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

- Council's Annual Report
- Correspondence and Reports of open Council Meetings
- Minutes of Council and Committee Meetings (but not including minutes of a meeting or any part of a meeting that is closed to the public other than the recommendations of that meeting)
- Statements of Affairs, Summary of Affairs and the Register of Policy Documents required under the Freedom of Information Act 1989

**SECTION 2 – STATEMENT OF AFFAIRS**

The most recent Statement of Affairs for the Murray Shire Council is available from the council.

**SECTION 3 – CONTACT ARRANGEMENTS**

Requests under the FOI Act for access to documents held by the Murray Shire Council must be made by written application; no fee is payable. Applications should be addressed to:

Mr G. J. Murdoch  
The Freedom of Information Coordinator  
PO Box 21  
Mathoura NSW 2710

Enquiries may be directed to the FOI Coordinator by telephoning (03) 5884 3302 between the hours of 8:30am to 5:00pm, Monday to Friday (excluding public holidays).

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

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

Annual Report – Period ended 30 June, 2005  
Annual Financial Reports – Period ended 30 June 2005  
Auditors Report – Period ended 30 June, 2005  
Bribes, Gifts and Benefits Policy and Register  
Cemetery Register  
Child Protection Policy  
Codes Hairdressing, Beauty and Skin  
Swimming Pools  
Food Premises and Food Vehicles  
Keeping of Dogs and Erection of Kennels  
Code of Conduct  
Code of Meeting Practice  
Community Plan  
Councillors Expenses and Facilities Policy  
Delegations of Authority Register  
Demand Management Plan 2003  
Demand Management Strategy 2003  
Development Control Plans  
DCP 1 Off Street Parking Guidelines  
DCP 2 Industrial Development Land Use  
DCP 3 MBK Urban Housing Code  
DCP 4 Eastern Land Bank  
DCP 5 Muswellbrook Signage Code  
DCP 6 Floodprone Land  
DCP 7 Section 94 Contribution /Community Enhancement Plan  
DCP 8 Guidelines for Subdivisions and Auspec  
DCP 9 Erosion and Sediment Control  
DCP 10 Re-zoning and DA's involving contaminated land  
DCP 11 South Muswellbrook Strategic Study  
DCP 12 Exempt and complying developments  
DCP 13 Construction and Design Specifications  
DCP 14 Trade Waste Approvals Policy  
DCP 15 Muscle Creek Rural Residential Development  
DCP 16 Sex Industry Policy  
DCP 17 Keeping of Dogs and the Erection of Kennels  
DCP 18 On Site Wastewater Management in Non-Sewered Areas  
DCP 19 Frost Control Fans  
Disaster Plans (Local Emergency Management Plan)  
Elections 2004 & By-Election 2006 – Various Content.  
EEO Management Plan  
Fees and Charges Policy  
Financial Management Plan  
Freedom of Information Documents (Statement and Summary of Affairs)  
Greenhouse Reduction Strategy  
Interests of Councillors and designated persons  
Investments Register  
Land (Council) Register

Leases and licences for public land  
Local Environmental Plan  
Making Muswellbrook Shire Strategic Plan  
Management Plan – Period ending 30 June 2006  
Minutes and agendas of Committee & Council Meetings  
Plans of land proposed to be compulsorily acquired by Council  
Plans of Management for Community Land  
    Bowman Park  
    Simpson Park  
    Victoria Park  
    Brennan Park  
    Karoo Park  
    Highbrook Park  
    Hunter Park  
    Muswellbrook Town Hall  
    Senior Citizens and Community Centre -Muswellbrook  
    Denman Memorial Hall  
Operating Plans  
    Olympic Park  
    Weeraman Fields  
Policy Register  
Privacy Management Plan and Code of Practice  
Private Use of Council Vehicle Policy  
Protected Disclosure Act Internal Reporting System  
Occupational Health and Safety Policy  
Revenue Policy  
Skin Penetration Register  
State of the Environment Report – Period ending 30 June 2005  
UH Northern Regional Environmental Management Strategy  
Urban Stormwater Management Plan  
Water Cooling Systems Register

## SECTION 2 – STATEMENT OF AFFAIRS

The most recently published Statement of Affairs for the Muswellbrook Shire Council is dated June 2006. Copies are available from the Public Officer. The Statement provides the following information:

Public Participation in Policy Development  
How Council's Functions Affect the Public  
Structure and Functions of the Department  
Kinds of Documents Held

## SECTION 3 – CONTACT ARRANGEMENTS

All applications shall be made to the General Manager or Public Officer in writing. The cost of F.O.I applications, all applications \$30.00, processing charge is \$30.00 per hour. Other details of fees can be obtained from the Public Officer. Some documents are available on Council's website. It is strongly recommended that members of the public contact the Public Officer before lodging FOI applications to ensure that documents are available or can be made available when required. Access to documents can be obtained from:

Public Officer  
Mr Russell Esdaile  
The Administration Centre  
157 Maitland Street  
Muswellbrook NSW 2333  
Telephone: (02) 6549 3710  
Fax: (02) 6549 3701  
Email: council@muswellbrook.nsw.gov.au  
Website: www.muswellbrook.nsw.gov.au  
Hours: 9.00 am to 4.30 pm, Monday to Friday.

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

Development Control Plans  
Medium Density Development  
    Subdivision Code  
    Exempt and Complying Development  
    Landfill Development  
    Notification Policy  
    Outdoor Advertising  
    Parking Code  
Legal Opinion – Planning Matters  
Liquid Tradewaste Policy  
Local Approvals Policy

**Finance**

Contributions and Donations Policy  
Debt Recovery Policy  
Hardship Provisions Policy – Water Usage Charges  
Investment Policy  
Procurement Policy  
Revenue Policy – water & sewerage charges

**Information Services**

Property Addressing Policy

**Community Facilities**

Alcohol Free Zones Policy  
Narrabri Lawn Cemetery – Floral & Other Tributes

**Road Services**

Public Gates and Grids on Public Roads

**Water Services**

Sewer junction connection policy  
Water service connection policy

**Governance**

Code of Conduct  
Code of Meeting Practice  
Council Committee Structure  
Councillor Attendance at the Shires Association of NSW Annual Conference  
Deputations to Council  
Gifts & Benefits Policy  
Keeping & Affixing of Council Seal  
Payment of expenses and provision of facilities to Councillors  
Policy on Policy Making  
Privacy Management Plan  
Reports by Councillor Delegates at conferences, seminars etc

**Human Resources***General*

Disciplinary Procedures Policy  
Grievance Procedures

Internal Reporting Policy  
Motor Vehicle Policy  
Performance Appraisal Policy  
RDO System Policy  
Staff Christmas Functions Policy  
Staff Uniform Policy  
Telephone Installations Private Residences

*Leave*

Area Zone Annual Leave Policy  
Defence Force Leave Policy  
Maternity Leave Policy  
Picnic Day Policy  
Sick Leave Policy  
Sick Leave while in Acting Position Policy  
Special Christmas Leave Policy  
Staff Leave to attend Civil Emergencies Policy

*OHS/Risk Management*

Emergencies Policy  
OH&S Policy  
Return to Work Policy

*Recruitment Activities*

Staff Recruitment Policy  
Interview Expenses Policy  
Pre-employment medical exam Policy  
Removal Expenses Policy

**OTHER DOCUMENTATION**

Staff Delegations of Authority  
Narrabri Aerodrome Procedures Manual  
Narrabri Aerodrome Emergency Procedures  
Local Environmental Planning Instruments  
    Narrabri LEP No. 2 (as amended)  
    Narrabri LEP No. 5 (as amended)  
    Narrabri LEP (as amended)  
Section 94 Contributions Plan  
Section 64 Plan  
State of the Environment Report  
Narrabri Shire Council Local Displan  
Narrabri District Bushfire Management Plan  
Narrabri District Fuel Reduction Management Plan

**SECTION 2 – STATEMENT OF AFFAIRS**

Narrabri Shire Council's most recent Statement of Affairs is for the year ending 30 June 2005.

**SECTION 3 – CONTACT ARRANGEMENTS**

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

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

Mr Ian McCallum  
General Manager  
Narrabri Shire Council  
46-48 Maitland Street  
PO Box 261  
Narrabri NSW 2390

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

Aboriginal Matters  
Access to Communication Facilities  
Access to Mains on Private Policy Statement  
Advertising  
Advertising Structures and Signs  
Aerodrome  
Animals  
Annual Reports  
Appeals and Donations  
Asset Management  
Australia Day Celebrations  
Australian Citizenship  
Building Control  
Building Over Sewers  
Bus Shelters  
Bush Fire Control  
Busking  
Caravan Park – Lake Talbot  
Cemeteries  
Child Protection Policy  
Citizen of the Year Award  
Closed Circuit TV  
Complaints  
Corporate Plan  
Council Shops  
Councillors  
Councillor Communication with Staff  
Council Website  
Credit Card Policy  
Customer Service Policy  
Development in Areas Subject to Flooding  
Dogs  
Economic Development  
Emergency Management  
Equal Employment Policy Statement  
Fees and Charges  
Financial Matters  
Food Premise Inspections  
Footpath / Cycleway Risk Management  
Freedom of the Shire  
Garden Competition  
Garbage Services  
Gathering Information  
Gifts and Benefits Policy  
Harassment Policy  
Health and Welfare Services  
House Numbering  
Immunisation  
Impounding – Straying Stock etc  
Infectious Diseases

Insurances  
Investment  
Land Leases  
Land Sales  
Library  
Managing Conflicts of Interest  
Manex  
Media  
Narrandera Sports Stadium  
Narrandera Water Supply  
Noxious Weeds Policy  
Occupational Health and Safety  
Sun Protection  
First Aid  
Staff Working in Remote Locations  
General Occupational Health and Safety  
Volunteers Policy  
Signs as Remote Supervision  
Parks and Gardens  
Plant Hire and Private Works  
Plant and Vehicle Equipment Use by Community Groups  
Plant and Vehicle Replacement  
Policy Making  
Pollution  
Protected Disclosures  
Purchasing Policy and Procedures  
Rates and Charges  
Risk Management  
RIVROC  
Road Opening  
Roads and Streets  
Rural Water Supply  
Saleyards  
Septic  
Sewerage  
Sister City  
Sporting Hall of Fame  
Sports & Recreation – General  
Staff Policies  
Statement of Business Ethics  
Stores  
Street Lighting  
Street Stalls and Raffles  
Street Trees and Nature Strips  
Subdivisions – Urban and Rural  
Television and Film Production Shoots  
Teloca House  
Theatres and Public Halls  
Tourism Promotion  
Town Planning  
Traffic Committee

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

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



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**SECTION 3 – CONTACT ARRANGEMENTS**

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

The Freedom of Information Officer  
Narrandera Shire Council  
141 East Street  
Narrandera NSW 2700  
Telephone: 02 6959 5510  
Fax: 02 6959 1884  
Email: [council@narrandera.nsw.gov.au](mailto:council@narrandera.nsw.gov.au)  
Website: [www.narrandera.nsw.gov.au](http://www.narrandera.nsw.gov.au)  
Hours: 8.15am to 4.30pm

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

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

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

**SECTION 2 – STATEMENT OF AFFAIRS**

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

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**SECTION 3 – CONTACT ARRANGEMENTS**

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

The Public Officer  
Narromine Council  
PO Box 115  
Narromine NSW 2821

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

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

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

Access Policy (2003)  
Adamstown Park/Myers Park Plan of Management July 1996  
Alcohol free zones policy  
Assessment of Boarding Houses Action Strategy  
Back Packer Tourism Strategy for the City of Newcastle (2001)  
Blue Gum Hills Integrated Local Area Plan (1996)  
Bushlands Plan of Management – October 2000 – (incorporating Blackbutt Reserve Management Plan and Jesmond Bushland Management Plan)  
Car Parking Policy for Newcastle ( NEALA – 2000)  
Carparking provision for subdivisions  
City Wide Maintenance Policy (2003)  
Civic and Cultural Precinct Statements of Strategic Intent – (2003) & Masterplan (2004)  
Code of Conduct  
Code of Meeting Practice  
Commitment by Newcastle City Council to the young people of the City 1997  
Community Assistance Program Guidelines  
Community Development Policy 2005  
Community Plan  
Community Safety Policy  
Complying Development Guidelines  
Conservation of Newcastle’s Biodiversity 2005 (Policy Statement for the)  
Constitution – S355 Committee for Management of Parks  
Consultation Policy and Guidelines 2000  
Convict lumberyard, Stationmaster’s residence and Paymaster’s office – conservation policy (1992)  
Corporate Communications Strategy 2004  
Council Funding of Community Activities  
Crime Prevention Plan 3 – Mayfield  
Crime Prevention Plan for City Centre and Inner City  
Crime Prevention Plan No.2 – Whole of City  
Cultural Framework  
Customer Service Policy  
Development Application Guide (‘DA GUIDE’)  
Disability Action Plan 2005-2010  
Dispute Resolution Policy  
Ecologically Sustainable Development Procurement Policy  
Ecologically Sustainable Development Tendering Policy  
Economic Development Strategy for the City of Newcastle (June 2000)  
Electronic Mail Usage and Internet Access  
Environmental Small Grants Program Guidelines  
Equitable Pricing Policy  
Ethnic Affairs Policy  
Exempt Development Guidelines  
Flags flying – City Hall  
Foreshore Usage Policy 1996 (Revised) Oct 2003  
Framework for a Decade of Education for Sustainable Development 2005-2014

General Community Use Land Plan of Management – October 2000  
Glendore Community Facility Plan of Management (2003)  
Guidelines and Constitution for Community Forums  
Heritage Places – Strategic Plan and Plan of Management (Dec 2000) (Amended 2002 and 2003)  
Human Services Policy  
Interaction Between Councillors and Staff  
Internet Strategy 2004  
Interview Expenses Policy  
Investment of temporary surplus funds policy  
Investment Strategy  
Jesmond Park, Jesmond Bushland Plan of Management – May 1991  
Landscape Structure Plan – 1990  
Lanes, Roads and Footway Ownership Policy (2003)  
Library Collection Development Policy  
Loan Borrowing Policy  
Management Plan – 2006/07-2008/09  
Naming of parks and reserves  
National Park Plan of Management – December 2000  
Neighbourhood Parks Plan of Management – December 2000 (Amended 2003)  
Newcastle – Lake Macquarie Bike Plan 1996  
Newcastle and Lake Macquarie Open Space and Recreation Study 1987  
Newcastle Central Area Strategy (1992)  
Newcastle Coastline Management Study and Plan (2003)  
Newcastle Development Control Plan 2005  
Newcastle East Heritage Tourism Plan  
Newcastle Environmental Management Plan (2003)  
Newcastle Flood Policy 2004 Parts A (Principles) & B (Atlas)  
Newcastle Green Corridor Plan and Landscape Precinct Plan (2005)  
Newcastle Green Spaces Strategy (2000)  
Newcastle Hill Traffic Study (1990)  
Newcastle Local Environmental Plan 2003  
Newcastle Recreation and Open Space Plan – Oct 1996  
Newcastle Region Art Gallery Acquisitions Policy  
Newcastle Regional Museum Collection Policy (on Internet)  
Newcastle Regional Museum Education Policy (on Internet)  
Newcastle Stormwater Management Plan (2004)  
Newcastle Tourism: Tourism Development Plan (2002)  
Newcastle Urban Strategy and Background Report (1998)  
Occupational Health and Safety Training and Induction Policy  
Park Bookings Policy – October 2003  
Park Memorials Policy – December 2003  
Parking Permits – Conditions and Eligibility Criteria  
Parking permits – residential  
Payment of Expenses and Provision of Facilities to Lord Mayor and Councillors  
Pedestrian Access Mobility Plan – May 2002  
Playgrounds Plan of Management (October 2000)  
Policy and Background Statement on Newcastle Mainstreets (2001 revised 2003)  
Position Statement on Graffiti  
Position Statement on Illicit Drugs (2000)  
Position Statement on Public Space (2000)  
Pre-employment Medical Examination Policy  
Public Art and Placemaking Policy 2003  
Public Land Re-Classification Policy – June 2000  
Public Voice Policy  
Records Management Policy  
Recruitment Policy  
Reimbursement of Relocation Expenses Policy  
Reimbursement of travel expenses Policy  
Respect Policy  
Restricted Assets – Reserves Management Policy  
Road closures – temporary

Road openings  
Road Safety Strategic Plan 2002 – 2010  
Section 94 Contributions Plan No. 1 – 2005  
Section 94 Contributions Plan No. 4 – 1997  
Senior Citizens Centres Policy  
Shoptop housing kit  
Signage Policy for Beaches, Pools, Parks and Reserves (2003)  
Social Equity and Information Technology  
Social Impact Assessment Policy (1999)  
Social Plan – (2000)  
Solid Waste Management Strategy – December 1995  
Sports Policy (June 1998)  
Sportslands Plan of Management (December 2000) (Amended 2003)  
Steel River Strategic Impact Assessment Study  
Street Lighting Interim Policy (2002)  
Subdivision Code  
Summerhill Land Use Strategy Study (1996)  
Sustainable Urban Water Policy for Newcastle (2004)  
Tarro Recreation Area Plan of Management (1990)  
Termite Management – Position Statement – Nov 2003  
The Foreshore Plan of Management (2000)  
Traffic Studies:  
    Adamstown Traffic Study (1993)  
    Broadmeadow Traffic & Parking Study – Final Report  
    Cooks Hill Traffic Management Scheme – Stage 2 Final Report (November 1995)  
    Hamilton Parking Study (1995)  
    Mayfield Traffic Study (1989)  
    Merewether Traffic Study (1992)  
    New Lambton Major Traffic Routes Study (1992)  
    Newcastle East Traffic Study (1994)  
    Tighes Hill, Wickham, Islington, Maryville Traffic Management Scheme Stage 2 (1993)  
Volunteer Protocol – Human Resource Reference Tool  
Wallsend Brickworks Park Plan of Management (2001)  
Waste containers on public roads policy  
Work Experience Policy

## SECTION 2 – STATEMENT OF AFFAIRS

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

## SECTION 3 – INSPECTION OF DOCUMENTS

The documents may be inspected during normal business hours at:

City Administration Centre  
282 King Street  
Newcastle NSW 2300  
Telephone: (02) 4974 2000  
Fax: (02) 4974 2222

Enquiries concerning the documents should be addressed to:

Public Officer  
Newcastle City Council  
PO Box 489  
Newcastle NSW 2300

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

Policy documents produced by The Oberon Council are as follows:

Management Plan including:

- Equal Employment Opportunity Policy
- Revenue Policy

Annual Report

Annual Financial Reports

Auditors Reports

Development Contributions and Water Management Works Plan (Amendment) 2004 -- Parts A, B, C and D  
– Incorporating the Section 94, The Stormwater, and the S64 Water Supply Water Authorities Act 1987,  
Water Supply Headworks Contribution Plan and the Sewer Supply Headworks Contribution Plan.

Development Control Plan 2001 –

- A – Rural Development – Rural 1(a) Zone
- B – Subdivision
- C – Residential Development
- D – Commercial and Industrial Development
- E – Advertising and Signage
- F – Vehicle Circulation and Parking
- G – Tourism
- H – Notification – Development Control
- I – Rural Development
- J – Titania Park Estate
- K – Riverdale and Llambada
- L – Cunynghame Park Estate
- M – Complying Development
- N – Exempt Development
- O – Wind Power Generation 2003

Oberon Local Environmental Plan 1998

State of the Environment Report

Plan of Management for Community Land – Residential Rural Reserves

Waste Management Plan

Oberon Disaster Plan

Register of investments

Returns of the interests of councillors, designated persons and delegates

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

Minutes of council and committee meetings (but not including minutes of a meeting or any part of a meeting that is closed to the public other than the recommendations of that meeting)

Records of approvals granted and decisions made on appeals concerning approvals

Records of building certificates

Leases and licences for use of public land classified as community land

Policy on Code of Meeting Practice

Policy for Code of Conduct

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

Policy for Media Comments

Policy for Discussion of Employee Entitlements

Policy for Interpreting the Financial Statements

Policy on Questions from the Public

Policy for Control of Community Notice Board

Policy for Quarterly Budget Review Statements  
Policy for the Distribution of Council Meeting Business Papers  
Policy for Negotiations between Parties  
Policy for Tea and Coffee  
Policy for Advertising in the Press  
Policy on Appointment of Solicitors  
Policy for Handling Complaints  
Policy on Staff Attendance at Training Courses  
Policy on Payment for Staff Training Courses  
Policy for Payment of Sick Leave Bonus  
Policy for Long Service of Employees  
Policy for Gratuity Payments to Staff on Termination of Employment  
Policy for Corporate Uniforms  
Policy for Rental Payment of Telephones installed in Homes of Staff Member  
Policy for Private Leasing of Council Owned Vehicles  
Policy for Occupational Health & Safety  
Policy for Staff Engagements – Medical Fitness  
Policy for Staff Recruitment  
Policy for Child Protection and Procedures  
Policy for Gifts  
Policy for Use of Internet and Email  
Policy for Secondary Employment Policy  
Policy for Use of Corporate Credit Cards  
Policy for Debt Recovery and Write-Off of Unrecoverable Debts  
Policy for Determining Dominant Use of Residential/Business Properties for Rating Purposes  
Policy for Pensioner Concessions in Respect of Previous Years  
Policy for the Donation of Non-Rateable Sewerage Charges  
Policy for Water Meter Levy on Fire Services  
Policy on the Provision of Water to the Golf Club  
Policy on Stepped Tariff for Major Water Consumers  
Policy for Tenders  
Policy for Granting of Donations to Charitable Bodies  
Policy for Donations to Staff Christmas Parties  
Policy for Use of the Care Car  
Policy for Public Computer Use – Information for Parents and Guardians  
Policy for Collection Development  
Policy on Equal Treatment of Developments  
Policy on Agricultural Land Classification  
Policy for Rural Subdivisions – Noxious Weed Control  
Policy for Disposal of On-Site Waste Water  
Policy on Sewage Management Exemptions  
Policy for Absorption Trenches  
Policy for Resiting of Buildings  
Policy for Issue of Building Certificates  
Policy for Release of Subdivision Certificates  
Policy for Lapsing of Development Consents  
Policy on Determination of Applications for Tourism Development  
Policy for Street Furniture  
Policy for Placement of Electricity Pits  
Policy on Underground Electricity Distribution in the Village of Oberon  
Policy for Energy Efficient Housing in Oberon  
Policy for Energy Efficient Building Award  
Policy for Development Applications Fees for Sporting Clubs  
Policy for Refund of Development Application Fees  
Policy for Wind Monitors  
Policy for Trainee Study Scholarship Mentoring Program  
Policy for Rural Stock Proof Fencing Standard  
Policy for Public Notification Requirements in Development Control Plan 2001  
Policy for the Burial of Body on Private Land  
Policy for Complaints from Neighbouring Landowners  
Policy for Heritage Listed Properties



Policy on Food Establishment Inspections  
Policy for the Operation of Street Vending Vehicles  
Policy on People who spit in the Street  
Policy for Calculation of S94 Contributions for Commercial Premises  
Policy for Payment of S94 Contributions for Gravel Extraction  
Policy for S94 Contributions Plan for Car Parking  
Policy for Faulty Resin at Garbage Depot  
Policy for Recycling Receipts  
Policy for Issuing SEINS Fines under the Companion Animals Act & Impounding Act  
Policy for Registration and Microchipping of Companion Animals  
Policy for Stock Travelling within the Village of Oberon  
Policy on Swimwear at Swimming Pool  
Policy for Use of Swimming Pool by School Groups  
Policy for Free Entry to the Swimming Pool on Australia Day  
Policy for Supervision of Junior Patrons at the Swimming Pool  
Policy for Land Acquisition for Roadworks  
Policy for Roads Providing Access to Subdivisions  
Policy for Driveway Accesses to Rural Properties  
Policy for Conditions Applying to the Erection of Public Gates & Grids  
Policy on Construction of Kerb and Gutter  
Policy for Federal Financial Assistance Grants Road Funding  
Policy for Standard 25m B-Double Route in Industrial Subdivision  
Policy for Roadside Trees and Shrubs  
Policy for Removal of Trees from Council Road Reserves  
Policy for Tree Management – Advance Energy  
Policy for Street Lighting – Advance Energy  
Policy for Advertising on Bus Shelters  
Policy on Dirty Water Damages  
Policy for Obtaining Easements  
Policy for Sale of Surplus Equipment  
Policy for the Offering of a Reward for Vandalism  
Policy for Clean-Up Campaign  
Policy for Trainee Study Scholarship Mentoring Program  
Policy for Council's Involvement in Land Development  
Policy on Acceptance of Offers on Land  
Policy for Conditions Applying to the Conduct of Car Rallies on Council Roads  
Policy for Conditions Applying to the Conduct of Car Rallies Where Council Roads are Used as Transport Sections Only  
Policy for Conditions Applying to the Conduct of Touring Road Events  
Policy for Display of Tourism Brochures

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

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

## **SECTION 3 – CONTACT ARRANGEMENTS**

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

Arrangements to inspect or purchase policy documents may be made by contacting the following officer between 8.30am and 4.30pm on week days.

The Oberon Council  
137-139 Oberon Street  
(PO Box 84)  
Oberon NSW 2787

**FREEDOM OF INFORMATION ACT 1989****Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****ORANGE CITY COUNCIL****FOI Agency No. 2192****SECTION 1 – POLICY DOCUMENTS**

Available for public inspection

- Aboriginal Employment in Orange City Council
- Access for People with Disabilities
- Accrued Leave
- Ageing and Disability Funding
- Ageing and Disabilities Services – Development and Provision
- Ageing and Disability Services, HACC Service Standards Policies and Procedures Manual
- Ageing and Disability Services – Supported Accommodation/Services for People with a Disability
- Alcohol & Drug Free Workplace
- Annual Leave
- Banners in CBD
- Best Practice – Gathering Information
- Bin Exchange Policy
- Botanic Gardens – Exclusive Use
- Building over and/or adjacent to sewers
- Cabonne Shire Residents – Water Supply
- Carers Leave
- Carers Leave – Birth of a Child
- Casual Employment
- Certificates of Service and References
- Chemical Safety
- Childrens Services (Policies Procedures and Safety Guidelines)
- Civic Emergencies Leave
- Clothing Recycling Bins in Public Places
- Code of Conduct
- Community Consultation
- Community Communication Strategies for Development Proposals
- Community Services – Planning and Development
- Competitive Neutrality Complaints
- Concrete Footpath Charges
- Construction Sites – Time of Work
- Construction Zones
- Contaminated Lands
- Contaminated Material – Agreement for Testing, Treatment and Disposal
- Council Investments
- Council's Pricing Policy
- Councillors – Payment of Expenses and Provision of Facilities
- Customer Service Guarantee
- Decisions – Regional Traffic Committee
- Delegations/Sub-Delegations to Mayor and General Manager
- Development Activity – Public Notice
- Development Control Plan and Codes within the Development and Technical Services Divisions
- Development Proposals – Community Communication Strategies
- Directional Signs Policy to Include Churches
- Disciplinary Policy
- Driveways – Alterations and Maintenance
- EEO Grievance Policy
- Email Policy

- Equal Employment Opportunity
- Exhibitions – Regional Gallery
- Eye Protection
- Family Day Care
- Family Day Care Caregivers
- Family Leave
- Fixed Term Employment
- Food Premises – National Code for the Construction and Fitout of
- Footpath Maintenance
- Gallery – Acquisitions
- Gallery – Art Rental Scheme
- Gallery – Charging for Exhibitions
- Gallery – Exhibitions
- Gallery – Usage for Commercial Project Ventures
- Hand-Held Computer and PDA (Personal Digital Assistant)
- Hearing Protection Policy
- HIV/AIDS in the Workplace
- Internet Policy
- Internet Public Use Policy
- Itinerant Retailers
- Job Sharing
- Kerb and Gutter Charges to Adjoining Owners
- Land Sales
- Leave Without Pay
- Local Approvals Policy
- Long Service Leave
- Lost Property
- Lucknow and Spring Hill – Connections to Sewerage System from Outside Village Boundary
- Manual Handling
- Medical Services
- Meeting Practice Code
- Microcomputer Usage
- Military Leave
- Neighbourhood Street Christmas Parties
- Noise Control
- Non-English Speaking Services
- Notebook Policy
- Noxious Weeds
- Olympic Pool – Admission Charges
- Paid Work Outside Council
- Parental Leave
- Parking – Off Street Provisions
- Parks, Recreational Areas and Sportsgrounds – Signs as Remote Supervision
- Part-Time Employment
- Payment of Employees
- Personnel File
- Private Work Orders
- Private Works on Roadways
- Protected Disclosures Act 1994
- Public Art
- Rates – Scout and Girl Guide Association
- Rates and Charges – Recovery Action
- Reflectorised Street Numbering
- Rehabilitation
- Remuneration
- Removable Storage Device Access
- Residential Services
- Risk Management & Insurance
- Roads and Traffic Authority Drives Database Access
- Safety
- Safety Helmet

- Salary System
- Sale of Council Property and Carparking
- Sediment and Erosion Control
- Shopping Trolleys and Articles Abandoned
- Sick Leave (Sick Leave Without Pay)
- Smoking – Prohibition in Workplace and Hired Venues
- Sponsorships with Economic Development Justification
- Street Furniture
- Temporary Employment
- Theatre and Function Centre – Free Use of
- Theatre Objectives
- Theatre Technical Services – Provision of Estimates
- Training, Education and Development
- Tree Planting in Rural Areas
- Trees & Tree Roots
- Trees – Park Planting
- Trees – Street Planting
- UV Policy for Outdoor Workers
- Volunteer Worker Policy
- Water Service and Charging Policy
  - Cabonne Shire Water Users
  - Fire Services
  - Kidney Dialysis
  - Multiple Dwelling Developments
  - Multiple Meter Properties
  - Private Water Schemes
  - Sale of Water
  - Single Residential Dwellings
  - Testing of Meters
  - Water Meter Boxes – Ownership and Responsibility
  - Water Service Downsizing
  - Water Service & Charging (Water Services)
  - Debt Collection – User Pays Water
- Water Supply – Rural Connections
- Whiteway Lighting
- Work Experience
- Workplace Display Material
- Workplace Grievance

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

- Orange Local Environmental Plan 2000
- Development Control Plan 2004
- Orange Development Control Plan 1/99 – Exempt & Complying Development
- Development Control Plan 2/99 – Ploughman’s Valley
- Development Control Plan – Development in the vicinity of Perc Griffith Way
- Development Contribution Plan 1999
- Orange Urban Release Strategy
- Business Centres Development Strategy
- Local Disaster Plan
- State of the Environment Report
- Airport Emergency Plan
- Bushfire Operation Plan
- Recruitment Selection Procedures and Grievance Procedures
- Management Plan 2005/2008
- Waste Management Plan
- Local Order Policy – for the Keeping of Domestic Animals
- Minutes of Committee Meetings
- Minutes of Council Meetings
- Plans of Management for Community Land

**Formally Adopted**

- Lake Canobolas Kiosk and Lake Canobolas Park (incorporating the Canobolas Scout Camp)
- Car parks in the central business district of Orange
- Gosling Creek Reservoir
- Spring Creek Reservoir
- Local and Neighbourhood Parks
- Rural Parks in the City of Orange
- Community Building
- Major Sportsground

**Additional Documents**

- Annual Report
- Auditors Report
- Community Plan
- Social Plan
- Disclosures Register
- Safety Plan
- Land Register
- Investments Register
- Building Certificate Records
- Building Application/Approvals Records
- Development Application/Consent Records

**SECTION 2 – STATEMENT OF AFFAIRS**

The most recent Statement of Affairs for Orange City Council is dated 15 December 2005.

