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.
## CONTENTS

### Government Departments/Statutory Authorities

<table>
<thead>
<tr>
<th>Department/Authority</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ambulance Service of New South Wales</td>
<td>13</td>
</tr>
<tr>
<td>Area Health Service –</td>
<td></td>
</tr>
<tr>
<td>Greater Southern</td>
<td>273</td>
</tr>
<tr>
<td>North Coast</td>
<td>165</td>
</tr>
<tr>
<td>Northern Sydney and Central Coast</td>
<td>173</td>
</tr>
<tr>
<td>South Eastern Sydney and Illawarra</td>
<td>218</td>
</tr>
<tr>
<td>Sydney South West</td>
<td>234</td>
</tr>
<tr>
<td>Sydney West</td>
<td>280</td>
</tr>
<tr>
<td>Attorney General’s Department</td>
<td>24</td>
</tr>
<tr>
<td>Audit Office of New South Wales</td>
<td>57</td>
</tr>
<tr>
<td>Building and Construction Industry Long Service Payments Committee (Committee)</td>
<td>62</td>
</tr>
<tr>
<td>Building and Construction Industry Long Service Payments Corporation (Corporation)</td>
<td>62</td>
</tr>
<tr>
<td>Casino Control Authority</td>
<td>63</td>
</tr>
<tr>
<td>Centennial Park and Moore Park Trust</td>
<td>64</td>
</tr>
<tr>
<td>Cobar Water Board</td>
<td>282</td>
</tr>
<tr>
<td>Community Relations Commission</td>
<td>79</td>
</tr>
<tr>
<td>Department of –</td>
<td></td>
</tr>
<tr>
<td>Ageing, Disability and Home Care</td>
<td>1</td>
</tr>
<tr>
<td>Commerce</td>
<td>66</td>
</tr>
<tr>
<td>Community Services</td>
<td>310</td>
</tr>
<tr>
<td>Corrective Services</td>
<td>82</td>
</tr>
<tr>
<td>Education and Training</td>
<td>88</td>
</tr>
<tr>
<td>Environment and Climate Change</td>
<td>94</td>
</tr>
<tr>
<td>Health</td>
<td>115</td>
</tr>
<tr>
<td>Housing</td>
<td>148</td>
</tr>
<tr>
<td>Lands</td>
<td>159</td>
</tr>
<tr>
<td>Planning</td>
<td>295</td>
</tr>
<tr>
<td>Premier and Cabinet</td>
<td>178</td>
</tr>
<tr>
<td>Primary Industries</td>
<td>191</td>
</tr>
<tr>
<td>The Arts, Sport and Recreation</td>
<td>15</td>
</tr>
<tr>
<td>Eraring Energy</td>
<td>110</td>
</tr>
<tr>
<td>Greyhound and Harness Racing Regulatory Authority</td>
<td>114</td>
</tr>
<tr>
<td>Growth Centres Commission</td>
<td>284</td>
</tr>
<tr>
<td>Landcom</td>
<td>285</td>
</tr>
<tr>
<td>Lifetime Care &amp; Support Authority</td>
<td>287</td>
</tr>
<tr>
<td>Motor Accidents Authority</td>
<td>288</td>
</tr>
<tr>
<td>Museum of Applied Arts and Sciences</td>
<td>163</td>
</tr>
<tr>
<td>Newcastle Port Corporation</td>
<td>164</td>
</tr>
<tr>
<td>New South Wales –</td>
<td></td>
</tr>
<tr>
<td>Electoral Commission</td>
<td>93</td>
</tr>
<tr>
<td>Fire Brigades</td>
<td>291</td>
</tr>
<tr>
<td>Food Authority</td>
<td>111</td>
</tr>
<tr>
<td>Lotteries Corporation</td>
<td>162</td>
</tr>
<tr>
<td>Police Force</td>
<td>314</td>
</tr>
<tr>
<td>Rural Assistance Authority</td>
<td>210</td>
</tr>
<tr>
<td>Rural Fire Service</td>
<td>211</td>
</tr>
<tr>
<td>Scientific Committee</td>
<td>216</td>
</tr>
<tr>
<td>Treasury</td>
<td>238</td>
</tr>
<tr>
<td>Office of the –</td>
<td></td>
</tr>
<tr>
<td>Board of Studies</td>
<td>60</td>
</tr>
<tr>
<td>Director of Public Prosecutions (NSW)</td>
<td>294</td>
</tr>
<tr>
<td>Ombudsman</td>
<td>175</td>
</tr>
<tr>
<td>Public Trustee</td>
<td>197</td>
</tr>
<tr>
<td>Roads and Traffic Authority</td>
<td>199</td>
</tr>
<tr>
<td>State –</td>
<td></td>
</tr>
<tr>
<td>Property Authority</td>
<td>225</td>
</tr>
<tr>
<td>Transit Authority of New South Wales</td>
<td>226</td>
</tr>
<tr>
<td>Water Corporation</td>
<td>227</td>
</tr>
<tr>
<td>Superannuation Administration Corporation</td>
<td>229</td>
</tr>
<tr>
<td>Sydney –</td>
<td></td>
</tr>
<tr>
<td>Catchment Authority</td>
<td>319</td>
</tr>
<tr>
<td>Ferries Corporation</td>
<td>231</td>
</tr>
<tr>
<td>Olympic Park Authority</td>
<td>233</td>
</tr>
<tr>
<td>Opera House Trust</td>
<td>232</td>
</tr>
<tr>
<td>Water Corporation</td>
<td>236</td>
</tr>
<tr>
<td>University of –</td>
<td></td>
</tr>
<tr>
<td>Newcastle</td>
<td>242</td>
</tr>
<tr>
<td>New England (Uni)</td>
<td>222</td>
</tr>
<tr>
<td>New South Wales</td>
<td>265</td>
</tr>
<tr>
<td>Sydney</td>
<td>321</td>
</tr>
<tr>
<td>Technology, Sydney</td>
<td>268</td>
</tr>
<tr>
<td>Wollongong</td>
<td>330</td>
</tr>
<tr>
<td>Workcover NSW</td>
<td>338</td>
</tr>
<tr>
<td>World Youth Day Co-ordination Authority</td>
<td>272</td>
</tr>
<tr>
<td>Zoological Parks Board of New South Wales</td>
<td>348</td>
</tr>
</tbody>
</table>
FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)

SUMMARY OF AFFAIRS
of the
DEPARTMENT OF AGEING, DISABILITY AND HOME CARE

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

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

SECTION 1 – POLICY DOCUMENTS

Copies of this document may be obtained free of charge from the Freedom of Information Officer, Level 5, 83 Clarence Street, Sydney NSW 2000. (Telephone 8270 2320). Many of the documents listed are available on the Department’s website: http://www.dadhc.nsw.gov.au/dadhc/Publications+and+policies/. Information contained in this document may be quoted or reproduced without prior reference to the Department, but acknowledgment of the source would be appreciated.

SERVICE DEVELOPMENT DIRECTORATE

Community Access
Carers and Work: Fact Sheet
Children’s Standards in Action: A resource for service providers working with children and young people with a disability. (2004)
Child Protection Policy and Reporting Guidelines for DADHD and DADHC funded services (February 2004)
Circular DS-40 – Cessation of Fees in Disability Day Programs (17.04.02)
Circular DS-53 – A Policy for Supporting Children and Young People with a Disability and their Families in NSW (July 2002)
Circular DS-55 – Guidelines for the Development of Communication Support
Circular DS-66 – Revised List of Service Activities for Community Support Teams (25.03.03)
Circular DS-67 – Amendment to Intake Policy re: Eligibility Assessments (25.03.03)
Circular DS-71 – Clients to Cease Taking Products Affected by TGA Recall (8.05.03)
Community Participation Program Description (March 2006)
Community Support Team – Intake Policy – Intake Points (May 2003)
Community Support Teams Manual:
  - Behaviour Intervention Policy (January 2004)
  - Case co-ordination and Case Management (October 1996)
  - Consent for Specific Behaviour Intervention Practices, Exchange for Consumer Information and for Medical and Dental Treatment (October 1996)
  - Consumer Files (October 1996)
  - Response to the Death of a client and reporting Reviewable Deaths Policy (August 2004)
  - Client Death Notification Form (August 2004)
  - Decision Making and Choice (October 1996)
  - Dignity of Risk and Duty of Care (October 1996)
  - General health and Safety for Consumers (October 1996)
  - Managing Client Health (May 2003)
  - Individual Planning (October 1996)
  - Maintaining Family Relationships (October 1996)
  - Medication (October 1996)
  - Palliative Care (October 1996)
  - Participation and Integration (October 1996)
  - Intake Policy (December 2001)
  - Privacy, Dignity and Confidentiality (October 1996)
  - Respite Care Services (October 1996)
• Response to Sexual Assault, Physical and Emotional Abuse and Neglect (October 1996)
• Sexuality and Human Relationships (October 1996)
• Support for people with Epilepsy (May 2003)
• Valued Status (October 1996)
• Staff – Client Relationships (November 2001)
• Prioritisation and Allocation (August 1992)
• Managing Client Risks (January 2003)
• Managing Client Risks in the Workplace (January 2003)
Community Participation and Transition to Work Programs: Equipment and Modification Fund Guidelines
2005/05
Decision Rules Requests for Support November 2003
Directions for Managing Community Support Services (April 2002)
Eating Out: A Guide for People on Texture Modified Diets (September 2002)
Good Practice Guide – Moving from Institutional to Community Living
Guidelines for the Development, Implementation and Review of Communication Support systems for Persons
with an Intellectual Disability and Complex Communication Needs (November 2002)
Individual Planning for Children and Young People Living in Out-of-Home Placements (July 2004).
Information and Referral Service Handbook (draft 2004)
Intake Policy (December 2001)
Keeping Families Together: Framework for Supporting Families Care for Children and Young People with a
Disability (December 2005)
A Review of the Research to Identify the Most Effective Models of Best Practice in the Management of
Children with Autism Spectrum Disorders (April 2004)
Literature Review: Assisting People with a Disability from Culturally and Linguistically Diverse Communities
and their Families (2005)
Living in the Community: Putting Children First (October 2002)
Local Support Co-ordination Manual June 2004
Memorandum of Understanding between DoCS and DADHC on Children and Young Persons with a Disability
(November 2003)
Mobility Guideline 2003
Nutrition and Swallowing Checklist – Information for Clients and Families (October 2003)
Nutrition Kit (October 2003)
Recommended Practices in Family Centred Early Childhood Intervention
Requirements for Providing and Funding Out-of-Home Placements for Children and Young People with a
Disability (July 2005)
Report of the Active Linking Initiative (ALI) March 2004
Research: Innovative Models of Community Support for People with High and Complex Support Needs
(January 2005)
Service Access System Decision Rules
Service Descriptions for Day Programs
Service Descriptions for Community Support Teams
Service Description for Local Support Co-ordination
Service Descriptions for Secure Services
Service Description Schedule: Community Participation Program
Service Description Schedule: Transition to Work Program
Standards in Action – Practice Requirements and Guidelines for Services Funded Under the Disability Services
Supervision Policy – Day Programs (September 2002)
Supporting Children and Young People with a Disability: Additional Guidelines for Funded Assistance
(November 2003) (replaces Supporting Children and Young People with a Disability: interim policy and
funding guidelines, July 2003)
Supporting Children and Young People with a Disability and their Families (July 2004) (replaces Supporting
Children and Young People with a Disability and their Families: Out-of-Home Placements)
The Positive Approach to Challenging Behaviour
Strategic Policy and Planning
Commonwealth/State/Territories Disability Agreement 3 (CSTDA) multilateral Agreement
Commonwealth/State/Territories Disability Bilateral Agreement between NSW and the Australian Government
Bilateral Funding Agreement between Department of Veterans Affairs and Department of Ageing, Disability and Home Care for financial assistance for veteran access to the Home and Community Care (HACC) program 2006-2009
Boarding House Expert Advisory Group – Terms of Reference
Boarding Houses – Service Type Description for 1.04 Group Homes, 2.01 Primary and Secondary Health Care, 2.06 Case Management, 3.01 Learning and Life Skills, 3.03 Community Based Activities, 3.03 Other Community Access
Licensed Residential Centres Licensing, Monitoring and Closure Policy Version 1.0, Vol One; Vol Two
HACC Collection of personal information consent information sheets available in Arabic, Armenian, Assyrian, Chinese, Croatian, Dutch, French, German, Hindi, Hungarian, Italian, Korean, Macedonian, Maltese, Polish, Serbian, Spanish, Tagalog, Turkish, Ukrainian, Vietnamese
Home and Community Care Amending Agreement 1998
Home and Community Care National Guidelines Summary
Home and Community Care National Standards Instrument and Guidelines
Home and Community Care National Program Guidelines
Home and Community Care Service Type Descriptions
Home and Community Care Service Type Guidelines
Home and Community Care State Plan 2006-07
National Framework for Comprehensive Assessment in the Home and Community Care Program
NSW Younger People in Residential Aged Care Program Fact Sheet
Respite for Older Carers Bilateral Agreement

Office of Ageing
Abuse of Older People: Interagency Protocol
Achievements under the NSW Action Plan on Dementia 1996-2001
Future Directions for Dementia Care and Support 2001-2006
Planning Ahead Kit: resources for managing financial, health and lifestyle decisions into the future May 2006

Equity Unit
Aboriginal Policy Framework
Consulting Effectively with Aboriginal people and Communities – Aboriginal Consultation Strategy
CALD Strategy (2005-08)
CALD Action Plan 2005-2006
DADHC’s Ethnic Affairs Priority Statement Plan 2005-06
EAPS Plan 2006-07
Multicultural Access Project: Case Studies in Good Practice Project Profile (2005)
NSW Government Carers Statement, October 1999

Major Projects Teams
Interagency Disability Framework Team
Better Together: A new Direction to make NSW Government services work better together for people with a disability and their families: 2007-2011

Purchasing Team
DADHC Funding Agreement
Guide to DADHC Funding Agreement
Guidelines for Assessment Panels
Guidelines for Application of Competitive Selection Process (under review)
Engaging Contractors and Consultants Policy and Procedures
Standard DADHC Contract for Contractors/Consultants

Contract Management Unit (funding unit)
Acquittal Guide
Resource Allocation Methodology
Service Improvement Unit
Home and Community Care National Standards Education Manual – Objectives 5, 6 and 7
Home and Community Care National Standards Instrument and Guidelines

ACCOMMODATION and DIRECT SERVICES DIRECTORATE

Accommodation and Respite
Abuse and Neglect Policy and Procedures (2007)
Accommodation Services – Client’s Personal Finances (November 2000)
Accommodation Services – Household Operating Account (October 2000)
Allocation of Planned Respite Care (October 2002)
Area Casual Residential Support Worker Management Plan (September 2001)
Business Rules for the Assessment of Clients Entering DADHC Disability Services Group Homes
Business Rules – Changing, Creating or Deleting Disability Service Outlets (February 2004)
Business Rules for the Disability Services Register (January 2003)
Business Rules for Filling Client Vacancies Identified in the “197” Group Homes and Vacancies Created by the Group Homes EOI Project
Business Rules for the Group Home IT Network
Case Co-ordination and Case Management (October 1996)
Child Protection Policy and Reporting Procedures for DADHC and DADHC-funded Services (February 2004)
Circular DS-39 – Roles and Responsibilities of Assistants in Nursing in DADHC Disability Services Residences (16.04.02)
Circular DS-44 – Admissions to DS Large Residential Centres (22.7.02)
Circular DS-45 Shift Changeover for Accommodation – Support and Respite (23.7.02)
Circular DS-46- Client Checks Group Homes, Residences, Respite Centres and Day Programs (23.7.02)
Circular DS-48 – Administration of Insulin Via Insulin Pens (30.8.02)
Circular DS-50- Orientation to Respite Policy (10.9.02)
Circular DS-51- Supervision Policy for Accommodation, Respite and Day Programs (13.09.02)
Circular DS-52- Allocation of Planned Respite Policy (11.10.02)
Circular DS-56- Operational Procedures: Shift Changeover – version 2 (11.02)
Circular DS-57- Operational Procedures: Client Checks – version 2 (11.02)
DS-21 – “No Admission of Children and Young People to DoCS Residences” Policy (14.6.00)
DS-30 – Medications in Residence Policy (26.3.01)
DS-38 – Approval and Posting of Service Descriptions for Accommodation
DS-34 Client Holidays and Overnight Stays Policy
DS-36 Staff Client Relationships
DS-64 – Placement of Clients in Group Home Vacancies (30.01.03)
DS-65 – Addition to Policy Circular No. DS-41 Audit of Practice and Risk Management Systems for Clients with Epilepsy and Bathing. (12.02.03)
DS-66 Revised List of Service Activities for Community Support Teams (25.03.2003)
DS-68 – Support of People with Epilepsy who receive In Home Support Services (Supplement March 2003) (25.03.03)
DS-69 Additional forms for use with risk management policies (15.04.2003)
DS-71 Clients to Cease Taking Products Affected by TGA Recall (8.04.2003)
Circular 2006/PM/0008 – New DADHC and OPC Inter-Agency Protocol: The Management of Client Finances in DADHC Residences and Group Homes
Circular 2006/AM/0004 – Completion of Blank Client Death Notification (CDN) Form
Circular 2006/PM/0003 Palliative Care Policy for Accommodation Support Services
Circular 2005/PM/0024 – Issue of the Managing Client Finances in DADHC Residences Policy
Circular 2005/PM/0022 – Additional reporting requirement: Response to the death of a client and reporting reviewable deaths policy
Client Death Notification Form (August 2004)
Client Holidays and Overnight Stays (August 2001)
Client Wills and Estates (October 2004)
Consent for Specific Behaviour Intervention Practices, Exchange of Consumer Information and for Medical or Dental Treatment (October 1996)
Consumer Files (October 1996)
Decision Making and Choice/Consent (October 1996)
Dignity of Risk and Duty of Care (October 1996)
Driver’s Licences for RSWs and House Managers Seeking Permanent Appointment (December 2002)
Eating Out: A Guide for People on Texture Modified Diets (September 2002)
Ensuring Good Nutrition (May 2003)
Epilepsy Policy and Procedures (2006)
Fees for Board and Lodging for People with Disabilities (October 1996)
Health Care Policy and Procedures (2007)
Incident Management Policy (June 2006)
Individual Planning for Adults in Accommodation Support Services (2005)
Maintaining Family Relationships (October 1996)
Managing Client Finances in DADHC Residences (2005)
Managing Client Risks (January 2003)
Medication (October 1996)
Medications in Residences Policy (March 2001)
Nutrition in Practice Manual (March 2002)
Nutrition Practice Guidelines (July 2002)
Nutrition and Swallowing Checklist (August 2006)
Orientation to DADHC Respite Services (August 2002)
Our Commitment to Residents (2006)
Palliative Care (2005)
Participation and Integration (October 1996)
Placement of Clients in Group Home Vacancies (January 2003)
Principles for the Management of Finances in DoCS’ Residences, Accommodation and Centre-based Respite Services (August 2000)
Privacy, Dignity and Confidentiality (October 1996)
Protocol for the Management of Community Visitor Reports to Services (Feb 2002)
Reconfiguration of DADHC Group Homes and Vacancy Management (2005)
Response to the Death of a Client and Reporting Reviewable Deaths (August 2004)
Service Descriptions for Accommodation Support
Service Descriptions for Group Homes
Service Descriptions for Respite
Sexuality and Human Relationships (October 1996)
Shift Changeover (November 2002)
Staff-Client Relationships (November 2001)
Supervision Policy – Accommodation (September 2002)
Supervision Policy – Respite (September 2002)
Update for Staff on Managing Finances in DoCS Accommodation and Respite Services (August 2000)
Quality and Safety Framework

Office of the Senior Practitioner
Behaviour Intervention (February 2003)
DS–63 Behaviour Intervention Policy (30.01.2003)

RESOURCE MANAGEMENT DIRECTORATE

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

Human Resources
OHS Safe Driving Policy – Feb 07
Leave Governance Policy and Procedure – Aug 06
Code of Conduct and Ethics – Aug 04
Protected Disclosures Policy – Jul 04
Occupational Health and Safety Policy – Sept 04
OHS Manual Handling Policy – Sept 04
OHS Consultation Policy and Guidelines – Dec 04
OHS Return-to-Work Policy – Dec 04
Grievance and Resolution Policy – Apr 05
OHS Hazardous Substances Policy – Aug 05
OHS First Aid in the Workplace Policy – Sept 05
OHS Infection Control Policy – Jan 06
OHS Smoke Free Environment Policy – Apr 06
Criminal and Working with Children Checks Policy and Procedure – Nov 05
OHS Challenging Behaviour – Jan 97
Behaviour and Intervention – Feb 03
Induction, Policy and Procedures for DADHC – Dec 04
Leave: Adoption Leave – May 05
Leave: Annual Leave Loading (ALL) – May 05
Leave: Extended Leave – May 05
Leave: Family and Community Service Leave (FACS) – May 05
Leave: Leave Without Pay – May 05
Leave: Leave Without Pay – Home Care
Leave: Military Leave – May 05
Leave: Military Leave – Home Care
Leave: Parental Leave – Home Care – May 05
Leave: Personal/carer’s leave policy – May 05
Leave: Recreation Leave – May 05
Leave: Sick Leave – May 05
Leave: Special Leave – May 05
Leave: Study Time Leave – May 05
Leave: Union and Employee Representative Leave – May 05
Child Protection Policy – Feb 04
Employee Consultative Framework Policy and Guidelines – Jun 03
OHS Electrical Safety Policy – May 06
OHS Incident Management Policy – Jun 06

**Information Technology**

Information and Communications Technology Strategic Plan (2006-2009)
Intranet, Internet and E-mail Services Policy and Guidelines (2007)
Information Classification and Ownership Policy (2005)

**Strategic Asset Management and Procurement**

Asset Management Activities Roles and Responsibilities
Asset Properties Finance Models Policy
Bicycle Parking Policy
Design Standards for Group Homes (currently under review)
Engaging Contracts and Consultants Policy and Procedures (issued by Contract Management Unit)
Goods and Services Procurement Policy and Guidelines
Motor Vehicle Policy
Office Accommodation Property Business Case Guidelines
Photo ID Policy
Waste Reduction and Purchasing Plan

**DIRECTOR-GENERAL’S OFFICE**

**Public Accountability Branch**

Corporate Communications
Better Together: A new direction to make NSW Government services work better for people with a disability and their families 2007-2011 (plan, summary and summary in 10 languages and accessible formats)
Business Card Policy (March 2004)
Comms Centre Guidelines (December 2005)
DADHC Annual Report 2005-06
DADHC Connections magazine
Department’s role, services and operations brochure
Don’t DIS my ABILITY International Day of People With a Disability 2004 Program of Events
Don’t DIS my ABILITY International Day of People With a Disability 2005 Program of Events
Don’t DIS my ABILITY International Day of People With a Disability 2006 Program of Events
Intranet guidelines (September 2006)
Our Voice (staff newspaper)
Seniors Week 2007 Grants Program Application
Premier’s Gala Concerts for Groups – Group Registration Form and Group Application Form
Premier’s Seniors Week Gala Concert Program
Premier’s Christmas Gala Concert Program
Seniors Card 2007 Discount Directories (5 regional editions) – formerly called Member Guide
Seniors Card 2007 Discount Directory Advertising Rate Card and Booking Form
Seniors Card Member Application Form (eligibility criteria)
Seniors Card Business Partner Application Form (plus Terms and Conditions flyer revised Feb 2004)
Seniors Card What is a Seniors Card? (multi-lingual overview brochure)
SECTION 2 – STATEMENT OF AFFAIRS
Under the Freedom of Information Act 1989, each NSW Government Department or Agency is required to publish an annual Statement of Affairs. The statement describes the structure and functions of the agency and lists categories of documents held. It also reports on FOI activity in the previous financial year and sets out how to obtain documents that are eligible for public scrutiny under legislation.

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

SECTION 3 – CONTACT ARRANGEMENTS
Freedom of Information Officer
Department of Ageing, Disability and Home Care
Level 5, 83 Clarence Street
Sydney NSW 2000
Telephone: (02) 8270 2320
Fax: (02) 8270 2495

Arrangements can be made to obtain copies of documents or to inspect them by contacting the FOI Officer.
HOME CARE SERVICE OF NSW

SECTION 1 – POLICY DOCUMENTS

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

Many of these documents are also available on DADHC’s website: http://www.dadhc.nsw.gov.au/dadhc/Publications+and+policies/Other/

A service for independent living – Home Care Service brochure
Aboriginal and Torres Strait Islander Service Policy Guidelines
Attendant Care Program Guidelines March 2007
Attendant Care Program Procedures March 2007
Attendant Care Program Service Review Policy
Checklist for care workers providing service for children and young people
Client Eligibility and Access for Service Provision Guidelines
Client Review Policy
Communicating in Alternative Formats Policy with People with Disabilities
Corporate Records Management Policy
Fee Agreement Debt Collections Policies and Procedures
High Need Pool Guidelines
Joint Statement on Role Boundaries in Provision of Personal Care
Mistreatment of Vulnerable Adults in their Homes
Personal Care Policy Manual
Personnel Policy Manual
Policy and Procedures for the Home Care Service Corporate Uniform
Portability Policy for Home Care Clients
Price List Schedule for Services – Full Fee Customers
Quality Assurance for Home Care Service – Guide to Good Practice
Records Disposal Policy Manual
Record keeping Policy Client Service Files
Referral and Assessment Procedures for the Provision of HACC Services
Reporting of Suspected Illegal Activity
Safe Care Policy Manual
Service Policy Guidelines
Subcontracting Policy and Procedures.
Using Interpreters and Translators Policy

Aboriginal Home Care Development Branch
Aboriginal Home Care Service brochure – Helping our people to live independently
CARES booklet – A better way to work with our clients and each other: Aboriginal Home Care, a self-learning resource

Aboriginal Home Care Service Policy and Guidelines

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

Arrangements can be made to obtain copies of documents or to inspect them by contacting the FOI Officer.
SECTION 1 – POLICY DOCUMENTS

Access to New Treatments through Clinical Trials
Accessibility Features of the New Guardianship Tribunal Website
Application for Approval of a Clinical Trial
Application for Consent to Medical or Dental Treatment
Application for Guardianship and/or Financial Management
Application for Recognition of Interstate Appointment
Application to be Joined as a Party to a Matter
Application to Review a Financial Management Order
Application to Review Enduring Guardianship Appointment
Application to Review Enduring Power of Attorney
Application to Revoke a Financial Management Order
Appointment of Enduring Guardian/Alternative Enduring Guardian
Appointment of Power of Attorney
Behaviour Management and Guardianship
Community Education Request Form
Financial Management Hearings – Information for Parties
Financial Management Orders – What Happens After the Hearing?
Getting ready for your hearing (pamphlet for people who are subjects of applications)
Guardianship Hearings – Information for Parties
Guardianship Tribunal online: http://www.gt.nsw.gov.au
Guardianship Tribunal Reporter
Guardianship Orders – What Happens After the Hearing?
Hearings for Guardianship and Financial Management – Information for Parties
Hearings for Applications to Review or Revoke Financial Management Orders – Information for Parties
Hearings for Reviews of Guardianship Orders – Information for Parties
How to Cancel the Appointment of Your Enduring Guardian
Medical and Other Professional Assessment Reports
Online Applications on the New Guardianship Tribunal Website
‘Person Responsible’
Planning Ahead… Enduring Guardianship
Planning Ahead… Enduring Power of Attorney
Position Statement – Behaviour Intervention and Support in applications relating to a person with an Intellectual Disability
Position Statement on Management of Challenging Behaviour in people with Dementia which includes:
  • Guidelines for Implementation Strategies for Challenging Behaviours
  • Behaviour Management Pre-Programme Mental Health Checklist
  • Behaviour Chart (Qualitative)
  • Duration Chart
  • Behavioural Monitoring Chart
Position Statement – Signing a 3020 form Aged Care Client Record
Preliminary Hearings – Information for Parties
Recognition of Interstate Appointment
Representation at Hearings
Request to Be Joined as a Party
Resignation of Appointment of Enduring Guardian/Alternative Enduring Guardian
Review of Enduring Powers of Attorney: Information for Parties
Revocation of Appointment of Enduring Guardian
Separate Representation
Special Medical Treatment – Androgen Reducing Medication
Special Medical Treatment – For People Under 16 Years
Special Medical Treatment – Guidelines
Special Medical Treatment – Hysterectomy or Endometrial Ablation
Special Medical Treatment – Orchidectomy
Special Medical Treatment – Termination of Pregnancy
Special Medical Treatment – Tubal Ligation
Special Medical Treatment – Vasectomy
Substitute Consent
Three Separate Organisations – (Pamphlet outlining the different roles of the Guardianship Tribunal/Office of the Public Guardian/Office of the Protective Commissioner)

Video Order Form
We Welcome Your Feedback
Website flyer (DL flyer information about the Guardianship Tribunal’s updated website)
What Does the Guardianship Tribunal Do? – Available in Arabic, Chinese, Croatian, German, Greek, Italian, Macedonian, Polish, Serbian, Spanish, Tagalog, Turkish, Vietnamese.

The publications of the Guardianship Tribunal are available in large print or as ASCII text file on request. Some publications are available online at the Tribunal’s website – http://www.gt.nsw.gov.au.

The Tribunal’s website has been designed for easy accessibility, with some pages available in 12 languages other than English, the majority of publications and all application forms available for download, separate sections on applications and hearings and orders, video clips of the hearing process, and online applications for guardianship and financial management.

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

NSW MINISTERIAL ADVISORY COMMITTEE ON AGEING

SECTION 1 – ISSUE PAPERS

A Double-Edged Sword: Report of consultation with older residents of Queanbeyan and district, 2000
A Step in the Right Direction: A seminar on foot health for older people, 2006
A Two Way Street: Older People and Volunteering, 1999
Building Community Trust – Social Capital and Rural NSW: an older person’s perspective, 1999
Caring for the Country: a spotlight on the needs of older people who live in rural and remote NSW, 2000
Consultation at Kings Cross, 2005
Consultation at Taree, 2005
Consultations in Griffith and Narrandera: Final report and recommendations, 2002
Consultations on the Central Coast: Initial Report, 2005
Consultations with Older People: on Mobility, Location and Financial Security, 2004
Counting on Experience: a review of good practice in the employment of mature workers, 2002
Driving Miss Daisy in Country NSW, 2000
Entitled to Respect: A discussion on community attitudes to older people, 2007
Erosion by Stealth: Reports on consultations with older residents of Kempsey and district, 1999
Gendered Ageism- Job Search Experiences of Older Women (Department for Women and NSW Committee on Ageing), 1997
Hear All About It: Seminar on hearing loss and older people, 2003
‘Have Your Say’ Consultation with older people of non-English speaking backgrounds, Blacktown, 2002
Home among the gum trees – Securing the future for older people who live in residential parks in NSW, 2004
Including Us Too! Tips for events managers working with older people, 2000
Job Search Experiences of Older Workers, 1996
Keeping in touch: Older People Living Alone, 1996
Keeping the balance: older men and healthy ageing, 2001
Living Well Forum: Report of a consultation with older people from eight ethnic communities in South Western Sydney, 1998
Local Government Services for Older People, 1996
Never Too Late to Learn: A Report on Older People and Lifelong Learning, 1997
NSW Committee on Ageing Consultation in Blacktown: Final report and recommendations, 2002
NSW Committee on Ageing Consultations in Parkes and Forbes: Final report and recommendations, 2003
Older People and Crime, 1997
Older People and Government Services: Report to the Minister for Ageing, 2006
Older People and Housing: The views of older people in southern Sydney, July 2003
Older People from Culturally and Linguistically Diverse Communities: Report on a Roundtable Discussion, 2007
Older People Living in Residential Parks: Report to the Minister for Ageing, 2005
Paying the Price – The impact of mature age unemployment on government services, 2004
Over the Hill or Flying High? An Analysis of Age Discrimination Complaints in NSW, 1998
Final Report of consultation with older people in Griffith and Narrandera in September, 2002
Retirement: a Survey, 1996
River and Coast: A report of consultation in Tweed Heads and Murwillumbah, 2001
Taking Charge: Making Decisions for Later Life, 1999
The Eyes Have It: report of vision and older people seminar, 2002
Too Young to Go: mature age unemployment and early retirement in NSW, 2002
Volunteering and Older People, 1996
Where to live as we age – Stay put or move? 2002
Word of Mouth: Older People’s Oral Health Seminar, 2004

Other documents
Brochures about the NSW Ministerial Advisory Committee on Ageing (one in English and one multilingual)
Half Yearly Report (Jan – June, July – Dec.) published since 2002
Older People: Myths and Realities, brochure, 2007
Strategic Plan 2003/04 – 2005/06, July 2003
Strategic Work Plan 2006 – 07
Consultation Protocols, Nov 2003 edition

SECTION 2 – STATEMENT OF AFFAIRS
The NSW Ministerial Advisory Committee on Ageing has set up its own website which has detailed information about the Committee’s function and structure. The website also contains more information about its publications and other related information. www.maca.nsw.gov.au

SECTION 3 – CONTACT ARRANGEMENTS
Freedom of Information Officer
Department of Ageing, Disability and Home Care
Level 5, 83 Clarence Street
Sydney NSW 2000
Telephone: (02) 8270 2320
Fax: (02) 8270 2495

DISABILITY COUNCIL OF NSW

SECTION 1 – ISSUE PAPERS
About the Disability Council of NSW (May 2007)
Accommodation and Support Options for people with a Disability. A Study of the Accommodation and Support Needs of People who Live with their Ageing Parents or Carers (1994)
A Question of Justice: Access and Participation for People with Disabilities in Contact with the Justice System (2003)
Brochures – About the Disability Council (English, Arabic, Chinese, Vietnamese, Italian, Spanish and Greek versions)
Consultation and People with a Disability: Issues for Public Sector Managers in NSW (1997)
Emergency Evacuation Plan
Media Guidelines (1994)
More than Getting Through the Gate: The Involvement of Parents who have a Disability in their Children’s School Education in NSW (2001)
Strategic Focus 2008 (May 2005)
Submission on Developing a Sustainability Charter for Australia: to the Inquiry into a Sustainability Charter by the Standing Committee on Environment and Heritage
Submission to Inquiry into Children, Young People and the Built Environment: A Submission to the NSW Parliamentary Committee on Children and Young People
Submission to Fit for the future – Planning for the Future: NSW Health 2025: Inquiry of NSW Health on the future directions for health in NSW
Lifecycle Housing: An introduction to a smarter approach to sustainable housing development. Meeting the changing needs of homeowners across the lifespan
Submission on Are the rights of people whose capacity is in question being adequately promoted and protected?
Submission to NSW Department for Planning: Response to Consultation and Proposed Amendments: SEPP Housing for Seniors or People with a Disability (January 2007)
Submission to NSW Health: Developing a Service Framework to improve health care of people with intellectual disability (May 2007)
OH and S Challenges in the Disability Services Sector: A response to the ACROD Discussion paper.
Time for A Break – Results of the Respite Care phone-in (1990)

SECTION 2 – STATEMENT OF AFFAIRS

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

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

SECTION 3 – CONTACT ARRANGEMENTS

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

Most publications are available online at the Disability Council’s website: http://disabilitycouncil.nsw.gov.au.
FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)

SUMMARY OF AFFAIRS
of the
AMBULANCE SERVICE OF NEW SOUTH WALES

SECTION 1 – POLICY DOCUMENTS
The following policies and documents are held by the Ambulance Service of NSW:
Advancing Skills Consultation Paper, October 2005
Ambulance Officer Curriculum Guide 2001
Ambulance Rural Plan Consultation Paper – November 2006
Ambulance Service employees and other employment, June 2006
Annual Reports 1996/97 to 2005/06
Assessment, Treatment and Referral by Ambulance Officers, November 2006
Best again 2002-2007 The future direction for the Ambulance Service of NSW
Best again 2002-2007 – Report card on the first 12 months
Best again 2002-2007 – Half time report card July 2005
Child Protection Policy: notification of suspected child abuse and neglect, June 2007
Code of Conduct for staff August 2006
Conflict of Interest – Disclosure of Pecuniary Interests – June 2007
Corporate Plan 2004 – 2006
Corporate Plan 2005 – 2007
Corporate Plan 2006 – 2010
Clinical News 2004 – 2007 (quarterly clinical newsletter for staff)
Clinical Bulletin 2004 – 2007 (regular patient safety and Clinical Quality notifications)
Clinical Safety Alerts, Notices and Information Bulletins 2005-2007 (notification of immediate clinical risk)
Disability Action Plan 2000-2003
Draft Final Regional NSW Operational Review
Drug and Alcohol Policy – July 2003
Enhancing Health Care in Rural Communities “A discussion paper” June 2006
Equity and Diversity Management Plan 2005/06
Fact Finding Investigation Guidelines – May 2002
Information Management and Technology (IMET) Strategic Plan 2005-2007
Information Paper – Assessment, Treatment and Referral by Ambulance Officers – November 2006
Interim Asset Strategic Plan 2001
Major and Special Events Policy Guidelines – November 2006
NSW HEALTHPLAN 2005 – The NSW Health Services Functional Area Supporting Plan to the NSW State Disaster Plan (NSW DISPLAN)
Operational Review-Sydney Interim Report 2001
Operational Review-Sydney Interim Report 2001 summary brochure
Operational Review-Sydney Final Report 2002
Operational Review-Sydney Final Report 2002 summary brochure
Professional Conduct Guidelines, October 2006
Provision of Ambulance Services – Frequently Asked Questions regarding new transport fees
Relevant Clinical Standard Operating Policies
Relevant Instructional Circulars to Staff
Relevant Operational Standard Operating Policies
Relevant Personnel Policies and Procedures
Policy on Honorary Ambulance Officers 2003
Rotary Wing Review, December 2004
Sirens 2000-2007 (fortnightly newsletter for staff)
SECTION 2 – STATEMENT OF AFFAIRS


SECTION 3 – CONTACT ARRANGEMENTS

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

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

Enquiries can be made between 9am and 5pm, Monday to Friday.
Applications under the Freedom of Information Act 1989 should be accompanied by a $30 application fee.
SUMMARY OF AFFAIRS
of the
DEPARTMENT OF THE ARTS, SPORT AND RECREATION

For the purposes of this publication the summary reflects the requirements of the Act for Arts NSW [formerly the Ministry of the Arts], the NSW Office of Liquor, Gaming and Racing [the former Department of Gaming and Racing] and NSW Sport and Recreation [formerly the Department of Tourism, Sport and Recreation].

SECTION 1 – POLICY DOCUMENTS

CORPORATE SERVICES

- [DASR] Corporate Credit Card Policy
- Arts NSW
  - Cab Charge Procedures
  - Code of Conduct
  - Complaint Handling Procedures
  - Computer Network Security Policy and Procedures
  - Corruption Prevention Policy and Procedures
  - Domestic Travel Procedures
  - Financial Delegations
  - Grievance and Dispute Resolution Policy and Procedures
  - Harassment Management Policy
  - Occupational Health and Safety Consultative Forum Charter
  - Occupational Health and Safety Policy
  - Overseas Travel Policy
  - Performance management policy
  - Personal Effects Policy
  - Personnel and Administrative Delegations
  - Pledge of Service
  - Privacy Management Plan
  - Protocol for the Acceptable Use of Communication Devices, the Internet and E-mail
  - Records Management Policy
  - Salary Sacrifice for Superannuation
  - Surveillance Cameras Policy
  - Travel Policy
  - Working from Home Policy
- NSW Office of Liquor, Gaming and Racing
  - Code of Conduct
  - Communications Policy
  - Consultation Resolution
  - Corruption Prevention Policies and Procedures [incorporating policy on suspension of public employees from duty, complaint handling, release of information and public comment, FOI, protected disclosure, and privacy]
  - Delegations Manual
  - Disability Action Plan
  - Driver Safety and Out-of-Office Workplace Activity Guidelines
  - EAPS – Ethnic Affairs Priorities Statement
  - EEO Management Plan
  - Emergency and Evacuation Procedures
  - Employee Assistance Program
  - Equal Employment Opportunity
  - Equity
  - Extended Leave at Double Pay
  - Flexible Work Practices
  - Flexible Working Hours Agreement
• Fringe Benefits tax (FBT) – Changes to FBT – Impacts on Income Tests for Employees
• Grievance Handling
• Grievance Resolution
• Harassment Prevention
• IMandCT Strategic Plan 2006-2009
• IMandT Security Policy
• Improving Performance and Managing Conduct Toolkit
• Incident Reporting
• Injury Management
• Internet and Email Usage Policy and Guidelines
• Job Advertising
• Job Evaluation
• Job Rotation
• Key Officials and Former Key Officials
• Manual of Delegations
• Motor Vehicle Policy
• Motor Vehicle Strategic Management Plan
• Notification of Injury
• OHandS Workplace Committee Constitution
• Occupational Health and Safety Consultation Policy
• Occupational Health and Safety Policy
• Privacy Management Plan
• Private Employment
• Private or Secondary Employment
• Probation for New Employees
• Records Management Policy
• Recruitment Information
• References
• Salary Packaging
• Salary Sacrifice
• Selection Committee Guidelines
• Strategic Office Accommodation Plan
• Study Assistance
• Total Asset Management Policy
• Translators and Interpreter Services
• Travel – Procedures for Making Arrangements
• Welcome Booklet
• Waste Reduction and Purchasing Policy
• Workplace Giving/Donations

NSW Sport and Recreation
• Air Travel bookings
• Annual Travel Pass Scheme Policy
• Appointment and Deployment of Staff
• Approval to Employ Persons with Close Personal Relationships
• Cab Charge/Taxi Policy
• Career Break and Part Year Employment
• Centennial Parklands Data Storage Policy
• Community Language Allowance Scheme
• Controlling Access to Information Systems: Using Passwords
• Delegation of Authority to Incur Expenditure Policy
• Departure Policy and Procedure
• Driver Fatigue Policy
• Electronic Mail (E-Mail) Policy Statement
• Emergency Control Policy
• Emergency Control Program
• Employee Communication Devices
• Employee Communication Devices Policy (Mobile Phone Policy only)
• Employee Counselling Service (Davidson Trahaire)
• Employee Induction Manual
• Employees High Performance Athletes Assistance Program
• Engagement of Temporary and Casual Employees
• Entertainment Policy
• Equity Management Plan
• Ethnic Affairs Priorities Statement [EAPS]
• Excessive Unsupported Sick Leave Policy
• Expenses – Out of Pocket Expenses
• Extended Leave
• FOI Procedures
• Family and Community Leave
• Family and Community Leave Policy
• Finance and Administration Procedures Manual for NSW Sport and Recreation centres
• First Aid Policy
• First Aid Program
• Frequent Flyer Points
• GST Accounting Guide
• Grievance Handling
• Harassment and Bullying
• HDA [Higher Duties Allowance] and Temporary Appointments
• Hepatitis A and B Immunisation Policy
• Improving Performance
• Information Security Policy
• Incident Reporting Procedures
• Induction Policy
• Internal Transfer
• Job Evaluation Policy
• Learning and Development Policy
• Leave and Flexible Working Hours Arrangements to Observe Religious Duties
• LWOP Following 12 Months Maternity Leave
• Management of Breaches of Discipline
• Maternity Leave Information Sheet
• Maximum Accumulation of Recreation Leave/ Excess Recreation Policy
• Meal/Travel Allowances [Review]
• Media Policy and Procedures
• Mobile Phones (Interim protocol)
• NSW Government Travel User Guide
• Network Acceptable Use Policy
• Non financial delegations (July 2006)
• Occupation Health and Safety Committee Constitution
• Occupation Health and Safety Consultation Statement
• Official Travel Policy
• Overtime and Leave in Lieu
• Part-time Work and Job Sharing Policy
• Payment of 4/48ths in Lieu of Sick and Recreation Leave
• Performance Improvement Policy
• Performance Review and Development Policy
• Policy and Procedures for Administration of Department Vehicles
• Policy and Procedures for Use of Departmental Vehicles
• Policy on Disclosure and Security of Employee’s Personal Details
• Policy on Solicitors Requests
• Privacy Management Plan
• Privacy Policy
• Private Employment Policy
• Protected Disclosures (Internal Reporting)
• Protocols for Acceptable Use of the Internet and Electronic Mail
• Purchase of Gifts
• Recognition of Previous Service for Extended Leave Purposes
• Record Keeping Policy
• Records Disposal Schedule (Departmental)
• Records User Guide
• Recreation Leave
• Recruitment and Selections Guidelines and Policies
• Return to Work Policy
- Return to Work Program
- Salary Packaging for Non-SES Employees
- Salary Sacrifice for Superannuation Policy and Procedures
- Short Term Absences for Family and Community Responsibilities
- Short-term Equipment Loan Policy
- Sick Leave
- Speech Policy – staff speaking at external conferences
- Staff Attendance at External Conferences
- Staff Departure Policy and Procedures
- Staff leaving the department
- State Contracts Control Board
- Study Leave Guide – What you should know
- Sun Protection Policy
- Temporary Transfer/Secondment
- Transferred Officers Self Removal
- Travel Health Tips
- Travel Policy and Procedures
- Travel Security Tips
- Travelling Safely Overseas
- TRIM User Guide
- Use of Consultants
- User Account Policy
- Work Experience Policy
- Working from Home Policy
- Workplace Health and Safety Committee Constitution
- Workplace Safety Policy

**ARTS NSW**
- Annual Report
  - Department of the Arts, Sport and Recreation 2005-2006
- Association of NSW and Shires Association of NSW
- Code of Conduct for the NSW Arts Advisory Council
- Constitution and Guidelines of the NSW Arts Advisory Council
- Cultural Planning Guidelines for Local Government
- Cultural Accord 3 – Memorandum of Understanding 2006-2008
- Doing it Our Way: Contemporary Indigenous Cultural Expression in NSW
- Exhibitions Indemnification Scheme
- Indigenous Arts Policy
- Indigenous Arts Protocol – A Guide
- NSW Art in Public Places (and Public Art Register)
- Premier’s History Awards 2007 – guidelines, program
- Premier’s Literary Awards 2007 – guidelines, program
- Principles for Regional Programs by State Government cultural institutions
- The Arts and Cultural Diversity – Principles for multicultural arts support
- Western Sydney Arts Strategy
- 2006 Progress Report on Western Sydney Arts Strategy

**NSW OFFICE OF LIQUOR, GAMING AND RACING**
- Annual Reports
  - Department of the Arts, Sport and Recreation 2005-06
  - Liquor Administration Board 2005-06
  - Responsible Gambling Fund 2005-06
  - EEO
  - Department of Gaming and Racing [< 2004-05]
  - Casino Community Benefit Fund [< 2004-05]
- Corporate Plan

**Bulletins – Liquor and Gaming**
- December 1999 – Legislation Bulletin
- April 2000 – Legislation Bulletin (2)
• July 2000 – Legislation Bulletin
• July 2000 – General Industry Bulletin
• September 2000 – General Industry Bulletin
• December 2000 – General Industry Bulletin
• March 2001 – General Industry Bulletin
• July 2001 – General Industry Bulletin
• October 2001 – General Industry Bulletin
• December 2001 – General Industry Bulletin
• December 2001 – Legislation Bulletin
• March 2002 – Legislation Bulletin
• April 2002 – General Industry Bulletin
• July 2002 – General Industry Bulletin
• September 2002 – General Industry Bulletin
• December 2002 – General Industry Bulletin
• April 2003 – General Industry Bulletin
• July 2003 – General Industry Bulletin
• July 2003 – Legislation Bulletin (3 issues)
• September 2003 – General Industry Bulletin
• December 2003 – General Industry Bulletin
• March 2004 – General Industry Bulletin
• July 2004 – General Industry Bulletin (3 issues)
• October 2004 – General Industry Bulletin
• December 2004 – General Industry Bulletin
• March 2005 – General Industry Bulletin
• July 2005 – General Industry Bulletin
• December 2005 – General Industry Bulletin
• Volume 1, Edition 1, April 2006
• Volume 1, Edition 2, July 2006
• Volume 1, Edition 3, October 2006
• Volume 1, Edition 4, December 2006

Information Sheets – Industry
• End of Year Functions and Alcohol Checklist
• Government Duty on Commercial Gaming and Wagering
• Liquor Accords – Local Solutions for Local Liquor Problems
• NSW Liquor Industry’s Code of Practice – Responsible Promotion of Liquor Products
• NSW Racing Industry
• NSW Photo Card and Evidence of Age Requirements
• Two-Up on ANZAC Day
• Young People and the NSW Liquor Laws

Information Sheets – General

3/05 CMS Connectivity Arrangements
1/05 Governor’s Licences for Racing Clubs
6/04 Requirements of the Liquor Administration Board for the Responsible Service of Alcohol Courses
9/03 Mandatory Responsible Service of Alcohol Training
7/03 Self-Exclusion Schemes in Hotels and Registered Clubs
5/03 Venue Connectivity to Centralised Monitoring System (CMS)
3/03 Responsible Gambling Affidavit for Clubs
2/03 Responsible Gambling Affidavit for Hotels
6/02 Social Impact Assessment of Gaming Machine Applications
3/02 Sale and Supply of Liquor in Hospitals and Nursing Homes
2/02 Gambling Harm Minimisation requirements for race clubs and TAB Limited outlets
19/00 Liquor and Registered Clubs Amendment (Penalty Notices) Regulations 2000
16/00 The Role of the Director of Liquor and Gaming
14/00 Guidelines for Exemption from Cashing of Cheques and Location of Cash Dispensing Facilities
11/00 The NSW Responsible Conduct of Gambling Course
5/00 The Role of Special Inspectors and Key Officials of the Office of Liquor, Gaming and Racing [formerly the Department of Gaming and Racing]
4/00 Social Function Liquor Laws
6/99 Management of Registered Clubs
3/98 Club Best Practices – ‘Use your Auditor to Check on Key Matters’
15/97 Responsible Service on Licensed Cruise Vessels
7/97 Liquor and Registered Clubs Legislation Amendment (Monitoring and Links) Act 1997

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

Responsible Gambling Fund
• Casino Community Benefit Fund Newsletter – Ed 2
• Casino Community Benefit Fund Newsletter – Ed 1
• Casino Community Benefit Fund Information Sheet
• CCBF Funded Financial Counselling Services
• Client Data Set Guide for Users
• Client Data Set Consent forms (English and 23 community languages)
• Funding and Performance Agreement
• G-line (NSW) Problem Gambling Help Line
• G-line (NSW) Unscrambling Problem Gambling Advertising Campaign
• G-line (NSW) Wallet Card
• Counselling and Support Services for Problem Gamblers, Families and others
• Policy Framework on Treatment Services for Problem Gamblers and their Families
• Quality Improvement Accreditation Project

Priced Publications
• Annual Subscription Services – Liquor and Gaming Bulletin [$25 – $100]
• Best Practice Guidelines for Charitable Organisations – 4th Edition [$35]

Publications – Other
• Liquor Accord Toolkit

NSW SPORT AND RECREATION
• Annual Reports
  - Department of the Arts, Sport and Recreation 2005-06
  - Tourism, Sport and Recreation <2004-05
  - NSW Sport and Recreation [1997-2003]
• Corporate Plan
• Strategic Plan
• Advertising Guidelines
• Assistant Instructor Training Manual
• Athletes and Officials
• Boxing Authority of NSW Instructions
• Capital Assistance Program
• Centre and Academy Accommodation and Meals Policy
• Child Protection Policy and Procedure
• Child Protection System (CPS) Guidelines
• Child Protection – Reporting Risk of Harm
• Child Protection – Reporting an Incident
• Child Protection – Physical Restraint Guidelines
• Child Protection – Recruiting Staff
• Child Protection – Appointing Contractors to work with Children
• Childcare Guidelines for NSW Sport and Recreation and fitness organisations
• Duke of Edinburgh Award Scheme Handbook and Operations Manual
• Emergency Control Policy – Procedures Checklist
• Employee High Performance Athletes Assistance Program
• Gender Equality Policy for Centre Program Staff
• Hazardous Substances Policy
• Kids in Gyms – Sexual Harassment Policy and Guidelines for NSW Sporting Organisations,
• Low Interest Loans and Guaranteed Loans
• NSW Water Safety Framework (under review)
• Outdoor Education Resources Manual – Emergency Procedures
• Policy and procedures for the administration of medication at NSW Sport and Recreation centres and
  academies
• Pre-elite scholarship Award
• Program procedures for program at centres and academies
• Regional Academy Policies/Procedures
• Regional Sports Facility Program
• Safe Sports Facilities
• Scholarship Scheme for High Performance Athletes with a Disability (under review)
• Serology Testing for Professional Boxers
• Sponsorship Policy
• Sport and Recreation Industry Strategic Directions Discussion Paper
• Summary of Report on Australian Sports Insurance
• Sun Protection Policy
• Travel Scholarship Award
• Uniform Policy
• Women’s Sport Leaders Scholarship Program
• Working with Children Check
• You’re in the Game – sport and physical activity framework for PWD

**Grants and Financial Assistance**

• Analysis of drowning in children aged 5 years and under (Water Safety Taskforce Report)
• Childcare Guidelines
• Disability Awareness Resource
• Get that Grant
• Kids in Gyms – guidelines for running physical activity programs for young people in fitness and leisure
  centres in NSW
• Northern Beaches Indoor Sports Centre
• NSW Guidelines for Athletes and Sports Officials in Defining Sexual Harassment
• NSW Water Safety Framework 2001-2003
• Resolving Sexual Harassment Complaints in NSW Sporting Organisations
• Running your Club/Sport and Recreation Industry
• Safe Sports Facilities
• Sexual Harassment Policy and Guidelines for NSW Sport and Recreation
• Surfers Code – surf safety
• Swimsafe and Child Protection
• Water Games and Activities – resource guide for instructors
• Water Safety

**Public Liability**

• Public Liability insurance

**Publications**

• Active Community Guide: Active Kids
• Active Community Guide: Active Older Adults
• Active Community Guide: Facts on Walking
• Active Community Guide: Getting Active
• Active Community Guide: Mum’s the Word
• Child Protection – a simple guide for sport and recreation organisations
• Child Protection – Guidelines for achieving child protection for peak bodies and associations
• Child Protection – Guidelines for achieving child protection for sport and recreation clubs
• Child Protection Guidelines for parents/guardians and children
• Child Protection – Commitment to Service
• Childcare Services at sport, recreation and fitness centres – frequently asked questions
• Creating Active Communities: physical activity guidelines for local councils
• Disability Fact sheet: Acquired brain injury
• ‘Dummy Spits are for Babies’ Sportsground Announcement
• Fair Play – PDHPE or Student Welfare Resource Document
• Fair Play Resource Kit
• Getting Active
• Healthy Kids website – www.healthykids.nsw.gov.au
• Kids’ Sport: child’s play in your own backyard
• NSW Sport and Recreation Strategic Directions – 5 year plan of key issues : Discussion Paper
• No limits – involving people with a disability in your sport
• Older Adults Getting Active – Case Studies
• Our Commitment to Good Sporting Behaviour on and off the Field in NSW
• Rock Fishing Safety Resource Kit
• Sports Directory for Schools 2007
• Sports Directory for Schools
• Sportshorts Magazine
• Sport Rage Prevention – a Kit for Club Committees
• Stroll with a Stroller info sheet

Research
• Economic impact of sport and recreation
• Women in Sport – coaches
• Women in Sport – leadership
• Women in Sport – participation

Other
• NSW Premier’s Soccer Taskforce Report
• Surfing Safely in Byron Bay
• Surfing Safely – Central Coast

SECTION 2 – STATEMENT OF AFFAIRS
The Department of the Arts, Sport and Recreation identifies their annual report as their Statement of Affairs. The report is available for inspection at the department’s main business arms (address details noted in Section 3) and is also available on the individual websites, as follows:

Arts NSW: www.arts.nsw.gov.au
NSW Office of Liquor, Gaming and Racing: www.olgr.nsw.gov.au
NSW Sport and Recreation: www.dsr.nsw.gov.au

For reference purposes, statistical information on FOI activity in previous financial years is contained within an appendix of the annual report, in accordance with the Premier’s Department FOI Procedure Manual reporting requirements.

SECTION 3 – CONTACT DETAILS
Applications should be directed to the appropriate agency, as follows:

Arts NSW
FOI Coordinator
Arts NSW
111 Elizabeth Street
(PO Box A226),
Sydney South NSW 1235
Telephone: (02) 9228 4599
Facsimile: (02) 9228 4722
NSW Office of Liquor, Gaming and Racing
FOI Coordinator
NSW Office of Liquor, Gaming and Racing
323 Castlereagh Street
(GPO Box 7060),
Sydney NSW 2000
Telephone: (02) 9995 0969
Facsimile: (02) 9995 0995
e-mail: foihelp@olgr.nsw.gov.au

NSW Sport and Recreation
FOI Coordinator
NSW Sport and Recreation
6 Figtree Drive,
Sydney Olympic Park NSW 2127
Locked Bag 1422,
Silverwater NSW 2128
Telephone: (02) 9006 3895
Facsimile: (02) 9006 3885

GENERAL INQUIRIES
Arts NSW
All enquiries concerning access to documents relating to the functions of Arts NSW, including policy
and procedural documents should be directed to:
FOI Coordinator
Arts NSW
111 Elizabeth Street
(PO Box A226),
Sydney NSW 1235
Telephone: (02) 9228 4599

NSW Office of Liquor, Gaming and Racing
An online register of licences can be accessed – www.licence.nsw.gov.au – where you can obtain particulars
of organisations authorised in NSW to conduct fundraising appeals for charitable purposes, games of
chance (art unions, charity housie, etc), and trade promotion lotteries.
Enquiries concerning the procedures for inspecting and/or purchasing policy and administrative documents
can also be directed to:
Client Access Centre
NSW Office of Liquor, Gaming and Racing
Level 7,
323 Castlereagh Street,
Sydney NSW 2000
Telephone: (02) 9995 0333
e-mail: info@olgr.nsw.gov.au

NSW Sport and Recreation
Enquiries concerning access to documents relating to programs conducted by NSW Sport and Recreation,
including policy and procedural documents can be directed to:
Client Services
NSW Sport and Recreation
6 Figtree Drive,
Sydney Olympic Park NSW 2127
Telephone: (02) 9006 3895
SECTION 1 – DOCUMENTS

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

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

List of Policy Documents produced by the Department

Aboriginal Justice Advisory Council

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

Other Material
• Community Justice Groups Booklet (publication)
• Things That Work (electronic)
• NSW Aboriginal Justice Plan Summary (electronic)
• Our Future, Our Voice Report from NSW summit September 04 (electronic)
• Young Aboriginal females reported missing to Police. Which way for prevention and service (electronic)
• Aboriginal and Torres Strait Islander victims of crime interagency forum Report 2001 (electronic)
• Report to the Attorney General Indigenous Justice Initiatives (electronic)
• “Where to from here” 10 years after the Royal Commission some suggested directions for Aboriginal justice planning
• “Policing Public Order” Offensive Language and Behaviour, the impact on Aboriginal People.
• “Diverting adults from the justice system” outcomes of the workshop October 2001
• “Holistic Community Justice” A proposed response to Aboriginal Family Violence
• “Caught Hook Line and Sinker” Incorporating fishing rights into the Fisheries Management Act.
• Aboriginal Justice Advisory Council Brochure (electronic)
• Aboriginal Justice Agreement (electronic)
• RCIADIC Review NSW Government implementation of recommendations (electronic)
• Residential alternatives for Indigenous offenders, Chris Cuneen (electronic)
• Circle Sentencing in NSW Review and Evaluation Brendan Thomas and Rowena Laurie (electronic)
• Beyond Justice: Proposed framework from the Aboriginal justice plan (electronic)
• Summary of the priorities and themes: from the first community negotiations (electronic)
• Aboriginal Justice Plan: Discussion Paper (electronic)
• The Impact on Crime Prevention on Aboriginal Communities: Associate Professor Chris Cuneen (electronic)
• A fraction More Power: review of the impact of the children (protection and parental responsibility) Act on young people in Moree and Ballina (electronic)
• NSW Aboriginal Justice Plan (publication)
• Speak Out, Speak Strong (electronic)
• Aboriginal People and Bail Courts in NSW (publication)

Administrative Decisions Tribunal
ADT Annual Reports 1998 to 2006

Brochures [webpage]
• Discrimination complaints at the ADT
• Mediation conducted by the ADT
• Prohibited Employment Declarations in the ADT
• Review of NSW Government Decisions by the ADT
• Retail Leases Division
• Revenue Division
• Community Services Division

Practice Notes [webpage]
• PN1 General Division: Freedom of Information Review Applications
• PN 2 Equal Opportunity Division: Case Management Procedures (repealed 30 June 2004)
• PN 3 Retail Leases Division (replaced by PN 8)
• PN4 Application to Change Hearing Dates
• PN5 Appeals: Procedures for Appeals to the Appeal Panel of the Tribunal
• PN 6 General Division: Referral of Complaint under the Veterinary Surgeons Act 1986 (replaced by PN 17)
• PN7 All Divisions: Summons to Attend and Give Evidence; Summons to Attend and to Produce Documents or other things: Tribunal Practice
• PN8 Retail Leases Division
• PN9 General Division: Licence Suspensions under Fair Trading Act 1987: Procedures relating to Applications for Review
• PN10 All Divisions: Access to the Tribunal – Use of Telephone and Video Links
• PN11 External Appeals: Procedures for External Appeals to the Appeal Panel of the Tribunal
• PN12 Costs
• PN13 All Divisions: Publication, Anonymisation and Suppression
• PN14 All Divisions: Expert Evidence and Reports
• PN15 All Divisions: Incapacitated Persons: Appointing a Representative
• PN16 General, Equal Opportunity, and Community Services Divisions: Mediation
• PN17 General Division: Professional Disciplinary Proceedings
• PN18 All Divisions: Calling Witnesses for Oral Evidence
• PN19 Equal Opportunity Division: Practice and Procedure
• PN 20 Retail Lease Division: Appointment of a Specialist Valuer

Policies [webpage]
• Fees and Fee Waiver Policy
• Provision of copies of sound recording and transcript
• Witness expenses payable by one party to another party
Guarantee of Service [webpage]
Training material
• Good Decision Writing and Good Conduct of Proceedings – package of videos and training material [Note: fees apply].