**SECTION 3 – CONTACT ARRANGEMENTS**

General Manager  
Mr Garry Styles  
or  
Public Officer  
Ms Christine Hannus  
Orange City Council  
PO Box 35  
Orange NSW 2800  
Telephone: (02) 6393 8000  
Facsimile: (02) 6393 8199

**FREEDOM OF INFORMATION ACT 1989****Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****PALERANG COUNCIL****FOI Agency No. 2242****SECTION 1 – POLICY DOCUMENTS**

The following documents of Palerang Council and the former Tallaganda Shire Council and Yarrowlumla Council are available for inspection and/or purchase at Council's offices in Braidwood and Bungendore or viewed on Council's website:

**Executive Services**

Annual Report to 30 June 2005  
Annual Financial Statements to 31 December 2005  
Auditor's Report to 31 December 2005  
Management Plans and Budgets to 2006-2007  
Schedule of Fees and Charges for 2006-2007  
Code of Conduct 2005  
Instruments of Delegations  
Return of Interest of Councillors and Designated Employees  
Code of Meeting Practice 2006  
Payment of Councillors Expenses and Provision of Facilities 2004  
2005-2006 Statements of Affairs  
Disclosures Register  
Queanbeyan-Yarrowlumla Disaster Plan (DISPLAN) and Sub-plans  
Management Plan – Community Lands  
Rossi Bushland Reserve Management Plan  
Queanbeyan and Yarrowlumla Crime Prevention Strategy 2000-2001  
Business Papers for Council and Committee Meetings  
Minutes for Council and Committee Meetings  
Register of General Policies  
Palerang Occupational Health and Safety Policy  
EEO Management Plan  
Transfer Notices  
Land/Property Register  
Investment Register  
Classification of Public Land Register  
Yarrowlumla Local Environment Plan 2002 (YLEP 2002)  
Development Control Plan Rural and Rural Residential Zones  
Development Control Plan 2(v) Village Zone  
Development Control Plan 7(e) Environmental Protection Zone  
Notification of Building/Development Applications  
Section 94 Contribution Plan No. 1 – Bungendore Village  
Section 94 Contribution Plan No. 2 – Provision of Access Roads  
Section 94 Contribution Plan No. 3 – Provision of Community Facilities  
Braidwood Development Control Plan  
State of the Environment Report (SOE) to 30 June 2002  
Strategy for the Management of On-Site Sewage systems  
Local Approvals Policy  
Local Orders Policy  
Noxious Plants Policy  
Southern Lake George Extractive Industries Management Strategy  
Building Certificate Records  
Development Application/Consent records and Construction Certificates  
Flood Prone Land Policy

Management Plan Geary's Gap/Wamboin Greenways System  
 Swimming Pool Code  
 Food Surveillance Program  
 Building Line Policy  
 Temporary Occupancy Code  
 On-site Sewerage Management Plan  
 Roadside Vegetation Management Plan  
 Risk Management Policy

### **Engineering Services Division**

Code of Conduct and Method of Selection of Tenders for Plant  
 Road Standards – Rural 1A zone  
 Road Standards – Rural 1D zone  
 Removal of roadside Vegetation  
 Specifications and Construction of Access Road and Private Entrances  
 Section 64 Plan – Bungendore Water Supply  
 Section 64 Plan – Bungendore Sewerage  
 Palerang Code of Practice – Naming of Roads  
 Stormwater Management Plan – Bungendore  
 Rainwater Tanks Amendments to Development Control Plan (Yarrowlumla / Tallaganda)  
 Bungendore Floodplain Management Study  
 Braidwood Flood Study

### **Tallaganda**

Competition Policy  
 Adjoining Owners Notification Policy  
 Standards of Access  
 Section 94 (EP&A Act) and S64 (Local Government Act) Contributions Plans for Roadworks, Bush Fire Control & Suppression, Water Supply and Sewerage, Waste Management Facilities  
 Local Approvals Policy  
 Waste Management Strategy  
 Strategy for the Management of On-Site Sewerage Systems  
 Companion Animal Management Plan  
 Tallaganda Local Environmental Plan 1991  
 Development Control Plans (associated with the Tallaganda Local Environment Plan 1991) for
 

- Environmental Heritage Provisions
- Advertising Signs and Structures Provisions
- Rural 1(c) Small Holding Development
- Rural 1(a) Development
- Braidwood Village Zones
- Exempt Development
- Complying Development
- On-site Sewage Management
- Braidwood

 Road Hierarchy  
 Advice to persons proposing to construct a Crown Reserve Road  
 Local policies adopted by the Council concerning approvals and orders  
 Scotch Broom Management Plan  
 Blackberry Management Plan  
 Tallaganda Shire (Landholder) Scotch Broom Management Plan  
 Tallaganda Disaster Plan (DISPLAN)  
 Fuel Management Plan  
 Bush Fire Brigades Training Plan  
 Tallaganda District Fire Plan (41a)  
 Community and Social Plan 1999/2000 – 2003/2004  
 Council's Land Register  
 Pecuniary Interest Returns of Councillors and designated persons  
 Annual reports of bodies exercising delegated Council functions  
 Records of approvals granted and decisions made on appeals concerning approvals  
 Records of building certificates  
 Plans of land proposed to be compulsorily acquired by Council

Leases and licences for use of public land classified as community land  
Plans of management for community land

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

The last Statement of Affairs published was dated 30 June 2005

## **SECTION 3 – CONTRACT ARRANGEMENTS**

Any application made under the Freedom of Information legislation should be accompanied by an application fee of \$30.00 and directed to:

Freedom of Information Officer  
Palerang Council  
PO Box 348  
Bungendore 2621

Telephone enquiries should be directed to Council's Freedom of Information Officer, Debby Ferguson, on (02) 6238 8111.

Office hours are 8.30am to 5.00pm Monday – Friday at 4 Majara St, Bungendore NSW 2621 and 144 Wallace Street, Braidwood 2622



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

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

Abandonments  
Advertising Signs  
After Hours Internet Access Policy  
Amusement Devices Control of  
Appeals and Donations  
Baths – General  
Baths – Parkes  
Building – Applications  
Building – Certificates of Compliance  
Building – Regulations  
Business Ethics Policy  
Spicer Park Caravan Park  
Cemeteries – Parkes  
Child Protection Policy  
Closing and Demolition Orders  
Community Infrastructure Projects Policy  
Community Neighbourhood Centres  
Complaints Handling Policy  
Complaints Policy & Procedure  
Conference Representation – Shires Association  
Conferences – General  
Councillor Access to Information & Interaction With Staff  
Council Committees  
Council Members – General  
Council Property – Miscellaneous  
Council Property – Administration Centre  
Council Property – Leasing and Licensing  
Credit Card Usage Policy  
Customer Service Levels Policy  
Drug and Alcohol Policy  
Equal Employment Opportunity Management Plan Policy  
Email Communications With Council Acceptable Use Policy  
Information Services Usage Policies  
Fees and Charges  
Fences – (Dividing Fences)  
Firewood Collection From Roadsides  
Garbage Service  
Garbage and Rubbish Depots  
General Code of Conduct Policy  
Gifts, Benefits and Bribes Policy  
Health – General  
Food Act  
Higher Grade Policy  
Hospitals  
Impounding  
Industrial Estate  
Industrial Estate – Goobang Junction

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

**Documents available but not specifically assigned in Policy Register**

- Aerodrome Manual for Parkes Aerodrome
- Annual Financial Reports
- Annual Report
- Annual Reports of Bodies Exercising Delegated Council Functions (Sec. 355)
- Auditor's Report
- Aus-spec # 1 – Development Specification Series
- Bushfire Operations Plans
- Bushfire Risk Management Plans
- Business Papers for Council and Committee Meetings (but not including business papers for matters considered when a meeting is closed to the public)
- Code of Conduct
- Code of Meeting Practices
- Committee Operating Procedures Committees of Council
- Compendium of Major Activities
- Contributions Plan (Section 94 C Plan Oct'92)-dcp Parkes Urban Area
- Councillors' Handbook
- Development Control Plans
- Disaster Plans, Sub Plans and Supporting Plans
- Eeo Management Plan
- Environmental Planning Instruments (Parkes Local Environment Plan, 1990)
- Family Day Care Centre Policy (Health, Safety, Fees)
- Information Relating to the conduct of Councillors and Staff
- Internal Reporting Policy (Whistleblowers Act)
- Land Register
- Local Environmental Planning Instruments
- Local Policies Adopted By Council Concerning Approvals & Orders
- Management Plan
- Minutes of Council & Committee Meetings (but not including minutes of a meeting or any part of a meeting that is closed to the public other than the recommendations of that meeting)
- Motor Vehicle Lease Policy
- Naming of Streets, Roads & Bridges Policy
- National Competition Competitive Neutrality – Complaints Policy & Procedure
- Parkes Shire Local Approvals Policy 1998
- Parkes Shire Cultural Plan
- Parkes Shire Social Plan
- Parkes Shire Tourism Strategy
- Parking Code
- Plans Of Management for Community Land
- Plans Of Management for Community Land (Adopted 1996)
- Pricing Policy (part of revenue policy)
- Procedures Manual (for Internal Use)
- Protection Of The Environment Operations Act 1997 – Parkes Shire Council's Public Register
- Record of Building Certificates
- Records of Approvals Granted & Decisions Made on Appeals Concerning Approvals
- Records Policy (Local Government Disposal of Records Policy/handbook)
- Register of Development Consents and Construction Certificates
- Register of Investments (Residential Flat Building Code)
- Returns as to Candidates Campaign Donations
- Returns of Interests Of Councillors, Designated Persons & Delegates
- Risk Management Policy (In accordance with Risk Management Manual supplied by Group Fund Manager)
  - Rural Development,
  - Rural Small Holding Zones
- Sewerage Services Strategic Business Plan
- State of the Environment Report
- Stormwater Disposal Policy/code (adopted Institute of Engineers Aust Rainfall & Run-off standards/RTA and Dept. of Housing requirements)
- Subdivision Code (Subdivision Development Standards)
- Swimming Pool Fencing Policy

- Tendering Policy (Local Government Tendering Regulations 1993)
- Vehicle Leasing Policy
- Water Supply Strategic Business Plan
- Work on Private Property (revenue policy/management plan)

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

Council's most recently published Statement of Affairs dated 30 June, 2006 is available for inspection by contacting the Public Officer.

## **SECTION 3 – CONTRACT ARRANGEMENTS**

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

Mr B. Matthews  
Public Officer  
Parkes Shire Council  
PO Box 337  
Parkes NSW 2870  
Telephone: (02) 6861 2333  
Facsimile: (02) 6862 3946

Parkes Shire Council's office hours are 8.30 am to 5.00pm Monday to Friday

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

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

- Code of Conduct.
- Code of Meeting Practice
- Annual Report.
- Annual Financial Report.
- Auditor's Report
- Equal Employment Opportunity Management Plan.
- Policy concerning the payment of expenses incurred by the provision of facilities to Councillors.
- Land Register.
- Register of Investments.
- Return of interest of councillors, designated persons and delegates.
- Business papers for Council and Committee Meetings (but not including business papers for matters considered when a meeting was closed to the public).
- Minutes of Council and Committee Meetings (but not including minutes of a meeting or any part of a meeting that is closed to the public, other than the recommendation of that meeting).
- Register of Delegations.
- Local Policies adopted by the Council concerning approvals and orders.
- Records of approvals granted and decisions made on appeals concerning the approvals.
- Record of Building Certificates.
- Plans of land proposed to be compulsorily acquired by the Council.
- Leases and Licences for use of public land classified as community land.
- Plans of Management for community land.
- Environmental Planning Instruments, Development Control Plans and Plans made under Section 94 AB of the Environmental Planning and Assessment Act 1979 applying to land within the Council area.
- All future statements of affairs, the Summary of Affairs and the register of policy documents required under the Freedom of Information Act 1989.
- Council's Policy Register.
- Council's Management Plan.
- Departmental representative's reports presented at a meeting of the Council in accordance with Section 433.

Copies of these documents may be supplied at appropriate costs and in the case of Building Certificates, only with the owner's written approval.

**Policy Documents**

- Access and Equity
- Access to Council Records
- Activities on Footpaths, Roads & Public Places
- Access by Public to Building and Development Applications
- Accounting Procedures for Park Committees
- Acquisition of Properties Pursuant to Planning Scheme or I.D.O.
- Advertising Signs – Town Hall
- Advertised Development Application to be Displayed – Libraries etc
- Advertisements – Flat or Home Unit Development
- Advertising of Development Applications – Toongabbie Ward Commercial areas.
- Advertising and Notification of Building Applications
- Advertising Development applications
- Advertising Awning Blinds

- Advisory Committee – Community Performing Arts
- Advisory Committees – Community Representation
- Advisory Committee – Economic Development for the Parramatta Commercial Area
- Advisory Committee – Parramatta Heritage
- Advisory Committee – Library
- Advisory Committee – Physical Access
- Advisory Committee – Recommendations
- Aged Services & Resources Directory
- Agistment of Animals on Public Reserves
- Air Conditioners
- Amusement Centres
- Amusement Centres – Development Consents for Retail Uses – Conditions – Re: Amusement Machines
- Amusement Centres – Criteria for Establishment
- Amusement Centres – Inspection
- Applications for Licensed Premises
- Asbestos – Development Approvals
- Attendance of Councillors and Staff at Conferences and Seminars
- Battle-Axe Subdivisions – Letters of Non-Objections
- Building and Development applications -Perusal of by Public
- Building Regulations for Approvals Abutting Bushland.
- Building Development Application Reports
- Buildings – Complete Structural Certification
- Buildings – Slab on Ground Construction
- Car Parking Contributions – Payment by Instalments
- Car Parking Requirements for Automotive Related Uses – Developments
- Carnivals in Parks
- CBD Amusement Centres – Development Approval
- CBD Enhancement Committee
- Children’s services and Resources Directory
- Church, Fennell and Villiers Streets Car Park
- Church Street Mall – Busking
- Church Street Mall – Control and Regulation
- Church street Mall – Extension Task Force
- Church Street Mall – Promotions and Exhibitions
- Church Street Mall – Proposed Extension
- Circus Policy
- Civic Office Expenses and Facilities
- Clothing Bins in Central Business District
- Coastal Protection Act – Certificates
- Code of Conduct – Members and Staff
- Code of Meeting Practice
- Collection at Traffic Lights
- Comments to the Media by Council’s Staff
- Committee Meetings – Attendance of Councillors as Observers
- Community Awards
- Community Bushcare Programme Guidelines
- Community Equipment
- Community Leasing Policy
- Complaints by Councillors
- Complaints – Handling Policy and Procedure
- Conferences & Seminars – Attendance by Members & Staff
- Consent and approvals Given by the Land and Environment Court
- Conservation Plan
- Construction of Nuclear Reactor
- Construction of Walls and Fences
- Constructional Standard for Food Premises
- Corner Alignments for Buildings
- Corporate Style Uniform
- Council and Committee Meetings – Public Access
- Council’s Child Care Centre – Policies and Procedures Manual

- Council's Crest – Use of
- Council Flag – Design and Colour
- Council's Halls
- Council's Halls – Hire Not to Include Use of Footpath Curtilage
- Council's Halls – Multiple Hiring Charges
- Council's Halls – Refund of Hiring Fees
- Council Meeting – Structure
- Council's Overdraft Requirements
- Council's Parks and Reserves – Conditions and Rules Applying to engagement of
- Council's Pools – Delegated Authority to direct – Community Services
- Council Warrant
- Councillors – Promotional Activities
- Councillors – Reduction in Number
- Credit Card Facilities
- Damage Deposits in Respect of Building Applications
- Demolition Applications to Buildings Identified by the Heritage Study
- Demolition Applications – Referral to Heritage Council of NSW
- Development Applications for Uncompleted Buildings
- Development applications for Massage Clinics, Amusement Centres and Tattoo Parlours
- Development Application – Family Day Care Services
- Development Applications – Reports
- Development Applications – Dual Occupancy
- Development Applications – Possible Damage
- Development Within Central Business District
- Development Applications – Involving Brick Paving
- Development Adjoining St John's Cemetery
- Development Involving Drainage Lines Through Public Reserves
- Development on Local Reserves and Parks
- Development of a New Reserve – Consideration of Recurrent and Capital Costs
- Direct Banking of Employees Wages / Salaries
- Disclosure of Information
- Display of Goods – Public Footpath
- Display of Property Numbers
- Distribution of Council Publications
- Door Knocks & Street Appeals
- Dual Occupancy – Code – Second Dwellings
- Dual Occupancy Development application – Car Parking
- Dual Occupancy – Development
- Dual Occupancy – Provision of On-Site Detention
- Dual Occupancy of Residential Premises
- Ecologically Sustainable Developments
- Educational Assistance Policy
- Election of Lord Mayor
- Emergency Clean Up of Pollution
- Engineering Works Associated with Development Consents
- Erby Place Car Park – Regulation of Use
- Estuary Management Committee
- Excavation – residential Flat Development – Toongabbie Ward
- Extension of Council's Central Enquiry Counter Office Hours
- Filling / Excavating Constitutes a Development
- Filming applications – Use of Council's Area
- Fire Safety Inspections
- Fire Separation of attached Dual Occupancy Dwellings
- Fixing of Fees – Lord Mayor and Councillors
- Flag Pole – Refund of Development application Fee
- Footings – Residential Buildings
- Footpath Paving – Granville and Merrylands Commercial areas
- Free Trees Program
- Freedom of Information applications
- Galaringi Botanic Parkland Trust – Formation
- Garbage Rooms – Requirements

- Granville Pioneer Hall – Entertainment Area Authorisation Fee Payable by Granville
- Pioneer Hall Association – Pensioners Recreation Centre
- Granville Swimming Pool -- Heated
- Guidelines for Outdoor Eateries
- Guidelines – Provision of Footpaths, Kerb and Gutters and Road Shoulders Adjacent to New Developments of Subdivisions
- Guidelines for Public Forum at Council Meetings
- Guidelines – WSAAS Funded Community Access Mini-Bus
- HACC Context Plan
- Half Court Tennis Courts
- Hall Cleaning Bonds – Refund
- Hardship Provisions – Guidelines
- Hazardous Chemical Pollution
- Hiring of Council’s Display Screens
- Historic Buildings – Development Applications
- Honorariums to Park Committee Members
- Honorary Park Rangers – Induction and Education Programme
- House Numbering Policy
- House Numbering Schemes
- Impact Extraction on Excavations
- Improved Street Lighting
- Inclusion of Councillors’ Names in Correspondence Submitted to Them
- Incorporation of all funds Available for Expenditure on Public Works Into a Single Works Programme
- Infectious Diseases Policy
- Insertion of Advertising Leaflets with Council’s Rate Notices
- Installation of Solar Hot Water System
- Insurance – Park Committee
- Investment Policy
- Issue of Council Souvenir Glasses
- Issuing Copies of Building Plans
- Landscape Assistance to Schools
- Learn to Swim Classes – Admission Fee
- Legal Services – Advice
- Library Service to be Free
- Library – Special Section for Council’s Activities
- Licencing of Used Clothing Collection Bins
- Liquor Administration Board – Entertainment area Authorisation
- Loan Borrowing Policy
- Local Ethnic affairs Policy Statement
- Loss or Damage of Private Property Owned by Staff
- Luncheon / Refreshments for Visiting Dignitaries
- Mailing of and Use of Envelopes to Councillors
- Maintenance of Goal Posts
- Major/Sensitive Development Applications
- Management Committee – 2 Carlton Street, Granville
- Management and Hire Conditions for Council’s Minibuses
- Melita Stadium – Subletting of Kiosk
- Minor Recreation Grants Program
- Moving of Houses
- Official Colours of the City
- On-Site Car Parking Requirements
- On-Site Meetings.
- On-Site Stormwater Detention Policy
- Organisation Structure, General Manage and Senior Staff
- Outdoor Concerts
- Outstanding Contribution to Works Account
- Overtime Report
- Paging Device – After Hours Telephone Answering
- Park Committee – Establishment of New
- Park Committee – Identification Badges



- Parks and Reserves – Cleaning by Fine Defaulters
- Parking Code – Churches and Religious Meeting Places
- Parking of Councillors Vehicles
- Parramatta City Council Draft Community Archives Policies
- Parramatta City Council Strategic Plan – ‘Parramatta 2000 and Beyond’
- Parramatta Energy Efficient Housing Policy
- Parramatta Promotional and Tourist Centre
- Parramatta Promotional and Tourist Centre – Operation
- Parramatta Swimming Centre – Operation of Water Slide
- Parramatta Traffic Committee – Business Paper
- Parramatta Traffic Committee
- Paved Footpath Construction in Respect of Development and Subdivision
- Applications
- Payment of Annual Grants to Park Committees
- Payment of Untaken Sick Leave
- Pedestrian Malls
- Pensioner Rebate
- Period of Library Loan – Special Books
- Places of Assembly
- Playgrounds in Council’s Areas
- Playing Fields
- Pont of Exit Interviews
- Policy for Development and Building on Flood Prone Land
- Policy/Procedures Regarding Legal Proceedings
- Policies Providing Benefits to Employees
- Policy on Telstra and AGL Performing Permanent Restoration in Council’s Area
- Policy for Termination on Medical Grounds for Work Related Injuries
- Pools – Homeless Youth – Use of Swimming Centres
- Pools – Opening Hours
- Pools – Opening and Closing A Swimming Centre
- Power Supply – Redevelopment
- Presentations to Council Members at Conclusion of their Term
- Procedures for Street Trees Affected by Road Construction Works
- Process of Requests/Question by Councillors
- Property Acquisition
- Property Development Activity – Guidelines, Procedures and Funding Policy
- Provision of Driveway
- Provision of Parking Space to Council’s Tenant – Horwood Place Car Parking Station
- Provision of Rate and Debt Recovery Services
- Public Liability Insurance Cover by Users of Council Properties
- Public Halls – Condition of Hire Policy
- Public Utility Services Crossing Reserves
- Purchase of Articles by Council for Other Organisations (Sales Tax Exemption) Recommendations
- Purchasing Australian Products
- Rating Categories – Policy on Determining Dominant Use of a Property
- Real Estate Agents – Engagement
- Records – Fees for The Production of Documents for Subpoenas
- Recognition of Services
- Redundancy Agreement
- Reflective House Numbering
- Refund of Garbage Charges
- Refund of Rentals for Town Halls and Community Centres
- Regulation of Traffic on Local Roads
- Reimbursement of Travel Costs Incurred by Lady Mayoress / Lord Mayor’s Consort
- Reports – to Council
- Reports – Outstanding Listing
- Reports – Signing
- Residential Flat Buildings – Toongabbie Ward – Driveway Levels
- Residential Flat Code
- Restricted Premises Code
- Retail Uses – Conditions of Approval re Advertising signs

- Retention Basins – conditions of DA Consent
- Role and Structure of the Strategy Group
- Sales and Exhibitions at Parramatta town Hall
- Satellite Communication Dishes
- Schedule of Fees and Charges for Parramatta and Granville Swimming Pools 2003/04
- Section 94 Contributions – Library Improvement Fund
- Signing of Maintenance Agreements / Contracts
- Skate Boards
- Solar Protection
- Staff – Disclosure of Interest by Senior Staff
- Staff – Identification Badges for Members, Members' spouses and Senior Staff
- Stall Holders
- State Emergency Service – Payment of Expenditure
- Strata Plan – Aggregation for Rates
- Strategic Objectives of Council
- Subdivision Applications – Notification of Adjoining Owners
- Subdivisions – Bonding of Works
- Subdivisions – Bonding of Works
- Tender Board – Membership Operation
- Tender for the commercial Operation of Council's Multi-Storey Carpark in Wentworth Street, Parramatta
- Time for Completion of Works
- Travel Bookings for councillors and Staff Travelling on Council Business
- Tree Planting Matters – Photographs to be Submitted
- Trees – Lopping Overhanging Branches
- Upper Parramatta River Catchment Trust
- Use of Council's Seal and Signing of Documents
- Use of Council's Seal – Positive Covenants
- Valuation Books – Information Form
- Variations to Plans
- Voluntary Council Pensioner Rate Rebate
- Volunteers Policy for the Heritage Resource Centre
- Westmead Traffic Problems – Joint Committee with Holroyd City Council
- Woodville Golf Course – Local Rules
- Woodville Golf Centre – Hours of Play
- Woodville Golf Course – Concession Rates
- Woodville Golf Course – Telephone Bookings
- Woodville Golf Course – General Bookings
- Woodville Golf Course – Use by Pensioners
- Written Representations

## SECTION 2 – STATEMENT OF AFFAIRS

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

## SECTION 3 – CONTACTS ARRANGEMENTS

Enquiries concerning the procedures for inspecting the documents can be made by contacting:

Sonja Drca  
 Freedom of Information Officer  
 Parramatta City Council  
 PO Box 32  
 Parramatta NSW 2124  
 30 Darcy Street  
 Parramatta NSW 2150  
 Phone: 02 9806 5313  
 Fax: 02 9806 5908

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

John Neish, General Manager

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

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

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

## PLANNING INSTRUMENTS

### Development Control Plans

Advertising Signs  
 Baby Care Rooms  
 Blue Mountains Eastern Escarpment DCP Siting Design and Management  
 Cambridge Park DCP CP-003 Proposed Road Closure vicinity Richmond and Lewis Roads  
 Cambridge Park DCP CP-004 Road Pattern Cambridge Gardens  
 Cambridge Park DCP CP-007 Road Pattern vicinity Carlyle Crescent  
 Child Care  
 Contaminated Land  
 Crime Prevention Through Environmental Design  
 Cranebrook DCP C-001  
 Cranebrook DCP C-012 Cranebrook Release  
 Cranebrook DCP C-013 Road Pattern vicinity Nepean Street  
 Cranebrook DCP C-015 Road Pattern vicinity Boundary Road  
 Cranebrook DCP C-016 Road Pattern vicinity Terrace Drive  
 Cranebrook DCP C-018 Community Land / Group Neighbourhood Centre  
 Cranebrook DCP C-019 Rural Residential  
 Cranebrook DCP C-020 Road Pattern vicinity Sherringham Road  
 Cranebrook DCP C-021 Amendments to C-019 Rural Residential  
 Cranebrook DCP C-023 Amendments to C-012  
 Cranebrook DCP C027 Land Uses vicinity Sherringham Road and Ironbark Drive  
 Emu Plains DCP EP-012 Road Pattern vicinity Grey and Bedford Streets  
 Emu Plains DCP EP-017 Road Pattern vicinity Brougham Street  
 Emu Plains DCP EP-020 Commercial Area  
 Emu Plains DCP EP-012 Road Pattern vicinity Grey Street  
 Emu Plains DCP EP-012 Road pattern vicinity Troy and Emerald Streets  
 Engineering Works  
 Erskine Park Employment Area DCP  
 Erskine Park DCP EPA-002 Road Pattern Erskine Park  
 Erskine Park DCP EPA-005 Road Pattern vicinity Chatres Street  
 Erskine Park DCP EPA-006 Road Pattern vicinity Chatsworth Road  
 Erskine Park DCP EPA-008 Road Pattern vicinity Shepherd Street  
 Erskine Park DCP EPA-013 General DCP vicinity Shepherd Street  
 Erosion and Sediment Control  
 Exempt and Complying Development  
 Glenmore Park DCP Central Hamlets  
 Glenmore Park DCP Community Plan  
 Glenmore Park DCP Eastern Hamlets  
 Glenmore Park DCP Glenmore Parkway  
 Glenmore Park DCP Major Landuse  
 Glenmore Park DCP Management  
 Glenmore Park DCP Northern Hamlets  
 Glenmore Park DCP Open Space  
 Glenmore Park DCP Town Centre  
 Glenmore Park DCP Western Hamlets  
 Health Care Consulting Rooms  
 Heritage Management  
 Industrial Land DCP 1996  
 Kingswood DCP K-005 Road Pattern vicinity Stock Ave  
 Kingswood DCP K-006 Road Pattern vicinity Edward Ave  
 Kingswood DCP K-008 Design and Siting of Non residential Development Great Western Highway and Morley Ave  
 Landscape  
 Londonderry DCP LO-009 Road Pattern vicinity Hughes Street  
 Luddenham DCP LU-005 Equestrian Estate

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

### Local Planning Instruments

Penrith Planning Scheme (as amended)  
 IDO 2 (as amended) Emu Plains  
 IDO 9 Kingswood Shopping Centre Great Western Highway Kingswood  
 IDO 11 (as amended) General Business Zone Great Western Highway St Marys  
 IDO 13 Industrial 4 (a) uses Cranebrook Road and McCarthys Lane Cranebrook  
 IDO 17 School Trahlee and Muscharry Roads Londonderry  
 IDO 21 (as amended) Business 3(a) uses Station and Phillip Streets St Marys  
 IDO 22 (as amended) Business 3(a) uses Queen Street St Marys  
 IDO 25 (as amended) Residential and Open Space Zones Mulgoa Road Penrith

IDO 26 (as amended) Cambridge Gardens  
 IDO 27 (as amended) Werrington County  
 IDO 28 (as amended) South Penrith and South St Marys  
 IDO 32 Business 3 (a) uses Great Western Highway St Marys  
 IDO 33 (as amended) Business 3(c) uses Hewitt and Jensen Streets St Marys  
 IDO 34 Business 3(c) uses Day Street St Marys  
 IDO 35 Business 3(c) uses plus TAB Smith Street Penrith  
 IDO 36 (as amended) Business 3(c) uses plus TAB Oxford Street Cambridge Park  
 IDO 47 (as amended) Dwelling Houses Cranebrook Road Cranebrook  
 IDO 56 (as amended) Open Space 6(a) uses Spinks Road Llandilo  
 IDO 57 (as amended) Business uses Great Western Highway Penrith  
 IDO 62 (as amended) Business 3(c) uses The Crescent Penrith  
 IDO 63 (as amended) Shops, Commercial Premises, Carparking Bringelly Road and Rodgers Street Kingswood  
 IDO 64 Business 3(c) uses plus TAB Victoria Street Werrington  
 IDO 68 Business 3(c) uses plus TAB Parklawn Place St Marys  
 IDO 69 (as amended) Business 3(b) uses King and Chapel Streets St Marys  
 IDO 71 Business uses Sainsbury Street St Marys  
 IDO 75 (as amended) Business Uses Bennett Road St Clair  
 IDO 81 (as amended) North St Marys  
 IDO 82 Business 3(c) uses plus Laundrette Bringelly Road Kingswood  
 IDO 83 (as amended) Mt Pleasant  
 IDO 85 Squash Courts Smith Street Sydney  
 IDO 87 (as amended) Village Shopping Centre Charles Hackett Drive St Marys  
 IDO 91 Business 3(c) uses Caloola Ave Kingswood  
 IDO 93 (as amended) Rural Lands  
 IDO 98 Business 3(c) uses plus Hairdressing Salon Monfarville Street St Marys  
 LEP 43 (as amended) Nepean Centre and Panthers  
 LEP 52 (as amended) St Clair  
 LEP 85 (as amended) Erskine Park  
 LEP 96 (as amended) Claremont Meadows  
 LEP 150 (as amended) Commercial various  
 LEP 188 (as amended) Glenmore Park  
 LEP 201 (Rural Lands) (as amended)  
 LEP 226 (as amended) Blue Mountains Eastern Escarpment  
 LEP 255 Exempt and Complying Development (as amended)  
 LEP 258 Consent for Dwelling Houses and other Development  
 LEP 1991 (Environmental Heritage Conservation) (as amended)  
 LEP 1994 (Erskine Park Employment Area) (as amended)  
 LEP 1996 Industrial Land (as amended)  
 LEP 1996 – Classification of Public Land (as amended)  
 LEP 1997 (Penrith City Centre) (as amended)  
 LEP 1998 Urban Land (as amended)  
 LEP 1998 (Lakes Environs) (as amended)  
 LEP 2002 (Villages of Mulgoa and Wallacia)

#### **Regional Environmental Plans**

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

#### **Section 94 Plans**

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

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

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

Council's most recent Statement of Affairs for the period 1 July 2005 to 30 June 2006 is available by contacting Council's Freedom of Information Officer. Contact details are in Section 4.