Anti-Discrimination Board
• Annual Reports 2000 to 2006
• Guarantee of Service (currently unavailable – under revision)
• Equal Time (quarterly newsletter) (available by subscription in electronic form only)

Guidelines
• How to implement EEO in any organisation (currently unavailable – under revision)
• Harassment in the Workplace: Guidelines for managers – 3rd Edition
• Grievance Procedure Guidelines
• Sample Policies and Procedures (e-mail only)
• Anti-Discrimination and Equal Employment Opportunity Guidelines (EEO): For managers, team leaders and supervisors
• Discrimination, Harassment and Equal Employment Opportunity (EEO) for Non-supervisory staff: Your rights and responsibilities at work
• Guidelines – Carers’ Responsibilities Discrimination (currently unavailable)
• Guidelines for Advertisers (currently unavailable – under revision)
• Guidelines for Community Workers
• Guidelines for Media (Vilification) (currently unavailable – under revision)
• Guidelines for Local Government Councillors (currently unavailable – under revision)
• Guidelines for Real Estate Agents (currently unavailable – under revision)
• Guidelines for Registered Clubs (currently unavailable – under revision)
• Guidelines for Financial Advisers (currently unavailable – under revision)
• Guidelines for Providers Of Goods and Services (currently unavailable – under revision)
• Guidelines for Small Business Owners and Managers
• Transgender Discrimination Guidelines (currently unavailable – under revision)
• Guidelines for Applying for an Exemption from the Anti-Discrimination Act – on the website
• Sample Guidelines for Contact/Support Officers
• Grievance Investigation Guidelines
• Guidelines for Union Representatives
• Guidelines for Hoteliers – available only as downloadable .pdf or .txt files
• Guidelines for managers of local councils (currently unavailable – under revision)
• Conciliation Conferences “A guide for complainants and respondents” (currently being revised)
• Discrimination Complaints Form – currently under revision

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

**Brochures**
- Unfair treatment...what to do
- On-Site Training Brochure
- Seminar Program Calendar
- Community Services Brochure (currently unavailable – under revision)
- Services for Employers Brochure (currently unavailable – under revision)
- Identifying and Eliminating Discrimination in NSW Industrial Instruments (currently unavailable – under revision)
- Race for the Headlines – Racism and Media Discourse (only available on website)
- Poster order form
- Publications for employers order form
- ADB Magnets, Balloons, Rules, and Pens – displaying contact details for advice on unlawful discrimination

**Internal policy documents**
- Draft Complaint Handling Manual (draft form only)
- Conflict of Interest Policy for Employees of the Anti Discrimination Board
- Job Costing Policy – education training services

**Anti Discrimination Board speeches and submissions** (available only on the Board’s website)
- ADB launches amendments and education initiatives
- Addressing systemic discrimination in the public sector
- ALRC and AHEC Inquiry in to the Protection of Human Genetic Information
- C-change: the report of the enquiry into hepatitis C related discrimination
- Launch: Unfair treatment … what to do
- Mardi Gras Forum 2003 – The Neglected Communities – Papers
- NSW Aboriginal Justice Plan – Aboriginal Justice Advisory Council
- Race for the Headlines: racism and media discourse
- Review of the Administrative Decisions Tribunal Act 1997 (NSW)
- Review of the Births Deaths and Marriages Registration Act 1995 (NSW)
- Review of the Police Act 1990 (NSW)
- Review of the Property Relationships Act 1984 (NSW)
- Review of the Status of Children Act 1996
- Combined Forums for the Aboriginal and Torres Strait Islander Community – information and registration forms – No. current forum
- Media Release – 16 August 2006 – Workchoices: Dismissal can still be unlawful
- Legal cases fro Equal Time (ADB Newsletter)
- Articles about discrimination from Equal Time (ADB Newsletter)
- Media Release – Banning of people from licensed premises illegal and disgraceful

**Asset Management Services**
- Use Of Departmental Premises By External Organisations
- Employee Housing – Departmentally Owned Premises
- Tendering – Policy and Procedure
- Guidelines for the Engagement and Use of Consultants

**Bureau of Crime Statistics and Research**
Most of the reports published by the NSW Bureau of Crime Statistics and Research after 1993 are available free of charge on our website: www.bocsar.nsw.gov.au. Hard copies of reports can be ordered on our website. A fee applies for statistical reports, legislative evaluations and some research reports. Crime and Justice Bulletins and Alcohol Studies Bulletins are free, but incur a delivery fee.
• Statistical Reports (1991 to present) [fee applies] Criminal Courts (Children’s, Local and Higher Courts Statistics are contained in this report)
• NSW Criminal Courts Statistics 1991 to present

**Recorded Crime**

• NSW Recorded Crime Statistics 1995 to present

**Key Trends** [fee applies]

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

**Policy Documents**

• Information Service Operating Guidelines, revised 2005 (not available on website)
• BOCSAR Privacy Code, revised January 2003 (not available on website)
• Legislative Evaluation Series (1985 to present) [fee applies]
• Crimes (Sexual Assault) Amendment Act 1981: Monitoring and Evaluation. Interim Report No.1 — Characteristics of the Complainant, the Defendant and the Offence (R. Bonney, 1985)
• NSW Summary Offences Act 1988 (R. Bonney, 1989)
• Domestic Violence: Impact of Legal Reform in NSW (J. Stubbs and D. Powell, 1989)
• NSW Sentencing Act (E. Matka, 1989)
• Criminal Victim Compensation : A Profile of Claims, Claimants and Awards (P. Salmelainen, 1993)
• Fine Default: Enforcing Fine Payment (R. Jochelson, 1995)
• An Evaluation of the NSW Apprehended Violence Order Scheme (L. Trimboili and R. Bonney, 1997)
• An Evaluation of the NSW Youth Justice Conferencing Scheme (L. Trimboli, 2000)
• New South Wales Drug Court Evaluation: A Process Evaluation (S. Taplin, 2002)
• New South Wales Drug Court Evaluation: Health, Well-being and Participant Satisfaction (K. Freeman, 2002)

**Research Reports (1984 to present) [fee applies]**

• Bail Reform in NSW (J. Stubbs, 1984)
• Drugs and Crime (I. Dobinson and P. Ward, 1985)
• Fine Default (J. Houghton, 1985)
• The Impact of Random Breath Testing in NSW (J. Cashmore, 1985)
• Homicide: The Social Reality (A. Wallace, 1986)
• Soliciting in Darlinghurst (G. Travis, 1986)
• Prostitution: A Descriptive Literature Review (G. Travis, 1986)
• Bail and Drug Charges (D. Weatherburn, M. Quinn and G. Rich, 1987)
• Child Sexual Assault: The Court Response (J. Cashmore and M. Horsky, 1987)
• Drugs and Crime – Phase II (I. Dobinson and P. Ward, 1987)
• Criminal Justice in North-West New South Wales (C. Cunneen and T. Robb, 1987)
• Robbery (1987)
• Police Reports of Serious Assault in New South Wales (T. Robb, 1988)
• Appeals Against Sentence Severity, Sentencing Judgments of the NSW Court of Criminal Appeal (D. Weatherburn, 1988)
• Homicide 2 (R. Bonney, 1988)
• Child Sexual Assault: The Court Response II (A. Goodwin, 1989)
• Questioning the Magistrate’s Decision: Sentencing and Conviction Appeals from the Local Court (C. Rizzo, 1989)
• Case Studies in Corporate Crime (R. Longdale, 1990)
• Police Reports of Non-Aggravated Assault in New South Wales (R. Bonney and L. Kery, 1991)
• School Arson in New South Wales (L. Burns, 1991)
• Planning Optimum Court Capacity (B. Lind, D. Weatherburn and J. Packer, 1990)
Disadvantage and Crime in New South Wales (C. Devery, 1991)
Domestic Violence in NSW: A Regional Analysis (C. Devery, 1992)
Complaints Against Police in New South Wales (J. Stubbs, 1992)
Mapping Crime in Local Government Areas: Assault and Break and Enter in Waverley (C. Devery, 1992)
Family, Acquaintance and Stranger Homicide in New South Wales (M.T. Nguyen Da Huong and P. Salmelainen, 1993)
Patterns of Motor Vehicle Theft (C. Devery, R. Jochelson and M.T. Nguyen Da Huong, 1993)
Crime on the Rail System (R. Jochelson, 1994)
Juvenile Offending: Predicting Persistence and Determining the Cost-Effectiveness of Interventions (C. Courmarellos, 1994)
Sentence Disparity and its Impact on the NSW District Criminal Court (D. Weatherburn, 1994)
Assaults on School Premises (L. Trimboli and R. Bonney, 1994)
The Correlates of Offending Frequency: A Study of Juvenile Theft Offenders in Detention (P. Salmelainen, 1995)
Sentence Indication Scheme Evaluation Interim Report – The Impact of the NSW Sentence Indication Scheme on Plea Rates and Case Delay (D. Weatherburn, 1995)
The Criminal Justice Response to Sexual Assault Victims (A. Edwards, 1996)
The Impact of Alcohol Sales on Violent Crime, Property Destruction and Public Disorder (R. Stevenson, 1996)
Public Housing and Crime (E. Matka, 1997)
Social and Economic Stress, Child Neglect and Juvenile Delinquency (D. Weatherburn and B. Lind, 1997)
Crime and Place: An Analysis of Assaults and Robberies in Inner Sydney (R. Jochelson, 1997)
Managing Trial Court Delay: An Analysis of Trial Case Processing in the NSW District Criminal Court (D. Weatherburn and J. Baker, 2000)
An Evaluation of the Safe City Strategy in Central Sydney (C. Courmarellos 2001)
Evaluating police operations (1): A process and outcome evaluation of Operation Vendas (C. Jones and D. Weatherburn, 2004)
The Cannabis Cautioning Scheme three years on: An implementation and outcome evaluation (J. Baker and D. Goh 2004)
Ethics and the Governance of Criminological Research in Australia (Professor M. Israel, School of Law, Flinders University, Adelaide, 2004)
School violence and its antecedents: interviews with high school students (A. Grunseit, D. Weatherburn and N. Donnelly, 2005)
An evaluation of the NSW Child Sexual Assault Specialist Jurisdiction Pilot (J. Cashmore and L. Trimboli, 2005)

Crime and Justice Bulletins (1987 to present)
- Bail in NSW (1987)
- Criminal Prosecution Process in NSW (1987)
- Homicide (1988)
- Court Delay and Prison Overcrowding (1989)
- Arson in NSW (1990)
- Suicide (1990)
- Juvenile Justice and the Children’s Court in New South Wales (1990)
- Sentencing Assault Offenders in the Higher Courts in New South Wales (1990)
- Uses and Abuses of Crime Statistics (E. Matka, November 1990)
- Domestic Violence in NSW (E. Matka, March 1991)
- Aspects of Malicious Damage (R. Bonney, March 1992)
- Imprisonment Rates in NSW and Victoria: Explaining the Difference (L. Babb, March 1992)
- Aspects of Demand for Criminal Court Time (D. Weatherburn and M.T. Nguyen Da Huong, April 1992)
- Stealing in NSW (P. Salmelainen, May 1992)
- Preventing Credit Card Fraud (R. Bonney, September 1992)
- Understanding Committal Hearings (P. Salmelainen, December 1992)
- Grappling with Court Delay (Don Weatherburn, January 1993)
- Adult Sexual Assault in NSW (P. Salmelainen and C. Coumarelos, July 1993)
- Women as Victims and Offenders (L. Trimboli, 1995)
- Why does NSW have a Higher Imprisonment Rate than Victoria (P. Gallagher, 1995)
- The Limits of Incapacitation as a Crime Control Strategy (J. Chan, 1995)
- Risk Management in Assembling Juries (B. Lind, 1996)
- Methadone Maintenance Treatment as a Crime Control Measure (W. Hall, 1996)
- Measuring Trial Court Performance : Indicators for Trial Case Processing (D. Weatherburn, 1996)
- ‘Home Invasions’ and Robberies (P. Salmelainen, 1996)
- Young People and Crime (K. Freeman, 1996)
- Child Neglect: Its Causes and its Role in Delinquency (P. Salmelainen, 1996)
- Aborigines and Public Order Legislation in New South Wales (R. Jochelson, 1997)
- Anabolic Steroid Abuse and Violence (B. Maycock and A. Beel, 1997)
- Hung Juries and Majority Verdicts (P. Salmelainen, R. Bonney and D. Weatherburn 1997)
- Mental Health and the Criminal Justice System (K. Freeman 1998)
- Measuring Crime Dispersion (M. Chilvers, 1998)
- Are the Courts becoming more lenient? Recent trends in convictions and penalties in NSW Higher and Local Courts (J. Baker, 1998)
- Cannabis and Crime: Treatment Programs for Adolescent Cannabis Use (L. Trimboli and C. Coumarelos, 1998)
- Crime Against International Tourists (J. Allen, 1999)
- Public Perception of Neighbourhood Crime in New South Wales (M. Chilvers, 1999)
- Heroin harm minimisation: Do we really have to choose between law enforcement and treatment (D. Weatherburn and B. Lind, 1999)
- Predicting Women’s Responses to Violence: The 1996 Women’s Safety Survey (C. Coumarelos and J. Allen, 1999)
- Performance Indicators for Drug Law Enforcement (D. Weatherburn, 2000)
- New South Wales Drug Court Evaluation: Program and Participant Profiles (K. Freeman, R. Lawrence Karski and P. Doak, 2000)
- Community Survey of Willingness to Receive Stolen Goods (J. Allen, 2000)
- New South Wales Drug Court Evaluation: Interim Report on Health and Well-Being of Participants (K. Freeman, 2001)
- What Causes Crime? (D. Weatherburn, 2001)
- The Scope for Reducing Indigenous Imprisonment Rates (J. Baker, 2001)
- The Problem of Mobile Phone Theft (S. Briscoe, 2001)
- Firearms and Violent Crime in New South Wales (J. Fitzgerald, S. Briscoe and D. Weatherburn 2001)
- Does Prohibition Deter Cannabis Use? (D. Weatherburn and C. Jones, 2001)
- The Australian Heroin Drought and Its Implications for Drug Policy (D. Weatherburn, C. Jones, K. Freeman and T. Makkai, 2001)
- Preventing Corruption in Drug Law Enforcement (Justice James Wood AO, 2001)
• Do targeted arrests reduce crime? (M. Chilvers and D. Weatherburn, 2001)
• Reducing Cannabis Consumption (C. Jones and D. Weatherburn, 2001)
• Law Enforcement’s Role in a Harm Reduction Regime (J. P. Caulkins – Carnegie Mellon University, H. John Heinz III School of Public Policy and Management RAND, Drug Policy Research Centre, 2002)
• Multiple drug use among police detainees (Jacqueline Fitzgerald and Marilyn Chilvers, 2002)
• Hung juries and aborted trials: An analysis of their prevalence, predictors and effects (Joanne Baker, Adrian Allen and Don Weatherburn, 2002)
• Crime increases in perspective: The regional dispersion of crime in NSW, 2001 (M. Chilvers, 2002)
• Absconding on bail (Marilyn Chilvers, Jacqui Allen and Peter Doak, Number 68, May 2002)
• Recent Trends in Recorded Crime and Police Activity in Cabramatta (M. Chilvers, V. Korabelnikoff and M. Ramsay, 2002)
• What Lies Behind the Growth in Fraud (M. Chilvers, 2002)
• Drug Use Monitoring in New South Wales: The First Two Years (K. Freeman and J. Fitzgerald, 2002)
• The impact of abolishing short prison sentences (Bronwyn Lind and Simon Eyland, Number 73, August, 2002)
• Unemployment duration, schooling and property crime (B. Chapman, D. Weatherburn, C.A. Kapuscinski, M. Chilvers and S. Roussel, Number 74, December 2002)
• Driving under the influence of cannabis in a New South Wales rural area (Craig Jones, Karen Freeman and Don Weatherburn, Number 75, May, 2003)
• The New South Wales Criminal Justice System Simulation Model: Further Developments (Jonathan Clark and Bronwyn Lind, Number 76, May 2003)
• Sentencing high-range PCA drink drivers in NSW (David Saffron and Marilyn Chilvers, Number 77, August 2003)
• Contact with the New South Wales court and prison systems: The influence of age, Indigenous status and gender (Don Weatherburn, Bronwyn Lind and Jiuzhao Hua, Number 78, August, 2003)
• The impact of heroin dependence on long-term robbery trends (Marilyn Chilvers and Don Weatherburn, Number 79, October, 2003)
• Public Perceptions of Crime Trends in New South Wales and Western Australia (Don Weatherburn, and David Indermaur, Number 80, March, 2004)
• Sentencing drink-drivers: The use of dismissals and conditional discharges (Steve Moffatt, Don Weatherburn, and Jacqueline Fitzgerald, Number 81, February 2004)
• Long-term trends in trial court delay in NSW (Yeh Yeau Kuan, Number 82, August 2004)
• Evaluation of the Bail Amendment (Repeat Offenders) Act 2002 (Jacqueline Fitzgerald and Don Weatherburn, Number 83, August 2004)
• The deterrent effect of capital punishment: A review of the research evidence (Janet Chan and Deborah Oxley, School of Social Science and Policy, University of New South Wales, Number 84, October 2004)
• What caused the recent drop in property crime? (Steve Moffatt, Don Weatherburn and Neil Donnelly Number 85, February 2005)
• The transition from juvenile to adult criminal careers (Shuling Chen, Tania Matruglio, Don Weatherburn and Jiuzhao Hua, Number 86, May 2005)
• Driving under the influence of cannabis: The problem and potential countermeasures (Craig Jones, Neil Donnelly, Wendy Swift and Don Weatherburn, Number 87, September 2005)
• Early-phase predictors of subsequent program compliance and offending among NSW Adult Drug Court participants (Karen Freeman and Neil Donnelly, Number 88, October 2005)
• Trends and patterns in domestic violence (Julie People, Number 89, October 2005)
• Long-term trends in property and violent crime in NSW: 1990-2004 (Steve Moffatt and Suzanne Poynton, Number 90, January 2006)
• Risk of re-offending among parolees (Craig Jones, Jiuzhao Hua, Neil Donnelly, Judy McHutchison and Kyleigh Heggie, Number 91, January 2006)
• The attrition of sexual offences from the New South Wales criminal justice system (Jacqueline Fitzgerald, Number 92, January 2006)
• How much crime does prison stop? The incapacitation effect of prison on burglary (Don Weatherburn, Jiuzhao Hua and Steve Moffatt, Number 93, January 2006)
• Victims of abduction: patterns and case studies (Jacqueline Fitzgerald and Julie People, Number 94, July 2006)
• Matching court records to measure reoffending (Jiuzhao Hua and Jacqueline Fitzgerald, Number 95, July 2006)
• Generation Y and crime: a longitudinal study of contact with the NSW criminal courts before the age of 21 (Jiuzhao Hua, Joanne Baker and Suzanne Poynton, Number 96, August 2006)
• The relationship between methamphetamine use and violent behaviour (Rebecca McKetin, Jennifer McLaren, Steven Riddell and Lisa Robins, National Drug and Alcohol Research Centre, UNSW, Number 97, July 2006)
• Firearms and violent crime in New South Wales, 1995-2005 (Sarah Williams and Suzanne Poynton, Number 98, August 2006)
• Indigenous over-representation in prison: the role of offender characteristics (Lucy Snowball and Don Weatherburn, Number 99, September 2006)
• Malicious damage to property offence in New South Wales (Mark Howard, Number 100, September 2006)
• The relationship between petrol theft and petrol prices (Steve Moffatt and Jacqueline Fitzgerald, Number 101, September 2006)
• Child sexual assault trials: a survey of juror perceptions (Judy Cashmore and Lily Trimboli, Number 102, September 2006)
• Reoffending among young people cautioned by police or who participated in a youth justice conference (Sumitra Vignaendra and Jacqueline Fitzgerald, Number 103, October 2006)
• The economic and social factors underpinning Indigenous contact with the justice system: results from the 2002 NATSISS survey (Don Weatherburn, Lucy Snowball and Boyd Hunter, Number 104, October 2006)
• Recent trends in property and drug-related crime in Kings Cross (Neil Donnelly and Lucy Snowball, Number 105, November 2006)
• The deterrent effect of higher fines on recidivism: Driving offences (Steve Moffatt and Suzanne Poynton, Number 106, March 2007)
• The relationship between head injury and violent offending in juvenile detainees (Dianna T. Kenny and C.J. Lennings, The University of Sydney, Number 107, March 2007)
• The psychosocial needs of NSW court defendants (Craig Jones and Sandra Crawford, Number 108, March 2007)

Alcohol Studies Bulletins (2001 to present)
• Temporal and Regional Aspects of Alcohol-Related Violence and Disorder (S. Briscoe and N. Donnelly, 2001)
• Assaults on licensed premises in inner-urban areas (S. Briscoe and N. Donnelly, 2001)
• Young Adults’ Experience of Responsible Service Practice in New South Wales (N. Donnelly and S. Briscoe, 2002)
• Liquor Licensing Enforcement Activity in New South Wales (Suzanne Briscoe and Neil Donnelly, Number 4, June, 2003)
• The impact of increased drink-driving penalties on recidivism rates in NSW, (Suzanne Briscoe, Number 5, May 2004)
• The role of alcohol in injuries presenting to St Vincent’s Hospital Emergency Department and the associated short-term costs (Suzanne Poynton, Neil Donnelly, Don Weatherburn, Gordian Fulde and Linda Scott, Number 6, December 2005)
• Costing alcohol-related injuries presenting to St Vincent’s Hospital Emergency Department – A methodological note (Suzanne Poynton, Neil Donnelly, Don Weatherburn, Gordian Fulde and Linda Scott, Number 7, December 2005)
• Liquor outlet concentrations and alcohol-related neighbourhood problems (Neil Donnelly, Suzanne Poynton, Don Weatherburn, Errol Barnford and Justin Nottage, Number 8, April 2006)
• Young adults’ experience of responsible service practice in NSW: An update (Linda Scott, Neil Donnelly, Suzanne Poynton and Don Weatherburn, Number 9, January 2007),

Community Justice Centres
• Community Justice Centres Annual Reports 1999 to 2006
• Blewun with Sumwun? CJC Aboriginal and Torres Strait Islander Service
• Are you fighting or arguing with someone? Here’s how mediation can help you. (translations in 20 community languages)
• Got a Prickly Problem?
• Mediation with CJC
• Support People
• Technology Assisted Mediation (TAM)
• CJC 2007 (March –June) Training calendar
• CJC 2006 Training calendar
• Disputes involving domestic violence
• Management of Aggressive clients
• Use of Interpreters
• Client Charter
• Support People Policy

**Corporate Records and Information Management**
• Attorney General’s Guidelines – Making Access Directions under the State Records Act 1998 [2005] [webpage]
• Records Disposal Kit – Guidelines for Business Centres on the management and disposal of administrative records [2006]
• Policy – Corporate Records Classification and Control [2006] [webpage]
The AGD Records Management Policy is on hold pending the relocation of the Department to Parramatta in late 2007.

**Corporate Services** (Including Communications Unit)
• Attorney General’s Department Annual Reports 1998 to 2006 (on Lawlink website)
• Our People Our Future booklet 2006 (on Lawlink website)
• Serving the Community brochure 2006 (on Lawlink website)
• ‘What we Do’ brochure – translated in Arabic (on Lawlink website)

**Court Services Division**
(Incorporates District Court, Local Court, Dust Diseases Tribunal, Office of the NSW Sheriff, Children’s Court, Children’s Court Clinic, Drug Court, Coroners Court)

**Children’s Court**
• Children’s Court Practice Notes
• Children’s Court Practice Directions
• Children’s Court Standard Directions
• Children’s Court Care and Protection Practice and Procedure Manual
• Brochure – Care Applications
• Brochure – Care Plans and Consent Orders
• Brochure – Preliminary Conferences
• Brochure – Serious and Persistent Conflict
• Brochure – Temporary Care Arrangement

**Children’s Court Clinic**
• Authorised Clinician Handbook
• Procedures regarding client interviews at the Children’s Court Clinic
• Complaints Policy and Procedures
• Records and Privacy Management Plan (Currently under review)
• Brochure – Assessment and Reports
• Brochure – Who we are and what we do

**Coroner’s Court**
• Brochure – The Coroners Court
• Report by the NSW State Coroner into deaths in custody/police operations 2006

**District Court of NSW**
• District Court of New South Wales Strategic Plan
• Criminal Business Committee Business Plan
• Civil Business Committee Business Plan
• Resources Committee Business Plan
• Professional Standards Committee Business Plan
• District Court of New South Wales – Annual Review 2005
• District Court Practice Notes
• Guidelines for Waiver, Remission and Postponement of Fees
• (internal policy document) (internal policy document)
• – (internal policy document)
• Delegated Powers of Registrars
• (internal policy document)
• Standard Directions – Hearing and Arbitration
• Standard Directions- Show Cause Hearings
• Standard Directions – Commercial List default order
• Bulletin – Experts Reports
Drug Court
• Drug Court Policies
• Drug Court Directions

Dust Diseases Tribunal of New South Wales
• Dust Diseases Tribunal Practice Notes
• Dust Diseases Tribunal Annual Review
• Dust Diseases Tribunal Practitioner’s Guide
• Dust Diseases Tribunal Advice to Practitioners
• Fees and Forms

Local Court
• Local Court Practice Notes
• Guidelines for the waiver, remission and postponement of fees
• Local Court fees
• Local Court of NSW Annual Review 2006
• Brochure – Your Local Court
• Brochure – Going to Court
• Brochure – Client Service Information

Fact Sheets (available on Lawlink website)
Apprehended Violence Orders (AVOs) –
• Information for person in need of protection (Domestic Violence)
• Information for person in need of protection (Personal Violence)
• Information for defendants
• Interim Apprehended Violence Orders
• Appeals and Apprehended Violence Order
• Changing or Cancelling Apprehended Violence Orders

Civil Claims and Debt Recovery
• Commencing Legal Action to Recover a Debt
• Guide to Serving a Statement of Claim
• Defending a Claim
• How to enforce payment of a Judgment Debt

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

Neighbourhood Problems
• How to Deal with Problems with Trees
• How to Deal with Noise Problems
• How to Deal with Problems with Fences

Sheriff of NSW
• Policy and Code of Practice: Closed Circuit Television (CCTV) Surveillance
• Brochure – Jury Summons Brochure
• Brochure – A guide for jurors, Welcome to Jury Service
• Brochure – Downing Centre Court Complex Service Directory
• Video – Our Jury – Our Values (juror induction video available for viewing)

Fact Sheets (Lawlink website)
• Auctions
• Court Security
• Employment information
• Recovering unpaid debts
• Fine Enforcement
• Jury exemptions
• Jury duty frequent questions
• Jury payments
Crime Prevention and Aboriginal Programs Unit

All policy documents are published on the LawLink website unless otherwise stated www/lawlink.nsw.gov.au/cpd

• Preventing Violence – A review of the literature on violence and violence prevention
• Safer Communities Development Fund: Guidelines for Grant Applicants
• Juvenile Crime in NSW: A Review of the Literature 1996
• Juvenile Crime Prevention Strategic Plan: Consultation Report 1996
• Crime Prevention Resource Manual
• NSW Crime Prevention Division: Building Partnerships to Strengthen Communities (information brochure – not on website)
• Crime Prevention Program Directory
• Safer Communities Development Fund: Summary of Projects as at June 1999
• Working with the Gay, Lesbian and Transgender Communities in NSW. A report on consultations with these communities
• The Impact of Crime Prevention on Aboriginal Communities. A report prepared by Chris Cunneen for the Crime Prevention Division.
• Evaluation of a Mentoring Program for Young Juvenile Crime Offenders – Challenges for Evaluation Design
• Executive Summary of Mentoring Program Evaluation – Mentoring for Young Offenders – November 2002
• Legal Art – A showcase of Beat Graffiti Grants Scheme Projects
• Crime prevention on Farms. A series of 11 Information sheets describing specific aspects of reducing opportunities for crime on farms. Compiled by the Institute of Rural Futures – University of New England – October 2002
• Skoolls Out – A report from the Skoolls Out Forum on Homophobic Bullying and Harassment in and around Schools – November 2002
• Aboriginal Community Patrols – a practical guide. May 2003
• NSW MERIT Program – Magistrates Early Referral Into Treatment – April 2002 (not on website)
• Evaluation of the Lismore Magistrates Early Referral into Treatment (MERIT) Pilot Program: Final Report – October 2003
• You Shouldn’t Have to Hide to be Safe: A Report on Homophobic Hostilities and Violence Against Gay Men and Lesbians in NSW – December 2003
• Partners In Crime Prevention – Newsletter of the Crime Prevention Division – published from Aril 2000 to October 2003

Criminal Law Review Division

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

• Review of the Terrorism (Police Powers) Act 2002 NSW Attorney General’s Department (August 2006)
• Sexual Assault Retrials- Tendering the original trial record of the evidence of the complainant. Lloyd Babb, Director of the Criminal Law Review Division and Crown Prosecutor (June 2005)
• Discussion Paper: Drink Spiking, Model Criminal Code Officers’ Committee of the Standing Committee of Attorneys-General (March 2006)
• Responding to sexual assault: the way forward, Criminal Justice Sexual Offences Taskforce (December 2005)
• NSW Interagency Plan for Better Mental Health (August 2005)
• Assault Retrials – Tendering the original trial record of the evidence of the complainant – Lloyd Babb, Director (June 2005)
• Diversion of the cognitively impaired or mentally ill defendant: summary disposal of criminal offences under s32 Mental Health (Criminal Procedure) Act 1990 – Mary Spiers, Senior Policy Officer (March 2004)
• Advice to the Attorney General: Safeguards in Relation to Proposed Double Jeopardy Legislation – Acting Justice Jane Matthews (November 2003)
• Review to consider the Merits of Establishing a Gun Court in NSW – The Hon Gordon Samuels AC CVO QC (2003)
• The Consolidation of Law Enforcement Powers – (Updated February 2004)
• Sentencing Information Package – to assist victims of crime in understanding the sentencing process (May 2003)
• Crimes Legislation Amendment Act 2002 – (December 2002)
• Recently Introduced Amendments to the Crimes Act and other reforms – Paper delivered to the College of Law (2002)
• The Bail Amendment (Repeat Offenders) Bill – Paper delivered to the Institute of Criminology (2002)
• People with an Intellectual Disability – Giving Evidence in Court – Committee on Intellectual Disability and the Criminal Justic System (June 2002)
• A Review of the Law on the Age of Criminal Responsibility of Children (January 2000)

Crown Solicitor’s Office
• Staff Manual – Client Service – Part 9 Complaint Resolution

Diversity Services Unit
• Culturally and Linguistically Diverse Communities’ Access Plan 2006 – 2008 (CALD CAP)
• Summary of the CALD CAP
• Disability Strategic Plan 2006 – 2008 (DSP)
• Summary of the DSP
• Can you hear in the courtroom? – brochure on how to request hearing assistance in the court
• Posters notifying clients in our front line services areas that they can ask for disability related assistance
• “So you have to go to court!” – DVD, Video, posters and Resource Kit [website]
• Capacity Discussion Paper March 2006
• Parramatta Justice Precinct Disability Access – December 2006
• People with disability Request for Court Assistance – brochure and application form
• Serving the Community – November 2006 (English and Arabic)

Finance and Strategy Branch
• AGD Business Continuity Plan
• Results and Services Plan 2007-08
• Results and Services Plan 2006-07

Human Resources Branch
Employment and Conditions
• Part time Work Policy
• Secondary employment Policy and Guidelines
• Temporary Staffing Policy
Equity and Diversity
• Code of Conduct and Ethics
• Community Language Allowance Scheme
• Corruption Prevention Strategy
• Days of Religious Significance
• EEO Annual Reports
• EEO Strategic Management Plan 2006 – 2009
• Email and Internet Use – Code of Practice
• Guide to Gifts Information Sheet
• Harassment Prevention Policy
• Interpreters Guidelines
• Work Experience Policy and Guidelines

Occupational Health, Safety and Rehabilitation
• Prevention of Workplace Bullying Policy
• Prevention of Workplace Violence Guidelines
• Sexual Harassment Policy

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

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

Land and Environment Court of NSW
All documents are available on the Land and Environment Court of NSW website www.lawlink.nsw.gov.au/lec unless otherwise stated:
• Land and Environment Court of NSW Annual Review 2001 (publication only)
• Land and Environment Court of NSW Annual Reviews 2002 to 2005 inclusive (publication and on webpage)
• Appeal Information Sheets: Compensation for Resumption of land
• Appeal Information Sheets: Development Applications
• Appeal Information Sheets: Modification appeals – guidelines
• Appeal Information Sheets: Orders
• Appeal Information Sheets: Rates notices
• Appeal Information Sheets: Valuation objections
• Appeal Information Sheets: Trees Information Sheet
• eCallover Protocol
• eCourt User’s Manual
• Forms and Fees
• Frequently Asked Questions – About the Court
• Frequently Asked Questions – eCourt
• Frequently Asked Questions – Mediation
• Frequently Asked Questions – On-Site Hearings
• Guide to the availability of interpreters
• Guide to Video Links at the Court
• Land and Environment Court of NSW Practice Directions
• Land and Environment Court of NSW Practice Notes
• Land and Environment Court of NSW Standard Directions
• Legal advice and assistance – a referral guide
• Litigants in person in the Land and Environment Court of NSW
• Media (Court information) Guide for the LEC
• Video Links
• What is Alternative Dispute Resolution (ADR)?
• Robing in Court
• Telephone Callover
• Transcript and Tapes

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

Pamphlets
• Need legal help? Poster and wallet card
• Guide to the Law on the Internet – NSW

Policies
• Policies, Procedures and Standards Manual for Customer Service and Legal Officers
• Law Access NSW Complaints Handling policy

Law Courts Library
• Law Courts Library Document Supply: Service Guide [webpage]
• Law Courts Library Rules [brochure and webpage]
• Library Access for Non Court staff (Legal Practitioners and Libraries) [webpage]

Library Services Division
Attorney General’s Department Law Libraries
• Guarantee of Service
• Access [webpage]
• Loans/Document Supply Service [webpage]
• Photocopying and Printing [webpage]
Downing Centre Library
• Rules [webpage]

NSW Law Reform Commission
REPORTS

<table>
<thead>
<tr>
<th>No.</th>
<th>Report</th>
<th>Publication date</th>
</tr>
</thead>
<tbody>
<tr>
<td>114</td>
<td>Blind or Deaf Jurors</td>
<td>September 2006</td>
</tr>
<tr>
<td>112</td>
<td>Uniform Evidence Law</td>
<td>December 2005</td>
</tr>
<tr>
<td>111</td>
<td>Majority Verdicts</td>
<td>August 2005</td>
</tr>
<tr>
<td>110</td>
<td>Uniform Succession Laws: Family Provision</td>
<td>May 2005</td>
</tr>
<tr>
<td>109</td>
<td>Expert Witnesses</td>
<td>June 2005</td>
</tr>
<tr>
<td>107</td>
<td>Guaranteeing Someone Else’s Debts</td>
<td>November 2006</td>
</tr>
<tr>
<td>Number</td>
<td>Report Title</td>
<td>Date</td>
</tr>
<tr>
<td>-------</td>
<td>-----------------------------------------------------------------------------</td>
<td>------------------</td>
</tr>
<tr>
<td>106</td>
<td>Community Justice Centres</td>
<td>February 2005</td>
</tr>
<tr>
<td>105</td>
<td>Time Limits on Loans Payable on Demand</td>
<td>October 2004</td>
</tr>
<tr>
<td>103</td>
<td>Apprehended Violence Orders</td>
<td>October 2003</td>
</tr>
<tr>
<td>102</td>
<td>Sentencing: Corporate Offenders</td>
<td>June 2003</td>
</tr>
<tr>
<td>101</td>
<td>Questioning of Complainants by Unrepresented Accused in Sexual Assault Trials</td>
<td>June 2003</td>
</tr>
<tr>
<td>100</td>
<td>Contempt by Publication</td>
<td>June 2003</td>
</tr>
<tr>
<td>99</td>
<td>Complaints Against Lawyers: An Interim Report</td>
<td>April 2001</td>
</tr>
<tr>
<td>98</td>
<td>Surveillance: An Interim Report</td>
<td>February 2001</td>
</tr>
<tr>
<td>97</td>
<td>The Rule in Pigot’s Case</td>
<td>January 2001</td>
</tr>
<tr>
<td>96</td>
<td>Sentencing: Aboriginal Offenders</td>
<td>October 2000</td>
</tr>
<tr>
<td>95</td>
<td>The Right to Silence</td>
<td>July 2000</td>
</tr>
<tr>
<td>94</td>
<td>Set-Off</td>
<td>February 2000</td>
</tr>
<tr>
<td>93</td>
<td>Review of Section 316 of the Crimes Act 1900 (NSW)</td>
<td>December 1999</td>
</tr>
<tr>
<td>91</td>
<td>Review of the Disability Services Act 1993 (NSW)</td>
<td>July 1999</td>
</tr>
<tr>
<td>90</td>
<td>Review of the Community Services (Complaints, Appeals and Monitoring) Act 1993 (NSW)</td>
<td>July 1999</td>
</tr>
<tr>
<td>89</td>
<td>Contribution Between Persons Liable for the Same Damage</td>
<td>March 1999</td>
</tr>
<tr>
<td>88</td>
<td>Neighbour and Neighbour Relations</td>
<td>November 1998</td>
</tr>
<tr>
<td>87</td>
<td>Review of s 409B of the Crimes Act 1900</td>
<td>November 1998</td>
</tr>
<tr>
<td>86</td>
<td>Circulation of Legal Advice to Government</td>
<td>March 1998</td>
</tr>
<tr>
<td>85</td>
<td>Uniform Succession Laws: The Law of Wills</td>
<td>April 1998</td>
</tr>
<tr>
<td>84</td>
<td>The Right to Support From Adjoining Land</td>
<td>December 1997</td>
</tr>
<tr>
<td>83</td>
<td>Partial Defences to Murder: Provocation and Infanticide</td>
<td>October 1997</td>
</tr>
<tr>
<td>82</td>
<td>Partial Defences to Murder: Diminished Responsibility</td>
<td>May 1997</td>
</tr>
<tr>
<td>81</td>
<td>Review of the Adoption of Children Act 1965 (NSW)</td>
<td>March 1997</td>
</tr>
<tr>
<td>80</td>
<td>People with an Intellectual Disability and the Criminal Justice System</td>
<td>December 1996</td>
</tr>
<tr>
<td>79</td>
<td>Sentencing</td>
<td>December 1996</td>
</tr>
<tr>
<td>78</td>
<td>Provisional Damages</td>
<td>September 1996</td>
</tr>
<tr>
<td>77</td>
<td>Directed Verdicts of Acquittal</td>
<td>August 1996</td>
</tr>
<tr>
<td>76</td>
<td>Torrens Title: Compensation for Loss</td>
<td>June 1996</td>
</tr>
<tr>
<td>75</td>
<td>Defamation</td>
<td>September 1995</td>
</tr>
<tr>
<td>74</td>
<td>Blasphemy</td>
<td>November 1994</td>
</tr>
<tr>
<td>73</td>
<td>Unilateral Severance of a Joint Tenancy</td>
<td>July 1994</td>
</tr>
<tr>
<td>72</td>
<td>Barristers’ Practising Certificates</td>
<td>February 1994</td>
</tr>
<tr>
<td>71</td>
<td>Right of Access to Neighbouring Land</td>
<td>April 1994</td>
</tr>
<tr>
<td>70</td>
<td>Scrutiny of the Legal Profession: Complaints Against Lawyers</td>
<td>February 1993</td>
</tr>
<tr>
<td>67</td>
<td>Alternative Dispute Resolution: Training and Accreditation of Mediators</td>
<td>September 1991</td>
</tr>
<tr>
<td>66</td>
<td>Criminal Procedure: Police Powers of Detention and Investigation after Arrest</td>
<td>December 1990</td>
</tr>
<tr>
<td>64</td>
<td>Community Law Reform Program Seventeenth Report: Damages for Vendor’s Inability to Convey Good Title – The Rule in Bain v Fothergill</td>
<td>July 1990</td>
</tr>
<tr>
<td>63</td>
<td>Community Law Reform Program Sixteenth Report: Jurisdiction of Local Courts Over Foreign Land</td>
<td>June 1988</td>
</tr>
<tr>
<td>61</td>
<td>Names: Registration and Certification of Births and Deaths</td>
<td>December 1988</td>
</tr>
<tr>
<td>60</td>
<td>Artificial Conception Third Report: Surrogate Motherhood</td>
<td>December 1988</td>
</tr>
<tr>
<td>57</td>
<td>Community Law Reform Program Fourteenth Report: Representations as to Credit Evidence</td>
<td>June 1988</td>
</tr>
<tr>
<td>56</td>
<td>Evidence</td>
<td>June 1988</td>
</tr>
<tr>
<td>Number</td>
<td>Report Title</td>
<td>Date</td>
</tr>
<tr>
<td>--------</td>
<td>-----------------------------------------------------------------------------</td>
<td>------------</td>
</tr>
<tr>
<td>3</td>
<td>Law and Equity</td>
<td>October 1971</td>
</tr>
<tr>
<td>4</td>
<td>Second Report on the Limitation of Actions</td>
<td>June 1971</td>
</tr>
<tr>
<td>5</td>
<td>Defamation</td>
<td>February 1971</td>
</tr>
<tr>
<td>6</td>
<td>Powers of Attorney</td>
<td>June 1973</td>
</tr>
<tr>
<td>7</td>
<td>Evidence: Business Records</td>
<td>July 1973</td>
</tr>
<tr>
<td>8</td>
<td>Civil Liability for Animals</td>
<td>June 1970</td>
</tr>
<tr>
<td>9</td>
<td>Covenants in Restraint of Trade</td>
<td>December 1970</td>
</tr>
<tr>
<td>10</td>
<td>First Report on Statute Law Revision</td>
<td>April 1972</td>
</tr>
<tr>
<td>11</td>
<td>Defamation</td>
<td>February 1971</td>
</tr>
<tr>
<td>12</td>
<td>Second Report on the Limitation of Actions</td>
<td>June 1971</td>
</tr>
<tr>
<td>13</td>
<td>Law and Equity</td>
<td>October 1971</td>
</tr>
<tr>
<td>14</td>
<td>Second Report on Supreme Court Procedure</td>
<td>October 1971</td>
</tr>
<tr>
<td>16</td>
<td>Right of Appeal from Decisions of Administrative Tribunals and Officers +</td>
<td>December 1972</td>
</tr>
<tr>
<td>17</td>
<td>Evidence: Business Records</td>
<td>July 1973</td>
</tr>
<tr>
<td>18</td>
<td>Powers of Attorney</td>
<td>June 1974</td>
</tr>
<tr>
<td>19</td>
<td>Special Constables</td>
<td>July 1974</td>
</tr>
<tr>
<td>20</td>
<td>Powers of Attorney</td>
<td>June 1974</td>
</tr>
<tr>
<td>21</td>
<td>Third Report on the Limitation of Actions: Special Protections</td>
<td>May 1975</td>
</tr>
<tr>
<td>22</td>
<td>The Coroners Act 1960</td>
<td>June 1975</td>
</tr>
<tr>
<td>23</td>
<td>The Land and Valuation Court</td>
<td>June 1975</td>
</tr>
<tr>
<td>24</td>
<td>Proceedings By and Against the Crown + Outline</td>
<td>December 1975</td>
</tr>
<tr>
<td>25</td>
<td>Frustrated Contracts + Summary</td>
<td>June 1976</td>
</tr>
<tr>
<td>26</td>
<td>Perpetuities and Accumulations</td>
<td>June 1976</td>
</tr>
<tr>
<td>27</td>
<td>Commercial Arbitration</td>
<td>September 1976</td>
</tr>
<tr>
<td>28</td>
<td>The Testator’s Family Maintenance and Guardianship of Infants Act 1916</td>
<td>June 1977</td>
</tr>
<tr>
<td>29</td>
<td>The Rule Against Hearsay + Outline</td>
<td>May 1978</td>
</tr>
<tr>
<td>30</td>
<td>Incorporation of Associations</td>
<td>January 1982</td>
</tr>
<tr>
<td>31</td>
<td>First Report on the Legal Profession: General Regulation and Structure +</td>
<td>April 1982</td>
</tr>
<tr>
<td></td>
<td>Outline</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Outline</td>
<td></td>
</tr>
<tr>
<td>36</td>
<td>De Facto Relationships + Outline</td>
<td>June 1983</td>
</tr>
<tr>
<td>37</td>
<td>Community Law Reform Program Third Report: Service of Civil Process on Sunday</td>
<td>August 1983</td>
</tr>
<tr>
<td>38</td>
<td>The Magistracy Interim Report: First Appointments as Magistrates Under the Local Courts Act 1982</td>
<td>September 1983</td>
</tr>
<tr>
<td>40</td>
<td>Community Law Reform Program Fifth Report: Passing of Risk Between Vendor and Purchaser of Land</td>
<td>June 1983</td>
</tr>
<tr>
<td>42</td>
<td>Community Law Reform Program Sixth Report: Conscientious Objection to Jury Service</td>
<td>December 1984</td>
</tr>
<tr>
<td>43</td>
<td>Report on Accident Compensation: A Transport Accidents Scheme for NSW (Volumes 1 and 2) + Outline</td>
<td>October 1984</td>
</tr>
<tr>
<td>45</td>
<td>Criminal Procedure: Unsworn Statements of Accused Persons</td>
<td>October 1985</td>
</tr>
<tr>
<td>46</td>
<td>Community Law Reform Program Seventh Report: Attachment of Moneys Deposited with Building Societies and Credit Unions</td>
<td>December 1985</td>
</tr>
<tr>
<td>48</td>
<td>Criminal Procedure: The Jury in a Criminal Trial</td>
<td>March 1986</td>
</tr>
<tr>
<td>49</td>
<td>Artificial Conception First Report: Human Artificial Insemination</td>
<td>July 1986</td>
</tr>
<tr>
<td>50</td>
<td>Community Law Reform Program Ninth Report: Limitation of Actions for Personal Injury Claims</td>
<td>October 1986</td>
</tr>
<tr>
<td>52</td>
<td>Community Law Reform Program Tenth Report: Liability for Injuries Caused by Dogs</td>
<td>June 1988</td>
</tr>
<tr>
<td>53</td>
<td>Community Law Reform Program Eleventh Report: Restitution of Benefits Conferr...</td>
<td>July 1987</td>
</tr>
<tr>
<td>No.</td>
<td>Discussion Papers</td>
<td>Publication date</td>
</tr>
<tr>
<td>-----</td>
<td>------------------------------------------------------------------------------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>47</td>
<td>Review of the Uniform Evidence Acts – Published jointly with the Australian Law Reform Commission (DP 69) and the Victorian Law Reform Commission</td>
<td>July 2005</td>
</tr>
<tr>
<td>46</td>
<td>Blind or Deaf Jurors</td>
<td>February 2004</td>
</tr>
<tr>
<td>45</td>
<td>Apprehended Violence Orders: Part 15A of the Crimes Act 1900</td>
<td>November 2002</td>
</tr>
<tr>
<td>44</td>
<td>Review of the Property (Relationships) Act 1984</td>
<td>April 2002</td>
</tr>
<tr>
<td>43</td>
<td>Contempt by publication + Summary</td>
<td>July 2000</td>
</tr>
<tr>
<td>42</td>
<td>Uniform Succession laws: administration of estates of deceased persons</td>
<td>September 1999</td>
</tr>
<tr>
<td>41</td>
<td>Right to Silence</td>
<td>May 1998</td>
</tr>
<tr>
<td>40</td>
<td>Set-off</td>
<td>March 1998</td>
</tr>
<tr>
<td>39</td>
<td>Review of Section 316 of the Crimes Act 1900 (NSW)</td>
<td>December 1997</td>
</tr>
<tr>
<td>38</td>
<td>Contribution Between Persons Liable for the Same Damage</td>
<td>September 1997</td>
</tr>
<tr>
<td>37</td>
<td>Directed Verdicts of Acquittal</td>
<td>June 1995</td>
</tr>
<tr>
<td>36</td>
<td>Barratry, Maintenance and Champerty</td>
<td>May 1994</td>
</tr>
<tr>
<td>35</td>
<td>People with an Intellectual Disability and the Criminal Justice System: Courts and Sentencing Issues</td>
<td>October 1994</td>
</tr>
<tr>
<td>34</td>
<td>Review of the Adoption of Children Act 1965 (NSW)</td>
<td>April 1994</td>
</tr>
<tr>
<td>33</td>
<td>Sentencing</td>
<td>April 1996</td>
</tr>
<tr>
<td>32</td>
<td>Defamation</td>
<td>August 1993</td>
</tr>
<tr>
<td>31</td>
<td>Provocation, Diminished Responsibility and Infanticide</td>
<td>August 1993</td>
</tr>
<tr>
<td>30</td>
<td>Review of the Anti-Discrimination Act</td>
<td>February 1993</td>
</tr>
<tr>
<td>29</td>
<td>People with an Intellectual Disability and the Criminal Justice System: Policing Issues</td>
<td>September 1993</td>
</tr>
<tr>
<td>28</td>
<td>Personal Property Securities Published jointly with the Australian Law Reform Commission: ALRC DP 52</td>
<td>August 1992</td>
</tr>
<tr>
<td>27</td>
<td>Right to Support by Adjoining Land</td>
<td>August 1992</td>
</tr>
<tr>
<td>26</td>
<td>Scrutiny of the Legal Profession: Complaints Against Lawyers</td>
<td>May 1992</td>
</tr>
<tr>
<td>25</td>
<td>Community Law Reform Program: Provisional Damages</td>
<td>January 1992</td>
</tr>
<tr>
<td>24</td>
<td>Blasphemy</td>
<td>February 1992</td>
</tr>
<tr>
<td>23</td>
<td>Community Law Reform Program: Unilateral Severance of a Joint Tenancy</td>
<td>September 1991</td>
</tr>
<tr>
<td>22</td>
<td>Community Law Reform Program: Neighbour and Neighbour Relations</td>
<td>April 1991</td>
</tr>
<tr>
<td>21</td>
<td>Alternative Dispute Resolution: Training and Accreditation of Mediators</td>
<td>October 1989</td>
</tr>
<tr>
<td>19</td>
<td>Torrens Title: Compensation for Loss Published jointly with the Law Reform Commission of Victoria: VLRC DP 16</td>
<td>June 1989</td>
</tr>
<tr>
<td>18</td>
<td>Artificial Conception Discussion Paper 3: Surrogate Motherhood</td>
<td>August 1988</td>
</tr>
<tr>
<td>17</td>
<td>Names: Certification and Registration of Births and Deaths</td>
<td>December 1987</td>
</tr>
<tr>
<td>16</td>
<td>Criminal Procedure: Police Powers of Arrest and Detention</td>
<td>August 1987</td>
</tr>
<tr>
<td>15</td>
<td>Artificial Conception Discussion Paper 2: In Vitro Fertilization</td>
<td>July 1987</td>
</tr>
<tr>
<td>14</td>
<td>Criminal Procedure: Procedure From Charge to Trial – Specific Problems and Proposals (Volumes 1 and 2)</td>
<td>February 1987</td>
</tr>
<tr>
<td>13</td>
<td>Criminal Procedure: Procedure From Charge to Trial – A General Proposal for Reform</td>
<td>December 1986</td>
</tr>
<tr>
<td>12</td>
<td>Criminal Procedure: The Jury in a Criminal Trial</td>
<td>September 1985</td>
</tr>
<tr>
<td>11</td>
<td>Artificial Conception Discussion Paper 1: Human Artificial Insemination</td>
<td>November 1984</td>
</tr>
<tr>
<td>10</td>
<td>Incorporation by Registration</td>
<td>February 1981</td>
</tr>
<tr>
<td>9</td>
<td>Unsworn Statements of Accused Persons</td>
<td>May 1980</td>
</tr>
<tr>
<td>8</td>
<td>Oaths and Affirmations</td>
<td>March 1980</td>
</tr>
<tr>
<td>7</td>
<td>Competence and Compellability</td>
<td>January 1980</td>
</tr>
<tr>
<td>6</td>
<td>The Legal Profession: Solicitors’ Trust Accounts and the Solicitors’ Fidelity Fund</td>
<td>October 1981</td>
</tr>
<tr>
<td>5</td>
<td>The Legal Profession: Advertising and Specialisation</td>
<td>October 1981</td>
</tr>
<tr>
<td>No.</td>
<td>Issues Paper</td>
<td>Publication date</td>
</tr>
<tr>
<td>-----</td>
<td>-------------------------------------------------------------------------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>28</td>
<td>Jury Service</td>
<td>November 2006</td>
</tr>
<tr>
<td>27</td>
<td>Sentencing and Juries</td>
<td>June 2006</td>
</tr>
<tr>
<td>26</td>
<td>Uniform Succession Laws: Intestacy</td>
<td>April 2005</td>
</tr>
<tr>
<td>25</td>
<td>Expert Witnesses</td>
<td>November 2004</td>
</tr>
<tr>
<td>24</td>
<td>Minors’ Consent to Medical Treatment</td>
<td>June 2004</td>
</tr>
<tr>
<td>23</td>
<td>Community Justice Centres</td>
<td>October 2003</td>
</tr>
<tr>
<td>22</td>
<td>Questioning of Complainants by Unrepresented Accused in Sexual Assault Trials</td>
<td>August 2002</td>
</tr>
<tr>
<td>21</td>
<td>Uniform Succession Laws: Recognition of Interstate and Foreign Grants of Probate and Letters of Administration</td>
<td>May 2002</td>
</tr>
<tr>
<td>20</td>
<td>Sentencing: Corporate Offenders</td>
<td>December 2001</td>
</tr>
<tr>
<td>19</td>
<td>Sentencing: Young Offenders</td>
<td>July 2001</td>
</tr>
<tr>
<td>18</td>
<td>Complaints Against Lawyers: Review of Part 10</td>
<td>October 2000</td>
</tr>
<tr>
<td>17</td>
<td>Guaranteeing Someone Else’s Debts + Summary</td>
<td>April 2000</td>
</tr>
<tr>
<td>14</td>
<td>Review of Section 409B of the Crimes Act 1900 (NSW)</td>
<td>November 1997</td>
</tr>
<tr>
<td>13</td>
<td>Circulation of Legal Advice to Government</td>
<td>June 1997</td>
</tr>
<tr>
<td>12</td>
<td>Surveillance</td>
<td>May 1997</td>
</tr>
<tr>
<td>11</td>
<td>Uniform Succession Laws: Family Provision Published jointly with the Queensland Law Reform Commission: QLRC WP 47</td>
<td>February 1996</td>
</tr>
<tr>
<td>10</td>
<td>Uniform Succession Laws: The Law of Wills Published jointly with the Queensland Law Reform Commission: QLRC WP 46</td>
<td>February 1996</td>
</tr>
<tr>
<td>9</td>
<td>Review of the Adoption of Children Act 1965</td>
<td>May 1993</td>
</tr>
<tr>
<td>8</td>
<td>People with an Intellectual Disability and the Criminal Justice System</td>
<td>May 1992</td>
</tr>
<tr>
<td>7</td>
<td>Review of the Adoption Information Act 1990</td>
<td>March 1992</td>
</tr>
<tr>
<td>6</td>
<td>Torrens Title: Compensation for Loss</td>
<td>December 1989</td>
</tr>
<tr>
<td>5</td>
<td>Sale of Goods</td>
<td>March 1988</td>
</tr>
<tr>
<td>3</td>
<td>Criminal Procedure: General Introduction and Proceedings in Courts of Petty Sessions + Outline</td>
<td>1982</td>
</tr>
<tr>
<td>2</td>
<td>Accident Compensation + Outline</td>
<td>June 1982</td>
</tr>
<tr>
<td>1</td>
<td>De Facto Relationships + Summary</td>
<td>December 1981</td>
</tr>
</tbody>
</table>

**RESEARCH REPORTS (occasional series)**

<table>
<thead>
<tr>
<th>No.</th>
<th>Research Reports</th>
<th>Publication date</th>
</tr>
</thead>
<tbody>
<tr>
<td>13</td>
<td>I give, devise and bequeath: an empirical study of testators’ choice of beneficiaries</td>
<td>February 2006</td>
</tr>
<tr>
<td>12</td>
<td>Mediation and Community Justice Centres: An empirical study</td>
<td>October 2004</td>
</tr>
<tr>
<td>11</td>
<td>Darling, please sign this form: a report on the practice of third party guarantees in New South Wales</td>
<td>October 2003</td>
</tr>
<tr>
<td>10</td>
<td>The Right to Silence and Pre-trial Disclosure in NSW</td>
<td>July 2000</td>
</tr>
<tr>
<td>9</td>
<td>Review of the Disability Services Act 1993 (NSW) and the Community Services (Complaints, Appeals and Monitoring) Act 1993 (NSW): Consultations</td>
<td>May 1999</td>
</tr>
<tr>
<td>8</td>
<td>Discrimination Complaints Handling: A Study</td>
<td>June 1997</td>
</tr>
<tr>
<td>17</td>
<td>The Aboriginal Child Placement Principle Funded with the assistance of The International Year of the Family</td>
<td>March 1997</td>
</tr>
<tr>
<td>6</td>
<td>Intercountry Adoption and Parent Support Groups Funded with the assistance of The International Year of the Family</td>
<td>March 1997</td>
</tr>
<tr>
<td>5</td>
<td>People with an Intellectual Disability and the Criminal Justice System: Two Rural Courts</td>
<td>March 1996</td>
</tr>
<tr>
<td>No.</td>
<td>Working Papers</td>
<td>Publication date</td>
</tr>
<tr>
<td>-----</td>
<td>----------------</td>
<td>------------------</td>
</tr>
<tr>
<td>21</td>
<td>Illegally and Improperly Obtained Evidence</td>
<td>1979</td>
</tr>
<tr>
<td>20</td>
<td>The Course of the Trial</td>
<td>June 1978</td>
</tr>
<tr>
<td>19</td>
<td>Evidence of Disposition</td>
<td>April 1978</td>
</tr>
<tr>
<td>18</td>
<td>Administration Bonds</td>
<td>1978</td>
</tr>
<tr>
<td>17</td>
<td>The Courts</td>
<td>1976</td>
</tr>
<tr>
<td>16</td>
<td>The Rule Against Hearsay</td>
<td>May 1976</td>
</tr>
<tr>
<td>15</td>
<td>Enforcement of Money Judgments: Draft Proposal</td>
<td>1975</td>
</tr>
<tr>
<td>14</td>
<td>Procedure: Common Law Pleadings – Scott Schedules</td>
<td>1975</td>
</tr>
<tr>
<td>13</td>
<td>The Sale of Goods: Warranties, Remedies, Frustration and Other Matters</td>
<td>1975</td>
</tr>
<tr>
<td>12</td>
<td>Testator’s Family Maintenance and Guardianship of Infants Act 1916</td>
<td>October 1974</td>
</tr>
<tr>
<td>11</td>
<td>Commercial Arbitration (Volumes 1 and 2)</td>
<td>November 1973</td>
</tr>
<tr>
<td>10</td>
<td>Powers of Attorney</td>
<td>April 1973</td>
</tr>
<tr>
<td>9</td>
<td>Evidence: Business Records</td>
<td>1972</td>
</tr>
<tr>
<td>8</td>
<td>Legislative Powers</td>
<td>1972</td>
</tr>
<tr>
<td>7</td>
<td>The Mental Health Act 1958</td>
<td>1971</td>
</tr>
<tr>
<td>6</td>
<td>Special Constables</td>
<td>1971</td>
</tr>
<tr>
<td>5</td>
<td>Liability for Animals</td>
<td>September 1969</td>
</tr>
<tr>
<td>4</td>
<td>Covenants in Restraint of Trade</td>
<td>1969</td>
</tr>
<tr>
<td>3</td>
<td>Occupier’s Liability + Summary</td>
<td>1969</td>
</tr>
<tr>
<td>2</td>
<td>Deferred Assessment of Damages for Personal Injuries: Interim Payments During the Period of Postponement of Assessment: Relevance of Remarriage or Prospects of Remarriage in an Action Under Lord Campbell’s Act</td>
<td>1969</td>
</tr>
<tr>
<td>1</td>
<td>Defamation</td>
<td>1968</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>No.</th>
<th>Options Papers</th>
<th>Publication date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Legal Profession Inquiry: Options Paper on Solicitors’ Costs and Conveyancing</td>
<td>January 1984</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>No.</th>
<th>Background Paper</th>
<th>Publication date</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Accident Compensation: Case Study Booklet</td>
<td>August 1984</td>
</tr>
<tr>
<td>1</td>
<td>Accident Compensation: Traffic Accident Case Studies</td>
<td>June 1984</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>No.</th>
<th>Background Paper</th>
<th>Publication date</th>
</tr>
</thead>
</table>
Legal and Community Services Division

(All documents available on LSCD website unless otherwise indicated)

- Commitment of Service
- Complaints Policy
- Access to Information – information sheet
- Annulment of Criminal Conviction – information sheet
- Charitable Trusts Act 1993 – Guidelines for Practitioners
- Crown Copyright Guidelines
- Ex Gratia Payments – information sheet
- Guidelines for applicants in Costs in Criminal Cases
- Guidelines on the Suitors’ Fund in New South Wales
- Inquiry into a Conviction or Sentence – information sheet
- Guidelines for Justices of the Peace
- Handbook for Justices of the Peace in New South Wales
- Functions of Justices of the Peace – information sheet
- Privacy Management Plan
- Remission of Fines – information sheet
- Policy for Applications for Remission of Unexpired Period of Driving Disqualification [not on website]
- State Arms Symbols and Emblems Guidelines
- Statement of Affairs under the Freedom of Information Act 1989
- Guidelines on applying for Freedom of Information in New South Wales

LCSD Fact sheets ‘Frequently asked Questions’ [available on the LCSD website]

- What is the Civil Liability Act?
- Complaints about NSW Court Staff, Judicial officers, Tribunal Members and lawyers
- Court Decisions
- Criminal Records and Spent convictions
- Decisions of the Director of Public Prosecutions
- Double Jeopardy and the DNA Review Panel
- Applying for Legal Aid
- Perjury
- Debt Recovery

Legal Management Service

- Guidelines for Reviewing Government Legal Services (website)
- Guidelines for Outsourcing Government Legal Work (website)
- Business Plan
- Model Litigant Policy (website)
- Equitable Briefing Policy (website)
- Briefing of Senior Counsel by Government Departments and Statutory Authorities – Premier’s Memorandum 89-4 (website – Currently under review)
- Australian Government Solicitor Acting for NSW Government Agencies – Premier’s Memorandum 2005-02 (website – Currently under review)
- Litigation Involving Government Authorities – Premier’s Memorandum 97-26 (website – currently under review)
- Use of Alternative Dispute Resolution by Government Agencies – Premiers Memorandum 94-25 (website – Currently under review)
- Provision of Ex-Gratia Legal Assistance – Premiers Memorandum 92-44 (website – Currently under review)
- Arrangements for Seeking Advice from the Crown Solicitor’s Office – Premier’s Memorandum 95-39 (website – Currently under review)
Legal Profession Admission Board

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

Legal Representation Office

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

Legislation and Policy Division

- National Competition Policy: Review of the Legal Profession Act 1987 – Volumes 1, 2 and 3 (August 1998)
- Practice and Procedure Manual.
- Youth Justice Advisory Committee -” Review of Gatekeeping Role in Young Offenders Act 1997 (NSW)” by Nancy Hennessy (Report being co-published with other agencies) – webpage
- Community Justice Conferencing for Adult Offenders – Discussion Paper (May 2001)
- Review of the NSW Director of Public Prosecutions Policy and Guidelines for Charge Bargaining and Tendering of Agreed Facts (May 2002)
- Review of Young Offenders Act 1997 (October 2002) – webpage
- Model Defamation Provisions (November 2004) – as proposed by the Standing Committee of Attorneys General – webpage
- Overview of the Civil Procedure Bill 2005 (April 2005)
- The report of the New Legal Fees Review Panel on Legal Costs in NSW (December 2005) – webpage
- Review of the Policy on Access to Court Information Discussion paper (April 2006) – webpage
- Litigation Funding in Australia Discussion Paper (May 2006) – webpage
- Updated National Legal Profession Model Bill (July 2006) – webpage.

Office of the Legal Services Commissioner

- Annual reports
- Business Plan
- OLSC Guarantee of Service
- Quality Systems Manual
- “Without Prejudice” newsletter (bi-monthly)
- Legal Practitioners’ Disciplinary Register [website]
- Investigations guidelines
- Assessment guidelines
- Administrative policies
- Confidentiality policy
- Complaint form
- Application for cost mediation at the OLSC
- Telephone mediation form
- OLSC Submission to the National Competition Policy Review of the Legal Profession Act 1987
- Legal Services Commissioner participation on the Legal Fees Review Panel on Legal Costs in NSW (December 2005 Report accessible from Legislation and Policy Division website)

Brochures

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

Fact Sheets

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

Speeches/Papers

- What is Legal Work? – A Regulator’s View, presented by Steve Mark at the LAWASIA downunder 2005 Conference, Gold Coast, Queensland, March 2005
- Is State Regulation of the Legal Profession Inevitable?, presented by Steve Mark at the Pacific Rim Conference, Heron Island, October 2003
- Harmonisation or Homogenisation? The Globalisation of Law and Legal Ethics- An Australian Viewpoint, presented by Steve Mark at the Symposium on International Law Ethics at Vanderbilt Law School, Nashville Tennessee, USA, March 2001
- Personal Injuries and Workers Compensation Claims: Should these be adversarial?, presented by Steve Mark at the Medicine and Law Conference, Melbourne, May 2001
- Regulation: Putting the Profession in Good Order, presented by Steve Mark at the 2001 Conference of Regulatory Officers, Canberra, March 2001
- Looking Behind Client Instructions: Ethical Issues, presented by Steve Mark at the LAAMS CLE Seminar, Sydney, March 2001
- The Struggle for Identity in a Globalised World, presented by Steve Mark at the Change in Education Research Group Conference, UTS, Kuring-gai Campus, February 2001
- The Defence of the Fair Go Society, an occasional address by Steve Mark on being awarded the degree of Doctor of Laws honoris causa, Macquarie University, October 2000
- Resolving Grievances in a Grieving World, presented by Steve Mark at the 11th Women, Management and Industrial Relations Conference, July 1999
- Intellectual Property and Indigenous Rights, presented by Steve Mark at the Pacific Science Conference, UNSW, July 1999
- Risk – Danger or Development, presented by Steve Mark, December 1998
- Complaints Against Lawyers: What are they about and how are they handled?, presented by Steve Mark, Sydney University Law School, Sydney, May 1995
- Standards, Expectations and Duties under the Legal Profession Act 2004, presented by Lynda Muston 29 June 2006
- Civility and Professionalism – Standards of Courtesy, and Addendum, presented by Lynda Muston, Conference of Regulatory Officers, Sydney 9 and 10 November 2006

Office of the Privacy Commissioner

Submissions to agencies

- Review of the Privacy and Personal Information Protection Act [webpage]
- Location Location Location: the future of location information to enhance the handling of emergency mobile phone calls [webpage]
- Information Privacy and Employee Records [webpage]
- Review of the Mental Health Act 1990 [webpage]
- Proposed revision of the Passports Act 1938 (Cth) [webpage]
• Review of the State Records Act [webpage]
• Property, Stock and Business Agents Amendment (Tenancy Database Regulation 2004) [webpage]
• Residential Tenancies Databases [webpage]
• Building Consumer Sovereignty in Electronic Commerce: A best practice model for business [webpage]
• Discrimination in Employment on the Basis of Criminal Records (HREOC)
• Submission to the Australian Law Reform Commission on the Review of the Privacy Act 1988 [webpage]

Documents relating to the Privacy and Personal Information Protection Act 1998
• Privacy and Personal Information Protection Act: A Plain English Guide
• A Guide to Making Privacy Management Plans
• A Guide to Making Privacy Codes of Practice
• A Guide to Internal Reviews
• A Guide to Public Registers
• A Guide to the Information Protection Principles

Documents relating to the Health Records and Information Privacy Act 2002 – all on website
• Handbook to Health Privacy
• Statutory Guidelines:
  1. Use or disclosure of health information for the management of health services
  2. Use or disclosure of health information for training purposes
  3. Use or disclosure of health information for research purposes
  4. Notification when collecting health information about a person from someone else

Best Practice Guides
• Privacy and people with decision-making disabilities [webpage]

Background and Research Papers
• Invisible Eyes (Video Surveillance) [webpage]
• Smart Cards; Big Brother’s Little Helper [webpage]

Procedures for investigating complaints about alleged privacy breaches
• Privacy NSW (an information brochure) [webpage]
• Privacy NSW’s Data Protection Principles [webpage]
• Privacy NSW’s Complaint Protocol [webpage]
• Privacy NSW Telephone Enquiry Protocol
• Privacy NSW Advice Protocol

Information Bulletins
• Getting Old and Minor Criminal Records Removed [webpage]
• How to have your name removed from a Mailing List
• More information about how to obtain information about yourself from NSW Government Agencies [webpage]

Guidelines
• HIV Testing
• Drug Testing in the Workplace [webpage]
• How to Handle Your Internal Reviews [webpage]
• A Short Guide to the Workplace Surveillance Act 2005 (NSW) [webpage]

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

Other publicly available documents
• Privacy Committee Annual Reports from 1975-1998
• Privacy NSW Annual Reports 1998 to 2006 [on webpage]

Office of the Protective Commissioner
• Annual Reports 1999 to 2005 inclusive (Reports from 2001-2002 available on OPC’s webpage)
• Annual Report 2005-2006 – This report includes Office of the Public Guardian
• Annual Report Highlights
• Financial and Asset Management Services and Private Management Support Services (explaining the services provided)
• Managing (Newsletter for Private Financial Managers) [webpage]
• My Budget and Money Plan – A booklet for people with a disability about budgeting and managing money [webpage]
OPC Fact Sheets:
- Fact Sheet 1 – What Happens After an Order?
- Fact Sheet 2 – Authorised Visitor
- Fact Sheet 3 – What are Substitute Decisions?
- Fact Sheet 4 – Reasons for Substitute Decisions.
- Fact Sheet 5 – Sale or Lease of Property
- Fact Sheet 6 – Purchase of Real Estate
- Fact Sheet 7 – Deceased Estates
- Fact Sheet 8 – Financial Planning and Investment
- Fact Sheet 9 – Claims for Past Care
- Fact Sheet 10 – How to Seek Review or Revocation of a Financial Management Order
- Fact Sheet 11 – Facts on Fees
- Fact Sheet 12 – Banker Arrangements
- Fact Sheet 13 – Your Rights as a Victim of Crime
- Fact Sheet 14 – Review of Decisions Administrative Decisions Tribunal
- Fact Sheet 15 – Managing the financial affairs of a missing person
- Fact Sheet 16 – Questions about OPC’s new structure
- Fact Sheet 17 – Privacy
- Fact Sheet 18 – Have Your Say/Complaints and feedback
- Fact Sheet 19 – Requests for aids and equipment for OPC clients

OPC Fact Sheets – Private Management:
- Fact Sheet 1 – Functions of OPC, Financial Management Orders [webpage]
- Fact Sheet 2 – Why Become a Private Manager [webpage]
- Fact Sheet 3 – Responsibilities of a Private Manager [webpage]
- Fact Sheet 4 – Fees and Charges [webpage]
- Fact Sheet 5 – The Authorised Visitor [webpage]
- Fact Sheet 6 – Power of Attorney, Wills and Estates [webpage]
- Fact Sheet 7 – Review Process and Complaints [webpage]

Policies and Procedures
- Affordability Procedure
- Annual Reviews Procedure
- Audit Charter
- Authorised Visitors
- Budgets and Expenditure
- Client Incidents and Security – Clarence Street
- Client Visit Checklist
- Client Visits (Away from OPC)
- Complex Case Reviews
- Conflicts of Interest
- Corporate Governance Policy
- Deceased Estates
- Decision Making Policy
- Employment of Carers
- Family and Community Room
- Fees – Waiver, remission or reduction
- Financial Planning Branch
- Freedom of Information Policy – OPC
- Incident Report
- Income Support Payment
- Information Guide Suicide
- Intake Completion Checklist
- Key Performance Indicators
- Legal Services – Creation and Allocation of Files
• Legal Services – Limitation Dates
• Legal Services – Operational Procedures
• Legal Services – Electronic Legal Submissions
• Legal Services – File Closure and Finalisation
• Legal Services – Specialisation
• Liaison (General)
• Ministerials, reviews and complaints procedure
• Notified Workplace Surveillance
• OHandS Serious Incident
• Past Care (GvK)
• Planning and Coordination
• Privacy and Confidentiality
• Private Management Branch – Fees
• Ready Reference Guides
  o Assets
  o Budgets and Expenditure
  o Clarence Street
  o Disability Services
  o Financial Services
  o Intake
  o Liaison and Coordination
• Real Property Investment
• Reverse Mortgages
• Reviews of Management
• Statement of Advice Procedure
• Salvation Army – Groceries Policy
• Staff Support
• Task Manager Notes
• Victims of Crime
• Visitors to OPC
• Voluntary Management Orders

Practice Directions
• Access to Wills
• Aged Care Accommodation Bonds and Pensions
• Approval of Settlements
• Caveats
• Centrelink Rent Certificate and Nominee Form
• Charging and rebating fees
• Checklists
• Client Liaison Queue and attendances
• Complaints about requests not actioned
• Email Referrals
• E File Notes
• File reviews
• Financial Plans
• Gift – Loan of Clients Funds
• HIC Contact Details
• Illicit Drugs
• Long Bay Correctional Centre
• Private Management Supervision Risk Management and Reporting
• Private Management Account Format
• Private Management Distinction between Capital and Income
• Referral Information
• Release of Court Visitor Reports
• Release of Information
• Restructure Issues Clarification 1
• Restructure Issues Clarification 2
• RTA – Notification of Disposals
• Section 23A – Authority to client to manage
• Task Manager
• Transition Team Tasks
• Use of General File Notes
• Verifying Information
• Withdrawal of Caveats for former clients

Office of the Public Guardian

Annual Reports
• 1999 to 2003 inclusive
• 2003-2004 [webpage]
• 2004-2005 summary of activities [webpage]
• 2005-2006 summary of activities [webpage]

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

Booklets
• Making decisions for people under guardianship – Information for family, friends and service providers (revised Feb 2005) [webpage]
• Making decisions for you – Answers to your questions [webpage]

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

Fact sheets
• What is a guardian
• Does someone you support have a legally appointed guardian
• How does the Public Guardian make decisions?
• What does a guardian do?
• The Public Guardian as guardian for a person with a mental illness
• The appointment of the Public Guardian
• Person Responsible
• Enduring guardianship – Chinese, Korean, Italian, Macedonian, Vietnamese, Greek, Arabic, Portuguese, Spanish

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

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

Professional Standards Council

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

Annual Reports
• Annual Report 1998 to 2006 inclusive [webpage]
• Annual Reports 1995 to 1997
Promotional Materials
- ‘Professionals who care™’ client brochures [currently under review]
- Newsletters: ‘Update’ and ‘Cover of Excellence™’ [webpage]
- ‘Cover of Excellence™ Schemes: Information for Associations’ [webpage]

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

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

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

Reports
Fees apply for hard copies. Soft copies can be downloaded from the website at No. charge.
- Soft skills CPD: Foundation Skills for Good Professional Practice, December 2003 [webpage]
- Complaints and Discipline Systems Report, April 2001 [webpage]
- Whistle blowing in the Professions, April 2000 [webpage]
- Model Code of Ethics Principles, June 2002 [webpage]
- A Framework for Compliance Under the Professional Standards Act
- Client Focused CPD: Widening the Perspective Consultative Paper

Information for clients and the community
Professional Standards Schemes
- Accountants; Investigative and Remedial Engineers; Solicitors; Surveyors; Valuers; Barristers [webpage]

Policy Statements
- Publication Pricing Policy, updated March 2007 [webpage]
- Policy Business Entity Associations, updated April 2007 [webpage]
- Policy Statement on Disclosure of Limited Liability, updated September 2005 [webpage]
- Policy Statement on Complaints and Discipline Systems Report, April 2001 [webpage]
- Policy Statement on Payment of Annual Fees [webpage]
- Privacy [webpage]
- Pricing Policy [webpage]
- Policy Statement on Professional Indemnity Insurance [currently under review]

Other publicly available documents:
- Submissions to Issues Papers [webpage]
- Speeches, Presentations and Articles [webpage]

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

Registry of Births Deaths and Marriages
• Access to Information Policy
• Certificate Replacement Policy
• Complaints Policy
• E-deaths services – Use by Funeral Directors Policy
• Solicitors Applying for Certificates Policy
• Breaks during working hours policy
• Contractors on site policy
• Dress Code policy
• Family and Friends application policy
• Refunds policy
• Staff entry, exit and movement policy
• Stolen Generation policy
• At a Glance (brochure)
• Wills Register (brochure)
• Getting Married (brochure)
• Birth Certificate Application Form (brochure and form)
• Death Certificate Application Form (brochure and form)
• Marriage Certificate Application Form (brochure and form)
• Application to Correct an Entry
• Fees for Products and Services flyer
• Family History brochure
• Change of Name 18 years and older, Application Form and information
• Change of Name, Under 18 years old, Application Form and information
• Application for a Replacement Change of Name Certificate
• Application to Correct an Entry (form)
• Application for Birth Card (brochure and form)
• Application for Single Status (brochure and form)
• Application for a Section 50 Search (form)
• Application Amending the Given Name of a Child (under 3 months) (form)
• Adding a Father’s Details to a Birth Registration (form)
• Registering a Change of Sex (online only)

Reporting Services Branch
• RSB Information Brochure

Sentencing Council
• Sentencing Trends and Issues 2005-2006 (October 2006)
• Seeking a Guideline Judgment on Suspended Sentences (July 2006)
• The Role of Sentencing Advisory Councils, by The Hon Alan Abadee RFD QC (Chairperson), prepared for the National Judicial College of Australia conference Sentencing: Principles, Perspectives and Possibilities, 10 February 2006 (published on the Council’s website in March 2006).
• Firearm Offences and the Standard Non Parole Sentencing Scheme (March 2005)
• How best to Promote Consistency in the Local Court (May 2005)
• Whether attempt and accessorial offences should be included in the Standard Non-Parole Scheme (March 2005)
• Abolishing Prison Sentences of Six Months or Less (November 2004) (included a Discussion Paper)
• The New South Wales Sentencing Council, by The Hon Alan Abadee RFD QC (Chairperson), prepared for the Local Courts Annual Conference (2003).
Supreme Court of NSW


- The Supreme Court of New South Wales Annual Reviews 2001 to 2005 inclusive (publication and online)
- NSW Law Almanac 2007 (hardcopy publication only; published in January 2007)
- NSW Law Almanac 2006 (hardcopy publication only; published in January 2006)
- NSW Law Almanac 2005 (hardcopy publication only; published in January 2005)
- NSW Law Almanac 2004 (hardcopy publication only; published in February 2004)
- NSW Law Almanac 2003 (hardcopy publication only; available July 2003)
- Mediation
- The Supreme Court – About Us
- Supreme Court of NSW and its Judicial Officers
- Bail application and refunds
- Probate – How can the Court Assist You?
- Frequently Asked Questions about Probate
- Guidelines on judgments in electronic form
- Costs Assessment Frequently Asked Questions
- Technology in the Courtroom – Protocol and Procedures for Video and Audio Link
- Information for Litigants in the Possession List (website fact sheet – hardcopy also available in relevant courtroom)
- Pro Bono Assistance
- Where to obtain legal advice
- How to address correctly a Judicial Officer
- Registrars
- Payment and refund of monies paid into Court
- Statement of registry services
- Supreme Court of New South Wales Practice Notes
- Disability Services
- Forms (including prescribed court forms and administrative forms) and fees
- Announcements
- Recent Rule Amendments
- Changes to Practice and Procedure
- Feedback and complaints
- Guidelines for the Waiver, Remission and Postponement of Fees

Victims Services

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

Information sheet

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

**Brochure**
• Approved Counselling Scheme for Victims of Violent Crime
• Compensation for Victims of Violent Crime (also available in Arabic, Chinese, Greek, Tagalog and Vietnamese)
• Families and Friends of Missing Persons Counselling Service (also available in Arabic, Dari, Greek, Polish and Vietnamese)
• Information and Support for Victims of Crime
• Information for Families and Friends of Missing Persons
• Information for Victims of Youth Crime
• Someone Missing – Can the Media Help? (also available in Arabic, Dari, Greek, Polish and Vietnamese)
• Support for Family Members of Homicide Victims
• Victims of Crime – Information for Service Providers – Aboriginal Communities
• Victims Registers
• Your Rights as a Victim of Crime

**Report/booklet**
• Aboriginal and Torres Strait Islander Victims of Crime Interagency Forum Report – 2001
• A Glimmer of Hope – Stories of Courage from Families and Friends of Missing Persons
• A Review of ATSI Peoples’ Compensation and Counselling Claims lodged with the Victims Compensation Tribunal 2001-2003
• Charter of Victims Rights Resource Kit
• Handbook for Approved Counsellors
• Authorised Report Writers Handbook
• It’s the Hope that Hurts – Best Practice in Counselling Models Relevant to Families and Friends of Missing Persons
• Schedule 1 – Compensable Injuries
• Sentencing Information Package [currently under review]
• Someone is Missing [hard copy only]
• Standards for Counselling and Support Services for Victims of Crime [currently under review]
• Standards for Court Support for Victims of Crime [currently under review]
• Submissions Concerning Offenders in Custody Information Package [currently under review]
• Support Needs for Families and Friends of Long-term Missing Persons
• Victim Impact Statement Information Package
• Young Aboriginal Females Reported Missing to Police: Which Way for Prevention and Service
• Your Day in Court
• What Now? Information and Support for Victims of Crime in NSW

**Application**
• Application for 2 hours of Counselling
• Application for Compensation and/or Expenses
• Application for Compensation by a Family Member of a Homicide Victim
• Application for Counselling by Family Members of a Homicide Victim
• Request for Further Hours of Approved Counselling
• Victims Assistance Scheme (VAS) Supplementary Form

**Annual Report**
• Victims Advisory Board Report on Activities 2005/2006
• Victims Compensation Tribunal Chairperson’s Report 2005/2006

**Newsletter**
• Families and Friend of Missing Persons e-newsletter [webpage only]
• Victims of Crime Chronicle (quarterly)

**Posters**
• Charter of Victims Rights – Aboriginal Communities (A3)
• Charter of Victims Rights – People with Disabilities (A3)
• Charter of Victims Rights – People with Disabilities (A4)
• Victims Support Line (contains information in five languages) [currently under review]
• Victims of Crime Website [hard copy only]

Audio/videotape
• Victim Impact Statement Information Package – audio
• Your Day in Court – audio
• Your Day in Court – video [fee applies]

Business Card
• Families and Friends of Missing Persons Trigger Card

Miscellaneous
• Guide to Completing Your Victims Compensation Application Form [web page only]
• Position Statement – Charter of Victims Rights [web page only]
• Practice Note Number 1: Request for Oral Hearing on Appeal to the Tribunal
• Practice Note Number 2: Documents Filed in Support of Compensation Applications and Appeals
• Section 65 Guidelines – Chairperson’s guidelines to sections of the legislation [webpage only]
• Victims Compensation Tribunal Chairperson’s Guide to Victims Support and Rehabilitation Act 1996 [webpage only]
• Victims Speak – report of the victims of crime phone-in May 2001

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

SECTION 2 – STATEMENT OF AFFAIRS

The latest Attorney General’s Department’s Statement of Affairs was the June 2006 edition. It is available for inspection at the Legal and Community Services Division of the Attorney General’s Department on Level 9 Goodsell Building, 8-12 Chifley Square, Sydney or can be obtained from the Lawlink website http://infolink/lawlink/Corporate/ll_agdinfo.nsf/pages/community_relations_foipublications

SECTION 3 – CONTACT ARRANGEMENTS

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

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

The Department is open between the hours of 9:00am to 5:00pm Monday to Friday (except public holidays). Any other queries concerning any information contained in this Summary or in the Statement of Affairs or in relation to information available under the Act should also be directed to the Special Projects Officer (FOI and Privacy).

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

SECTION 1 – POLICY DOCUMENTS

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

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

General
- AdministrativeCirculars
PUBLICATIONS

The Audit Office publications in 2007 up to 15 June were:

**Auditor-General’s Reports to Parliament – Financial Audit Reports**

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

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

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

**Auditor-General’s Reports to Parliament – Performance Audits**

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

<table>
<thead>
<tr>
<th>Agency or Issue Examined</th>
<th>Title of Performance Audit Report or Publication</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ministry of Transport</td>
<td>Connecting with Public Transport</td>
</tr>
<tr>
<td>Follow-up of 2001 Performance Audit Ambulance Service of NSW</td>
<td>Readiness to Respond</td>
</tr>
<tr>
<td>Follow-up of Performance Audit Department of Education and Training</td>
<td>Using Computers in Schools for Teaching and Learning</td>
</tr>
<tr>
<td>Homelessness</td>
<td>Responding to Homelessness</td>
</tr>
<tr>
<td>Department of Juvenile Justice NSW Police Force</td>
<td>Addressing the Needs of Young Offenders</td>
</tr>
</tbody>
</table>

**Awareness**

We issued 3 editions of Awareness.

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

**Professional Update**

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

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

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

**Access to Office Documents**

The Office is exempted from the requirements of Freedom of Information for auditing information, but covered for administrative matters.

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

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

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

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

A request will be dealt with as soon as practicable and in any case within 21 days after it has been received. In the event that the request is successful, arrangements will be made between the applicant and the Office for an appropriate form of access.
An application fee of $30 in cheque/cash must be included with the application. Processing charges may also be applicable. The applicant will be supplied with a statement of charges if applicable.

SECTION 2 – STATEMENT OF AFFAIRS

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

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

SECTION 3 – CONTACT ARRANGEMENTS

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

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

Freedom of Information Coordinator
Level 15, 1 Margaret Street
Sydney NSW 2001
Telephone: (02) 9275 7100
Fax: (02) 9275 7200
Email: mail@audit.nsw.gov.au
FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)

SUMMARY OF AFFAIRS
of the
OFFICE OF THE BOARD OF STUDIES
FOI Agency No. 2336
Including Australian Music Examinations Board (NSW)
FOI Agency No. 1820

SECTION 1 – POLICY DOCUMENTS
Office of the Board of Studies
Policy documents relating to the following:
Assessment, Certification and Examination Manual (2005)
Guidelines for Accelerated Progression (2000)
Registration Systems and Member Non-government Schools (NSW) Manual (2006)
Guidelines for Board Endorsed VET courses (2007)
Home Education in NSW Information Package (2006)
Annual Report
Code of Conduct
Recognition of Overseas Schools
Privacy Management Plan
Board Bulletin – Official Notices
Aboriginal Education Consultative Group
NSW AECG Rules of Association
NSW AECG Complaints Guidelines
Australian Music Examinations Board (NSW)
Child Protection – Policy
Candidates with Special needs Policy
2007 Teachers’ Handbook
2007 Manual of Syllabuses
2007-2008 Manual of Speech Syllabuses
Appeal Procedures for Practical Associate Diploma Examinations

SECTION 2 – STATEMENT OF AFFAIRS
SECTION 3 – CONTACT ARRANGEMENTS

Requests under the FOI Act for access to documents in possession of the Board should be accompanied by a $30.00 application fee in writing to:

FOI Coordinator
Office of the Board of Studies
GPO Box 5300
Sydney NSW 2001
Telephone: (02) 9367 8380
Facsimile: (02) 9367 8484

An extensive range of policy, syllabus and syllabus support documents can be found on the Office of the Board of Studies World Wide website (http://www.boardofstudies.nsw.edu.au).

Arrangements can be made to obtain copies of documents or to inspect them between 9:00am and 4:00pm by contacting the FOI Coordinator.
SUMMARY OF AFFAIRS
of the
BUILDING AND CONSTRUCTION INDUSTRY LONG SERVICE PAYMENTS CORPORATION (CORPORATION)
FOI Agency No. 968
BUILDING AND CONSTRUCTION INDUSTRY LONG SERVICE PAYMENTS COMMITTEE (COMMITTEE)
FOI Agency No. 1682

SECTION 1 – POLICY DOCUMENTS

Corporation
The Corporation holds the following policy documents which may be accessed for inspection:
- Policy and procedures relating to the authority and administrative powers of the Corporation
- Policy and procedures relating to the financial provisions of the Building and Construction Industry Long Service Payments Fund
- Policy and procedures relating to registration of workers, recording of service credits, long service payments and long service levies
- Personnel procedures relating to work specification, training and operational matters
- Records stored on computer and/or paper relating to registered workers, employers and levy payers
- The Corporation’s Business Plan activity reports
- The Corporation’s 2005/2006 Annual Report
- Current brochures, pamphlets and newsletters


Prior to making an FOI application to the Corporation, it is suggested the 13 14 41 Helpline be contacted as information may be available free as part of the Corporation’s service to the building and construction industry.

Committee
The Committee holds the following policy documents which may be assessed for inspection:
- Minutes of the Committee’s meetings specified in FOI applications
- The Committee’s findings in relation to appeals
- A listing of the members who form the Committee (published in the Corporation’s Annual Report)
- Any brochures which may be current

Prior to making an application to the Committee, it is suggested the 13 14 41 Helpline be contacted as information may be available free as part of the Corporation’s service to the building and construction industry.

SECTION 2 – STATEMENT OF AFFAIRS

The Building and Construction Industry Long Service Payments Corporation’s Annual Report (describing the operation, functions, and structure of the Corporation) will serve as the Corporation’s and the Committee’s latest Statement of Affairs. The Annual Report can be obtained from the Corporation’s internet site (lspc.nsw.gov.au) or by contacting the Corporation’s FOI Co-ordinator.

SECTION 3 – CONTACT ARRANGEMENTS

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

FOI Co-ordinator, Building and Construction Industry Long Service Payments Corporation,
Locked Bag 3000, Central Coast MC NSW 2252
Telephone: 13 14 41
Facsimile: (02) 9287 5685
FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)

SUMMARY OF AFFAIRS
of the
CASINO CONTROL AUTHORITY

SECTION 1 – POLICY DOCUMENTS

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

- Report on the Location, Size and Style of the New South Wales Casino (January 1993)
- Invitation Document, the Sydney Casino, Australia (May 1993)
- Ministerial Directions (as reported in relevant Authority Annual Reports)
- Report of Public Inquiry pursuant to section 143 (4) of the New South Wales Casino Control Act 1992 (December 1994)
- Report of Investigation pursuant to section 31 of the New South Wales Casino Control Act 1992 (December 1997)
- Submission to The Independent Pricing and Regulatory Tribunal (“IPART”) Gaming Inquiry (27 August 1998)
- Report of Investigation pursuant to section 31 of the New South Wales Casino Control Act 1992 (December 2000)
- Report of Investigation pursuant to section 31 of the New South Wales Casino Control Act 1992 (December 2006)
- Approved Rules of Casino Games
- Fraud Prevention and Control Policy (October 2005)
- Privacy Management Plan
- Press/Media releases on major operational and administration decisions/policies

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

- An overview of the Authority
- Legislation – CCA Act and Regulations
- Official Rules of NSW Casino Games
- Various media releases and historical material
- 2006 Section 31 Investigation – Media Release 21 December 2006
- 2006 Section 31 Investigation – Public Submissions
- Introduction to the Government Inspectors (March 2004)
- Submissions to The Independent Pricing and Regulatory Tribunal (“IPART”) Gaming Inquiry (27 August 1998)
- FOI Summary of Affairs

SECTION 3 – CONTACT ARRANGEMENTS

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

Request should be directed to:
The Chief Executive
Casino Control Authority
GPO Box 3970
Sydney NSW 2001

Inquiries may be directed to telephone number (02) 8234 8800, fax number (02) 9299 7427 or email (info@casinocontrol.nsw.gov.au). The Authority’s office hours are from 9:00 am to 5:00 pm Monday to Friday.
FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)

SUMMARY OF AFFAIRS
of the
CENTENNIAL PARK AND MOORE PARK TRUST
FOI Agency No. 973

SECTION 1 – POLICY DOCUMENTS

The following documents held by the Centennial Park and Moore Park Trust are available for inspection:

Corporate Documents and Publications
Annual Report of the Centennial Park and Moore Park Trust
Brochures, pamphlets and leaflets
Parklands Calendar
Parklands Magazine
Fact Sheets
Centennial Park and Moore Park Trust Minutes for Public Inspection

Planning Documents
Conservation Management Plan
Moore Park South Master Plan
Plan of Management
Queens Park Master Plan
Sports Strategy
Transport, Access and Parking Plan
Tree Master Plan

Policy Documents
Animal Circuses Policy
Avian Disease Plan and Procedures
Banner Policy for Trust Lands
Bicycle Policy and Procedures
Bus Policy
Child Protection Policy and Procedures
Code of Conduct
Contractors and Hirers Insurance Policy
Cultural Events Policy
Dog Policy for Trust Lands
Environmental Interpretation and Education Policy
Equal Employment Opportunity Policy
Equestrian Centre Code of Conduct
Filming and Photography Policy
First Aid Policy
Fun Run Policy for Trust Lands
Gate Opening and Closing Policy and Procedures
Generator Policy
Helicopter Policy
Lost and Abandoned Children Response Guidelines
Media Policy
Occupational Health and Safety Policy
On-Site Interpretation Policy
Permissible Uses Policy on Trust lands
Privacy Policy and Management Plan
Procurement Manual
Public Address System Policy
Reporting Corruption and Other Forms of Misconduct Policy
Road Closure Policy for Driver Avenue
Security Policy
SECTION 2 – STATEMENT OF AFFAIRS


SECTION 3 – CONTACT DETAILS FOR OBTAINING ACCESS TO INFORMATION

Access to documents held by the Centennial Park and Moore Park Trust, and subject to the Freedom of Information Act 1989 can be obtained by contacting the Freedom of Information Officer:

Postal Address:
The Freedom of Information Officer
Centennial Parklands
Locked Bag 15
Paddington NSW 2021

Office Location:
Parklands Administration
Corner Grand and Parkes Drive
Centennial Park NSW 2051
Office Hours: 8.30am to 5.00pm Monday to Friday

Prior to making an application it is suggested that the applicant either contact Parklands Administration (02) 9339 6699 or visit the website at http://www.cp.nsw.gov.au as some information is provided free to the community.
SUMMARY OF AFFAIRS

of the

NSW DEPARTMENT OF COMMERCE

SECTION 1 – POLICY AND GENERAL PUBLICATIONS

COMMERCIAL CORPORATE

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

Enquiries: The Freedom of Information Coordinator,
  Level 22, McKell Building,
  2-24 Rawson Place,
  Sydney NSW 2000
  Telephone: (02) 9372 8720
  Facsimile: (02) 9372 8733
  between the hours of 9am – 5pm, Monday to Friday

OFFICE OF FAIR TRADING

Fair Trading Investigations

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

Enquiries: Manager,
  Fair Trading Investigations Branch,
  Level 3,
  1 Fitzwilliam Street,
  Parramatta NSW 2150
  Telephone: (02) 9895 0416.
  between the hours of 9am–5pm Monday to Friday

Real Estate Investigations

• Commissioner’s Guidelines on Supervision under section 32 of the Property Stock and Business Agents
  Act 2002
• Estimated Selling Price Guidelines for Agents (Property Stock and Business Agents Act 2002)
• Guide for considering applications by licensees, former licensees or their personal representatives for not
  taking Disciplinary Action, Prosecution Action or the Issue of Penalty Notices for Failure to Audit Trust
Books and Records and Lodgement of an Audit Report or Statutory Declaration with the Commissioner under sections 111 and 113 of the Property, Stock and Business Agents Act 2002.

- Guide to applying for an exemption under section 31 of the Property Stock and Business Agents Act 2002 from having a licensee-in-charge at each place of business
- Property Services Compensation Fund Procedures Manual

**Enquiries:**
Manager,
Real Estate Investigations Branch,
Level 3,
1 Fitzwilliam Street,
Parramatta NSW 2150
Telephone: (02) 9895 0511.
between the hours of 9am–5pm Monday to Friday

**Rapid Response**
- Enforceable Undertakings Guidelines
- Substantiation Notice Guidelines

**Enquiries:**
Manager,
Rapid Response Branch,
Level 6,
1 Fitzwilliam Street,
Parramatta NSW 2150
Telephone: (02) 9895 0043.
between the hours of 9am–5pm Monday to Friday

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

**Enquiries:**
Acting Manager,
Operational Priorities and Intelligence Branch,
Level 3,
1 Fitzwilliam Street,
Parramatta NSW 2150
Telephone: (02) 9895 0513.
between the hours of 9am–5pm Monday to Friday

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

**Enquiries:**
Manager,
Measurement and Technical Services Branch,
Bradfield Road,
Lindfield West NSW 2070
Telephone: (02) 8467 4449.
between the hours of 9am–5pm Monday to Friday.

**Legal Services Division**
- Prosecution Policy and Guidelines
- Guideline regarding Intervention by Minister or Commissioner for Fair Trading in Legal Proceedings
- Legal Assistance Guidelines
- Subpoena Procedures
Enquiries: Director,
Legal Services Division,
Level 3,
1 Fitzwilliam Street,
Parramatta NSW 2150
Telephone: (02) 9895 0153
between the hours of 9am – 5pm Monday to Friday

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

Enquiries: General Manager,
REVS,
Level 3,
1 Fitzwilliam Street,
Parramatta NSW 2150
Telephone: (02) 9895 2726
between the hours of 9am – 5pm Monday to Friday

Registry of Co-Operatives and Associations
• Formation kits for co-operatives
  • Registry of Co-operatives and Associations – role and services
  • A guide to co-operatives
  • How to form a co-operative
  • Formation meeting for a co-operative
  • Model rules for co-operatives
  • Guide for using model rules
  • Co-operatives Development Grants Program – fact sheet
  • Co-operatives Development Grants Program – guidelines
  • Standard forms of disclosure documents
  • Comparative table of business structures
  • Compliance checklist for co-operatives
  • Co-operative directors – a guide to duties and responsibilities
  • Co-operative membership
• Standard rules for:
  • Housing co-operatives
  • Co-operatives that are also registered clubs
• Model rules co-operatives for
  • Co-operatives
  • Incorporated associations
• Approved forms for:
  • Co-operatives
  • Incorporated associations
  • Co-operative housing and Starr-Bowkett societies
• Search request forms for:
  • Co-operatives
  • Incorporated associations
  • Co-operative housing and Starr-Bowkett societies
• Setting up an incorporated association
• Running an incorporated association
• How to incorporate as an association checklist
• Information sheets for incorporated associations
• Application forms and guide for incorporated associations
• Consumer guide to funerals
• Funeral arrangements

Enquiries: Registry of Co-operatives and Associations,
154 Russell Street,
Bathurst NSW 2795
Telephone: (02) 6333 1400
Toll Free: 1800 502 042 Fax: 6333 1444
between the hours of 8.30am – 5.00pm Monday to Friday

Motor Vehicle Repair Industry
• Operational Policy and Procedures
• General Information sheets
• Glovebox Companion to Trouble Free Car Repairs

Enquiries: Director,
Motor Vehicle Industry Authority,
239 Great North Road,
Five Dock NSW 2046
Telephone: (02) 9712 2200
between the hours of 8.30am – 5.00pm Monday to Friday

Policy and Strategy
• Consumer Credit Code Guidelines – Objectives, Criteria and Process
• Ministerial Council on Consumer Affairs (MCCA) Uniformity Agreement – administration of laws regulating the provision of Consumer Credit
• Sponsorship Policy
• Policy on Ex-gratia Payments
• Property agency industry – Commissioner’s Guidelines for Continuing Professional Development
• Home Building Act 1989 – Commissioner’s Guidelines for Continuing Professional Development
• Home Building Continuing Professional Development Program- Criteria for assessment fo courses
• Home Building- Guidelines for Assessing and approving owner builder courses
• Property agency industry – Best Practice Guidelines for marketing training programs and recording participant outcomes
• Media Policy
• Guidelines for Exemptions from the Home Warranty Insurance Requirements under the Home Building Act 1989
• Your Opinion Counts (customer feedback system)
• Customer Service Standards (Statement of Guarantee of Service)
• Policy on Establishment of Continuing Professional Development for Regulated Industries
• Copyright and Website Linking Policy

Enquiries: Office of the Deputy Commissioner for Fair Trading,
Level 20,
227 Elizabeth Street,
Sydney NSW 2000
Telephone: (02) 9338 8908
between the hours of 9am –5pm Monday to Friday

Home Building Service
• Home Building Licensing Procedural Manual

Enquiries: Acting Director,
Home Building Licensing,
Level 4,
1 Fitzwilliam Street,
Parramatta NSW 2150
Telephone: (02) 9895 0850
between the hours of 9am –5pm Monday to Friday
- Home Building Service – Complaint Handling Guidelines
- Mediation Services and Compliance Procedures Manual

Enquiries: Director,
Mediation Services and Compliance,
Level 4,
1 Fitzwilliam Street,
Parramatta NSW 2150
Telephone: (02) 9895 0801
between the hours of 9am – 5pm Monday to Friday

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

Enquiries: Director,
Insurance Services,
Level 22,
227 Elizabeth Street,
Sydney NSW 2000
Telephone: (02) 9777 8880
between the hours of 9am – 5pm Monday to Friday

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

Enquiries: Manager,
Renting Services Branch,
Level 4,
234 Sussex Street,
Sydney NSW 2000
Telephone: (02) 9377 9023
between the hours of 9am – 5pm Monday to Friday

Fair Trading Services
- Community and Industry Grants Programs Policy
- Credit Counselling Program Funding Guidelines
- Financial Counselling Trust Fund Funding Guidelines
- Property Services Grants Program Funding Guidelines
- Home Building Grants Program Funding Guidelines
- Tenants Advice and Tenancy Program Funding Guidelines
- Home Building Advice and Advocacy Service Pilot Guidelines
- Home Building Advocacy Service Pilot Guidelines
- Rental Bond Board Grants, Funding Guidelines
- Co-operatives Development Grants Program – fact sheet
- Co-operatives Development Grants Program – guidelines

Enquiries: Office of the Executive Director,
Fair Trading Services,
Level 22,
227 Elizabeth Street,
Sydney NSW 2000
Telephone: (02) 9619 8777
between the hours of 9am and 5pm Monday to Friday
Customer Services
- Customer Services Handbook
Enquiries: Office of the Director,
Customer Services Division,
Level 6,
1 Fitzwilliam Street,
Parramatta NSW 2150
Telephone: (02) 9895 0380
between the hours of 9am – 5pm Monday to Friday

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

OFFICE OF INDUSTRIAL RELATIONS:
The OIR has the following policy documents available for inspection and/or purchase:
- Charging and Pricing Guidelines
- Various policies and procedures relating to work specification and operational matters, including:
  - Guidelines for Accepting Industrial Complaints
  - Workplace Targeting Policy and Procedures

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

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

OFFICE OF PUBLIC WORKS AND SERVICES

Project Management
- Colour Scheme Primary Schools $800.00 (CD)
- Colour Scheme Secondary Schools $1200.00 (CD)
- Design Standard ($450.00)
- Education Research Facilities Group Gazette (subscription $15.00)
- Energy Management in New South Wales Schools $35.00
- Improving Workshop Safety $225.00
- Landscape Design Standard $150.00 (CD)
- Primary and Secondary Schools Facilities Standard $850.00 (CD) and $75.00 (Summary).
- Primary School Facilities Standard $450.00 (CD)
- Playing Safe: Guidelines for the Installation and Maintenance of Playground Equipment in NSW Government Schools $50.00
- School Specification Standard ($450.00) or each Section ($55.00)
- Secondary School Facilities Standard $550.00 (CD)
- Secondary Schools Summary – $75.00
- Sunshade in Schools $15.00
- Windows and Doors Drawing Set $140.00 (14 drawings @ $10 each)
- Built to Teach: Designed to Learn (secondary schools $100) and Space to Teach: Room to Learn (primary schools $75) $150 (DVD combined)
- Landscape Management in NSW Schools $35.00
- Special Education Facilities Standards $350.00 (CD)
- Primary and Special Education Facilities Standards $650.00 (CD)
- Secondary and Special education Facilities Standards $750.00 (CD)
- Primary, Secondary, Special Education Facilities Standards $1,050.00 (CD)

Enquiries: Cecilia Wilson
Telephone: (02) 9372 8697
Email: cecilia.wilson@commerce.nsw.gov.au

Brochures
Griffith TAFE
Queanbeyan TAFE
Wagga Wagga TAFE
North Sydney TAFE
Port Macquarie TAFE
Tamworth TAFE

Enquiries: Dianne Dal Mas
    Telephone: (02) 9372 8511
    Email: dianne.dalmas@commerce.nsw.gov.au

Book
“Paradise Purgatory Hell Hole: The Story of the Saunders Sandstone Quarries Pyrmont”
ISBN 981-05-5922-4
Author Robert Irving

Enquiries: Ron Powell
    Telephone: (02) 9372 8526
    Email: ron.powell@commerce.nsw.gov.au

NSW WATER SOLUTIONS – INCLUDING MANLY HYDRAULICS LABORATORY (MHL)
    - NSW Tide Charts, $5.50 per copy

Enquiries: Paul Murphy
    Telephone: (02) 9949 0239
    Email: pmurphy@mhl.nsw.gov.au

- MHL1303 Redhead Beach Boardwalk Coastal Engineering Study
- MHL1304 Design of Wave Deflector at Windsor Physical Model
- MHL1363 Hexham Swamp Water Quality Monitoring August 2003-July 2004
- MHL1381 Hexham Swamp Water Quality Data Analysis 2003-2004
- MHL1412 Investigation of Brine Release at Norah Head – Additional Flows
- MHL1450 Shoalhaven River Tidal Data Collection September-December 2005
- MHL1460 Bega River Estuary Tidal Data Collection 2002-2006
- MHL1481 Evans River Tidal Data collection November 2005-May 2006
- MHL1511 NSW Estuaries and River Water Levels Annual Summary 2005-2006
- MHL1512 NSW Ocean and River Entrance Tidal Levels Annual Summary 2005-2006
- MHL1513 NSW Coastal Rainfall Annual Summary 2005-2006
- MHL1514 NSW Wave Climate and Coastal Air Pressure Annual Summary 2005-2006

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

Enquiries: Vincent Shaw
    Telephone: (02) 9372 8311
    Email: vincent.shaw@commerce.nsw.gov.au

OFFICE OF NSW PROCUREMENT

GOVERNMENT CHIEF INFORMATION OFFICE (GCIO)
Information Communications Technology [Government Chief Information Office]

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

- Acquisition of IMandT Guideline
- Authentication – Digital Signatures Guideline
- Authentication and Security
- Approved MDRS Network Equipment
- Benefits Management Plan Guideline
- Benefits Realisation Register Guideline
- Business Case Development Guideline
- [Government] Broadband Services
- Broadband Service – Technical Highlights
- [Government use of] Broadband
- Back Office Application Consolidation
- Broadband Services – Program of Works
- Billing and Reporting for MDRS Network Users
- Call Centre Establishment Guideline
- Call Centre Operation Guideline
- Change Management Guideline
- Chief Information Officer Guideline
- Code of Conduct and Ethics Guideline
- Contracting Out Guideline
- CIO Executive Council
- Customer Interaction Hub
- Customer Services Hub
- Channels and Access
- Emergency Information Management
- Establishing MDRS
- Facilitators Handbook Guide to accompany the video [I wish] it wasn’t me
- Five Priority Areas
- Front-line Service Delivery
- Front-line Services
- Government Licensing Project
- Government Selected Application Systems (GSAS)
- Government Telecommunications Agreements
- Government Telecommunications Agreements – QandA
- Government Radio Network
- Getting Connected to MDRS
- HTML Templates and Cascading Style Sheets
- Information Security
- Information Security Guidelines V1.1
- ICT Infrastructure
- Interoperability
- ICT Procurement
- ICT Governance
- Information Management
- Incident Notifications
- Information Management Guidelines
- Key Highlights at a Glance
- Labelling Sensitive Information – Guide
- Line of Business Services
- Mobile Data Radio Services
- Mobile Data Radio Technology
- Maintenance Standards
- Network Overview
- Network Structure and Function
- Network Manager
- Network Contact List – MDRS
- NSW Government Website Style Directive
- Overview MDRS
- Privacy Training Program
- People First – NSW Government ICT Strategic Plan
- Post Implementation Review Guideline
- Project Management Guideline
- Project Risk Management Guideline
- Providing Information and Services Using the Internet:
  - Quality Management Guideline
  - Radio Communications – Program of Works
  - Return On Security Investment (ROSI)
  - Service Costing Methodology
  - Style Directive Compliance
  - Style Directive Guidance
  - Strategic Governance Framework
  - Shared and Federated Client Authentication
  - Telecommunications
  - Telecommunications Convergence – Programs of Work
  - Telecommunications Purchasing in NSW Government
  - Telecommunications Service Agreements
• Use of the Internet for Electronic Messaging
• User Helpdesk Facility
• Using the MDRS Network
• Wireless Broadband Plan
• Wireless Broadband Initiative – QandA
• X.500 Directories Part 1 – Directory Architecture
• X.500 Directories Part 2 – Core Directory Information Tree and Schema

CONSTRUCTION
The following publications and information can be accessed at – www.construction.nsw.gov.au
• Aboriginal Participation in Construction Implementation Guidelines January 2001
• Capital Project Procurement Manual
• Consultant Performance Reporting and Exchange of Reports between Government Agencies Guidelines – October 2000
• Contractor Performance Reporting and Exchange of Reports between Government Agencies Guidelines (Construction) – December 1999
• Developing and Implementing a Training plan for Small Business (Construction)
• Environmental Management Systems Guidelines (Construction) – November 1998
• Environmental Performance Guide for Buildings
• Industrial Relations Management Systems Guidelines (Construction) 1999
• OHS Management Systems Guidelines (Construction) At a glance brochure – June 2004
• Prequalification of Service Providers Guidelines – May 2003
• Training Management Guidelines – December 2000

The following documents can be accessed at www.dpws.nsw.gov.au/Government+Procurement/Government+Procurement.htm
• Security of Payment Act Information Package
• Government Procurement Policy and Strategy
• Tendering Guidelines
• Guidelines for Construction Procurement Valued to $1 Million
• Capital Estimating Guidelines for Construction (Draft)

The following publications and information can be accessed via www.ogp.commerce.nsw.gov.au
• Gateway Review Process
• Capital Works Procurement
• Capital Project Procurement Manual
• Agency Accreditation Scheme
• Construction Agency Coordination Committee
• Environment Performance Guide for Building
• Environment Management System Guidelines
• Occupation and Health Safety and Risk Management System Guidelines
• Online Training Resource Manual for the Construction Industry in New South Wales

The following publications can be accessed at www.ogp.commerce.nsw.gov.au:
• Gateway Project Profile Assessment Tool
• Gateway Strategic Review Workbook
• Gateway Business Case Review Workbook
• Gateway Pre-Tendering Review Workbook
• Gateway Tender Evaluation Review Workbook
• Gateway Pre-Commissioning Review Workbook
• Gateway Post Implementation Review Workbook
• Gateway Review Toolkit

Procurement System for Capital Works
The following publications can be accessed at www.managingprocurement.commerce.nsw.gov.au/system/index.doc
• Procurement method selection guidelines
• GC21 standard form contract documents
• Minor Works standard form contract documents
• Mini Minor Works standard form contract documents
• Consultancy Services standard form contract documents
• Project Management Services standard form contract documents
• Selective Tendering Guidelines
• Contract management concept
• Cost adjustment guidelines
• Insurance guidelines
• Performance management system guidelines
• Contract dispute resolution guidelines
• Consultant Prequalification Scheme 2004-2007
• Contractor Prequalification Scheme 2005-2007
• Contractor Best Practice Accreditation Scheme
• Project manager selection – Tender planning
• Project manager selection – Tendering Process
• Consultant selection – Tender planning
• Consultant selection – Tendering Process
• Creating a tender document from the Mini Minor Works standard form
• GC21 clause commentary
• C21 clause commentary
• Minor Works clause commentary
• Guidance on the content of the Mini Minor Works standard form
• Consultancy services contracts – Agreement management
• Project management services contracts – Agreement management

Contracting Services
Please visit www.contractservices@nswp.commerce.nsw.gov.au to view all publications produced by Contracting Services (formerly State Procurement). There is a range of information on procurement and related areas including:
• BetterBuying – Client based quarterly newsletter
• Contract ‘user guides’ – approximately 115 available online
• SupplierNews – biannual publication for approved suppliers

Government Advertising
The following publications and information can be accessed at www.advertising.nswp.commerce.nsw.gov.au:
• Advertising Peer Review Overview
• Peer Review Workbook

EBUSINESS SOLUTIONS
A range of publications in relations to electronic procurement can be found on the following websites:
www.smartbuy.nsw.gov.au
   NSW Government eMarketplace for the procurement of goods and services
www.tenders.nsw.gov.au
   NSW Government eTendering site, for the advertisement of tender opportunities and secure receipt of tender bids electronically

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

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

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

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

Providing Records Storage Services (Government Records Repository – GRR)
- Summary fact sheet
- Secure records storage
- Remote storage for computer tapes and cartridges

Corporate Reporting, Planning and Policy
- Annual report 2005-2006
- Corporate plan 2001-2004
- Quality improvement plan
• Board of State Records – minutes/meeting papers
• Privacy management plan

**Corporate Information and Communications (including Information Management and Technology)**
• Acceptable Usage Policy (Including network, computer systems and communication devices)
• Information Security policy
• Internal communications – policy and guidelines
• IMandT strategic plan, 2005-2008
• Internet strategy
• Password Selection Guidelines
• Records management policy
• Records management system (RMS) user guidelines
• Style manual

**Personnel Policies**
• Code of conduct
• Complaints/problem handling procedures
• Corruption prevention policy and procedures (incorporating Protected disclosures policy)
• Cost of travel to and from work
• Credit cards policy
• Disclosure of personal information
• Freedom from harassment – policy and procedures
• Granting of higher duties/acting in a higher capacity/development opportunities
• Granting of study time leave
• Grievance resolution, processes for
• Motor vehicle usage guidelines
• Occupational Health and Safety policy
• Performance management statement
• Password Selection Guidelines
• Recruiting staff with electronic recordkeeping knowledge
• Return to work program
• Reporting Security Incidents
• Security Incident Management Procedure
• Security for Sydney Records Centre – procedures and guidelines
• Sick leave policy
• Staff attendance at staff development and training activities, including attendance at professional meetings, seminars and conferences
• Use of volunteers
• Working on weekends – policy and procedures

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

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

Sydney Records Centre
2 Globe Street
The Rocks Sydney NSW 2000

Western Sydney Records Centre (Kingswood)
143 O’Connell Street
Kingswood NSW 2747
Telephone: (02) 9673 1788
SECTION 2 – STATEMENT OF AFFAIRS
Department of Commerce Corporate, Office of Fair Trading, Office of Industrial Relations, Office of Public Works and Services and NSW Procurement –

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

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

SECTION 3 – CONTACT ARRANGEMENTS

General Department of Commerce including State Records Office

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

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

OTHER SPECIFIC AREAS OF THE DEPARTMENT ARE AS FOLLOWS:

Office of Fair Trading

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

Applications should be addressed to the:

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

Office of Industrial Relations

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

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

FREEDOM OF INFORMATION APPLICATIONS – FEES AND HOURS OF BUSINESS:

All application made under the Freedom of Information (FOI) Act 1989 require a normal fee of $30.00 and general inquiries may be made between the hours of 9am to 5pm Monday to Friday to any of the FOI Coordinators mentioned. FOI forms can be downloaded from the Office of Fair Trading website at www.fairtrading.nsw.gov.au or obtained from any Fair Trading Centre.
SUMMARY OF AFFAIRS
of the
COMMUNITY RELATIONS COMMISSION
For a multicultural NSW
FOI Agency No. 379

SECTION 1 – POLICY DOCUMENTS

- Ageing People of a Non-English Speaking Background:
- A Policy Perspective (charge of $5.00 plus postage)
- Business Continuity Management Policy
- Canterbury-Bankstown Community Harmony Round Table
- Canterbury Bankstown Community Harmony Round Table Project – Guidelines for the Operation of
- Canterbury Bankstown Community Harmony Round Table Project – Implementation Working Groups – Operational Guidelines
- Canterbury Bankstown Community Harmony Round Table Project – Partner Agencies Application
- CCTV Camera Surveillance Policy
- Code of Conduct for Commissioners, Officers and Employees of the Community Relations Commission For a multicultural NSW (Supplement to the NSW Public Sector Code of Conduct)
- CommuniLink Acceptable Use Policy
- CommuniLink assessment guidelines
- CommuniLink policy guidelines
- CommuniLink Webhosting Services Policy Guidelines
- Community Development Grants Program 2006-07 – application form
- Community Development Grants Program Procedures Manual
- Community Harmony Crisis Management Plan
- Community Harmony Reference Group Report
- Community Language Allowance Scheme Examination Policy and Procedures Guidelines
- Community Relations Commission submission to the Department of Immigration and Multicultural and Indigenous Affairs on the DIMIA Client Service Charter and Client Service Strategy for Visa and Citizenship Services.
- Community Relations Commission submission to the NSW Ombudsman’s Review of the Law Enforcement Legislation Amendment (Public Safety) Act 2005 (January 2007)
- Community Relations Commission submission to the NSW Parliament Legislative Council Standing Committee on State Development Inquiry into Skills Shortages in Rural and Regional NSW (September 2005)
- Community Relations Commission submission to the Standing Committee of Attorneys General (Censorship) discussion paper on Material that Advocates Terrorist Acts (May 2007)
- Community Relations Commission submission to the Senate Legal and Constitutional References Committee Inquiry into the Administration and Operation of the Migration Act 1958 (September 2005)
- Community Relations Report 2006
- Complaints Handling Policy and Procedures for Casual Interpreters and Translators
- Copyright policy
- Corporate Plan 2002-2006
- CRC Awards for Volunteering
- CRC Code of Conduct for Interpreters and Translators
- CRC Guide to services
- Crown Employees (Interpreters and Translators, EAC) (Transitional) Award
- Customer Information Management System Policy Guidelines
• EAPS Forward Plan 2003-2006
• EEO Annual Report 1998-1999
• Electronic Mail Management Policy
• Ethnic Affairs Priorities Statement (EAPS) Standards Framework
• Fairfield Model Court Report
• Families and Cultural Diversity – Volume 1: Contemporary Issues
• Families and Cultural Diversity – Volume 2: The Statistics
• Families and Cultural Diversity – Volume 3: The Research Perspectives
• Government Green Paper: Building on our Cultural Diversity (May 1996)
• Green Paper, Cultural Harmony – The Next Decade 2002-2012
• Guidelines – Exemptions from Payment for Language Services (March 2003 amended June 2006)
• Guidelines for the Operation of Regional Advisory Councils (June 2002)
• Guidelines for Youth Liaison teams
• Immigration and Planning in New South Wales (March 1997)
• Immigration: New South Wales Government Position Statement
• Inactive Records Procedures
• Information and Communication Technology Policy Guidelines
• Information and Communication Technology Strategic Plan 2007-2009
• Information and Communication Technology Operational Plan 2007-2009
• Information Security Policy Guidelines
• Language Services Schedule of Fees (amended July 2007)
• MediaLink Business Policy Guidelines
• MediaLink Guidelines for Reporters
• Ministerial Records Management Policy
• NSW comments on Integrated Humanitarian Settlement Strategy Discussion Paper
• NSW Council for Pacific Islanders – implementation plan
• NSW Government submission to the Australian Government on the recommendations of the Interdepartmental Committee on Humanitarian Settlement (November 2006)
• NSW Government submission to the Citizenship Task Force, Department of Immigration and Multicultural Affairs (DIMA), on the Australian Citizenship: Much more than a ceremony Discussion Paper (October 2006)
• NSW Government submission to the House of Representatives Joint Standing Committee on Migration Inquiry into Skills Recognition, Upgrading and Licensing (July 2005)
• NSW Position on Supporting Settlement in Rural Regional and Remote Australia
• Operational Guidelines for Community Liaison Officers
• Overseas Qualifications and Skills in the New South Wales Public Sector
• Police and Ethnic Communities (November 1994) – reprinted 1995
• Policy Guidelines for Translators (April 2004)
• Premier’s Chinese Community Service Awards
• Proposed Direction for the Development of a representative Pacific Council – Options for Discussion
• Proposed Direction for the Development of a Representative Pacific Council – Outcome of Consultations with Pacific Communities
• Privacy Management Plan
• Records Management Policy guidelines
• Privacy Policy
• Religious Development in New South Wales (Planning for)
• Report of the Community Relations Commission Investigation into African Humanitarian Settlement in NSW (September 2006)
• Report of the Working Party on Migration to Sydney and Regional NSW
• Requesting and Working with Interpreters from the Community Relations Commission (May 2006)
• Retrenched Workers’ Rights Project (January 1993)
• Serial Sponsorship: Perspectives for Policy Options 1992 (price $5.00 plus postage)
• Street Festivals Project Guidelines
• The Way Forward: A Consultation Document Leading to a Community Relations Commission 1999
• Training Policy
• 2005 Multicultural Marketing Awards Guidelines
• Use of Interpreters in Domestic Violence and Sexual Assault Cases – A guide for Service Providers (June 2002) – 4th edition
• Viewpoints – A Collection of Speeches on Multicultural Issues (July 1996)
• Vital Records Procedures
• White Paper, Cultural Harmony, The Next Decade, 2002-2012

SECTION 2 – STATEMENT OF AFFAIRS.