## **SECTION 3 – CONTACT ARRANGEMENTS**

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

Jackie Shephard  
Freedom of Information Officer  
PO Box 60  
Penrith 2751 or  
DX 8017 Penrith or  
Telephone: (02) 4732 7732  
Facsimile: (02) 4732 7958  
Email: [pencit@penrithcity.nsw.gov.au](mailto:pencit@penrithcity.nsw.gov.au)  
Council's Office Hours are: 8.30am to 4.00pm

# FREEDOM OF INFORMATION ACT 1989

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

### SUMMARY OF AFFAIRS

of the

### PITTWATER COUNCIL

#### SECTION 1 – POLICY DOCUMENTS

##### STATUTORY

Annual Report  
 Code of Conduct  
 Code of Meeting Practice  
 Delegations of Authority Register  
 Development Control Plans  
 EEO Management Plans  
 Employment related codes  
 Environmental Planning Instruments  
 Expenses and Facilities Policy (concerning the payment of expenses incurred by, and in the provision of facilities to, Councillors)  
 Internal Reporting Policy (for the purposes of the Protected Disclosures Act)  
 Local Approvals Policy  
 Local Environmental Planning Instruments  
 Local Orders Policy  
 Management Plan  
 Minutes of Committee Meetings  
 Minutes of Council Meetings  
 Plans of Management for Community Land  
 Policy Register  
 Pricing Policy (see Management Plan)  
 Privacy Management Plan  
 Revenue Policy (see Management Plan)  
 Section 94 Contributions Plans  
 State of the Environment Report

##### POLICIES ADOPTED BY PITTWATER COUNCIL

Access driveways and other streetscape infrastructure  
 Adequacy of structural design  
 Adhoc rezoning for multi unit housing in Pittwater  
 Advertising – private directional signs located on public property – interim policy  
 Aerosol art sites in the Pittwater area  
 Agenda papers – procedure for public release  
 Aggregation of values for rating purposes  
 Amending Council Policies  
 Amusement devices and/or public stands  
 Angle parking on public roads  
 Arrest of persons – powers of Council Officers  
 Attacks on Councillors and staff members – meeting  
 Banners on Public Land  
 Beach and rockpool management  
 Beach Inspector – Life Guard Service  
 Brothels in Pittwater  
 Builder's Licensing Board Agency  
 Builders restoration fee  
 Building waste containers – placement on public roads  
 Bush fire control – Warringah/Pittwater Bushfire District  
 Cargo wharf at Church Point – operation regulations  
 Car parking areas – free  
 Cemetery – Mona Vale (Turimetta)



Children's Services  
Circuses  
Civic Design Award  
Clothing recycling bins on council controlled land – control and regulation  
Coastal Environment Centre – conditions of hire and charges  
Coastal Risk Management Policy for Development in Pittwater  
Community Centres  
Concealed driveways and/or mirrors  
Construction of seawalls and erosion control measures  
Construction Zones  
Contributions – new kerb and guttering – new footway – non rateable properties  
Corporate guidelines for the calling of and conduct of public meetings, public consultations and public forums  
Credit Cards  
Development Application – process  
Development Applications  
Development Applications by Councillors – Council Staff  
Development Applications – determination  
Development Applications – policies at date of determination  
Development Applications previously approved by the elected council – amendment of  
Development Applications – SEPP 5 development  
Development Applications – youth space  
Development Control Plans – landscaping and streetscape  
Die back of trees – awareness and prevention program  
Disability Discrimination Action Plan  
Disposal of Council owned plant and equipment  
Dog control  
Dog population  
Economic Policy 2001  
Emergency water supply – fees  
Estuarine Risk Management Policy  
Ethical Business Relationships Policy  
Fees and charges – guidelines for determining – user pays principles  
Film Permit Policy and conditions  
Financial assistance – community organisations – guidelines  
Food premises  
Freedom of collection and access for Local Government libraries  
Geotechnical Risk Management Interim Policy for Pittwater  
Golf courses – Mona Vale and Palm Beach – approval of fees  
Graffiti Policy (SHOROC)  
Helicopter landings on council owned and controlled property  
Home Based Business  
Horses on private premises  
In-sink food waste disposers – ban on installation  
Interallotment Drainage Policy – Subdivisions  
Interest earned on contributions levied and security deposits held  
Investment Policy  
Issuing of Infringement Notices  
Kerbing and guttering charges – debt recovery – pensioners  
Kimbriki Waste Disposal Depot – free access  
Lakeside Caravan Park  
Land – disposal of surplus  
Landscape Management Policy  
Landscape and vegetation management  
Landscaping site cover  
Loan Borrowing Policy – infrastructure replacement and creation  
Mail outs – exclusion of enclosures  
Media/ Communications Policy  
Mediation Policy  
Mobile Phone Tower Locational Policy  
Multiple access – special crossings

Multiple occupancy breaches  
Naming of streets and pathways  
Noise nuisance from building operations  
Non compliant Development Applications  
Nuclear policy – Pittwater  
Numbering of properties  
Open air concerts  
Opening of public buildings  
Parking – issue of annual permits – waiving of parking fees  
Parking arrangements – reciprocal – Pittwater and Warringah Councils  
Pittwater Foreshore and Ocean Front Access Policy  
Plaques – new civic buildings  
Plaques on seats in Parks and Reserves  
Policy for the payment of expenses and provision of facilities to the Mayor, Deputy Mayor and Councillors  
Powerboat racing events  
Privacy and Personal Information Protection Act 1998 – Privacy Management Plan  
Private trees threatening Council’s stormwater lines  
Private pipeline approvals  
Prohibited activities on Council and public reserves  
Public collections/appeals  
Public property vandalism – reward for successful prosecution  
Public reserves and other land – resumption for public utilities  
Public schools – community access – use of school playing fields  
Question time for residents – Council meetings  
Rate collection and recovery  
Rates on leased Council property/facilities  
Rebates and accruals of pensioners rates, domestic waste charges and interest  
Receipts – issue of  
Recognition of community service – Awards  
Redundancy & Redeployment Policy  
Registration of contractors for construction of special crossings  
Regulatory process – permanent section – Sydney Lakeside Narrabeen  
Relief from rate increases – hardship in first year of new valuations  
Requirements for the subdivision of land in sensitive areas – Barrenjoey Peninsula & Pittwater areas  
Reserves, beaches and headlands booking policy  
Road Reserves – private use of  
S96 Modification Applications – consideration thereof  
Sale of drainage reserves  
Scotland Island – emergency water supply  
Setbacks to creekline corridor – Warriewood Valley stage 1  
Significant tree removals  
Signs – “caution children playing in the street”  
Signs – councils facilities  
Site inspections with Council’s staff – Development Application matters  
Smoke Free Zone around Council’s playgrounds  
Speed restriction – signs on public reserves and car parks  
Sponsorship Policy  
Sports grounds facilities  
Sports ground – allocation of use  
Storage of craft – dinghies/boats  
Street furniture and bus shelters – provision in partnership with the private sector  
Street levels  
Street lighting Committee  
Subdivision road works – security deposits and bonds  
Submission of draft reports/documents to Councillors  
Surf club buildings – maintenance  
Surf Life Saving Movement  
Temporary storage on Council reserves  
Tennis Liaison Committee  
Tourism Policy – Regional Tourism Plan (SHOROC)

Traffic control facilities – traffic management – delegation of powers to Council from the Roads and Traffic Authority  
Traffic Generating Development – State Environmental Planning Policy No. 11 – delegation of powers to Council from the Roads and Traffic Authority  
Transport Policy – Regional (SHOROC)  
Urban Stormwater – Intergrated Policy  
Vehicle access to all roadside development  
Vertical utility service connections  
Volunteer bush regeneration – guidelines  
Watercourse preservation  
Winter Education Program  
Working from Home Policy

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

Persons wishing to inspect or obtain the Council's most recent Statement of Affairs published under the provisions of the Freedom of Information Act 1989, should contact the Council's Manager, Business and Administration/Public Officer, telephone 9970 7111 or attend the Council's offices at the address and times referred to above. Persons wishing to purchase a copy of Council's current Statement of Affairs are required to pay a fee of \$10.00 per copy.

## **SECTION 3 – CONTACT ARRANGEMENTS**

Copies of the Council's Policy Register may be inspected by contacting:

The Council's Manager  
Business and Administration/Public Officer  
Council's Offices  
1 Park Street  
Mona Vale NSW 2103  
Telephone: (02) 9970 1111  
Business hours: Monday – Thursday, 8.00 am – 5.30 pm; Friday, 8.00 am – 5.00 pm

The Summary of Affairs, Statement of Affairs and Council's Policy Register may be viewed on Council's Internet Site at [www.pittwaterlga.com.au](http://www.pittwaterlga.com.au).

**FREEDOM OF INFORMATION ACT 1989**  
**Section 14 (1) (b) and (3)**  
**SUMMARY OF AFFAIRS**  
**of the**  
**PORT MACQUARIE-HASTINGS COUNCIL**  
**FOI Agency No. 2144**

**SECTION 1 – GENERAL AND POLICY DOCUMENTS**

The following documents are available for inspection free of charge. Copies may be purchased at 30 cents per page:

- Annual Financial Reports
- Annual Report (Current version no charge)
- Auditor's Report
- Business Papers and Minutes of Open Council and Committee Meetings (Current version no charge)
- Code of Conduct
- Code of Meeting Practice
- Complaints Handling Procedure
- Councillors' Political Contributions and Electoral Expenditure Returns
- Council's Code Manual including Codes relating to:
  - Building
  - Car Parking
  - Occupational Health & Safety
  - Subdivisions
- Council's Fees and Charges Schedule
- Council's Land Register
- Council's Policy Manual
- Council's Procedure Manual
- Delegation Register
- Environment Planning Instruments, Development Control Plans and Plans made under Section 94AB of the Environmental Planning and Assessment Act 1979 applying to land within the Hastings area
- Council's Privacy Management Plan
- Records of Approvals Granted
- Records of Building Certificates
- Register of Investments
- Returns of Candidates' Campaign Donations
- Returns of Interests of Councillors, designated persons and delegates
- Section 64/94 Contribution Plans
- Social Plan/ Community Profile
- State of Environment Report (Current version no charge)
- Tree Preservation Policy
- 2006-2009 Corporate Plan (Management Plan) (Current version no charge)

**SECTION 2 – STATEMENT OF AFFAIRS**

A Statement of Affairs as at December 2005 has been prepared in accordance with Section 14 (1) and (2) of the Freedom of Information Act and forms part of Port Macquarie-Hastings Council's Annual Report. It is available for inspection during office hours at Council's office situated at the corner of Lord and Burrawan Streets, Port Macquarie. Copies of the current Annual Report are available for inspection at Council's Branch Offices and Libraries at Wauchope and Laurieton. The 2004/2005 Annual Report is also available for viewing on line at Council's Web-Site [www.pmhc.nsw.gov.au](http://www.pmhc.nsw.gov.au)

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**SECTION 3 – CONTACT ARRANGEMENTS**

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

Mr Neil Porter  
Port Macquarie-Hastings Council  
PO Box 84  
Port Macquarie NSW 2444  
Phone: (02) 6581 8631  
Fax: (02) 6581 8100  
Email: [neilp@pmhc.nsw.gov.au](mailto:neilp@pmhc.nsw.gov.au)  
Office Hours – 8.30 am – 4.30 pm Monday to Friday

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

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

**POLICY INDEX (as at 26 May 2006)**

2004 Port Stephens Community Profile  
30 Year Plan  
Abandoned Shopping Trolley Management  
Accessing Information  
Accompanying Persons Reimbursement Policy at Conferences &/or Seminars  
Acid Sulfate Soils Policy  
Advertising Signs  
Aircraft Noise Exposure  
Alcohol in Parks and Reserves  
Alicetown Reserve Management Plan  
Areas Affected by Flooding and/or Inundation  
Beach Vehicle  
Best Value Service  
Budget Control & Authorisation  
Bus Shelters  
Business Development Funding  
Busking on Footways  
Cash Investment Policy  
Casual Street Stalls  
Cemeteries  
Central Business Districts  
Child Protection  
Code of Conduct  
Code of Meeting Practice  
Communication Consultation Strategy  
Community & Recreation Clubs Loans  
Community and Cultural Markets  
Community Awards  
Community information and communication  
Community Services Policy  
Community Consultation  
Companion Animal Management Plan  
Competitive Neutrality  
Complaints/Requests Handling  
Contaminated Land Policy  
Contribution to works for Kerb and Gutter construction  
Control of Open Burning Policy  
Corporate Sponsorship  
Council Prosecutions  
Debt Recovery and Hardship Policy  
Development within the Explosive Safe Zone  
Disability Access

Dog Exercise areas  
Dog Noise Strategy  
Electricity payment for Sporting Reserves  
Enforcement of Restricted Parking Areas Regulation at Newcastle Airport  
Entertainment Licence  
Equal Employment Opportunity  
Erosion & Sediment Control  
Footway Dining Areas in Port Stephens  
Footway and Cycleways  
Foreshore Dinghy Storage  
Gathering Information  
Hairdressing, Beauty and Skin penetration Premises – Guidelines for operation and construction.  
Health Records & Information Privacy Management Plan  
Information & Direction Signposting Policy & Code of Conduct  
Interim Roof Top Terrace Policy  
Karuah Local Area Plan  
Karuah Urban Management Plan and Guidelines  
LD 1 Development Guidelines- Raymond Terrace Heritage Precinct  
LD10 Development Guidelines – George Street, Karuah Residential Subdivision  
LD11 Development Guidelines – Wallalong Rural Residential Subdivision  
LD12 Development Guidelines – Cross Street Seaham Rural Residential Subdivision  
LD13 (DCP50) Development Guidelines-Fern Bay Residential Subdivision  
LD14 Development Guidelines – Koala Bay Estate, Tanilba Bay  
LD15 Nelson Bay (West)  
LD4 Development Guidelines – Nelson Bay Commercial Area  
LD5 Development Guidelines – Heatherbrae Industrial Area  
LD6 Development Guidelines – Taylors Beach Industrial Area  
LD7 Development Guidelines – Richardson Road, Raymond Terrace Residential Subdivision  
LD8 Development Guidelines – Medowie Rural Residential Subdivision  
LD9 Development Guidelines – Medowie Central Residential Subdivision  
Local Approvals Policy for the Conversion of Septic Tanks for Rainwater Storage  
Local Area Plan to Reduce Greenhouse Gas Emissions in Port Stephens  
Local Orders Policy Decommissioning of Septic Tanks  
Media Liaison Policy  
Multicultural Affairs  
Nelson Bay CBD & Foreshore Parking Strategy  
Nelson Bay Foreshore Masterplan  
Newcastle Airport Strategic Policy  
No Smoking in Council Owned or Managed Buildings  
Onsite Sewerage Management Strategy  
Pecuniary Interest Returns Policy  
Petitions  
Planning Matters to be reported to Council  
Port Stephens Generic Sportsground Plan of Management  
Port Stephens Library Public Internet Policy  
Port Stephens Urban Settlement Strategy  
Port Stephens Local Environmental Plan 2000  
Port Stephens Youth Council Code of Meeting practice  
Privacy Management Plan  
Procedures for Requests to Amendment LEP 2000  
Property Investment and Development Policy  
Protected Disclosures – Internal Reporting  
PS1 Urban Housing & Dual Occupancy Guidelines  
PS10 Building Standards and Notification Procedures for Development Applications  
PS11 Controls for Site Waste Management and Minimisation  
PS2 Parking and Traffic Guidelines  
PS4 Commercial & Industrial Development Guidelines  
PS5 Home Employment Guidelines  
PS6 Bed and Breakfast Establishments  
PS7 Keeping of Dogs for Commercial Purposes  
PS8 Guidelines for Exempt and Complying Development

PS9 Energy Smart Homes  
Public Access to Records after 30 years  
Purchasing Card Policy  
Raymond Terrace Local Area Plan  
Reimbursement Policy for Councillors  
Requests for Assistance – Legal Costs  
Requests for Financial Assistance  
Requisition of funds by Councillors  
Restricted Funds  
Risk Management Policy  
Road naming guidelines  
Road Assessment & Maintenance  
Road Safety Strategic Plan  
Roadside Tributes & Memorials  
Rural West Local Area Plan  
Sale of Council owned property  
Section 94 Plan- Fern Bay  
Section 94 Plan – Karuah/Swan Bay  
Section 94 Plan – Medowie  
Section 94 Plan – Raymond Terrace  
Section 94 Plan – Rural East  
Section 94 Plan – Tilligerry Peninsula  
Section 94 Plan – Tomaree Peninsula  
Section 94 Plan- Western Area  
Senior Citizens Clubs  
Signs as Remote Supervision Policy  
Social Policy  
Street Trading by Organisations  
Subdivision Code – Engineering Practices  
Subdivision Guidelines  
Sustainability Policy  
Telecommunications Policy & Associated Guidelines  
Temporary Structures on Footways  
Tenancy Policy  
Urban Rainwater Tank Policy  
Use of Organochlorides  
Volunteers  
Waste reduction and procurement

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

The Council's current Statement of Affairs was produced as part of Council's Annual Report for 2004/05. Council's Annual Report 2004/2005 and Management Plan 2005/2008 are available free of charge.

## **SECTION 3 – CONTACT ARRANGEMENTS**

Arrangements to obtain access to or copies of any of the Council's policy documents and Statement of Affairs or requests for access to other documents under Freedom of Information can be made by contacting:

Mr Tony Wickham,  
Governance Coordinator  
Port Stephens Council  
116 Adelaide Street (Old Pacific Highway)  
PO Box 42  
Raymond Terrace NSW 2324  
DX21406 Raymond Terrace  
Tel: (02) 4980 0255  
Fax: (02) 4983 1194  
Email: Council@portstephens.nsw.gov.au  
Hours: 8.30am To 5.00pm, Monday To Friday



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

The Council has adopted policies and procedures concerning a multitude of topics.

A complete set of the documents set out below is available at the Council's Office at 257 Crawford Street, Queanbeyan.

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

**SECTION 2 – STATEMENT OF AFFAIRS**

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

**SECTION 3 – CONTACT ARRANGEMENTS**

Details of the procedures for inspecting and purchasing the Council's Policy and other documents are available from Stuart Warner, Public Officer at 257 Crawford Street, Queanbeyan, telephone (02) 62984516.

The Council's policy documents may be inspected and/or purchased between the hours of 8.30am to 5.00pm business days.

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

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

**SECTION 1 – POLICY REGISTER DOCUMENTS**

**PART 1**

**1.0 COUNCIL MATTERS, MAYOR, COUNCILLORS AND STAFF**

- 1.01 COUNCIL MATTERS
- 1.01.02 Code of Meeting Practice – Council and Committee Meetings
- 1.01.04 Community Service Awards
- 1.01.05 Nuclear Free Zone – City of Randwick
- 1.01.06 Botany Bay – Dredging
- 1.01.07 Kingsford-Smith Airport & Second Sydney Airport Site
- 1.01.08 Eastern Suburbs Railway – Extension
- 1.01.11 Council in Recess – Procedure
- 1.01.12 Delegation of Authority – Health, Building and Planning Committee
- 1.01.13 Common Seal – Procedure for Affixing
- 1.01.15A Delegation of Authority – Works Committee
- 1.01.17 Delegation of Authority – Community Services Committee
- 1.01.18 Delegation of Authority – Civic Affairs Committee (Recipients of community & civic awards only)
- 1.01.19 Delegation of Authority – Administration & Finance Committee
- 1.02 MAYOR
- 1.02.01A Delegation of Authority – Mayor
- 1.02.02 Delegation of Authority – Mayor and General Manager Jointly
- 1.02.03 Public Statements to the Press – Council Spokesman
- 1.02.04 Sister Cities – Distribution of funds to Mayor and Councillors during visits
- 1.03 COUNCILLORS
- 1.03.01 Electoral Roll – Provision to Councillors
- 1.03.04 Annual Estimates – Submission of Draft Estimates to Councillors
- 1.03.05 Information Required by Council Member
- 1.03.06 Newspaper Publications by Councillors
- 1.03.10 Payment of Expenses & Provision of Facilities to Councillors
- 1.04 MAYOR, COUNCILLORS AND STAFF
- 1.04.04 Internal Reporting System – Protected Disclosures Act
- 1.04.05 Provision of information to and interaction between Councillors & Staff
- 1.04.06 Code of Conduct

**PART 2**

**2.0 GENERAL MANAGER'S OFFICE**

- 2.01.02 Response – Written Enquires/Request from Public
- 2.01.04 Delegation of Authority – General Manager & Staff
- 2.01.06 Council and Committee Meetings – Authority to vary dates and times
- 2.01.07 Paid Council Advertising (Local Newspapers)

**PART 3**

**3.0 GOVERNANCE & FINANCIAL SERVICES**

- 3.01 GENERAL ADMINISTRATION
- 3.01.01 Public Collections/Appeals
- 3.01.02 Staff Social Club
- 3.01.07 Local Ethnic Affairs Policy Statement
- 3.01.08 Document and Correspondence Administration
- 3.01.09 Local Government Act 1993 – Administrative Arrangements

- 3.01.10 Acknowledgement of Incoming Correspondence
- 3.01.11 Guidelines for the Engagement and use of Consultants
- 3.01.12 Open Access to Objection and Support Letters – Local Approval Applications and Development Applications
- 3.01.13 Purchasing Policy
- 3.01.14 Tendering Policy
- 3.01.15 Risk & Insurance – Risk Management Policy
- 3.01.16 Risk & Insurance – Signs as Remote Supervision
- 3.01.17 Risk & Insurance – Gathering Information
- 3.02 FINANCE
- 3.02.01 Equipment Acquisition
- 3.02.02 Donations and Expenditure under Section 504; Subsidies under Sections 298(2), 358 and 364
- 3.02.03 Council Contracts with Companies
- 3.02.04 Reserve – Employees Leave Entitlements
- 3.02.05 Petty Cash Limit
- 3.02.06 Rates – Pensioners Accruing Rates and Charges
- 3.02.07 Investments – Surplus Cash
- 3.02.08 Bank Guarantees
- 3.02.09 Sponsorship Principles
- 3.02.10 Funding Source – Non-Budgeted Expenditure
- 3.03 PROPERTY
- 3.03.01 Randwick Town Hall – Hire
- 3.03.02 Council Buildings – Solar Energy
- 3.03.03 Use of Council Chamber and Meeting Rooms, etc
- 3.04 PERSONNEL
- Human Resources Policy & Procedures Manual
- 3.05 COMMUNITY SERVICES
- 3.05.01 Accessible Environment for Disabled People
- 3.05.03 Ethnic Policy and Migrant Services

## **PART 4**

### **4.0 CITY SERVICES**

- 4.02 PLANT AND VEHICLES
- 4.02.01 Motor Vehicle Fleet – Replacement
- 4.03 PERSONNEL
- 4.03.01 Safety Boots
- 4.03.02 Protective Clothing, Headwear and Sunscreens
- 4.04 PUBLIC RESERVES AND PLACES
- 4.04.01 Encroachments – Public Places and Reserves
- 4.04.02 Bonfires and Fireworks – Council Land
- 4.04.03 Use for Circuses
- 4.04.04 Control of Recreational Vehicles
- 4.04.05 Bus Seats at Bus Stops
- 4.04.06 Clothing Bins and other non-Council collection services on public Land Under Council's Control
- 4.04.07 Smoking in the Public Place
- 4.04.08 Graffiti Management
- 4.05 PUBLIC BEACHES
- 4.05.01 Closure of Beaches
- 4.05.02 Vending on Beaches
- 4.07 WORKS
- 4.07.01 Construction of Crossings and Re-instatements
- 4.07.02 Crossings and Entrances – Contributions
- 4.07.03 Kerbing and Guttering – Replacement of Stone Constructions
- 4.07.04 Street Lights – Shading
- 4.07.05 Tree Preservation Order and Protection of Trees
- 4.07.06 Tree Policy
- 4.07.07 Sewerage/Stormwater Drain Blockage Policy
- 4.07.08 Tree Shrouding Policy

- 4.07.09 Significant Street Tree Removals – Public Notification
- 4.08 DEVELOPMENT APPROVALS
- 4.08.01 Private Stormwater Code
- 4.08.02 Development Application Conditions
- 4.09 ROADS/STREETS
- 4.09.01 On Street Parking
- 4.09.02 Nature Strip/Road Verge Planting

## **PART 5**

### **5.0 ENVIRONMENTAL SERVICES**

- 5.01 GENERAL MATTERS
- 5.01.04 Street Address Numbering and Re-Numbering
- 5.02 HEALTH MATTERS
- 5.02.01 Food Premises Code
- 5.02.03 Collection of Trade Waste from Community Service Organisations
- 5.02.04 Garbage Collection – Not in Approved Containers
- 5.02.06 Code for Keeping of Pigeons
- 5.02.07 Variations in Licensed Trading Hours
- 5.03 BUILDING MATTERS
- 5.03.16 Code for Construction and Use of Food Vending Vehicles
- 5.03.17 Code for Construction and Use of Temporary Food Premises
- 5.03.22 Local Approvals Policy
- 5.03.23 Asbestos Policy

## **PART 6**

### **6.0 CITY PLANNING**

- 6.01.02 Development Consents – General Conditions of Approval.
- 6.01.03A Multi-unit Housing – Interim Arrangements – Assessment of Applications
- 6.01.04 Amusement Centres
- 6.01.10 Balcony Enclosures on Residential Flat Buildings
- 6.01.11 Conservation in Struggletown
- 6.01.21 Plan of Management No. 1 – Glebe Gully
- 6.01.22 Subdivision Code
- 6.01.23 Heritage Development
- 6.01.24 Development Consents – Time Limit
- 6.01.25 Development Assessment Committee
- 6.01.26 City Council Housing Policy
- 6.01.29 Contaminated Land
- 6.01.33 Environmental
- 6.01.34 Rainwater Tanks

#### **DEVELOPMENT CONTROL PLANS**

- DCP No. 6 Land bounded by Kemmis St, Frenchman's Rd & Clovelly Rd, Randwick
- DCP No. 8 Military Road & Bunnerong Road, Matraville
- DCP No.13 Bunnerong Power Station, Matraville
- DCP No.16 Kingsford Commercial Centre
- DCP No.18 Randwick Bus Depot, Cnr King & Dangar Streets, Randwick
- DCP No.19 Matraville Town Centre
- DCP No.21 Amusement Centres
- DCP No.22 The Spot & Surrounds
- DCP Backpacker Accommodation
- DCP Defence Site Kingsford
- DCP Dwelling Houses & Attached Dual Occupancies
- DCP Eastern Suburbs Memorial Park
- DCP Exempt and Complying Development
- DCP Footpath Dining & Trading
- DCP Kensington Town Centre 2002
- DCP Maroubra Beach Commercial Precinct
- DCP Maroubra Junction Town Centre
- DCP Multi-Unit Housing

DCP Outdoor Advertising  
 DCP Parking  
 DCP Prince Henry Hospital Site  
 DCP Public Notification of Development Proposals & Council Plans  
 DCP Randwick Junction Business Centre  
 DCP Matraville Town Centre (Draft)  
 DCP North Randwick Heritage Conservation Area (Draft)  
 DCP West Kensington Heritage Conservation Area (Draft)

LOCAL ENVIRONMENTAL PLANS  
 Randwick LEP 1998 (and Amendments)

## **PART 7**

### **7.0 LIBRARY SERVICES**

7.01.02 Membership  
 7.01.03 Opening Hours  
 7.01.04 Loans  
 7.01.05 Fees and Charges  
 7.01.06 Literacy and the Library  
 7.01.07 Reservations/Inter Library Loans  
 7.01.08 Randwick Branch Library – Hire of Meeting Room  
 7.01.09 Bowen Library – Hire of Vonnie Young Auditorium  
 7.01.10 Facsimile Transmissions – Access To  
 7.01.11 Microcomputers – Public Use  
 7.01.12 Photocopiers – Public Use  
 7.01.13 Typewriter – Public Use  
 7.01.14 Photographs – Reproduction  
 7.01.15 Library Internet Access  
 7.01.16 Group Use of Library and Community Bus

### **Administrative Registers and Documentation**

- State of the Environment Report
- Financial Statements
- Management Plan (incl. Pricing Policy, Revenue Policy)
- Minutes of Committee Meetings and Business Papers
- Minutes of Council Meetings and Business Papers
- Policy Register
- Annual Report
- Disclosures Register (Councillors & Staff)
- Investments Register
- Social Plan
- Privacy Management Plan
- Randwick Community News

### **City Services Documents**

- Coastal Walkway Brochure
- Kingsford Commercial Centre Townscape Masterplan
- Randwick Local Disaster Plan (DISPLAN)
- Private Stormwater Code
- Civil Design and Development Code
- Randwick Street Tree Master Plan 2002
- Landscape Furniture and Finishes Manual
- Tree Preservation Order 2005
- Noxious Weeds Guide
- Draft Landscape Code
- Coogee Beach and Foreshore Plan of Management 1997
- Gordon's Bay Plan of Management 1994
- Malabar Beach and Foreshore Plan of Management 1995
- Malabar Headland Draft Plan of Management 1990
- Maroubra Beach Plan of Management Overview 1996
- Clovelly Bay Plan of Management 2001
- Heffron Park Plan of Management & Masterplan

- Pioneers Park Plan of Management 1992
- South Coogee Coastal Reserves Plan of Management 1987
- Latham Park Plan of Management 1985
- Glebe Gully Plan of Management 1985
- City Open Space and Recreation Plans of Management (COSRPOM) 1996 Incorporating Strategic Plan and 8 Generic Plans of Management, Regional Parks, District Parks, Neighbourhood Parks, Pocket Parks, Civic Parks, Beach and Coastal Reserves, Remnant Bushland and Road Side Reserves
- La Perouse Historic Plan of Management
- Gordon's Bay and Clovelly Bay Stormwater Management Plan 1996
- Investigation of Water Pollution Treatment Works at Coogee, Maroubra and Malabar Beaches 1996
- Randwick City Council Recreation Facility Management and Development Plan 1998
- Heffron Park Swimming Centre Recreation Facility Management & Development Plan 1998
- Heffron Park Tennis Complex Recreation Facility Management & Development Plan 1998
- Clovelly Seabreeze Kiosk Heritage Significance Assessment 1998
- Urban Design Study of Randwick & The Spot Shopping Centres 1994
- Randwick City Council Bicycle Plan 1998
- Maroubra Beach & Environs Master Plan 1998
- Frenchman's Bay Plan of Management 2002
- Malabar Beach & Foreshore Landfill Remediation & Rehabilitation – Environmental Site Characterisation Final 2002

### **City Planning Documents**

- Building Certification Services Information Sheet
- Building Certificate Register
- Building Application/Approval Register
- Construction Certificate Register
- Complying Development Certificate Register
- Local Approvals Register
- Construction Certificate & Principal Certifying Authority Information Sheets
- Randwick Development Application Guide
- Principal Certifying Authority Agreement
- Fire Safety & Essential Services Information Sheets
- Housing Strategy
- Integrated Development Information Sheet
- Local Approvals Information Sheet
- Maroubra Beach Urban Design Planning Strategy
- Randwick City Council Section 94 Contributions Plan (1999)
- Randwick Housing Affordability & Access Study
- Register of Development Applications
- Register of Subdivision Certificates
- Register of Strata Subdivision Applications
- Sediment & Erosion Control Information Sheet
- Bill Posters Information Sheet
- Rezoning Land Information Sheet
- Design Review Panel Information Sheet
- Randwick LEP 1998 Information Sheet
- Acid Sulfate Soils Information Sheet
- Heritage Information Sheet
- Sydney Airport Planning & Noise Impacts Information Sheet

### **Community Services & Library Documents**

- Children's' Services Pamphlet
- Social Plan
- Guides to Library Services (Various Categories)
- Resource Lists (Various Categories)
- Ephemera (Various Categories)
- Multicultural Advisory Committee Brochure
- Home Maintenance & Modification Service Brochure
- Home & Community Care Services Brochure
- Collection Development Policy
- Marketing & Promotion Plan
- LINC'S Database (Community Information)

**SECTION 2 – STATEMENT OF AFFAIRS**

The most recent annual Statement of Affairs of the Randwick City Council was published effective 30th June, 2006, and is available at a cost of \$5.00. Copies of the Statement of Affairs are available for perusal at all Council Libraries listed at the bottom of this page and also at:

Government Publications Librarian  
The State Library of N.S.W  
Macquarie Street  
Sydney NSW 2000  
The Librarian  
Parliament of NSW  
Macquarie Street  
Sydney NSW 2000

Serial Processing Unit  
National Library of Australia  
Canberra ACT 2600

**SECTION 3 – CONTACT ARRANGEMENTS**

Many of the documents listed in this Summary of Affairs are readily available at the Council's Office and Libraries as detailed below. However, should the particular item being sought not be available through these avenues, members of the public are invited to contact Council's Section 12 or Freedom of Information Officers.

The Section 12 & Freedom of Information Officers are available during normal business hours of 8.30am to 5.00pm and, to avoid any inconvenience, contact should first be made by telephone prior to a personal visit.

Administrative Centre (FOI & Section12 Officers)  
30 Frances Street  
Randwick NSW 2031  
Telephone: (02) 9399 0999  
Facsimile: (02) 9319 1510

Bowen Library  
669-673 Anzac Parade  
Maroubra NSW 2035  
Telephone: (02) 9314 4888  
Facsimile: (02) 314 4780

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

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

R. BROWNLEE,  
General Manager



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

**SECTION 1 – POLICY DOCUMENTS**

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

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

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

**SECTION 2 – STATEMENT OF AFFAIRS**

The most recent Statement of Affairs of the Council is that for December 2005. Copies may be purchased from Council at a cost of \$0.55 per page (minimum charge \$2.00).

**SECTION 3 – CONTACT ARRANGEMENTS**

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

Mr W. S. Halcrow  
Public Officer  
Richmond Valley Council  
Corner Walker Street & Graham Place  
(Locked Bag 10)  
Casino NSW 2470  
Telephone: (02) 66600312  
Facsimile: (02) 66625198

The Council's office hours are 8.30am to 4.30pm (Monday to Friday).

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

**SECTION 1 – POLICY DOCUMENTS**

- Code of Conduct
- Code of Meeting Practice
- Consultative Committee
- Delegations of Authority
- Development Servicing Plan
- Drought Management
- Equal Employment Opportunity Management Plan
- Expenses and Facilities
- General Policy Register
- Management Plan
- Minutes of Council Meetings
- Occupational Health & Safety Policy
- Occupational Health and Safety Rehabilitation Policy
- Organisational Structure
- Privacy Management Plan
- Records Management
- Register of Investments
- Returns of the Interest of Councillors and Designated Persons
- Safety Management Plan
- Strategic Business Plan
- Water Pricing

**Other Documentation:**

- Annual Financial Reports
- Annual Report
- Auditor's Report
- Business Papers

**SECTION 2 – STATEMENT OF AFFAIRS**

Council's Statements of Affairs can be inspected at Council's office during normal office hours – 8.30 am to 4.00 pm.

**SECTION 3 – CONTACT ARRANGEMENTS**

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

Mr Gerald Pieper,  
General Manager  
Riverina Water County Council  
91 Hammond Avenue  
(PO Box 456)  
Wagga Wagga NSW 2650  
Telephone: (02) 6922 0608  
Fax: (02) 6921 2241  
Email: Admin@rwcc.com.au

**FREEDOM OF INFORMATION ACT 1989****Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****ROUS WATER****Regional Bulk Water Supply Authority****SECTION 1 – POLICY DOCUMENTS**

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

- Code of Conduct
- Code of Meeting Practice
- Competitive Neutrality Policy
- Classification of Council Land
- Delegations of Authority
- Employment Related Codes:
- Code of Staff Conduct
- Equal Employment Opportunity Policy
- Grievance Resolution Policy and Procedure
- Job Regrading/Reclassification
- Salary Sacrifice
- Staff Uniforms
- Bullying/Harassment
- Education Assistance
- Drug and Alcohol
- Salary System
- Expenses and Facilities
- Management Plan incorporating 3-Year Forward Plan, Revenue Policy & Pricing Policy
- Minutes of Council Meetings
- Occupational Health and Safety Policy
- Organisational Structure
- Policy Register
- Privacy Management Plan
- Records Management Policy
- Regional Water Supply Strategy
- Regional Water Demand Strategy – 5 year plan
- Rocky Creek Dam:
- Logging in Catchment
- Recreational Activities
- Risk Management
- Community Sponsorship and Donations
- Protected Disclosures
- Computer Systems Usage
- Investments
- Recreational Activities

**Other Documentation**

- Annual Report
- Annual Financial Reports
- Auditors' Report
- Business Papers
- Pecuniary Interest Returns
- Land Register
- Private Use of Council Vehicles Policy
- Water Cycle Management Review
- Business Ethics Statement

**SECTION 2 – STATEMENT OF AFFAIRS**

Rous Water's Statement of Affairs can be inspected at the administration office during normal business hours  
– 8.30 a.m. to 5.00 p.m.

**SECTION 3 – CONTACT ARRANGEMENTS**

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

Mr Paul Muldoon  
General Manager  
Rous Water  
218-232 Molesworth Street  
PO Box 230  
Lismore NSW 2480  
Telephone: (02) 6621 8055  
Fax: (02) 6622 1181  
Email: [water@rouswater.nsw.gov.au](mailto:water@rouswater.nsw.gov.au)

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

**SECTION 1 – POLICY DOCUMENTS**

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

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

**Other Documentation**

- Annual Report
- Annual Financial Reports
- Auditor's Report
- Business Papers

**SECTION 2 – STATEMENT OF AFFAIRS**

Council's Statement of Affairs can be inspected at Council's office during normal business hours – 8.30 a.m. to 5.00 p.m.

**SECTION 3 – CONTACT ARRANGEMENTS**

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

Mr Paul Muldoon  
General Manager  
Richmond River County Council  
218-232 Molesworth Street  
(PO Box 230)  
Lismore NSW 2480  
Telephone: (02) 6621 8314  
Fax: (02) 6622 1181  
Email: [floodplain@rrcc.nsw.gov.au](mailto:floodplain@rrcc.nsw.gov.au)

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

**SECTION 1 – POLICY DOCUMENTS**

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

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

**Other documentation:**

- Annual Report
- Annual Financial Reports
- Auditors' Report
- Business Papers
- Disclosures Register
- Class 4 Management Plans

**SECTION 2 – STATEMENT OF AFFAIRS**

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

**SECTION 3 – CONTACT ARRANGEMENTS**

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

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

**FREEDOM OF INFORMATION ACT 1989****Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****RYDE CITY COUNCIL****FOI Agency No. 2203****SECTION 1 – POLICY DOCUMENTS****CORPORATE SERVICES**

Annual Report 2004/2005  
Audited Financial Statements of Account for the year ended 30 June 2005  
Business Papers/Minutes of Committee & Council Meetings  
Code of Conduct  
Code of Behaviour  
Code of Conduct – Standards for Volunteer and Community Representatives on Council Committees  
Code of Conduct – Standards for Contractors, their Employees and Business Associates  
Code of Good Governance  
Code of Meeting Practice  
Competitive Neutrality Complaints Policy  
Confidential Information Protocol for Councillors and Staff  
Conditions of Employment Policies  
Delegations Register  
Disclosures Register for Councillors & Senior Staff  
EEO Management Plan  
Employee Relations Policies  
Equity & Diversity Policies  
Gifts Policy  
Induction Policies  
Information Technology Policies  
Investment Policy and Register  
Land Register  
Management Plan 2006/2009  
Occupational Health & Safety Policies  
Organisational Development Policies  
Policy on Payment of Expenses & Provision of Facilities for Mayor & other Councillors  
Procurement Policy  
Protected Disclosures Information Booklet  
Protocol for Meeting with the Mayor  
Register of Leases and Licences for use of public land classified as Community Land  
Returns as to Candidates Campaign donations

**ENVIRONMENT AND PLANNING**

Bed & Breakfasts – Establishment Guidelines  
Building Application/Approval Records – only upon request  
Building Certificate Records  
Bushfire prone land information and guidelines  
Contaminated Land: Planning Guidelines for Contaminated Land  
Development Application/Approval Records – only upon request  
Development Contribution Plan  
Development Control Plan Register  
Development Control Plans  
Development Criteria:  
    Section 1 – Driveways  
    Section 3 – Title Encumbrances  
Section 4 – Public Civil Works  
Food Stalls: Requirements for One Day Temporary Food Stalls



Footpath Activity Policy  
 Garbage & Recycling: Standard Requirements for the Construction of Garbage & Recycling Cart Storage Areas for Residential Buildings  
 Having Your Say – What happens to your comments on LDA's  
 Having Your Say – Having Your Say at the Committee  
 Integrated Development  
 Legionnaires' Disease: NSW Code of Practice for the Control of Legionnaires Disease  
 Local Environmental Plans Register  
 Local Environmental Plans  
 National Code for the Construction and Fitout of Food Premises  
 National Code for Food Vending Vehicles and Temporary Food Stalls  
 North Ryde Industrial Area  
 Pre-lodgement – Information Package  
 Residential Development Strategy 1996 – Improving Housing Choice & Housing Opportunities  
 Ryde Planning Scheme Ordinance  
 State of the Environment Report  
 Stormwater Drainage Design Guidelines  
 Subdivision Code  
 Telecommunications Facilities – Draft Policy  
 Waste Containers: Conditions for Temporary Placement of Waste Container or Skip on Footpath

### **PUBLIC WORKS**

Conditions for Road Closures/Street Parties  
 Information on Gutter and Footway Crossings for Vehicular Access to Normal Single Residences  
 Information Relating to Special Purpose Signs  
 Recycling & Waste Guide  
 Register of Graffiti Removal Work  
 Ryde Local Disaster Plan  
 Subdivisional Road Requirements  
 Waste Services Booklet  
 Waste Management Strategy  
 Catchment Management – Strategic Review  
 Ryde Bikeway Plan 1994

### **COMMUNITY LIFE**

Aboriginal Needs Paper – Social Plan 2005  
 Access and Equity Policy  
 Children's Needs Paper – Social Plan 2005  
 Community Arts Policy  
 Community Buildings Strategy  
 Community Services Customer Complaints Policy  
 Conditions of Use of Grounds & Amenities  
 Culturally and Linguistically Diverse Peoples Needs Paper – Social Plan 2005  
 Disability Discrimination Act Action Plan  
 Guidelines for Managing Library resources on loan to Home Library Service institutional members  
 Guidelines for the Submission of a Tree Preservation Application  
 Home Library Service Institutional Membership  
 Immunisation Policy and Procedures  
 Language Aide Policy  
 Media Policy  
 Men's Needs Paper – Social Plan 2005  
 Multi-Purpose Use of Council Meeting Facilities Policy  
 Older People's Needs Paper – Social Plan 2005  
 Plain English Policy  
 People with a Disability Needs Paper – Social Plan 2005  
 Register of Plans of Management for Parks  
 Ryde Community Grants Program – Guidelines & Application Form (CDSE)  
 Ryde/Hunters Hill Home Modification and Maintenance Service – Policy and Practice Manual  
 Ryde Library Services Guide to Membership conditions & services  
 Ryde Library Services Toys at North Ryde Branch Library  
 Social Plan 2005

Sponsorship Policy  
Temporary Access through Public Reserves & Parks  
Tree Preservation Order & Tree Management Policy  
Vacation Care Program – Staff Information and Procedures Manual  
Volunteers Policy  
Women’s Needs Paper – Social Plan 2005  
Young People’s Needs Paper – Social Plan 2005

## SECTION 2 – STATEMENT OF AFFAIRS

City of Ryde’s most recent Statement of Affairs is dated June 2006.

## SECTION 3 – CONTACT ARRANGEMENTS

Requests for access to and copies of policy documents should be directed to the Customer Service Centre at the Civic Centre, 1 Devlin Street, Ryde between the hours of 8.30am and 4.30pm weekdays (telephone: 9952 8222, fax: 9952 8070, e-mail: [cityofryde@ryde.nsw.gov.au](mailto:cityofryde@ryde.nsw.gov.au), web-site: [www.ryde.nsw.gov.au](http://www.ryde.nsw.gov.au)). Requests for access to other documents under the Freedom of Information Act should be directed to:

The Freedom of Information Officer,  
City of Ryde,  
First Floor,  
Ryde Civic Centre,  
1 Devlin Street,  
Ryde 2112  
Telephone: 9952 8222  
Fax: 9952 8070  
email: [cityofryde@ryde.nsw.gov.au](mailto:cityofryde@ryde.nsw.gov.au).  
Hours: 8.30am and 4.30pm weekdays

NOTE: Access to these documents is also provided subject to the provisions of the Privacy and Personal Information Protection Act 1998.

**FREEDOM OF INFORMATION ACT 1989****Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****SHELLHARBOUR CITY COUNCIL****FOI Agency No. 2207****SECTION 1 – POLICY DOCUMENTS**

Aerodrome Policy  
Alcohol Consumption – Public Halls  
Alcohol Consumption – Public Reserves  
Amusement Devices  
Animals – Residential Areas  
Annual Report (produced annually)  
Appointment of Senior Staff  
Asbestos Code  
Backyard Burning  
Beaches and Pools  
Builders' Obligations  
Building Control  
Building Sites – Sediment Control  
Camping Areas  
Cemeteries Policies  
Child Protection  
Code of Conduct – Councillors and Staff  
Code of Conduct – Swimming Pools  
Code of Meeting Practice  
Commercial Home Catering Complaints Management Council & Corporate Meetings – Minutes Policy  
Council Chambers – Albion Park  
Council Land Sales  
Cultural Diversity Policy  
Delegations – Mayor, Councillors and Staff  
Disabled Access Policy  
Dogs – General  
Donations Policy  
Drainage Easements and Open Drains  
Earthquake Code  
Elections and Election Material  
Environment – Protection of Lake Illawarra and Coastal Policy  
Environment – Koala Habitat Protection Policy  
Environmental Policy  
Equal Employment Opportunity  
Extension of Credit & Debt Recovery  
Fee Reduction Policy  
Food Strategy  
Harassment Policy  
Investment  
Legionnaires Disease  
Library – Lending Policy  
Library – Reciprocal Membership Policy  
Management Plan – Councils Activities (5 year) and Revenue Policy (1 year)  
Management of Council Property by Community Organisations  
Minutes of Council Meetings and Committee Meetings – SEPARATE REGISTER  
Museum – Collection Conservation  
Offences by Minors  
Parking for Disabled – Infringement Notices

Payment of Expenses & Provision of Facilities to Councillors  
 Personal Water Craft (PWC)  
 Plastic Garbage Bags  
 Playground Equipment – Safety Check List  
 Privacy Management Plan  
 Provision of Council Motor Vehicles  
 Public Halls  
 Public Reserves/Sportsfields/Parks – Naming, Wet Weather, Circuses  
 Purchase of Goods, Plant and Materials  
 Rates Policy  
 Recycled Products – Unbleached Stationary  
 Register of Disclosures of Interest of Councillors and Designated Officers – SEPARATE REGISTER  
 Returns as to Candidates' Campaign Donations (produced every 4 years) –SEPARATE REGISTER  
 Risk Management  
 Roads – Miscellaneous  
 Shellharbour City Council – Use of Name  
 Shellharbour City Stadium Strategic Plan  
 Social Plan  
 Sponsorship  
 Sportsfields – Leasing & Licensing  
 Spraying of Blackberries  
 Subdivisions – Miscellaneous  
 Trees – Miscellaneous  
 Use of Vehicles on Beaches within the Shellharbour LGA  
 Waste Management Strategy (2002)

#### **Corporate Health & Safety**

Occupational Health & Safety Policy  
 Rehabilitation Policy and Return to Work Program  
 Alcohol & Drug Policy  
 Sun Protection Policy  
 No Smoking Policy

#### **Local Environmental Plan No. 2000**

This plan covers the Shellharbour City Council Local Government Area. It provides opportunities for residential, commercial and industrial development, and open space, rural and environmental protection areas.

#### **Rural Local Environmental Plan No. 2004**

This plan generally covers the rural area of Shellharbour City Council Local Government Area.

#### **Development Control Plans**

The following are Council's Development Control Plans. Copy of these Development Control Plans are available from Council.

##### *Residential*

Albion Park – Aerodrome – Buffer Area DCP  
 Albion Park Rural Residential DCP  
 Blackbutt Rural Residential DCP  
 Dunmore Lakes Estate DCP  
 Dunmore Wetlands DCP  
 Former School Site, Shellharbour Road Shellharbour (Tawarra Site) DCP  
 Macquarie Rivulet Delta DCP  
 Medium Density DCP  
 On-site Waste Water Management for Single Residences DCP  
 Residential DCP  
 Residential Infill DCP  
 Residential Subdivision DCP  
 Shell Cove DCP  
 Temporary Accommodation for Aged Persons Policy  
 Tullimbah Village DCP  
 Woodlands Estate DCP

*Commercial*

Albion Park Commercial Centre DCP  
Alfresco Dining DCP  
Commercial DCP  
Lake Entrance Rd, Blackbutt DCP  
Motor Showrooms DCP  
Service Stations DCP  
Shellharbour City Centre DCP  
Shellharbour Township Commercial Centre DCP  
Warilla Professional Suites DCP

*Industrial*

Industrial DCP

*Other*

Advertising & Identification Signs DCP  
Car Parking Policy DCP  
Child Care Centre Guidelines  
Complying DCP  
Contaminated Land Policy  
Energy Smart Homes DCP  
Exempt DCP  
Floodplain Risk Management DCP  
Landscape Guidelines DCP  
Notifications DCP  
Social Impact Assessment Policy  
Telecommunications Facilities DCP  
Waste Minimisation & Management DCP  
Section 94  
Fifth Review – Section 94 Contributions Management Plan  
Section 94 Policy – Contributions for Community Services and Facilities DCP  
Section 94 Works-in-Kind

**Plans of Management for Community Land**

Management plans set out the overall aim, objectives and performance targets, statement of means, performance assessments and, if applicable, lease/licence details etc. Council welcomes any enquiries on its Management Plans and plans are available for viewing by the public. The major management plans include:

Albion Oval  
Albion Park Showground  
Albion Park Swimming Pool and adjacent areas  
Alex Hoffman Park  
Barrack Heights Sportsfield  
Bardsley Park  
Bass Point  
Blackbutt Reserve  
Con O'Keefe Oval  
Croome Regional Sporting Complex  
Darcy Dunster Reserve  
Geoff Shaw Oval  
Hooker Park (Ces Glenholmes Oval)  
Howard Fowles Oval  
Jack Brown Oval  
Keith Bond Oval  
Keith Grey Oval  
Keith Hockey Oval  
King Memorial Park  
King Mickey Park  
L. R. Mood Park  
McDonald Park  
Morley Park  
Oak Flats Swimming Pool and adjacent areas

Oakleigh Park  
Panorama Oval  
Pelican View Reserve  
Reddall Reserve  
Ron Costello Oval  
Rotary Park  
Shellharbour Reserve includes Shellharbour Swimming Pool  
Skiway Park  
War Memorial Park includes Warilla Swimming Pool

Documents are available for inspection free of charge in accordance with Section 12 of the Local Government Act 1993. Council's photocopying charge for Documents under Section 12 is \$1.00 for the first page then 30c for each additional page.

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

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

## **SECTION 3 – CONTACT ARRANGEMENTS**

Applications and enquiries relating to Policy Documents and access to Council records can be made to the Public Officer, Level 2 Lamerton House, Lamerton Crescent, Shellharbour City Centre (02) 4221 6111 between the hours of 8.30am and 4.30pm Monday to Friday (Public Holidays excepted). Applications for access to information held by Shellharbour City Council under the Freedom of Information Act 1989, must be made using Council's FOI application form or in writing stating the application is under FOI. The applicant must supply all the details required under the Freedom of Information Act. The current fee for an application is \$30.00. In some circumstances other charges may apply.

Public Officer  
Shellharbour City Council  
PO Box 155  
Shellharbour City Centre NSW 2529

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

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

**SECTION 1 – POLICY DOCUMENTS**

Abseiling and Rock climbing Policy  
Accessible Living – Design Guidelines  
Acceptance of Tenders (reports to Council)  
Access Areas for Dogs  
Accessible Living – Checklist of Development Requirements  
Adult Shops (Premises Selling Sexually Explicit Products) – Guidelines  
Advertising – Local Newspapers  
Aged Persons Accommodation – Establishment of  
Aged Persons Accommodation Guidelines  
Anzac Day Services – Wreath Laying Ceremonies  
Asset Management Plan – Amenities  
Asset Management Plan – Bridges  
Bed and Breakfast Guidelines  
Best Practice Water, Sewerage & Trade Waste Pricing  
BMX Circuits – Provision in Local Areas  
Building Code – Minimum Building Requirements  
Building Height and Amenity in Residential Areas – Policy to Control  
Building Line – Burrill Lake Foreshore  
Building Line – Penguins Head Road, Culburra  
Building Lines (front) in South Nowra Industrial Areas  
Building lines for small lots approved prior to DCP 100  
Building Setbacks -Tasman Park Estate (DP 8082)  
Buildings – Flinders Estate – Zincalume Roofs  
Buildings – Floor Heights – Sussex Inlet Commercial Area  
Buildings – Garages on Vacant Allotments of Land  
Buildings – Storm Water Drainage Control – “Slab on Ground” Construction  
Buildings – Temporary Moveable Dwellings for Aged or Disabled Persons  
Buildings – Use of Reflective Building Materials – Coastal and Rural Areas  
Buildings – Water Supply – Use of Water Tanks  
Burials – Private  
Burrill Lake Estuary and Catchment Management Plan  
Bus Shelter Sheds – Site Selection  
Bushcare Policy and Procedures  
Bushfire Equipment Policy  
Car Parking Code (Development Control Plan No. 18)  
Caravan Parks – Design Guidelines for Permanent Occupancy of  
Caravans for Commercial or Community Activities Parking of  
Cemeteries Purchase of Sites  
Cemeteries, Crematorium and Memorial Garden Policy  
Code of Conduct  
Collection Development Policy – South Coast Co-Operative Library Service  
Community Consultation for Subdivision and Development Applications and the Formulation of Development  
Guidelines and Policies  
Community Consultation Strategy  
Community Consultative Body – Recognition of Community Committees

Community Consultative Body – Recognition of Progress Associations  
 Community Facilities – Use and Hire for Commercial Activities  
 Community Forums – Guidelines for the Conduct of  
 Community Plan – Executive Summary  
 Community Plan – Youth Services Strategy  
 Community Service Obligations – Water Supply, Wastewater, Effluent and Trade Waste Services  
 Community Use of Rural Fire Service Stations  
 Conjola Regional Sewerage Scheme – Connection Policy  
 Conservation Management Plan for Nowra Showground  
 Contaminated Land – Potentially  
 Council Meetings – Addendum Reports  
 Council Meetings – Code of Meeting Practice  
 Council Meetings – Pecuniary Interest Staff – Preparation of Reports  
 Council Members – Payment of Expenses & Provision of Facilities  
 Cross-connection Control and Backflow Prevention  
 Culburra Beach (Development Control Plan No. 48)  
 Currarong Natural Resources Management Strategy  
 Cycleway/Footpath – Charges Applicable  
 Development – Built Environment  
 Development – Coastal Areas  
 Development – Hazardous Industries  
 Development – Highways & Arterial Roads  
 Development – Housing in Residential Zones  
 Development – Land Retention – Canada St Cunjurong Point  
 Development – Main Centre Strategy  
 Development – Natural Hazards (other than flood or bushfire)  
 Development – New Development Areas  
 Development – Nuclear Industries & Activities  
 Development – Public Utilities – Electricity  
 Development – Public Utilities – Water & Sewer  
 Development – Urban Expansion of Cambewarra Village  
 Development Application Fees – Waiving of – Community and Charitable Organisations  
 Development Applications – Crematoriums in Funeral Parlours  
 Development Applications – Determination – Draft Policies and Development Control Plans  
 Development Applications – Dog Kennels – Calynea St Nowra  
 Development Applications – Industrial Premises – Retailing Space  
 Development Control Plans – Landowner’s Advice  
 Development Control Plans – Notations Regarding Flexibility  
 Disability Discrimination Act Action Plan  
 Dog Control Policy – Holiday Haven Tourist Parks  
 Donations Policy  
 Drainage Easements – Maintenance of Open Drains  
 Drainage Easements – Piping in Old Subdivisions  
 Driveway Access to Private Properties  
 Dual Occupancy Development – Subdivision Restriction  
 Dual Occupancy Guidelines (Development Control Plan 57)  
 Ecologically Sustainable Development (ESD) – Guidelines for Integrating the Principles of ESD into SCC Activities  
 Effluent Pumpout Charges  
 Emplacement of Plaques & Other Artifacts in Council’s Parks & Reserves Policy  
 Energy Efficiency Guidelines (2.47Mb)  
 Exempt and Complying Development (Development Control Plan No. 89)  
 Fair Trading – Dedication of Land for Major Infrastructure Projects  
 Fences (Boundary) and Courtyard Walls Code for Single Dwellings  
 Fences – Erection of – Private Swimming Pools and Spas  
 Festivals – Council Support  
 Film and Video Production  
 Fire Hydrants in Rural Areas, Provision of  
 Flag Protocol – Australian Aboriginal Flag  
 Flood Compatible Materials for Minor Extensions  
 Flood Height and Floor Levels in Riverview Road Area (Infill Development)



Flood Planning Levels – Lower Shoalhaven River Floodplain (Shoalhaven Heads Design Entrance Scenario)  
Flood Policy – Flood Levels  
Flood Policy – Interim  
Flood Policy – Interim – Caravan Parks on Flood Prone Land  
Food – Commercial Home Catering Code  
Food Premises Code  
Foreshore Areas – Residential Development (Development Control Plan No. 62)  
Foreshore Reserves  
Garage Sales  
Generic Plan of Management – General Community Use  
Generic Plan of Management – Natural Areas  
Generic Plan of Management – Parks  
Generic Plan of Management – Sportsgrounds  
Glass Bottle Free Sportsgrounds  
Greenwell Point Bank Management Plan  
HACC Centres – Future Direction (Community Services)  
Home Activity Guidelines (Development Control Plan 109)  
Icon Parks Policy  
Intellectual Property  
Keeping of Cats & Dogs – Interim Citywide Policy  
Kerb and Guttering – Charges Applicable  
Lake Conjola Entrance Management Policy  
Land Acquisition – Advice to Owners  
Landscaping of the Princes Highway – Nowra Urban Areas  
Library Policy – Children  
Library Policy – General  
Liquid Trade Waste Discharge to Council's Sewer  
Living Futures Shoalhaven Community Safety Plan (previously SCAT)  
Local Ethnic Affairs Policy Statement (LEAPS)  
Major Alterations to Existing Dwellings in Flood Prone Areas  
Management Committees – Delegation of Powers  
Management Committees – Playing Fields Subsidies  
Markets – Operation of  
Mayors Relief Fund Rules  
Medium Density Housing (Development Control Plan 71)  
Mobile Food Stalls or Vehicles and Temporary Food Premises  
Motor Vehicle Access to Public Reserves  
Narrawallee Inlet Natural Resources Management Strategy  
No Charge Tipping of Storm Damaged Materials at Waste Depots  
No Charge Tipping Vouchers  
Noxious Weed – Control and Eradication  
Noxious Weeds – Control in Lakes and Ponds within Parks  
On-site Sewerage Management – Conjola Regional Sewerage Scheme  
Park Enhancement Policy  
Parkcare Policy and Procedures  
Pensioner Rates & Charges Arrears  
Pensioner Rates – Interest Free period  
Plan of Management for Berrara Creek Flats  
Plan of Management for Crookhaven Headland  
Plan of Management for Gannet Beach  
Plan of Management for Greys Beach & The Grotto  
Plan of Management for Hazel Rowbotham Reserve  
Plan of Management for Kings Point Foreshore  
Plan of Management for Mahogany Creek Reserve  
Plan of Management for Termeil Coastal Reserves  
Plan of Management for White Sands / Voyager Memorial Parks  
Playground Strategy Review  
Pressure Sewerage System Policy  
Privacy Management Plan  
Prosecutions – Advance Publicity

Provision of Water and Sewerage Infrastructure – Rezoning, Major Developments and SEPP 5 Developments  
Public Reserves – Waiving of Fees for Not-for-Profit Organisations  
Ratepayer Financing – K&G and Footpaths  
Rates & Other Monies – Delegation of Authority to Write Off  
Rates – Overdue Interest Rate  
Rates – Pensioner Interest Charges  
Reclaimed Water on Parks, Reserves and Sporting Fields – Use of Recreation Strategy  
Regional Services Corridor – North Nowra/Bomaderry  
Requests for Council Support for Rural Road Closures  
Reserve Naming  
Retirement Villages – Section 64 Contribution Assessment  
Rezoning – Bomaderry  
Rezoning – Procedures for Requests  
Riverview Road Area Floodplain Management Plan  
Road and Street Naming  
Road Closures – Temporary in Nowra CBD  
Road Sealing – Contributions  
Roadside Environment Management Plan  
Rural Water Supply Policy  
Sand Dunes – Risks of Building on  
Second-hand Dwellings – Relocation of  
Section 64 Contributions – Industrial Development – Water & Sewerage Headworks Charges  
Section 64 Headworks Charges – Deferment Policy  
Security Grilles and Gates on Shopfronts and Arcades in the Nowra CBD  
SEPP No 1 Applications – Lots in DP 27575 Woollamia Road, Woollamia – Council Support  
Services – Public Utility – Provision within Footpaths  
Sewage Management – On-site – (Development Control Plan No. 78)  
Sewerage System (Council’s) – Connection of Properties to  
Sewers – Policy for Building Over  
Sexual Services Premises (DCP 85)  
Shoalhaven Tourism Board Guidelines  
Signage Strategy (Development Control Plan 82 – Section 2)  
Signs – Identilite Signs Policy  
Signs – Interim Multi Panel Directional Sign Policy  
Signs – Public Information Signs  
Signs – Reserve Signage Standard  
Skate Facilities – Provision of  
Smoke Free Outdoor Sporting Facilities and Playgrounds  
Sponsorship Policy  
Sports Facilities Plan – 2016  
Sports Grounds – User Group Responsibilities  
Sports Tourism  
Sportsground Closure Policy  
Stormwater Protection on Construction Sites – Guidelines for  
Streetscape in Nowra CBD – Guidelines for Paving and Tree Planting (Development Control Plan No. 80)  
Subdivision Code (Development Control Plan 100)  
Subdivisions – Payment of Water Services  
Subdivisions – Sewerage Works Contribution  
Subdivisions – Uncompleted Works and Services  
Subdivisions, Rural Dwellings and Tourist Facilities – Leebold Hill Road, Parish of Cambewarra  
Support for Variations of DCP 43 – Landscape Buffer Requirement – Old Southern Road, South Nowra  
Swan Lake Entrance Management Policy  
Swan Lake/Berrara Creek Natural Resources Management Strategy  
Terara Village Flood Management Plan  
Termite Protection Policy  
Tourism Development in Rural Areas (Development Control Plan 63)  
Tourist Accommodation Design – Permanent Occupation  
Transfer of Crown Road Reserves to Council for Private Property Access  
Tree Management Policy

Tree Management Policy – Public Land  
Tree Planting – School Grounds  
Verons Estate – Sussex Inlet  
Voluntary User Contributions Policy (Sport Facilities)  
Walking Tracks Strategy  
Waste Minimisation and Management – Controls for (DCP 93)  
Waste Minimisation and Management Guidelines  
Wastewater Non-Urban Availability Policy  
Water & Sewer – Minor Mains Extension  
Water & Sewer Usage Charges – Undetected Leak Policy  
Water & Wastewater Services to Non Property Owners  
Water and Sewer Charges – Determining Residential and Commercial Properties for the Purpose of Levying  
Water Availability and Connection Policy  
Water Billing Frequency for Residential Properties  
Water Hydrant Standpipe Extraction Policy  
Water Meter Services – Down Size, Disconnection or Nominal Sizing of  
Water Rates – Exclusion Criteria for Rural Properties  
Water Safety  
Water Supply by Agreement – Levels of Service  
Weddings Receptions on Public Reserves  
Weight and Length Restrictions – Kangaroo Valley Road and Tourist Road  
Wharves and Jetties

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

The Freedom of Information Act 1989 requires the production of a Statement of Affairs by 30th June of each year. Copies are available free of charge from the Information Officer.