The “Statement of Affairs” dated July 2007, prepared in respect of the Community Relations Commission For a multicultural NSW, will be available, after that date, free of charge from the Freedom of Information (FOI) Coordinator on telephone number 8255 6773.

The document, which will be published in the Commission’s 2006-2007 Annual Report, will also be available for inspection at the Commission’s head office at Level 8, 175 Castlereagh Street Sydney.

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

SECTION 3 – CONTACT ARRANGEMENTS.

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

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

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

The FOI Coordinator
Community Relations Commission
For a multicultural NSW
PO Box A2618
Sydney South NSW 1235
SUMMARY OF AFFAIRS
of the
DEPARTMENT OF CORRECTIVE SERVICES
Includes the State Parole Authority and
the Serious Offenders Review Council

SECTION 1 – POLICY DOCUMENTS
Where no price is shown, the policy document is a free publication. Documents with an asterisk, *, next to them are available on the Internet. The Department’s website address is www.dcs.nsw.gov.au. Documents with a hash, #, next to them are available in the Department of Corrective Services Library.

Aboriginal Support and Planning
• Aboriginal Offenders Strategic Plan 2003-2005 *

Adult Education and Vocational Training Institute

Alcohol and other Drugs/HIV and Health Promotion
• HIV/AIDS, Communicable Diseases and Health Promotion Policies, Procedures and Management Guidelines
• Offender Programs Unit Health Survival Program
• Offender Programs Unit Peer Supporter Program

At Risk Offenders
• Management Plan and Operational Procedures for Acute Crisis Management Units
• Discussion Paper: Suicide Prevention Strategic Framework *
• The Offender Suicidal Behaviour Assessment (OSBA) Manual and Form

Chaplaincy Services
• Chaplaincy Manual
• Mission Statement
• Role and Resourcing of Prison Chaplaincy
• Memorandum of Understanding 2006

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

Commissioner’s Media Unit
• Media Policy, section 20, Operations Procedures Manual (the whole manual is available for purchase for $10.00 from the Offender Policy Unit).

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

Corporate Legislation and Parliamentary Support
• Operations Delegations
• Financial Delegations

Corporate Research, Evaluation and Statistics
• Research Program #

Corporate Strategy
• Annual Report 2005-2006 *
• Annual Report Highlights Brochure/CD ROM
Corporate Plan 2006 – 2009
Departmental Planning Policy
Policy Guidelines
Policy Directory
Business Planning Guide

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

Disability Services Unit
Disability Action Plan 2000-2002

Family and Community Support
Funeral assistance
Travel assistance for Families Visiting Inmates

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

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

Human Resources Division
Criminal Records Check – Security and Criminal Records Checks Policy and Guidelines ($3.60 per copy)
Occupational Health and Safety Policy ($1.20 per copy)
Occupational Health and Safety Manual ($25.00 per copy) #
Aboriginal Employment and Career Strategy 2003-2006 *
EEO Management Plan 2004 – 2007 ($2.50 per copy) *
EEO Report 2005/2006 ($2.50 per copy)

Information Communication and Technology Division
Policy and Guidelines
ICT Continuity Policy
Change Management Policy
Corporate Records Management Policy
• Incident Management Policy
• Vendor Relationship Policy
• Information Security Policy
• Internet and Intranet Policy
• Information Classification and Ownership Policy
• Electronic Mail Policy
• Information Security Management System Policy

Procedures
• Backup of the OIMS Webserver – r1280 (Sun 6) Box
• Change Management
• Change Management Process Manual
• Complaints Handling – Service Hub
• Document Control
• Novell and GroupWise Transfer
• OIMS Incident/Change Escalation
• Updating patches for Solaris
• Removal of ICT Equipment
• Self-Help Records Archival/Disposal Procedures for Users With CIMS Access
• Self-Help Records Archival/Disposal Procedures for Users Without CIMS Access
• IMandTD Financial Management – Payments
• Adding An Application Using NAL
• Check/Update L: Drive Access
• Create a New BIMS Account
• Ellipse Troubleshooting
• Incident Management Process
• Install a Local Device
• IMandT Security Incident Management
• Logging in to the Sun Management Centre Web Console
• Maintaining Email and Mailbox Function
• Manual Installation of SecureTek Software
• OIMS Incident/Change Escalation
• OMS/OIMS (Sunfire 4800) System Restart
• OIMS User Account Management – Inmate Custodial Services
• Priority One Incident Handling
• Releasing a Document in OIMS
• Setting up a CSSL Account
• Shutdown and Restart Quantum NT Server
• Uninstalling Applications Which Do Not Work
• Workstation Registration Fixes
• Broadcast Emails
• IIS Image Copy Process
• Installation – Inmate Imaging System
• Installation Procedure – ConsoleOne
• Installation Procedure – Corvu
• Installation Procedure – Mims
• Installation Procedure – Rightfax
• Installation Procedure – APT
• SOE Build Instructions
• DCS IMandT Customer Engagement Model
• IMandT Service Management Customer Charter
• Vendor Relationship Database
• NBO Appliance Build Guide
• NBO Troubleshooting Guide
• Non conformance Reporting and Corrective Action Requirements
• Nterprise Branch Office User Guide
• Project Reporting Procedure
• Project Risk Register
• Adding Patch Number 111292-17 To RCHBLADE
• Building and Loading an Operating System on a Sun SPARC Workstation
• Document Management
Updating the Restricted Procedures Site
Creating ORS Accounts
Creation of NDS Accounts
DCS Security Management – Statement of Applicability
Encrypting Laptop Hard drives
IMandTD Staff Induction
IMandTD Induction Manual
Information Security Compliance Program
Lan Audit Program
Management Review of the ISMS
Memorandum of Understanding for External Agencies
OIMS User Account Management – Community Offender Services
Physical Access Control to IMandTD
Protection of DCS Information
Receive and Dispatch of Goods
Security Administration – Email Usage Audit
Security Administration – Clearing Gateway
Security Administration – Non Compliance
Security Administration – System Access Control
Security – Staff Resignation, Termination and Transfer
Staff Induction
Teleworking
Threat Risk Assessment
Wiping and Re-Imaging Computer Hard Disks
Managing Directory Services using the “Novell ConsoleOne” Product

Standards
- Documentation Standard
- Project Governance Standard
- Desktop Security Standard

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

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

Multiculturalism
- Plan for Cultural Inclusion 2004 – 2007 *

Offender Policy Unit
- Community Offender Services Policy and Procedure Manual. CD ROM ($10.00 per copy).
  - Section A Case Management
    *Full deletions*
    1.10 Supervision Level Assessment/Interim Service Delivery Standards
    1.12.3 Alerts Screen
    6.7 Submit Assessments for Approval
    Attachment A
- NSW Corrective Services Operations Procedures Manual – contains policies and procedures relating to the management of correctional centres and inmates. CD ROM ($10.00 per copy) #
  *Full deletions – sections*
  6 Escorts
  7.7 Inmates Access to Private Medical Practitioners
  7.16 Compassionate Leave
  12.6 Correctional Centre Security
  12.8 Correctional Centre Gates
12.9 Use of Force
13 Serious Incidents
22 Staff Administration
23 Category AA and Category 5 Inmate: Management Regime

Partial deletions – sections
2.6.18 Procedures for Court Cell complexes
2.8 Correctional Centres
2.17.2 Inmate Transfer and Escorts Procedures
2.18 The Serious Offenders Review Council – High Security Inmate Management Committee – Escort procedures for extreme high security inmates
2.26 Placement Location for specific programs:
• Sex offender programs MSPC Area 3 and Area 5
• Criteria for custodial witness protection program CWPP – Special Purpose Centre and Dawn Deloas Centre
• Protection Status – Violent Predators Intervention Program – Point 6.21 External Escorts

Probity and Staff Development Division
• Guide to Conduct and Ethics * #
• Protected Disclosures Policy #
• Management of Professional Conduct Policy #
• Employee Alcohol and Other Drugs Policy

Psychology Services
• Psychology Policy and Procedures Manual

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

Sentence Administration Branch
• Policy and Procedures – Parole Order Transfers

Sex Offender Programmes
• Guidelines for the Protection of Victims of Abuse and the Management of Sex Offenders October 1997

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

Throughcare and E-Case Management
• Throughcare Strategic Framework 2002-2005 #

Video Conferencing
• Commissioner’s Memorandum 2006/85 Video Visits Program for Inmates and their Families

SECTION 2 – STATEMENT OF AFFAIRS

The most recent Statement of Affairs of the Department of Corrective Services was published in the Department’s 2005-2006 Annual Report. The Annual Report is available on the Department’s website www.dcs.nsw.gov.au, in the Department of Corrective Services Library (contact details provided in Section 3) and in some public libraries. The Statement of Affairs may also be obtained free of charge by contacting the Freedom of Information and Privacy Unit. The Statement of Affairs may be inspected at the Department’s Freedom of Information and Privacy Unit. The address of the Freedom of Information and Privacy Unit is level 6, Henry Deane Building, 20 Lee Street, Sydney. The Freedom of Information and Privacy Unit is generally open from 8.30 am to 4.30 pm Monday to Friday. Members of the public are advised to telephone the Freedom of Information and Privacy Unit to make an appointment prior to making a personal visit. To make an appointment contact the Manager of the Unit on telephone number (02) 8346 1067.
SECTION 3 – CONTACT ARRANGEMENTS

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

Documents with an asterisk, *, next to them are available on the Internet. The Department’s website address is www.dcs.nsw.gov.au. Documents with a hash, #, next to them are available in the Department of Corrective Services Library. The Department of Corrective Services Library is open to the public. Members of the public may view and photocopy documents, within the copyright guidelines, but cannot borrow items. Enquiries to the Library can be made on telephone number (02) 9804 5459 and by email at vinay.sharma@.nsw.gov.au.
FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)

SUMMARY OF AFFAIRS
of the
DEPARTMENT OF EDUCATION AND TRAINING
FOI Agency No. 5

SECTION 1 – POLICY DOCUMENTS

The documents listed on the following pages comprise the policy documents as defined by the Freedom of Information Act 1989 as at 15 June 2007. The Department’s policies and the list of policies are under constant review.

- Aboriginal Education Policy (PD20050209)
- Absentee Notices (PD20050259)
- Accreditation of New Scheme Teachers at Professional Competence Procedures (PD20050165)
- Alcohol and Other Drugs: Policy Framework for TAFE NSW Institutes (PD20050225)
- Allegations against Employees in the Area of Child Protection (PD20050263)
- Amended Interim Roll Policy – TAFE NSW (PD20050083)
- Animal Welfare Policy – Schools (PD20040029)
- Anti-bullying plan for schools Policy (PD20040050)
- Anti-Racism Policy (PD20050235)
- Apprenticeships and Traineeships Information Collection Procedure (PD20050088)
- Assessment Appeals Policy – NSW AMES (PD20050107)
- Assisting Students with Learning Difficulties Policy (PD20060342)
- Attendance Register Codes (PD20050259)
- Australian Qualifications Framework, issuing guidelines (PD20060328)
- Authority to Run Policy (PD20040006)
- Back-to-School Allowance (PD20050228)
- Budget Policy (PD20060354)
- Business Continuity Plan (PD20050289)
- Cash Handling and Cash Minimisation Policy – TAFE NSW (PD20050084)
- Child protection, procedures for responding to allegations against employees (PD20050263)
- Children’s Centres Policy – TAFE NSW (PD20050306)
- Code of Conduct Policy (PD20040020)
- Commercial Activities Costing – TAFE (PD20050297)
- Commercial AQF Programs For Individuals Policy – TAFE NSW (PD20060321)
- Commercial Programs (PD20050297)
- Commercial Recognition Services Policy – TAFE NSW (PD20050262)
- Common Leave Pass (PD20050259)
- Community Language Allowance Scheme (PD20050096)
- Community Language Schools Free Use of Government School Facilities (PD20050265)
- Complaints Handling Policy (PD20020051)
- Conditions of Employment for TAFE NSW (PD20050151)
- Controversial Issues in Schools (PD20020045)
- Copyright: Lawfully Screening Films and Television Programs in Schools (PD20060339)
- Copyright: podcasting in schools (PD20060355)
- Copyright: Screening pirated DVDs in schools (PD20060338)
- Correct Procedures for Submissions from Schools (PD20020011)
- Corruption Prevention Policy (PD20040009)
- Course Completion Procedure V1.0 (PD20050199)
- Course Related Charges Policy – TAFE NSW (PD20060314)
- Course to Course Transfer Procedure (PD20050198)
- Courses Attached to Vocational Training Orders, Entry and Selection Guidelines (PD20050217)
- Cultural Diversity and Community Relations Policy: Multicultural education in schools (PD20050234)
- Current Requirements for Head Teachers, Teachers Handbook 1990 (PD20050275)
- Curriculum planning and programming, assessing and reporting to parents K-12 (PD20050290)
- Curriculum Policy Standards (PD20050290)
Curriculum Support website (PD20050288)
Date of Birth Declaration Procedure (PD20050198)
Demountable Accommodation for Schools and TAFE Institutes Policy (PD20050261)
Department of Education and Training OHS Website (PD20040007)
Department of Education and Training Policy on the Mandatory Accreditation of New Scheme Teachers in NSW Government Schools (PD20050165)
Departmental Motor Vehicle Best Practice Guide (PD20050291)
DET Corruption Prevention Procedures (PD20040009)
DET Purchasing, Tendering and Contracting Handbook for State Office, Directorates and District Office (PD20050294)
Development Application Notifications for Neighboring Developments ( Responding to) (PD20050269)
Distribution of Political Information to Students and Visits by Members of Parliament (PD20020015)
Drugs in Schools Policy (PD20020040)
Eligibility Requirements for Head Teacher Positions in NSW Government Schools 2004 (PD20050275)
Embedded qualifications, Testamur request [Policy] (PD20060327)
Emergency Planning and Response Policy (PD20050250)
English as a Second Language: Guidelines for schools (PD20060324)
Enrolment of Students in NSW Government Schools: A Summary and Consolidation of Policy (PD20020006)
Enrolment Policy – TAFE NSW (PD200505198)
Enterprise Risk Management in the Department of Education and Training (PD20040036)
Enter and Selections Policy for Courses attached to Vocational Training Orders (PD20050217)
Enter Requirements Implementation Guidelines (PD20050299)
Enter Requirements Policy – TAFE NSW (PD20050090)
Environmental Education Policy for Schools (PD20020049)
Every Student’s Guide to Assessment in TAFE NSW (PD20050173)
Ex-Gratia Payments (PD20050266)
Excursions Policy (PD20040010)
False and Fraudulent Student Result Documents Procedure V1.0 (PD20050199)
Finance Directorate – TAFE Accounting Manual (PD20050298)
First Aid Policy (PD20050247)
Fresh Tastes NSW Healthy School Canteen Strategy (PD20020058)
Gifted and Talented Policy (PD20040051)
Girls and Boys at School: Gender Equity Strategy (PD20040018)
Guidelines for the Management of Conduct and Performance (PD20060335)
Guidelines for the Safe Conduct of Sport and Physical Activity (PD20020012)
Guidelines on screening films and TV programs (PD20060339)
Head Teacher Eligibility Requirements Policy (PD20050275)
Homework Policy (PD20020003)
Homophobia in schools (PD20050287)
Implementing the Environmental Education Policy in your school (PD20020049)
Income – Commercial Activities (PD20050297)
Infection Control Policy (PD20050257)
Information about homework (PD20020003)
Injury Management, Health and Wellbeing Management Guidelines and Support Tools (PD20050257)
Injury Management, Health and Wellbeing Management Guidelines and Support Tools (PD20050247)
Intellectual Property Policy – TAFE NSW (PD20050272)
Interest Subsidy Scheme for Non-Government Schools (PD20050273)
Internet and Email Services: Acceptable Usage for Schools (PD20020046)
Interpreting and Translation Services (PD20050234)
Introduction of changed procedures for reporting risk of harm to children and young people from 18 December 2000 – Memorandum to Principals (PD20020070)
Introduction of changed procedures for reporting risk of harm to children and young people from 18/12/2000 – Memo to Institute Directors, Director AMES, Executive Officers, TAFE and AMES counsellors (PD20020071)
Joint Funding of Capital Works in Schools (PD20050274)
Joint Testamur Procedure V1.0 (PD20050199)
Leading and Managing the School (PD20040024)
Learning Assistance Program (PD20060342)
Library Policy – Schools (PD20050221)
Literacy Policy (PD20050288)
• Management Guidelines and support tools, Consultation and Communication (PD20050260)
• Management of Conduct and Performance (PD20060335)
• Mentoring Students Policy (PD20050115)
• Minimum Age for Entry to Courses Policy – TAFE NSW (PD20050154)
• Mobile Communication Devices and Associated Services (PD20050296)
• Mobile Telecommunications Facilities (PD20050148)
• Motor Vehicle Policy (PD20050291)
• National and International Costing Guidelines (PD20050297)
• Non-participation of students enrolled in TAFE NSW Courses (PD20050198)
• NSW DET Disability Action Plan 2004-2006 (PD20050243)
• NSW Institute of Teachers website (PD20050165)
• Occupational Health and Safety (OHS) Consultation Policy (PD20050260)
• Occupational Health and Safety (OHS) Risk Management Policy (PD20050256)
• Occupational Health and Safety Policy (PD20040007)
• Opportunity class packages for local, interstate and overseas applications (PD20060353)
• Outreach Policy – TAFE NSW (PD20050299)
• Outstanding Fees Policy – TAFE NSW (PD20050141)
• Overseas Trained Teachers Policy (PD20040016)
• People With Disabilities – Statement of Commitment (PD20050243)
• Per Capita Allowance Funding for Non-Government Schools (PD20050280)
• Performance Management and Development Policy (PD20060334)
• Performance Management Policy for TAFE NSW Institute Managers (PD20050092)
• Phone Intervention Program Guidelines (PD20050259)
• Pirated DVDs Screening Guidelines (PD20060338)
• Podcasting copyright and permissions guidelines (PD20060355)
• Policy and implementation strategies for the education of gifted and talented students (PD20040001)
• Policy Documents – DET Requirements (PD20050280)
• Policy for Protecting Children and Young People (PD20020067)
• Prevention of Bullying in the Workplace Policy (PD20050246)
• Private and Secondary Employment Policy (PD20030007)
• Procedures for Joint Funding of Capital Works in Schools Procedures (PD20050274)
• Procurement Policy (PD20050294)
• Professional Learning Policy for Schools (PD20040017)
• Protected Disclosures – Internal Reporting Policy (PD20020019)
• Protecting and Supporting Children and Young People: Revised Procedures, December 2000 (PD20020072)
• Protection from the Sun: Guidelines to Assist in Implementing the Student Welfare Policy (PD20020055)
• Provision of Personal References Procedures (PD20040020)
• Psychological Tests Policy (PD20050205)
• Purchasing Manual – TAFE NSW (PD20050294)
• Records Management (PD20050284)
• Referral for Consideration of Prosecution (PD20050259)
• Referral for Home School Liaison Support (PD20050259)
• Release of Student Information Policy (PD20050088)
• Religious Education Policy (PD20020074)
• Repeat Enrolments of Students in Successfully Completed Modules/Units of Competency (PD20050198)
• Replacement Testamur Procedure V1.2 (PD20050199)
• Reporting School Accidents (PD20020064)
• Responding to Suggestions, Complaints and Allegations Procedures (PD20020051)
• Road Safety Education Statement: Preschool to Year 12 (PD20020033)
• Safe and Ethical Practice during Student Workplace Learning Policy – TAFE NSW (PD20050104)
• Safe Working Policy (PD20050248)
• School Attendance Policy (PD20050259)
• School Council Guidelines (PD20020007)
• School Development Policy (PD20050310)
• School Manual on Financial Management -Chapter 6-Procurement of Goods and Services (PD20050294)
• School Student Special Transport Scheme (PD20050292)
• School Uniform Policy (PD20040025)
• Scope of Registration Policy (PD20040004)
• See also Chemical Safety in Schools and Equipment Safety in Schools (PD20050248)
• Selective High School and Opportunity Class Placement Policy (PD20060353)
• Senior Executive Service and Senior Officers Performance Management Policy (PD20050208)
• Special Circumstance Register (PD20050259)
• Special Education Handbook for Schools (1998) (PD20060342)
• Special Education Handbook for Schools (1998) (PD20050243)
• Specially Funded Programs (PD20050297)
• Sponsorship of School and Departmental Activities, Policy Statement and Guidelines For Implementation (PD20050295)
• Sport and Physical Activity in Schools, Safe Conduct Guidelines (PD20020012)
• Student Administrative Management Policy (PD20050199)
• Student assessment and selection criteria (PD20040064)
• Student Assistance Scheme (SAS) (PD20050241)
• Student Attendance in Government Schools: Procedures (PD20050259)
• Student Counselling Files Policy (PD20050206)
• Student Discipline in Government Schools (PD20060316)
• Student Discipline Policy (PD20020075)
• Student Documentation – Issuing Australian Qualifications Framework (AQF) Qualifications and Related Documentation in TAFE NSW Policy (PD20060328)
• Student Health in NSW Public Schools: A summary and consolidation of policy (PD20040034)
• Student Identification in Final Examinations Policy – TAFE NSW (PD20050087)
• Student Name Changes Procedure V1.0 (PD20050199)
• Student Recognition Policy – TAFE NSW (PD20050251)
• Student Selection Policy – TAFE NSW (PD20040064)
• Student Welfare Policy (PD20020052)
• Students with disabilities implementation procedures (PD20050194)
• Students with disabilities in regular classes: School Support Document 2004 (PD20050243)
• Students with Disabilities Policy – TAFE NSW (PD20050194)
• Students Withdrawing From a Module More than Once (PD20050198)
• Suspension and Expulsion of School Students – Procedures (PD20020014)
• TAFE Children’s Centres Policies and Procedures Manual (PD20050306)
• TAFE NSW human resources policies index (PD20050151)
• TAFE NSW Interpreting Policy (PD20040035)
• TAFE NSW Offshore AQF Program Delivery (PD20050298)
• Temporary visa holders enrolment procedures – TAFE NSW 2007 (PD20050089)
• Temporary visa holders mandatory study conditions – TAFE NSW 2007 (PD20050089)
• Temporary Visa Holders Policy – TAFE NSW (PD20050089)
• Testamur Issue Procedure V1.0 (PD20050199)
• The Business Continuity Planning website (PD20050289)
• Third Party Access to TAFE NSW Facilities (PD20050239)
• Third Party Access to TAFE NSW Facilities – Implementation Guidelines – V1.2 (PD20050239)
• Trade skills information (PD20050112)
• Trade test financial statement guidelines (PD20050112)
• Trade Test Policy (PD20050112)
• Trade test procedures (PD20050112)
• Transition to school for young children with special learning needs (1997) (PD20050243)
• Travel on Official Business (PD20050229)
• Travel on official business procedures (PD20050229)
• Use by Staff of Employer Communication Devices (PD20020024)
• Use of Videos in Schools Memorandum to Principals (PD20020043)
• Values in NSW public schools (PD20050131)
• Voluntary School Contribution (PD20050233)
• Voluntary School Contributions – Financial contribution (PD20050233)
• Welfare of Students While Engaged in Activities Conducted Under the Auspices of the School (PD20040019)
• Who’s Going to Teach My Child? (Revised 2005) (PD20050243)
• Working with Children Check (PD20050264)
• Workplace Health and Injury Management Policy (PD20050258)
• Workplace injury management, health and wellbeing (PD20050258)
• Workplace learning implementation documents 2005 (PD20050016)
• Workplace Learning Policy for Secondary Students in Government Schools and TAFE NSW Institutes (PD20050016)
• Year 7 selective high school packages for local, interstate and overseas applications (PD20060353)

SECTION 2 – STATEMENT OF AFFAIRS

The 2007 Statement of Affairs will be published in conjunction with the 2007 Annual Report.

SECTION 3 – CONTACT ARRANGEMENTS

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

The Manager, Freedom of Information and Privacy
Department of Education and Training
Level 7, 35 Bridge Street
Sydney 2000
Telephone: (02) 9561 8519
Fax: (02) 9561 1157
FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)

SUMMARY OF AFFAIRS
of the
NEW SOUTH WALES ELECTORAL COMMISSION
FOI Agency No. 54

SECTION 1 – POLICY DOCUMENTS
Subject to the Freedom of Information Act 1989 the New South Wales Electoral Commission holds the following policy documents which may be accessed for inspection:
- Working papers, reports and documents relating to the conduct of elections and management of the Commission.
- Annual Reports of the Commission.

No charge is made for copies of the Annual Report.

SECTION 2 – STATEMENT OF AFFAIRS
A copy of the Commission’s most recent Statement of Affairs may be obtained by contacting the FOI Coordinator.

SECTION 3 – CONTACTS ARRANGEMENTS
Access to documents held by the New South Wales Electoral Commission and subject to the FOI Act must be made by written application accompanied by a fee of $30.

The application should be directed to:
The FOI Coordinator
New South Wales Electoral Commission
GPO Box 832
Sydney NSW 2001

All of the documents may be accessed at the New South Wales Electoral Commission, Level 25, 201 Kent Street, Sydney between 8.30 am and 5.00 pm, Monday to Friday. Some documents are available on the Commission’s website at www.elections.nsw.gov.au.

Prior to making an application it is suggested that the applicant contact the Commission on telephone (02) 9290 5999 or facsimile (02) 9290 5991, as some information may be provided as part of a free community service.
SUMMARY OF AFFAIRS

of the

DEPARTMENT OF ENVIRONMENT AND CLIMATE CHANGE

The Department of Environment and Climate Change was created on 27 April 2007 by renaming of the Department of Environment and Conservation (DEC), and the allocation to it:

- from the former Department of Natural Resources (DNR), of responsibility for and staff involved in the administration of:
  - the Native Vegetation Act
  - the Catchment Management Authorities Act
  - environmental water management and environmental water recovery programs
  - riverbank, coastal and floodplain management and policy
  - soil and vegetation management and policy
- of the NSW Greenhouse Office
- from Department of Primary Industries, of staff involved in the administration of marine parks
- of the Marine Parks secretariat
- from former Department of Energy and Utilities (DEUS), of staff principally involved in energy and water efficiency funding and renewable energy policy

As DECC is still in transition, the current summary of affairs could not be fully updated. DECC will update its summary of affairs document in the December 2007 edition to reflect all the changes. Information will be progressively updated on the DECC website http://www.environment.nsw.gov.au

Introduction

The policy documents listed below reflect the current strategic and operational policies of the Department of Environment and Climate Change (DECC).

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

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

SECTION 1 – POLICY DOCUMENTS

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

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

The list is divided into the following categories:

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

CORPORATE POLICY DOCUMENTS

Aboriginal Employment and Development Strategy 2002-2006 (under review)
Code of Ethical Conduct (2007)
DEC intellectual property management framework 2006
DEC Intellectual Property Policy
Guideline to Aboriginal Intellectual Property
Guideline to Intellectual Property and Confidential Information
Guideline to Intellectual Property and Contracts
Guideline to Intellectual Property and Databases
Guideline to Intellectual Property and Information Technology
Guideline to Intellectual Property and Plants
Guideline to Intellectual Property and Publishing.
DEC policy and approach for managing external complaints and allegations 2006
DEC Procurement Manual 2006
Disability Action Plan 2002-2005 (EPA)
Disability Action Plan 2003-2006 (NPWS)
Ethnic Affairs Priority Statement (DECC)(draft)
Externally Funded Projects – Policy and Procedural Guidelines
Fraud and corruption prevention strategy
Law Enforcement Policy (NPWS) (July 2002)
Making a protected disclosure (2004)
NSW Environmental Law: Access to Information
DEC Procurement Manual 2006
Prosecution Policy (NPWS) (1997)
Prevention and Resolution of Workplace Bullying and Harassment (2006)
Statement of Business Ethics (2007)

BOTANIC GARDENS TRUST POLICY DOCUMENTS
Botanic Gardens Trust Corporate Plan 2006-2010
Botanic Gardens Trust Results and Services Plan May 2007
Botanic Gardens Trust Volunteer Policy July 2006
Botanic Gardens Trust Work Experience Policy June 2006
Capital Investment Strategic Plan 2003-2008
Commitment to Service
Cultural Acquisitions Policy June 2006
Cultural Diversity Statement (BGT)
Domain Master Plan (2002-2012)
Environmental Commitment Statement (BGT)
Helicopter Landing Policy October 2006
Pesticides Notification Plan
Policy for Personal Trainers
Royal Botanic Gardens Central Depot Conservation Management Plan
Royal Botanic Gardens Conservation Management Plan
Total Asset Management Strategies 2006-2007

CULTURAL HERITAGE DIVISION POLICY DOCUMENTS
Aboriginal Cultural Heritage Standards and Guidelines Kit (Guidelines under review)
Aboriginal Heritage Information Management System (AHIMS) information sheet
Aboriginal Land Claims Policy (July 2002)
Aboriginal People, the Environment and Conservation principles (2006)
Aboriginal Place Declarations: Guidelines for their Assessment (2002) (Guidelines under Review)
Cultural Heritage Community Consultation Policy (2001) (Policy under review)
Cultural Heritage Information Policy (2001)
Cultural Heritage Strategic Policy (2006)
Heritage Asset Maintenance Program Guidelines (2006-7)
Moveable Heritage Policy (2002)
Schedule 14 Guidelines for Assessment of Reserve Lands (2002)

ENVIRONMENT PROTECTION AND REGULATION DIVISION POLICY DOCUMENTS

Biodiversity Certification and Banking in Coastal and Growth Areas (August 2005)
BioBanking- A background paper. An investigation of market-based tools (including biodiversity banking and biodiversity offset schemes) to secure long term biodiversity objectives
Refinements to the development and implementation of the Biodiversity Banking Bill after stakeholder consultation (September 2006)
BioBanking Pilot (February 2007)
Guide to the Threatened Species Conservation Amendment (Biodiversity Banking) Bill 2006 (June 2006)
Guide to the Threatened Species Conservation Amendment (Biodiversity Banking) Act 2006 (Draft – to be published by June 2007)
BioBanking – a market-based approach to conserving biodiversity (Draft – to be published by June 2007)
Draft Brush-Tailed Rock Wallaby Recovery Plan
Managing Urban Stormwater Treatment Techniques (EPA 1998)
Draft Guidelines for Threatened Species Assessment (Dept of Planning)
Draft Guidelines for Aboriginal Cultural Heritage Impact Assessment and Community Consultation (Dept of Planning)
NSW Acid Sulfate Soil Manual (NSW Acid Sulfate Soil Management Advisory Committee 1998)
Engaging a Contaminated Land Consultant in NSW (2005)
Information about Assessing Gasworks Sites (2005)
Operations Policy and background information with examples for prioritising time and effort put into responding to public reports of environmental incidents.
Environmental Planning and Assessment Manual Vol I (1998) (under review)
Environmental Planning and Assessment Manual Vol II Appendices (1998) (under review)
NSW Kangaroo Management Procedural Manual (draft)
NSW Kangaroo Management System User Manual (draft)
Recommendations for Radiation Safety Officers and Radiation Safety Committees (December 2003)
Recovery planning for threatened species (December 1998) (under review)
Recovery planning – statewide priorities for plan preparation (May 2003) (under review)
Reviews of Environmental Factors – Proponents’ guidelines for the preparation of Reviews of Environmental Factors (2007)(under review)
Threat abatement planning (December 1998) (under review)
Threat abatement plans:
Once the NSW Scientific Committee lists a key threatening process ie. a process that threatens or could threaten, the survival or evolutionary development of species, populations or ecological communities, DEC will prepare a threat abatement plan. Draft and final threat abatement plans can be found on the website www.nationalparks.nsw.gov.au/npws.nsf/Content/Threat+abatement+plans.
Threatened Biodiversity Survey and Assessment: Guidelines for Developments and Activities (November 2004) (draft under review)
Threatened Species Information Circulars (all under review):
  Circular 1 Threatened Species Conservation Act (January 1996)
  Circular 2 Threatened Species Assessment under the EPandA Act: the 8 part test of significance (November 1996)
  Circular 3 Scientific Licences for Threatened Flora and Fauna (November 1996)
  Circular 4 Critical Habitat Identification and Declaration (December 1996)
  Circular 5 Species Impact Statements (June 1998) (under review)
Threatened Species Information Fact Sheets (all under review):
  Alternation to natural flows as a key threatening process – an overview (July 2002)
  Bushrock removal – a key threatening process (October 1999)
  Clearing of native vegetation as a key threatening process – an overview (September 2001)
  Removal of dead wood as a key threatening process – an overview (December 2003)
Threatened Species Policy and Procedure Statements (all under review):
  Statement 1 Director-General’s Requirements (March 1996)
  Statement 2 Concurrence and Consultation (March 1998)
  Statement 3 Delegations of power and functions (October 1999) (under review)
  Statement 6 Authorship of Recovery Plans and Ownership of Intellectual Property (August 1999)
  Statement 7 Provision and Format of Action Costs in Recovery Plans
  Statement 8 Statewide Prioritisation for Recovery Plan Preparation
  Statement 9 Policy for the Translocation of Threatened Fauna in NSW (July 2001)
Threatened species recovery plans:
Once a species, population or ecological community has been listed as threatened, DEC may draw up a recovery plan. This plan is designed to return the species, population or ecological community to a point where their survival is viable in nature and outline the actions that government departments and other organisations have agreed upon to help the recovery of the species. Recovery plans must generally be considered before development applications can go ahead. Draft and final recovery plans can be found on the website www.nationalparks.nsw.gov.au/npws.nsf/Content/Recovery+plans.
Trade of Fauna Policy (July 2002)
Draft Priority Action Statement
Introducing the Threatened Species Priorities Action Statement (under review)

PARKS AND WILDLIFE DIVISION POLICY DOCUMENTS
Adaptive Reuse Leases Policy (February 2003)
Beekeeping Policy (July 2002)
Boundary Fencing Policy (2005)
Conservation Management Plan for Royal National Park Coastal Cabins Areas (2005) [This is not a policy document]
Cycling Policy (June 2003)
Discovery Program Policy and Guidelines (September 2003)
Filming and Photography Policy (July 2002) (under review)
Fire Management Manual 2006 (updated yearly)
Firewood Policy (July 2002)
Guidelines for completing a review of environmental factors covering exploration in state conservation areas
Guidelines and Conditions for Marine Reptile Rescue, Rehabilitation and Release in NSW
Hang gliding and paragliding policy (2004)
Hygiene protocol for the control of disease in captive snakes (PDF – 1.0MB)
Hygiene protocol for the control of disease in frogs (PDF – 1.6MB)
Koala rehabilitation policy [this is not a policy – don’t know who owns it either]
Kosciuszko National Park Huts Conservation Strategy (draft) (2005)
Leases for Permanent Residential Accommodation Policy (February 2005)
Living Parks – a sustainable visitation strategy for NSW national parks
Management of native birds that show aggression to people policy and guideline (2003)
Management of possums causing disturbance to residential or commercial property policy (2005)
Marine Mammals Management Manual
Memorandum of Understanding Policy
Mitigation of Damage to Commercial Fruit Crops by Flying-Foxes Policy and Guideline (2005)
Neighbour Relations Policy (July 2002)
Netting of Commercial Fruit Trees: Guidelines to Protect Wildlife
Netting of Garden Fruit Trees: Best Practice Guidelines to Protect Wildlife
Guidelines for marine reptile rescue, rehabilitation and release (PDF – 985KB)
NSW Biodiversity Strategy (1999) (under review)
NPWS Pesticide Use Notification Plan (2006)
NSW Threat Abatement Plan for Predation by the Red Fox (Vulpes vulpes) (2001)
NSW Threat Abatement Plan for Invasion of native plant communities by Chrysanthemoides monilifera (bitou bush and boneseed) (2006)
Orienteering, Rogaining and Geocaching Policy (September 2002)
Park Names Policy (2002)
Pets Policy (August 2002)
Policy for the translocation of threatened fauna in NSW (PDF – 250KB) (2001) [This is not a PWD document – belongs to PSD or EPRD]
Recreational Horse Riding Policy (May 2006)
Rehabilitation of Fauna Policy (July 2002)
Revocation of Land Policy (July 2002)
State of the Parks 2004
Statement of reconciliation (is this current?)
Threatened species information disclosure policy (March 2007)
Trade of Fauna Policy (PDF – 130KB)
Vehicle Access Policy (July 2002)
Visitor Safety Policy (July 2002)

Plans of Management:
The National Parks and Wildlife Act 1974 requires that a plan of management be prepared for each park or reserve. A plan of management outlines how an area will be managed in the years ahead. Plans of management are being progressively prepared for all parks and reserves. All current draft and adopted plans of management are available on the website www.nationalparks.nsw.gov.au/npws.nsf/Content/Park+management+info, with the exception of the following plans:
- Hartley Historic Site Plan of Management
- Illawarra Escarpment State Recreation Area Plan of Management
- Mutawintji National Park, Nature Reserve and Historic Site Plan of Management

Fire Management Plans and Strategies:
NPWS fire management manual
- NPWS fire management plans and strategies are designed to help:
  - safeguard human life and property
  - promote the conservation of biodiversity
  - protect Aboriginal sites and historic assets.
Draft and final fire management plans and strategies can be found on the website www.nationalparks.nsw.gov.au/nwps.nsf/Content/Fire+management+plans+by+doctype.

**SUSTAINABILITY PROGRAMS DIVISION POLICY DOCUMENTS**

Environmental Trust Annual Report 2005-06
Environmental Trust Emergency Pollution Clean-Up Program Guidelines (1999) under review
Environmental Trust Grant Guidelines 2007
Learning for Sustainability – NSW Environmental Education Plan 2007-2010
Sustainability Compact between Hewlett-Packard Australia and Department of Environment and Conservation, November 2005
Sustainability Compact between IAG and the Department of Environment and Conservation, July 2006
Sustainability Compact between Sensis Pty Ltd and Department of Environment and Conservation, April 2006

Report to the Minister on the implementation of the Extended Producer Responsibility Priority Statement 2004, by the Expert Reference Group established by the Minister, November 2005
NSW Litter Report 2006

**Water and Energy Programs Section (documents related to former Department of Energy, Utilities and Sustainability)**

The following policy documents held by the Department can be made available for inspection or purchase. Documents marked with an asterisk (*) are available from our website:

**Government Energy Management Policy:**
- Government Energy Management Policy*
- Start-up Kit*
- Small Agency Model*
- Environmental Data Gathering and Reporting System Reference Guide*

**Australian Building Greenhouse Rating (ABGR) and National Australian Built Environment Rating System (NABERS) policy and accreditation:**
- Accredited Assessor Process Outline
- Accredited Assessor Code of Practice
- Accredited Assessor Dispute Resolution Procedure
- ABGR Validation Protocol for Accredited Performance Ratings #
- Auditing Validation Protocol for Performance Ratings
- Performance Rating Auditing Procedure
- Accredited Assessors Renewals Procedure
- ABGR Accredited Assessor Contracts
- ABGR Commitment Agreement (New Buildings and Major Refurbishments)
- ABGR Commitment Agreement (New Tenancies, Fitouts or Refurbishments)
- Guidelines for Conducting an Energy Efficiency Design Review
- Guidelines for the use of simulation in Commitment Agreements
- ABGR Validation Protocol for Computer Simulations
- ABGR Validation Protocol for Tenancy Energy Estimation
- NABERS OFFICE Water Validation Protocol #
- NABERS OFFICE Water Accredited Assessor Contracts
- NABERS OFFICE Indoor Environment Validation Protocol #
- NABERS OFFICE Waste Validation Protocol #
- Simple Steps booklet
- Tenant Energy Management Handbook
  # These documents are commercial-in-confidence and are only accessible to ABGR and NABERS Assessors

**Water and Energy Savings**
- Guidelines for Water Savings Action Plans, October 2005*
- Guidelines for Energy Savings Action Plans, October 2005*
- NSW Government Energy Savings Fund – Public Facilities Program, Guide for Applicants, September
Guide Note 1 – Savings Orders – Legal requirement to prepare water and energy savings action plans (January 2006) *
Guide Note 2 – Engaging external assistance to prepare savings action plans (January 2006) *
Guide Note 3 – Technical review requirements for energy savings action plans (January 2006) *
Guide Note 4 – Cities for Climate Protection and energy savings action plans (January 2006)*
Guide Note 5 – The ICLEI Water Campaign and water savings action plans (January 2006)*
Guide Note 6 – Federal energy efficiency opportunities and energy savings action plans (September 2006)*
Guide Note 7 – Every Drop Counts business program and the water savings action plans (April 2006) *
Guide Note 8 – Greenhouse Challenge Plus and energy savings action plans (April 2006) *

ENVIRONMENTAL GUIDELINES
Chemical Control Order in Relation to Scheduled Chemical Wastes 2004
Chemical Control Order in Relation to Materials and Wastes Containing Polychlorinated Biphenyl 1997
Chemical Control Order in Relation to Dioxin-contaminated Waste Materials 1986
Chemical Control Order in Relation to Aluminium Smelter Wastes Containing Fluoride and/or Cyanide 1986
Chemical Control Order in Relation to Organotin Wastes 1989
Liquid Waste Fact Sheets:
Handling liquid waste (October 2005)
Preventing spills (October 2005)
Reducing liquid waste through cleaner production (October 2005)
Responding to spills (October 2005)
Storing liquid waste (October 2005)
Considering environmental values of water when issuing prevention notices (2006)
Technical Framework – Assessment and Management of Odour from Stationary Sources in NSW (2006)
Technical Notes – Assessment and Management of Odour from Stationary Sources in NSW (2006)
Environmental Action for Manufacturers of Furniture and Timber Products (2006)
Contaminated Sites: Guidelines for Assessing Banana Plantation Sites (1997)
Contaminated Sites: Guidelines for Assessing Service Station Sites (1994)
Contaminated Sites: Guidelines for the Assessment and Management of Groundwater Contamination (2007)
Contaminated Sites: Consultation Paper – Proposals to Amend the NSW Site Auditor Scheme under the Contaminated Land Management Act 1997 (2002)
Contaminated Sites: Guidelines for the NSW Site Auditor Scheme (2006)
Contaminated Sites: Guidelines for the Vertical Mixing of Soil on Former Broad-Acre Agricultural Land (1995)
Guidelines for the Assessment and Management of Groundwater Contamination (March 2007)
Environmental Compliance Operating Principles (2002)
Environmental Guidelines: Regulation of Open Burning in NSW (June 2003)
Environmental Guidelines: Surface Water Management on the Covered Forecourt Areas of Service Stations (1992)
Brochure: Safely disposing of asbestos waste from your home (2005)
Brochure: Avoiding the dangers of accepting fill on your land (2006)
Environmental Information for Auto Servicing and Mechanical Repairers (1998)
Environmental Information for Builders (1998)
Environmental Information for the Composites Industry (2001)
Environmental Information for Dry Cleaners (2002)
Environmental Information for the Foundry Industry (2001)
Environmental Information for Marinas, Boatsheds and Slipways (1998)
Environmental Information for Photographic Film and Paper Processors (1998)
Environmental Information for Printers (2000)
Environmental Information for Retail Food Businesses (1998)
Environmental Information for Service Stations (1998)
Environmental Information for Shopping Centre Management (2000)
Environmental Information for Small Factories (2000)
Environmental Information for Smash Repairers (1998)
Environmental Matters 21: Managing Pesticides – Who Does What
Environmental Matters 22: What are Pesticides
Environmental Matters 23: How Pesticides Work
Environment Matters 28: Pesticides Act 1999 – Your Responsibilities
Environment Matters 29: How to Respond to Pesticide Misuse
Environment Matters 32: New Law for Keeping Records of the Pesticides You Use
Environment Matters 40: New Law for Training people who Use Pesticides in Their Work
Environment Matters 41: New Law for Notifying the Community When Public Authorities use Pesticides in Public Places
Environment Matters 42: New Law for Notifying Residents About Pesticide Use in Multiple Occupancy Residential Complexes
Greensmart Course for the Building Industry (2003)
Guidance Note: Assessment of non-standard fuels (May 2005)
Guideline for the Use and Disposal of Biosolids Products (1997)
Guidelines on the Burning of Bio-material: Record keeping and Reporting Requirements for Electricity Generating Facilities (2005)
Guidelines for Seeking Environmental Court Orders (2003)
Guidelines to assist reporting WRAPP progress for 2003-2005 (November 2004)
Improving the Environmental Management of NSW Golf Courses (2003)
Industry Guidance Fact Sheet – Pesticides Record Keeping: Field Crops, Pastures and Tree Plantations
Industry Guidance Fact Sheet – Pesticides Record Keeping: Horticulture
Industry Guidance Fact Sheet – Pesticides Record Keeping: Landlords and Property Managers
Industry Guidance Fact Sheet – Pesticides Record Keeping: Livestock
Industry Guidance Fact Sheet – Pesticides Record Keeping: Pest Controllers
Industry Guidance Fact Sheet – Pesticides Record Keeping: Vertebrate Pest Baiting
Industry Guidance Fact Sheet – Pesticides Record Keeping: Green Keepers
Industry Guidance Fact Sheet – Pesticides Record Keeping: Public Authorities
Information for applicants: Registration of sealed source devices
Information for employers and employees that use ionising radiation: Personal monitoring devices
Information for employers: Radiation licence exemptions
Information for employers: Radiation accidents
Information for employers: Preparation of Radiation Safety Manuals
Information for occupiers: Registration of premises that keep radioactive substances
Information for owners: Disposal of Radioactive Substances
Information for owners: Disposal of Radiation Apparatus
Information for owners: Sale, transport or giveaway
Information for radiation licence applicants: Waiving of licence variation
Information for radiation licence applicants: Variations to licences and licence conditions where the variation fee will be waived
Information for registration applicants – Ionising radiation apparatus used in radiotherapy or the planning of radiotherapy (2004)
Information sheet: Courses for radiation licensing purposes – Guidance for Course Providers Seeking Approval
Information sheet: Occasional users of agricultural and forestry pesticides.
Information sheet: Registration of diagnostic imaging (X ray) apparatus (2004)
Information sheet: Registration of sealed source devices
Issue of Authorisations – NSW Ozone Protection Regulation 1997
Landscape Industry Fact Sheets (2006)
Minimising Construction and Demolition Waste (1997)
Noise Control Guideline – Rail Traffic Noise
Noise Control Guideline – Construction Noise
Assessing Vibration: a technical guideline (Feb 2006)
Interim Guideline for the Assessment of Noise from Rail Infrastructure Projects (April 2007)
NSW Pollution Laws and the Workplace (1999)
Nurseries: Environmental Information Sheets (1999) – includes:
  Chemical/Fuel Storage and Handling Information Sheet
  Environmental Responsibilities Information Sheet
  Land Modifications Information Sheet
  Local Native Vegetation and Weeds
  Sediment and Erosion Control Information Sheet
  Water Quality Management
Paint Clean: Environmental Information for Painters (2001)
Protocol for Investigating and Reporting Fish Kills (October 2000)
Radiation Guideline No. 6: Registration Requirements and industry Best Practice for Ionising Radiation Apparatus Used in Diagnostic Imaging (revised edition 2004)
  • Part 1: Mammography
  • Part 2: Fluoroscopy and Radiography
  • Part 3: Dentistry (including Maxillofacial)
  • Part 4: Veterinary Science
  • Part 5: Computed Tomography and Bone Mineral Densitometry
  • Part 6: Test Protocols for Parts 2–5
Recreation Vehicles Act 1983: Guidelines for Selection, Design and Operation of Recreation Vehicles Areas
Stormwater Management for Construction and Demolition Sites – an Instructor’s Learning Resource package
for Industry Training and Vocational Education (2000)
Stormwater Management for Golf Courses (1999)
Stormwater Management for Parks and Gardens (1999)
Stormwater Management for Road Construction and Maintenance (1999)
Training Course Manuals for the Train-the-Trainer Program with TAFE Automotive Teachers
Waste and Environment Levy: Operational Guidance Notes
Working Towards a Cleaner Environment: Environmental Management for the Smash Repair Industry (produced
with the NRMA) (1993)
WRAPP Guide to Conducting an Office Waste Assessment (January 2006)

GUIDELINES ON INTERIM ENVIRONMENTAL OBJECTIVES

Water Quality and River Flow Interim Environmental Objectives, Guidelines for River, Water and Groundwater
Management Committees for:
• Barwon–Darling and Far Western Catchments (1999)
• Bega River Catchment (1999)
• Bellinger River and Coffs Harbour Catchment (1999)
• Border River Catchment (NSW) (1999)
• Brunswick River Catchment (1999)
• Camden Haven and Hastings River Catchments (1999)
• Castlereagh River Catchment (1999)
• Clyde River and Jervis Bay Catchments (1999)
• Cooks River Catchment (1999)
• Georges River Catchment (1999)
• Gosford and Northern Beaches Lagoons Catchments (1999)
• Gwydir River Catchment (1999)
• Hacking River Catchment (1999)
• Hunter River Catchment (1999)
• Illawarra Catchments (1999)
• Karuah River and Great Lakes Catchments (1999)
• Lachlan River Catchment (1999)
• Lake Macquarie and Tuggerah Lakes Catchments (1999)
• Macleay River Catchment (1999)
• Macquarie–Bogan River Catchment (1999)
• Manning River Catchment (1999)
• Moruya River Catchment (1999)
• Murray River Catchment (NSW) (1999)
• Murrumbidgee and Lake George Catchments (1999)
• Namburna River Catchment (1999)
• Namoi River Catchment (1999)
• Richmond River Catchment (1999)
• Sydney Harbour and Parramatta River Catchment (1999)
• Towamba and Genoa River Catchments (1999)
• Tuross River Catchment (1999)
• Tweed River Catchment (1999)
MANUALS
Approved Methods for the Modeling and Assessment of Air Pollutants in New South Wales (2005)
Approved Methods for the Sampling and Analysis of Air Pollutants in New South Wales (2005)
Contingency Planning and Operations Manual (For Use by Regional Algal Coordinating Committees) (2000)
Environment Protection Manual for Authorised Officers (under review)

POLICY DOCUMENTS FROM OTHER AGENCIES ADOPTED BY DECC
The following documents are not published by but have been adopted as policy by DECC:

Air
National Environment Protection Measure for Ambient Air Quality (NEPC) (1998)
National Environment Protection Measure for Diesel Vehicle Emissions
Policy for Control of HCFC Emissions in Australia, Australian and New Zealand Environment and Conservation Council (ANZECC) (1994)

Radiation Control
Australian Institute of Radiographers Guidelines for the Professional Development Year
Administration of Ionizing Radiation to Human Subjects in Medical Research (National Health and Medical Research Council (NHMRC) Radiation Health Series No. 12) (1984)
Code of Nursing Practice for Staff Exposed to Ionizing Radiation (NHMRC Radiation Health Series No. 8) (1984)
Code of Practice for the Safe Transport of Radioactive Material 2001 (ARPANSA Radiation Protection Series No. 2)
Code of Practice for the Safe Use of Ionizing Radiation in Veterinary Radiology: Parts 1 and 2 (NHMRC Radiation Health Series No. 3) (1982)
Code of Practice for the Safe Use of Radiation Gauges (NHMRC Radiation Health Series No. 4) (1982)
Code of Practice for Protection Against Ionizing Radiation Emitted from X-ray Analysis Equipment (NHMRC Radiation Health Series No. 9) (1984)
Code of Practice for the Safe Use of Soil Density and Moisture Gauges Containing Radioactive Sources (NHMRC Radiation Health Series No. 11) (1984)
Code of Practice for the Disposal of Radioactive Wastes by the User (NHMRC Radiation Health Series No. 13) (1985)
Code of Practice for the Safe Handling of Corpses Containing Radioactive Materials (NHMRC Radiation Health Series No. 18) (1986)
Code of Practice for Radiation Protection in Dentistry (NHMRC Radiation Health Series No. 20) (1987)
Code of Practice for the Control and Safe Handling of Radioactive Sources Used for Therapeutic Purposes (NHMRC Radiation Health Series No. 23) (1988)
Code of Practice for the Safe Use of Sealed Radioactive Sources in Borehole Logging (NHMRC Radiation Health Series No. 28) (1989)
Code of Practice for the Safe Use of Industrial Radiography Equipment (NHMRC Radiation Health Series No. 31) (1989)
International Basic Safety Standards for Protection against Ionising Radiation and for the safety of Radiation Sources (Radiation Safety Series No. 115 IAEA) (1996)
ISO 2919 – Sealed Radioactive Sources – Classification
Interim Guidelines on Limits of Exposure to 50/60 Hz Electric and Magnetic Fields (NHMRC Radiation Health Series No. 30) (1989)
Intervention in Emergency Situations Involving Radiation Exposure (NHMRC Radiation Health Series No. 32) (1990)
Occupational Standard for Exposure to Ultraviolet Radiation (NHMRC Radiation Health Series No. 29) (1989)
Recommendations for Minimising Radiological Hazards to Patients (NHMRC Radiation Health Series No. 14) (1985)
Recommendations for Discharge of Patients Undergoing Treatment with Radioactive Substances (ARPANSA Radiation Protection Series No. 4) (2002)
Recommended Limits on Radioactive Contamination on Surfaces in Laboratories (NHMRC Radiation Health Series No. 38) (1995)
Revised Statement of Cabinet X-ray Equipment for Examination of Letters, Packages, Baggage, Freight and Other Articles for Security, Quality Control and Other Purposes (NHMRC Radiation Health Series No. 21) (1987)
Statement on Enclosed X-ray Equipment for Special Applications (NHMRC Radiation Health Series No. 22) (1987)

Waste
Brochure: safely disposing of asbestos waste from your home (2005)
Overview of the National Waste Tracking System under the National Environment Protection Measure for the Movement of Controlled Wastes between States and Territories (Controlled Waste NEPM Implementation Working Group) (1999)
Advice to Water Management Committees No. 1 – Managing to diversion limits in regulated rivers (NSW Government) (2001)
Advice to Water Management Committees No. 2 – Supplementary water access (NSW Government) (2001)
Advice to Water Management Committees No. 3 – Floodplain harvesting (NSW Government) (2001)
Advice to Water Management Committees No. 4 – Regulated rivers (high security) access licences (NSW Government) (2001)
Advice to Water Management Committees No. 5 – Managing to diversion limits in inland unregulated rivers (NSW Government) (2001)
Advice to Water Management Committees No. 7 – Diversion limits for coastal unregulated rivers (NSW Government) (2001)
Advice to Water Management Committees No. 8 – Groundwater quantity management (NSW Government) (2001)
Advice to Water Management Committees No. 9 – Groundwater dependent ecosystems (NSW Government) (2001)
Advice to Water Management Committees No. 10 – Freshwater flows to estuaries and coastal waters (NSW Government) (2001)
Advice to Water Management Committees No. 11 – Integrating water quality and RFOs in water sharing plans (NSW Government) (2001)
Advice to Water Management Committees No. 12 – Conservation of biodiversity and threatened species management (NSW Government) (2001)
Advice to Water Management Committees No. 13 – Incorporating the results of the weir review into the water sharing plans (NSW Government) (2001)
Advice to Water Management Committees No. 14 – Aboriginal issues and cultural heritage protection (NSW Government) (2001)
Advice to Water Management Committees No. 15 – Water transfers (NSW Government) (2001)
An Interim Approach for Water Monitoring in NSW (prepared for the State Water Monitoring Coordination Committee) (2003)
Australian Guidelines for Recreational Use of Water (NHAndMRC) (1990)
NSW Guidelines for Urban and Residential Use of Reclaimed Water (NSW Recycled Water Coordination Committee) (1993)
National Guidelines for Water Recycling: Managing Health and Environmental Risks

Planning – Part 3A EPandA Act
DRAFT: Assessment into Part 3A of the EPandA Act (Department of Planning) (2005)
DRAFT: Concept Plan Application Process under Part 3A (Department of Planning) (2005)
DRAFT: Criteria for declaration of Critical Infrastructure Projects (Department of Planning) (2005)
DRAFT: Draft Criteria for Construction Projects under Major Projects SEPP (Department of Planning) (2005)
DRAFT: Draft Guideline on Publication Notification (Department of Planning) (2005)
DRAFT: Guidelines for Aboriginal Cultural Heritage Impact assessment and Community Consultation (Department of Planning) (2005)
DRAFT: Guidelines for Threatened Species Assessment (Department of Planning) (2005)
DRAFT: Independent Hearing and Assessment Panels (Department of Planning) (2005)
DRAFT: Protocol for working with Councils on matters of Major Infrastructure and Development Proposals (Department of Planning) (2005)
DRAFT: State Significant Sites – guidelines and checklist (Department of Planning) (2005)
DRAFT: Steps in the Assessment and Approval of Major Projects under Part 3A (Department of Planning) (2005)
DRAFT: What are Major Projects under Part 3A? (Department of Planning) (2005)

Other
A Guide to Mangrove Transplanting (SPCC/Fisheries Division, NSW Dept of Agriculture)
Australian and New Zealand Guidelines for the Assessment and Management of Contaminated Sites (Australian and New Zealand Environment and Conservation Council, NHMRC) (1992)
Australian Environmental Guidelines for Copper Chrome Arsenate Timber Preservation Plants (1996) (TPAA, ANZECC)
Composite Sampling: National Environmental Health Forum Monographs, Soil Series No. 3 (now known as EnHealth) (1996)
Dangerous Goods Initial Emergency Response Guide (Standards Australia) 2004
Environmental Services Functional Area Supporting Plan [Enviroplan] (State Emergency Management Committee) (2001)
Guidelines for the Assessment and Cleanup of Cattle Tick Dip Sites for Residential Purposes (NSW Agriculture and CMPSandF) (1996)
Hexachlorobenzene Waste Management Plan (ANZECC) 1996
Load Reduction Agreements – Freeing Funds for Environmental Improvements (2005)
Medical Examinations of Commercial Vehicle Drivers (National Road Transport Commission
Minimum Construction Requirements for Water Bores in Australia Edition 2 (Land and Water Biodiversity
National Environment Protection (Assessment of Site Contamination) Measure 1999
National Guidelines For Beef Cattle Feedlots in Australia (Agricultural Council of Australia and New Zealand)
(1992)
National Protocol: Approval/Licensing of Trials of Technologies for the Treatment/Disposal of Schedule X
Wastes (ANZECC) (1994)
National Protocol: Approval/Licensing of Commercial-Scale Facilities for the Treatment/Disposal of Schedule
X Wastes (ANZECC) (1994)
National Strategy for the Management of Empty Unwanted Farm Chemical Containers (ANZECC) (1997)
Organochlorine Pesticides Waste Management Plan (July 1999)
Site-specific Emission Factor Guidance (2001)
Specification for Segregation Devices for the Transport of Dangerous Goods (Commonwealth Department of
Transport and Regional Services) (2000)
Specifications for Intermediate Bulk Containers for the Transport of Dangerous Goods (Federal Office of
Road Safety) (1997)
State Disaster Plan [Displan] (State Emergency Management Committee) (2000)
Technical Basis for Guidelines to Minimise Annoyance Due to Blasting Overpressure and Ground Vibration
(ANZECC) (1990)
Technical Basis for the Regulation of Noise Labelling of New Grass-Cutting Machines (AEC 1988)

POLICY STATEMENTS/STRATEGIES
Action for Air 2006 (update)
Corporate Environmental Reporting: Why and How (1997)
Extended Producer Responsibility Priority Statement (2005/06)
Hunter River Salinity Trading Scheme – Working Together to Protect River Quality and Sustain Economic
Development (2003)
Local Planning for Healthy Waterways using NSW Water Quality Objectives 2006
Marine Water Quality Objectives for NSW Ocean Waters – South Coast 2005.
Marine Water Quality Objectives for NSW Ocean Waters – Sydney Metropolitan and Hawkesbury-Nepean
2005.
Using the ANZECC Guidelines and Water Quality Objectives in NSW 2006.
DEC “Adapting to Climate Change: Impacts on Biodiversity”
State of the Environment Report 2006

SECTION 2: STATEMENT OF AFFAIRS
DEC’s Statement of Affairs was published in its 2005-2006 Annual Report. DECC’s statement of affairs will
be published in its 2006-07 Annual Report
DEC’s Statement of Affairs and Annual Report can be downloaded from the website www.environment.nsw.
gov.au.
SECTION 3: CONTACT ARRANGEMENTS

Many of DECC’s key documents and publications are available on its website www.environment.nsw.gov.au. Other contact arrangements follow:

Environment Protection documents

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

Level 15
59-61 Goulburn Street
Sydney NSW 2000

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

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

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

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

Parks and Wildlife documents

General enquiries can be referred to the Information Centre:

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

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

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

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

Botanic Gardens Trust documents

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

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

Freedom of Information Act 1989

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

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

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

SECTION 1 – POLICY DOCUMENTS

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

Publications
Statement of Corporate Intent
Annual Reports
Community & Environment Reports
Environmental Brochure
Eraring Power Station Brochure
Ash Disposal Project
Environmental Assessment Eraring PS Upgrade Project

Fact Sheets
Wind Farm
Shoalhaven Scheme
Emissions
Land Management
Cooling Water
Bushfires
Foam
Turtles
Taprogge Balls

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

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

or post to:
Eraring Energy
PO Box A2238
Sydney South NSW 1235
FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)

SUMMARY OF AFFAIRS
of the
NSW FOOD AUTHORITY
FOI Agency No. 43

SECTION 1 – POLICY DOCUMENTS

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

The Authority administers the regulatory framework for industry to produce safe and correctly labelled food by administering the NSW Food Act 2003 and its subordinate regulation, Food Regulation 2004. The Authority develops NSW food safety schemes, in consultation with consumer and industry stakeholders and contributes to the development of national food standards in the Food Standards Code.