## **SECTION 3 – CONTACT ARRANGEMENTS**

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

For further information contact:

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

Correspondence should be addressed to:

The General Manager  
Shoalhaven City Council  
Post Office Box 42  
Nowra NSW 2541

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

- ABN Registration of Council Supplies
- Above-ground Water Tanks (Urban Areas)
- Access to Council Information
- Accumulated Sick Leave
- Additional Meter Readings
- Annual Performance Review
- Assessment of Council's Development Applications
- Attendance at Bushfires
- Bonding of Works and Services associated with Developments
- Building Fees
- Carparking – Dwelling Houses
- Cemeteries (Crypts)
- Cemeteries (Moonbah Cemetery)
- Cemeteries (New Sections)
- Code of Conduct
- Commercial Properties
- Communicable Diseases – Employees
- Community Facilities Management
- Community Participation & Consultation
- Complaints Handling
- Control of Vegetation Encroaching on Council's Structures in Waterways
- Corporate Credit Card
- Corporate Plan
- Council Dwellings – Employee Accommodation
- Council's Corporate Name
- Council's Role as a Provider of Community Services
- Council's Role as a Sponsor of Community Services
- Counselling – Resolution of Day-to-Day Performance Issues
- Customer Service Training
- Debt Policy
- Debt Recovery
- Deceased Estates (Rural)
- Designated persons
- Development Applications
- Disciplinary Procedures
- Dogs
- Donations – CWA
- Donations – Granting of Financial Assistance
- Drug and Alcohol
- Employee Assistance Program
- Employment of Casual Staff
- Employment of Temporary Staff
- Engagement of Contractors
- Exit Interview
- Filling New/Existing Positions
- First Aid
- First Aid Training
- Formulation and Adoption of Policies
- Garages, Sheds and The Like
- Garbage Charges and Waste Management – Churches

- Grievance Procedures
- Guidelines for the Use of Contractors
- Harassment in the Workplace
- Hearing Loss Prevention
- Internet Usage
- Investments
- Leave Applications – Senior Staff
- Leave Without Pay
- Legal Advice and Representation
- Liquid Trade Waste
- Living on site whilst building a dwelling house
- Loan Repayment Ratio Levels
- Long Service Leave
- Manual Handling
- Media
- Meeting Procedures
- Mobile Food Vans Trading from Private Land
- Mobile Phone
- Motor Vehicles – Private Use Light Vehicle Fleet
- Nine Day Fortnight
- Non-Residential Waste Water Pricing and Charging
- Occupational Health & Safety
- Occupational Rehabilitation
- Opening of Tenders
- Orientation and Induction Program
- Overtime
- Payment of Contributions
- Payment of Expenses and Provision of Facilities to Councillors
- Penalty Notices under Noxious Weeds Act 1993
- Plant Hygiene
- Plant Replacement
- Policy Format
- Policy Manual
- Precautionary Immunisation
- Pre-Employment Medical Examination
- Pre-Transfer Medical Examination
- Private Practice
- Private Works
- Probationary Guidelines for New Employees
- Professional Skills and Development
- Protected Disclosures Act – included in Code of Conduct
- Provision of Public Toilet Facilities
- Public Art
- Public grids and gates
- Purchasing, Contracting and Engagement of Consultants and Professional Services
- Range and Level of Community Services and Facilities
- Range and level of Community Services & Facilities
- Recruitment and Selection
- Relocation Expenses
- Residential Waste Water Pricing and Charging
- Review of Policy Manual, Delegations & Appointment
- Risk Management – Approvals to conduct activity on Council or Public lands
- Road Naming
- Rural and Urban Property Address Numbering
- Rural Smallholding Development
- Rural Water Supply Assessment and Associated Impacts
- Safety Equipment
- Salary System
- Sewerage Billing and Charging Policy
- Signing of Council and Committee Minutes
- Signs

- Skin Care and Clothing Policy
- Smoke Free Environment
- Software Code of Conduct
- Special Leave for Military Service
- Staff Training – Personal Computer Incentive Scheme
- Staff Uniform
- Street Trading and Vending
- Study Assistance
- Sunset Clauses
- Surplus Council Dwellings
- Taping of Council Meetings
- Telephone
- Tourism – Council’s Role
- Trade Practices Act
- Trade Waste Service
- Training Policy
- Use of Council Chambers
- Use of Penalty Notices for Offences under Noxious Weeds Act 1993
- Vegetation Encroaching – Structures in Waterways
- Water Pricing and Charging Policy
- Water Conservation and Management
- Workers Compensation Gap Insurance
- Youth Employment

#### **Council Documents**

- Delegations Register
- Plan of Management
- Annual Report
- Local Environment Plan
- Financial Statements and Auditor’s Reports
- Social Plan
- Development Control Plans
- Snowy River Disaster Plan
- Snowy Mountains Airport Aerodrome Emergency Plan
- Minutes of Council and Committee meetings
- State of the Environment Report
- Statement of Business Ethics

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

The most recently published Statement of Affairs for Snowy River Shire Council is incorporated into the 2004/2005 Annual Report. The Annual Report provides information on the functions and structures of the Council.

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

To access council documents and for applications under the Freedom of Information Act 1989 contact

FOI Coordinator  
Snowy River Shire Council  
PO Box 143  
Berridale NSW 2628  
Telephone: (02) 6451 1195  
Fax: (02) 6450 5117

Enquiries can be made between 8.30am and 4.30pm Monday to Friday

Applications under the Freedom of Information Act should be made on the Access to Council Documents and Freedom of Information Application Form and FOI applications should be accompanied by a \$30 application fee.

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

**SECTION 1 – POLICY DOCUMENTS**

Aboriginal Protocols for Public Meetings and Events  
Access to Council Records  
Access and Equity  
Access Policy  
Advertisements  
Aged Services  
Aged or Disabled Persons Housing  
Amusement Machines/Centres  
Annual Report  
Awnings  
Backyard Burning  
Banner Poles, Strathfield Square  
Bins, 240L MGBs, Policy for Replacement and Cost of Replacement Containers  
Builders Toilet  
Building Applications  
Building Code  
Building Line  
Building Line – Industrial Areas  
Bushland  
Bushland in Urban Areas  
Caravan Parks  
Carports  
Clothing Recycling Bins, Policy for the Operation of  
Codes  
Colouring of Concrete in Carparks  
Communication and Consultation with the Community Policy  
Community Land, Access for Non-Recreational Users of (draft)  
Community Noticeboard Policy  
Conduct, Code of  
Conduct Committee Guidelines  
Conduct Manual  
Convalescent Home  
Correspondence – relating to DA's  
Correspondence – DA/BA, Access to  
Council Chambers, Use of  
Council Properties – Leasing  
Councillors  
– Attendance at Committee Meetings  
– Hosting of Delegations and VIP's  
– Invitations to Council Functions or Events  
– Letterhead  
– Organisation Protocols  
– Payment of Expenses and Provision of Facilities  
Culturally Diverse Society, Charter of Principles for  
Customer Service and Complaints  
Demolition  
Development Applications  
Development Standards – Variation  
Development without Consent  
Disorderly Houses

Drainage  
Driveways  
Driveway Widths  
Drugs – Safe Injecting Rooms  
Dual Occupancy  
Dwellings  
Easements  
EEO Management Plan  
Employment, Major – Generating Industrial Development  
Equipment and Facilities – Council, Use by Staff  
Events Policy for Community Land  
External Lighting  
Fences  
Fences, Dividing – Public Land  
Flag & Flag Poles  
Financial Assistance  
Flooding  
Flood Prone Lands, Interim  
Food Shops  
Footpath Obstruction  
Footpath, Materials on  
Freedom of Information  
Garbage Bins, Replacement of 240L MGB's  
Gaming Machine Shutdown Policy  
Gatehouses  
Glass, Reflective  
Ground Levels  
Group Homes  
Hardpaving  
Hazardous and Offensive Development  
Helicopters, Landing of  
Heritage Assistance  
Hours of Construction  
Industrial Buildings  
Insurance Claims – Public Liability  
Investment Policy  
Land Use, Public  
Landscaping  
Leases/Licences, Operational Land  
Library

- Collection Development Policy on Literacy
- Copyright Regulations
- Freedom of Collection and Access for L.G. Libraries
- Free Library Services to All
- Freedom to Read
- Guidelines for Volunteer Workers
- Home Library Service
- Joint-Use Libraries
- Lending Policy
- Lending Policy on Films & Videos
- Libraries and Literacy
- Libraries and Multiculturalism
- Library Opening Times
- Library Service to People with Disabilities
- Membership Eligibility
- Public Access Internet
- Volunteer Workers in Library

Meeting Practice, Code of  
Media Policy  
Media Statements  
Mediation for Development Applications



Memorial Policy  
Mobile Phones Provided to Staff, Use of  
Motor Vehicles, Allocation of  
Motor Vehicles, Purchase and Disposal of  
Nature Strip Maintenance  
Noise  
Non-Smoking in the Workplace  
Noxious Plants  
Occupational Health & Safety  
Orders  
Open Space Contribution  
Outbuildings  
Parking  
Parking Contributions  
Plans  
Plans of Management  
– Airey Park  
– Community Facilities  
– Coxs Creek Environmental Area  
– Dual Purpose  
– Mason & Bressington Park  
– Mason Park Wetland  
– Strathfield Park  
– Fitzgerald Park  
– Strathfield Square  
Plant and Equipment  
Playgrounds  
Preliminary Sketch Plans  
Privacy Management Plan  
Private Hospitals/Nursing Homes  
Protected Disclosures Act 1994  
Public Exhibition, Scheduling of  
Public Housing  
Public Notices  
Records Management – Retention, Disposal etc.  
Recreation in Strathfield – Open Space System and Policy for Council  
Recycling  
Representations to Federal and State Members of Parliament  
Residential Flats  
Rezoning Applications  
Sales of Goods to Staff/Councillors  
Section 94 Contributions Plan  
Security Bars  
Security Shutters – Shopfronts  
Sewer Choke – Street Trees  
Sharps  
Shop and Commercial Premises  
Signs  
Sketch Plans  
Solar Hot Water Supply Systems  
Spitting  
Sponsorship  
Standard Conditions  
Statement of Affairs  
Stormwater Management Code  
Strata Title Subdivisions  
Structural Engineers  
Structures, Minor  
Subdivisions  
Surplus Public Land  
Survey Certificates

Surveyor's Certificate/Plan  
Swimming Pools  
Tennis Court  
Tertiary Institutions  
Toilets, Public  
Town Houses and Villa Homes  
Traffic Matters  
Training Policy & Procedures & Staff Training Plan  
Travel, Intrastate Interstate and Overseas  
Trees  
Trees, Issue of  
Tree Preservation  
Tree Preservation Order, Breaches of  
Undergrounding of Electricity  
Urban Consolidation  
Unauthorised Building Works and Activities, Procedures for  
Vandalism – Park Development  
Video Safety Cameras, Code for the Use of Overt  
Voluntary Structural Reform  
Waste Containers

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

The Strathfield Municipal Council Statement of Affairs June 2006 is available free of charge from Council (refer to Section 3 for details).

## **SECTION 3 – CONTACT ARRANGEMENTS**

Strathfield Municipal Council's policy documents can be inspected at Council's Offices, 65 Homebush Road Strathfield. Access can be arranged by contacting:

Mr Neale Redman  
Manager Governance  
PO Box 120  
Strathfield NSW 2135  
Telephone: 9748 9976

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

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

**Children Services**

- Child Protection Policy
- Procedures For Mandatory Reporting Of Suspected Abuse Or Neglect Of Children
- Procedures For Dealing With Allegations Of Child Protection Against Employees
- Employment Guidelines To Protect Children From Harm
- Voluntary Code of Practice for Out of School Hours Service

**Civil Works**

- Vehicular Footpath Crossings
- Piping of Existing Open Drains in Private Residential Properties Where Subdivision is Not Involved
- Reconstruction and Maintenance of Private Roads or Rights-of-Way
- Vehicle Crossing Across Public Roads
- Specification For Civil Works Associated With Subdivision And Developments
- Guidelines For The Engagement And Use Of Consultants

**Communication**

- Newsletter Editorial Guidelines
- Avoidance of Publishing Advertisements that Request Public Comment by a Certain Time During the Christmas Period
- Mayor's Message Guidelines
- Media And Public Comment Policy
- Procedure in relation to invitations or requests for Aboriginal involvement in Council arranged events

**Community Grants**

- Funding Requests From Charities And Community Based Organisations
- Annual Community Services Grants Program 2002 / 2003 Guidelines For Small & Large Grants
- Local Publications Guidelines
- Miscellaneous Grant Applications Under Section 356 Of The Local Government Act 1993

**Community Services**

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

**Cultural Events**

- Community Arts
- Exhibition Policy for the Hazelhurst Regional Gallery & Arts Centre
- Film Policy

**Engineering**

- Dredging – Sutherland Shire Waterways
- Feral Animal Policy

Policy – Graffiti Management  
 Memorial Policy – For Public Open Space

### **Environmental**

Ansto Radioactive Waste Discharge Into Sewerage System  
 Biodiversity Strategy  
 Clean Waters Policy  
 Community Partnering Policy  
 Contaminated Land Policy and Guidelines  
 Development Control Plans and Lodgement of Development Applications  
 Environment Fund – Policy for Operation and Investment  
 Greenweb Strategy  
 Integrated Transport Policy for the Sutherland Shire  
 Issuing of Section 149 Certificates -Advice on Properties within 4.8 km of Lucas Heights  
 Local Air Quality Management Plan  
 Pilot Eco-Account for Waste Services  
 Response to Sewage Bypass Notification at Cronulla Sewage Treatment Plant  
 Sustainable Timbers Policy  
 Temporary Food Premises Code

### **Fleet Management**

Light Vehicle Policy

### **Finance & Purchasing**

Advances by Council to Community Groups  
 Protocol – Allocation of Priorities  
 Get It Green Purchasing  
 Interest Payable on Security Bonds  
 Investment for Cash Balances  
 Petty Cash and Change Float Policy and Procedures  
 Purchasing Policy & Procedures  
 Rate Recovery  
 Treatment of Incomplete Works  
 Voluntary Pensioner Rebate

### **Governance**

#### *Conduct*

Codes of Conduct for:

- Community Representatives
- Councillors, staff and delegates of Council
- Precinct Residents' Associations

#### *Council, Committee and Sub-Committee Meetings*

- Arranging Site Inspections or Meetings for Councillors
- Code of Meeting Practice
- Guidelines for Community Presentations to Committees of Council
- Process and Rules for the Independent Hearing & Assessment Panel
- Provision of Child Care at Children's Services Sub-Committees for Residents
- Recommendations that require resources or funds
- Special Committee and Council Meetings

#### *Expenses & Facilities*

Interstate and Overseas Travel  
 Payment of Expenses and provision of facilities to Councillors

#### *General*

Conflicts of Interest Policy and Guidelines  
 Council Seal  
 Councillor Access to Information and Their Interaction with Staff  
 Customer Response  
 Display of Election Material – Council Election  
 Gifts, Benefits & Hospitality  
 Internal Ombudsman Guidelines  
 Lodgement of Disclosure of Interest Returns Primary and Ordinary Returns by Councillors and Designated Persons  
 Non-Disclosure of Name of Complainants  
 Privacy Management Plan

Secondary Employment

Sponsorship

Statement Of Business Ethics For Business Dealings Between Sutherland Shire Council, The Private Sector and Other Parties

*Reporting*

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

**Information Technology**

Information Security

Internet Access Policy and Policy for Use of External Email

Microsoft Access Policy

E-Governance and On-line Service Strategy

**Legal Services**

Financial Contribution Towards Legal Costs

Legal Assistance to Councillors & Staff

**Libraries**

Library Collection Management Strategy

Community Information Stands And Leaflets In Council Libraries

**Parks & Trees**

E G Waterhouse National Camellia Gardens – Funeral Ceremonies and Memorial Services

Miranda Park Circuses

Public Fracas in Reserves or Parks

Replacement of Playground Equipment

Tree and Bushland Vegetation Preservation Order

Urban Tree

Volunteers Bushcare Policy

Council's Liability in Regard to Trees

**Personnel**

*Training & Study*

Study Assistance Program

Training Policy

*Workplace*

Alcohol and Other Drugs

Corporate Uniform

Counselling & Discipline

Fair Workplace Policy and Procedures

Equal Employment Opportunity Management Plan 2002 – 2005

Language Aide

Occupational Health and Safety Management System

Parental Leave

Parking Permits For Staff With Temporary Or Permanent Infirmity

Use of Council Resources for Private Purposes

Working From Home Policy and Procedures

**Planning and Assessment**

Applications For Low Or High Impact Mobile 'Phone Installations

Breach of Practice by Private Certifiers

Consideration of Development Applications submitted by Council

Expediting The Determination Of Development Applications Which Are Incomplete Or Propose An Undesirable Development

Review Of Development Application Dispute Resolution Techniques And Mediation Policy

Enforcement of non-compliance with Orders 21 & 22 issues under S124 LGA 1993

Native Title Strategy – Wik Amendments

Precedence for Pre-existing Development Control Plans

Private Certification of Development Applications – a Policy for Enforcement of Conditions of Consent

Rezoning Applications in Prohibited Areas

Waiving or Reducing Development Application Fees

**Property**

- A Frame Advertising Boards
- Clothing Appeal Collection Bins
- Drainage Easement Acquisition
- Kerb / House Numbering
- Leases to Community Groups
- Licensing of Outdoor Eating Areas, A-Frame Advertising and Shopfront Displays
- Naming of Public Facilities
- Open Space Land Acquisition Policy
- Public Liability Insurance Cover for Hirers of Council's Community Halls, Parks and Reserves
- Release and Relocation of Drainage Easements
- Short Term Access over Fire Trails (Community Land)
- Policy for Leasing of Council Residential Properties

**Roadways**

- Prevent Rubbish Skips and Dumpsters on Roads
- Use of Roads for Community Events – Festivals / Fairs

**Sport & Recreation**

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

**Strategic Planning**

- Community Consultation
- Competition Policy – The Next Steps in Reform
- Policy & Procedures For Undertaking External Contract Work
- Precinct Residents' Associations Policy
- Strategic Management Cycle

**Telecommunications**

- Procedures for Mobile Phones
- Telecommunication Code of Practice

**Waste Services**

- Additional Garbage Capacity Policy
- Bin Contamination Policy
- Domestic Waste Service Collection
- Local Waste Management Plan

**SECTION 2 – STATEMENT OF AFFAIRS**

The Council of Sutherland Shire has produced a Statement of Affairs, as at 30 June 2006. The Statement is available to the public by contacting Council's Freedom of Information Officer or on Council's Website: [www.sutherland.nsw.gov.au](http://www.sutherland.nsw.gov.au).

**SECTION 3 – CONTACT ARRANGEMENTS**

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

- Freedom of Information Officer
- Sutherland Shire Council
- Locked Bag 17
- Sutherland NSW 2232
- Phone: (02) 97100190
- E-mail: [ssc@ssc.nsw.gov.au](mailto:ssc@ssc.nsw.gov.au)

Office Hours: Sutherland Shire Council's Administration Building is located at 4-20 Eton Street, Sutherland and is open between 8:30am and 4.30pm Monday to Friday.

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

The City of Sydney Council has the following Policy available for inspection. Copies of some of the documents are available for free, some for a set of fee and others for a photocopying charge.

**Building**

Awnings Policy

**Cleaning**

Aerosol Art and Graffiti  
Graffiti Management Policy  
Management of Waste in Public Places

**Community Services**

Community Bus Scheme  
Local Ethnic Affairs Policy Statement for the City of South Sydney  
Public Art Policy  
Social Policy

**Corporate**

Risk Management Policy

**Council**

Civic Office Expenses and Facilities  
Code of Meeting Practice  
Sister City Policy

**Donations**

Grants and Sponsorships

**Drainage**

Stormwater – Development Sites Over 50,000 Sqm

**Enforcement**

Prosecution and Enforcement Priorities

**Financial**

Accounts Receivable (Debtors) Policy  
Investments Policy

**FOI**

Freedom of Information

**Governance**

Code of Conduct

**Health**

Mobile Food Vendors and Restriction from Unsuitable Roads

**Information Technology & Management**

Access to Archival Records Policy  
Electronic message retention and Disposal Policy  
Guidelines for Bulk E-mail to All Staff  
Information Technology Asset Acquisition and Management Policy  
Internet and E-mail Policy  
Mobile Phone Policy  
Records Management Policy  
Sydney Town Hall Curatorial Policy

**Legal**

Obtaining Access to Legal Advice  
Obtaining Legal Services

**Parks**

Flowers displayed in Residential Village Areas

**Personnel & HR**

Child Protection Internal Reporting Procedure  
Disciplinary Procedures  
Drug and Alcohol Policy  
Drug and Alcohol Procedures  
Employment Policies  
Harassment, Bullying and Unacceptable Behaviour Policy  
Internal Reporting Procedure  
Interview Expenses Policy  
Managing Staff Complaints Policy  
Part-Time Employment Policy  
Personal Protective Equipment Policy  
Probation  
Smoke Free Work Place Policy  
Study Assistance Scheme  
Temporary and Casual Employment Policy  
Time in lieu Policy  
Training & Development Policy

**Planning**

Access and Equity Policy (Resolution of Council 11 December 1995)  
Aquatic Strategy 2005  
Archaeological Handbook  
Archaeological Zoning Plan  
Art in Public Places  
Central Sydney Development Control Plan 1996  
Central Sydney Heritage LEP 2000  
Central Sydney Heritage LEP 2000  
Central Sydney Local Environmental Plan 1996  
Central Sydney Paving Design Policy 1996  
City of Sydney Access DCP 2004  
City of Sydney Boarding Houses DCP 2004  
City of Sydney Child Care Centres DCP 2005  
City of Sydney Contaminated Land DCP 2004  
City of Sydney Convenience Stores DCP 2004  
City of Sydney Draft Regulation of Sex Service Premises DCP 2003  
City of Sydney Exterior Lighting Strategy  
City of Sydney Notification of Planning and Development Applications DCP 2005  
City of Sydney Planning Scheme Ordinance  
City of Sydney Roof Extensions and Dormer Windows Policy 2005  
City of Sydney Signage and Advertising Structures DCP 2005  
Colonnade Policy  
Construction Hours/Noise within the Central Business District 1992  
Contributions Plan 2002  
Cycle Racks and Facilities in New Buildings  
DCP No. 22 – 461-465 Glebe Point Rd, Glebe  
DCP No. 23 – Orphan School Creek  
DCP No. 33 – Bidura, 357 Glebe Point Rd, Glebe  
DCP No. 39 – John Fletcher and Glebe Depot Site, 29-42 Forsyth St, Glebe  
DCP No. 48 – Managing Activities on Footpaths and Street Frontages  
Development Contributions Ultimo/Pymont S94 (Resolution of Council 19 December 1994)  
Development Control Plan No.35 – Exempt & Complying Development  
Display of Premises Numbers Policy 2005  
Draft City of Sydney Local Environmental Plan 2002  
Draft City of Sydney Policy for Waste Minimisation in New Developments  
Draft Green Square Town Centre Local Environmental Plan  
Enroachments Over Public Ways (Resolution of Council 9 February 1989)  
Green Square Affordable Housing DCP 2002  
Guidelines for Alterations and Additions to Terraces



Heritage Floor Space June 2005  
 Interim Pavement Design and Construction Guidelines 1998  
 King Street and Enmore Road Heritage and Urban Design DCP  
 Leichhardt Community Facilities & Services Contributions Plan  
 Leichhardt DCP 2000  
 Leichhardt DCP No. 38 – Waste – Avoid, Reuse and Recycle  
 Leichhardt Developer Contributions Plan – Transport and Access  
 Leichhardt Interim Development Order 27  
 Leichhardt LEP 2000  
 Leichhardt Open Space and Recreation Section 94 Plan  
 Local Order DCP  
 Local Orders Policy  
 Policy for the Design of Construction Hoardings  
 Policy for the Management of Warehouse/Courtyard Complexes in Central Sydney  
 Policy for the Provision of Tourist & Visitor Accommodation in Central Sydney  
 Policy for the Provision of Tourist and Visitor Accommodation  
 Policy on Trading Hours for New and Existing Premises  
 Residential Amenity Policy  
 Section 61 Contributions  
 Section 94 Plan 1998  
 Section 94 Plan 2003  
 South Sydney (Heritage Conservation) DCP 1998  
 South Sydney DCP 1997: Urban Design  
 South Sydney DCP 1998  
 South Sydney DCP Exempt and Complying Development 1999  
 South Sydney DCP for Orders  
 South Sydney DCP No. 11 Transport Guidelines for Development 1996  
 South Sydney DCP No. 6  
 South Sydney Development Control Plan 1997: Urban Design – Green Square  
 South Sydney Heritage Conservation DCP 1998  
 South Sydney LEP 114  
 South Sydney LEP 1998  
 South Sydney LEP 1998 – Draft Amendment No. 16  
 South Sydney LEP 1998 – Draft Amendment No. 9  
 South Sydney Sex Industry Policy  
 Stormwater Certification  
 Stormwater Discharge from Private Property  
 Stormwater Drainage  
 Stormwater Policy – The Mucks Stops Here  
 Sydney Regional Environmental Plan No. 26 City West Ultimo-Pyrmont Precinct  
 The Central Sydney Archaeological Zoning Plan  
 The City of Sydney Awnings Policy 2000  
 The City of Sydney On Street Parking Policy  
 The City of Sydney Outdoor Café Policy  
 The City of Sydney Policy for the Management of Laneways in Central Sydney  
 Urban Design Study – Regent Street South  
 Warehouses and Woolstores Survey

### **Privacy**

Health Records & Information Privacy Act 2002 (HRIPA) Privacy Management Plan  
 Privacy & Personal Information Protection Act 1998 (PPIPA) Privacy Management Plan  
 Procurement  
 Contracts Policy  
 Corporate Purchasing Cards Policy

### **Properties**

Assignment of Property Leases  
 Conditions of Hire and Sydney Town Hall Venues  
 The Management of Laneways in Central Sydney  
 Warehouse Sales in the Lower Town Hall and Clothing Apparel

### **Rating**

Categorisation of Land into Residential or Business

**Signs**

Local Directional

**Streets**

Banner Poles – Hiring

Busking Policy

City of Sydney Street Safety Camera Program

**Traffic & Parking**

Parking Permits

Traffic/Parking Controls – Public Consultation

**Trees**

Street Tree Masterplan

Tree Preservation Order

Urban Tree Management

**SECTION 2 – STATEMENT OF AFFAIRS**

The City of Sydney's current Statement of Affairs is available by contacting the Freedom of Information Officer (see contact details below)

**SECTION 3 – CONTACT ARRANGEMENTS**

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

Freedom of Information Officer

City of Sydney Council

456 Kent Street

GPO Box 1591

Sydney NSW 2001

Tel: (02) 9246 7503

Fax: (02) 9265 9111

web: [www.cityofsydney.nsw.gov.au](http://www.cityofsydney.nsw.gov.au)

**FREEDOM OF INFORMATION ACT 1989****Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****TEMORA SHIRE COUNCIL****FOI Agency No 2216****SECTION 1 – POLICY DOCUMENTS**

Temora Shire Council maintains the following documents available for public inspection:

- Annual Report;
- Annual Financial Statements including Auditor's Report;
- Management Plan including EEO Management Plan, Community Land Plan, and Social Plan
- Returns of the interests of Councillors, designated persons and delegates;
- Business Papers and Minutes for Council and Committee Meetings (excluding items deemed Confidential);
- Register of Delegations;
- Records of Building Certificates.