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

**General and Policy Documents**

- Strategic Plan
- Annual Report 2005/06
- Brochure “A profile of the NSW Food Authority”
- Memorandum of Understanding between Department of Health and NSW Food Authority
- Memorandum of Understanding between Department of Primary Industries and NSW Food Authority
- Memorandum of Understanding between the Commissioner of Police and the Director-General of the NSW Food Authority
- Memorandum of Understanding between the New Zealand Food Safety Authority and the NSW Food Authority
- Toward a strong food regulation partnership – A directions paper for State and Local Government
- NSW Food Regulation Partnership – Issues and Options
- NSW Food Regulation Partnership – Blueprint
- Service Level Agreement with Sydney West Area Health Service for the provision of food testing services
- Facts Sheets
- Media Releases
- *Foodchain* (electronic newsletter)
- Corporate profile ‘z card’
- Code of Conduct
- Fraud and Corruption Control Prevention Policy
- Occupational Health and Safety Policy
- Occupational Health and Safety Consultation Arrangement
- Return to Work and Injury Management Program
- Information paper “A New Approach to Food Safety”
- Science and Research Activities in the NSW Food Authority – A Directions Paper
- Delegations under the Food Act 2003
- Procedure for approving analysts under the Food Act 2003
- Policy on naming businesses in survey reports
- Food Safety Program Template – New Scheme Development
- General Guidelines for Food Safety Programs – New Scheme Development
- Compliance and Enforcement Policy
- Complaints Policy
- Monthly Food Safety News for Local Councils newsletters
- Draft Information package on the Food Regulation Partnership for councils
Industry Specific Documents

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

Transport
Code of Practice for the Transport of Primary Produce and Seafood

Health Care
Food Safety (Baseline) Survey of NSW Hospital and Aged Care Businesses – Summary
Industry Guide to Developing a Food Safety Program (Hospitals and Aged Care)
Audit Guidelines (Hospitals and Aged Care)
Hospital and Aged Care Food Safety Audit Trial Project – Summary
Industry Newsletters

Dairy Industry
Dairy Test Manual
NSW Dairy Manual
Code of Practice for the Collection of Milk from Dairy Farms
Code of Practice for Dairy Buildings
Code of Practice for Dairy Buildings (Goat/Sheep Farms)
Code of Practice for Milk Distributing Depots
Industry Guide to Developing a Food Safety Program for Goat Milk Processors
NSW Dairy Manual – including Dairy Farmer (Goat/Sheep Milk), Unpasteurised Goat Milk Producer, Dairy Produce Factory (Goat/Sheep Milk)
General Circulars
Memorandum of Understanding between SafeFood and Australian Quarantine and Inspection Service (AQIS):
   Dairy Export Inspections

Meat Industry
NSW Standard for Construction and Hygienic Operation of Retail Meat Premises
Guide to Food Safety Programs for a Retail Meat Premises
Memorandum of Understanding between SafeFood and Australian Quarantine and Inspection Service (AQIS):
   Audit of Export Registered Poultry Meat Processing Premises – November 2000
Memorandum of Understanding between SafeFood/NSW Health/Local Government and Shires Associations:
   Food Safety Responsibilities for Retail Meat Premises – August 2000
Memorandum of Understanding between NSW Food Authority and Department of Environment and Conservation (National Parks and Wildlife Service) Rationalisation of Inspection Services for Kangaroo Field Chillers.
General Circulars
Meat Industry Levy brochure

Seafood Industry
Environmental Sampling Procedures (Shellfish and Water).
NSW Shellfish Program Operations Manual
NSW Aquaculture Shellfish Harvest Area Water Bacteriology and Phytoplankton Survey Data
Metal Contamination of Major NSW Fish Species Available for Human Consumption
Code of Practice for Depuration of Oysters in NSW
Code of Practice for Commercial Fishers
Code of Practice for Seafood Handling Premises
Guideline for Seafood Retailers – Compliance with the Food Standards Code
Food Safety Program for Farmed Oysters
Food Safety Program for Oyster Processors
Food Safety Program for Commercial Fishers
Food Safety Program for Fishing Co-operatives
Food Safety Program for Seafood Storage Facilities
Food Safety Program for Seafood Processors
Food Safety Program for Aquaculture (Live and Whole fish; Chilled fish; and Prawns)
Food Safety Program for Wild Shellfish Harvest
Food Safety Program for Wet Storage of Bi-valve Shellfish
Guidelines for Wet Storage of Bi-valve Shellfish
Shellfish Harvest Area Sanitary Survey Reports
Shellfish Harvest Area Management Plans
NSW Shellfish Program Marine Biotoxin Management Plan
NSW Shellfish Program Coordinators’ Handbook
SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

A fee is charged for the following documents:

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

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

NSW FOOD AUTHORITY OFFICES

Head Office

6 Avenue of the Americas
Newington NSW 2127
PO Box 6682,
Silverwater NSW 1811
Office Hours: Monday to Friday 8.30 am to 5.00 pm.
Switchboard: (02) 9741 4777
Facsimile: (02) 9741 4888
email contact@foodauthority.nsw.gov.au
Internet http://www.foodauthority.nsw.gov.au

Consumer and Industry Helpline

Hours: Monday to Friday 8.30 am to 5.30 pm
Phone: 1300 552 406 (local call Australia-wide)
Fax: (02) 9647 0026
email: contact@foodauthority.nsw.gov.au

The NSW Food Authority also has regional offices in Taree, Maitland, Lake Illawarra, Wagga Wagga, Coffs Harbour, Dubbo, Wollongbar and Queanbeyan.
FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)

SUMMARY OF AFFAIRS
of the
GREYHOUND AND HARNESS RACING REGULATORY AUTHORITY

SECTION 1 – POLICY DOCUMENTS

The following documents “policy documents” as defined in the Freedom of Information Act are held by the Authority:

• Animal Welfare Policy (Greyhounds)
• Harassment Policy
• Responsible Gambling Policy
• Hot Weather Policy (Greyhounds)
• Hot Weather Policy (Harness)
• Waste Management Policy
• Rules of Greyhound Racing
• Rules of Harness Racing
• Communication Devices
• Internet Policy
• OHandS Policy
• FOI Guidelines
• Privacy Management Plan
• Codes of Conduct for Authority Members and Employees
• Service Guidelines
• Anti-Corruption and Fraud Control Plan
• Conflicts of Interest Policy
• Grading Policy (Greyhounds)
• Handicapping Policy (Harness)
• Ethnic Affairs Priorities Statement
• Decisions of the Greyhound Racing Appeals Tribunal
• Decisions of the Harness Racing Appeals Tribunal
• Decisions of the Greyhound and Harness Racing Appeals Tribunal
• Annual Reports (Hard Copies) are available for $25 each.

The Authority also maintains many internal policy documents outlining the rights and responsibilities of staff in relation to the methods and standards of conduct and operation expected of public servants.

SECTION 2 – STATEMENT OF AFFAIRS

The Authority’s most recent Statement of Affairs was published in its 2006 Annual Report. It may be accessed at www.gra.nsw.gov.au or a copy obtained at the Authority’s offices.

SECTION 3 – CONTACT ARRANGEMENTS

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

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

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

19 Queen Street
Auburn NSW 2144

Hours: 8.45am-4.45pm, Monday to Friday

The telephone switchboard is staffed at all times.
FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)

SUMMARY OF AFFAIRS
of the
NEW SOUTH WALES DEPARTMENT OF HEALTH

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

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

Enquiries
For further enquiries, please contact:
  FOI Coordinator
  NSW Department of Health
  Locked Mail Bag 961
  North Sydney NSW 2059
  Telephone: (02) 9391 9000

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

For a list of policy documents held by these agencies, please contact the appropriate agency as listed in section 7 of this document.

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

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

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

To access unpublished documents held by the Department, please apply in writing to the Department’s FOI Coordinator, at the address listed in section 2 (above). Please also contact the FOI Coordinator for any further enquiries.
SECTION 1 – DOCUMENTS HELD BY THE NEW SOUTH WALES DEPARTMENT OF HEALTH

For all publications listed below, copies are available on the Department’s website unless otherwise indicated.

CORPORATE COMMUNICATIONS

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


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

HEALTH SYSTEM SUPPORT DIVISION

Corporate Governance and Risk Management

- Fraud Control Strategy – Department of Health, NSW (Central Admin) (PD2005_059)
- Improper Conduct – Procedures for Recruitment/Employment of Staff and Other Persons (PD2005_109)
- Corrupt Conduct-Reporting Possible Corrupt Conduct to the Independent Commission Against Corruption (PD2005_173)
- Employment Screening of Staff and Other Persons in Child Related Areas – Policy and Procedure (PD2005_177)
- Risk Assessment Arising from Criminal Charges/Convictions (Policy and Procedure Compliance of) (PD2005_193)
- Child Related Employment – Determination (PD2005_196)
- Conflicts of Interest in the Public Health System (PD2005_469)
- Policy, Guideline and Information Bulletin Distribution System for the NSW Department of Health (PD2005_481)
- Audit Committees – Remuneration for Independent Members – Area Health Services (PD2005_616)
- Child Related Allegations, Charges and Convictions Against Employees (PD2006_025)
- Criminal Allegations, Charges and Convictions Against Employees (PD2006_026)

The following manuals are available to the public at a cost of $100.00:

Public Service Manuals

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

Health Services and Public Hospital Manuals

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

Copies of the above manuals can be obtained from the Corporate Governance and Risk Management Branch (02) 9391 9000 or from the Department website.

Asset and Contract Services

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

Documents available free of charge
• Asset Management – Government Construction Projects (PD2005_195)
• Asset Management – Government Construction Projects (PD2005_191)
• Capital Works Administration Costs – Capital Works Procedure No.12 (PD2005_046)
• Capital Works Procedure No.18 (CWP 18) Asset Maintenance Planning (GL2005_009)
• Colour and Colour Consultants in Health Care Building Projects – Use of (GL2005_010)
• Construction Procurement Policy (PD 2005_373)
• Danger Tags in Hospitals – Use of (PD2005_001)
• Disposal of Surplus Goods, Obsolete/Unserviceable Stores (Excluding Motor Vehicles) (PD2005_329)
• Environmental Planning and Assessment Act 1979 – Section 94 Contributions for Health Works (PD2005_041)
• Environmental Planning and Assessment Act 1979 – Section 94 Contributions for Health Works (PD2005_041)
• Equipment – Removal from Departmental Premises – Departmental (Central Admin) (PD2005_058)
• Facility Planning Manual (The Process of) (PD2005_050)
• Fire Safety in Health Care Facilities – Guidelines (2005_336)
• Health Facility Guidelines – NSW Department of Health (GL2005_052)
• High Environmental Performance for Buildings (PD2005_306)
• Improved Access to Health Care Facilities (PD2005_077)
• Lease Arrangements and Government Policy Relating to Procurement of Office Accommodation (PD2005_297)
• Maintenance of Anaesthetic Machines (PD2005_022)
• Medical Helipads – Guidelines (PD2005_128)
• Nylon Carpets in Health Care Buildings – Use of (PD2005_080)
• Office Accommodation Policy – Public Health Organisations and Ambulance Service (PD2005_576)
• Preparation of Conservation Management Plans During Capital Project Planning (PD2005_331)
• Private Sector Financing of Government Facilities Barter Transactions (PD2005_172)
• Privately Owned Equipment – Inspection and Testing (GL2005_003)
• Property Disposal Reforms – Premier’s Memorandum No.2003-3 (PD2005_302)
• Purchase and Installation of (Non Ethylene Oxide) Sterilising Equipment and Products (PD2005_055)
• Relations with Commonwealth Government’s Construction Industry Development Agency (CIDA) (PD2005_052)
• Release of the Health Facility Guideline – Safety and Security as a Working Draft (PD2005_293)
• Rental and Management Aspects of Public Sector Housing (PD2005_089)
• Requirements for the Provision of Cold and Heated Water (PD2005_344)
• Siemens Ultratherm Diathermy Units – Insulation of High Tension Cables (PD2005_003)
• State-wide Management Movable Heritage in NSW Public Health System/Health/Medicine Collections Policy (PD2005_401)
• Submission of Building and Development Applications (PD2005_036)
• Types of Fire Extinguishers to be used in Health Care Facilities (GL 2005_047)

Documents available via http://www.healthfacilityguidelines.com.au
• NSW Health Facility Guidelines are now part of Australasian Health Facility Guidelines. On 22 December 2006 the Director General NSW Health approved the adoption and use in NSW of the newly developed Australasian Health Facility Guidelines (AUS HFG).
  • Part A – Introduction and Instructions for Use
- Part B – Health Facility Briefing and Planning
- Part B – Ambulatory Care
- Part B – Community Health
- Part B – Emergency Unit
- Part B – Inpatient Unit
- Part B – Intensive Care
- Part B – Child and Adolescent Mental Health
- Part B – Psychiatric Emergency Care Centre
- Part B – Acute Adult Mental Health and PICU
- Part B – Ambulatory Mental Health Unit
- Part B – Rehabilitation/Allied Health Unit
- Part B – Clinical Information Unit
- Part B – Medical Imaging, NICU/SCU
- Part B – Maternity Unit
- Part B – Paediatric/Adolescent IPU
- Part B – Pharmacy Unit
- Part B – Renal Dialysis Unit
- Part B – Operating Unit
- Part C – Design for Access, Mobility, OHS and Security
- Part D – Infection Prevention and Control
- Part F – Furniture Fittings and Equipment
- Part F – Operational Commissioning
- Standard Facility Cost Planning Guidelines
- TS11, Engineering Services and Sustainable Development

Corporate Personnel Services
- Flexible Work Locations Policy – NSW Department of Health (PD2005_318)
- Grievance Resolution (Workplace): for the NSW Department of Health and Public Health Organisations (PD2005_584)
- Job Evaluation Policy – Central Office (PD2005_150)
- NSW Department of Health Protected Disclosures Policy (PD2005_263)
- NSW Department of Health – Work and Family Room Policy (PD2005_310)
- NSW Department of Health Restructuring Procedures (PD2005_321)
- Public Sector Employees contesting elections (PD2006_040)
- NSW Department of Health Alcohol and Other Drugs Policy (PD2005_148)
- Code of Conduct – NSW Health (PD2005_626)
- Freedom from Harassment – Policy and Procedures (PD2005_577)
- Statement on Bullying, Harassment and Discrimination -Joint Management, PSA and Nursing Association Statement (PD2005_250)
- Mature-Aged Workforce Policy (PD2005_137)
- Policy and Procedure – Employment Screening of Staff and Other Persons in Child Related Areas (PD2005_177)
- Risk Assessments Arising from Criminal Charges/Convictions (Policy and Procedure Compliance of) (PD2005_193)
- Employment of People with Disabilities in DoH, AHS’ and Public Hospitals (PD2005_032)
- Secondment or Use of the Services of Health System Employees by the Department (PD2005_340)
- Induction Program – NSW Department of Health (PD2005_244)
- Learning and Development Policy – NSW Department of Health (PD2005_255)
- Provision of First Aid Facilities and Personnel (PD2005_351)
- Accessing Leave Entitlements and Flexible Work Arrangements to Observe Religious Duties – 2005 (PD2006_004)
- Department of Health Recruitment Resources (PD2005_639)
- Paid Trade Union Leave (PD2005_428)
- Salary Increase for NSW Health Department Staff Employed under Public Service Awards Covered by PSA (PD2005_467)
- NSW Department of Health -Staff Exit Information (Procedures for the Collection of) (PD2005_232)
- Using Language Services to overcome Communication Barriers (GL2005_050)
- Hazardous Substances and Dangerous Goods in NSW Health – Guidelines for Safe Use (GL2006_010)
Nursing and Midwifery Office

- Nursing and Midwifery Office Newsletter (March 2007)
- Stress Management for Nurses (2006)
- First report on the models of care project – Models of Care Roadshow (February-April 2005)
- NSW Area Director of Nursing Strategic Plan to Develop the Nursing and Midwifery Workforce in NSW (2003/2004)
- NSW Recruitment and Retention of Nurses Progress Report (2002)
- Profile of the Nursing Workforce 2002
- NSW Ministerial Standing Committee on the Nursing Workforce Action Plan (2001)
- Profile of the Nursing Workforce 2001
- Profile of the Nursing Workforce in NSW, 2000 (please note this is a large publication and has been divided into 3 parts)
  - Part 1 – Introduction and Characteristics of Nurses in NSW
  - Part 2 – Nursing Workforce Tables
  - Part 3 – Trend Tables
- A Project Report to the Nurses Registration Board of NSW on the Development of “Guidelines for Registered and Enrolled Nurses Regarding the Boundaries of Professional Practice” (1999)
- Profile of the Nursing Workforce in NSW 1999
- Profile of the Registered and Enrolled Nurse Workforce NSW (1998)
- Innovative Nursing Practice Seminar – Foreword (1997)
- Innovative Nursing Practice Seminar – List of Presenters (1997)
- Nurse Recruitment and Retention Taskforce – Background (1996)
- Nurse Practitioner Project Stage 3 (1995)
- Midwifery Taskforce – Background (1995)
- Nurse Practitioner Project – Stage Two – Volumes One and Two – Executive Summary and Recommendations (1993)

Employee Relations

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

- A framework for managing the disciplinary process in NSW Health (PD2005_225)
- Access to reduced hours for staff (including managers and supervisors) following maternity leave (PD2005_154)
- Accessing leave entitlements and flexible work practice arrangements to observe religious duties (PD2006_004)
- Annual leave (PD2006_089)
- Apprentice tradesmen – recognition of pre-employment courses (PD2005_016)
- Best practice guidelines for including health and safety in the engagement, management and evaluation of contractors in Health Services (PD2005_227)
- Bullying, harassment and discrimination: joint management and employee association statement (PD2005_223)
- Chaplaincy services to the NSW Health system (PD2005_123)
- Chaplains subsidy (PD2007_007)
- Charging of commission by Health Services from salaries and wages of employees (PD2005_185)
- Continuing Education Allowances for NSW Health Service Nurses and Midwives (PD2007_027)
• Creation and grading of positions for clerical and administrative support staff in community health centres – public health organisations (PD2005_445)
• Creation and grading of positions in Area Health Services/public hospitals (PD2005_035)
• Delegation of authority – determination of gradings – Hospital Secretaries (State) Award and Public Hospital (Medical Superintendents) Award (PD2005_435)
• Department of Health manual handling numerical profile (PD2005_118)
• Devolution of industrial relations responsibilities to Area Health Services (PD2005_061)
• EEO program minimum standards for Area Health Services and the NSW Ambulance Service (PD2005_145)
• Effective incident response: a framework for prevention and management in the Health workplace (PD2005_234)
• Effective workplace grievance resolution: policy and better practice (PD2005_584)
• Effectively communicating the NSW Health code of conduct (PD2005_627)
• Employee assistance programs: NSW Health policy and best practice programs (PD2005_568)
• Employer contributions for First State Super and complying accumulation superannuation schemes (PD2005_350)
• Employment health assessment policy and guidelines (PD2005_186)
• Executive Performance Management – NSW Health (PD2006_083)
• Family and Community Services Leave and Personal/Carer’s Leave (PD2007_031)
• Flexible work practices policy (PD2005_087)
• Guidelines and training competencies for the handling of cytotoxic drugs and related waste in NSW health care establishments (PD2005_081)
• Guidelines for provision of work experience programs in NSW public health system (GL2005_020)
• Health Managers level 5 and above – approval for an allocated day off (PD2005_549)
• Health Service boards, Chief Executive Officers and other employees of Health Services are not permitted to offer over-award salaries (PD2005_334)
• Health Services staff with possible exposure to severe acute respiratory syndrome (SARS) (PD2005_309)
• Incremental salary progression for part-time employees in public health organisations and the Health Administration Corporation (PD2005_456)
• Industrial consultative arrangements – public health organisation (PD2005_397)
• Learning and Development Leave Policy (PD2006_066)
• Leave Administration (PD2006_093)
• Leave entitlements and flexible work arrangements to observe religious duties 2007 (PD2007_004)
• Leave without pay – (PD2006_91)
• Long service leave entitlements for permanent part-time employees (PD2005_440)
• Long service leave – (PD2006_092)
• Management development strategy for NSW Health (PD2005_112)
• Managing displaced employees (PD2005_517)
• Managing displaced employees (PD2005_104)
• Managing employment, promotion and transfer where employees are closely related or have a close personal relationship (PD2005_201)
• Managing for performance: a better practice approach for NSW Health (PD2005_180)
• Managing overpayment of salaries and wages for Health Service and public hospital employees (PD2005_160)
• Managing sick leave – Policy, Procedures and Eligibility (PD2006_063)
• Managing workplace issues for transgender people (PD2005_165)
• Mature-aged workforce policy (PD2005_137)
• Medical officer secondments accounting arrangements (PD2005_005)
• NSW Health code of conduct (PD2005_626)
• NSW Health policy and procedures for injury management and return to work (PD2005_328)
• NSW Health training program – A safer place to work: preventing and managing violent behaviour (PD2005_316)
• Occupational Health and Safety and Injury Management Profile (PD2007_030)
• Occupational health and safety issues associated with the management of bariatric (severely obese) patients (GL2005_070)
• Official travel (PD2005_619)
• Orientation policy for NSW Health (PD2005_187)
• Out of pocket expenses and Christmas season parties (PD2005_114)
• Paramedic Ambulance Officers – conditions of employment – undertaking clinical training (PD2005_544)
• Participation at external seminars (PD2005_356)
• Payment of shift penalties and other work related allowances whilst subject to misconduct/other disciplinary inquiries (PD2005_095)
• Payment of Visiting Medical Officers in Rural Doctors’ Settlement Package Hospitals’ Indexation of Fees from 1 August 2006 (PD2007_001)
• Payroll Procedures – 38 Hour Working Week – Allocated Days Off, Annual Leave and Debiting of Leave (PD2006_094)
• Policy and best practice guidelines for the prevention of manual handling incidents in NSW public Health Services (PD2005_224)
• Policy and guidelines for the development of protected disclosures: procedures in Health Services (PD2005_135)
• Policy and guidelines for the safe handling of glutaraldehyde in NSW public health care facilities (PD2005_108)
• Policy and guidelines for the safe use of hazardous substances in NSW public health care facilities (GL2006_010)
• Policy framework and guidelines for the prevention and management of latex allergy (PD2005_490)
• Policy on employment of people with physical disability in the Department of Health, Area Health Services and public hospitals (PD2005_032)
• Pre-employment screening of security staff – procedures (PD2005_326)
• Private practice by Resident Medical Officers and Registrars in Public Hospitals (PD2005_018)
• Privacy of personnel information on aboriginal staff and clients (PD2005_236)
• Protecting people and property: NSW Health policy and guidelines for security risk management in health facilities (PD2005_339)
• Provision of first aid facilities and personnel (PD2005_351)
• Public authorities superannuation act – definition of salary (PD2005_025)
• Public sector employees contesting elections (PD2006_040)
• Qualifications for senior financial management and accounting positions (PD2005_169)
• Recognition of service for salary purposes in public health organisations and Ambulance Service (PD2005_569)
• Recruitment and Selection Policy and Business Processes – NSW Health Service (PD2006_059)
• Registration of professional personnel (PD2005_013)
• Reimbursement of child care costs for Health Service board members (PD2005_111)
• Reimbursement of licence fees for security officers required to hold a security licence (PD2005_226)
• Right of private practice – allied health professionals (PD2005_317)
• Salaried diagnostic specialists rights of private practice in respect of compensable patients (PDD2005_007)
• Salaried Senior Medical Practitioners and rights of private practice – disbursement funds from No. 2 accounts (PD2005_324)
• Salary sacrifice for superannuation (GL2005_058)
• Secondment of resident medical staff to NSW hospitals – guidelines (PD2005_458)
• Security improvement assessment tool (PD2005_551)
• Senior Executive Service – notional salary (PD2005_144)
• Skilled tradesman employed in 2nd and 3rd schedule hospitals – explosive power tools licence (PD2005_477)
• Special Leave (PD2006_095)
• Staff establishments – second and third schedule hospitals (PD2005_479)
• Staff Mobility (PD2006_096)
• Staff Specialists’ training, education and study leave (TESL): New funding entitlement 2006-2007 (PD2006_067)
• Staff Specialists’ private practice arrangements – Reimbursement – Medical Indemnity Payments (PD2006_047)
• TESL travel for Salaried Senior Medical Practitioners (PD2005_305)
• Trade union activities – (PD2006_097)
• Use of Departmental motor vehicles – Environmental health officers (PD2005_040)
• Use of motor vehicles within NSW Health (PD2007_029)
• Visiting Dental Officers’ Remuneration and Contract Requirements (PD2007_021)
• Visiting medical Officers’ remuneration (PD2007_032)
• WorkCover NSW reporting requirements: occupational exposures to blood-borne diseases (PD2005_354)
• Worker’s compensation claims for non-inpatient treatment of hospital employees (PD2005_017)
• Workforce learning and development strategy for NSW Health (PD2005_113)
• Workplace health and safety: policy and better practice guide (PD2005_409)
• Zero tolerance response to violence in the NSW Health workplace (PD2005_315)
Finance and Business Management

- Capital Assets Charging Policy (October 2001)
- Operations Guidelines, Non-Government Organisations Grant Program
- Revenue Best Practice Policy (2003)
- Stage 2 Revenue Best Practice Policy (2004)
- The Explanation Document (Medical Indemnity Cover for Visiting Medical Officers)
- Superannuation Guarantee Contribution for Sessional Interpreters (PD2007_028)

Legal and Legislative Services

- Policy on Intellectual Property arising from Health Research (PD_2005_370)
- Provision of Pathology Services to Private In-patients in Public Hospitals (PD_2005_381)
- Private Cord Blood Banking (PD_2005_394)
- Patient Information and Consent to Medical Treatment (PD_2005_406)
- Subpoenas (PD_2005_405)
- Prosecution Policy and Guidelines (PD_2005_322)
- Legal Matters of Significance to the Government (PD_2005_182)
- Advertising of Private Injury Services by Lawyers in Hospital (PD_2005_251)
- Extinction of Life and Certification of Death (PD_2005_488)
- Release of Assets of Deceased Patients (PD_2005_492)
- Visiting Medical Officers (Honorary Medical Officers) Contract of Coverage
- Mental Health Agreements between NSW and other States concerning Civil Patients (Victoria, Queensland and ACT) and Absconding Forensic Patients (Victoria and Queensland).
- Review of the Human Tissue Act 1983:
  - Discussion Paper – Assisted Reproductive Technologies (October 1997)
  - Discussion Paper – Organ and Tissue Donation and Use and Post Mortem Examination (October 1999)
- Review of the Mental Health Act 1990:
  - Discussion Paper 1: Carers and Information Sharing (February 2004)
  - Discussion Paper 2: The Mental Health Act 1990 (July 2004)
  - Exposure Draft Bill (August 2006)
  - Report of the Review of the Mental Health Act (August 2006)
- Review of the Nurses Act 1991:
- Review of the Nursing Homes Act 1988:
  - Issues Paper – Review of the Nursing Homes Act 1989 (June 2000)
- Review of the Podiatrists Act 1989:
- Review of the Private Hospitals and Day Procedure Centres Act 1988:
- Review of the Public Health Act 1991:
  - Issues Paper – Review of the Public Health Act 1991 (September 1999)
- Regulatory Impact Statements:
  - Code of Practice for the Fluoridation of Public Water Supplies
  - Fluoridation of Public Water Supplies Regulation 2007
  - Regulatory Impact Statement for the Optical Dispensers Regulation 2007
  - Optical Dispensers Regulation 2007
  - Regulatory Impact Statement for the Dental Technicians Registration Regulation 2003
  - Regulatory Impact Statement for the Medical Practice Regulation 2003
  - Regulatory Impact Statement for the Nurses Regulation 2003
  - Regulatory Impact Statement for the Dental Practice Regulation 2003
  - Regulatory Impact Statement for the Podiatrists Regulation 2005
  - Podiatrists Regulation 2005
- NSW Health Privacy Management Plan (PD_2005_362)
- NSW Health Privacy Manual (PD_2005_593)
Workforce Development and Leadership

- Definition of an Aboriginal Health Worker released 23/02/2005 (IB2005_001).
- Aboriginal employment strategy (PD2005_225)
- NSW Health Child Care Policy (PD2005_100)
- Junior Medical Staff Recruitment for Clinical Year 2007 – NSW Health (PD2006_056)
- NSW Health Aboriginal Workforce Development Strategic Plan 2002 – 2007
- Aboriginal and Torres Strait Islander health workforce national strategic framework
- NSW Health Workforce Action Plan 2005
- PD2007_020 Practice Oversight of Dental Therapists, Dental Hygienists and Oral Therapists in NSW
- Profile of the Medical Workforce in NSW 1999 – 2005
- Profile of the Dentist Labour force in NSW 1998 – 2004
- Profile of the Psychologist Labour force in NSW 1999 – 2003
- Profile of the Podiatrist Labour force in NSW 1999 – 2004
- Profile of the Pharmacist Workforce in NSW 1999 – 2004
- Profile of the Physiotherapist Labour force in NSW 1999 – 2003
- The Area of Need program has a designated website, which provides comprehensive information on requirements and processes involved in the declaration of Area of Need status for medical positions: http://www.health.nsw.gov.au/othp

 POPULATION HEALTH DIVISION

Centre for Aboriginal Health

- Ensuring Progress in Aboriginal Health in NSW – A Policy for the NSW Health System (1999)
- Ensuring Progress in Aboriginal Health in NSW – A Policy for the NSW Health System (1999) – A Policy Outline
- NSW Aboriginal Family Health Strategy (1995)
- NSW Aboriginal Health Revised Partnership Agreement (2001)
- NSW Aboriginal Health Strategic Plan (1999)
- NSW Health Aboriginal Health Impact Statement and Guidelines (2003)
- NSW Otitis Media Strategic Plan for Aboriginal Children – A Summary
- NSW Otitis Media Strategic Plan for Aboriginal Children – (2000)
- NSW Health – Communicating Positively – A guide to appropriate Aboriginal terminology (2004)
- Principles for Recording Aboriginal and Torres Strait Islander Origin Information of Patient and Clients (PD2005-547)
- Preferred Terminology to be Used When Referring to Aboriginal and Torres Strait Islander Peoples (PD2005-472)
- Welcome to Country Protocols Policy (PD2005-472)
- NSW Aboriginal Health Information Guidelines (1998)

Centre for Chronic Disease Prevention and Health Advancement

- Guide for the management of Nicotine Dependent Inpatients – Summary of Evidence
- Counting the Costs of Tobacco and the Benefits of Reducing Smoking Prevalence in NSW
- What licensed venues need to know – Information Kit
- Let’s take a moment – quit smoking brief intervention – a guide for all health professionals
- Childhood Obesity Summit NSW Government Response 2003
- Breastfeeding in NSW: Promotion, Protection, and Support
- Breastfeeding in NSW: Promotion, Protection, and Support – Policy at a Glance
- Eat Well NSW: Strategic Directions for Public Health Nutrition 2003-2007
- Fresh Tastes @ School NSW Healthy School Canteen Strategy – Canteen Menu Planning Guide
- Fresh Tastes @ School NSW Healthy School Canteen Strategy – Fresh Tastes Tool Kit
- Management Policy To Reduce Fall Injury Among Older People
- Aboriginal Safety Promotion Strategy
- Building Capacity to Improve Health: A Strategic Framework
- Health Promotion with Schools: A Policy for the Health System
- NSW Aboriginal Health Promotion Program: Direction Paper
- NSW Health Impact Assessment Project Report – A4 booklet
- New South Wales Implementation Plan for ABHI Priorities 1 and 3
• Notifiable Diseases Under the Public Health Act 1991 (PD2006_014)
• Supply of Rifampicin Prophylaxis to Prevent Meningococcal Disease (PD2005_163)
• Notifiable Disease Data Security and Confidentiality (PD2005_181)
• Bacille Calmette Guerin Vaccination (PD2005_208)
• Tuberculosis Related Services – Charging for (PD2005_579)
• Chemotherapy (PD2005_071)
• Tuberculosis Contact Tracing (PD2005_581)
• Tuberculosis Management of People Knowingly Placing Others at Risk of Infection – Guidelines (PD2005_068)
• Tuberculosis Screening and Protection – Health Care Worker (PD2005_209)
• Tuberculosis Health Undertakings (TBU) – Follow-Up (PD2005_075)
• Tuberculosis Infection Control (PD2005_596)
• Tuberculosis – Management of Multi Drug Resistant Tuberculosis in NSW (PD2005_159)
• Tuberculosis Management of Persons (PD2005_141)
• Tuberculin Skin Testing (PD2005_580)
• Preventive Therapy (PD2005_072)
• Tuberculosis (TB) Coordinator (AREA) Role (GL2005_031)
• Screening – Target Groups (PD2005_073)
• Tuberculosis Prevention and Control Services – Chest Clinics in NSW (The Role of) (GL2005_030)
• Tuberculosis and HIV (PD2005_076)
• Tuberculosis in Children and Adolescents (GL2005_060)
• Definition of HIV Infection and AIDS-Defining Illness

AIDS/Infectious Diseases Branch
• NSW Hepatitis C Strategy
• NSW Hepatitis C Care and Treatment Plan
• NSW HIV/AIDS Strategy 2006 – 2009: Environmental Scan
• NSW Sexually Transmissible Infections Strategy 2006 – 2009: Environmental Scan
• Needle and Syringe Program Policy and Guidelines for NSW
• NSW Immunisation Strategy 2003-2006
• Contact tracing guidelines for the sexually transmissible diseases and blood borne viruses. (PD2005_184)
• Screening for sexually transmissible diseases and blood borne viruses in pregnancy. (GL2005_024)
• HIV Antibody Testing – Counselling – Guidelines (PD2005_048)
• HIV Antibody Testing by Laboratories in NSW (PD2006_035)
• HIV Infection Management of People Who Risk Infecting Others (PD2005_258)
• HIV, Hepatitis B and Hepatitis C – Management of Health Care Workers Potentially Exposed (PD2005_311)
• Homoeopathic Immunisation (GL2005_005)
• Immunisation Mass – Poliomyelitis, Whooping Cough, Diphtheria, Tetanus, Measles, Mumps and Rubella (PD2005_033)
• Immunisation Register – Australian Childhood (PD2005_085)
• Immunisation Services – Authority for registered nurses (PD2005_229)
• Rabies Immunglobulin (RIG) and Rabies Vaccine for Post Exposure Treatment (PET) (PD2005_218)
• Human Immunodeficiency Virus (HIV) – Management of Non-Occupational Exposure (PD2005_005)
• Infection Control Management of Reportable Incidents (PD2005_203)
• Blood Alcohol and Drug Test Kits – Modification of (PD2005_572)
• Sharps Disposal by Public Hospitals/Authorised Outlets of NSW Needle and Syringe Program for Community (PD2005_262)
• Single Use Medical Devices (SUDs) Remanufacture (PD2005_399)
• Hepatitis B Vaccination Policy (PD2005_222)
• WorkCover NSW Reporting Requirements: Occupational Exposures to Blood-Borne Pathogens (PD2005_354)
• Human Immunodeficiency Virus (HIV) – Management of Non-Occupational Exposure (PD2006_005)
• Immunisation services – Authority for registered nurses (PD2005_229)
• Occupational Screening and Vaccination for selected Infectious Diseases (PD2007_006)
• Sexual Health Services (ACHS) – Accreditation Guidelines for NSW (GL2005_066)
• Sexual Health Services (QMS) – Accreditation Guidelines for NSW (GL2005_067)
• HIV Confidentiality: a guide to legal requirements (PD 2005_134)
• NSW HIV/AIDS, Sexually Transmissible Infections and Hepatitis C Strategies: Implementation Plan for Aboriginal People 2006-2009

Environmental Health Branch
• Environmental Health Branch Accident response plan (vomit in pools)
• Agreed Procedure to Issue a Transit Certificate for Transportation of a Body Overseas
• Approved Specifications for Warm Water Systems
• Blood Cholesterol and Glucose Measurement Code of Best Practice
• Bodies – Retention for Longer than Permitted in Public Health (Disposal of Bodies) Regulation 2002 (GL2006_006)
• Burials – Exemptions – Public Health (Disposal of Bodies) Regulation 2002 for Community and Religious Reasons (PD2007_004)
• Burials on Private Land – Approval by Local Authority (GL2006_008)
• Burials – Shallow Burials (PD2006_051)
• Clean Pools for Healthy Swimming brochure
• Cremation Certificates and Related Requirements (PD2006_081)
• Cremation – One Body at a Time (GL2006_018)
• Cryptosporidium contamination response plan
• Domestic Greywater Treatment Systems Accreditation Guidelines
• Fact Sheets
  • Cremation Ashes
  • Handling of Bodies by Funeral Directors During an Influenza Pandemic
• Faecal accident response plan (loose stool in a pool)
• Faecal accident response plan (solid stool in a pool)
• Greywater Reuse in Sewered Single Domestic Premises
• Guidelines for the Funeral Industry
• Guidelines on Blood Cholesterol and Glucose Measurement
• Investigation of Cases of Elevated Blood Lead levels – Guidelines for Environmental Health Officers (Contact officer: Neil Shaw 9816 0264)
• Microbial Control (PD2005_197)
• Microbial Sampling – Warm Water Systems Including Thermostatic Mixing Valves (PD2006_078)
• NSW Code of Practice for the Control of Legionnaires Disease 2nd edition, (PD2006_100)
• NSW Health Drinking Water Monitoring Program
• NSW Health Response Protocol for the Management of Coliform Bacteria in Drinking Water
• NSW Health Response Protocol – Following failure in water treatment or detection of Giardia or Cryptosporidium in drinking water
• Precautions for Schools and Child Care Centres During Boil Water Alerts
• Precautions for Swimming Pools and Spas During Boil Water Alerts
• Precautions Relating to Commercial Establishments Serving Food or Drink to the Public During Boil Water
• Procedure to Appoint Medical Referees
• Protocol for Minimising the Risk of Cryptosporidium in Public Swimming Pools and Spa Pools
• Public Swimming Pool and Spa Pool Guidelines
• Radiation Safety Guidelines – Speech Pathologists/Other Staff – Modified Barium Swallows/Fluoroscopy
• Septic Tank and Collection Well Accreditation Guidelines
• Sewage Management Facility – Treatment System Accreditation Guidelines
• Skin Penetration Code of Best Practice
• Skin Penetration Guidelines
• Steps to Healthy Swimming poster
• Using Water Header Tanks – Following boil water
• Vomit, blood and faecal accident response plan (concourse, bathroom floors and pool surfaces)
• Waste Management Guidelines for Health Care Facilities
• Water Carters (Guidelines for) – NSW Health
• Waterless Composting Toilet Accreditation Guidelines
• Water – Requirements for the Provision of Cold and Heated Water (PD2005_344)

Clinical Policy Unit
• Anaphylaxis (IB2004/2)
• Anaphylaxis Educator Contact Details (IB2004/30)
Anaphylaxis and severe allergic reactions (Fact sheet) (Dec 2003)

Peanut allergy (CHO Alert) (December 2003)

Acute management of young children and infants with gastroenteritis – clinical practice guidelines (PD2005/238)

Paracetamol Use (PD2006_004)

Paracetamol Use (CHO Alert) (Nov 2002)

Policy framework and guidelines for the prevention and management of latex allergy (PD2005/490) (under review)

Regulation of complementary health practitioners – discussion paper (September 2002)

Guideline for the management of fresh blood components (Mar 2003)

Management of fresh blood components (PD2005/261)

National Blood Authority: accountability for blood and blood products in NSW (PD2005/332)


Treatment and supply of Factor VIII to patients with Haemophilia and von Willebrands disorder (PD2005/168)

Use and retention of human tissue including organ donation, post-mortem examination and coronial matters (PD2005/341)

Coroners’ cases and amendments to Coroners Act 1980 (PD2005/352)

NSW Health Human Tissue Inquiry Line fact sheet (Feb 2003)

Do you have questions about human tissue or organs kept from a past autopsy on a family member? (Also available by contacting the Human Tissue Inquiry Line on 1800 225 822)

Acute Management of Infants and Children with Acute Abdominal Pain (PD2005_384)

Acute Management of Infants and Children with Asthma (PD2005_386)

Acute Management of Infants and Children with Bacterial Meningitis (PD2005_383)

Acute Management of Infants and Children with Bronchiolitis (PD2005_387)

Acute Management of Infants and Children with Croup (PD2005_392)

Acute Management of Infants and Children with Fever (PD2005_388)

Acute Management of Infants and Children with Head Injury (PD2005_391)

Acute Management of Infants and Children with Otitis Media (PD2005_385)

Acute Management of Infants and Children with Seizures (PD2006_023)

Acute Management of Infants and Children with Sore Throat (PD2006_019)

Rh D Immunoglobulin (Anti-D) (PD2006_074)

Blood- NAT Testing to Include Autologous Blood and Directed Donations (PD 2006_044)

Unavoidable early tracheostomy tube change (<72 hours) in the adult patient (PD2006_098)

Intravenous immunoglobulin (IVIg) – use and supply in NSW (PD2007/009)

Deceased persons in health facility mortuaries and management of health facility mortuaries (PD 2007_017)

Pharmaceutical Services Branch

Approved Systems for Recording the Supply of Substances on Prescription Generally or in an Emergency to Health Professionals (TG50/4)

Criteria for Electronic Drug Records (TG 210)

Criteria for the Diagnosis and Management of Attention Deficit Hyperactivity Disorder in Adults (TG190/3)

Criteria for the Diagnosis and Management of Attention Deficit Hyperactivity Disorder in Children and Adolescents (TG181/6)

Criteria for the Issue of Non-Handwritten Prescriptions (TG184/4)

Dispensing of HIV Specialist Drugs – Community Pharmacy Pilot – Evaluation Report

Drugs of Addiction (Schedule 8) (TG13/20)

Guide to Handling of Medications in Nursing Homes in NSW (IB 2003/10)

Guide to Poisons and Therapeutic Goods Legislation for General Sellers of Poisons – (TG9A/3)

Guide to Poisons and Therapeutic Goods Legislation for Medical Practitioners and Dentists (TG12/22)

Guide to Poisons and Therapeutic Goods Legislation for Pharmacists (TG79/27)

Guide to Poisons and Therapeutic Goods Legislation for Poisons Licence Holders (TG9/11)

Guide to Poisons and Therapeutic Goods Legislation for Veterinary Surgeons (TG74/10)

Guide to Supply by Wholesalers of Substances in Schedule 2, 3 or 4 of the Poisons List (TG191/6)

Guide to the Poisons and Therapeutic Goods Legislation – Private Hospitals and Day Procedure Centres (TG115/10)

Guide to the Requirements of Poisons and Therapeutic Goods Legislation for the Supply of Schedule 3 Substances (TG151/9)

Guidelines for the Handling of Medication in Community-Based Health Services and Residential Facilities in New South Wales (PD 2005_105)
• Guidelines for the Management of patients with Chronic Non-Cancer Pain (TG202/7)
• Guidelines for the Prescribing of Flunitrazepam (TG204)
• Guidelines for the Prescribing of Short Acting Barbiturates (TG206)
• Methotrexate – Safe Use of Oral Methotrexate (PD 2005_624)
• Opioid Dependent Persons Admitted to Hospitals in NSW – Management (PD2006_049)
• Policy on Handling of Medication in New South Wales Public Hospitals (PD 2005_206)
• Principles for the Preparation of Pharmaceuticals in Hospital Pharmacy Departments in NSW (PD2005_590)
• Recognising and Handling Drug Dependent Persons: Notes For Medical Practitioners (TG 116A/14)
• Recognising and Handling Patients Liable To Abuse Benzodiazepines: Notes For Medical Practitioners (TG199/2)
• Recognising and Handling the Misuse of Anabolic-Androgenic Steroids: Notes for Medical Practitioners (TG197/2)
• Requirements for an Authority to prescribe Drugs of Addiction under the Poisons and Therapeutic Goods Act (TG 212/2)
• Schedule 4 Appendix D Drugs (Prescribed Restricted Substances) (TG14/13)
• Section 100 Highly Specialised Drugs Program (IB 2006_046)
• Section 100 Highly Specialised Drugs Program Guidelines (PD 2005_183)
• Standing Orders for the Administration of Medication in a Public Health Emergency (PD2005_374)
• Summary of Controls on the Prescribing and Handling of Drugs of Dependence by Medical Practitioners (TG 135/8)
• Summary of Requirements for Authority to Obtain, Use or Supply Schedule 7 Substances (TG207/1)
• Supply of Methadone and Buprenorphine under the New South Wales Pharmacotherapy Drug Treatment Programs – Notes for Community Pharmacists (TG201/1)
• Trends in prescribing stimulant medication for the treatment of Attention Deficit Hyperactivity Disorder in adults (P Salmelainen)
• Trends in prescribing stimulant medication for the treatment of Attention Deficit Hyperactivity Disorder in children and adolescents in NSW (P Salmelainen)

Private Health Care Branch

• Licence Application Submission Checklist – Private Hospital
• Licence Application Submission Checklist – Day Procedure Centre
• Transfer of Licence Application Submission Checklist
• Private Hospital Neonatal Intensive Care Review Audit Tool
• Private Hospitals Regulation 1996 – Full Inspection Audit Tool
• Day Procedure Centres Regulation 1996 – Full Inspection Audit Tool
• Incident Management Audit Tool – Private Hospital and Day Procedure Centre

Centre for Epidemiology and Research

• NSW Health Model for single ethical review of multi-centre research August 2006
• HRECs Fee Policy for Review of Clinical Trials (PD2005-628)
• Operations Manual for NSW Health HRECS (GL 2005-059)
• Human Tissue: Requirements of the Human Tissue Act 1983 in relation to research and use of tissue (GL 2006-021)
• Consultation paper: Procedural documents for the NSW Health model for single review of multi-centre research: October 2006
• Inter-jurisdictional Forum. Towards timely, efficient and effective review of multi-centre clinical trials: Forum papers and outcome of discussions
• Guidelines for end-of-life care and decision making: 2005
• Using advance care directives: 2004
• Human Research Ethics Committees: Standards for Scientific Review of Clinical Trials (PD2007-035)
• Human Research Ethics Committees: National Ethics Application Form – Application within NSW Health (PD 2007-026)
• Health of the people of New South Wales—Report of the Chief Health Officer, 2006
• Health of the people of New South Wales—Report of the Chief Health Officer, 2004
• Health of the people of New South Wales—Report of the Chief Health Officer, 2002
• Health of the people of New South Wales—Report of the Chief Health Officer, 2000
• Health of the people of New South Wales—Report of the Chief Health Officer, 1997
• Health of the people of New South Wales—Report of the Chief Health Officer, 1996

The above report is also annually updated online at http://internal.health.nsw.gov.au/public-health/cho rep/toc/choindex.htm
Mothers and Babies Reports
  • 2005 Report
  • 2004 Report
  • 2003 Report
  • 2002 Report
  • 2001 Report
  • 2000 Report
  • 1999 Report
  • 1998 Report
  • 1997 Report
  • 1996 Report
NSW Midwives Data Collection 1995 report
NSW Birth Defects Register Reports for 1994 and 1995
Program for Enhanced Population Health Infostructure: Discussion Paper
Program for Enhanced Population Health Infostructure: A report of the responses to the November 2000 discussion paper
Burden of disease, New South Wales, Feasibility Report
NSW Health Survey Program
Summary of Affairs as at end June 2007


REPORTS FROM THE NSW POPULATION HEALTH SURVEY
  • 2006 Report on Adult Health in NSW
  • 2005 Report on Adult Health in NSW
  • 2004 Report on Adult Health in NSW
  • 2003 Report on Adult Health in NSW
  • 2002 Report on Adult Health in NSW
  • 1997–1998 Report on Adult Health in NSW
  • Monthly Report on Adult Health in NSW
  • 2006 Annual Report on Adult Health by Area Health Service
  • 2005 Annual Report on Adult Health by Area Health Service
  • 2004 Annual Report on Adult Health by Area Health Service
  • 2003 Annual Report on Adult Health by Area Health Service
  • 2003–2004 Biennial Report on Child Health in NSW
  • 2001 Biennial Report on Child Health in NSW
  • 2004 Triennial Report on Adult Health by Division of General Practice
  • 2002–2005 Report on Adult Aboriginal Health
  • 1999 Report on Older People’s Health in NSW

REPORTS FROM THE NSW SCHOOL STUDENTS HEALTH BEHAVIOURS SURVEY
  • NSW School Students Health Behaviours Survey: 2002 Report
  • NSW School Students Health Behaviours Survey: 2005 Report
  • Reports on monitoring population health and methodological issues
  • Trends in population levels of sufficient physical activity in NSW, 1998 to 2005
  • Strategy for population health surveillance in NSW: Discussion paper
  • Development of a chronic disease risk factor index
  • Recommendations for monitoring overweight and obesity in NSW
  • Recommendations for food and nutrition monitoring in NSW
  • Comparison of short questions relating to quantity and frequency of bread and cereal intake
  • Recommendations for short questions to assess food consumption in children in NSW health surveys
  • Surveillance of child health in NSW: Status, gaps and developments
  • Meta prevalence estimates: Generating combined prevalence estimates from separate population surveys
  • Does sampling using random digit dialling really cost more than sampling from telephone directories: Debunking the myths
  • NSW Population Health Survey: Review of weighting procedures
  • Report on question development field-testing: Cancer, injury, injury prevention, musculo-skeletal disorders, nutrition and physical activity
• Recommendations for the truncation of Body Mass Index in population data Development of the NSW Child Health Survey
• Report on the development of the NSW Child Health Survey 2001
• The NSW Health Survey Program: Overview and methods, 1996–2000
• Health surveys: Building an information base for population health in NSW
• NSW Health Survey Program: An analysis of the costs and benefits of different survey management options

NSW Public Health Bulletin

NSW Public Health Bulletin Supplements
2005
• Mothers and Babies 2004 Report
2004
• New South Wales Mothers and Babies 2003 Report
• New South Wales Adult Health Survey 2003
• The Health Behaviours of Secondary School Students in NSW 2002
• Trends in the Prescribing of Stimulant Medication for the Treatment of Attention Deficit Hyperactivity Disorder (ADHD) in Adults in NSW
• Health and Equity in New South Wales – PDF [675Kb]
2003
• The NSW Adult Health Survey 2002
• NSW Mothers and Babies 2002 Report
• An evaluation of videoconferencing Bug Breakfast
• Report on the development of the New South Wales Child Health Survey 2001
2002
• New South Wales Mothers and Babies 2001 report
• Burden of Disease, New South Wales, Feasibility Report
• New South Wales Child Health Survey 2001
• Trends in the prescribing of stimulant medication for the treatment of Attention Deficit Hyperactivity Disorder in children and adolescents in NSW
• Program for Enhanced Population Health Infrastructural Structures (PEPHI): Report of the responses to the November 2000 discussion paper
2001
• The NSW Health Survey Program: Overview and methods, 1996-2000
• New South Wales Mothers and Babies 2000 report
• New South Wales Mothers and Babies 1999 report
2000
• New South Wales Mothers and Babies 1998 report
• NSW Public Health Bulletin Discussion paper 2000
• NSW Older People’s Health Survey, 1999
• Health and Equity in New South Wales – PDF [675Kb]
• Better Health Graphs (Volume 1): A report of an experimental study to improve graph comprehension
• Better Health Graphs (Volume 2): The literature reviews

STRATEGIC DEVELOPMENT DIVISION

Mental Health and Drug and Alcohol Office
• Youth Alcohol Action Plan 2001-2005
• Heroin Overdose and Prevention Management Strategy
• Methadone/Buprenorphine Treatment Agreement
• NSW Detoxification Clinical Practice Guidelines
• NSW Methadone Clinic Accreditation Standards
• NSW Health Opioid Treatment Guidelines
• NSW Policy for the Use of Buprenorphine
• NSW Health Drug and Alcohol Plan 2006-2010
• Information for Medical Practitioners and Pharmacists on the treatment of Heroin dependence
• Rapid detoxification for Opioids (Circular 2001/17)
• A reference manual for participants – Pharmacotherapies
• NSW Health – Alcohol and other drugs policy for Nursing Practice in NSW
• Interagency Guidelines for the Early Intervention, Response and Management of Drug and Alcohol Misuse (full version).
• Interagency Guidelines for the Early Intervention, Response and Management of Drug and Alcohol Misuse (condensed version).
• NSW Health Drug and Alcohol Program Clinical Supervision Guidelines (will be completed by end of June 2006).
• NSW Health Guidelines for Consumer Participation in Drug and Alcohol Services
• Clinical Guidelines for Assessment and Management of Psychostimulant Users (2 page clinical sheet)
• National Clinical Guidelines for the Management of Drug Use during Pregnancy, Birth and the Early Development Years of the Newborn
• Community Drug Strategies: Drug Action Toolkit
• Community Drug Action: Working with the Media
• Community Drug Action: Framework for Action – NSW Drugs and Community Action Strategy
• Aboriginal Mental Health Policy: A Strategy for the Delivery of Mental Health Services for Aboriginal People in New South Wales
• Accredited Persons Handbook
• Acute Stress, Trauma and Bereavement – Information for General Practitioners
• Summary report: The management and accommodation of older people with severely and persistently challenging behaviours
• NSW Service Plan for Specialist Mental Health Services for Older People (SMHSOP) 2005-2015
• Guidelines for working with people with challenging behaviours in residential aged care facilities – using appropriate interventions and minimising restraint
• Annual Reports under Section 301 of the Mental Health Act
• 1997/98 Annual Report under Section 301 of the Mental Health Act
• 1998/99 Annual Report under Section 301 of the Mental Health Act
• 1999/00 Annual Report under Section 301 of the Mental Health Act
• 2000/01 Annual Report under Section 301 of the Mental Health Act
• A state-wide approach to measuring and responding to consumer perceptions and experiences of adult mental health services
• A state-wide approach to measuring and responding to consumer perceptions and experiences of adult mental health services
• An Intergalactic Guide to Relationships
• Better Mental Health care for you
• Care and Support Pack for Families and Friends Bereaved by Suicide
• Caring for Mental Health
• Caring for Mental Health in a Multicultural Society – a strategy for the mental health care of people from culturally and linguistically diverse backgrounds in NSW
• Consensus Guidelines for Assessment and Management of Depression in the Elderly
• Dementia Estimates and Projections, NSW and its Regions – (Note: this is a Primary Health and Community Partnerships Publication).
• Family Help Kit
• Framework for Housing and Accommodation Support for People with Mental Health Problems and Disorders
• Framework for Rehabilitation for Mental Health
• Framework for Suicide Risk Assessment and Management
• Getting in Early: A Framework for Early Intervention and Prevention in Mental Health for Young People in New South Wales
• Guidelines for the Promotion of Sexual Safety in NSW Mental Health Services
• Housing and Accommodation Support Initiative Report 1: Summary
• Improving Mental Health and Wellbeing in NSW (07 Aug 03)
  • Children of parents with mental illness
  • Improving mental health and wellbeing in NSW
  • Integrated Perinatal and Infant Care (IPC)
  • NSW Early Psychosis program
  • NSW School-Link initiative
  • NSW Parenting Program for Mental Health
  • Suicide Prevention in NSW
• Increasing Awareness of Mental Illness Among Secondary School Students
• Issues Paper for Responding to children under ten who display problematic sexualised behaviour or sexually abusive behaviour
• Joint Guarantee of Service for People With Mental Health Problems and Disorders – NSW Department of Housing, NSW Aboriginal Housing Office, NSW Health, Aboriginal Health and Medical Research Council of NSW, NSW Department of Community Services
• Literature Review: The effects of built and natural environment on mental health units for mental health outcomes and quality of life
• Local Management of Media Reporting on Suicide Deaths
• Making Mental Health Better for Children and Adolescents (Four-page brochure)
• Management of People with a coexisting Mental Health and Substance Use Disorder – Discussion Paper
• Mental Health Act Guidebook
• Mental health clinical care and prevention model: a population mental health model (Jul – 01)
• (Guidelines is currently being reviewed and has been taken off the internet) Mental Health, HIV and AIDS: A Policy Statement
• Mental health promotion in NSW. Conceptual Framework of Developing Initiatives
• (because it is not shown on the internet as this) NSW Government Response to the Select Committee Inquiry into Mental Health Services in NSW
• NSW Government Response to Tracking Tragedy 2004
• Parenting Partnerships, NSW – Resource and literature review
• Parenting Partnerships, NSW – Strategy 2002-2004
• Periodic reports on the mental health status of people in NSW are published in the Report of the Chief Health Officer in 1996 and 1998
• Police Ambulance MOU (Memorandum of Understanding) Flow Charts 2002
• Prevention Initiatives for Child and Adolescent Mental Health: NSW Resource Document
• Preventing and Managing Reported Increases in Suicide in Local Communities
• Psychostimulant Users – Clinical Guidelines for Assessment and Management
• Rural and Regional Youth Suicide Evaluation Report
• School-Link: health and education working together. School-Link Training Program Evaluation Report
• School-Link: health and education working together. School-Link Training Program Evaluation Summary of Results and Recommendations
• School-Link: Helping Adolescents with Depression and Related Disorders. Leaflet.
• Strategy for Mental Health Care: Caring for Mental Health
• Strategy: Making Mental Health Better for Children and Adolescents
• Suicide: We Can All Make a Difference, Leaflet and four page brochure
• Suicide in New South Wales: We need to Know More: the NSW Suicide Data Report
• Suicide Prevention Fact sheet in Family Help Kit
• Suicide Prevention for Older People – Training Manual
• Supporting Children after Suicide
• The NSW Government’s Plan for Mental Health Services (10 Mar 05)
• The Physical Health/ Mental Health handbook (2004)
• Triple P Procedure Manual
• Working Group for Mental Health Care in Emergency Departments Final Report and Recommendations
• Young People’s Health – Focusing on preventing mental health problems
• Your Guide to MH-OAT
• Zero tolerance zone
  • Group brochure
  • Group poster
  • Hand brochure
  • Hand poster
  • Policy and framework guidelines
• Interagency Action Plan for Better Mental Health – First Yearly Progress Report
• Implementation of NSW Government Response to the Select Committee of Inquiry into Mental Health Services in NSW – Status Report March 2007
• Review of the forensic provisions of the Mental Health Act 1990 and the Mental Health (Criminal Procedure) Act 1990 – note that this may also be reported by the Mental Health Review Tribunal and should preferably appear under their heading)
• Tracking Tragedy 2003 (First Report of the NSW Mental Health Sentinel Event Review Committee)
• Tracking Tragedy 2004 (Second Report of the NSW Mental Health Sentinel Event Review Committee)
Primary Health and Community Partnerships

- Policy for Identifying and Responding to Domestic Violence (2003)
- Adapting the Ward for People with Dementia (2003)
- Care of Patients with Dementia in General Practice – Guidelines (July 2005)
- Economic Evaluation of the NSW Hospital in the Home Pilot Project (June 2001) (Photocopy Only)
- Future Directions for Dementia Care and Support in NSW 2001-2006 – A Joint Strategy of the NSW Health Department and the NSW Department of Ageing, Disability and Home Care (Available at Web)
- Gender Equity in Health (2000)
- Guidelines for Family Care Centres in NSW (2000)
- Interpreters—Standard Procedures for Working with Health Care Interpreters (PD2006-053)
- Multicultural Health Plan
- Interagency Guidelines for Responding to Adult Victims of Sexual Assault (1995)
- NSW Government Carers Statement (October 1999)
- NSW Health Services Frontline Procedures for the Protection of Children and Young People (2000)
- NSW Health Policy on the Program of Appliances for Disabled People (2005/563)
- Oxygen and related items – arrangements for the provision (2005/589)
- Artificial Limb Service (NSW ALS) – New South Wales (2005/491)
- Prostheses, Aids, Appliances and Equipment to Patients of Public Hospitals – Charging (2005/562)
- Ageing policy is responsibility of Inter-Government and Funding Strategies
- Isolated Patients Travel and Accommodation Assistance Scheme (IPTAAS) Policy and Procedures Manual (June 2000)
- NSW Palliative Care Framework (2001)
- Strategic Directions for Refugee Health Care in NSW (October 1999)
- Moving Forward in Men’s Health (June 1999)
- Strategic Framework to Advance the Health of Women (2000)
- The Start of Good Health: Improving the Health of Children in NSW (1999) – NSW Child Health Policy

NSW Carers Action Plan PD 2007-018. Also available in hard copy and on the web
- Women’s Health Outcomes Framework (2002)
- Young People’s Health: Our Future – Policy, Summary and Seven Fact Sheets (1999)
- Neonatal Minimisation of Early Onset of Group B Streptococcal (EOGBS) Infection (C2002/28)
- Tocolytic Agents – Protocols for Administration for Threatened Preterm Labour (C2002/49)
- Postpartum Haemorrhage (PPH) – Framework for Prevention, Early Recognition and Management (C2002/99)
- Magnesium Sulphate (MgSO4) Infusion Protocol for Eclamptic Seizure Prophylaxis (C2002/27)
- Children – Clinical Care/Resuscitation/Newly Born Infant – AHS Development of Policy/Procedures (C2002/30)
- RH D Immunoglobulin (Anti D) (C2003/4)
- NSW Framework for Maternity services 2000-2005
- Guidelines for Family Care Centres in NSW (2000)
- In All Fairness-NSW Health and Equity Statement (2004)
- Adult sexual assault forensic examinations conducted by nurse examiners PD2005_614
- Clinical Practices – Adult Sexual Assault Forensic Examinations Conducted by Nurse Examiners (2005)
- Child sexual assault medical protocol 2002 (photocopy only)
• Non-English Speaking Background – Standard Procedures – Improved Access Area/Public Health Services (1987)
• Neo-natal abstinence syndrome guidelines PD2005_494
• Protecting Children and Young People PD2005_299
• Multilingual Health Resources by AHS, DoH and NGOs Funded by NSW Health (Guidelines for Production) (2001)
• Sexual Assault Services Policy and Procedure Manual (Adult) Doc No. PD2005_607
• Victims Rights Act 1996 Doc No. PD2005_287
• The Interagency Guidelines for Child Protection Intervention (2006))
• Joint Investigation Response Teams Policy and Procedures 2001 (JIRT Manual)
• Issues Paper for Responding to children under ten who display problematic sexualised behaviour or sexually abusive behaviour
• Transport for Health Policy (PD2006-068), published on 24 August 2006
• Consumer and Community Representative Selection-Guidelines (2003)
• Consumer Representatives-Working with Consumers in NSW Health, Guidelines for Secretariat (2002)
• Partners in Health: Sharing information and making decisions together. Report of the Consumer and Community Participation Implementation Group (October 2001)
• Guidelines on the Use of Therapy Companion Animals in Public and Private Hospitals
• Integrated Primary and Community Health Policy (2007-12)
• Transport for Health – Frequently Asked Questions (web only)
• Disability- people with disabilities: responding to their needs during hospitalisation PD2005_625
• Prenatal Reports (PD2007_023)
• Maternity – Timing of elective or pre-labour caesarean section (PD2007_023)
• Maternity – Public Homebirth Services (PD2006_045)
• Stillbirth – Management and Investigation (PD2007_024)
• Death – Unexpected Infant – Hospital Protocol (PD2005_493)
• Babies – Safe Sleeping in NSW Health maternity Facilities (PD2005_594)
• Breast milk – Safe Management (PD2006_088)
• Apnoea Monitors (GL2005_069)
• Circumcision of Normal Male Infants – Policy (PD2005_330)
• Adoption of a Child – Guidelines for Hospitals and Maternity Staff in Response to Parents (PD2005_545)
• First Aid Directory and Safety Tips for New Parents Kit – Distribution and Use of (PD2006_640)
• Sudden Infant Death Syndrome (SIDS) and safe sleeping for Infants (GL2005_063)
• Electronic Fetal Heart Rate Monitoring (SN008/07)
• Personal Health Record (The Blue Book) – Release of the revised version (IB2007_008)
• Having a Baby (2006)
• My First Health Record” – The NSW Child Personal Health Record (2007)

State-wide Services Development

• A Cancer Care Model for NSW (1999)
• Activity Planning Guideline for Emergency Department Services (2006)
• Activity Planning Guideline for Sub Acute Inpatient Care Services (2006)
• A Policy Framework for Medical Rehabilitation in NSW (1995)
• AIM2005 – The current software package used for projecting acute inpatient activity
• Critical Care Adult Tertiary Referral Networks – Intensive Care Default Policy (PD2006_46)
• Early Notification of Severe Trauma (2002)
• Emergency Department Service Plan (2001)
• Emergency Departments Strategic Directions (May 1997)
• Ethical Code Governing the Provision of Genetics Services (June 1998)
• Flow Info – A software package used for review of inpatient activity
• Guide for the Development of Area Health Care Services Plans
• Guide to the Role Delineation of Health Services – Rural Companion Guidelines (available for purchase) 2004
• Guidelines for the Networking of Paediatric Services in NSW (2002)
• Intensive Care Service Plan (2001)
• Intensive Care Strategic Directions (1999)
• NSW Government Response to the Report of RHICG, NSW Rural Health Plan (2002)
• NSW Guidelines for the Development of New Cardiac Catheterisation Laboratories (March 96)
• NSW Health Department Guidelines for the Hospitalisation of Children (1998)
• NSW Intensive Care Services – A Basis for Review (May 1998)
• NSW Metropolitan Critical Care Plan (November 1996)
• NSW Renal Dialysis Service Plan to 2011 (2007)
• NSW Rural Critical Care Plan (1998)
• NSW Rural Emergency Clinical Guidelines for Adults (2nd edition) 2007
• NSW Snakebite and Spiderbite Clinical Management Guidelines 2007
• NSW Trauma System Policy Review (1994)
• Operating Theatre Planning Guidelines (2007)
• Projecting Demand for Sub Acute Inpatient Activity Final Report (2006)
• Radiotherapy Management Information System (1997-2004)
• Recruitment Brochure – A Career in Medical Physicists
• Recruitment Brochure – A Career in Radiation Therapy
• Recruitment Flyer – Overseas Recruitment Program
• Review of NSW Radiation Therapist Tutor Role in NSW Area Health Services (2006)
• Same Day Surgery Policy for NSW: “What a Difference a Day can Make” (1999)
• Selected Specialty and State-wide Service Plans (2002)
• Service Planning Guideline for Intravenous Chemotherapy Services (2005)
• SiAM – Software Package Tool for Projecting Subacute inpatient activity (2006)
• State Trauma Plan (1991)
• Strategic Plan for Radiotherapy Services in NSW 1995-2000 (February 1995)
• Workload Planning for Community Based Health Services Guidelines (October 2004)

**Inter-Government and Funding Strategies**

• NSW Funding Guidelines 2006-2007
• NSW AN-SNAP Clinical Training Handbook
• Resource Distribution Formula Technical Paper 2005 Revision
• Framework for integrated support and management of older people in the NSW health care system 2004-06 [Contact officer: Ms Clare Gardiner, NSW Department of Health]

**HEALTH SYSTEM PERFORMANCE DIVISION**

**Strategic Information Management (SIM) Branch**

• Collecting Patient Registration Information Training Program
• Discussion Paper – Ethical Management of Health Information (Available from the NSW Department of Health)
• Information Management and Technology Education, Training and Development Strategy – A Strategy for NSW Healthcare Workers (Available from the Better Health Centre and the NSW Department of Health Website)
• Electronic Health Record Complaint Management Policy (www.healthelink.nsw.gov.au)
• Privacy Policy for the NSW Electronic Health Record (www.healthelink.nsw.gov.au)
• Electronic Health Record Information booklet (www.healthelink.nsw.gov.au)
• Quick reference guide for consumers (Electronic Health Record) (www.healthelink.nsw.gov.au)
• Privacy Statement (Electronic Health Record) (www.healthelink.nsw.gov.au)
Quality and Safety Branch

- Quality Framework – Annotated Bibliography Quality and Safety Branch
- Application for Qualified Privilege by a Quality Assurance Committee
- Intranet- state-wide initiatives section- No. web link available
• Safety Notice SN 003/07 Creutzfeldt-jacob disease (CJD) transmission during high risk surgical procedures
• Safety Notice SN 004/07 Shower curtains and shower tracks in mental health facilities
• Safety notice SN005/07 Therapeutic Goods Administration (TGA recalls)
• Safety notice SN006/07 Warfarin
• Safety notice SN007/07 Therapeutic Goods Administration (TGA recalls)
• Safety Alert 001/07: Fine Bore nasogastric Feeding tubes
• Safety Alert 002/07: Communication Systems
• Safety notice SN008/07 Electronic Fetal Heart Monitoring
• Safety notice SN009/07 Therapeutic Goods Administration (TGA recalls)
• 10 Tips for safer health care
• Better Practice Guidelines for Frontline Complaints Handling 1998
• National Inpatient Medication Chart Implementation Audit Report October 2006

HEALTH PROFESSIONALS REGISTRATION BOARDS

Copies of extracts of registers of:
• Chiropractors Registration Board $20.00
• Dental Technicians Registration Board $10.00
• Osteopaths Registration Board $20.00
• Optometrists Registration Board $10.00
• Optical Dispensers Licensing Board $10.00
• Physiotherapists Registration Board $10.00
• Podiatrists Registration Board $10.00
• Portfolios in Professional Practice for Registered Nurses $15.20
• Portfolios in Professional Practice for Enrolled Nurses $11.80
• Psychologists Registration Board $20.00
• Dental Board of NSW $20.00

Nurses and Midwives Registration Board


Chiropractors Registration Board

• Requirements for Registration as a Chiropractor in NSW
• Codes of Professional Conduct for Chiropractors
• Chiropractic Education and Research Grant Information
• Guide to Chiropractic Act
• Newsletter
• Annual Report 2004-2005
• Chiropractors Registration Board Privacy Statement

Dental Board

• Advertising Regulation 27
• Dental Board and Research Account
• Further Qualifications to Practice
• General Anaesthesia and Simple Sedation Regulation 34
• Infection Control Regulation Schedule 5
• Making Complaints in Relation to Dentists Section 44
• Patients Records and Radiographs Regulation 33
• Qualifications Authorised by the Board
• Registration Requirements
• Registration Under Mutual Recognition Act
• Requirements for Recognition as a Specialist

**Dental Technicians Registration Board**

• Instructions for Dental Technicians registration examination
• Information about (including application form) applying for registration
• Information about (including application form) applying for restoration
• Information for Registered Training Organisations
• Information about Professional Indemnity Insurance
• Application for a Practising Certificate as a Dental Prosthetist
• Schedule of Fees
• Annual Newsletters
• Annual Report 2005-2006

**Policies**

• Tooth Whitening and Bleaching
• Taking Impressions for Implant Retained Over-dentures
• Mouthguards
• Dental Appliance Therapy for Sleep Disorders
• Work Experience
• Immediate Dentures

**Nurses and Midwives Registration Board**

NMB update newsletter – 3 issues per year (March, July and November)

• Recognised Courses leading to Registration as a Nurse
• Guidelines for the Development of Courses leading to Registration as a Nurse
• Guidelines for Preparation of Reports in regard to Recognised Pre-registration Nursing Courses
• National Competency Standards for the Registered Nurse
• Guidelines for the Development of Courses Leading to Registration as a Midwife
• Institutions Recognised for the Purpose of Conducting Approved Courses leading to Registration as a Midwife
• Guidelines for Educational Institutions wishing to submit courses for approval with regard to the authorization of Nurse Practitioners and Midwife Practitioners
• National Competency Standards for the Enrolled Nurse
• Recognised Courses leading to Enrolment as an Enrolled Nurse
• Course Requirements for Enrolled Nurse Education
• Standards for Organisations Providing the Theoretical Education for Enrolled Nurse Education
• Standards for Organisations Providing Prescribed Examinations for Enrolled Nurses
• Standards for Organisations Providing the Clinical Education for Enrolled Nurse Education
• Approved Courses in Medication Administration
• The Administration of Medications in Residential Facilities
• Complimentary Therapies in Nursing and Midwifery Practice
• Guidelines for Registered Nurses, Registered Midwives and Enrolled Nurses regarding the Boundaries of Professional Practice
• Registered and Enrolled Nurses Employed in Non-Nursing and Allied Nursing Roles
• Code of Professional Conduct
• Impaired Nurses and Midwives
• NMB Midwifery Guidelines July 2006
• Information for Applicants for Registration or Enrolment
• Medication endorsement
• Restoration to a register or roll and restoration / enrolment with conditions
• Guidelines and information on the operation of mutual recognition in New South Wales
• Research and Development Scholarships – Guidelines for Applicants
• Nurse Practitioners and Midwife Practitioners in New South Wales Information Brochure
• Nurse Practitioner and Midwife Practitioner Application Guide
• Guidelines for Preparation of a Case Study
• Strategic Plan 2004-2007
• Code of Conduct for Members Board and committees of the Board
• Professional care and public protection through standards and regulation
• History of the New South Wales Nurses Registration Board
• Professional Conduct: A Casebook of Disciplinary Decisions Relating to Professional Conduct Matters (available online only)
• Expectations of Beginning Registered Nurses in the Workforce 1997

Information Leaflets
• Information for applicants for registration, enrolment or medication endorsement
• Restoration to a register or roll and restoration/enrolment with conditions
• Guidelines and information on the operation of mutual recognition in New South Wales
• Research and Development Scholarships – Guidelines for Applicants
• Information for applicants for authorisation as nurse practitioners

Reports
• Annual Report 2005-2006

Policy Documents
• Guidelines for the Development of Courses leading to Registration as a Nurse.
• Guidelines for the Development of Courses leading to Registration as a Midwife.
• The Administration of Medications (available on-line)
• Complementary Therapies in Nursing Practice (available on-line)
• Guidelines for Registered Nurses and Enrolled Nurses regarding the Boundaries of Professional Practice
• Registered and Enrolled Nurses Employed in Non-Nursing and Allied Nursing Roles.
• Impaired Nurses and Midwives (available on-line)
• Impaired Nurses and Midwives (to be revised)
• Course Requirements for Enrolled Nurse Education

Osteopaths Registration Board
• Code of Professional Conduct
• Privacy Policy Statement
• Code of Conduct for members of the Board and committees of the Board
• Advertising Regulations Guidelines
• Requirements for Registration as an Osteopath in NSW
• Information about (including application for) applying for registration
• Information about (including application for) applying for restoration
• Osteopaths Education and Research Grant Information
• Accreditation Policy

Optical Dispensers Licensing Board
• Guidelines for Overseas Trained Applicants
• Guidelines sheet relating to approval to Practise

Optometrists Registration Board
• Information about (including application for) applying for registration
• Information about (including application for) applying for restoration
• Information about (including application for) applying for drug authority
• Information about Professional Indemnity Insurance
• Patient Information Sheet on Plano, Novelty and Cosmetic Contact Lenses
• Code of Professional Conduct
• Schedule of Fees
• Cancelled Registrations
• Annual Report 2005-2006
• 2006 Annual Workforce Survey
• Supply of Plano, Novelty and Coloured Contact Lenses

Pharmacy Board of New South Wales
• Code of Practice for the Supply, of Beta 2 Agonist Inhalers
• Dispensing Schedule 2, Schedule 3 and Unscheduled products
• Doctor Shopping and Excessive Prescribing
• Guidelines for the Operation of Service Companies by Pharmacists
• Guidelines for Mail Order Dispensing
• Guidelines for Pharmacies in Medical Centres
• Dose Administration Aids
• Responsibility to Scrutinise and Intervene
• Alternative and complementary medicines in Pharmacy
Guidelines for Pharmacists’ Professional responsibilities in their Dealings with Private Hospitals and Nursing Homes

Impaired Health Professionals

Non Pharmacist Managers of Pharmacies

Non Prescription Supply of Schedule 3 Products

Operations of Pharmacies Without NHS, Approved Numbers

Pharmacy –Board Review Information Sheet

Policy on Price Promotion of Professional Services and Therapeutic Goods

Registration Information Sheet – Interstate and New Zealand Graduates

Registration Information Sheet, – Overseas Registration Information Sheet – University of Sydney Graduates

Remote Prescription Collection Service Guidelines

Schedule 3 – A Pharmacy Board View

Service Companies

Substitution

Owner’s Name to be displayed and name of pharmacist in charge to be displayed

Drug Register Entries

Criteria for Counselling: The Role of Counselling in error minimisation

Express Dispensing/Fast Prescription Service

Dispensing Procedures – Look-alikes and sound-alikes

Extemporaneous Dispensing Errors

Professional Liability of Partners

Managing Complaints and medication errors

Pharmacist Workloads and related stress

Maintaining the cold chain

Computer generated prescriptions

Internet Domain Name Guideline

Physiotherapists Registration Board

Policy on Physiotherapists and Sexual Misconduct Policy no. 1 Issued 1994 Revised 2006

Medicines to be Sold, Supplied or Used Therapeutically by Physiotherapists Policy no. 3 Issued 1996 Revised 2006

Policy on Professional Conduct Policy no. 4 2007

Guidelines for the application modification and removal of plasters/casts Guideline no. 2 Issued 2001 Revised 2007

Use of New or Non Traditional Interventions in Physiotherapy Guideline no. 5 2006

Code of Conduct for Board Members

Patient Statement of Rights Brochure

Information on the Ian Collier Memorial Scholarship

Frontline Complaints Handling

Getting to Know the Physiotherapists Act 2001

Annual Report of the Board

Guidelines for Examiners and Supervisors of Overseas Trained Physiotherapists

Registration Application Forms

Physiotherapists Registration Board Newsletter

Podiatrists Registration Board

Requirements for Registration as a Podiatrist in NSW

Code of Professional Conduct

Education and Research grant information

Newsletters

Annual reports

Privacy statement

Psychologists Registration Board


Psychologists and Sexual Behaviour in Professional Relationships

Complaints Handling Procedures

Registration Information Kit including Supervision Guidelines

Education and Research Grant and Scholarship Guidelines
SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT LIST

**Departmental**

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

Health System Support Division

Asset and Contract Services
NSW Department of Health
Locked Mail Bag 961
North Sydney NSW 2059
Telephone: (02) 9391 9435
9.00am to 5.00pm, Monday to Friday

Media and Communications
Publications Coordinator
NSW Department of Health
Locked Mail Bag 961
North Sydney NSW 2059
Telephone: (02) 9391 9121
8.30am to 5.30pm, Monday to Friday

Corporate Personnel Services
NSW Department of Health
Locked Mail Bag 961
North Sydney NSW 2059
Telephone: (02) 9391 9504
8.30am to 5.30pm, Monday to Friday

Shared Services Centre
NSW Department of Health
Locked Mail Bag 961
North Sydney NSW 2059
Telephone: (02) 9391 9422
8.30am to 5.30pm, Monday to Friday

Employee Relations
NSW Department of Health
Locked Mail Bag 961
North Sydney NSW 2059
Telephone: (02) 9391 9357
9.00am to 5.00pm, Monday to Friday

Executive Support Unit
NSW Department of Health
Locked Mail Bag 961
North Sydney NSW 2059
Telephone: (02) 9391 9642
8.30am to 5.30pm, Monday to Friday

Finance and Business Management
NSW Department of Health
Locked Mail Bag 961
North Sydney NSW 2059
Telephone: (02) 9391 9177
9.00am to 5.00pm, Monday to Friday
Legal and Legislative Services
NSW Department of Health
Locked Mail Bag 961
North Sydney NSW 2059
Telephone: (02) 9391 9605
8.30am to 5.30pm, Monday to Friday

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

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

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

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

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

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

Population Health Division
Aboriginal Health Branch
NSW Department of Health
Locked Mail Bag 961
North Sydney NSW 2059
Telephone: (02) 9391 9502
9.00am to 5.00pm, Monday to Friday

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

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

Health Professionals Registration Boards
Mr Jim Tzannes
Telephone: (02) 9219 0201
8.30am to 4.30pm, Monday to Friday

Chiropractors Registration Board
Ms Amanda McEacharn
Telephone: (02) 9219 0206
8.30am to 4.30pm, Monday to Friday
Dental Technicians Registration Board
Mr Michael Jaques
Telephone: (02) 9219 0207
8.30am to 4.30pm, Monday to Friday

Optical Dispensers Licensing Board
Ms Mary Shanahan
Telephone: (02) 9219 0204
8.30am to 4.30pm, Monday to Friday

Pharmacy Board of NSW
Ms Kym Ayscough
Telephone: (02) 9281 7736
9.00am to 4.30pm, Monday to Friday

Podiatrists Registration Board
Ms Amanda McEacharn
Telephone: (02) 9219 0206
8.30am to 4.30pm, Monday to Friday

Optometrists Registration Board
Mr Michael Jaques
Telephone: (02) 9219 0207
8.30am to 4.30pm, Monday to Friday

Dental Board
Ms Barbara Cameron
Telephone: (02) 9281 0835
9.00am to 4.30pm, Monday to Friday

Nurses and Midwives Reg. Board
Mr Ron Dwyer
Telephone: (02) 9219 0226
8.30am to 4.30pm, Monday to Friday

Osteopaths Registration Board
Ms Jennifer Caldwell
Telephone: (02) 9219 0246
8.30am to 4.30pm, Monday to Friday

Physiotherapists Registration Board
Ms Sue Hardman
Telephone: (02) 9219 0205
8.30am to 4.30pm, Monday to Friday

Psychologists Registration Board
Ms Mary Shanahan
Telephone: (02) 9219 0204
8.30am to 4.30pm, Monday to Friday

Area Health Services
Greater Southern Area Health Service
Ms Heather Gray
Chief Executive
Telephone: (02) 6124 9850
Facsimile: (02) 6124 9885
PO Box 1845
Queanbeyan NSW 2620

Greater Western Area Health Service
Dr Claire Blizard
Telephone: (02) 6841 2217
Facsimile: (02) 6841 2236
PO Box 4061
Dubbo NSW 2830
Hunter and New England Area Health Service
Mr Terry Clout
Chief Executive
Telephone: (02) 4921 4922
Facsimile: (02) 4921 4939
Locked Bag 1
New Lambton NSW 2305

North Coast Area Health Service
Mr Chris Crawford
Chief Executive
Telephone: (02) 6620 2899
Facsimile: (02) 6620 2166
Locked Bag 11
Lismore NSW 2480

Sydney South West Area Health Service
Mr Mike Wallace
Chief Executive
Telephone: (02) 9828 5700
Facsimile: (02) 9828 5704
Locked Bag 7017
Liverpool BC 1871

Sydney West Area Health Service
Prof Steven Boyages
Chief Executive
Telephone: (02) 4734 2120
Facsimile: (02) 4734 3734
PO Box 63
Penrith NSW 2751

South Eastern Sydney and Illawarra Area Health Service
Prof. Debora Picone
Chief Executive
Telephone: (02) 4253 4861
Facsimile: (02) 4253 4878
Level 8 Block C
Wollongong Hospital
Locked Mail Bag 8808
South Coast Mail Centre NSW 2521

Northern Sydney and Central Coast Area Health Service
Dr Stephen Christley
Chief Executive
Telephone: (02) 4320 2333
Facsimile: (02) 4320 2477
Locked Bag 2915
Central Coast Business Centre NSW 2252

State-wide Health Services
Ambulance Service of NSW
Mr Greg Rochford
Chief Executive
State Headquarters
PO Box 105
Rozelle NSW 2039
Telephone: (02) 9320 7601
Facsimile: (02) 9320 7802
Justice Health Service
Richard Matthews
Chief Executive
PO Box 150
Matraville NSW 2036
Telephone: (02) 9289 2977
Facsimile: (02) 9311 3005

The Children’s Hospital at Westmead
Dr Tony Penna
Chief Executive
Locked Bag 4001
Westmead NSW 2145
Telephone: (02) 9845 3327
Facsimile: (02) 9845 0510
FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)

SUMMARY OF AFFAIRS
of the
DEPARTMENT OF HOUSING

SECTION 1 – POLICY DOCUMENTS AND PUBLICATIONS

CORPORATE
Annual Report 2005-06
Corporate Directions 2002-2004 (on website)
Ethnic Affairs Priorities Statement – 2004-2009 EAPS Plan
NSW Government New Directions in Social Housing for Older People (on website)
Housing Today
60 Years of Public Housing
NSW Department of Housing Code of Conduct and Ethics
NSW Department of Housing Corporate Plan 2000-2003 (on website)
NSW Housing Youth Achievement awards 7 April ‘06
NSW Youth Housing Scholarships 7 April ‘06

DISCUSSION PAPERS (available on www.housing.nsw.gov.au)
National Housing Conference 1999
National Housing Conference 2001
National Housing Conference 2003
National Affordable Housing Conference 2005
Discussion Papers
Professional Policy and Practice Partnership

REPORTS AND PAPERS (available on www.housing.nsw.gov.au)
Changes to Family Payments from 1 July 2000
2003 Multilateral Commonwealth State Housing Agreement – between Commonwealth and New South Wales
NSW – Commonwealth State Housing Agreement – Bilateral Agreement 2003-04 to 2007-08
NSW Department of Housing Reconciliation Information Kit
Rip-Off to Right-on: Re-orienting project managers, service providers and builders undertaking work affecting ATSI communities
Siting and Housing: Design guidelines for siting in urban areas
2002/2003 NSW Budget Commentary on the Housing Policy and Assistance Program (available on internal website only)
2003/2004 NSW Budget Commentary on the Housing Policy and Assistance Program (available on internal website only)
2004/2005 NSW Budget Commentary on the Housing Policy and Assistance Program (available on internal website only)
2005/2006 NSW Budget Commentary on the Housing Policy and Assistance Program (available on internal website only)
2006/2007 NSW Budget Commentary on the Housing Policy and Assistance Program (available on internal website only)
Rehabilitation: new ways for older housing
A Bountiful Harvest – Community Gardens and Neighbourhood Renewal in Waterloo
High Rise Strategy Paper – May 2005

MISCELLANEOUS
Indigenous Outreach Posters – Greater Western Sydney (October 2005)
Barton Road Spring Fair flier/invite (September 2005)
Fire Week Drawing Competition (October 2005)
Rentstart By Phone
Fact Sheet and Application Forms (March 2007)

Advertising
Dubbo Public Forum (July 2005)
Expression of Interest – Asset Maintenance Services (October 2005)
Inner City Homelessness Outreach and Support Service EOI (October 2005)
Crisis Accommodation Program EOI (October-November 2005)
OCH EOI Intervention Capacity Building and Change Management (March 2006)
OCH EOI Administrators and Liquidators (March 2006)
MPD EOI Randwick Development Project (January 2007)
Sale of Marrickville Town Hall (April 2006)
Mulgum House – EOI for management of ten units (April 2006)
Open letter from Minister in Daily Liberal Newspaper re: Dubbo redevelopment (May 2006)

Fire Kit – Protect Your Mob – Protect Your Family
Fire safety information targeting tenants (June 2004)
Folder, Fridge Card, 3 x A4 posters, 1 x A3 poster, Fridge magnet

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

Helping you take the next step in your career
Aboriginal and Torres Strait Islander Mentoring Program (brochure + poster)

Aboriginal Enquiry Line
Business card, magnet and poster

After Hours Temporary Accommodation Line
Brochure and promotional card

HOME PURCHASE ADVISORY SERVICE AND MORTGAGE ASSISTANCE

Policy Documents
HomeFund Policies Manual
Mortgage Assistance Scheme Guidelines

Publications
Application for Mortgage Assistance
The A-Z of Home Purchase
Home Buyer’s Budget Planner
Home Buyer’s Checklist
Financing your Home Purchase
A Guide to the Costs of Home Purchase
Buying Land and Building a Home
Mortgage Assistance Scheme
Home Purchase Advisory Service (July 2005)
Home Purchase Assistance for Public Housing Tenants (Fact Sheet – updated August 2006)
Home Purchase Advice and Mortgage Assistance Scheme
Cost: Free
If you have any questions about the publications please contact the HCC directly on toll free 1800 806 653
Monday to Friday 8.30am to 5.00pm.

Technical Officer Recruitment Campaign
DL Brochure
Business card
Poster

Private Rental Brokerage Service
DL Brochure

Reshaping Public Housing Reforms
New South Wales Government’s Plan for Reshaping Public Housing
New South Wales Housing and Human Services Accord
**Fact Sheets**
- Paying for Water
- Changes to Rent Subsidy (October 2005)

**Stakeholder Letters**
- Letter providing general information to tenants on rent subsidy and water charges
- Letter to tenants providing details of rent and water charges
- Letter to tenants on fire safety inspections
- Letter on fire safety to external authorities
  - Councils
  - Fire Brigade
  - Emergency Services
- Letter to Water Authorities and Councils

**Fliers**
- Fliers promoting tenant information session on rent and water

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

**PRODUCT STRATEGY AND DEVELOPMENT**
- Block Booking Interpreter Service – Timetable available on www.housing.nsw.gov.au
- NSW Housing Youth Scholarships Application Form and Guide to Completing the Form
- NSW Housing Youth Achievement Awards Nomination Form and Guide to Completing the Form
- Product Development Guidelines, 2005
- Link Point Poster and Fliers 2007

**THE HOMELESSNESS UNIT**
- Joint Guarantee of Service for People with Mental Health Problems and Disorders
- Newsletter October 2003
- Newsletter June 2004
- Newsletter July 2005
- Newsletter March 2006
- JGOS Reference Guide
- JGOS Brochure

**Partnership Against Homelessness**
- Partnership Against Homelessness – Fact Sheet
- Inner City Homelessness Action Plan – Fact Sheet
- Inner City Homelessness Action Plan – Launch Document
- After Hours Temporary Accommodation Line – Information Sheet
- Protocol for Homeless People in Public Places – Fact Sheet
- Inner City Homelessness Outreach and Support Service – Information Sheet on Tender
- Inner City Homelessness Outreach and Support Service – Fact Sheet
- Staying Home, Leaving Violence (East Sydney) Service Brochure
- Staying Home, Leaving Violence Project – Women’s/Police information Cards (November 2005)
- Staying Home, Leaving Violence Project – Freestanding banner (November 2005)

**HOUSING APPEALS COMMITTEE**
- Housing Appeals Committee Brochure – update and reprint (Feb 2005)
- Reviewing Decisions Poster – January 2007
REDEVELOPMENTS (www.housing.nsw.gov.au)

Dubbo

Minto Renewal Project
Your Questions Answered – Questions and Answers / Map (September 2005)
Letter to Residents – Ongoing since September 2005 e.g. 12 month notice of rehousing

Newsletters

Plans
Concept Plan – approved 30/6/06 – on display
Rehousing Staging Plan – approved 30/6/06 – on display

Consultations
Concept Plan Consultations – September 2005, December 2005

Elizabeth Street Redfern
Fact Sheets (221Kb PDF)
Questions and Answers (54Kb PDF)

Plans
Masterplan Image (1.16Mb)
Masterplan 3D Image (1.16Mb)

Kenny and Halliday Streets – West Bathurst
Fact Sheets
Fact Sheets (122Kb PDF)
Questions and Answers (37Kb PDF)

Bonnyrigg Living Communities Project
Fact Sheets (English, Arabic, Chinese, Khmer, Spanish and Vietnamese)
Bonnyrigg Living Communities Project – Frequently Asked Questions – March 2006
Request for Detailed Proposals Volumes 1, 2, 3, and 4 – 19 September 2005
What You Told Us Brochure – August 2005

Newsletter to Tenants
Living Communities Project Newsletter: issues 4, 5, 6, 7, 8, 9 and 10 (Arabic, Khmer, Spanish, Lao and Vietnamese)
Fact Sheet – August 2005
Frequently Asked Questions – August 2005
Tenants’ Frequently Asked Questions – Tenancy Management – November 2005
Tenants’ Frequently Asked Questions – February 2006

Stakeholder Letters
Letter to tenants in Bonnyrigg Estate regarding Property Assessment Survey – November 2005

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

Policy
Abandoned Dwellings and Uncollected Goods
Abandoned vehicles and vehicles causing a nuisance
Aboriginal People and Housing Assistance
Absence from Dwelling
Acquiring New Public Housing
Additional/Unauthorised Occupants
Appeals and Review of Decisions
Child Protection
Client Feedback
Client Service Visits Client Contact
Commitment to Service and Code of Conduct
Consumer Trader and Tenancy Tribunal
Domestic Violence
Eligibility for Public Housing
Emergency Response
Emergency Temporary Accommodation
Freedom of Information
Good Neighbour Policy
Headleasing
Housing Assistance for Elderly Clients
Housing Former Tenants
Improvements to Homes
Income Confirmation Scheme
Information Sharing and Co-ordination with Other Agencies
Languages Services
Lead Paint
Locational Needs
Market Rent
Matching Clients and Properties (previously Allocating Public Housing)
Minors and Housing Assistance
Modifications
Mutual Exchange
Nomination of Public Housing Applicants to Community Housing Providers
Non Rent Charges
Offering a Property to a Client
Pay TV, Satellite Dishes and Antennas
Payment of Rent and Water Usage
Pets
Priority Housing
Privacy and Confidentiality
Public Equity Partnership
Relocating Tenants for Management Purposes
Renewable Tenancies
Rental and Water Usage Arrears
Rental Subsidies Fraud
Rental Subsidies
Rentstart
Sale of Homes to Tenants and Disposal of Public Housing
Sign-Up
Smoke Free Zones
Special Assistance Subsidy – Disability
Special Assistance Subsidy – Special
Succession of Tenancy
Summary of Housing Assistance Options for Applicants
Tenant Participation and Consultation
Transfers (Previously Rehousing)
Types and Length of Lease
Use of Premises
Vacated Accounts
Vacating a Property
Wait-turn Housing
Water Charging

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

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

**Community Regeneration Documents**
A New Direction in Building Stronger Communities 2007 – 2010 (Brochure)
A New Direction in Building Stronger Communities 2007 – 2010 (Policy Document)
Transforming Estates into Communities: Partnership and Participation (Fact Sheet)
Transforming Estates into Communities: Partnership and Participation (full Estates Strategy document)
UNSW research report (jointly published by the Department of Housing and UNSW); *A Bountiful Harvest, Community Gardens and Neighbourhood Renewal in Waterloo* (Authors; Linda Bartolomei, Linda Corkery, Bruce Judd and Susan Thompson) available on the Department of Housing’s Website
Community Involvement in Regeneration Literature Review (available on Intranet only)
Evaluation of the ITM Program Literature Review (available on Intranet only)

**Community Renewal (Housing Services) Documents**
Tenant Employment Initiatives: Community Contracts
Building Partnerships – Transforming Estates into Communities
Tenant Employment
Community Renewal in Airds
Community Renewal in Bellambi
Community Renewal in Bidwill
Community Renewal in Cranebrook
Community Renewal in East Nowra
Community Renewal in Goonellabah
Community Renewal in Macquarie Fields
Community Renewal in Miller
Community Renewal in Minto
Community Renewal in Riverwood
Community Renewal in Waterloo
Community Renewal in West Dubbo
Get involved (available on www.housing.nsw.gov.au)
Tenant Advisory Council Update
Community Development Resourcing Grants 2005/2006 (CDRG)
Housing Communities Assistance Program (HCAP) – Information Paper
Regional Tenant Resource Services
Public Tenant Councils/Tenant Representational Organisations
Partnership and Planning Day Report 2006
Community Greening Summary
PHCC Evaluation – Executive Summary

**Brochures and Fact Sheets – Other Fact Sheets**
Aboriginal Employment Opportunities
Aboriginal Housing
Allocation Zones – Metropolitan Sydney
Allocation Zones – Regional NSW
Applying for or being referred to Community Housing
Applying for public housing when you are a former tenant
Being a Good Neighbour in Your New Home (Arabic, Chinese, Russian, Spanish and Vietnamese)
Changes to Income Eligibility for Public Housing (Arabic, Bosnian, Chinese, Croatian, Dari, Dinka, Farsi, Korean, Russian, Serbian, Spanish, Turkish and Vietnamese)
Changes to Rent Subsidy
Changes to Tenure for Public Housing (Arabic, Bosnian, Chinese, Croatian, Dari, Dinka, Farsi, Korean, Russian, Serbian, Spanish, Turkish and Vietnamese)
Client Feedback
Direct Debit
Domestic Violence
Emergency Temporary Accommodation
Fire Safety Program
Getting Information to Aboriginal people
Home Purchase Advice and Mortgage Assistance Scheme
Home Purchase Assistance for Public Housing Tenants
How to be a Good Neighbour
Improvements to Homes
Income Confirmation Scheme
Innercity Homelessness Action Plan
Innercity Homelessness Outreach and Support Service
Information for Indigenous People
Interim Tenancies (Arabic, Bosnian, Chinese, Croatian, Dari, Dinka, Farsi, Korean, Russian, Serbian, Spanish, Turkish and Vietnamese)
Interpreter Services
Locational Needs Assessment
Lease Review (Arabic, Bosnian, Chinese, Croatian, Dari, Dinka, Farsi, Korean, Russian, Serbian, Spanish, Turkish and Vietnamese)
Maintenance Reform Program (English (PDF file, 91 kb), Arabic (PDF file, 125kb), Chinese (PDF file, 403 kb), Russian (PDF file, 227kb), Spanish (PDF file, 228kb), Vietnamese (PDF file 232kb))
Maintenance Reform Program FAQ
Market Rent Review
Mutual Exchange
Partnership Against Homelessness
Paying for Water (Arabic, Chinese, Spanish, Russian and Vietnamese)
Pay TV
Pets (Arabic, Chinese, Farsi, Korean, English, Russian, Serbian, Spanish, Turkish and Vietnamese)
Priority Housing
Privacy and Personal Information Notification (Arabic, Chinese, Russian, Spanish, Turkish and Vietnamese)
Problems with Harassment (Arabic, Chinese, Russian, Spanish and Vietnamese)
Problems with Noise (Arabic, Chinese, Russian, Spanish and Vietnamese)
Problems with Nuisance and Annoyance (Arabic, Chinese, Russian, Spanish and Vietnamese)
Protocol for Homeless People
Public Housing
Public Private Partnerships
Renewable Tenancies
Rent Deduction
Rental Subsidy Policy
Rentstart (Arabic, Bosnian, Chinese, Croatian, Dari, Dinka, Farsi, Korean, Russian, Serbian, Spanish, Turkish and Vietnamese)
Rentstart by Phone
Reviewing Decisions
Rights and Responsibilities of Department of Housing Tenants
Smoke Alarms (Arabic, Chinese, Russian, Spanish and Vietnamese)
Smoke Free Areas in Public Housing (Arabic, Chinese, Farsi, Korean, Russian, Serbian, Spanish, Turkish and Vietnamese)
Smoke Free Area (Questions and Answers)
Special Assistance Subsidy
Swimming Pools
Tenant’s Guide to Services Offered by the Housing Call Centre (Arabic, Chinese, Russian, Spanish and Vietnamese)
Tenant’s Guide to Services Offered by the Housing Call Centre – Diagrams
Tenant Employment
Transfers
Two offer Policy
Water Charges
Water Saving Ideas
Who is eligible for Public Housing (Arabic, Chinese, Russian, Spanish and Vietnamese)

Newsletters
The South Eastern Tenant Times: Issues 2, 7, 8, 10, 1, 12, 13, 14, 15, 16, 17, 18, 19 and 20.
HOUSING POLICY AND PARTNERSHIPS

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

Rent and Sales Reports

No. 45 – Rent for Sep-98 Quarter, Sales for Jun-98 Quarter
No. 46 – Rent for Dec-98 Quarter, Sales for Sep-98 Quarter
No. 47 – Rent for Mar-99 Quarter, Sales for Dec-98 Quarter
No. 48 – Rent for Jun-99 Quarter, Sales for Mar-99 Quarter
No. 49 – Rent for Sep-99 Quarter, Sales for Jun-99 Quarter
No. 50 – Rent for Dec-99 Quarter, Sales for Sep-99 Quarter
No. 51 – Rent for Mar-00 Quarter, Sales for Dec-99 Quarter
No. 52 – Rent for Jun-00 Quarter, Sales for Mar-00 Quarter
No. 53 – Rent for Sep-00 Quarter, Sales for Jun-00 Quarter
No. 54 – Rent for Dec-00 Quarter, Sales for Sep-00 Quarter
No. 55 – Rent for Mar-01 Quarter, Sales for Dec-00 Quarter
No. 56 – Rent for Jun-01 Quarter, Sales for Mar-01 Quarter
No. 57 – Rent for Sep-01 Quarter, Sales for Jun-01 Quarter
No. 58 – Rent for Dec-01 Quarter, Sales for Sep-01 Quarter
No. 59 – Rent for Mar-02 Quarter, Sales for Dec-01 Quarter
No. 60 – Rent for Jun-02 Quarter, Sales for Mar-02 Quarter
No. 61 – Rent for Sep-02 Quarter, Sales for June-02 Quarter
No. 62 – Rent for Dec-02 Quarter, Sales for Sep-02 Quarter
No. 63 – Rent for Mar-03 Quarter, Sales for Dec-02 Quarter
No. 64 – Rent for Jun-03 Quarter, Sales for Mar-03 Quarter
No. 65 – Rent for Sep-03 Quarter, Sales for June-03 Quarter
No. 66 – Rent for Dec-03 Quarter, Sales for Sep-03 Quarter
No. 67 – Rent for Mar-03 Quarter, Sales for Dec-03 Quarter
No. 68 – Rent for Jun 04 Quarter, Sales for Mar-04 Quarter
No. 69 – Rent for Sept 04 Quarter, Sales for June 04 Quarter
No. 70 – Rent for Dec 04 Quarter, Sales for Sep 04 Quarter
No. 71 – Rent for Mar 05 Quarter, Sales for Dec 04 Quarter
No. 72 – Rent for Jun 05 Quarter, Sales for Mar 05 Quarter
No. 73 – Rent for Sep 05 Quarter, Sales for Jun 05 Quarter
No. 74 – Rent for Dec 05 Quarter, Sales for Sep 05 Quarter
No. 75 – Rent for Mar 06 Quarter, Sales for Dec 05 Quarter
No. 76 – Rent for Jun 06 Quarter, Sales for Mar 06 Quarter
No. 77 – Rent for Sep 06 Quarter, Sales for Jun 06 Quarter
No. 78 – Rent for Dec 06 Quarter, Sales for Sep 06 Quarter
No. 79 – Rent for Mar 07 Quarter, Sales for Dec 06 Quarter

Reports and Papers

2002/2003 NSW Budget Commentary on the Housing Policy and Assistance Program (available on internal website only)
2003/2004 NSW Budget Commentary on the Housing Policy and Assistance Program (available on internal website only)
2004/2005 NSW Budget Commentary on the Housing Policy and Assistance Program (available on internal website only)
2005/2006 NSW Budget Commentary on the Housing Policy and Assistance Program (available on internal website only)
2006/2007 NSW Budget Commentary on the Housing Policy and Assistance Program (available on internal website only)
Boarding House Upgrade program (Brochure Guidelines, Application Form, Deed of Agreement)
NSW CSHA Bilateral Agreement 2003-04 to 2007-08
Asset Performance
Maintenance Reform Program 2005 – The Sutherland Model
DOH Asset Standards Version 5 – 2007
Maintenance Scoping Training Manual 2004
Property Assessment Survey Training Manual – May 2005

OFFICE OF COMMUNITY HOUSING
Publications on the Department of Housing website:

Consultation Draft – Planning for the Future: Community Housing

Community Housing Bulletins
  • August 2000
  • November 2000
  • December 2000
  • February 2001
  • April 2001
  • September 2004
  • Autumn 2005
  • Winter 2005
  • Spring 2005
  • Summer 2005
  • Autumn 2006

Guidelines
  • Crisis Accommodation Program Guidelines
  • Community Development Resource Grant (CRDG) Funding Guidelines
  • Community Housing Insurance Scheme Manual Package
  • Community Housing Insurance Scheme Manual Package 1

Policies
  • Rent Policy
  • Complaints policy
  • Disability Policy

Factsheet
  • Stock Transfer Program: Tenants’ Questions and Answers (available in Spanish, Arabic, Vietnamese, Chinese and Russian)
  • Community Housing: Tenants’ Questions and Answers (available in Spanish, Arabic, Vietnamese, Chinese and Russian)
  • Community Housing Insurance Scheme No.’s 1 and 2
  • Information Sheet: Community Development Resource Grant (CDRG)
  • Application Form: Community Development Resource Grant (CDRG)

Publications/Manuals available for community providers from the Office of Community Housing at 223-229 Liverpool Road, Ashfield. Telephone: 8753 8000
  • Community Housing Bulletins
  • CAPII (Crisis Accommodation Program Innovation Initiative) manual updated 2000
  • Community Housing External Appeals Guidelines
  • Consultation Draft – Planning for the Future: Community Housing
  • HASI Manual
  • Maintenance Planning Guide
  • My Place Initiative Guidelines
  • NSW Community Housing Disability Policy
  • NSW Co-operative Housing Program Operational Guidelines
  • NSW Community Housing Rent Policy
  • Office of Community Housing Complaints Policy
  • Registration Framework – Performance Based Registration System for NSW non-government housing providers
  • PBRS Procedure 1 – Registration Assessment Methodology
  • PBRS Procedure 1 – Supplement 1: Registration Assessment Methodology
  • PBRS Procedure 1 – Supplement 2: Accreditation Evaluation Reports as Evidence
  • PBRS Procedure 2 – Ongoing Performance Monitoring
• PBRS Procedure 3 – Complaints and Appeals
• PBRS Procedure 4 – Addressing Performance Concerns
• PBRS Procedure 5 – Temporary Registration
• Supported Accommodation Initiative for People Living with HIV/AIDS manual (updated 2000)
• Tenancy Guarantees Manual

Fact Sheets:
• Community Housing Insurance Scheme No.’s 1 – 2
• Community Housing Leasing Program Nos. 1-12
• Community Housing Scholarship Program Guidelines
• Community Housing – Tenant’s Questions and Answers
• Crisis Accommodation Program Management of Leasing Subsidies No. 1-2
• Information sheet: Maintenance Planning – Structural Damage
• National Community Housing Standards and Accreditation System
• Performance Based Registration System for New South Wales Non-Government Housing Providers
• Stock Transfer Program

Accreditation:
National Community Housing Standards (May 2003 edition)
• Accreditation Kit – documents and tools include:
  • Baseline requirements form
  • External evaluation timetable
  • File audit guide
  • Process tracking guide
  • Self Evaluation Report
  • Supporting document list
  • Tenant and agency questionnaires
  • Protocols for exchange of information between Standards and Accreditation Unit and OCH

Accreditation News:
Accreditation News Nos 1-10

Executive Summary – Planning for the Future: Community Housing:
• Developing requirements for legislation that recognises and supports community housing: Scoping paper
• Developing requirements for legislation that recognises and supports community housing: Options Paper

RESITECH (RESIDENTIAL TECHNOLOGIES AUSTRALIA)

<table>
<thead>
<tr>
<th>Publication</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Corporate Resitech Brochure</td>
<td>FREE</td>
</tr>
</tbody>
</table>

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

To order a publication please forward your request to:
  Publication Officer
  Resitech
  Locked Bag 4001
  Ashfield BC 1800
  Phone:  (02) 8753 8100
  Fax:    (02) 8753 8011
  Resitech’s website address is www.resitech.nsw.gov.au

SECTION 2 – MOST RECENT STATEMENT OF AFFAIRS

The Statement of Affairs published under section 14 of the Freedom of Information Act is included in the Department’s Annual Report. The most recent Annual Report for the Department is the 2005-06 edition.

SECTION 3 – CONTACT ARRANGEMENTS

Copies of this document and the 2005-06 Annual Report may be obtained free of charge from the FOI Manager, Legal Service Branch. Many of the documents published by the Department of Housing are available on its website at www.housing.nsw.gov.au. Enquiries concerning the inspection of policy documents and Freedom of Information matters can be made from Monday to Friday between 8.30am and 4.30pm to:
  FOI Manager
  Legal Services Branch
  Department of Housing
  Locked Bag 4001
  Ashfield BC NSW 1800
  Telephone:  (02) 8753 8386
  Fax:    (02) 8753 8406
SUMMARY OF AFFAIRS
of the
DEPARTMENT OF LANDS

SECTION 1 – POLICY DOCUMENTS

Corporate
Acceptable Use of Information Technology and Telecommunications Policy
Access Control Policy
Accounting Manual
Anti Virus Policy
Asset Control Policy
Business Continuity Management Policy
Change Management Policy
Code of Conduct
Complete Guide to Staff (Induction Manual)
Conflict of Interest Policy
Corporate Clothing Policy
Corrupt Conduct, Maladministration and Serious and Substantial Waste, and Protected Disclosures Policy
Desktop Replacement Policy
Equal Employment Opportunity Policy
Filling of Short Term Vacancies Policy
Internal Reporting (Protected Disclosures) Policy
Information Security Policy
Gifts and Benefits Policy
Grievance Resolution
Harassment Free Workplace Policy
Information Security Policy
Interim Privacy Management Plan
Job Evaluation Policy
Learning and Development Policy
Management of Consultants and Contractors Policy
Managing E-Mail Resources Policy
Mail Server Policy
Media Policy
Mobile Phone Policy
Occupational Health and Safety Policy
Outside Employment Policy
Policy for Protection against Malicious Software
Policy and Guidelines for the use of Departmental mobile telephones
Queens Square Security Policy
Records Management Policy
Risk Management Policy
Travel Policy
Workforce Management Plan
Working From Home Policy

Land and Property Information

• Intellectual Property – Copyright and Licensing
• LPI Privacy Statement
• Suppression of Personal Information in LPI Public registers
• WebGov Policy
• Rating and Taxing Valuations Procedures Manual
• Valuation Contract Management Procedures Manual
• Objections Procedures Manual
• Administering Procedures
• Valuer-General’s Instructions
• Chief Valuer’s Instructions
• Technical Instructions

Surveying
• Surveyor General’s Directions for Survey Practice
• Redefining the Queensland-New South Wales Border: Guidelines for Surveyors
• Guidelines for the Determination of the State border between New South Wales and Victoria along the Murray River
• Rural Addressing: A Model for Systematic Addressing for Rural Properties in New South Wales

Land Titling
• Registrar General’s Directions
• Agreement on principles for the development of a roadmap to a national electronic conveyancing system
• National business model for the implementation of a national electronic conveyancing system (Draft)
• National governance arrangements for the establishment of a national electronic conveyancing system (Draft)
• Electronic Settlement, Electronic Lodgment and Automatic Registration of Real Property Dealings in NSW: Public consultation feedback report March 2005
• Manual owner inquiry search requests – policy and procedures
• Lodgment Services Terms and Conditions
• National Implementation Strategy for a national electronic conveyancing system (Draft)
• National Funding Model for the implementation of a national electronic conveyancing system (Draft)
• NECS Operations Description for a national electronic conveyancing system (Draft)

Board of Surveying and Spatial Information
Consideration of Complaints Against Surveyors Policy
Determination for Continuing Professional Development
Rules for the Conduct of Examinations for Certificate of Competency as Mine Surveyor

Geographical Names Board of NSW
Dual Naming Policy
Road Naming in NSW Policy
Guidelines for the Naming of Roads
Guidelines for the Determination of Suburbs and Localities in NSW
Policy on the Position and Extent of Geographical Names
Policy on the Concurrence for Government Departments for Names Assigned Under Other Acts
Cultural Designation Guidelines
Generic Reserve Naming Policy
Guidelines for the Determination of Place Names
Primary Source Policy
Policy On Web Based Submissions For Advertised Proposals
Policy on Welcome to Country Signs
Policy on Board Member Induction

Crown Lands
Caravan Park Levy Committee Guidelines for the Administration of Applications for Financial Assistance
Coastal Crown Lands Policy 1991 – under review
Crown Lands Caravan Park Policy 1990 – under review
Crown Lands Foreshore Tenures Policy (Non-commercial Occupations) 1991 – under review
Crown Lands Policy for Marinas and Waterfront Commercial Tenures 2005
Natural Disaster Relief Scheme Guidelines
Tourist Facilities and Services on Crown Reserves 1997
Food and Beverage Outlets on Crown Reserves 2004
Managing Crown Land Reserves and Commons, and Trustees of School of Arts 2007
Fire Protection Policy for Caravan Parks on Crown Reserves and Leasehold Land 2005
Investment Policy for Trust Boards Managing Crown Reserves and Commons 2005
Soil Services
Staff Borrowing of Equipment Policy
Non-smoking in the Workplace

Some policy documents are available, free of charge, from the Department of Lands website www.lands.nsw.gov.au which has links to our administrative units. Geographical Names Board policies and guidelines may be accessed at their website www.gnb.nsw.gov.au.

SECTION 2 – STATEMENT OF AFFAIRS

A Statement of Affairs was published in the Department’s 2004/2005 Annual Report.

The Department’s policy documents and Statement of Affairs may be inspected or obtained from the address indicated in Section 3 below.

SECTION 3 – CONTACT ARRANGEMENTS

Requests for documents the F.O.I. Act or the Privacy and Personal Information Act in the possession of Lands should be applied for in writing supplying the information required under the appropriate Act or by completing a Department of Lands Request for Access form. The completed written application should be directed to:

The FOI Coordinator
Bruce Robertson
Department of Lands
Strategic Policy and Reporting
1 Prince Albert Road
Queens Square
Sydney NSW 2000
Telephone: (02) 9236 7773
Facsimile: (02) 9236 7632
Hours: Monday to Friday, 8.30 a.m. – 4.30 p.m.

An application fee of $30.00 is applicable. Processing fees may also be applicable.

Note: Land title records, survey records and the Register of Land Values maintained by the Department are in the main Public Records open to public scrutiny free of charge or for a fee prescribed by Regulations under the various acts administered by the Registrar General, Surveyor General and Valuer General.
FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)

SUMMARY OF AFFAIRS
of the

NSW LOTTERIES CORPORATION
FOI Agency No. 53

SECTION 1 – POLICY DOCUMENTS

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

- Lotto Rules
- Lotto Strike Rules
- OZ Lotto Rules
- Powerball Rules
- 6 From 38 Pools Rules
- Lucky Lotteries Rules
- Instant Scratchies Rules
- Advertising Code of Practice
- Annual Reports
- Australian Lotteries Industry Code of Practice
- “Play Smart …know the odds of your numbers coming up” brochure
- “How to Play” pamphlets for all games
- “A Player’s Guide to Claiming Prizes” brochure
- NSW Lotteries Privacy Policy
- NSW Lotteries Code of Conduct
- Brochures relating to the NSW Lotteries’ Policy for Appointing Agencies

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

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

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

SECTION 2 – STATEMENT OF AFFAIRS

The most recent Statement of Affairs has been published in the Corporation’s 2005/06 Annual Report and copies of the Statement may be obtained (free of charge) by contacting the FOI Coordinator.

SECTION 3 – CONTACT ARRANGEMENTS

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

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

Arrangements can also be made to view the documents listed above between the hours of 9am and 5pm, Monday to Friday by contacting the FOI Coordinator at the above address or by telephoning (02) 9752 5783.
SECTION 1 – POLICY DOCUMENTS

The following documents are used to guide the Museum’s operations:
- Museum of Applied Arts and Sciences Act 1945
- Museum of Applied Arts and Sciences Regulation 2002
- Strategic Plan 2005-2008
- Chart of Accounts
- Total Asset Management Plan
- Child Protection policy and procedures
- Code of conduct
- Collection development and research policy
- Collection management and storage policies
- Conflict of interest policy
- Corruption Prevention policy
- Preservation and Heritage Management policy
- Exhibitions policies and plans
- Guarantee of service
- Information technology strategic plan
- Internet and email usage policy
- Human Resources policies and procedures
- Occupational Health and Safety policies and procedures
- Privacy Management Plan
- Records Management policy
- Regional services strategic plan
- Sponsorship policy
- Workplace Ethics

SECTION 3 – CONTACT ARRANGEMENTS

Requests for records or documents under the Freedom of Information Act 1989 should be accompanied by a $30.00 application fee and directed to:

Executive Officer
Freedom of Information Coordinator
Museum of Applied Arts and Sciences
PO Box K346
Haymarket NSW 1238
Phone: (02) 9217 0576
Fax: (02) 9217 0459
SUMMARY OF AFFAIRS
of the
NEWCASTLE PORT CORPORATION

SECTION 1 – POLICY DOCUMENTS
Newcastle Port Corporation’s Policy Documents are:
• Marine Pollution Incident Investigation and Prosecution Procedures;

SECTION 2 – STATEMENT OF AFFAIRS
A copy of the Corporation’s Statement of Affairs can be provided by contacting the Corporation’s Freedom of Information Officer.

SECTION 3 – CONTACT ARRANGEMENTS
Contact arrangements for Newcastle Port Corporation are:
Michael Dowzer
Newcastle Port Corporation
PO Box 663
Newcastle NSW 2300
Email to mail@newportcorp.com.au
Phone:   (02) 4985 8222
        1800 048 205

Inspection or purchase may be arranged during normal business hours. Most of the documents listed above are available for inspection or purchase upon application to the NPC FOI Officer. Requests under the Freedom of Information Act for access to documents held by the NPC must be made in writing with a $30 fee.
FREEDOM OF INFORMATION ACT 1989  
Section 14 (1) (b) and (3)  

SUMMARY OF AFFAIRS  
of the  
NORTH COAST AREA HEALTH SERVICE  

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

SECTION 1 – POLICY DOCUMENTS  

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

Area Office

- Aboriginal Health Plan
- Aboriginal Health Strategic Plan
- Access To Unregistered Medications Through The Special Access Scheme
- Administration of Medications by Enrolled Nurses Policy
- Alcohol and Other Drugs Manual
- Adult Patient Assessment Tool and Care Plan for North Coast Area Health Service Hospitals
- Annual Report
- Area Asset Strategic Plan
- Area Clinical Services Plan 2002-2007
- Area Fire Safety Policy
- Area Health Plan
- Area Renal Services Plan
- Area Strategic Plan
- Assessment and Management of Depression in the Elderly
- Audit Committee Terms of Reference
- Blood alcohol testing for drivers and pedestrians injured in road accidents.
- By-laws of the North Coast Area Health Service
- Child, Youth and Family
- Clinical Services Policy Manuals
- Clinical Supervision Policy
- Code of Conduct, NSW Health
- Community Health Service Emergency Procedures Handbook
- Community Participation Policy
- Complaints Management, Policy and Procedure
- Complementary Medicines for Inpatients, Guidelines
- Consent for Medical / Nursing Intervention
- Consent to Medical Treatment Policy
- Consumer Rights and Responsibilities
- Contractor Occupational Health and Safety Management
- Coordinated care of pregnant women with alcohol and drug use problems and their newborn infants
- Correct Patient, Correct Site, Correct Procedure Policy and Model Procedure
- Critical Care Network Plan
- Critical Incident Policy
- Critical Operations Standard Operating Procedures
- Dementia Care Plan
- Diabetes Service Policy Documents
- Discharge Planning Policy
• Domestic Violence Implementation Plan
• Early Notification of Severe Trauma
• Early Psychosis Policy and Practice Guidelines
• Environmental Scoping Plan
• Family Planning Service Protocols and Procedures
• Food and Nutrition Policy
• Fraud Prevention and Control Plan
• General Reference Manual
• Guidelines for Fire Safety in Health Care Facilities
• Guidelines for Reportable Incidents
• Healthcare Services Plan 2005-2010
• Health Research conducted within NCAHS, Process for review and approval
• Health Record Documentation Policy
• HIV/HCV Policy
• HIV/Sexual health and Hepatitis C Service Plan 2003 – 2006
• Human Research Ethics Fees Policy
• Identified Special Needs Patients, Smoke Free Workplace Policy
• Improving the Governance of Health Research
• Infection Control Guidelines
• Information Security Policy
• Interim Policy on the Management of People with Disabilities in Hospitals
• Latex Allergy and Prevention Pamphlet for Health Care Consumers
• Long Term Residential Care Patients – Smoke Free Workplace
• Management of a Complaint or Concern about a Clinician
• Management of Abuse of Disabled and Older People
• Management of Clinical Adverse Events and Near Misses Policy
• Management of females presenting to Emergency Departments with abdominal pain at risk of ectopic pregnancy with No. on-site obstetric and gynaecology surgical service
• Management of Medical Officer and GP details in the Patient Administration System
• Management of Opioid Dependent Persons Admitted to Public Hospitals
• Management of Patients who are Vision Impaired
• Management of Water Quality for Haemodialysis
• Management of Workplace Aggression and Violence
• Mental Health Plan
• Mental Health Strategic Plan 2007-2012
• Methadone Maintenance Treatment
• Needle and Syringe Program Policy
• No Cardio Pulmonary Resuscitation Policy
• Nursing drug and Alcohol Policy
• Personal Information Privacy Policy
• Opioid Pharmacotherapy Maintenance Treatment
• Opportunistic Immunisation Policy
• Ordering of Pathology and Radiology requests and referral to specialists by non-medical clinicians Policy
• Orthodontics Policy
• Paediatric Surgery Policy For Richmond Valley Hospitals Handling Injuries
• Palliative Care Service
• Patient Valuables and Belongings
• Payment to Visiting Medical Officers, Visiting Dental Officers and General Practitioners
• People Experiencing Mental Illness, Smoke Free Workplace
• PEP – Post Exposure Prophylaxis for Occupational and Non-occupational Exposures Policy, Guidelines and Clinical Flowchart
• Personal Health Information, Release of, Policy
• Policy on the Introduction (By Healthcare Professionals) of Complementary Therapies and Complementary Medicines
• Postnatal Depression/Perinatal Mood Disorders Area Policy
• Pre-employment Criminal Records Screening
• Prevention and Management of HIV and Hepatitis Infection in Health Care Workers Policy
• Process for review and approval of all health research conducted within the NCAHS
• Professional Accountability and Clinical Governance for Northern Rivers Area Health Service Nurses
• Progressing Quality in the NRAHS
• Protected Disclosures Policy
• Quality Policy Statement
• Quality issue alerts for clinical products (equipment and/or Consumables)
• Radiation Safety Management Policy
• Recall of Clinical Products (Equipment and/or Consumables)
• Release of Personal Health Information Policy
• Responding to Allegations of Child Abuse Against Employees
• Restraint Policy
• Restraint of the Older Person Policy
• Revenue Policy
• School Health Nursing Policy
• Security of Health Records / Personal Health Information
• Security Policy
• Sexual Assault Policy Manual
• Sexual Health and Blood-borne Viruses Strategic Plan
• Sexual Health and Hepatitis C Plan
• SHOP – Sexual Health Operational Procedures
• Smoke Free Community Visits Policy
• Smoke Free Health Care Policy
• Standard procedures for the handling of accountable items during surgery in the operating theatres
• Telehealth Client Information Handout “Connecting You to Health”
• Telehealth Services – Access and Administration
• Tobacco Plan
• Use of Mobile Telephones in Health Care Facilities
• Women’s Health Nurse Policy
• Women’s Health Strategic Plan
• Write off of “excess” amounts from private inpatients hospital accounts Policy
• Write-off and Deductible fees Policy
• Zero Tolerance to Violence

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

Hospitals and Community Health Services

Community Health Services

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

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

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

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

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

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

Murwillumbah Community Health
• By-Laws
Primary Health and Extended Care Directorate (former MNCAHS sites) Community Health.