Policy Register containing the following policies:

- Building and Building Lines
- Industrial Buildings
- Operation of Effluent Recycling Scheme
- Firebreaks
- Keeping of Horses
- Noxious Plant Control
- Construction and Use of Swimming Pools
- Town Hall Lettings
- Street Stall Policy
- Local Environment Plan (Currently Being Updated)
- Use of Caravan Park
- Nixon Park
- Lake Centenary
- Tree Pruning (Currently Being Updated)
- Training Policy
- Staff Education & Development Policy
- Saleyard Truck Washing Bay
- Hire of Heavy Plant
- Development and Building Notification Approvals
- Payment of Expenses and Provision of Facilities
- Dwelling – Removal Code – Aria Park and Springdale
- Code of Conduct
- Code of Meeting Practice
- State of the Environment
- Accreditation and Certification Protocol – Private Building Surveyors
- Use of Council Equipment by Employees Outside of Working Hours
- Third Party Purchase
- Casual Use – Temora Saleyards
- Staff and Council Presentations
- Staff Uniforms
- Street Banners
- Plant Replacement
- Izumizaki Agricultural Bursary
- Recreation Centre Policy
- Tendering Policy
- Local Purchase Policy
- Employee Incentive Scheme

- Complaints Handling Procedure
- Guidelines for Television and Film Production Shoots
- Managing Conflicts of Interest
- Provision of Information to and Interaction Between Councillors and Staff
- On-site Sewage Management Plan
- Debt Recovery Plan
- Code of Practice – Section 355 Committees
- Privacy and Personal Information Management Plan
- Amenity Tree Management Plan
- Model Privacy Management Plan
- Street Closure Policy
- Child Protection Policy
- Email and Internet Usage Policy
- Human Resources Policy
- Housing
- Cemetery
- Sporting Fields
- Rating Policy
  - Commercial Properties in Residential Areas
  - Aged Care Facilities
- Vandalism
- Pre School
- Street Lighting
- Investment Policy
- Road & Nature Strip Inspections Policy
- First Aid Policy
- Risk Management Policy
- Policy for Grazing of Stock on Councils Roads
- Engineering Environmental Management Policy
- Manual Handling
- Procedures for Remote Supervision Signs at Councils Parks, Reserves, Sporting Fields
- Working at Heights Policy
- Protective Clothing and Protective Equipment Policy
- Volunteer Risk Management Policy
- Gathering Information Policy
- Critical Incident Response Policy
- Footpath Policy
- Records and Information Management Policy
- Code of Conduct – Media Policy
- Construction of Foot Paving, Kerb & Gutter
- Disaster Recovery & Continuity Business Plan
- Hearing Conservation Policy
- Policy on Use & Hire of Mobile Stage
- Policy on Remote Supervision Signs
- Saleyard Occupational Health & Safety Policy & Occupational health & Safety Induction manual for Temora Saleyards
- Stress Policy for Employees & Councillors
- Asbestos Policy & Procedures for employees and contractors
- Skin Protection Policy for Outdoor Workers
- Infectious Disease Policy
- Rail Infrastructure Vegetation Control Policy
- Code of Conduct – Media Policy
- Records & Information Management Policy
- Risk Management Critical Incident Response Policy Footpath
- Policy for Personal hardship Applications
- Workplace Injury Management Policy
- Fraud Control Policy
- Critical Incident Response Policy

**SECTION 2 – STATEMENT OF AFFAIRS**

The Council's current Statement of Affairs is available by contacting the Public officer.

**SECTION 3 – CONTACT ARRANGEMENTS**

Requests under the Freedom of Information Act for access to documents held by Temora Shire Council must be made by written application. No immediate fee is payable.

Applications should be addressed to:

The Public Officer  
Temora Shire Council  
PO Box 262  
Temora NSW 2666  
Email: [temshire@temora.nsw.gov.au](mailto:temshire@temora.nsw.gov.au)

Enquiries may be directed to Mr Steve Firth by telephoning (02) 69771099 during the hours of 8.00 am and 4.30 pm, Monday to Friday

G. C. Lavelle,  
General Manager

# FREEDOM OF INFORMATION ACT 1989

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

### SUMMARY OF AFFAIRS

of the

## TENTERFIELD SHIRE COUNCIL

FOI Agency No. 2217

### SECTION 1 – POLICY DOCUMENTS

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

Annual Reports including Annual Financial Reports  
 Auditors Reports  
 Budget Review  
 Building Application/Approval Records  
 Building Certificate Records  
 Business Papers  
 Code of Conduct for Local Government – Model Code and Council adopted Code (per Section 440 of LGA)  
 Code of Meeting Practice  
 Consultative Committee Policy  
 Contributions Plan – Section 94  
 Contributions Plan – Car Parking Tenterfield CBD  
 Delegation of Authority Register  
 Development Application/Consent Records  
 Development Control Plan for Development on land within Zone 2(v)(Village or urban in Tenterfield)  
 Disclosures Register  
 Employee Handbook  
 Equal Employment Opportunity Management Plan  
 Investments Register  
 Local Approvals Policy  
 Management Plan & Revenue Policy (including Financial Forecast for period)  
 Minutes of Committee Meetings  
 Minutes of Council Meetings  
 Occupational Health and Safety Committee Policy  
 Parks and Reserves Management Plan  
 Plant Replacement Program  
 Privacy Management Plan  
 Saleyards Management Plan  
 Social Plan  
 State of the Environment Report  
 Subdivision Code  
 Tenterfield Local Environmental Plan  
 Tenterfield Memorial Baths Management Plan  
 Tenterfield Shire Road Network Management Plan  
 Water & Sewerage Headworks Contribution Policy  
 Workplace Assessment Committee Policy

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

#### GENERAL

- Accounting Policy
- Acting General Manager
- Charitable Appeals
- Community Donations/Contributions
- Competitive Neutrality Complaints
- Debt Recovery
- Designated Persons
- Expenditure Authority for the Mayor and General Manager

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

#### **WORKS AND SERVICES**

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

#### **PLANNING AND DEVELOPMENT**

- Approvals – Sandwich Board
- Building Control – Building Lines
- Council Property – Pianos
- Development Application Fees

- Excessive Vegetation Control in Residential Areas
- Impounding – Abandoned Motor Vehicles
- Memorial Hall Fees
- Noxious Weeds
- On-site Sewage Management
- Sewerage – Septic Tank Connections
- Street Vending
- Subdivision for purpose of a Dwelling, or other purpose, without the supply of reticulated electrical power
- Subdivision – Road Naming
- Water Supplies & Sewerage Services – Contributions to Water and Sewer Main Extensions

#### HUMAN RESOURCES

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

#### SECTION 2 – STATEMENT OF AFFAIRS

Council's Statement of Affairs dated 30th June, 2005 has been prepared and is available from Council's office for perusal.



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**SECTION 3 – CONTACT ARRANGEMENTS**

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

Requests for information in terms of the Freedom of Information Act (other than the policy documents listed above), are to be made in writing (an application form is available) accompanied by the appropriate fee. Applications are to be addressed to the Public Officer, Tenterfield Shire Council. The Public Officer is available during Council business hours of 9.00 a.m. to 4.30 p.m. Monday to Friday at the address below, and contact should be made prior to attending:

The Public Officer,  
Tenterfield Shire Council,  
PO Box 214,  
Tenterfield NSW 2372  
Telephone: (02) 6736 1744  
Facsimile: (02) 6736 2669  
Email: council@tenterfield.nsw.gov.au

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

**SECTION 1 – POLICY DOCUMENTS**

Tumbarumba Shire Council maintains the following documents available for public inspection:

Annual Report

Management Plan

Revenue Policy (incorporated with Management Plan)

Delegations of Authority

Development Control Plans:

- |        |  |
|--------|--|
| DCP 1  | Areas of environmental significance                                |
| DCP 2  | Tourist development  |
| DCP 3  | Rural residential development                                      |
| DCP 4  | Residential flat buildings   |
| DCP 5  | Industrial development   |
| DCP 6  | Caravan and camping parks in isolated areas                        |
| DCP 7  | Residential developments in the villages of Rosewood and Jingellic |
| DCP 8  | Residential development  |
| DCP 9  | Commercial tree planting activities                                |
| DCP 10 | Tree clearing  |
| DCP 11 | Outdoor Advertising  |
| DCP 12 | Exempt and Complying Development                                   |

Tumbarumba Local Disaster Plan

Tumbarumba Bush Fire Operations Plan

Tumbarumba Bush Fire Fuel Management Plan

Tumbarumba Local Environmental Plan, 1988

Five year financial plan

Public land register

Auditors Report

Investment Register

Building Certificate records

Building applications register

Development applications register

Council Meeting business papers (but not including business papers for matters considered when a meeting is closed to the public)

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

Budget for the current and previous years

Equal Employment Opportunity Management Plan

Schedule of fees and charges

Annual Financial Statement of Accounts

Quarterly financial review

Loans Register

Assets Register

Contracts Register

Tumbarumba Shire Cemetery Records

Returns of interests of Councillors and designated persons

Staff induction manual

Statement of Affairs

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

Administration/Finances:

- Investments
- Financing of plant purchases

- Sale of surplus equipment
- Hiring to voluntary organisations
- Press Releases
- Street stalls and collections
- Plant replacement – small vehicles
- Cemeteries – general
- Septic tank and sewerage installation loans
- Terms of payment of capital contribution for water and sewer extensions
- Sundry debtors
- Payment for kerb and guttering
- Tendering by electronic means
- Connection to sewer
- Purchase and sale of motor vehicles
- Pound sale days
- Accounting policy
- Disputed water meter readings
- Internal reporting policy – Protected Disclosures Act 1994
- National Competition Policy – Complaints Handling Procedure
- General Complaints Handling Procedure
- Code of Practice – issuing of fines
- Water Main Extensions – Application of Charges

#### Bush Fire:

- Bush Fire tankers
- Bush Fire equipment generally
- Issue of fire permits
- Harvesting on days of extreme fire danger
- Fuel expenditure in attending fires
- Council plant used for fire fighting on private property

#### Council:

- Policy book
- Council Chambers – meetings
- Donations
- Payment of expenses and provision of facilities to Mayor, Councillors and other authorised persons
- Operational involvement policy
- Code of Conduct
- Mayoral and Councillors travel

#### Health and Building:

- Impounding authority
- Immunisation clinics
- Emptying of septic tanks
- Caravan – occupation on site prior to building
- Applications to erect buildings
- Building approvals
- Streetscape design

#### Noxious Weeds:

- Noxious weeds

#### Parks, Gardens and Reserves:

- Reserves maintenance
- Pioneer hall hiring
- Tumbumba Cemetery – Ex-Servicemen Memorials
- Reserves – camping

#### Roads:

- Footpaths – obstructions
- Reserved roads – requests for roadworks
- Damage to conduits or cables on public roads
- Pipes or cables on public roads
- Access to properties
- Unfenced road reserves
- Charges for constructing or repairing a special crossing

- Charges for paving, kerb and guttering
- Roads – inspection prior to estimates meeting
- Shire minor unsealed roads classification
- Specification for rural access
- Grazing of Stock on Roads
- Vehicular Crossings – Urban Roads

Staff:

- Motor vehicles employee private/commuter use
- Misappropriation of equipment
- 25 Years service
- Conferences
- Telephone accounts
- Interview expenses
- Conditions of employment
- Annual leave
- Staff residences – excess water
- Removal expenses
- Cashiers – cash shortage
- Staff housing
- Apprentices
- Apprentice – mature age
- Apprentices – conditions
- Service in reserve forces
- Training policy
- Reimbursement of expenses for staff
- Equal employment opportunity
- Safety policy
- Occupational rehabilitation programme
- Employment of casual labour, frequency of health checks
- Camping
- Twenty Years Service

Tourism:

- Tourism development

## SECTION 2 – STATEMENT OF AFFAIRS

The Shire of Tumbarumba has produced a Statement of Affairs, which is available by contacting the Public Officer.

## SECTION 3 – CONTACT ARRANGEMENTS

Enquiries may be made during normal office hours (8.30 a.m. to 5.00 p.m., Monday to Friday) to:

Mrs K. Whitehead  
Public Officer  
Tumbarumba Council  
Bridge Street  
(PO Box 61)  
Tumbarumba NSW 2653  
Telephone: (02) 6948 9100  
Facsimile: (02) 6948 2865  
Email: mail@tumbashire.nsw.gov.au

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

Tumut Shire Council has the following documents available for inspection:

**MANAGEMENT DOCUMENTS**

1. Urban Stormwater Management Plan
2. Sporting Facilities in the Tumut Shire – 10 year Plan of Management
3. Waste Recycling Committee -Terms of Reference
4. Management Plan
5. Social Action Plan for Tumut Shire Council
6. On-site Sewage Management Plan
7. Works Unit Business Plan
8. Works Unit Capability Statement
9. Strategic Business Plan for Water & Sewerage Systems
10. Fees and Charges
11. Budget – 1 year
12. Aerodrome operations, maintenance & emergency policy & manual
13. Trade Practices Act
14. Tumut River Greenbelt Management Plan
15. Access Committee – Terms of Reference
16. Aboriginal Liaison Committee – Terms of Reference
17. Tumut Aerodrome Committee – Terms of Reference
18. Risk Management Committee – Terms of Reference
19. Wondalga Quarry Committee – Terms of Reference
20. Youth Focus Committee – Terms of Reference
21. Consultative Committee – Terms of Reference
22. Disaster Office Recovery Plan
23. Public Health Plan
24. Risk Management Strategy
25. Road Safety Strategic Plan 2005-2010
26. Apex Club of Tumut Inc to work in Bila Park – Terms of Reference
27. Communications Committee – Terms of Reference
28. Friends of Stockwell Park – Terms of Reference
29. Friends of Tumut Shire Cemeteries – Terms of Reference
30. Independent Service Provider (SWS Board) – Terms of Reference
31. Landcare Wetlands Working Group – Terms of Reference
32. Saleyards Committee – Terms of Reference
33. Third Age Tumut Shire – Terms of Reference
34. Tumut Shire Swimming Pools Committee – Terms of Reference
35. Youth Council Constitution and Roles – Terms of Reference
36. Use of Firearms Safe Work Method Statement
37. Counter Disaster Management of Records & Vital Records Recovery Plan
38. IT Disaster Recovery and Continuity Plan
39. IT Strategy Plan Version 3
40. Management Plan for Batlow Waste Depot Pine Plantation
41. OH&S Strategic Safety Plan
42. Parks Strategy 2005-2015
43. Small Neighbourhood Parks & Playgrounds Generic Plan of Management
44. Strategic Plan for the Management of Community Land in the Tumut Shire-Open Space
45. Friends of Riverglade Wetlands – Terms of Reference
46. Telecentre Committee – Terms of Reference

47. Human Resources Strategic Plan 2005-2008
48. Batlow Literary Institute Strategy 2005-2015
49. Batlow Memorial Park Strategy 2005-2015
50. Adelong Show & Recreation Ground Strategy 2005-2015
51. Drought Management Plan Overview Document
52. Tumut Shire Council & Snowy WS Strategic Safety Plan
53. Adelong Falls Committee – Terms of Reference
54. Social Community Action Committee – Terms of Reference
55. Local Government Reform Better Practice Action Plan

#### STAFF & COUNCILLORS

56. Career Enhancement
57. Salary
58. Loss of Licence
59. Recruitment and Selection
60. Volunteer
61. Volunteer's Handbook
62. Records Management
63. Communications Devices
64. Drug and Alcohol in the Workplace
65. Corruption Prevention Policy
66. Making of Rescission Motions
67. Appointment of Public Officer
68. Conferences, Seminars and Leave
69. Employee Awards
70. Leaseback Vehicles
71. Management of Remuneration Packages
72. Mayoral/General Manager meeting
73. Payments to Councillors
74. Reimbursement of Expenses -Staff
75. Sick Leave
76. Time Off in Lieu (Toil) -Staff
77. Use and Custody of the Common Seal
78. Council Delegate Reports
79. Child Protection
80. Workers Compensation
81. Rehabilitation
82. Noise Control
83. No Smoking in the Workplace
84. Manual Handling
85. Hearing Protection
86. Occupational Health & Safety
87. Occupational Health & Safety Committee Constitution
88. Chemical Safety
89. Employee Assistance Program
90. Eye Protection
91. HIV/AIDS in the Workplace
92. Education & Training Support
93. Service and Communications
94. Complaints
95. Protection from Ultraviolet Radiation
96. Family Leave
97. Information/Interaction between Councillors/staff -ICAC(see Code of Conduct)
98. Council Code of Conduct
99. Council Conflict of Interest (see Code of Conduct)
100. Council Protected Disclosures (see Code of Conduct)
101. Code of Meeting Practice
102. Access Committee
103. Grievance
104. Competency Based Assessment
105. Equal Employment Opportunity -Management Plan

106. Discipline
107. Immunisation
108. Competitive Neutrality -Complaints & Procedures
109. Casual Employment
110. Leave without Pay
111. Formation of Self-managing teams strategy
112. Family Friendly Employment
113. Special Leave
114. Uniform – Corporate
115. Risk Management
116. Union Picnic Day
117. Cadetship Program
118. Electrical Tagging/Testing
119. Certificates, Applications & Orders
120. Funeral Leave
121. Gathering Information
122. Harassment
123. Personal & Privacy Information Protection Act
124. Signs as Remote Supervision
125. Signs as Remote Supervision Procedures
126. Corruption Prevention
127. Light Vehicles Replacement
128. Website
129. Take Home of Vehicles

#### PLANNING

130. Building Inspection
131. Local Approvals
132. Local Orders
133. Dwarf Wall
134. Illegal Building Work
135. Industrial Land
136. Private Water Service
137. Processing Development Applic. construction cert. & complying Development
138. Recycled Buildings
139. Temporary accommodation in Caravans
140. Access to Tumut Town Common
141. Alcohol Free Zones
142. Building over Sewerage Mains
143. Cemeteries
144. Crown Roads
145. Disposal at Waste Recycling Centres
146. Dining areas & Display on footpaths
147. Ecologically Sustainable Development
148. Fairway Drive Access
149. Footpath and Pedestrian ways
150. Kerb and Gutter
151. Leash free dog exercise area
152. Metal Clad Buildings
153. Private Development of Public Land
154. Prohibited camping on Crown Reserve
155. Roadside stall
156. Stock Grid
157. Stock or vehicle loading ramps
158. Street tree
159. Street naming
160. Town Planning – Dwellings in general business zones
161. Use of structural engineers
162. Verandahs over footpaths
163. Water Supply Connection
164. Rainwater Tank

165. Adelong Commercial Area
166. Street Setbacks
167. Disposal of Liquid Trade Waste
168. Developer Contribution Plan -Water & Sewerage Supply
169. Environmental Audit
170. Street Stalls
171. Development Control Plan No. 5 -Brothels
172. Development Control Plan No. 3 -Carparking
173. Street Parking Control
174. State of Environment Report
175. Septic Tank Code
176. Orchard Planning Near Rural Dwelling
177. Tumut Local Environmental Plan
178. Rural Local Environmental Study & Urban Strategy
179. Development Control Plan No. 1 -Talbingo
180. Residential Development Control 1(1 & 2 Storey Low Density Development)
181. Urban Subdivision Code
182. Rural Subdivision Code
183. Development Control Plan No. 2 -Rural Residential Development
184. Section 94 Contribution Plan
185. Contaminated Land
186. Car Parking Strategy – Tumut Town Centre
187. Extension of Sealed Road Network
188. Road Service Crossings
189. Development Control Plan No. 4 -Public Notification
190. Development Bonds & Maintenance Bonds
191. Control of Urban Trees
192. Erosion Control for Building Sites
193. Television & Film Production Shoots
194. Industrial Strategy
195. Private Sewerage Service (Pumping System)
196. Directional Signs
197. Tree Preservation Order (REVOKED 22/2/05)
198. Maintenance of Public Roads & Property Access
199. Display of Private Second Hand Vehicles for Sale
200. Development Control Plan No. 7 – Rural Tourist Accommodation
201. Development Control Plan No. 6 – Industrial
202. Development Control Plan No. 8 – Residential Fencing
203. Development Control Plan No. 9 – Development of Cedar Crescent & Quandong Avenue
204. Provision of Rural School Bus Routes & Bus Stops & Guidelines
205. Conduct at Saleyards
206. OH&S Saleyard Manual
207. Residential Development Contributions
208. Stormwater Drainage Construction & Maintenance
209. Blowering Dam Foreshore

#### FINANCE

210. Arrangements to settle accounts
211. Waste Disposal
212. Cashiering
213. Debt Recovery
214. Gifts, Donations and Exemptions
215. Financial Management
216. Investment
217. Provision/sale of potable water from Council Standpipes
218. Rates Hardship
219. Purchasing

#### COMMERCIAL OPERATIONS

220. Tendering
221. Plant Replacement



- 222. Economic Development
- 223. Provision of Contract Services by Council
- 224. Granite quarry
- 225. Regional Tourist Signpost Strategy
- 226. Local Tourism Plan
- 227. Council Caravan Parks -10 year strategy
- 228. Lease of Council Land

#### EMERGENCY SERVICES, COMMUNITY SERVICES, HEALTH, SPORT & RECREATION, WEEDS

- 229. Fire Station
- 230. Flood Plain Management
- 231. Fire Prevention in Pine Plantations
- 232. Overgrown allotments
- 233. Activities during fire bans
- 234. Use of Council Plant at Bushfires
- 235. Electronic Equipment Usage
- 236. Sportsground and Facilities Users
- 237. Sport & Recreation Committee -Terms of Reference
- 238. Allocation of Sports grounds
- 239. Noxious Weeds Management
- 231. Community Service Order Placements
- 232. Montreal Theatre
- 233. Community & Welfare Services
- 234. Interaction with the Business Community
- 235. Sports Assistance

#### SECTION 2 – STATEMENT OF AFFAIRS

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

#### SECTION 3 – CONTACT ARRANGEMENTS

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

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

The Public Officer and the Freedom of Information Officer are both available during Council business hours of 9.00am to 5.00pm Monday to Friday at the address below and contact should be made prior to attending:

Mr Rob McMillan  
Public Officer / Freedom of Information Officer  
Tumut Shire Council  
76 Capper Street  
Tumut NSW 2720  
Telephone: (02) 6941 2555  
Facsimile: (02) 6941 2678  
Email: [rmcmillan@tumul.nsw.gov.au](mailto:rmcmillan@tumul.nsw.gov.au)

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

The following Policy Documents are held by Council:

- (a) Annual Financial Reports
- (b) Annual Report
- (c) Auditor's Report
- (d) Building Applications – notification policy – DCP 42
- (e) Building Line Policy
- (f) Business Papers for Council and Committee meetings (but not including business papers for matters considered when a meeting is closed to the public)
- (g) Codes/Policies/Manuals
  - Tree Preservation Order
  - Landscape Manual
  - Other Planning Policies
- (h) Council's Code of Conduct
- (i) Council's Code of Meeting Practice
- (j) Council's Policy concerning the Payment of Expenses incurred by, and the Provision of Facilities to Councillors.
- (k) Council's Policies on Child Protection – Human Resources
- (l) Development Control Plans
  - No 1 – Terranora
  - No 2 – Site and Access Parking Code
  - No 3 – Banora Point/Tweed Heads South
  - No 5 – Development of Flood Liable Land
  - No 6 – Multi-Dwelling Housing
  - No 9 – West Kingscliff
  - No 11 – Kings Beach
  - No 14 – Murwillumbah West
  - No 15 – Advertising Structures
  - No 16 – Subdivisions Signs Code
  - No 17 – Cobaki Lakes
  - No 18 – Tweed Heads
  - No 19 – Keith Compton Drive
  - No 20 – Black Rocks (Draft)
  - No 21 – Sea Ranch
  - No 22 – Dalton Street, Terranora (Draft)
  - No 24 – Fraser Drive, Banora Point
  - No 25 – Biting Midge & Mosquito Control
  - No 26 – Child Care Centres
  - No 28 – Marana Park Estate Density Controls
  - No 31 – Brothels
  - No 32 – Peter Street (South) Residential Development Controls
  - No 38 – Seabreeze Estate, Pottsville
  - No 39 – Energy Smart Homes
  - No 40 – Exempt and Complying Development
  - No 42 – Public Notification Policy of Development Proposals
  - No 43 – Kingscliff
  - No 44 – Dual Occupancy Controls
  - No 45 – Socio-Economic Impact Assessment
  - No 46 – South Kingscliff Gateway (Draft)
  - No.47 – Cut & Fill on Residential Land

- No. 48 – Tweed Coast Building Heights
- No 50 – Bogangar/Cabarita Beach Locality Plan
- No. 51 – Tweed Coast Strategy
- No. 52 – Planning Controls Friday Island, Bogangar
- (m) Disaster Plan
- (n) Section 94 Contribution Plans
- (o) Equal Employment Opportunity Management Plan – Human Resources
- (p) Emergency Management Plan
- (q) Fence Policy
- (r) General Policy Document
- (s) General Technical Reports on Water Supply and Sewerage, Planning, Design and Operations
- (t) Guidelines for the Submission of Reports on Contaminated Land 1992
- (u) Heights of Building Map
- (v) Human Resources Management – Policy and Procedures Manual
- (w) Landuse Guidelines for Acid Sulphate Soils
- (x) Local Environmental Plan Amendments
- (y) Lower Tweed River Management Plan
- (z) Management Plan, including Financial Management Plan
- (zz) Minutes of Council Meetings
- (aa) Plans of Management for Community Land
- (bb) Register of Delegations
- (cc) Register of Investments
- (dd) Residential Development Strategy
- (eef) Returns of the Interests of Councillors, Designated Persons and Delegates
- (ff) Section 94 Contribution Plans
  - No. 1 – Version 9 Banora Point West/Tweed Heads South – Open Space Contributions
  - No. 2 – Version 4 Banora Point West Drainage Scheme
  - No. 3 – Version 4 Banora Point West / Tweed Heads South – Community Facilities
  - No. 4 – Version 4.9 Tweed Road Contribution Plan
  - No. 5 – Amend No 5 Local Open Space
  - No. 6 – Version 3 Street Tree Planting in Residential Areas
  - No. 7 – Version 1.3 West Kingscliff
  - No. 10 – Amend No 2 Cobaki Lakes Public Open Space & Community Facilities
  - No. 11 – Amend No 1 Tweed Shire Library Facilities
  - No. 12 – Version 1.3 Bus Shelters
  - No. 13 – Amend No 2 Eviron Cemetery
  - No. 14 – Rural Road Upgrading, Mebbin Springs Subdivision, Kyogle Road, Kunghur
  - No. 15 – Amend No 3 Developer Contributions for Community Facilities
  - No. 16 – Amend No 4 Emergency Facilities (Surf Lifesaving)
  - No. 18 – Version 2.0 Council Administration Offices & Technical Support Facilities
  - No. 19 – Version 3.0 Casuarina Beach/Kings Forest
  - No. 20 – Public Open Space at Seabreeze Estate
  - No. 21 – Version 1.0 Terranora Village Estate – Open Space and Community Facilities
  - No. 22 – Version 2.0 Cycleways
  - No. 23 – Version 1.4 Off site Parking
  - No. 25 – Amend No 1 SALT
  - No. 26 – Version 3.0 Shirewide/Regional Open Space
  - No. 27 – Version 1.0 Tweed Heads Master Plan – Local Open Space/Streetscaping
- (ff) State of the Environment Report
- (hh) Tweed Local Environment Plan 2000
- (ii) Tweed Futures
- (jj) Tweed Valley Flood Studies

## SECTION 2 – STATEMENT OF AFFAIRS

Council has completed its Statement of Affairs and is available upon request.

**SECTION 3 – CONTACT ARRANGEMENTS**

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

Governance Officer/Public Officer  
Tweed Shire Council  
PO Box 816  
Murwillumbah NSW 2484

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

# FREEDOM OF INFORMATION ACT 1989

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

### SUMMARY OF AFFAIRS

of the

### UPPER HUNTER SHIRE COUNCIL

#### SECTION 1 – POLICY DOCUMENTS

##### POLICY & PROCEDURES MANUAL INDEX FOR 2006

- 1 Commercial Activities
- 2 Community Relations Policy
  - Awards (Prizes) – Creative Arts Excellence
  - Awards (Prizes) – Citizen and Young Citizen Awards – Hunter McLoughlin Memorial Citizenship Award
  - Sponsorships – Approval Basis
- 3 Community Services Policy
  - Service Provision – Housing Low Income Units, Merriwa
- 4 Corporate Management
- 5 Council Properties Policy
  - Hire – Conditions
  - Tenancy Agreements – Furnishings
- 6 Customer Service Policy
  - Access – Access and Equity
- 7 Development & Building Controls Policy
  - Building Near Water & Sewer Services
- 8 Economic Development
- 9 Emergency Services
- 10 Energy Supply & Telecommunications
- 11 Environmental Management
- 12 Financial Management Policy
  - Investments
  - Sponsorships – Donations
- 13 Governance Policy
  - Authorisations – Delegations Mayor, Deputy Mayor, General Manager
  - Councillors – Benefits
  - Councillors – Code of Conduct
  - Councillors – Code of Conduct – Conflict of Interest Form
  - Councillors – Code of Meeting Practice
  - Councillors – Declaration Of Interest
- 14 Government Relations Policy
  - Inquiries
- 15 Grants & Subsidies
- 16 Information Management Policy
  - Freedom Of Information
- 17 Information Technology
- 18 Land Use & Planning Policy
  - Planning – Management Plans Youth Hostel, Segenhoe Road, Scone
  - Planning – Management Plans Jefferson Park
  - Planning – Management Plans Bill Rose Sports Complex
  - Planning – Management Plans Scone Golf Course
- 19 Laws & Enforcement Policy
  - Licences – Night Time Open Air Entertainment
- 20 Legal Services Policy
  - Tendering
- 21 Parks & Reserves
- 22 Personnel Policy
  - Employment Conditions – Code of Conduct
  - Employment Conditions – Computers for Senior Personnel

- Employment Conditions – Rates & Charges
- Employment Conditions – Recognition of Length of Service
- Employment Conditions – Working Agreement 2006 – 2009
- Recruitment – Appointment of Relief Staff – Technical Services
- Training and Development – Councillors
- 23 Plant Equipment & Stores
- 24 Public Health
- 25 Rates & Valuations
- 26 Recreation & Cultural Services
- 27 Risk Management Policy
- Corruption, Maladministration, Serious and Substantial Waste
- Footpaths/Cycleways
- Gathering Information
- Roads
- Signs as Remote Supervision
- Trees and Tree Roots
- 28 Roads Policy
- Road Surface Repairs – Bitumen and Asphalt
- 29 Sewerage & Drainage Policy
- Applications – Trade Waste Discharge
- 30 Traffic & Transport
- 31 Waste Management
- 32 Water Supply

## SECTION 2 – STATEMENT OF AFFAIRS

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

## SECTION 3 – CONTACT ARRANGEMENTS

Documents may be inspected at Council's Administration Offices at Merriwa, Murrurundi and Scone, during the hours of 9.00am to 4.00pm each day, excluding Public Holidays.

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

Verbal enquires should be directed to either Mrs Katrina Kemp, Records Officer, or Mr Wayne Cossens, Director of Corporate Services, on (02) 6540 1100.

Written requests should be addressed to:

Mr Daryl Dutton  
General Manager  
Upper Hunter Shire Council  
PO Box 208  
Scone NSW 2337  
Facsimile (02) 6545 2671  
Email council@upperhunter.nsw.gov.au

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

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

The Policy Documents held by Upper Lachlan Council are:

- the Council's code of conduct
- the Council's code of meeting practice
- annual report
- annual financial reports
- auditor's report
- management plan
- EEO management plan
- Privacy Management Plan
- the Council's policy concerning the payment of expenses incurred by, and the provision of facilities to, Councillors
- the Council's land register
- register of investments
- returns of the interests of Councillors, designated persons and delegates
- returns as to candidates' campaign donations
- agendas and business papers for Council and Committee meetings (but not including business papers for matters considered when a meeting is closed to the public)
- minutes of Council and Committee meetings (but not including minutes of a meeting or any part of a meeting that is closed to the public other than the recommendations of that meeting)
- any codes referred to in the Local Government Act 1993
- register of delegations
- annual reports of bodies exercising delegated Council functions
- applications under Part 1 of Chapter 7 for approval to erect a building, and associated documents
- development applications (within the meaning of the Environmental Planning and Assessment Act 1979) and associated documents
- local policies adopted by Council concerning approvals and orders
- records of approvals granted, any variation from local policies with reasons for the variation, and decisions made on appeals concerning approvals
- records of building certificates under the Environmental Planning and Assessment Act 1979
- plans of land proposed to be compulsorily acquired by the Council
- leases and licences for use of public land classified as community land
- plans of management for community land
- environmental planning instruments, development control plans and plans made under section 94AB of the Environmental Planning and Assessment Act 1979 applying to land within the Council's area
- the statement of affairs, the summary of affairs and the register of policy documents required under the Freedom of Information Act 1989
- Departmental representatives' reports presented at a meeting of the Council in accordance with section 433

**SECTION 2 – STATEMENT OF AFFAIRS**

A Statement of Affairs for the Council has been prepared as at 30th June 2006 pursuant to this Act.