- Area Oxygen and Respiratory Guidelines and Procedure Manual
- Diabetes Service Policy Documents
- Handling and Administration of medication by community based health care services
- Feed the Family Guidelines
- Palliative Care Policies
- Sexual Assault Service Procedures
- Women’s Health Nurses Procedures and Protocols
- Wound Management Guidelines

Southern Cluster Community Health Services

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

Tweed Heads Community Health

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

Western Cluster Community Health Services

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

Sexual Health and Needle and Syringe Exchange

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

Hospitals

Ballina District Hospital

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

Bellinger River District Hospital

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

Bonalbo Hospital

- Patient Matters Manual
- Safety and Security Manual
- Disaster manuals
Byron District Hospital
- Burns Management and Transfer Guidelines
- Child Protection Policy and Procedure
- Safety and Security Manual
- Patient Information Manual
- Occupational Health and Safety Policy
- Manual Handling Policy

Campbell Hospital – Coraki
- Management of Burns
- Operational Policy and Procedure Manual
- Security and Safety Policy and Procedure

Casino and District Memorial Hospital
- Operational Policy Manual
- Nursing Policy Manual
- Patient Information
- Quality Activity Plans

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

Dorrigo Multi Purpose Centre
- NRAHS HIV/BBC Strategic Plan
- NRAHS Sexual Health Promotion Plan

Grafton Base Hospital
- Admission and Discharge Policy
- Clinical Policy and Procedure Manual
- General Policy and Procedure Manual

Kempsey District Hospital
- Clinical Policy and Procedure Manual
- General Policy and Procedure Manual
Lismore Base Hospital
- Clinical Policy and Procedure Manual
- CSSD (Central Sterile Supply Dept) Reference Manual
- Fees Procedures Volumes 1 and 2
- General Policy and Procedure Manual
- Intensive Care Clinical Practice Manual
- Intravenous Therapy Manual
- LBH Patient Information Guide
- Midwife Resource Manual
- Operation Suites Policy and Procedure Manual
- Paediatric Clinical Practice Manual
- Pain Management Manual
- Pathology Manual
- Pharmacy Policy and Procedures
- Physiotherapy Policy and Procedure
- Policy and Procedure Manual – Radiology
- Protocols – Anaesthetic Department
- Radiation Safety Manual
- Recovery Policy and Procedure Manual
- Renal Unit Policy and Procedures Manual
- Security Manual
- Special Care Nursery Policy and Procedures Manual
- Speech Pathology Policy and Procedures Manual
- Women’s Care (Maternity) Unit Policy and Procedures Manual

Maclean Hospital
- Administration Policy and Procedures Manual
- General Policy and Procedures Manual
- Nursing Policy and Procedures Manual
- Operating Theatre Policy and Procedures Manual

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

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

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

**Port Macquarie Base Hospital**
• NRAHS HIV/BBC Strategic Plan
• NRAHS Sexual Health Promotion Plan

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

**Directorate of Population Health, Planning and Performance**
• Consent Forms
• Home Visits Protocol
• List of Appointed Medical Referees
• Notifiable Diseases Manual

**SECTION 2 – STATEMENT OF AFFAIRS**

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

**SECTION 3 – CONTACT ARRANGEMENTS**

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

Area Records Manager
North Coast Area Health Service
Locked Mail Bag 11
Lismore NSW 2480
Telephone: (02) 6620 2100
SUMMARY OF AFFAIRS

of the

NORTHERN SYDNEY AND CENTRAL COAST AREA HEALTH SERVICE

The Summary of Affairs of the Northern Sydney and Central Coast Area Health Service covers the Area Executive Unit, The Directorate of Clinical Operations, The Directorate of Workforce, The Directorate of Finance, The Directorate of Nursing and Midwifery, the Directorate of Clinical Governance, The Directorate of Population Health, Planning and Performance. In terms of Health Service Facilities and Services, the Summary of Affairs includes the following: Macquarie Hospital, Hornsby Ku-ring-gai Health Service which incorporates Hornsby Hospital and Community Health Services, The Northern Beaches Health Service which incorporates both Manly and Mona Vale Hospitals and Community Health Services and the Royal North Shore and Ryde Health Service which incorporated Royal North Shore and Ryde Hospitals and Community Health Services, Royal Rehabilitation Centre, Sydney, Hope Healthcare Group (Greenwich and Neringah Hospitals and Graythwaite Nursing Home) and Northern Sydney Home Nursing Service, The Central Coast Health Service which incorporates Gosford, Wyong and Woy Woy Hospitals, Long Jetty Healthcare Centre and Community Health Services.

SECTION 1 – POLICY DOCUMENTS

The following policies and documents are produced by the Area Health Service and may be accessed for information:

- Area By-Laws
- Area Performance Agreement
- Public Health Unit Demographic Update
- Area Newsletters – better health bulletin
- Community Health Services Plan
- Manual Handling Policy
- Motor Vehicle Policy
- Fundraising Policy
- Media Policy
- Pre-Employment Criminal Records Screening
- Framework for Quality
- Critical Incident Policy
- Organisational Chart
- Annual Report 2007
- Code of Conduct
- Delegation Manual
- Occupational Health and Safety Manual
- Mental Health Services Plan
- HEALTHPLAN
- Better Practice Guidelines for Patient Management
- Sexual Harassment
- Grievance Procedures
- Complaints management policy
- Recruitment and Employment Procedures
- Equal Employment Opportunity
- Developing solutions with the community – northern beaches consultation document.

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

- Departmental policy and procedure manuals
- Quality Assurance plans
- Admission and discharge policies
- Patient information brochures
- Local newsletters
- Infection Control Manuals
- Occupational Health and Safety manuals
- Accreditation documents
- Disaster plans
- Staff handbooks

SECTION 2 – STATEMENT OF AFFAIRS

The Freedom of Information Act (1989) was introduced to allow members of the public the right to view, obtain copies and amend documents held by government agencies.

The number of FOI requests for personal information contained in medical records has decreased since the initial FOI Act was passed in 1989. This is due primarily to the adoption of the NSW Health Department Circulars 90/126 and 94/75 that allow requests for personal medical records to be dealt with directly and without the need for a formal FOI application. Both staff and community have continued to report positively on the adoption of this procedure.

SECTION 3 – CONTACT ARRANGEMENTS

Inquiries in relation to the inspection of policy documents and Statement of Affairs can be made with the FOI Officer listed below:

- FOI Contact Officer
- Northern Sydney and Central Coast Area Health Service
- Locked Mail Bag 2915
- Central Coast Business Centre NSW 2252
- Telephone: (02) 4320 3220
SECTION 1 – POLICY DOCUMENTS

This is the Summary of Affairs of the Office of the Ombudsman for the period ending 30 June 2007. The Ombudsman holds the following policy documents as defined in the Freedom of Information Act 1989. Each document is available for inspection or purchase, however, please be aware that Section 14(4) of the Freedom of Information Act provides that access may not be granted to information that is of such a nature that its inclusion in a document would cause the document to be an exempt document.

Inter-agency arrangements

Arrangements between Administrative Decisions Tribunal of New South Wales and the NSW Ombudsman
C@tsi Tri Agency Agreement between NSW Police, the PIC and the Ombudsman for the Customer Assistance Tracking System (under review by NSW Police)
Class and kind agreements between the Ombudsman and the Police Integrity Commission under the Police Act 1990 (under review)
Complaint Referral and Information Sharing Arrangements under Part 6 of the Ombudsman Act between the NSW Ombudsman, Health Care Complaints Commission, Legal Services Commissioner and NSW Privacy

Determination by the NSW Ombudsman under Section 25CA of the Ombudsman Act concerning the non-government schools under the authority of the Catholic Archbishop of Canberra and Goulburn
Determination by the NSW Ombudsman under Section 25CA of the Ombudsman Act concerning the non-government schools under the authority of the Catholic Archbishop of Sydney
Determination by the NSW Ombudsman under Section 25CA of the Ombudsman Act concerning the non-government schools under the authority of the Catholic Bishop of Armidale
Determination by the NSW Ombudsman under Section 25CA of the Ombudsman Act concerning the non-government schools under the authority of the Catholic Bishop of Bathurst
Determination by the NSW Ombudsman under Section 25CA of the Ombudsman Act concerning the non-government schools under the authority of the Catholic Bishop of Broken Bay
Determination by the NSW Ombudsman under Section 25CA of the Ombudsman Act concerning the non-government schools under the authority of the Catholic Bishop of Lismore
Determination by the NSW Ombudsman under Section 25CA of the Ombudsman Act concerning the non-government schools under the authority of the Catholic Bishop of Maitland-Newcastle
Determination by the NSW Ombudsman under Section 25CA of the Ombudsman Act concerning the non-government schools under the authority of the Catholic Bishop of Parramatta
Determination by the NSW Ombudsman under Section 25CA of the Ombudsman Act concerning the non-government schools under the authority of the Catholic Bishop of Wagga-Wagga
Determination by the NSW Ombudsman under Section 25CA of the Ombudsman Act concerning the non-government schools under the authority of the Catholic Bishop of Wilcannia-Forbes
Determination by the NSW Ombudsman under Section 25CA of the Ombudsman Act concerning the non-government schools under the authority of the Catholic Bishop of Wollongong
Determination by the NSW Ombudsman under Section 25CA of the Ombudsman Act concerning the Department of Education and TAFE Commission
Determination by the NSW Ombudsman under Section 25CA of the Ombudsman Act concerning Barnardos
Determination by the NSW Ombudsman under Section 25CA of the Ombudsman Act concerning the Association of Independent Schools
Determination by the NSW Ombudsman under Section 25CA of the Ombudsman Act concerning Centacare Maitland-Newcastle
Determination by the NSW Ombudsman under Section 25CA of the Ombudsman Act concerning Centacare Sydney
Determination by the NSW Ombudsman under Section 25CA of the Ombudsman Act concerning Centacare Wollongong
Determination by the NSW Ombudsman under Section 25CA of the Ombudsman Act concerning Centacare Broken Bay
Memorandum of Understanding between the Ombudsman and the Department of Community Services
Memorandum of Understanding between the Ombudsman and the Independent Commission Against Corruption
Memorandum of Understanding between the Ombudsman and the NSW Energy and Water Ombudsman
Memorandum of Understanding between the Ombudsman and the Department of Local Government
Memorandum of Understanding between the Ombudsman and the Department of Corrective Services
PCCM Wide Area Network Service Level Agreement NSW Police, the PIC and the Ombudsman

General policies
Access Control Policy
Business Continuity Policy
Business Continuity Plan
Child Protection Policy
Code of Conduct
Community Services Functions and Powers of the Ombudsman
Compliments and Complaints Policy
Disability Action Plan
Disclosure of Information Policy
Ethnic Affairs Priority Statement (being updated)
Environmental Policy
FOI Standard Letters and Procedures
Guarantee of Service [contained in the Statement of Corporate Purpose]
Internal Reporting Policy – Protected Disclosures Act
Interviewing Complainants Policy and Procedures
Key Performance Indicators
Media Policy
Mediation Protocol for the Ombudsman’s Office
Privacy Management Plan
Procedure Manual – Child Protection Team
Procedure Manual – Cross Agency Team
Procedure Manual – Community Services Division – Complaints Procedures (sections 2-3 only – other sections in development)
Procedure Manual – Community Services Division – Complaints Handling Reviews
Procedure Manual – General Team
Procedure Manual – Official Community Visitor Scheme
Procedure Manual – Police Team
Procedure Manual – Section 19
Procedure Manuals and Internal Guidelines
Request for Review of Ombudsman Decision Policy
Secure Monitoring Unit policy and Procedures
Statement of corporate purpose
Witness Protection Policy and Procedures

Office management and staffing policies
Accounting Manual
Accounts Payable Policy
Co-Lateral Flexible Working Hours Agreement
Compensation for Loss to Private Property Policy
Computer Systems Back up and Monitoring Policy
Conflict of Interests Policy
Consultative Arrangements Policy
Corporate Governance Policy
Delegations to Special Officers
Equal Employment Opportunity Policy and Management Plan
Grievance and Dispute Management policy
Harassment Prevention Policy
Higher Duties Policy
Information Security Policy
Information Technology Strategic Plan 2004-2007
File Classification Policy
Context File Classification Plan
Managing Unsatisfactory Performance
Occupational Health and Safety
Participation in Management Development Program Policy
Performance Management Policy
Performance Management Policy – SES
Policy Development and Review
Reasonable Adjustment Policy
Recording Time Worked
Records Management Policy
Risk Assessment Policy – Information Security
Salary Packaging
Secondment Policy
Study leave Policy
Style Guide
Total Asset Management Policy:
- Procurement Plan 2006 – 2009
- Information and Communications Technology (ICT) Strategic Plan 2006 – 2010
- User password policy
- Use of Communication and Telecommunication Devices
- Use of Office Cars Policy
- Working at Home Policy

Publications and Guidelines

Child Protection:
- Child Protection in the Workplace – Responding to Allegations Against Employees.
- Information Sheet – Child Protection Policy Framework for Children’s Services

General Publications:

We produce a range of publications including annual reports, special reports to parliament, discussion papers, guidelines, fact sheets, brochures and newsletter. Some of our publications are also available in community languages. Our publications are available to the public in hard copy or electronically through our website: www.ombo.nsw.gov.au

If copies of policies of less than 20 pages are required, they will be provided free of charge. If copies of policies that are more than 20 pages are required, a photocopying charge of 20c per page will apply. The Procedure Manuals listed on page 3 can be purchased for $100 each (subject to any exemptions under the Freedom of Information Act). Copies or inspection can be arranged by contacting our Office at the address given in Section 3 below.

SECTION 2 – STATEMENT OF AFFAIRS

The latest edition of the Statement of Affairs of the Office of the Ombudsman was published in June 2006 and is available free of charge at the address below.

SECTION 3 – CONTACT ARRANGEMENTS

Enquiries may be directed to the Freedom of Information staff on telephone numbers (02) 9286 1000 or toll free 1800 451 524. The Statement of Affairs may be obtained and the Office’s policy documents may be inspected and purchased during normal office hours (9 am to 5 pm Monday to Friday) at:

Level 24
580 George Street
Sydney NSW 2000
SUMMARY OF AFFAIRS
of the
DEPARTMENT OF PREMIER AND CABINET

In accordance with the Public Sector Employment and Management (General) Order 2007, the name of the Premier’s Department was changed to the Department of Premier and Cabinet. This Order also transferred all branches from The Cabinet Office to the Department of Premier and Cabinet. The effective date of this change was 23 April 2007.

SECTION 1 – POLICY DOCUMENTS

PUBLIC EMPLOYMENT OFFICE (PEO)
(all documents listed can be found on the website: www.premiers.nsw.gov.au)

Contact for Enquiries: Executive Assistant telephone (02) 9228 3572

Circulars

1993
C93-07 – Availability of Police Academy for Conferences and Training
C93-09 – Fringe Benefits Tax on Car Parking and Review of Agency Vehicle Requirements
C93-17 – Re: Premier’s Memorandum No. 93-36 Managing Excess Employees

1994
C94-04 – Senior Executive Service – Changes to Components of Total Remuneration Packages Resulting from Variations to FBT Legislation
C94-12 – Senior Executive Service – Applications for Compensation and the Right of Return
C94-16 – Tax Equivalent Regime (TER) for SES Finance and Data Processing Positions

1995
C95-03 – Protected Disclosures Act 1994
C95-10 – SES – Changes to FBT
C95-12 – Application Of Premier’s Memoranda To All Ministers
C95-22 – Domestic travel – Members of CES and SES

1996
C96-11 – Cessation of Payment for ‘Right of Return’ – Chief and Senior Executive Service
C96-12 – Changes to Motor Vehicle Policy – Wholesale Sales Tax and Leasing
C96-16 – Higher Duties Allowance
C96-22 – Access to Public Sector Executives Superannuation Scheme

1997
C97-05 – M4 and M5 Cashback
C97-13 – Long-term temporary employees
C97-40 – Senior Officers Award
C97-42 – Chief and Senior Executive Service (SES) Leave Entitlements (Restricted)
C97-45 – Recruitment Consultants
C97-48 – Commitment to Ethical work Practices and Ethic Training Courses
C97-53 – Consultative Arrangements: Policy and Guidelines
C97-58 – Devolution of evaluation of senior officer positions
C97-84 – Working for the Dole

1998
C98-04 – Crown Employees (Transferred Officers Compensation) Award, Use of the Crown Solicitor’s Office
C98-08 – Pay Advice Slips
C98-103 – Premier’s Department Performance Management Policy and Guidelines
C98-105 – Principles for Review of Awards
C98-11 – Carer’s Leave for Employees Covered by the Uniform (Ministerial) Leave Conditions
C98-14 – Community Language Allowance Scheme
C98-22 – SES Mobility System
C98-23 – Use of Family and Community Services Leave, Funerals
C98-40 – Senior Executive Service – Changes to Motor Vehicle Policy – Wholesale Sales Tax
C98-50 – Implementation of Job Evaluation Outcomes
C98-57 – Unattached Officers: Chief and Senior Executive Service (SES)
C98-59 – Commencement of Legislation Improving Retrenchment Benefits for State Superannuation Scheme Members
C98-73 – Dispute Resolution
C98-80 – Premier’s Department Policy and Guidelines: Mature Workforce and Alcohol and Other Drugs

1999

C99-01 – Superannuation Amendments
C99-09 – Use of Employer Communication Devices
C99-14 – Gender Analysis Checklist for the Review of Community Service Obligations
C99-15 – Senior Executive Service Motor Vehicles Novated Leases
C99-23 – Suspension of Advertising and Filling of Vacancies
C99-31 – Guidelines for Collaboration and Integrated Services
C99-37 – Direction to Take Leave Displaced Employees
C99-39 – New Superannuation Preservation Rules
C99-49 – Payments in Lieu of Employer Superannuation Support for Employees and Former Employees Aged 65 Years and Over
C99-51 – Managing Displaced Employees Job Search Leave
C99-55 – Reference Guide For Employees Caring For Older Persons
C99-57 – Optional Access to Early Retirement Benefits
C99-59 – Mobility of superannuation for employees transferring employment between the NSW public sector, local government sector and electricity distribution sector

Memoranda

1990

M90-29 – Remuneration Packaging for Advertising Public Sector Vacancies
M90-26 – S.E.S. Grievance Mediation – Co-operation and assistance to the Grievance Mediator
M90-06 – Fringe Benefits Tax – Higher Education Contribution Scheme
M90-02 – Senior Executive Service – Grievance Mediation Mechanism

1991

M91-34 – Reporting of Grants to Non-Government Organisations
M91-19 – Amendment of Superannuation Legislation

1992

M92-30 – Privatisation – Staffing Implications
M92-28 – Parking Space Levy and Government Agencies

1994

M94-35 – Suspension of Public Employees from Duty
M94-10 – Employee Housing Policy

1995

M95-46 – Reappointment of Former Administrative and Clerical Officers to Public Sector After Voluntary Redundancy
M95-45 – Performance Agreement Guidelines
M95-40 – Flexible Work Practices
M95-27 – Unattached Officers
M95-2 – Women Executives’ Strategy

1996

M96-24 – Protected Disclosures Act 1994
M96-11 – Dealing with employee work-related concerns and grievances, and harassment free workplace
M96-05 – Managing Displaced Employees
1997
M97-28 – Out-of-Pocket Expenses and Christmas Season Parties
M97-27- Managing Displaced Employees
M97-19 – Spokeswomen’s Programme
M97-12(A) – Traineeships in the NSW Public Sector
M97-10 – Model Code of Conduct for NSW Public Agencies
M97-03 – Employee sponsored child care

1998
M98-37 – Executive service model contract of employment
M98-24 – Managing displaced employees relocation of employees to available work
M98-12 – Use of probity auditors by public sector agencies
M98-04 – Production costs of annual reports

1999
M99-19 – Applicability Of Memoranda and Circulars To State Owned Corporations (SOCS)
M99-10 – Suspension of advertising and filling of vacancies exemptions
M99-05 – Chief Executive Performance Agreement Guidelines

2000
M2000-25 – Leave Conditions – Statutory Appointees
M2000-24 – Reappointment to CES and SES Positions
M2000-15 – Access to Published Information – Laws, Policy and Guidelines [library deposit]
M2000-10 – Strategies for Flexible Workplace Arrangements
M2000-06 – Government Owned Training Facilities
M2000-05 – Remuneration and Contracts of Employment for CES and SES Officers

2001
M2001-11 – Revised ‘Fitness to Continue’ Procedures

2002
M2002-11 – Spokeswomen’s Program
M2002-08 – Departmental Savings Strategies Productivity Savings Progress Reports
M2002-07 – Engagement and Use of Consultants
M2002-04 – Acceptable Use of the Internet and E-mail

2003

2005
M2005-11 – Federal industrial relations legislation – impact on nsw public sector employers

2006
M2006-05 – Biofuels and Other Alternative Fuels – NSW Government Commitments
M2006-09 – Chief Executive Officer Performance Agreements
M2006-13 – Christmas Leave Arrangements
M2006-15 – 2006 Annual Determination Of Remuneration For Chief Executive and Senior Executive Services
M2006-16 – Out Of Pocket Expenses and Christmas Season Parties

2007
M2007-02 – Dignity and Respect: Policy and Guidelines On Preventing and Managing Workplace Bullying

PEO Circulars

1995
P95-24 – Corporate Incentives – Acceptance of Benefits by Public Employees
P95-25 – Administrative Arrangements for Unattached Chief Executive Officers
P95-27 – Re-appointment of Former Senior Executive Officers to the Public Sector
P95-34 – Guidelines under the Public Sector Management Amendment Act 1995
P95-37 – Use of Eligibility Lists Under the PSM Act 1995
P95-45 – Union Picnic Day
P95-59 – Re-employment of former Executive Officers who have received compensation for removal from office
P95-61 – Engagement of Companies

1996

P96-01 – Protected Disclosures Act 1994
P96-04 – Abolition of Salary Maintenance Chief Executive and Senior Executive Service
P96-07 – Standing for election to the Commonwealth Parliament
P96-23 – Engagement and Use of Consultants
P96-26 – Deletion of SES Positions and Removal and Unattachment of Occupants
P96-27 – Public Sector Vacancies
P96-34 – Managing Displaced Employees
P96-35 – Payment Of Shift Penalties Disciplinary Matters
P96-40 – Services for Displaced Employees
P96-54 – Senior Officers

Publications

• A quarterly newsletter for spokeswomen published by the Spokeswomen’s Program Management Committee
• Crown Employees (Transferred Officers Excess Rent Assistance) Agreement
• Fact Sheets – Workforce Management Centre

1990

• Information sheet: History of EEO Legislation in NSW

1993

• Information sheet: Flexible Work Practices for Employees from non-English Speaking Background

1995

• Guidelines for the Suspension of Public Employees
• Policy and Guidelines on Flexible Work Practices
• Resource book: Guide to EEO Data Collection

1996

• Fair Ways newsletter: EEO Data Collection
• Guidelines on Senior Officers Classification
• Policy and guidelines: Harassment Free Workplace
• Policy and guidelines: Dealing with Employee Work-related Concerns and Grievances
• Resource Book: Good Job — Success with Aboriginal and Torres Strait Islander Employment Strategies
• Resource book: The Choice is Yours: Choosing Employment Options in the NSW Public Sector

1997

• Booklet: Success with Flexible Work Practices
• Brochures: Part-Time Work with the NSW Government:
• Code of Conduct and Ethics for Public Sector Executives
• Consultative Arrangements: Policy and Guidelines
• Employer Sponsored Childcare
• Model Code of Conduct
• Fair Ways newsletter: Mentoring

1998

• Alcohol and other Drugs – Policy and Guidelines
• Booklet: Journeys: Stories from our Culturally Diverse NSW Public Sector
• Booklet: Strengthening EEO: A Focus on Outcomes for EEO Practitioners
• Brochure: EEO for Senior Executives and Directors of Employment Equity
• Brochure: Strengthening EEO: CEO Leadership
• CES Model Contract of Employment
• Interim Guidelines for Implementation of the Community Language Allowance Scheme
• Mature Workforce Policy
• Performance Management Policy and Guidelines
• Report: Pay Equity: Librarians and Geologists
• Role of the NSW Public Sector in the 2000 Olympic and Paralympic Games Volunteer Program
• Salary Packaging of Superannuation
• Salary Sacrifice for Superannuation Information Sheet
1999
- Guidelines for Collaboration and Integrated Services: Working Together in the Public Sector
- Guidelines for Developing Performance Agreements for CEOs
- Policy and Guidelines for the use by Staff of Employer Communication Devices
- Women on the Move

2000
- Access to Published Information – Laws, Policy and Guidelines
- Employment Health Assessment Policy and Guidelines
- Fair Ways newsletter: Aboriginal Reconciliation
- Implementation of National Training Packages
- Managing and Supporting Attendance at Work
- NSW Executive Capabilities
- Personnel Handbook
- Resource Book: Aboriginal Employment in Practice for the NSW Public Sector
- Review of the NSW Government’s Spokeswomen’s Program
- Sickness Absence Policy
- Staying in Town
- Strategies for Flexible Workplace Arrangements
- Women online — Stories by Women in IT

2001
- Booklet: I Have the Skills, Do You Have the Job? Case Studies in Productive Diversity
- Booklet: Strengthening EEO: A Focus on Outcomes for University EEO Practitioners
- Booklet: Yarin’ Up: Stories of Aboriginal People’s Careers in the NSW Public Sector
- Brochure: Aboriginal and Torres Strait Islander Cadetship Program (student version)
- Brochure: Aboriginal and Torres Strait Islander Cadetship Program (agency version)
- Brochure: EEO for Senior Executives and Directors of Employment Equity
- Brochure: EEO for University Executives
- Brochure: Traineeships for People with a Disability (for applicants)
- Fair Ways: What is EEO? — University version
- Guidelines: Aboriginal and Torres Strait Islander Cadetship Program in the NSW Public Sector
- Reforming the public sector
- Strong Women, Strong Communities

2002
- Booklet: Moving On Up: Paralympians Contributing to the NSW Public Sector
- Booklet: Picking the Best Person for the Job: Merit Selection for NSW Public Sector Panels
- Brochure: Looking for Work with the NSW Government
- Brochure: Maternity leave
- Brochure: What are Common Selection Criteria?
- Fair Ways newsletter: About Flexible Work Practices
- Fair Ways newsletter: What is EEO?
- Government Owned Training Facilities
- Motor Vehicle Policy
- SES Guidelines

2003
- Booklet: Employ Able Resource Guide
- Booklet: Equal to the Task Good Practice Guide
- Fair Ways newsletter: Adjustments at work
- Fair Ways newsletter: Invitation to Managers to Gain Skilled Staff

2004
- Aboriginal Employment Strategies
- Manual of Delegations to Department Heads

2005
- Aboriginal Employment
- Diversity Delivers
- Traineeships for People with a Disability Program
2006

- Retirement Intentions Survey
- Mature Workforce Retention Project

2007

- Research Scientist Classification – Policy and Guidelines
- Dignity and Respect in the Workplace Charter
- Dignity and Respect: Policy and Guidelines On Preventing and Managing Workplace Bullying

THE CABINET OFFICE

Annual Report of The Cabinet Office (including the Parliamentary Counsel’s Office) 2005-06.

Inter-Governmental Relations and Regulatory Reform

- Implementing Competition Policy and Microeconomic Reform in NSW: an Overview by the NSW Government
- NSW Government Policy Statement on Legislation Review
- NSW Government Policy Statement on the Application of National Competition Policy to Local Government
- Follow-up to 2003 Annual Report to the National Competition Council on the Application of National Competition Policy in New South Wales. June 2003
- New South Wales submission to the Commonwealth Treasurer in response to the +
- National Competition Council’s 2003 assessment of governments’ progress in implementing National Competition Policy and related reforms.
- Guidelines for the Review of Regulation of the Professions Under National Competition Policy (COAG Committee on Regulatory Reform – 1999)
- Policy Summary of the Competitive Neutrality Complaints Handling Mechanism

Better Regulation Office

- NSW Government Policy Statement: Final Government Response to IPART’s Investigation into the Burden of Regulation and Improving Regulatory Efficiency: Recommendations 1-16
- NSW Government Policy Statement: Initial Government Response to IPART’s Investigation into the Burden of Regulation and Improving Regulatory Efficiency
- Premier’s Memorandum No. 2006-17 – Improving the Regulation Making Process
- From Red Tape to Results – Government Regulation: A Guide to Best Practice

Social Policy

- Fair Go, Fair Share, Fair Say – NSW Social Justice Directions Statement (October 1996)
- Guidelines for Assessing Social Impact (December 1997)
- Participation and the NSW Policy Process (March 1998)
- Supporting People and Strengthening Communities – NSW Social Justice Directions Statement (February 2000)
- NSW Interagency Action Plan for Better Mental Health (July 2005)
- NSW Action Plans for Human Capital Reform under the COAG National Reform Agenda:
  - Literacy and Numeracy
  - Diabetes
  - Early Childhood and Childcare

Legal Branch

- Review of the Dust Diseases Claims Resolution Process Issues Paper
- Review of the Dust Diseases Claims Resolution Process Issues Paper – Additional Information
- Report and Proposed Dust Diseases Tribunal Regulation (including Appendix A)
- Proposed Dust Diseases Tribunal Regulation (Appendix B)
- Proposed Dust Diseases Tribunal Regulation – Regulatory Impact Statement (Appendix C)
- Paper on the Dust Diseases Tribunal Regulation 2007
• Dust Diseases Tribunal Regulation 2007
• Exposure Draft Civil Liability Amendment Bill 2006
• Exposure Draft Civil Liability Amendment Bill 2006 Background Paper
• Cabinet Conventions
• Proposed final Dust Diseases Tribunal (Standard Presumptions – Apportionment) Order
• Draft Regulation under the Dust Diseases Tribunal Act 1989 to establish the new claims resolution process
• Report of the Review of Legal and Administrative Costs in Dust Diseases Compensation Claims
• Review of Legal and Administrative Costs in Dust Diseases Compensation Claims: Issues Paper
• Review of the Health Care Complaints Act 1993: Consultation Report
• Review of the Health Care Complaints Act 1993: Introductory Paper
• Health Legislation Amendment (Complaints) Bill 2004
• Exposure Draft – Health Legislation Amendment (Complaints) Bill 2004
• Exposure Draft – Health Registration Legislation Amendment Bill 2004
• Exposure Draft – Nurses and Midwives Amendment (Performance Assessment) Bill 2004
• Report of the Special Commission of Inquiry into the Medical Research and Compensation Foundation

Other
• Report of the Committee of Inquiry into the Sale of the NSW Electricity Assets (August 1997)
• Report of Inquiry Into Operation of Valuation of Land Act (October 1999)
• NSW Salinity Summit 2000 Communiqué
• NSW Salinity Strategy

All of the above documents are also accessible via the Office’s website www.cabinet.nsw.gov.au

The Parliamentary Counsel’s Office
(The Parliamentary Counsel’s Office is a separate office within the Department of Premier and Cabinet)
• Code of Conduct
• Manual for the Preparation of Legislation
• Manual for the Drafting of Non-Government Legislation

All of these documents are also accessible via the Office’s website www.pco.nsw.gov.au

MINISTERIAL AND PARLIAMENTARY SERVICES
• NSW Boards and Committees: Premier’s Department Register–Application Form
  Contact: Ms Samantha Reid 9228 3624 or e-mail: boards@dpc.nsw.gov.au
• Conduct Guidelines for Members of Boards and Committees – (Premier’s Memorandum 2001-17, 17 December 2001)
• Guidelines for the Engagement and Use of Consultants (Premier’s Department Circular 2004-17, 15 July 2004)
  Contact: Ms Janet Britton 9228 4635
  Contact: Ms Jo Haran 9228 4441
• New Arrangements for Government Media Monitoring (Premier’s Memorandum 2004-02, 6 May 2004)
• Broadcast (Radio and Television) Media Monitoring (Premier’s Department Circular 2005-05, 21 January 2005)
• Press Clip Monitoring Arrangements (Premier’s Department Circular 2005-51, 16 December 2005)
• Government Press Clip Monitoring Arrangements (Premier’s Department 2006-30, 24 July 2006)
  Contact: Ms Karen Howell 9228 4665
• Payment of Copyright Fees for Government Print Monitoring (Premier’s Department Circular 2005-16, 4 April 2005)
  Contact: Mr Trevor Barnes 9228 4954

Remuneration Tribunals
• Reports and Determinations of the Parliamentary Remuneration Tribunal
• Reports and Determinations of the Statutory and Other Offices Remuneration Tribunal
• Reports and Determinations of the Local Government Remuneration Tribunal
• Statement of Principles in respect to compensation applications.
  Contact: Mr Emanuel Sklavounos 9228 3570 or e-mail sklavoe@dpc.nsw.gov.au or reports and determinations may be viewed the Tribunal website at www.remtribunals.nsw.gov.au
STRATEGIC PROJECTS DIVISION
Publications/Reports Issues in 2006
- Guidelines for the Administration of the NSW Aboriginal Trust Fund Repayment Scheme, March 2006.

Publications/Reports Issues in 2005
- Aboriginal Trust Fund Repayment Scheme Information Sheet No. 1 – How the Scheme Works 2005
- Website information on the Aboriginal Trust Fund Repayment Scheme – How the Scheme Works 2005.

Contact: Ms Marilyn Hoey via 8374 5383

MANAGEMENT SERVICES
Business Continuity Plan
Guarantee of Service
Internal Procedures for Protected Disclosures Act
Safe Driving Policy and Guidelines
Use of Premier’s Department internet, e-mail, computer and network facilities by Department employees
Waste Management and Purchasing Plan
Workplace Surveillance Act 2005-Summary of Surveillance Policies within Premier’s Department

Contact: Mr David Roden, 02 9228 3372

Code of Conduct
Adjustment Policy for Employees with Disabilities
Harassment Free Workplace Policy – Combating harassment and bullying
Ethnic Affairs Priority Statement (EAPS)
Annual Report

Contact: Ms Paula Castile 9228 5047

Equal Employment Opportunity
Filling of Short Term Vacancies Policy
Scholarships Program
Learning and Development Policy
Study Assistance Scheme
Working from Home Policy
Flexible Work Hours Agreement
Performance and Development System
Employee Assistance Program

Contact: Ms Susan Hayes, 9228 3129

Occupational Health and Safety
Workplace Injury Management and Rehabilitation Policy

Contact: Ms Maria Duca, 9228 3018

Grievance and Dispute Resolution Procedures

Contact: Mr David Roden, 9228 3372 or Dr Elizabeth Coombs, 9228 3096

Records Management Program

Contact: Ms Maret Hegh 9228 5370

PERFORMANCE DEVELOPMENT DIVISION
The Performance Development Division came into being on 1 July 2004 following the amalgamation of the Service Delivery Improvement team (now known as Public Sector Management Improvement) from the Service Delivery Improvement Division with the Performance Measurement and Review Division

Publications:
- Strategic Management Calendar (2006-07 update)
- Strategic Management Framework (2006-07 update)
- Intellectual Property Management Framework for the NSW Public Sector
- Principles for the Operation and Conduct of meetings of Senior Officer Groups
- Service Principles and Obligations website 2006
- Good Practice Guide to Grants Administration website 2006

Circulars and Memorandums:
- Circular 2004-46 – Website to publish information about all NSW Government funding programs (21 December 2004)
PERFORMANCE MEASUREMENT AND REVIEW DIVISION
The Performance Measurement and Review Division came into being on 1 July 2003 following the transfer out of the previous Review and Reform Division of the Performance Improvement Branch

Publications:
Nil

CIRCULARS AND MEMORANDUMS:
Nil

REVIEW AND REFORM DIVISION

Publications:
The Privacy Code of Practice for the NSW Public Sector Workforce Profile – 1999
Overview Report for the NSW Public Sector Workforce Profile – 1999
The NSW Public Sector Workforce Profile 2000 – Data Specifications Workbook
NSW Public Sector Workforce profile 2000 – Excel Template User Guide
NSW Public Sector Workforce Profile 2000 – CHRIS User Guide
Business Case Guidelines (December 2000)
The NSW Public Sector Workforce Profile 2001 – Data Specifications Workbook
Partnering Change: Benchmarking Corporate Services (August 2001)
Guidelines for Electronic Self Service Projects in Personnel and Payroll (October 2001)
The NSW Public Sector Workforce Profile 2000 Collection (December 2001)
Overview Report for the NSW Public Sector Workforce Profile 2000
The NSW Public Sector Workforce Profile 2002 – Data Specifications Workbook
Corporate Services Provider Criteria – June 2002
Overview Report for the NSW Public Sector Workforce Profile 2001 (August 2002)
Taking Safety Seriously 2002 (October 2002)
Programs and Outcomes Relating to Aboriginal People in NSW (March 2003)

CIRCULARS AND MEMORANDA:
Electronic Self Service (ESS) for Personnel and Payroll Functions (Premier’s Department Circular 2000-17, 25 March 2000)
Client Surveys (Premier’s Memorandum 2000-28, 20 December 2000)
Workforce Profile 2001 – Privacy Requirements (Premier’s Department Circular 2001-12, 8 March 2001)
Workforce Profile Data on the Internet (Premier’s Department Circular 2001-18, 19 April 2001)
NSW Public Sector Workforce Profile 2001 (Premier’s Department Circular 2001-30, 4 July 2001)
Guidelines for Electronic Self Service Projects in Personnel and Payroll (Premier’s Department Circular 2001-36, 7 August 2001)
Benchmarking Corporate Services (Premier’s Department Circular 2001-42, 24 August 2001)
Occupational Health and Safety Regulation 2001 (Premier’s Department Circular 2001-50, 8 October 2001)
Effective Implementation of Electronic Self Service projects in Personnel and Payroll (Premier’s Department Circular 2001-56, October 2001)
Implementing the Shared Services Corporate Services Strategy (Premier’s Department Circular 2002-01, 7 January 2002)
Second Round of Funding for Electronic Self-Service projects in Personnel and Payroll (Premier’s Department Circular 2002-02, 16 January 2002)
Approval for Corporate Services ICT expenditure (Premier’s Department Circular 2002-08, February 2002)
Third Round of Funding for Electronic Self-Service projects in Personnel and Payroll (Premier’s Department Circular 2002-19, 24 April 2002)
Provision of pay advice via Electronic Self-Service (ESS) systems (Premier’s Department Circular 2002-24, 27 May 2002)
New Position Code Field for the Workforce Profile (Premier’s Department Circular 2002-05, 1 February 2002)
NSW Public Sector Workforce Profile 2002 (Premier’s Department Circular 2002-25, 27 May 2002)
Taking Safety Seriously 2002 (Premier’s Department Circular 2002-51, 16 October 2002)

Contact for Enquiries: Hayley Eggleston, Performance Development Division (02) 9228 3512

COUNCIL ON THE COST AND QUALITY OF GOVERNMENT

Publications
Council on the Cost and Quality of Government Brochure (updated April 2006)
Council on the Cost and Quality of Government, 2005 Annual Report
Council on the Cost and Quality of Government, 2004 Annual Report
Council on the Cost and Quality of Government Information Brochure
Council on the Cost and Quality of Government, 2000 Annual Report
Concise Guide to Service Efforts and Accomplishments – 2001
Overview of NSW Government Services 1995-2000
Overview of NSW Government Services 1996-2001
Overview of NSW Government Services 1997-2002
Better Management Practices – Environmental Scanning
Better Management Practices – Corporate Overheads Costing Guide

Circulars and Memoranda:
Council on the Cost and Quality of Government “Value for Money in Public Services” (Premier’s Department Memorandum 2000-7, 10 April 2000)

Contact for Enquiries: Hayley Eggleston, Performance Development Division (02) 9228 3512 or email: ccqg@dpc.nsw.gov.au

COUNCIL ON THE COST OF GOVERNMENT

Publications:
Review of Aspects of the Management of the Department of Community Services, February 1997
Review of NSW TAB’s Hungarian Project, August 1996
Review of the Workcover Authority of NSW, May 1996
Service Efforts and Accomplishments, 1997 – Arts and Culture
Service Efforts and Accomplishments, 1997 – Fisheries
Service Efforts and Accomplishments, 1997 – Agriculture
Service Efforts and Accomplishments, 1997 – Economic Development
Service Efforts and Accomplishments, 1997 – Sport and Recreation
Service Efforts and Accomplishments, 1997 – Vocational Education and Training
Service Efforts and Accomplishments, 1997 – Housing
Service Efforts and Accomplishments, 1997 – Social and Community Services
Service Efforts and Accomplishments, 1997 – Health
Service Efforts and Accomplishments, 1997 – Law, Order and Public Safety
Service Efforts and Accomplishments, 1997 – School Education
Service Efforts and Accomplishments, 1997 – Transportation
Service Efforts and Accomplishments, 1998 – Environment
Service Efforts and Accomplishments, 1998 – NSW Programs for Aboriginal People
Reporting on Service Efforts and Accomplishments in the NSW Public Sector (October 1999)

Circulars and Memoranda:
Better Government Hotline (Premier’s Department Memorandum 96-14, 13 August 1996)
Review of Government Expenditures (Premier’s Department Memorandum 96-13)
Service Competition Guidelines (Premier’s Department Memorandum 97-24)
Extension of the Life of the Council on the Cost of Government (Premier’s Department Memorandum 99-13,
25 June 1999)

Contact for Enquiries: Hayley Eggleston, Performance Development Division (02) 9228 3512 or email: ccqg@dpc.nsw.gov.au or contact the website at www.ccqg.nsw.gov.au.

CORPORATE SERVICES REFORM UNIT

Publications
Service Level Agreements – Guidelines for Public Sector Organisations (January 1999)
Taking Safety Seriously Improving Workplace Safety Management in the NSW Public Sector – Policy and
Guidelines (February 1999)
Reform and Redirection – Using Corporate Services Reform to Enhance Government Services in NSW (May
1999)
The NSW Public Sector Workforce Profile First Collection (July 1999)
The Privacy Code of Practice for the NSW Public Sector Workforce Profile 1999 (July 1999)
Electronic Self Service for personnel and Payroll Transactions – Project Report (December 1999)

Circulars and Memoranda
Publication of Service Level Agreement Guidelines (Premier’s Department Circular 99-2, 12 January 1999)
Taking Safety Seriously Improving Workplace Safety Management in the NSW Public Sector (Premier’s
Department Circular 99-8, 26 February 1999)
Process Redesign: Personnel and Payroll Project (Premier’s Department Circular 99-19, 15 April 1999)
Corporate Services Reform Achievements (Premier’s Department Circular 99-24, 6 May 1999)
Availability of Contract: Administration of SES Remuneration Packaging (Premier’s Department Circular 99-47, 17 August 1999)
Government Selected Application Systems (GSAS) Program Human Resources/Payroll and Financial
The Electronic Self Service (ESS) Implementation Project (Premier’s Department Circular 99-73, 21 December
1999)
New “Position Code” field for the Workforce Profile (Premier’s Department Circular 2002-05, 1 February
2002)
NSW Public Sector Workforce Profile 2002 (Premier’s Department Circular 2002-25, 27 May 2002)

Contact for Enquiries: Hayley Eggleston, Performance Development Division (02) 9228 3512

OFFICE FOR WOMEN
The Office for Women was created from 1 July 2004

Publications
2004
Lucy Mentoring Program Participant Manual
Department for Women Annual Report 2003-2004
NSW Women Newsletter
Poster Cricket 2004

2005
Lucy Participants Manual
NSW Women Issue 2
Lucy Stage 1 Evaluation Manual
Lucy Participants Manual Reprint
GirlSavvy Workbooks
Kids Relate folder
Poster 2 in the Fair Play on and Off the field series – rugby league
NSW Women Issue 3
International Women’s Day 2005 – NSW Local Councils Celebrate
2006
Honouring NSW Women 2006
Lucy Mentoring Program – Flyer
Lucy Mentoring Program – Manual
GirlSavvy Work Book (republished)
Fact Sheet 1 – Women Education and Training
Fact Sheet 2 – Women and Employment
Fact Sheet 3 – Women in Leadership Positions
Fact Sheet 4 – Women, Violence and Safety
Fact Sheet 5 – Women and Health
Office for Women Information Leaflet
Poster International Women’s Day 2006 – A3
Poster International Women’s Day 2006 – A4
Poster Soccer 2006
NSW Women Issue 4, March “2006 Year of the Community”
NSW Women Issue 5, August 2006 “Inspiring Creative Women”

2007
Honouring NSW Women 2007
Fact Sheet 1 – Women in New South Wales
Fact Sheet 2 – Aboriginal and Torres Strait Islander Women
Fact Sheet 3 – Older Women
Fact Sheet 4 – Rural and Regional Women
Fact Sheet 5 – Women and Health
Fact Sheet 6 – Women in Leadership
Fact Sheet 7 – Women, Education and Training
Fact Sheet 8 – Women, Violence and Safety
Fact Sheet 9 – Women, Work and Family
Poster International Women’s Day 2007 – A3
Poster International Women’s Day 2007 – A4
NSW Women Issue 6, January 2007 “Working at Relationships”
Tasting Success – Women’s Chef Mentoring Program – brochure
Our Commitment to Women
GirlSavvy Flyer
GirlSavvy Work Book
DVD – Stand Up 4 U!
DVD – You’re Parents Now!

Circulars and Memoranda
Nil

OFFICE OF PROTOCOL AND SPECIAL EVENTS
Australian Honours and Awards System to include:
• Order of Australia
• Australian Bravery Decorations
• Public Service Medal
• Royal Humane Society
• Awards of State Representative Certificates
• Community Service Awards
Contact: Ms Kylie Millwood 9228.4306
together with:
The Emblem Book of New South Wales (includes Flying of Flags)
New South Wales Service Medallion (40 years) – Guidelines and Nomination forms
New South Wales Table of Precedence
Contact: Mr Michael W Harkins, 9228.4042

COUNTER TERRORISM AND DISASTER RECOVERY
Premier’s Memoranda
M2006-14 Counter Terrorism Exercise Programme Liability Issues (26 September 2006)
M2004-03 NSW Police and Counter Terrorism (May 2004)
**Premier’s Department Circulars**
C2005-02 Tsunami Relief Effort – Agency Support Arrangements (10 January 2005)

**Information Sheets**
I2005-03 – Security Arrangements Governor Macquarie Tower (August 2005)
*Contact for Enquiries: Jane Shields (02) 8374 5136*

**OFFICE OF THE COORDINATOR GENERAL**
Ministerial Memorandum 2005–9 Major Infrastructure Coordination and Delivery (11 October 2005)
*Contact: Steve Illek 9228 3107*
Review of Future Provision of Motorways in NSW (December 2005)
*Contact: Steve Illek 9228 3107*

**PREMIER’S DELIVERY UNIT**
2006
The State Plan, A New Direction for NSW
*Contact: Mr Ben Keneally, 9228 5226*

**SECTION 2 – STATEMENT OF AFFAIRS**
The Freedom of Information Act 1989 requires Agencies to publish an annual Statement of Affairs. The most recent Statement of Affairs of the Department of Premier and Cabinet, which provides information on the structure and functions of the Department and the categories of documents it holds, is available in the Premier’s Department 2005/06 Annual Report and The Cabinet Office 2005/06 Annual Report. Copies of the Statement of Affairs can be obtained (free of charge) by contacting the A/Manager, Freedom of Information (FOI) or visit the Department of Premier and Cabinet website at www.premiers.nsw.gov.au

In general terms, many documents contained within this Summary of Affairs are available (free of charge) by visiting the Department website, www.premiers.nsw.gov.au

**SECTION 3 – CONTACT ARRANGEMENTS**
Policy documents, unless otherwise stated, are usually available free of charge and access can be arranged by contacting the officer nominated or the A/Manager, FOI by telephone, fax, email or in person at the address below generally on working days between the hours of 8:30 am and 5:30 pm.

Many of the documents may be found on the Premier’s Department Internet site at www.premiers.nsw.gov.au

Requests and applications made under the Freedom of Information Act 1989 for access to documents of the Premier’s Department (other than policy documents) should be made pursuant to the provisions of the FOI Act be accompanied by a $30 application fee and directed in writing to:

Ms Jo Haran
A/Manager, FOI
Premier’s Department
Level 32, Governor Macquarie Tower
1 Farrer Place
Sydney NSW 2000

Enquires may be directed to the A/Manager FOI and Privacy by telephoning the Department of Premier and Cabinet FOI Hotline (02) 9228 4441. Applications to amend or notate documents of the Department relating to a person’s own personal affairs may also be made to the Manager FOI and Privacy.
SUMMARY OF AFFAIRS
of the
DEPARTMENT OF PRIMARY INDUSTRIES

SECTION 1 – POLICY DOCUMENTS

CORPORATE
Code of Conduct
Complaint Handling Policy
Debt Management Policy
Primary Industries Science and Research Strategy
Privacy Management Plan

FISHERIES

Aquaculture
Aquaculture Administration Billing Account Policy
Aquaculture Administration Policy and Procedures Manual
Aquaculture Debt and Fee Waiver Policy
Aquaculture Lease Security Arrangements Information Kit
Aquaculture Permit Application Guidelines
Barramundi Aquaculture Policy
Freshwater Fish Stocking Fishery Management Strategy
Guide to Obtaining a Class A and B Aquaculture Permit
Guide to Obtaining a Land-based Aquaculture Permit
Introduction and Translocation Policy 1994
Land Based Aquaculture Policy
Management of ENHV in NSW Policy
North Coast Sustainable Aquaculture Strategy
NSW Fisheries Aquaculture Lease Application and Allocation Process 2003
NSW Fisheries Eel Aquaculture Policy
Oyster Industry Management and Administration Policy and Guidelines
Oyster Research and Development Plan
Pacific Oyster and QX Disease Control Program
2003–2007 Research and Development Strategic Plan for the NSW Oyster Industry

Commercial Fishing
Directors Guidelines: Determination of Catch History for the Transfer of Class A Yabby and Carp
Endorsement
Estuary General Fishery Management Strategy
Estuary Prawn Trawl Fishery Management Strategy
Fishing Business Species Prices Review Policy
Interim Policy on Access to Drying Lakes for Commercial Fishers
NSW Fisheries Commercial Fisheries Licensing Policy 2003
NSW Offshore Prawn Trawling Management Rules
Ocean Hauling Fishery Management Strategy
Share Management Fisheries: Limited Access Stage Fishing Business Transfer Guide

Conservation
Caulerpa Control Plan
Fish Habitat Protection Plan No. 1
Fish Habitat Protection Plan No. 2 – Seagrasses
Fish Habitat Protection Plan No. 3 – Hawkesbury-Nepean River System
Interim Policy for Permits for Commercial Tourist Operations within New Marine Parks
Policy and Guidelines for Aquatic Habitat Management and Fish Conservation 1999
Policy and Guidelines for Fish Friendly Waterways Crossings 2003
Why Do Fish Need to Cross the Road? Fish Passage Requirements for Waterway Crossings 2003
Recreational Fishing
Charter Boat Replacement Policy
Dollar for Dollar Stocking Program Guidelines
Fish Stocking Fisheries Management Strategy
Small Grants Program Application Guidelines
Snowy Lakes Trout Strategy
Stocking and Harvesting of Fish in Farm Dams

Administration and Research
Advisory Council Procedure Manual
Animal Care and Ethics Committee Guide
Indigenous Fisheries Strategy and Implementation Plan
Management Advisory Committee Procedures Manual
Strategic Research Plan for Fisheries, Aquaculture and Aquatic Conservation in NSW 2004-2009

MINERAL RESOURCES

Royalty Program
Guidelines for determining royalty obligations and calculating royalty payments
Definition of Disposals for the Purposes of Section 283(4) and 286B(1) Regulation 39 (3) (b) & Regulation 39 (4)
Definition of Revenue, Expenditure and Depreciation for Quarterly Non-Coal Mineral Returns
Disbursements of Private Owner Refunds for Quarterly and Annual Returns
Fringe Benefit Tax in the Calculation of Ex-Mine Value for Ad Valorem Royalty
Impostion and Application of Interest Penalties for Overdue Royalty Payments
Interest and Finance Expenses in the Calculation of Ex-Mine Value for Ad Valorem Royalty
Royalty Debt Recovery Procedure
Royalty Underpayments and Overpayments of less than $0.50
The Effect of the Goods and Services Tax (GST) Upon Mineral Royalty
Valuation for Sale of Ore or Tailings Bearing Mineral for Ad Valorem Royalty

Titles/Resource Development Programs
Authorities not granted if applicant has failed to meet their obligations under the Mining Act in respect of previous title (1974)
Code of conduct for landholders, opal miners and prospectors in the Narran-Warrambool Reserve, Lightning Ridge
Management plan for new opal fields – Opal mining in the Narran – Warrambool Reserve, Lightning Ridge
Open cutting in the Lightning Ridge area (1990)
Mine closure guidelines
Procedures for Departmental Processing of Land Use Referrals
Exploration Licence Applications – Minimum Amount That May Be Refunded
Policy On Grant And Renewal Of Exploration Licences For Five Year Terms
Single Securities On Exploration Licences
Policy On Retention Of Fees On Refused Or Withdrawn Applications
Policy On Mining Lease Grant Fee
Policy For Grant Of Assessment Lease Applications
Criteria For Cancellation Or Non Renewal Of Mining Leases
Processes for Highwall Mining Proposals
Guidelines for Emplacement Area Applications
Mine Closures – Guidelines
The Approval of Gas Drainage Drillholes
Coal Mining Under Flood-Prone Land
Guidelines for Preparing Conceptual Project Development Plans
“Bulk Sampling” and “Trial Mining” in Exploration Licences and Assessment Leases
Bulk Sampling on an Opal Prospecting Licence
The Colliery Holding in Coal Mining Operation in NSW
Part 5 of the Environmental Planning and Assessment Act 1979 and the Renewal of Mining Leases
Policy Guidelines for Issuing Exploration Licences to Explore for Coal
Acceptable Forms Of Security
Amount Of Security Required On Exploration Licences
Applications To Mine Or Prospect For Peat
Coal Lease Issuance In New South Wales
Claims for Opal Puddling
Criteria For Approving Assessment Lease Applications
Exemption From Mining Lease Grant Fee
Expenditure Requirements On Exploration Licences
Extension of Permits to use power operated machinery on Claims
Five Year Terms For Exploration Licences
Guidelines For Grant Of A Petroleum Production Lease For Coal Bed Methane
Labour/Expenditure Requirements On Mining Leases
Offshore Exploration Licence Applications
Petroleum Exploration Licence Applications
Policy For Exemptions To Full Lease Fees – Interim Procedures For Security Deposits And Lease Cancellation
Refund Of Excess Fees – Exploration Licence Applications
Retention Of Fees Lodged With Applications For And Renewal Of Authorities And Mineral Claims
Reward Claims
Review Of Non Coal Mining Leases – NSW Policy
Security Review Policy
Security Reviews On Mining Leases
Security Deposit Assessment for Mineral Claims in Lightning Ridge
Safety Awareness (Lightning Ridge)
Special Circumstances Renewal Of Exploration Licences
Two hectare “Prospecting” Claims
Three month Opal Prospecting Licences

Geological Survey of New South Wales
Guidelines for reporting on Exploration Licences (2001)
Guidelines for the release of onshore petroleum exploration areas (2000)

Mine Safety

Publications
Duty of Care in the Mining Industry DVD or CD – 2004
Guideline for the Safe Use of Electricity in NSW Mines – 2001
Safety Management Plan Workbook – 2002
Gretley Inquiry Report (Vols 1 and 2) – 1998
Guideline to Reviewing a Risk – Assessment of Mine Equipment and Operations – 1997
Lightning Ridge Opal Mining Safety Guidelines
Mine Safety Guidelines – various
OHS Trainer’s Guidelines – Consultation for Coal Mining and Metal and Extractive Mines
The Enforcement of Health and Safety Standards in Mines
Mine Safety Management Plan
Mine Safety Update
Mines Inspection General Rule 2000 Compliance Audit
Minerals Industry Safety Handbook

Environment
EDP 00 The Environmental and Rehabilitation Role of Mineral Resources
EDP 01 Management of Exploration and Mining in NSW
EDP 02 Exploration and Resource Assessment
EDP 03 Approval of Mining
EDP 04 Mining Operations
EDP 06 Compliance and Enforcement
EDP 07 Criteria for Cancellation or Non-Renewal of Mining Leases
EDP 08 New Approval Process for Management of Coal Mining Subsidence
EDP 10 Public Access to Environmental Impact Assessment Reports
EDP 11 Rehabilitation Security Deposits

Guidelines for Industry
Guidelines for the Planning, Maintenance and Construction of Tracks (pdf)
Preparation of Part 5 Assessments
Reporting Requirements for Mine Closure and Lease Relinquishment
Strategic Framework for Mine Closure
EDG01 Borehole Sealing Requirements on Land: Coal Exploration
EDG02 Borehole Sealing Requirements on the Beds of Water Bodies: Coal Exploration
EDG03 Guidelines to the Mining, Rehabilitation and Environmental Management Process (MREMP) (includes MOP and AEMR guidelines)
EDG08 Environmental Management System: Best Practice Reference
EDG10 Notification of Exploration Activities (Surface Disturbance Notice)
EDG11 Format and Guideline for the Preparation of a Mining Operation Plan: Small Mine Version
EDG13 Exploration Licence: Rehabilitation and Relinquishment Report
EDG15 Penalty Notices for Environmental Offences
EDG16 Exploration in State Conservation Areas
EDG17 Applications for Subsidence Management Approvals
EDG18 Guidelines for Review of Environmental Factors

FORESTS
Access to Forests NSW Planning Information
Compensation for Loss or Damage of Personal Property of Forests NSW Employees and Volunteers
Credit Management Policy
Environment Policy
Fire Management Policy
Forest Management Zoning in NSW Forests NSW Policy
Forest Recreation Policy – “Living, working, playing... forests”
Forests NSW Code of Practice for Plantation Operations
Good Neighbour Policy
Health & Safety Policy
International Project Opportunities Policy

AGRICULTURE
Agricultural and Animal Services Supporting plan to the State Disaster Plan
Animal Health Emergency Sub Plan to the State Disaster Plan
Bushfire Operating Plan
Drought Relief Policy
Flood Operating Plan
Locust Standard Operating Procedures
Policies and Procedures relating to:
  - Weeds and pest animals
  - Industrial hemp
  - Genetically modified organisms
Animal health management:
  - General animal health issues
  - Alpaca health
  - Cattle health
  - Deer health
  - Goat health
Honeybee health
Horse health
Pig health
Poultry/bird health
Sheep health
Exotic animal diseases
Zoonoses
Stock identification and traceability
Stock movements
Chemical residues
Market Assurance Programs (Breedsafe, JD, MAPs)
Animal welfare
Agricultural protection (drought, fire, flood, weeds, pest animals)
Compliance
Legislation
National Animal Health System Performance Standards
Plant health management
Plant movements
Agricultural protection (drought, fire, flood, weeds, pest animals)
Fruit fly

Tocal College, CB Alexander Campus
External Course Policies – Refunds, Assessment Appeals, Complaints, Grievances and Disciplinary Procedures
National Recognition Policy
Privacy Policy
Short Course Refund and Withdrawal Policy
Student Fees policy
Tocal Code of Practice

SECTION 2 – STATEMENT OF AFFAIRS
The Statement of Affairs to June 2006 is contained in the 2005-2006 Annual Report. This is available from the Department’s website: www.dpi.nsw.gov.au.