**SECTION 3 – CONTACT ARRANGEMENTS**

Members of the public who wish to inspect the Statement of Affairs, Summary of Affairs or policy documents of the Upper Lachlan Shire Council should contact the Director of Finance and Administration by telephoning (02) 4830 1000 or by writing to:

The General Manager  
Upper Lachlan Shire Council  
PO Box 10  
Crookwell NSW 2583  
Email: [council@crookwell.nsw.gov.au](mailto:council@crookwell.nsw.gov.au)



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

Council maintains the following Policy Documents:

**Policy Manual**

Payment of Councillors and Mayoral Fees, Expenses and Facilities  
Protected Disclosures & Internal Reporting System  
Code of Conduct  
Local Approvals Policy 1996  
Building Control  
Bush Fire Service Policy & Standard Operating Procedures  
Urana Local Environment Plan 1990  
Development Control Plans  
Code of Meeting Practice  
Housing for Staff Members  
Equal Opportunity Management Plan  
Occupational Health & Safety Policy  
Rehabilitation Policy Statement  
Private Use of Council Vehicles by Staff  
Selection and Appointment of Staff Members  
Smoking in the Workplace  
Delegations of Authority  
Hire of Plant for Council works  
Access to crossings to private properties  
Floodplain Management Policy  
Light Vehicle, Truck & Light Plant Replacement  
Attendance at Annual Conferences  
Noxious Weeds Control  
Hire of Plant for Council Works  
Use of Council Roads by Agricultural Aircraft  
Road Openings  
Policy for Infringements under SEINS  
Tree Plantations  
Hiring of Community Halls  
Council Road Reserves  
Gifts and Benefits Policy  
Secondary Employment Policy  
Drug & Alcohol Policy  
Investments Policy  
Safe Driving Policy  
Child Protection Policy

**Management Plan**

Management Plan 2005/2006 to 2007/2008  
Training Policy (See Management Plan)  
Pricing Policy (See Management Plan)  
Corporate Plan  
Disaster Plan  
Emergency Management Plan  
Section 94 Contributions Plan  
Minutes of Committee Meetings

Minutes of Council Meetings  
Revenue Policy (See Management Plan)  
State of the Environment Report (See Annual Report)  
Annual Report  
Auditors Report  
Business Papers  
Disclosures Register  
Investment Register

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

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

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

## **SECTION 3 – CONTACT ARRANGEMENTS**

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

Mr John Hunt  
General Manager,  
Urana Shire Council,  
Box 55,  
Urana NSW 2645  
Telephone: 02 6930 9100

Applications and inquiries can be made between 8.30 a.m. and 5 p.m., Monday to Friday at 30-32 William Street Urana.

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

In accordance with Section 12 of the Local Government Act 1993, any person is entitled to inspect the version of the following documents free of charge.

Subject to the Freedom of Information Act 1989, many documents are available for inspection by the public during office hours, without cost, under the provisions of the Local Government Act and subject to other Acts. Such documents are listed below:

Annual Financial Report	Facilities Policy	Internal Reporting Policy
Annual Report	Fees & Charges	
Appeals concerning approvals	Local Environmental Planning Instruments	
Auditor's Report	Local approvals and orders policies	
Business Papers and Minutes of Council Meetings	Plans of Management of Council land	
Candidate's Political Contributions Register	Records of approvals granted and decisions made	
Code of Conduct	Records of Building Certificates	
Code of Meeting Practice	Register of Delegations	
Council's Land Register	Register of Investments	
Council's Strategy and Management Plan	Returns of Interests of Designated persons	
Councillor payment of expenses and provision	Statement of Affairs under the FOI Act 1989	
Development Control Plan	Salary System	
Development application/consent records	State of the Environment Report	
EEO Management Plan	Section 94 Contribution Plans	
Environmental Planning Instruments		

Copies of these documents may be supplied at appropriate costs and in the case of Building Certificate the owners written approval.

**POLICY DOCUMENTS****1 GOVERNANCE**

- 1.1 Code of Meeting Practice
- 1.2 Delegation of Authority to General Manager
- 1.3 Risk Management
- 1.4 Occupational Health & Safety – Safety Plan
- 1.5 Child Protection Policy & Procedures
- 1.6 Salary System and Operating Procedures & Policy
- 1.7 Internet & Email Access
- 1.8 Disaster Recovery Plan
- 1.9 Privacy & Personal Information
- 1.10 Procurement Policy
- 1.11 Guarantee of Service Policy
- 1.12 Equal Opportunity Policy
- 1.13 Complaints Management Policy
- 1.14 Fraud Control Policy
- 1.15 Donation Policy

**2 COUNCILLORS**

- 2.1 Code of Conduct – Councillors, Delegates & Staff
- 2.2 Provision of Information to and interaction between Councillors & Staff
- 2.3 Role of Mayor & Councillors
- 2.4 Councillors Fees, Expenses and Provision of Facilities and Assistance

**3 STAFF**

- 3.1 Credit Card Facility – Senior Staff

- 3.2 Insurance – Workers Compensation
  - 3.3 Immunisation Program – Hepatitis B
  - 3.4 Council Uniform
  - 3.5 References Under Seal
  - 3.6 First Aid Policy
  - 3.7 Smoking in the Workplace
  - 3.8 Gratuity Payments
  - 3.9 Army Reserve
  - 3.10 Employee Disciplinary & Dismissal
  - 3.11 Upgrading and Improving Personal Qualifications or Study Tours.
  - 3.12 Carer's Leave
  - 3.13 Union Picnic Day
  - 3.14 Staff – Sale of excess Council equipment
  - 3.15 Training Plan
    - i Training Plan Policy
    - ii Equal Employment Opportunity Policy
    - iii Training Courses, Seminars & Conferences Agreement
    - iv Education Assistance & Study Tours Policy
    - v Competency Application of Skills Policy
    - vi Record of Training Policy
    - vii Induction of Employees Policy
  - 3.16 Telephone Allowance & Mobile Phone
  - 3.17 Protected Disclosure Internal Reporting
  - 3.18 Staff Removal Policy
  - 3.19 Staff Service Awards
  - 3.20 Nine Day Fortnight Scheme
  - 3.21 Employer Communication Devices
  - 3.22 Recruitment & Selection Policy
- 4 COUNCIL PROPERTIES
- 4.1 Rental of Council Dwellings
  - 4.2 Maintenance of Council Dwellings
  - 4.3 Barham Caravan & Tourist Park
- 5 COUNCIL VEHICLES AND PLANT
- 5.1 Light Motor Vehicle Policy
  - 5.2 Plant
- 6 RATES & CHARGES
- 6.1 Water Charges to Strata Units
  - 6.2 Writing Off Rates
  - 6.3 Aggregation of Land Values for Rating of vacant unsold subdivisions and community title subdivisions.
  - 6.4 Domestic Waste charge to Pre-Schools & Scout Associations
  - 6.5 Sewerage and Filtered Water Charges – Reimbursement
  - 6.6 Water charges for Recreation Reserves and Public Halls
  - 6.7 Water & Sewerage Charges – Revenue Policy
  - 6.8 Payment of Rates Charges & Sundry Debtors policy
- 7 BURIAL/CEMETERIES
- 7.1 Private Burial Sites
- 8 RECORDS
- 8.1 Records Management Policy
  - 8.2 Records Procedure Manual
- 9 ROADS STREETS AND BRIDGES
- 9.1 Kerb & Gutter & Footpath Contributions
  - 9.2 Right of Carriageway
  - 9.3 Property Name Signs
  - 9.4 Pipes & Driveways
  - 9.5 Gates & Grids

- 9.6 Pine Hills Estate Roads
- 9.7 Irrigation Water on Roads
- 9.8 Culverts – under roads
- 9.9 Road Classification Policy
- 9.10 Advertising on Welcome to Town/Shire Signs
- 10 WATER AND DRAINAGE
  - 10.1 Storm Water Discharge
  - 10.2 Stopcocks
  - 10.3 Back Flow Prevention Devices
  - 10.4 Water Supply Projects – Tendering Procedures
- 11 SEWERAGE
  - 11.1 Effluent Services for Tooleybuc – Residential Development
- 12 PARKS/RESERVES/PUBLIC HALLS
  - 12.1 Letting of Public Halls & Buildings to Itinerate Traders
  - 12.2 Slashing of Council Reserves
  - 12.3 Insurance of Assets Managed by Section 355 Committees
  - 12.4 Dollar of Dollar Grants for Section 355 Sporting, Cultural and Recreational Facilities
- 13 BUILDING
  - 13.1 Footings – Engineers Certificates
  - 13.2 Building Line Set back for Residential Development
  - 13.3 Floor Level for Residential Buildings & Filling of Allotments
- 14 PLANNING
  - 14.1 Mooring Sites & Licences on Murray & Edward Rivers
  - 14.2 Subdivisions – Contribution by Council
  - 14.3 Kerb & Guttering Contributions
  - 14.4 Approval to use Footpath for Commercial Purposes
  - 14.5 Flood Prone/Flood Liable Lands – Development
  - 14.6 Flood Liable Lands – Tooleybuc
  - 14.7 Flood Prone/Flood Liable Lands – Floor Heights for Rural Dwellings in the East and North Barham Areas.
  - 14.8 Flood Prone/Flood Liable Lands, – Floor Heights for Rural dwellings and additions to rural dwellings in flood liable areas of the Shire.
- 15 ENVIRONMENTAL CONTROL
  - 15.1 Camping restrictions – Tooleybuc
  - 15.2 Companion Animals Policy
- 16 WASTE MANAGEMENT
  - 16.1 Waste Charges
- 17 ECONOMIC DEVELOPMENT
  - 17.1 Business Development Incentive Policy

### SECTION 3 – CONTACTS ARRANGEMENTS

Enquiries concerning the procedures for inspecting the documents referred to in Section 1 can be made by contacting Council's Administration Office Tualka Terrace, Moulamein between the hours of 9am and 5.00pm.

Tricia Harris/FOI Officer  
Administration Manager  
Wakool Shire Council  
Tualka Terrace  
Private Bag 40  
Moulamein NSW 2733  
Phone: (03) 58875007  
Fax: (03) 58 875103

CIARAN KEOGH,  
General Manager

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

The Council has available for inspection and purchase ( where relevant ) the following documents.

1. 2005 to 2008 Warringah Management Plan – includes the Revenue Policy
2. 2005 to 2006 Fees and Charges
3. Investment Register
4. Delegations Register
5. State of the Environment Report
6. Minutes of Council/Committees
  - Council Meeting
  - IHAP Committee
7. Plans of Management
  - Allenby Park, November 2000
  - Berry Reserve & Adjoining Foreshores, June 2000
  - Brookvale Park, September 2002
  - Coastal Lands Plan of Management, September 2002
  - Dee Why Valley & South Creek Open Space Corridor, November 1996
  - Dee Why Lagoon Wildlife Refuge Plan of Management, August 2002
  - District Park, April 2002
  - Griffith Park, December 2005
  - Jamieson Park, April 2000
  - JJ Melbourne Hills Plan of Management, July 2001
  - John Fisher Park & Surrounds, November 2001
  - Manly Warringah War Memorial Park, July 1998
  - Mooramba Road Plan of Management, April 2005
  - General Community Use Plan of Management, to be adopted May 2005
  - Red Hill & Golden Grove Parks, July 2000
  - Walter Gors Reserve, November 2000
  - Brookvale Community Buildings, February 2005
  - Dee Why Town Square, June 2003
8. Warringah Local Environmental Plan 2000
9. Warringah Section 94 Development Contributions Plan 2001
10. EEO Policy
11. Warringah Pittwater Manly Disaster Plan
12. Warringah Pittwater Bush Fire Service Standard Operating Procedures
13. Cultural Heritage Strategy, September 2002
14. Northern Sydney Aboriginal Social Plan
15. Recreation Strategy
16. Environmental Strategy
17. Reconciliation Strategy
18. Library Strategic Plan
19. Policy Register
20. Land Register
21. Social Plan
22. Long Term Financial Plan
23. Living Warringah Strategic Plan

**SECTION 2 – STATEMENT OF AFFAIRS**

Council's Statement of Affairs is available for inspection free of charge, or purchase at a cost of \$5.00 at Council's Civic Centre or by contacting Council's Executive Officer.

**SECTION 3 – CONTACTS ARRANGEMENTS**

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

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

**SECTION 1 – POLICY DOCUMENTS**

In accordance with Section 14 of the Freedom of Information Act 1989, Warrumbungle Shire Council holds the following documents that may be accessed for inspection or purchase:

Local Environmental Plans	Development Control Plans
Policy Manual	EEO Management Plans
Occupational Health and Safety Codes	Fees and Charges Policy (See Management Plan)
Local Approvals Policy	Local Orders Policy
Management Plan	Staff Induction Manual
Revenue Policy (see Management Plan)	Local Disaster Plans (DISPLAN)
State of Environment Reports	Flood Plans
Bushfire Management Plans	Annual Financial Reports
Annual Reports	Building Certificate Records
Auditors' Reports	Development Application/consent records
Building Applications/approvals records	Land Registers
Disclosures Registers	Economic Development Strategy
Register of Investments	Summary of Affairs
Statement of Affairs	Developer Contributions Plan
Strategic Business and Financial Plans	Sewage Management System Installation Local
for Water Supplies and Sewerage Schemes	Policy
Tourism Marketing Plan	Privacy Management Plans
Waste Minimisation Strategy	Vegetation Management Plan and Maps
Business papers and Minutes of Council	Plan of Management -Community Land and
and Committee meetings	Binnaway Sports Ground
Register of Gifts / Benefits	Code of Conduct and Meeting Practice
On site Sewage Management Plans	

**SECTION 2 – Statement of Affairs**

The July 2005 Warrumbungle Statement of Affairs is currently available from Council's offices.

**SECTION 3 – CONTACT ARRANGEMENTS**

All enquiries under the Freedom of Information Act should be directed to:

Mr R. J. Geraghty  
 General Manager  
 Warrumbungle Shire Council  
 PO Box 191  
 Coonabarabran NSW 2357  
 Telephone: (02) 6842 1944  
 Fax: (02) 6842 1337

Council's office hours for public access are 9.00 am-4.00 pm Monday to Friday.



# FREEDOM OF INFORMATION ACT 1989

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

### SUMMARY OF AFFAIRS

of the

### WAVERLEY COUNCIL

#### SECTION 3 – POLICY DOCUMENTS

##### Waverley Council's Documents

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

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

##### List of Policies

Access and Equity Policy – Aboriginal and Torres Strait Islanders	
Access – People with a Disability DCP No. 26 – June 1999	\$30
Advertising and Notification of Development Applications DCP No. 29 – March 2000 (last amended March 2002)	\$30
Advertising Signs and Structures DCP No.8 – July 1991 (last amended June 1994)	\$30
Affordable Housing Strategy – August 1996	
Aged Housing – Plan of Management	\$30
Annual Financial Reports	
Annual Report 2004/2005	
Appeals to Council – Guidelines	
Arnold Street – Guidelines for development on unmade portion – Draft DCP 32	\$30
Asbestos Policy	
Audit of Accounts	
Birrell Street (197) Waverley, development guidelines DCP 21 – March 1998	\$30
Blood Borne Communicable Diseases Policy	
Boarding Houses/Backpacker Accommodation/Bed & Breakfast DCP No.12 – May 1997 (last amended November 2001)	\$30
Bondi Junction Commercial Centre Traffic and Transport Study – April 1994	\$10
Bondi Junction Design Framework and Technical Manual	
Bondi Junction Exempt and Complying Development DCP – January 2001	\$30
Bondi Junction Local Environmental Plan 1991 (with map)	\$40
Bondi Junction Mall Code and Market Policy	
Bondi Junction Strategic Plan	
Bondi Junction Town Square Precinct Draft DCP	\$30
Bondi Junction Urban Design DCP (last amended February 2002)	\$30
Bondi Park – Carnivals for Charitable Organisations	
Bondi Park and Pavilion Plan of Management	\$10
Bondi/Waverley School of Arts Plan of Management 2004	
Bondi to Bronte Coastal Walk Study	
Boundary Fences	
Bronte Commercial Centre – Draft DCP 36	
Bronte Residential Character Study (Draft 2002)	
Bronte Park Plan of Management 2004	\$15
Bronte Road (27-33) and 80 Ebley Street Bondi Junction DCP No. 16 – April 1996	\$30
Brothels Draft DCP 22	\$30
Building Applications Register	
Building Waste Containers Guidelines	
Burial Rights to Grave Plots	
Bush Regeneration Project Guidelines	

Business Papers (Produced monthly for all Council and Committee Meetings)	\$750 per annum
Character Study Bronte Beach, Dover Heights and Queens Park (Draft November 2000)	
Charing Cross Conservation Area DCP No.6 – October 1990 (last amended 1996)	\$30
Child Care Centres DCP No.5 – December 1991 (revised 2004)	\$30
Child Care Centres – Relief Staff Guidelines	
Child Care Centres, Operational Policies for	
Child Care Facilities – Plan of Management	
Children’s Services Policy	
Clothing and Collection Bins	
Close Circuit Television Policy	
Coastal Reserves Plan of Management (Draft)	\$10
Coastal Walk User Study	
Code of Practice – Amenities for Construction Work	
Code of Meeting Practice (last amended December 2005)	\$10
Committees of the Council: Structure and Responsibilities	
Collection Management Policy (Waverley Library Service).	
Communications Action Plan 2005	
Community Crime Prevention DCP No. 9 – April 1992 (last amended July 1998)	\$30
Community Bus Policy	
Community Markets Policy	
Community Safety Plan	
Community Services for Older People – Planning and Provision of	
Community Services Leasing Policy	
Community Services Policy	
Complaints Management Policy	
Construction Work Code of Practice (last updated 2005)	
Consultation Policy and Guidelines	
Contaminated Land Policy DCP No. 28 – February 2000	\$30
Correspondence Policy Statement	
Corruption Prevention Plan	
Councillor Code of Conduct (updated 2005)	
Councillors – Declaration of Interests	
Councillors – Payment of Expenses and Provision of Facilities 2005	
Council Property Register	
Customer Service Strategy 2005	
Defence Forces – Reserve Training	
Delegation of Authority – Register	
Development Consent Register	
Disability Action Plan and Access Policy	
Discrimination and Harassment Policy	
Dover Heights Bowling Club DCP No. 23 – June 1998	
Dover Heights & Queens Park Residential Character (Draft 2001)	
Drain Blockage Policy	
Dual Occupancy Policy DCP No. 20- March, 1998	\$30
Dwelling House and Dual Occupancy Development DCP No. 2 – May 1999 (revised March 2005)	\$30
Economic Development Policy & Guidelines	
Energy Smart Homes Policy DCP No. 13 – April 1999	\$30
Environmental Policy	
Equal Employment Opportunity Grievance Procedures	
Equal Employment Opportunity Management Plan and Policy	
Exempt and Complying Development DCP No. 27 – December 2000	\$30
Footpath Gardens	
Footpath Seating for Restaurants DCP No. 15 – August 1997 (last amended 2004)	\$30
Garbage Receptacles – Approved	
Genetically Engineered/Modified Foods	
Graffiti Management Plan 2005	
Grievance Procedures	
Guidelines for Acquiring/Leasing Council Property	
Guidelines on Leave without Pay	
Hazardous Substances Policy	
Heritage Conservation DCP No.18 – July 1997	\$30

Heritage Study	\$125 for complete set
Higher Duties Policy	
Hot Water Systems – Safety	
Housing – Criteria for Selection of Tenants for Council Properties	
Housing Policy – September 1990	\$10
Housing for Older People Policy	
Human Resources Strategic Plan 2005	
Imperial Avenue Bondi – DCP No 35, October 2004	\$30
Injured Workers Reporting Procedures	
In Line Skating – Bondi Beach Promenade	
Integrated Stormwater Management Plan	
Internal Reporting Policy – Protected Disclosures	
Internet and Electronic Mail Guidelines	
Investment Policy	
Landscaping of Traffic Management Devices – Guidelines 2001	
Land Use and Transport – DCP No 14 – December 2004	\$30
Leasing of Community Facilities Policy	
Leaseback of Council Vehicles	
Leave Without Pay Guidelines	
Library Policy and Objectives 1986, as amended 1989	
Lifeguard Operations Manual	
Local Approvals Policy: Activity Applications	
Local Approvals Policy: Display of Goods on Footpath	
Local Approvals Policy: Moveable Footway Signs	
Local Orders Policy	\$30
Local Waste Management Plan – May, 1999.	
Management Plan 2005-2009	
Managing Conflict of Interest Policy	
Meeting the Religious and Ceremonial Obligations of Staff	
Mobile Phone Towers Policy (Draft) – May 1997	
Moriah College DCP No 31 (Draft)	\$30
Motor Vehicle Users Manual	
Multi Cultural Policy	
Multi Unit Housing DCP No. 1 – April 1998 (currently under review)	\$35
No Smoking Policy	
Occupational Health and Safety Constitution and Safety Policy	
Occupational Health and Safety Handbook	
Ocean Street (36-38) Bondi DCP No. 25 – October 1999	\$30
Offshore Sandmining	
Ozone Protection Policy	
Participative Work Design Guidelines	
Part Time Work Guidelines	
Pay Policy	
Payment of Expenses and Provision of Facilities to Councillors	
Pensioner Rates	
– Payment by Instalments	
– Penalty for Late Payment	
Performance Management Guidelines	
Personnel and Staff Position File Procedures	
Pesticides Policy	
Power Boats – Control of	
Privacy Management Plan (2002)	
Precinct Policy	
Procurement of Goods and Services Policy	
Protected Disclosures Policy	
Protective Clothing and Equipment Code of Practice	
Public Art Policy	
Rates – Deferment of – Pensioners (see Pensioner Rates)	
Records Management Policy (last up dated 2005)	
Recreation Needs Survey 1992	
Recruitment Procedures Manual	

Reducing Crime Through Design DCP No.9	\$30
Reference under Seal	
Register of Investments	
Rehabilitation Procedures Policy	
Renewable Timbers Policy	
Report – Traffic Capacity Bronte Road & Ebley Street – March 1997	
Residential Development Guidelines for 6-38 Blenheim Street and 167-171 Bronte Road, Waverley DCP No.7 – November 1990	\$30
Residential Guidelines for 25-27 Hollywood Avenue, Bondi Junction DCP No.10 – March 1993	\$30
Residential Guidelines for 6 Paul Street, Bondi Junction DCP No.11 – December 1992	\$30
Residential Strategy – August 1996	\$10
Responsible Dog Ownership Policy (Draft)	
Retail and Commercial Premises – Draft DCP 38	
Retirement/Resignation – Date of Termination	
Returns of Interests of Councillors, Designated Persons and Delegates	
Returns as to Candidates' Campaign Donations	
Risk and Emergency Management Manual	
Roller Shutters and Grills on Shopfronts in Oxford Street Mall	
Roscoe Street (west) Onslow Street and Wills Avenue, Bondi Beach. DCP No. 24 – November, 1998 (last amended October, 1999)	\$30
Roscoe Street (91) Bondi Beach, development guidelines DCP No. 17 – May 1997	\$30
Sale – Small Parcels of Land	
Sewerage/Stormwater Drain Blockage Policy	
Shopping Trolleys – Abandoned	
Sick Leave Absenteeism Management Policy	
Significant Tree Register	
Site Waste Minimisation Strategy and Management DCP No.10 – December 1997	\$30
Skills and Performance Assessment Procedures	
Small Parks Plan of Management (Draft)	
Social Plan 2000 Volume 1 & Volume 2	
Solar Hot Water Systems	
Sponsorship Policy and Guidelines	
SSROC Greenhouse Strategy for Southern Sydney	\$15
Staff – Appointment	
Staff – Christmas Leave	
Staff Code of Conduct 2005	
Staff Handbook	
State of Environment Report 2004/2005	
Statement of Affairs	
Street Trading Policy	
Stormwater Policy	
Stormwater Management Plans (Waverley area) Draft	
Studies Assistance Guidelines	
Sun Protection Guidelines	
Tamarama Park Plan of Management 2004 (draft)	
Technical Manual – Landscape Design	
Telecommunications and Radio Communications DCP No.37 – December 2004	
Temporary and Casual Employment Guidelines	
Thomas Hogan Reserve Plan of Management (draft)	
Tourism Policy and Visitor Management Strategy	
Training Plan (L&D Plan)	
Transportation Policy (2002)	
Tree Management Plan – Planting Policy	
Tree Preservation Order	
Visitor and Tourism Strategy (November 2002)	
Volunteering Policy and Strategy	
Vital Records Protection and Disaster Recovery Plan (Draft 2004)	
Waste Avoidance and Resource Recovery DCP No 19 – December 2004	\$30
Waste Avoidance and Resource Recovery Plan	
Waste Collection – Rear loading Compactor vehicles – Guidelines	

Waste Reduction Strategy	
Waverley Affordable Housing Study – July 1996	
Waverley Affordable Housing Program – April 1999	
Waverley Aged Housing Plan of Management	
Waverley Bus Depot DCP No.30 (draft)	\$30
Waverley Child Care Plan of Management	
Waverley Community Living Project Policy and Procedures Manual	
Waverley Community Survey 2003	
Waverley Council Style Guide	
Waverley Development Contribution Plan 2006 (Section 94 Plan)	\$20
Waverley and Woollahra Joint LEP Bondi Junction Commercial Centre 1991	\$30
Waverley and Woollahra Bondi Junction Commercial Centre Urban Design DCP	\$30
Waverley and Woollahra Local Disaster Plan	
Waverley Local Environmental Plan 1996 with amendments	\$30
Waverley Local Environmental Plan 1996 – LEP Zoning map	\$35
Waverley Local Environmental Plan 1996 – LEP Heritage map	\$25
Waverley in the Mid 90's `Profile and Forward Plan of Community Needs – 1994 (individual chapters available)	
Waverley Park Plan of Management	\$10
Waverley Strategic Plan 2005	
Waverley Transportation Policy	
Waverley Telecommunications and Radio Communications DCP No 37 (draft)	\$30
Youth Services Policy	

## SECTION 2 – STATEMENT OF AFFAIRS

The 2006 Statement of Affairs for Waverley Council is available from Waverley Council Chambers. Telephone (02) 9369 8129.

## SECTION 3 – CONTACT ARRANGEMENTS

Request for information and access to documents can be directed to

Bronwyn Kelly  
 Director Corporate and Technical Services  
 Waverley Council  
 PO Box 9  
 Bondi Junction 2022  
 Telephone 9369 8115

Formal requests under the Freedom of Information Act 1989 and Privacy and Personal Information Protection Act 1998 must be made in writing and be accompanied by payment of an application fee.

Waverley Council's Offices are located on the Corner of Bondi Road and Paul Street, Bondi Junction, 2022. These offices are open to the public from 8.30a.m. to 5.00p.m. Monday to Friday. Waverley Library is at 32-48 Denison Street, Bondi Junction and is open Monday to Friday from 10.00a.m. to 9.00p.m., Saturdays from 9.30a.m. to 3.00p.m and on Sundays from 1.00p.m. to 5.00p.m.

KIM ANSON,  
 General Manager

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

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

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

**SECTION 2 – STATEMENT OF AFFAIRS**

The most recent Statement of Affairs of the Council is that of 2005/2006 which was prepared as at 30 June 2006.

**SECTION 3 – CONTACT ARRANGEMENTS**

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

Mr Allan Dive  
Director, Corporate Services  
Wellington Council  
Nanima Crescent  
PO Box 62  
Wellington NSW 2820  
Telephone: (02) 6845 2099  
Fax: (02) 6845 3354  
Email: [mail@wellington.nsw.gov.au](mailto:mail@wellington.nsw.gov.au)  
Internet: [www.wellington.nsw.gov.au](http://www.wellington.nsw.gov.au)  
Council's Office Hours are 9.00 am to 5.00 pm

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

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

**Administrative**

- Advertising
  - Amplification – election campaigning
  - Council’s ovals
  - Litter Bins
  - Public Telephone Boxes
- Anonymous Material
- Code of Conduct for Community Representatives
- Code of Conduct for Volunteers
- Complaints Handling Procedures
- Consultative Committee Protocols
- Contracts
- Corporate Image
- Council Flyers
- Council Agendas
- Council Seal
- Documents – Amending/Reviewing
- Exhibition of Items
- Files – Access To
- Freedom of Information Act – File access/tape recordings of Council meetings, etc
- House/Property Numbering
- Interviews & Calls – Documenting of same
- Key to the City
- Management, Audit & Reporting Procedures in Relation to Out-sourced Projects
- Mobile Phones
- Nuclear Free Council
- Personal Computers
- Petitions
- Plaques – history detail/corporate image
- Privacy & Personal Information Protection Act – File Access
- Privacy Management Plan
- Representations to Governments
- Sale of Public Land
- Surveillance Camera Tapes – Access
- Tenders
- Web Policy

**Building/Development/Planning**

- Building Applications      Private Certification
- Building Certificates
  - Refund of Fees No 1
  - Refund of Fees No 2
- Building Setback Controls – Gibbes St/Eastern Valley Way – Light Industrial Area
- Buildings – Judgement of Height
- Contributions Plan – Carparking
- Council-owned land – Owner’s Consent Building/Development Applications



- Development Applications
  - Assessment when Council is applicant
  - Assessment by Community Services
  - Conditions of Consent – Artarmon Industrial Area
  - Public Display
- Dividing Fences Act – Council Responsibilities
- Extended Trading Hours – Car dependent activities
- Fees – DAs/BAs – Heritage Controls
- Floor Space Bonus – Designation of Community Facilities
- Informal Planning Meetings
- Linen Plans – Release of
- Mediation in Approval Process (by an external Mediator)
- Neighbour Notification
  - Section 149A (Bldg Certs)
  - Development Applications – on-site requirements
  - Copies to Councillors – BAs/DAs
  - Proposed Conservation Areas
- Public Exhibition of Plans
- Rezoning – Exhibition of Documents
- Rezoning-Federally-owned Public Land
- Setbacks – Pacific Highway
- Skateboard Ramps
- Stormwater Pollution Control
- Submission of Application for Demolition of a Building
- Telecommunications Towers
- Trees on Site Plans

### Community

- Access Policy Statement
- Access and Equity Policy
- Child Care Facilities – Guidelines for Development
- Commission/Charities – Chatswood Town Centre
- Community Copying Service
- Community Grants Scheme
- Council Crest & Corporate Mark – Use of by Community Organisations
- Cultural Policy
- Display of Publicity Banners
- Endorsement of Local Community Organisations
- Floor Space Bonus – Designation of Community Facilities (go to Building)
- Housing Policy
- Humanitarian Response Policy
- Internet Access
- Library Code of Conduct
- Local Community Facility – Fees and Charges Policy
- Meeting Venues – (for use by Progress Associations)
- On-going Concessional Hire of Willoughby Civic Centre
- On-going Concessional Hire of Council Facilities
- Out of School Hours Policy & Procedures
- Public Art
- Racist/Offensive Messages & Material in the Library
- Recycling Receptacles in Public Places
- S356 Donations to Charity Groups
- Sponsorship
- Tennis Courts – Lighting of
- Transport Arrangements for attending Council events
- Waste Free Events

### **Council and Councillors**

- Code of Conduct
- Committees
  - Committee Meeting/Function Times
  - Council Committees
  - Recommendations of Committees involving expenditure
  - Non-S377 Committees – General Administration
  - S377 – Advertising of Vacancies (go to Administration)
  - S377 Committees – General Administration
- Conferences – Reporting  
(For payment of expenses, etc. please refer to policy for payment of expenses/provision of facilities to Councillors)
- Conflict of Interest
- Council Meetings
  - Addressing Meetings
  - Code of Meeting Practice
  - Delivery of Business Paper/Additional Items
  - Format of Meetings/General
  - Staff Matters – staff input (go to Human Resources)
  - Tape Recordings
- Councillors
  - Access to Information & Interaction with Staff
  - Car Parking
  - Code of Conduct
  - Conflicts of Interest
  - Gifts & Benefits
  - Legal Assistance
  - Payment of Expenses & Provision of Facilities
  - Protected Disclosures Act
  - Contacting Council's Legal Advisers
- Inspection Committee (Procedures)
- Councillor Inspection Meetings (Ward) (Procedures)

### **Finance/Purchasing**

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

### **Human Resources**

- Children's Services Division – General hygiene & communicable diseases
- Conferences – Attendance by employees
- Council Vehicles – Private use of
- Gratuities
- Higher Grade Pay
- Interest-Free Loans
- Local Govt Assoc. Annual Conference – Staff attendance
- Public Service Medal Nomination
- References for staff
- Rehabilitation Policy/Procedure
- Safety
  - Policy
  - Personal Protective Clothing & Equipment

- Service Awards
- Smoking in the Workplace
- Staff Matters – Senior staff input when Council deals with staff matters
- Staff – Pre-employment Medical Examination
- See also Human Resources Policies and Procedures Manual

### **Open Space**

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

### **Property**

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

### **Roads/Footpaths/Drains**

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

### **Traffic/Transport/Parking**

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

### **ENVIRONMENTAL PLANNING INSTRUMENTS**

- Willoughby LEP 1995 (as amended)
- Willoughby LEP 2000 (Chatswood Town Centre) No.3
- Regional Environmental Plan No 5, Chatswood City Centre, (as amended)

### **PARKS PLANS OF MANAGEMENT**

- Bicentennial Reserve and Flat Rock Gully
- Forsyth Park (includes Northbridge Baths)
- Willoughby, Bales, OH Reid Memorial, Naremburn and Greville Street Parks
- Castlecove Park and Castlecove Golf Course
- Griffin Reserves Castlecrag

- West Ward Parks
- Sportsfields
- Chatswood CBD Parks
- Generic Bushland
- East Ward Parks
- Foreshore Cottages Castlecrag
- Naremburn Ward Parks
- Northbridge Ward Parks
- Middle Harbour Ward Parks
- Cortile Reserve, Castlecrag

#### **SECTION 94 CONTRIBUTION PLANS**

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

#### **DEVELOPMENT CONTROL PLANS**

- Naremburn Public School and Professional Service Centre
- 2 Transport Requirements for Development
- 4 Chatswood Fringe Area
- 5 Professional Consulting Rooms in Residential Areas
- 8 West Artarmon – Naremburn – St Leonards
- 11 Gore Hill Interchange
- 13 Amusement Centres in the Mandarin Centre
- 14 Access and Mobility and Adaptability
- 15 Multi Unit Residential Developments for 2(b), 2(c) and 2(d) zones
- 16 Dwelling Houses, Dual Occupancy and Boarding Houses in Residential Zones
- 17 St Leonards Station site
- 19 Heritage and Conservation
- 20 Advertisements and Advertising Structures
- 21 Regulations of Brothels
- 22 Residential Development in Business Zones
- 23 Willoughby Local Housing Program
- 24 207 Pacific Highway
- 25 Exempt and Complying Development
- 27 Notifications
- 29 Industrial Development
- 30 Sustainable Development
- 31 63 Archer Street
- 32 Railway Street Site
- 35 Water Management
- 36 Civic Place and Associated Sites
- Willoughby Paddocks Masterplan

#### **MANAGEMENT PLAN AND BUDGET 2000 – 2005**

Council has created a Management Plan and Budget that details Council's vision, goals and strategic planning for the period 2000 – 2005

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

In accordance with the Freedom of Information Act a Statement of Affairs was prepared during December 2000

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**SECTION 3 – CONTACT ARRANGEMENTS**

Requests for access to documents held by Council should be directed to :

The Public Officer  
Willoughby City Council  
P O Box 57  
Chatswood NSW 2057

Enquiries can be made via :

Phone 02 9777 1000  
Fax 02 9411 8309 or  
Email [email@willoughby.nsw.gov.au](mailto:email@willoughby.nsw.gov.au)

Information on Council services and activities and Council Minutes and Agendas can be obtained via Council's Internet Site:

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

Council's office hours are 8:30 am to 5:00 pm, Monday to Friday (except Public Holidays).

JOHN C. OWEN,  
General Manager

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

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

**SECTION 2 – STATEMENT OF AFFAIRS**

A Statement of Affairs as at 30 June 2006 has been prepared in accordance with Section 14 (1) and (2) of the Freedom of Information Act and is available for inspection during office hours at the Civic Centre, Elizabeth Street, Moss Vale.

**SECTION 3 – CONTACT ARRANGEMENTS**

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

Council has procedures in place for accessing information, which require completion of a 'File Access Request' form, to record requests and to facilitate ease of access, in accordance with Section 12 of the Local Government Act. Any reasonable request for access to documents held by Council is considered and wherever possible access will be arranged free of charge. However, photocopying charges will apply.

There may however, be reasons why information is not provided and Council's reasons for refusal may include the following:

- The time and resources which may be involved in providing access
- The rights to privacy of others who may be affected by the disclosure of the information
- Legal information
- Other information that is determined by Council not to be in the 'Public Interest' to be released.

If information is not available under Section 12 of the Local Government Act then a person may make a formal application under the Freedom of Information Act for access to documents held by Council. Formal applications must be made in writing accompanied by a fee of \$30.00 and addressed to:

The Freedom of Information Officer  
Wingecarribee Shire Council  
PO Box 141  
Moss Vale NSW 2577

Applications for a review of a determination regarding an (FOI) application must also be made in writing to the General Manager and accompanied by a fee of \$40.

Inquiries may be directed to the Freedom of Information Officer by telephoning (02) 48680 888 during business hours Monday to Friday, 8.30am to 4.30pm.

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

**SECTION 1 – POLICY DOCUMENTS**

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

**GOVERNANCE AND IMAGE**

Mayor and Councillors

- Councillors Fees, Expenses and Facilities
- Declaration of Pecuniary and Conflict of Interests
- Inappropriate Communication with Council, Councillors and Staff
- Internal Reporting
- Interstate and Overseas Travel
- Media Liaison
- Representation of Council – Municipal Association Conferences
- Flying of Flags
- Election Signs in Public Places
- Council and Delegated Determination of Development Applications

Council Management

- Access to Council Records
- Christmas/New Year Closure
- Dealing with Complainants
- Filming Rights
- Motor Vehicles
- Naming of Streets and Roads and/or Council Facilities
- Issuing Section 149 Certificates
- Street Stalls
- Guidelines for Tendering
- Verbal Advice
- Staff – Attendance at Meetings of Council and Committees
- Staff – Retirement/Resignation Gratuities
- Staff – Traffic Regulations
- Staff – Smoking
- Staff – Employment of Apprentices
- On-Charging of Fees and Costs
- Staff – Claim for Court Expenses
- Staff – Loss of Personal Property
- Advertising Policy

Financial Management

- Investment Policy
- Purchasing Policy
- Provisions for Employee Leave
- Rating Categories
- Rating Exemptions
- Archival Material
- Rating – Amalgamation of Rural Properties
- Rating – Community Titles
- Accounting and Asset Management
- Budget and Priority of Works
- Debt Recovery

Corporate Planning

- Section 94 Contribution Plan



**Information Systems**

- Records Management
- Internet and Email Access
- Disposal of IT Equipment
- Communications Devices

**Customer Service and Community Relations**

- Public Relations
- Local Ethnic Affairs

**Human Resources**

- Drug and Alcohol
- Equal Employment Opportunity
- Harassment
- Occupational Health and Safety
- Pay Administration System
- Skin Care/Clothing
- Workplace Smoking
- Internet and E-Mail Access
- Employment and Retention of Quality Staff
- Risk Management
- Managing Volunteers' Safety
- Occupational Health and Safety Consultation
- Communications Devices

**ECONOMIC DEVELOPMENT AND EMPLOYMENT****Property Development**

- Property Development

**Development**

- Aerated Waste Water Treatment System
- Construction, Installation and Use of Swimming Pools
- Notification of Development Applications to Councillors
- Development Control Plans
- Erection of Igloos and Hothouses associated with Intensive Horticulture
- Guidelines for the erection of Fencing on Allotments in the vicinity of Easements and Watercourses
- Gas Scare Gun operation for the protection of Horticulture Crops from Bird damage, within Wollondilly Shire
- House Numbering
- Landscape Guidelines
- Picton Interim Local Flood
- Requirements for Works affecting Watercourses
- Resited Dwelling Procedure
- Thirlmere Shopping Centre Public Car Parking Code
- Fences – Boundary Fence Contributions
- Nature Strips
- Council and delegated Determination of Development Applications

**URBAN AND RURAL BALANCE****Roads and Traffic Facilities**

- Contributions – Kerb, Gutter and Footpaths
- Restorations
- Road Closures
- Fences and Road Reservations
- Resited Dwelling Procedure
- Thirlmere Shopping Centre Public Parking Code
- Tree Preservation Order
- Fences – Boundary Fence Contributions Policy
- Commercial Use of Public Footpaths and Roadside Verges

**Drainage Management**

- Property Entrances

**Engineering Services**

- Hoardings
- Street Lighting
- Street Signs – Commercial, Directional and Business Directional

**Flood Mitigation**

- Picton Interim Local Flood

**ENVIRONMENT MANAGEMENT****Waste Management**

- Exemption from Payment of Garbage Rates

**Environment**

- Keeping of Animals in Wollondilly Shire Orders
- Noxious Weed Control
- Phosphorous Action

**Public Health**

- Aerated Waste Water Treatment Systems

**COMMUNITY SERVICES AND FACILITIES****Children's Services**

- Wollondilly Family Day Care – Acceptance of Family Day Carers
- Wollondilly Family Day Care – Behaviour Management
- Wollondilly Family Day Care – Carer Contact
- Wollondilly Family Day Care – Children's Activities
- Wollondilly Family Day Care – Complaints Handling Mechanism
- Wollondilly Family Day Care – Confidentiality Guidelines
- Wollondilly Family Day Care – Emergency
- Wollondilly Family Day Care – Excursions
- Wollondilly Family Day Care – Hygiene
- Wollondilly Family Day Care – Household Pets in Family Day Care Homes
- Wollondilly Family Day Care – Inclusion Guidelines
- Wollondilly Family Day Care – Medication
- Wollondilly Family Day Care – Notification of Abuse
- Wollondilly Family Day Care – Nutrition
- Wollondilly Family Day Care – Sun Care
- Wollondilly Family Day Care – Supervision
- Wollondilly Family Day Care – Tobacco Smoking in Family Day Care Homes
- Wollondilly Family Day Care – Water Activities Policy

**Community Development**

- Council's Role in Community Services
- Community Bus
- Clothing Bin Collections
- Door Knock Appeals
- Community Members' Support for Council – Recognition

**Public and Recreational Facilities**

- Project Management – Works by Volunteers and Committees on Council Properties
- Upgrading a Council Hall
- Strategic Management of Councils Assets

**SECTION 2 – STATEMENT OF AFFAIRS**

A Statement of Affairs is available from the Council office, 62-64 Menangle Street, Picton NSW 2571.

**SECTION 3 – CONTACT ARRANGEMENTS**

Written requests for inspection of policy documents should be directed to:

The General Manager  
Wollondilly Shire Council  
PO Box 21  
Picton NSW 2571

Inspection of the documents can be undertaken at the Administration Building, 62-64 Menangle Street, Picton from 8.00am to 4.00pm, Monday to Friday.

Requests for access to information/documents under the Freedom of Information Act 1989 should be directed to the Public Officer on 4677 1100.

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

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

**A LOCAL ENVIRONMENTAL PLANS**

Illawarra Planning Scheme Ordinance  
Wollongong Local Environmental Plan No 38 (as amended)  
City of Wollongong Local Environmental Plan 1990 (as amended)

**B DEVELOPMENT CONTROL PLANS (as amended)**

DCP 1 Railway Street, Corrimal  
DCP 3 Market Square Park  
DCP 6 Commercial and Industrial Standards  
DCP 23 Small Rural Holdings, West Dapto  
DCP 35 Old Drive-in Site, Fairy Meadow  
DCP 37 Paynes Road, West Dapto  
DCP 39 Horsley, West Dapto  
DCP 41 Springhill Road, Coniston  
DCP 42 Heritage Development  
DCP 43 For the Keeping of Pigeons  
DCP 45 Reddalls Road, West Dapto  
DCP 46 Fair Trading  
DCP 47 Yallah Tourism Zone  
DCP 48 Notification Policy  
DCP 49 Residential Development  
DCP 54 Managing our Flood Risks  
DCP 00/6 Industrial Land at Berkeley

**C CODES, POLICIES AND GUIDELINES**

Dual Occupancy and Granny Flat Policy  
Tree Management Order  
Guidelines for the Management of Stormwater from Developments in the City of Wollongong  
Requirements for On-site Detention Storage  
Manual of Requirements for the Subdivision of Private Lands  
Guidelines for the Provision of Child Care Facilities  
Local Ethnic Affairs Policy Statement  
Development of Land which may be subject to instability  
Waterproofing of Wet Area Code  
Code to reduce the Susceptibility of a Building to Termite Attack without the use of Chemicals  
Code for Outdoor Advertising Signs  
Code for Assessment of Potential Noise associated with Development  
Control of Food Premises Code  
Code for Construction and use of Food Vending Vehicles  
Section 94 Contribution Plans  
Urban Consolidation Policy  
Policy for Public Access to Information  
Corporate Records Management  
Staff Policy  
Purchasing Policy  
EEO Policy  
Internal Reporting Policy  
Code of Safety

Local Approvals Policy  
Accounting Policies  
Risk Management Policy  
Code of Ethics for Contractors  
Alcohol Free Zones Policy  
Major Events Policy  
Policy for Wollongong CBD Parking  
Policy for Car Parking at North Beach  
Siting of Telecommunications Facilities  
Policy for the Sex Industry  
Keeping of Animals or Birds and Pigeons  
Disposal of Impounded Items  
Illawarra Emergency Bush Fire Plan  
Waste Collection and Disposal from Premises  
Kerbside House Numbering  
Bed and Breakfast Accommodation  
Use of Fill at Construction Sites  
Policy on Exempt Development  
Policy on Complying Development  
Notification Policy for Development Proposals  
Development Application Referral Guidelines to Access Committee  
Local Area Policy for Central City Urban Design Assessment  
Public Access Forum  
Community Recognition Program  
Clothing Collection Bins on Council Land  
Subdivision Code  
Remediation of Contaminated Land  
Mall Code  
Revitalisation of Port Kembla Village  
Environmental Risk Assessment of Industrial Premises  
Fire Safety  
Outdoor Restaurants  
Footpaths Mowing  
Burial Rights  
Sustainability Policy  
Library Policies  
Media Protocol  
Farmland Rating  
Smoking in Council Buildings and Places of Work  
Rates Debt Recovery  
Rate Hardship  
Pensioner Rates

#### **D GENERAL PUBLICATIONS**

Management of Assets  
Code of Conduct  
Code of Meeting Practice  
Annual Report  
Annual Financial Reports  
Auditor's Report  
Management Plan  
Policy for Payment of Expenses incurred by and the provision of facilities to Councillors  
Council's Land Register  
Register of Investments  
Returns of the Interests of Councillors and designated persons  
Business Papers for Council and committee Meetings  
Minutes of Council and Committee Meetings  
Register of Delegations  
Records of Approvals granted and decisions made on Appeals concerning Approvals  
Records of Building Certificates  
Plans of Land proposed to be compulsorily acquired by the Council

Leases and Licences for use of Public Land classified as Community Land  
Plans of Management for Community Land  
Register of Council Policies

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

Council's Statement of Affairs dated 30 June 2006 is available free of charge from the Public Officer.

## **SECTION 3 – CONTACT ARRANGEMENTS**

Enquiries in relation to access to documents held by Council may be made to:

The Public Officer – Ms Lyn Kofod  
Wollongong City Council Administration Building  
41 Burelli Street  
Wollongong NSW 2500  
Telephone 4227 7092  
between 9.00 am and 5.00 pm weekdays

**FREEDOM OF INFORMATION ACT 1989****Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****WOOLLAHRA COUNCIL****FOI Agency No. 2239****SECTION 1 – POLICY DOCUMENTS**

The Council has the following Policy documents available for public inspection and/or sale.

**a. Local Environmental Plans**

- Woollahra LEP 1995.
- Woollahra LEP No 27 – relevant to Strickland House, Vacluse

**b. Development Control Plans**

- Residential Development Control Plan 1999.
- Development Control Plan for Off-Street Car Parking Provisions and Servicing Facilities.
- Bishopscourt Development Control Plan.
- The Edgecliff Commercial Centre Development Control Plan.
- Double Bay Centre Development Control Plan.
- Development Control Plan for School and College Development.
- Development Control Plan for No 9 Cooper Park Road, Bellevue Hill.
- Access Development Control Plan.
- Hawthornden Development Control Plan.
- Development Control Plan for 188 Oxford Street Paddington [Royal Hospital for Women DCP].
- Babworth House Development Control Plan.
- Paddington Development Control Plan.
- Rose Bay Centre Development Control Plan.
- Development Control Plan for 118 Wallis St, Woollahra.
- Development Control Plan for part of 13 Albert Street, Edgecliff.
- Woollahra Development Control Plan – Exempt & Complying Development.
- Development Control Plan for Advertising and Notification of Development Applications and Applications to Modify Development Consents
- Watsons Bay Development Control Plan.
- Woollahra Heritage Conservation Area Development Control Plan.
- Residential Development Control Plan 2003.
- Kilmory Development Control Plan.
- Telecommunications and Radiocommunications DCP
- Child Care Centres DCP

**c. Codes**

- Landscape Code (11/7/88).
- Private Stormwater Code (1/2/90).
- Food Premises Code (9/6/88).
- Facilities and Servicing Code – Shopping Centres and Groups of Shops (12/3/84).
- Footpath Restaurant Code (12/3/79; amended 26/5/86; 21/1/90).
- Code for Advertising Signs (1987).
- Underground Cabling Code 1997
- Mobile Phone Towers & Public Health Code (1997)

**d. Policies, Strategies, Guidelines**

- Policy for the Application of State Environmental Planning Policy No 1 – Development Standards (20/1/86).
- Medical and Para-Medical Consulting Rooms (22/5/78).
- Development Control Guidelines for the Provision of Foreshore Open Space and Access (26/8/91).
- Urban Run-Off Management Strategy (27/5/91).
- Urban Tree Management Policy (Nov.97), which contains Tree Preservation Order (25/8/75; amended 16/1/96).

- Double Bay Strategic Plan (26/6/95)
- Amusement Centre Policy (1980)
- Unauthorised Uses, Buildings or Works (12/7/1999)
- Playground Policy (11/3/2002)
- Playground Strategy (11/3/2002)
- Community Partnership Program (26/8/2002)
- Community Services Policy (5/09/2005)
- Policy for the Sponsorship of Events & Activities (27/03/2006)
- Community Grants Policy (10/04/2006)

**e. General Publications**

- Code of Meeting Practice
- Payment of Expenses and Provision of Facilities to the Mayor, Deputy Mayor and Councillors Policy
- Register of Disclosures by Councillors and Designated Persons
- Code of Conduct
- Register of Council Policies
- Annual Report
- Annual Financial Report and Estimates
- Auditors Report
- Management Plan
- State of Environment Report
- Statement of Affairs
- Register of Investments
- Register of Delegations
- Register of Building Certificates
- Minutes of Council and Committee Meetings
- Business Papers for Council and Committee Meetings
- Soil & Water Management 1998
- Significant Trees Register – July 1991
- Tree Preservation Order
- Special Requirements for Structural Details for Earthquake Design (Nov 1995)
- Guidelines for Selection and Engagement of Consultants.
- Protected Disclosures Policy
- Workplace Change
- DA Register
- Development Consent Register
- Woollahra Social Plan 2002-2007
- Conflict of Interest Policy
- Privacy Management Plan
- Committee Policies and Procedures
- Application Assessment Panel Policy and Procedures
- Woollahra Municipal Council Cultural Plan 2003
- Woollahra Ageing & Disability Services Strategy 2005
- Woollahra Children's Services Strategy 2005

**f. Section 94 Contribution Plans**

- Woollahra Section 94 Contribution Plan (2002)
- Royal Hospital for Women Section 94 Contribution Plan (9/2/98)

**g. Section 94A Contributions Plan**

- Woollahra Section 94A Development Contributions Plan 2005

**h. Plans of Management**

In accordance with the Local Government Amendment (Community Land Management) Act 1998, the Council is currently revising all Plans of Management. Until this process is finalised, the Plans of Management already adopted (below) will apply:

- Rushcutters Bay Park, Yarranabbe Park and Plantation Reserve (2005)
- Redleaf (1997)
- Woollahra Park (2001)
- Cooper Park (2001)
- Trumper Park (1996)



- Robertson Park (2004)
- Christison Park (1996)
- District Park (1996)
- Natural Area (Foreshore) (1996)
- Local Parks (1995)
- Regional Parks (1996)
- General Community Use (1996)
- McKell Park (1995)
- Drainage Reserves (1997)
- Harbourview Park (2001)
- Sir David Martin Reserve (2004)
- Lyne Park (2003)
- Royal Hospital for Women Park (2004)

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

Council has published a Statement of Affairs as at June 2006.

## **SECTION 3 – CONTACT DETAILS**

Copies of these documents are available from the Customer Service Centre, Woollahra Council:

536 New South Head Road  
Double Bay

or

PO Box 61  
Double Bay NSW 1360  
Email: [records@woollahra.nsw.gov.au](mailto:records@woollahra.nsw.gov.au)  
Telephone: (02) 9391 7000  
Fax: (02) 9391 7044

## FREEDOM OF INFORMATION ACT 1989

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

#### SUMMARY OF AFFAIRS

of the

#### WYONG SHIRE COUNCIL

##### SECTION 1 – POLICY DOCUMENTS

The following is a list of the policy documents held by the Council of the Shire of Wyong. These documents may be inspected at Council's Civic Centre, Hely Street, Wyong, between the hours of 8.30 am and 4.30 pm from Monday to Friday, (excepting public holidays), by arrangement with the nominated officer, or by enquiring at the Customer Services Counter. It is strongly suggested that an appointment be made beforehand. Enquiries can also be made at the Tuggerah Information Centre situated in the Westfield Shopping Centre, or at the branch offices located in The Entrance Road, The Entrance, and at the Lakehaven Shopping Centre. Telephone enquiries should be directed to the Public Officer on 02 4350 5306.

##### *POLICY DOCUMENT*

##### *CONTACT OFFICER*

Code of Conduct	Manager, Corporate and Administrative Services
Equal Employment Opportunities Management Plan	Personnel and Industrial Relations Officer
Policy – Councillor Expenses	Manager, Corporate and Administrative Services
Local policies concerning approvals and orders	Team Leader – Information and Administration – Shire Planning
Code of Meeting Practice	Manager, Corporate and Administrative Services
Plans of management for community land	Team leader – Information and Administration – Shire Planning
Environmental planning instruments and development control plans	Manager, Development Assessment
Register of delegations	Manager, Corporate and Administrative Services
Manual of Standard Procedures	Manager, Corporate and Administrative Services
Procedure for Protected Disclosures – Internal Reporting Policy	Director, Corporate Services
Procedure for Engagement and Management of Consultants and Professional Service Contractors	Director, Corporate Services
Procedure for Opening and Calling Tenders	Manager, Corporate and Administrative Services
Personnel Policy, Procedures and Practices Manual	Manager, Staff Services
Development Contributions Plan	Contributions Officer
Policy Manual	Manager, Corporate and Administrative Services
Procedure for Use of Council Seal	Manager, Corporate and Administrative Services
Provision of Information between Councillors and Staff	Manager, Corporate and Administrative Services
Purchasing Manual	Supply Manager
Business papers and minutes of council and committee meetings open to the public	Manager, Corporate and Administrative Services
Regional environmental plans	Director, Shire Planning
Management Plan 2005/2006	Finance Manager
Local environmental plans	Director, Shire Planning
Environmental impact studies	Manager, Development Services
Development applications	Customer Service Officer
Register of development consents	Customer Service Officer
Building approval list	Customer Service Officer

Register of building certificates	Team Leader – Information and Administration – Shire Planning
Privacy Management Plan and codes of practice	Public Officer
Records of approvals granted and the result of appeals against approvals/refusals of applications	Team Leader – Information and Administration – Shire Planning
Annual financial reports of Council	Finance Manager
Annual reports of organisations undertaking functions delegated by Council	Public Officer
Returns of donations made to candidates for election to council	Director, Corporate Services
Notices of property transfer	Customer Service Officer
Valuation records	Finance Manager
Auditor's reports	Finance Manager
Register of investments	Finance Manager
Local government inspectors' reports	Director, Corporate and Community Services
Disclosures of interests by councillors and designated staff	Manager, Corporate and Administrative Services
Annual reports of council	Manager, Corporate and Administrative Services
Council's land register	Property Manager
Plans of land to be compulsorily acquired by Council	Property Manager
Leases and licences for use of community land	Property Manager
Stormwater Management Plan	Manager, Natural Resources
State of the Environment Reports	Manager, Natural Resources
Flood studies	Design Engineer (Flooding)

## SECTION 2 – STATEMENT OF AFFAIRS

A statement of affairs of the Wyong Council for the twelve months to June 30 2006, has been published outlining the structure of council, the decision-making process and how the public may partake in that process, and elaborating on the central policy documentation that may be accessed. A copy of the document may be obtained free of charge by writing to the General Manager, Wyong Council, PO Box 20, Wyong, 2259, by telephoning the Public Officer on 02 4350 5306, or by e-mail to "wsc@wyong.nsw.gov.au".

## SECTION 3 – CONTACT ARRANGEMENTS

Copies of the documents listed above may be obtained by contacting the Public Officer by telephone on 02 4350 5306, by fax on 02 4351 2098 or by e-mail at "wsc@wyong.nsw.gov.au". The charge involved (copy charge) for re-producing any material is based on \$30.00 per hour or part thereof. This includes GST. Apart from hard-copy access, many documents are also available free of charge on Council's website at "www.wyong.nsw.gov.au".

Apart from access to the above-listed public documentation, there are other procedures that might allow public access to records that are not classified as public documents. Section 12(6) of the Local Government Act requires that access to other documents be permitted, unless they are exempt by provisions contained in Section 12(7), or unless there are overriding public interest issues involved. In addition, the Freedom of Information Act 1989, applies to local authorities, and this means that access is to be granted to other documentation concerning the affairs of individuals, organisations, companies and the council itself, unless those documents are determined by Schedule 1 to that act to be exempt from public access.

Notwithstanding legislative public access provisions, access to certain material might be denied by virtue of the requirements of the Privacy and Personal Information Protection Act 1998, or the Health Records and Information Privacy Act 2002.

K. Yates,  
General Manager

# FREEDOM OF INFORMATION ACT 1989

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

### SUMMARY OF AFFAIRS

of the

### YASS VALLEY COUNCIL

#### SECTION 1 – POLICY DOCUMENTS

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

- The Council's Code of Conduct
- The Council's Code of Meeting Practice
- 2004/2005 Annual Report
- 2004/2005 Community Report
- Annual Financial Reports
- Auditor's Report
- 2006/2007 Management Plan
- 2002/2003 Community Plan
- Environmental Management and Action Plan
- The Council's policy concerning the payment of expenses incurred by, and the provision of facilities to Councillors
- The Council's land register
- Register of investments
- Returns of interests of Councillors, designated persons and delegates
- Minutes of Council and committee meetings (but not including minutes of a meeting of any part of a meeting that is closed to the public other than the recommendations of that meeting)
- Any codes referred to in the Local Government Act 1993,
- Annual reports of bodies exercising delegated Council functions
- Local policies adopted by the Council concerning approvals and orders
- E.E.O. Management Plan
- Disaster Plan
- Personnel Policy Register
- Council's Policy Register
- Pricing Policy
- Internal Reporting Policy
- Council's Code Register
- Plans of Management for Community Land -
  - (a) General Community Use Areas
  - (b) Parks
  - (c) Sports grounds
  - (d) Natural Areas
- State of the Environment Report
- Subdivision Code
- Tree Preservation Order
- Tendering Policy
- Section 94 Contribution Plan
- Recycling Policy
- Delegation of Authority Register
- Disabled Access Policy
- Private Use of Council Vehicles Policy
- Records of approvals granted and decisions made on appeals concerning approvals
- Records of building certificates
- Environmental planning instruments, development control plans and plans made under Section 94AB of the Environmental Planning and Assessment Act 1979 applying to land within the Council's area
- The statement of affairs, the summary of affairs and the register of policy documents required under the Freedom of Information Act 1989
- All files and other documents of a non-confidential nature

**SECTION 2 – STATEMENT OF AFFAIRS:**

Available on Request.

**SECTION 3 – CONTRACT PROCEDURES.**

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

The FOI Co-Ordinator  
Yass Council  
PO Box 6  
Yass NSW 2582

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

**SECTION 1 – POLICY DOCUMENTS**

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

- The Council's Code of Conduct
- The Council's Code of Meeting Practice
- Annual Report
- Annual Financial Reports
- Auditor's Report
- Management Plan
- EEO Management Plan
- The Council's policy concerning the payment of expenses incurred by, and the provision of facilities to, Councillors
- The Council's Land Register
- Register of Investments
- Returns of interests of Councillors, designated persons and delegates
- Returns as to candidates' campaign donations
- Business papers for Council and Committee meetings (but not including business papers for matters considered when a meeting is closed to the public)
- Minutes of Council and Committee meetings (but not including Minutes of a meeting of any part of a meeting that is closed to the public other than the recommendations of that meeting)
- Any codes referred to in the Local Government Act 1993
- Register of delegates
- Annual reports of bodies exercising delegated Council functions
- Local policies adopted by the Council concerning approvals and orders
- Records of approvals granted and decisions made on appeals concerning approvals
- Records of building certificates
- Plans of land proposed to be compulsorily acquired by the Council
- Leases and licences for use of public land classified as community land
- Leases and licences for use of public land classified as community land plans of management for community land
- Environmental planning instruments, development control plans and plans made under Section 94AB of the Environmental Planning and Assessment Act 1979 applying to land within the Council's area
- The Statement of Affairs, the Summary of Affairs and the Register of Policy documents required under the Freedom of Information Act 1989
- All files and other documents of a non-confidential nature

**SECTION 2 – STATEMENT OF AFFAIRS**

Not applicable.

**SECTION 3 – CONTACT ARRANGEMENTS**

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

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

The application should be directed to:

The FOI Co-Ordinator  
Young Shire Council  
Locked Bag 5  
Young NSW 2594

Prior to making an application it is suggested that the applicant contact Council's FOI Officer on (02) 6382 1688 as some information may be provided as part of a free community service.

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