SECTION 3 – ACCESS ARRANGEMENTS
Inquiries concerning the procedures for inspecting and purchasing policy documents and Statements of Affairs should be made to:

The FOI and Privacy Officer
NSW Department of Primary Industries
PO Box 21
Cronulla NSW 2230
Telephone: (02) 9527 8411
Policy documents and Statements of Affairs may be inspected and purchased during normal office hours. The department has a number of offices across the state, with the main locations for specific enquiries as follows:

Head Office
Telephone: +61 2 6391 3100
Facsimile: +61 2 6391 3336
Postal address: Locked Bag 21, Orange NSW 2800
Street address: 161 Kite Street, Orange NSW 2800

Agriculture
Telephone: +61 2 6391 3100
Facsimile: +61 2 6391 3336
Postal address: Locked Bag 21, Orange NSW 2800
Street address: 161 Kite Street, Orange NSW 2800
Fisheries
Telephone: +61 2 9527 8411, or 1300 550 474 (Australia only)
Facsimile: +61 2 9527 8576
Postal address: PO Box 21, Cronulla NSW 2230
Street address: 202 Nicholson Parade, Cronulla NSW 2230

Minerals
Telephone: +61 2 4931 6666, or 1 300 736 122 (Australia only)
Facsimile: +61 2 4931 6790
Postal address: PO Box 344, Hunter Region Mail Centre 2310
Street address: 516 High Street, Maitland NSW 2320

Forests
Telephone: +61 2 9980 4100
Facsimile: +61 2 9484 1310
Postal address: Locked Bag 23, Pennant Hills NSW 2120
Street address: Building 2/423 Pennant Hills Road, Pennant Hills NSW 2120
SUMMARY OF AFFAIRS

of the

PUBLIC TRUSTEE

FO1 Agency No. 52

SECTION 1 – POLICY DOCUMENTS

General

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

Promotional Brochures and Information Publications

• Public Trustee NSW who we are and what we do
• Wills and Appointing an Executor
• Attorney Services Flexible Management for your financial affairs
• Public Trustee NSW and Trusts
• Facts on Fees
• Privacy and Public Trustee NSW
• 2006 Annual Report
• PT Connect – external client newsletter
• ScriPT – internal staff newsletter
• Guide for Beneficiaries
• Guide for Wills
• Guide for Attorney Services
• Guide for Trust Clients
• Financial Services Guide
• Beneficiary Communication Plan (Internal)
• Public Trustee NSW Client Feedback
• Agency Services: Superannuation Trusts
• Employee Entitlement Trusts
• Agency Services
• Your Funds and the Public Trustee
• The Public Trustee’s Investment Profile 2005/06
• The Public Trustee’s Common Fund Portfolios

Human Resources Policies

• Acceptable Use Policy
• Bullying and Harassment Policy
• Disability Action Plan
• Equal Employment Opportunity
• Ethnic Affairs Policies and Programs
• Filling Substantive Vacancies
• Filling Temporary Positions
• Financial Assistance for Studying
• Flexible Work Practices
• Living Away From Home Allowance
• Keyholder’s Policy
• Leave and Attendance Policy
• Management of Recreation Leave
• Mufti Day Dress Code
• Office Security
• OHandS Policy
• Options for Relief
• Procedures for Responding to Poor Performance
• Rehabilitation Policy
• Sick Leave
• Travel Allowances
• Travel Guidelines
• Use of Eligibility Lists
• Unauthorised Absences/Smoke Breaks
• Workforce profile
• Working From Home Policy
• Workplace Injury Management Policy

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

SECTION 2 – STATEMENT OF AFFAIRS
The Public Trustee’s current Annual Report (describing the operation, functions, structure of the organisation and publications available) will serve as the Public Trustee’s latest Statement of Affairs.

SECTION 3 – CONTACT ARRANGEMENTS
Public access to documents held by the Public Trustee will be subject to the Freedom of Information Act Schedule 1 Part 2 and Schedule 2. The Public Trustee is an exempt body when exercising functions of executor, administrator or trustee.

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

General Counsel
Level 6
19 O’Connell Street
Sydney NSW 2000
Telephone: (02) 9240 0759
SUMMARY OF AFFAIRS
of the
ROADS AND TRAFFIC AUTHORITY
FOI Agency No. 60

SECTION 1 – POLICY DOCUMENTS
The RTA has the following policy documents that are available from the contact persons indicated in the third section of this Summary of Affairs.

Where a charge is made for a document, it is shown in brackets ( ) after the name in the left-hand column. In some other cases a photocopy fee may be payable.

CORPORATE POLICY
1. Appropriate Use of the Internet and Email Policy
2. Answering RTA Major Construction Project Calls (TMC-SOP)(409244)
3. Asset Management: Policies (3 Separate documents)
4. Authority Wide Agreement Manual
5. Casual Employment Policy
6. Code of Conduct and Ethics
7. Corporate Disposal Policy
8. Corrupt Conduct and Maladministration Prevention Policy
9. Data Acquisition
10. Data Privacy
11. Employment of People with Disabilities Policy
12. Flexilink Audit TMC-SOP-409745
13. Harassment, Discrimination and Workplace Bullying Policy
   • Bituminous Works
   • Communicable Diseases
   • Drugs and Alcohol
   • Entry into confined spaces
   • Excavation
   • First aid
   • Hazardous substances
   • Health Surveillance
   • Incident Notification and Investigation
   • Injury Management
   • Manual Handling
   • Managing radiation emitting devices
   • Noise Control
   • OHS Consultation
   • OHS Risk Management
   • Personal Protective Equipment (PPE)
   • Post incident counselling
   • Procedure for Drug and Alcohol Policy
   • Reasonable Suspicion Guidelines for Drug and Alcohol Policy
   • Remote or isolated work
   • Roads and Traffic Authority of NSW OHS Policy Statement
   • Safe Driving
   • Safe Work Method Statements
   • Smoke Free Work Environment
   • Training and Certification of Construction Plant Operators
   • Working at heights
   • Working in Extreme Temperatures
   • Work in the Vicinity of Aboveground, Overhead, and underground Utility Services
15. Policy for answering RTA Major Construction Project Calls (TMC-POL)(409243)
16. Policy on Electronic Mail Messages as Records (PN043)
17. Policy on Third Party Liability Claims against the RTA that come within the ambit of the Treasury Managed Fund
18. Procurement and Inventory Management Policy and Guidelines
19. Recording Customer Conversations TMC-POL-409006
20. Records Management Program Policy (PN010)
21. Recruitment Selection and Appointment Policy
22. Re-engagement of former RTA Staff Policy
23. Reporting Noise Complaints to EPA TMC-POL-409550
25. RTA Quality, OHS and Environmental Audit Package
26. Skill Hire Personnel Policy
27. Statement on Business Ethics individuals
   Provides guidance to both RTA staff and those with whom they deal in respect to the RTA's ethical behaviour requirements in business dealings between it and outside organisations or individuals
28. Secondment Policy
29. Sponsorship – Policy and Guidelines
30. Temporary Employment Policy

CONTRACTS
1. Application for Pre qualification for Construction Industry Contractors (RTA Form 627)
3. Engagement of IT Contractors and Consultants
4. Engineering Contract Administration Procedures (9 separate documents)
6. Engineering Contract Notes
7. Managing Tidal Flow Contracts (TMC-SOP)(409153)
8. Minor Works and Services – Calling and Letting of Tenders (TMS-SOP)(409152)
9. Pre qualification Scheme for Construction Industry Contractors
10. Request for Tenders
11. RTA website-Terms of Use, Online Privacy Policy, Copyright, MyRTA Applications (Terms and Conditions, Privacy and Security) (IMandIT)
12. Sale of RTA data
13. Sale of RTA Software

PROPERTY
1. Disposal of Surplus Real Property
2. Land Acquisitions Policy Statement, 1999
3. Response to Building Management System Alarms TMC-SOP-409237
5. Statutory Functions Relating to Land and Status of Main Roads
   Policies on formalising roads, freeways, road access, road widening and the compulsory acquisition of land

FINANCE
1. Project Estimating Manual (December 2001)
2. Road Cost Index – (issued quarterly)
   Measures movements in the development and maintenance costs of roadworks, bridgeworks and traffic facilities in Sydney and non Sydney RTA operations.
4. RTA Economic Analysis Manual
   Provides guidance to project managers and consultants on the appropriate and consistent methodologies and economic parameter values to use in economic evaluation of proposed road projects and non road assets.

REGISTRATIONS
AUVIS Bulletins
1. Controlled Access Buses [buses longer than 12.5 metres]
2. Draft Vehicle Certification and Compliance Scheme – Service Level Agreements and Rules.
3. Enhanced Enforcement Program Guidelines Version 3
4. 4.6 metre high truck routes and loading requirements
5. 14.6 metre semi-trailers
6. 14.9 metre Refrigerated semi-trailers
7. Heavy Vehicle Mass Loading and Access
8. Heavy Vehicle Safety Issues and Countermeasures
9. Heavy Vehicles: NSW Country Road Safety Summit
10. Higher Mass Limits in NSW
12. Make Yr Car as Individual as You R
13. New Vehicle Data Sheets (NVD)
14. NHVAS: National Heavy Vehicle Accreditation Scheme
15. Road Vehicle Descriptor Sheet (RVD)
16. Route Assessment Guidelines for restricted access vehicles (May 2002)
17. Terms and Conditions for the Rare Number Plate Auction
18. Truck and Dog Trailers over 42.5 tonnes
19. Vehicle Inspectors Bulletins (VIB)
20. Vehicle Specification Sheets (VSS)
21. Vehicle Standards Information (VSI)
22. Special Number Plates – Terms and Conditions

Vehicle Emissions Management Programs
1. Clean Fleet Program – Information Kit
2. Clean Fleet Program – Auditor Procedures Manual
3. Clean Fleet Program – Information Sheet
4. Clean Fleet Program (Model Waste and Recycling Collection Contract) – Information Sheet
5. Clean Fleet Program (Metropolitan Bus Systems Contract) – Information Sheet
6. Diesel Retrofit Program – Information Sheet

Customer Management
1. ANVIS Business Rules
2. Business Rules for the Written – Off Vehicle Register
3. Business and Information Services
4. Changes to Registration that may effect you
5. Conditional Registration
6. Driving and your health
7. Getting your driver’s licence
8. How to prove who you are to the RTA
9. Medical – Medical and driving tests
10. Mobility Park Scheme – What you’ll need to park here
11. Motor Dealers Guide to Vehicle Registration
12. National Driver Licence Classes
13. NSW Photo Card – Show who you are
15. Information for Primary Producers
16. Purchasing and Registering a Heavy Vehicle
17. Sale of RTA Data Pricing Guidelines

LICENCES
1. Accreditation of Multi-Combination Course Providers
2. Alcohol Interlock Information Package for Criminal Law Specialists
3. Alcohol Interlock Information Package for Participants
4. Demerit points – Encouraging safe driving
5. Heavy Vehicle Competency Based Assessment – Assessment Procedures
6. Heavy Vehicle Competency Based Assessment – Assessors Log Book
7. Heavy Vehicle Competency Based Assessment – Management Agreement
8. Motorcycle Rider Training Manual – Learner Rider
9. Motorcycle Rider Training Manual – Provisional Rider
11. The Driving Ability Road Test for Class C Drivers – Testing Officers’ Manual The Driving Ability Road Test for Heavy Vehicle Drivers – Testing Officers’ Manual
12. The Driving Ability Road Test for Motorcycle Riders – Testing Officers’ Manual
13. Strikes Scheme
14. Worried about the driving ability of an older driver
MATERIALS
3. B57 Driven Cast-In-Place Concrete Piles E2/R0 August 2005
4. B58 Permanently Cased Cast-In-Place Reinforced Concrete Piles E3/R0 August 2005
5. B283 Confined Elastomer (Pot Type) Stainless Steel Bearings E4/R0 October 2005
   Guidelines and standards for use in testing of materials in laboratories
13. Plastic Water Filled Devices for Roadwork Sites (TDT 2003/02)
14. Prequalified Retroreflective Raised Pavement Markers (TDT 2005/05)
15. R16 Precast Reinforced Concrete Box Culverts E3/R0 October 2005
17. Shotcrete Design Guidelines
19. Quality Assurance Maintenance Model Specifications (32 separate documents)
20. Design, Construct, Maintain Model Specifications (125 separate documents)

BRIDGES AND FERRIES
1. BPC 2006/05 Pipes and Conduits for Bridgeworks
2. BPC 2005/10 Reissue of Standard Bridge Drawings
3. BPC 2005/09 Provision of Disabled Access for Pedestrian Bridges
4. BPC 2005/08 Welding of Bridges
5. BPC 2005/06 Bird Nesting in Bridge Abutments and Box Girders
6. BPC 2005/05 Use of Steel Fibre Reinforced Reactive Powder Concrete (‘Ductal’) in RTA Works
7. BPC 2005/04 Pot Bearing Attachment Plates
8. Bridge Aesthetics ‘Design Guidelines to improve the appearance on bridges in NSW’
9. Conditions for use of the Anzac (Glebe Island) Bridge for filming and photographic shoots
10. Conditions for use of the Sydney Harbour Bridge for filming and photographic shoots
14. Mortlake Ferry Operating Timetable
15. Revised RTA Bridge Standard Drawings
16. Spit Bridge Opening Times
17. Maintenance of Timber Bridges
   M743 Timber Bridge Preservation
   M752 Timber Truss Repairs – Temporary Support and Information for Construction
   M756 Timber Truss – Measure and Draw
   M757 Timber Truss Repair
18. BPC 2006/07 Changes to Standard Bridge Drawings
19. BCP 2006/06 Bridge Name Plate for Modified Bridges
20. BCP 2006/04 Bridge Traffic Barriers – Standard Cross Sections
21. Wrought Iron Bridges – Prince Alfred (Gundagai), Dalgety (S Cooma).

TRANSPORT PLANNING
1. Adoption of the Australian Road Rules (TD 99/20)
2. Approval of Green Light Corridors TMC-SOP-409410
3. AUTOTURN Swept Path Computer Program (TDT 2001/06a)
4. “Beyond the pavement” RTA Urban and Regional Design Practice Notes
5. Bicycle Parking (TD 99/30)
6. Bus Lanterns at Signalised Intersections (TD 98/4)
8. Coloured Pavement for Special Purpose Lanes (TD 99/9)
9. Cost Recovery for Special Events TMC-SOP-409500
10. Disposal of Dangerous Goods on RTA Roads Made Safe by Fire Brigades TMC-SOP-409255
11. Environmental Directions 1-19
12. Environmental Management System Brochure
13. Film and Video Policy TMC-POL-409193
14. Filming on major roads – Info pack
15. Filming on major roads Policy (TTP 00/3)
16. 40 Km/h Speed Limits in High Volume Pedestrian Areas
17. General Holmes Drive Tidal Flow TMC-SOP-409903
18. Guidelines for Banners on Bridges over Classified Roads
19. Guidelines for Construction Water Quality Monitoring
20. Guidelines for the Selection of Bus Priority Enforcement Camera Sites (TDT 2005/03)
21. Guide to Traffic and Transport Management for Special Events
22. How to prepare a Bike Plan
23. Managing Police Requests for Changes to Traffic Signals Settings TMC-SOP-409408
25. NSW Speed Zoning Guidelines
26. Pay Parking (Version 2.0)
27. Policy for activating the JOC for Major Incidents and State Emergencies TMC-POL-409250
28. Policy for Green Light Corridors TMC-POL-409406
29. Policy for managing repairs to faulty Traffic Signal Loop Detectors TMC-SOP-409750
30. Policy for Traffic Modelling TMC-POL-409706
32. Quality Assurance Model Specifications (159 separate documents)
34. Route Assessments for 14.5 metre buses (TTT-044)
35. Route Standards for Western Region State Road Network (January 2003)
39. RTA Environmental Policy (2000)
40. RTA Heritage Action Plan 2005-2010
41. RTA Roadscape Guidelines (1998) ($50)
42. RTA Statutory Planning Guidelines (1999) ($50)
44. RTA Waste Reduction and Purchasing Plan (1998)
45. Safe-T-Cam Policy and Procedures
46. SCATS Loop Repair Process TMC-SOP-409751
47. Southern Cross Drive Congestion Monitoring TMC-SOP-409913
48. Special Events – Agency and Stakeholders Responsibilities TMC-WKI-409192
49. Sydney Airport Air Alert TMC-SOP-409912
50. The Aboriginal Action Plan 2001-2010
51. TMC Management of Special Events TMC-POL-409190
52. Tourist Signposting (Version 2.1)
53. Traffic Modelling TMC-SOP-409705
54. Development Program Guidelines 2006

ROAD AND TRAFFIC DESIGN
1. Advertising on RTA Infrastructure (TMP 98/3 and TMP 99/2)
3. Bus Stop Blackspot Zones (TD 98/14)
5. Current Technical Directions
9. Great Western Highway Management Plan
12. Guidelines for Traffic Facilities (Green Book) ($50)
   
   Deals with delegation of RTA decision making powers, for certain traffic facilities, to Councils.
   
   A series of guidelines covering the design and construction of roads and neighbourhood areas
   
   • Part 1. Legislative and Administrative Framework
   • Part 2. Public Participation in Local Issues
   • Part 3.1 Preferential Parking Zones
   • Part 3.3 Angle Parking on Public Streets
   • Part 3.5 Disabled Parking
   • Part 4.1 Children's Crossings
   • Part 4.3 Grade Separated Pedestrian Facilities
   • Part 4.4 Marked Foot crossings
   • Part 6. Speed Humps – Planning and Implementation
   • Part 7.1 40 km/h Speed Limits on Public Streets
   • Part 7.2 Local Area Traffic Management
   • Part 7.3 Shared Traffic Zones
   • Part 7.4 Control of Traffic within Developments
   • Part 8. Road Closures
   • Part 9. Light Traffic Thoroughfares


15. Hexham Bridge Booking and Opening Protocols, Revision 5, (28 July 2006)

16. Hook Turn Only Sign at Signalised Intersections (TD 99/24)


18. Keep Clear Pavement Marking (TD 99/26)

19. Kerb Ramps (TDT 2002/08)

20. Kerbside Line marking of Parking Restrictions (TDT2001/09)

21. Location and Placement of Variable Message Signs (TDT 2005/02)


23. Marked Footcrossings at Signalised Intersection (TDT 2001/08a)

24. Maintenance Activities on RTA Bridges and Tunnels. Activity Specific Review of Environmental Factors (July 2006)


26. Motor Bike Parking (TD 2004/02)

27. No Entry Signs for Road-Related Areas (TD99/28)

28. No Hook Turn By Bicycles (TD 99/25)

29. No Standing and No. Parking Signs (TD 99/21)


31. Parking Control Signs – Adoption of Symbolic Period Parking Signs (TD 97/22)

32. Parking Signs Australian Standard Zone Symbol Parking Signs (TD 97/23)


34. Pedestrian Refugees (TDT 2002/10)

35. Permit Parking (Version 2.1)

36. Plan Approval Process

37. Post Completion Review Policy

38. Regulatory Signs (Version 1.2)

39. Replacement of Traffic Controller Ahead Symbolic Signs (TDT 2002/13)

40. Replacement of Tar Spraying Signs (TDT 2002/14)

41. Restricted Parking Areas (Version 2.0)

42. Road Design Guide

   Statement of the geometric drainage and associated design structure associated with main roads in NSW

43. Roundabouts – Geometric Design Method (Version 1.0)

44. Roundabouts – Pavement Marking (Version 1.0)

45. Route Standards, South West Region, Version 1.0 November 2004

46. RTA Contaminated Land Management Guideline (2005)

47. RTA Environmental Noise Management Manual


49. Safety Zone Signs (TD 99/31)

50. Safety in Sydney’s Major Road Tunnels

51. School Zones
52. Scramble Crossing – Signs and Markings (TD 99/22)
53. Shared Paths – User Advisory Signs (TDT 2001/07a)
54. Shared Zone Signs (TD 2001/06)
55. Signs and Markings for Transit Lanes (TD 99/5)
56. Signalised Entries to Private Developments (TDT 2001/03)
57. Signposting for Hospitals (TD 92/47 + TS90/3)
58. Signposting of Regional Shopping Centre (TDT 2002/02)
59. Signs for Prohibitions, Designated Paths and Control of Downhill Speed (TD 99/33)
60. Stopping and Parking Restrictions at Intersections and Crossings (TDT 2002/02)
61. Towards Guidelines for Retail Centres along Traffic Routes
62. Traffic Control at Work Sites (Version 3.0)
63. Traffic Light Inventory – RTA Policy – (TDT 2002/06)
64. Traffic Separation using Road Marking Materials (TD 2000/4)
65. Traffic Signal Practice – Design (Version 1.0)

   Design of traffic signals from geometric layout

66. Truck Lanes (TD 2000/5)
67. Use of Freeway Signs (TD 2000/2)
68. Use of Keep Left Unless Overtaking Signs (TD 2000/3)
69. U-Turns at Signalised Intersections (TD 99/23)
70. Vehicle Path Computer Program (TD 92/24)
71. Works Authorisation Deed
72. Zig Zag Advanced Pavement Markings at Marked Foot crossings (TD 92/43)
73. Noise Wall Design Guidelines
74. Great Western Highway, Blue Mountains, Urban Design Framework
75. Minor Works Review of Environmental Factors. For Minor Works on Managed and Maintained RTA Roads (October 2006)
76. RTA Model Drawings
77. R271 Design and Construction of Noise Walls March 2007

AGREEMENTS WITH PUBLIC UTILITIES/STATE GOVERNMENTS
1. Arrangements with Councils for Road Management
2. Local Government Road Safety Officer Funding Agreement
3. Memorandum of Understanding: – Local Government Road Safety Program
4. 2002-2004 Local Government Road Safety Program Strategic Plan

FIELD OPERATIONS
1. Applying for a Road Occupancy Or Road Development Licence TMC-SOP-409185
2. Clearway Towing – Owner/Driver Enquiries TMC-SOP-409162
3. Clearway Towing – Vehicle Events TMC-SOP-409160
4. Delegation to Chairpersons of Regional Traffic Committees – Appeals to Regional Traffic Committees
5. Delegation to Councils – Regulation of Traffic
6. Displaying manual messages on VMS TMC-SOP-409269
7. Electronic lane changing on the Sydney Harbour Bridge TMC-SOP-409030
11. Issuing a Road Occupancy Licence TMC-SOP-409186
12. Management of Illuminated Street Name and Advertising Sign Proposals (TMP 99/3)
13. Policy for communication in the traffic management of incidents TMC-POL-409240
15. Policy for removing vehicles from roads and road related areas TMC-POL-409165
16. Policy for using RTA traffic management CCTV cameras TMC-POL-409008
17. Policy for using variable speed limit signs TMC-POL-409280
19. Regional Roads Block Grant Agreement
20. Reporting of Potholes TMC-SOP-409172
22. Reporting Traffic Signal Faults TMC-SOP-409174
23. Direction to Restrict (DTR) Speed TMC-POL-409184
24. SCATS and Sydney Light rail operations TMC-WKI-409755
25. SHB Approaches Phone Checks TMC-SOP-409032
27. Traffic Commanders Role in Traffic Management of Unplanned Incidents TMC-POL-409196
28. Traffic Emergency Patrol roles in the traffic management of unplanned incidents TMC-POL-409810
29. Traffic Facilities Inventory – RTA Policy (TDT 2003/04)
30. Traffic Management of Unplanned Incidents TMC-POL-409900
31. Use of Class 1 Retro reflective Sheeting on Roadworks Signs (TDT 2004/01a)
32. Use of Variable Message Signs (VMS) (TDT 2002/11)
33. VMS Standby Messages TMC-POL-409266
34. Upgrading the Pacific Highway: Access to private property for investigation of road project RTA/Pub.06.208. Pacific Highway Office 1800 653 092
35. Upgrading the Pacific Highway: Property acquisition. RTA/Pub.05.212. Pacific Highway Office 1800 653 092
36. Upgrading the Pacific Highway: How is noise addressed. RTA/Pub.05.213. Pacific Highway Office 1800 653 092
37. Upgrading the Pacific Highway: Meeting environmental needs. RTA/Pub.05.214. Pacific Highway Office 1800 653 092
39. The Asset Life Cycle Management System
40. Placing Special Events and Road Occupancy Advertisements (TMC-SOP)(409251)
41. Red Light Camera Incidents (TMC-SOP)(409407)
42. RTA Fixed Digital Speed Cameras (TMC-SOP)(490409)
43. Filming and Videoeing Policy (TMC-POL)(409193)

ROAD SAFETY
1. A Practical Guide to Addressing Road Safety Issues Around Schools
2. Accident Reduction Guide
3. Action for Bikes – Bikeplan 2010
5. Children’s Crossings – RTA Policy (TMP 01/1)
6. Convex Safety Mirrors Guidelines
7. Drink Drive: Problem Definition and Countermeasure Summary
8. Driver Fatigue: Problems Definition and Countermeasure Summary
10. Guidelines for Driving Emergency Vehicles TMC-POL-409210
11. Guidelines for Implementing the 50km/h Urban Speed Limit
12. How to Prepare a Pedestrian Access and Mobility Plan. An Easy Three Stage Guide
13. Motorcycle Safety: Issues and Countermeasures
14. NSW Bicycle Guidelines (Version 1.2)
15. NSW Guidelines for Bicycle Road Races
16. Travelling on the Pacific Highway: Take a Break RTA/Pub.00.023. Pacific Highway Office 1800 653 092
17. Pedestrian Safety: Problem Definition and Countermeasure Summary
18. Planning Guidelines for Walking and Cycling (TDT 2005/01)
19. Principle of Effective Community-Based Safe Driving Programs for Novice Drivers and Passengers
20. Road Safety 2010 – a framework for saving 2000 lives by the year 2010 in New South Wales
21. Roadside Services in Remote Areas (TMT 99/7)
22. Road User Behaviour Study – Community Attitude Survey Report
23. Road User Behaviour Study – Crash Data Analysis Report
25. Road User Behaviour Study – Road Safety Enforcement and Deterrence Strategies Report
27. RTA Bicycle Policy for Grates (TMP00/1)
28. RTA Bicycle Policy for Maintenance Work (TMP 99/4)
29. Safe Driving Policy (RTA)
30. Safety Restraint Fitting Manual
31. School Crossing Supervisors – Administration
32. School Crossing Supervisors – Training
33. Sharing the Main Street Guidelines
34. Significant Roadside Environment Area Signs (TMP 99/6)
35. Signposting of Educational Institutions (TDT 2002/03)
36. Speed Issues and Countermeasure Summary
37. Use of Pre-formed Traffic Signal Detection Loops (TMP 00/2)
38. Use of Traffic Calming Devices as Pedestrian Crossings (TDT 2001/04)
39. Compliance and enforcement – general information
40. Compliance and enforcement – NSW
41. Compliance and enforcement – chain of responsibility
42. Compliance and enforcement – container weight declarations
43. Compliance and enforcement – container weight declarations – drivers
44. Compliance and enforcement – heavy vehicle dimensions
45. Compliance and enforcement – heavy vehicle mass
46. Compliance and enforcement – drivers
47. Compliance and enforcement – loader/packer
48. Compliance and enforcement – operator/manager/scheduler
49. Compliance and enforcement – consignor/receiver
50. Concessional Mass Limits
51. Expansion of Higher Mass Limits in NSW
52. Higher Mass Limits in NSW – Information for Local Governments
53. Mobile crane towing a trailer
54. Road Trains
55. Single Steer axle mass limit increase to 6.5 tonnes.
56. Tidal Flow Inspections (TMC-SOP)(409154)
57. Snow and Ice Conditions Reporting (TMC-SOP)(409241)
58. VMS and VSLS Wet Weather Plan (TMC-SOP)(409275)
59. VMS Severe Thunderstorm Warning Plan (TMC-SOP)(409276)

AUSTRoads PUBLICATIONs
1. Guide to Rehabilitation of Road Pavements, 2004
2. Guide to Structural Design of Road Pavements, Revised 2004
3. Guide to Parking in NSW
4. Producing and Using Transport Access Guides
6. Traffic Engineering Practice [NAS-54]
   • Pt. 1: Traffic Flow [AP-11.1/88] ($22)
   • Pt. 2: Roadway Capacity [AP-11.2/88] ($22)
   • Pt. 3: Traffic Studies [AP-G11.4/04] ($33)
   • Pt. 4: Treatment of Crash Locations [AP-G11.4/04] ($33)
   • Pt. 5: Intersections at Grade [AP-11.5/88] ($33)
   • Pt. 6: Roundabouts [AP-11.6/93] ($44)
   • Pt. 7: Traffic Signals [AP-11.7/03] ($66)
   • Pt. 8: Traffic Control Devices [AP-11.8/88] ($22)
   • Pt. 9: Arterial Road Traffic Management [AP-11.9/88] ($22)
   • Pt. 10: Local Area Traffic Management [AP-11.10/88] ($22)
   • Pt. 11: Parking [AP-11.11/88] ($22)
   • Pt. 12: Roadway Lighting [AP-11.12/04] ($22)
   • Pt. 13: Pedestrians [AP-11.13/95] ($44)
   • Pt. 14: Bicycles [AP-11.14/99] ($66)
   • Pt. 15: Motorcycle Safety [AP-11.15/99] ($66)

FREEDOM OF INFORMATION
1. Procedures for Dealing with Freedom of Information and Privacy Applications and
   Brochure for RTA staff and Customers explaining how to handle FOI and Privacy Reviews requests
   and reviews
2. Decision making delegations under the Freedom of Information and Privacy Acts
3. Contract Reporting Requirements under NSW Freedom of Information Act
4. Protection of Personal Information

SECTION 2 – STATEMENT OF AFFAIRS

The Statement of Affairs previously consisted of two booklets – titled ‘Inside the RTA – The Roads and Traffic
Authority of New South Wales. What is the RTA and how does it affect me?’ and ‘The Customer Information
Directory’. ‘The Customer Information Directory’, has now replaced these two booklets. This document still
covers all of the requirements of the Statement of Affairs. The document is available, without charge, from
the offices listed in Section 3 and the content is included on the RTA’s website at www.rta.nsw.gov.au.
Requests for RTA records, information or documents under the FOI or Privacy Act should be applied for by:

1. Completing a RTA Request for Access form. This form is available at all RTA offices or you may apply in writing supplying all the details required under the Section 17 of the FOI Act, Section 14 of the Privacy Act or Section 26 of the Health Privacy Act.

2. Present the form or letter, the appropriate fee and, where necessary, identification, to any RTA office. Details of procedures, fees, and reductions in certain cases, can be obtained from the FOI and Privacy brochures, including the ‘Procedures for Dealing with freedom of information and privacy applications and reviews’ brochure, available at RTA offices.

There are currently six RTA Regional FOI/Privacy Liaison Officers in NSW to handle FOI applications or enquires. They are located at:

<table>
<thead>
<tr>
<th>Region</th>
<th>Address 1</th>
<th>Address 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sydney Region</td>
<td>PO Box 558, Blacktown 2148</td>
<td>Ground Floor, 83 Flushcombe Road, Blacktown 2148</td>
</tr>
<tr>
<td>Southern Region</td>
<td>PO Box 477, Wollongong East 2520</td>
<td>Level 4, 90 Crown Street, Wollongong 2500</td>
</tr>
<tr>
<td>Eastern Region</td>
<td>DX 8120 Blacktown</td>
<td>DX 5178 Wollongong</td>
</tr>
<tr>
<td></td>
<td>Telephone: (02) 8814 2325</td>
<td>Telephone: (02) 4221 2415</td>
</tr>
<tr>
<td></td>
<td>Facsimile: (02) 8814 2593</td>
<td>Facsimile: (02) 4227 3705</td>
</tr>
<tr>
<td></td>
<td>Monday – Friday, 8.30 am – 4.30 p.m.</td>
<td>Monday – Friday, 8.30 am – 4.30 p.m.</td>
</tr>
<tr>
<td>Western Region</td>
<td>PO Box 334, Parkes 2870</td>
<td>51-55 Currajong Street, Parkes 2870</td>
</tr>
<tr>
<td></td>
<td>DX 20256 Parkes</td>
<td>DX 7610 Grafton</td>
</tr>
<tr>
<td></td>
<td>Telephone: (02) 6861 1444</td>
<td>Telephone: (02) 6640 1327</td>
</tr>
<tr>
<td></td>
<td>Facsimile: (02) 6861 1414</td>
<td>Facsimile: (02) 6640 1301</td>
</tr>
<tr>
<td></td>
<td>Monday – Friday, 8.30 am – 4.30 p.m.</td>
<td>Monday – Friday, 8.30 am – 4.30 p.m.</td>
</tr>
<tr>
<td>Hunter Region</td>
<td>PO Box 484, Wagga Wagga 2650</td>
<td>Locked Bag 30, Newcastle 2300</td>
</tr>
<tr>
<td></td>
<td>1 Simmons Street, Wagga Wagga 2650</td>
<td>59 Darby Street, Newcastle 2300</td>
</tr>
<tr>
<td></td>
<td>DX 5407 Wagga Wagga</td>
<td>DX 7813 Newcastle</td>
</tr>
<tr>
<td></td>
<td>Telephone: (02) 6938 1105</td>
<td>Telephone: (02) 4924 0203</td>
</tr>
<tr>
<td></td>
<td>Facsimile: (02) 6938 1183</td>
<td>Facsimile: (02) 4929 7107</td>
</tr>
<tr>
<td></td>
<td>Monday – Friday, 8.30 am – 4.30 p.m.</td>
<td>Monday – Friday, 8.30 am – 4.30 p.m.</td>
</tr>
</tbody>
</table>

Your local office can advise you which RTA FOI and Privacy Liaison Officer covers a given area or you can contact the

Manager, Records Access Unit
PO Box K198, Haymarket 1238
Level 5, 260 Elizabeth Street,
Surry Hills 2010

Corporate Freedom of Information and Privacy Liaison Officer
PO Box K198, Haymarket 1238
260 Elizabeth Street,
Surry Hills 2010
Privacy and Contract Reporting Co-ordinator
PO Box K198, Haymarket 1238
260 Elizabeth Street,
Surry Hills 2010
DX 13 Sydney
Telephone:  (02) 9218-3667
Facsimile:  (02) 9218-6085
Hours:        Monday – Friday, 8.30 am – 4.30 p.m.
Email:        privacy@rtas.nsw.gov.au

Note: Copies of the RTA’s Statement of Affairs and any requested policy documents listed above have been forwarded to the:
State Library of NSW
Library of the Parliament of NSW
National Library of Australia
Fisher Library, University of Sydney and
Ward Library, University of Western Sydney

Les Wielinga,
Chief Executive
SUMMARY OF AFFAIRS
of the
NEW SOUTH WALES RURAL ASSISTANCE AUTHORITY

SECTION 1 – POLICY DOCUMENTS

- Annual Report
- Staff Induction Manual
- Grievance Procedure
- Job Evaluation Policy
- Communications and Service Delivery
- Media Relations
- Disability Action Plan
- Ethnic Affairs Priority Statement
- Policy Development
- Occupational Health and Safety Policy
- Rehabilitation Policy
- Corruption Prevention (incorporating Protected Disclosures)
- Appeal Review Process
- Code Of Conduct
- Conduct Guidelines for Members of the NSW Rural Assistance Authority Board
- Guarantee of Service
- Corporate Plan
- Privacy Management Plan
- Delegations of Authority
- Farm Debt Mediation Policy Guidelines
- Policy Guidelines on various assistance measures
- Records Management Policy
- Records Management – Functional Retention and Disposal Schedule
- Records Management – Strategic and Operational Plan
- Electronic Records Management Policy
- Mobile Communications Devices

SECTION 2 – STATEMENT OF AFFAIRS

The Authority’s most recent Statement of Affairs is dated June 2007. Copies of this document can be obtained as detailed below.

SECTION 3 – CONTACT ARRANGEMENTS

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

The Freedom of Information Officer
NSW Rural Assistance Authority
Locked Bag 23
Orange NSW 2800
email: rural.assist@raa.nsw.gov.au
SUMMARY OF AFFAIRS
of the
NSW RURAL FIRE SERVICE

SECTION 1 – POLICY DOCUMENTS

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

The RFS has completed a broad based review of all policy documents. These documents are currently in the process of being finalised. Members of the public are encouraged to ask about the status of policy documents when requesting them.

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

AWARDS
External Service Award for RFS Members
Internal Bravery and Service Awards

BRIGADE ADMINISTRATION (BRIGADES)
Appointment of Brigade Officers
Brigade Constitution
Joining the RFS as a Volunteer Member
Cadet Rural Fire Brigades (under review)
Formation of Brigades
Participation by Staff in Brigade Activities
Junior Members

BRIGADE ADMINISTRATION (FIRE CONTROL OFFICERS)
Appointment of FCOs and DFCOs

BRIGADE ADMINISTRATION (GROUPS)
Appointment of Group Officers
Disbandment of Rural Fire Brigades
Formation of Groups of Brigades

BUSH FIRE CO-ORDINATING COMMITTEE POLICIES

1998
District Bush Fire Management Plan – Operations
Bush Fire Risk Management Plan Part 2 – Guidelines
Bush Fire Risk Management Plan Part 3 – Model Plan

1999
Bush Fire Risk Management Planning Principles
Guidelines for the Public Exhibition of Plans
Preparation of Bush Fire Risk Management Plans

2000
Co-ordinated Firefighting Operations Health and Safety
Dispute Avoidance/Dispute Resolution
Guidelines for Dispute Avoidance/Dispute Resolution
Guidelines for Evacuation of Persons from Dwellings during Bush Fires
Residential Evacuation

2001
Section 63(4) of the Rural Fires Act 1997 – Notified Steps for the Establishment and Maintenance of Planted Forests
Smoke Management Policy
2002
Nil

2003
Communication
Ecologically Sustainable Development
Fire Trails and Guidelines for the Classification of Fire Trails
Guidelines for Fire Trail Signage
Guidelines for the Depiction of Primary, Secondary and Dormant Fire Trails
Safety Advisor Standard Operating Procedure (SOP)

2004
Nil

2005
Aviation Support to Bush Firefighting
Fire Mitigation Works Funding

2006
Bush Fire Management Committees
Management of Bush Fire Operations

2007
Section 44 Payment and Reimbursement Criteria and Payment Procedures

FIRE SERVICES JOINT STANDING COMMITTEE POLICIES
NSW Fire Brigades and NSW RFS Joint Training Criteria and Proposal
Response of Specialist Resources to Fire Incidents and Emergencies
Commendations for Excellence in Service Delivery

LEARNING AND DEVELOPMENT (formerly Training)
Learning and Development – General
Qualifications for RFS Members
Training General

OPERATIONS (CO-ORDINATED BUSH FIREFIGHTING)
Co-ordinated Bush Firefighting
Requests for Assistance

OPERATIONS (NSW RURAL FIRE SERVICE)
Air Operations
Application of Food Safety Procedures
Crisis Handling SOPs
Fireground Procedures
Handling of Crisis Events
Incident Management
Incident Reporting
Incident Response
Investigation of Fires and Associated SOPs
Operational Management
Remote Area Firefighter Fitness Training
Fire Investigation and Fire Investigation SOPs

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

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

PREVENTION (PLANNING)
Bush Fire Prone Land Mapping Guidelines for Councils
Development Control
• Development Control Note 01 – Fire Retardant Timber
• Development Control Note 02 – Establishment of Easements for Asset Protection Zones
• Development Control Note 04 – Preparation of Local Environmental Plans (LEPs)
• Development Control Note 05 – Development Consent in Bush Fire Prone Areas
• Development Control Practice Note 1/07 – Submission Requirements
• Development Control Practice Note 2/06 – Fire Retardant Treated Timber
• Development Control Practice Notes 03/2006 French and Bi-fold Doors
• Fast Fact – Construction Levels
• Fast Fact – Dual Occupancy Developments
• Fast Fact – Fences or Gates in Bush Fire Prone Areas
• Fast Fact – Intumescent Paint Systems
• Fast Fact – Swimming Pools as a Water Supply
• Bush Fire Evacuation Plan for Integrated Developments
Facilitators Guide for Bush Fire Risk Management
Guidelines for Single Dwelling Development Applications (79BA)
Guidelines for Subdivision Development Applications (100B)
Planning for Bushfire Protection 2001
Planning for Bush Fire Protection 2006

PROTOCOLS
Ceremonies and Events
Uniform Incorporating Corporate Wardrobe
Vehicle Identification

RESOURCES (ACQUISITION)
Return of Equipment Allocated to members of RFS

RESOURCES (DISPOSAL)
Asset Disposal

RESOURCES (MANAGEMENT)
Annual Inspection Unregistered RFS Vehicles, Trailers, and Plant
Equipment Maintenance
Maintenance of Buildings

RESOURCES (STANDARDS)
Appliance/Vehicle Category Details
Standard Brigade Stations
Communications
Compressed Air Breathing Apparatus
Firefighting Vehicle Construction Standard
Protective Clothing and Accessories
Fire Control Centre Accommodation and Facilities
Tanker Changeover Second-hand Program

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

SERVICE ADMINISTRATION (COMMAND STRUCTURE)
Collection of NSW RFS Insignia
Ranking and Insignia

SERVICE ADMINISTRATION (GENERAL)
Appointment of District and Zone Liaison Committees
Child-Related Activities
Code of Conduct and Ethics
Corporate Sponsorship
Management of Service Standards, Policies and related documents
Discipline
Environment
Firefighter Accident Prevention SOPs
Fundraising Activities (Provision of Goods and Services)
Grievances
Health and Safety
Legal Representation for Volunteers and Staff
Media
Non-Statutory Standing Committees
Organisational Communication
Personal Information and Privacy
Serious Accident Preliminary Reporting
Service Audits
Service Delivery Model
Statewide Commercial Training
Stand Down/Removal from membership and Notification of Criminal Charges and Convictions
Volunteers’ Access to Network Service and Data

WELFARE
Chaplaincy
Critical Incident Support Services (CISS)

SECTION 2 – STATEMENT OF AFFAIRS
The RFS’s latest Statement of Affairs can be obtained through the contact arrangements below.

SECTION 3 – CONTACT ARRANGEMENTS
For inquiries relating to documents held by the RFS or application forms to access information please call the RFS on 1800 679 737. Requests and applications made under the Freedom of Information Act 1989 and Privacy and Personal Information Protection Act 1998 should be directed in writing to:

NSW Rural Fire Service,
Locked Mail Bag 17,
Granville NSW 2142
FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)

SUMMARY OF AFFAIRS
of the
SAS TRUSTEE CORPORATION

SECTION 1 – POLICY DOCUMENTS

SAS Trustee Corporation (STC) is the trustee of the New South Wales public sector closed defined benefit superannuation schemes.

Policy documents in respect of STC that are available for inspection are:

- State Superannuation Scheme policy register
- State Authorities Superannuation Scheme policy register
- State Authorities Non-contributory Superannuation Scheme policy register
- Police Superannuation Scheme policy register
- STC Board Code of Conduct
- STC Executive Code of Conduct
- STC Privacy Statement
- Ethnic Affairs Priority Statement
- Disability Action Plan
- Equal Employment Opportunity Management Plan

SECTION 2 – STATEMENT OF AFFAIRS

The most recent Statement of Affairs for STC was published in June 2006 in STC’s Annual Report. The Statement is also available on the website at www.statesuper.nsw.gov.au. A copy of the Statement of Affairs can also be obtained (free of charge) by contacting the Freedom of Information Co-ordinator.

SECTION 3 – FREEDOM OF INFORMATION CONTACT POINT

Requests under the Freedom of Information Act 1989 for inspection of policy documents held by STC and requests by members to access their member records should be made to:

The Freedom of Information Co-ordinator,
SAS Trustee Corporation,
PO Box 1229,
Wollongong NSW 2500
Telephone: (02) 4253 1478
Facsimile: (02) 4253 1467

Applications and inquiries can be made between 10.00 am and 4.00 pm, Monday to Friday.
SUMMARY OF AFFAIRS
of the
NSW SCIENTIFIC COMMITTEE

SECTION 1 – POLICY DOCUMENTS

The Committee makes Determinations regarding the listing, removal or amendment of threatened species, populations, ecological communities and key threatening processes in the Schedules of the TSC Act. Provisional Listing, Preliminary and Final Determinations made by the Committee are placed on public exhibition for 8 weeks. These Determinations are available to the public as indicated below.

Final Determination Booklets –
These booklets include the Final Determinations and the Provisional Listing Determinations made by the Committee. Limited stocks of these booklets for the following years are available at No. charge.

1999 Final Determinations
2000 Final Determinations

Access to determinations
Determinations made by the Committee are available on the website of the National Parks and Wildlife Service www.nationalparks.nsw.gov.au. Determinations are also available from the Scientific Committee Unit, 43 Bridge Street, Hurstville and the DECC Information Centre, Level 14, 59-61 Goulburn Street, Sydney.

The following final determinations have been made by the Scientific Committee between 1st December 2006 and 30th May 2007. These determinations may include final determinations to list and remove species, populations and ecological communities in the Schedules, change the conservation status of species (eg change a species from a vulnerable species to an endangered species and vice versa) reject proposals to list species and reject proposals to remove species from the Schedules. Refer to the individual determinations for details of the Committee’s decision.

Determinations relating to species nominations and proposals
Refer to the individual determinations for details of the Committee’s decision.

- Apatophyllum constablei (delisting)
- Astrotricha sp. Wallagaraugh (R.O. Makinson 1228)
- Bertya sp. (Chambigne NR, M Fatemi 24)
- Eucalyptus leucoxylon subsp pruinosa
- Pimelea axiflora subsp pubescens
- Pomaderris walshii

Determinations relating to population nominations and proposals
Refer to the individual determinations for details of the Committee’s decision.

- Diuris tricolor, Pine Donkey Orchid, population in the Muswellbrook local government area
- Leionema lamprophyllum subsp obovatum population in the Hunter Catchment
- Potorous tridactylus, Long-nosed Potoroo, Cudgen population in the Tweed local government area (Rejection of nomination)
- Rhizanthella slateri, an underground orchid, population in the Great Lakes local government area

Determinations relating to ecological community nominations and proposals
Refer to the individual determinations for details of the Committee’s decision.

- Blue Gum High Forest in the Sydney Basin Bioregion
- Inland Grey Box Woodland in the Riverina, NSW South Western Slopes, Cobar Peneplain, Nandewar and Brigalow Belt South Bioregions
- Lowland Rainforest in the NSW North Coast and Sydney Basin Bioregions

Determinations relating to Key threatening process nominations and proposals
- Nil
SECTION 2 – STATEMENT OF AFFAIRS

The Statement of Affairs for the NSW Scientific Committee is available from the Committee’s Executive Officer.

SECTION 3 – CONTACT ARRANGEMENTS

For information regarding access to documents and assistance with applications for access to documents under the Freedom of Information Act please contact the Committee’s Executive Officer Suzanne Chate. Business hours are: 8:30 am to 4:30 pm.

Applications under the Freedom of Information Act must be in writing and be accompanied by the application fee of $30.00. An application form can be obtained from the Committee’s Executive Officer.

FOI applications should be forwarded to:

Suzanne Chate
Executive Officer
NSW Scientific Committee
C/- PO Box 1967
Hurstville NSW 2220
Tel: (02) 9585 6940

Professor Lesley Hughes,
Chairperson, Scientific Committee
SUMMARY OF AFFAIRS

of the

SOUTH EASTERN SYDNEY AND ILLAWARRA AREA HEALTH SERVICE

The Summary of Affairs of the South Eastern Sydney and Illawarra Area Health Service (SESIAHS) for June 2007 covers the following:

- Area Health Executive Support Unit
- Area Food Services
- Community Health Services
- Early Childhood Centres
- Mental Health Services
- Dental Services
- Population Based Health Services
- South Eastern Area Laboratory Services (SEALS)
- Northern Hospital Network
  - Prince of Wales Hospital
  - Sydney/Sydney Eye Hospital
- Royal Hospital for Women
- Sydney Children’s Hospital
- Central Hospital Network
  - St George Hospital & Community Health Service
  - Sutherland Hospital & Community Health Service
  - Garrawarra Centre
- Southern Hospital Network
  - Coledale Hospital
  - Bulli Hospital
  - Wollongong Hospital
  - Port Kembla Hospital
  - Shellharbour Hospital
  - Kiama Hospital
  - David Berry Hospital
  - Shoalhaven Hospital
  - Milton Ulladulla Hospital

SECTION 1 – POLICY DOCUMENTS

<table>
<thead>
<tr>
<th>Name of Policy Directive</th>
<th>Document Number</th>
<th>Date of Issue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audits – Area Management System</td>
<td>PD 001</td>
<td>Feb 2007</td>
</tr>
<tr>
<td>Australian Standards – access to</td>
<td>PD 002</td>
<td>Feb 2007</td>
</tr>
<tr>
<td>Building-plants and equipment: planned preventive maintenance</td>
<td>PD 104</td>
<td>Sept 2006</td>
</tr>
<tr>
<td>Child protection</td>
<td>PD 039</td>
<td>Dec 2006</td>
</tr>
<tr>
<td>• Contacting the DOCS helpline</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Best Endeavours requests for service from DOCS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Health Services response to child presentation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Responding to Section 248 requests from DOCS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Code of conduct</td>
<td>PD 061</td>
<td>May 2006</td>
</tr>
<tr>
<td>Protected disclosure officers contacts</td>
<td></td>
<td>Sept 2006</td>
</tr>
<tr>
<td>Committees – Tier 1 and Tier 2, management of</td>
<td>PD 003</td>
<td>Mar 2007</td>
</tr>
<tr>
<td>Common seal and register for SESIAHS</td>
<td>PD 004</td>
<td>July 2006</td>
</tr>
<tr>
<td>Complaints handling – Clinical complaints – Area Clinical Governance Unit</td>
<td>PD 037</td>
<td>May 2007</td>
</tr>
<tr>
<td>Complaints handling – Clinical – Hospital Networks – Clinical Practice Improvement Units</td>
<td>PD 105</td>
<td>May 2007</td>
</tr>
<tr>
<td>Computer blocking – emails, websites</td>
<td>PD 035</td>
<td>Feb 2007</td>
</tr>
</tbody>
</table>
Computer surveillance policy PD 034 Feb 2007
Computer use – e-mail, internet and intranet PD 036 July 2006
Continuous Improvement PD 005 Feb 2007
Contractors – managing OHS training PD 076 Jan 2007
Contractor Safety Handbook HB 005 Jan 2007
Corporate Identity guidelines – SESIH Feb 2007
Corrupt conduct and protected disclosures – internal and external reporting channels PD 091 Sept 2006
Documents – control and distribution PD 006 Mar 2007
Emergency management PD 069 Mar 2006
Fraud control PD 089 Sept 2006
Freedom of Information PD 046 June 2006
Global emails – management of PD 045 Dec 2006
Incident management PD 040 Feb 2007
• Section 1 – Incident management policy
• Section 2 – Roles and responsibility
• Section 3 – Incident management 7 step process
• Section 4 – Reportable incident briefs – Mandatory reporting
• Section 5 – Root Cause Analysis
Root Cause Analysis Team Guidelines Handbook HB 003 Feb 2006
Labelling sensitive information PD 018 Aug 2005
Leadership and management PD 008 Mar 2007
Media liaison protocols – NSW Health Aug 2006
Mobile telephone policy PD 071 Jan 2006
Motor vehicle policy PD 059 May 2006
Movable Heritage policy SESAH S PD 074 July 2001
OHS Policy – implementation PD 075 Mar 2007
OHS Policy – Statement of Commitment PD 073 Sept 2006
Privacy policy PD 042 Jan 2006
Policy & procedures, development, approval and revision PD 012 Aug 2006
Protected disclosures
Protected disclosure officers contacts PD 090 Sept 2006
Sept 2006
Records – destruction PD 021 Mar 2007
Records – disaster management PD 022 Sept 2005
Records management PD 019 Mar 2007
Records – management of e-mail PD 020 Mar 2007
Records – managing paper original of Imaged Records PD 023 Oct 2006
Records – retention periods PD 024 Sept 2005
Records – storage and protection PD 025 Sept 2005
Reporting channels – Corrupt conduct and protected disclosures – internal and external PD 091 Sept 2006
Risk management policy PD 066 Mar 2007
Safety – of staff working off-site in community PD 068 Sept 2006
Security/Fire Safety PD 081 Oct 2006
Security – physical response PD 110 Nov 2006
Security Self Assessment Audit tool and work plan Oct 2006
Smoke free Health Services Policy PD 085 June 2006
Suspicious mail – management of PD 070 Mar 2006
Waste management PD 079 May 2006
Workers Compensation and Injury Management Policy- Statement of Commitment PD 084 Sept 2006
Area Clinical Governance Policy Directives
Complaints handling – Clinical complaints – Area Clinical Governance Unit PD 037 May 2007
Complaints handling – Clinical – Hospital Networks – Clinical Practice Improvement Units PD 105 May 2007
Complaint or concern about a Clinician PD 038 June 2006
Consumer rights and responsibilities – patient charter PD 013 Aug 2004
Deaths – reports to Coroner  PD 094  Aug 2006
Documentation in the Health Care Record PD 057 Aug 2006
Incident management PD 040  Feb 2007
  • Section 1 – Incident management policy
  • Section 2 – Roles and responsibility
  • Section 3 – Incident management 7 step process
  • Section 4 – Reportable incident briefs – Mandatory reporting
  • Section 5 – Root Cause Analysis
Root Cause Analysis Team Guidelines Handbook HB 003  Feb 2006
Interventional Procedures – Safe Introduction for Clinical Practice PD 007  June 2006
Patient identification – correct patient, correct site, correct procedure PD 060  July 2006
Product – clinical products recalls and alerts PD 102  Aug 2006
RCA Recommendation Audit by CGU PD 014  Aug 2005
Safe Introduction for Clinical Practice – Interventional Procedures PD 007  June 2006

Area Allied Health
Clinical Supervision – Psychologists PD 128  Nov 2006

Area Biomedical Engineering Services Policy Directives
Biomedical equipment – evaluation of PD 028  Apr 2007
Biomedical equipment – procurement, loan or rental of PD 029  Sept 2005
Biomedical equipment – testing, tagging and labelling PD 026  Dec 2006
Electrical devices – patients use of personal, non biomedical equipment PD 135  May 2007
Mobile communications, control of interference to medical equipment PD 027  Sept 2005
Use of mains operated medical equipment – Generic Safe Work Practice SWP 1  Sept 2005
Biomedical Equipment Repairs – Safe Work Practice SWP 2  Sept 2005
Soldering with Resin Core – Safe Work Practice SWP 3  Aug 2006
Information Sheets – Mains Power Cables Mar 2007

Area Clinical Access
Waiting time – elective patient management PD 054  Nov 2006

Clinical Forms
Creation and/or revision of clinical forms PD 108  Sept 2006

Area Child Protection Services Policy Directives
Section 1 – Child Protection Policy
Section 2 – Health Services response to child presentation
Section 3 – Contacting the DOCS Helpline PD 039  Dec 2006
Section 4 – Responding to Section 248 requests from DOCS
Section 5 – Best Endeavours requests for service from DOCS

Area Clinical Operations
Consent for medical treatment – patient information PD 015  Mar 2007

Clinical Stream
Children – Co-location of children and adults CS4-001 Nov 2006
Clinical Supervision – midwives and Child and Family Health Nurses PD 030  Jan 2007
Deaths – reports to Coroner PD 094  Aug 2006
Drugs – accountable, (S8 & recordable S4D drugs) – Reporting and investigating discrepancies – medication management PD 080  Sept 2006
Infection Control Manual
Loan Sets – standards for management of CS12-001 May 2006
Medication management: Drugs – accountable, (S8 & recordable S4D drugs) – Reporting and investigating discrepancies PD 080  Sept 2006
Mental Health Procedures
Minimum Data Set (MDS) – HIV/Aids and Sexual Health CS10-001  Feb 2007
Pressure Ulcer Prevention PD 118  Oct 2006
Restraint – use of (adult patients) PD 111  Nov 2006

Area Nursing and Midwifery Services Policy Directives
Clinical Supervision – Midwives and child and family health nurses PD 030  Jan 2007
Consent for medical treatment – patient information PD 015  Mar 2007
Deaths – reports to Coroner  PD 094  Aug 2006
Discharge planning under review  PD 107  Aug 2004
Documentation in the Health Care Record  PD 057  Aug 2006
Infection Control policy commitment  PD 010  Jan 2006
Loan Sets – standards for management of  CS12-001  May 2006
Medication – administration by Enrolled Nurses and trainee Enrolled Nurses  PD 120  Dec 2006
Medication management: Drugs – accountable, (S8 & recordable S4D drugs) – Reporting and investigating discrepancies  PD 080  Sept 2006
Pressure Ulcer Prevention  PD 118  Oct 2006
Product – clinical products recalls and alerts  PD 102  Aug 2006
Restraint – use of (adult patients)  PD 111  Nov 2006

Area Junior Medical Officers Services Policy Directives
Registrars and Resident Medical Officers term changeover  PD 087  Feb 2007

Area Senior Medical Officers Services Policy Directives
Appointment and Credentialing – Senior Medical and Dental Practitioners – delineation of Clinical Privileges  PD 117  Oct 2006
Employing Senior Medical Officers  PD 017  Feb 2007
Senior Medical Officers – approval to appoint  PD 016  Feb 2007
VMO meetings – eligibility for payments  PD 103  Oct 2006

Area Pharmacy Policy Directives
Medication management: Drugs – accountable, (S8 & recordable S4D drugs) – Reporting and investigating discrepancies  PD 080  Sept 2006
Off-label use of registered medicines and use of unlicensed medicines  PD 056  Apr 2005
Oseltamivir – emergency access to  PD 093  May 2006

Area Radiation Safety Policy Directives
Radiation accident/incident – reporting process  PD 065  June 2006
Radiation safety  PD 064  Jan 2006
Radioactive Sources – security of  PD 092  May 2006

Area Patient Administration Services Policy Directives
Alerts – Patient administration  PD 047  Apr 2005
Boarders  PD 048  Apr 2005
Health Information – disclosure of personal details on current patients  PD 049  Apr 2005
Leave of absence of patients from hospital  PD 050  Apr 2005
Medical records disclosure of personal health information  PD 051  Apr 2005
Medical records – management during inter-hospital transfers  PD 053  Apr 2005
Non-admitted patient management  PD 052  Apr 2005
Waiting time – elective patient management  PD 054  Nov 2006
Area Patient Revenue Classification Procedures
Financial Classification  PD 055  Apr 2005

Area Patient Administration Services Handbook
Collecting patient registration information training  HB 004  Oct 2005

Unique Patient Identifier (UPI) Policy Directives
Patient information (UPI) – privacy policy  PD 099  Aug 2006
• Patient registration policy  PD 101  Aug 2006
Patient registration handbook  HB 006  Aug 2006
UPI security and access  PD 100  Aug 2006

Area CHIME
CHIME – Confidentiality and information management  PD 119  Nov 2006
CHIME – Confidentiality and information management – Handbook  HB008  Nov 2006

Area Finance Policy Directives
Disposal of surplus equipment (under review) Sept 2004
Employee reimbursements and the impact of FBT IAHS  Aug 2004
Mobile phones and the impact of FBT IAHS  Aug 2004
Uniforms and the impact of FBT IAHS

Name of Finance Manual
Accounting manual SESAHS
Cash handling manual IAHS
Delegations manual

OHS Risk Management systems policy directives
Building plant and equipment PD 104 Sept 2006
Confined spaces (under review) PD 082 Sept 2004
Dangerous goods and hazardous substances PD 083 Mar 2007
Electrical equipment – plug-in inspection and testing of non-biomedical equipment PD 112 Mar 2007
Hazard identification, assessment and control – risk management PD 083 Mar 2007
Hazardous drugs – management of PD 129 Mar 2007
Health Surveillance – employees PD 130 Mar 2007
Incident investigation Section 3 PD 040 Feb 2007
Motor Vehicle Safety PD 059 May 2006

Emergency Management Systems Policy Directives
Emergency management PD 069 Mar 2006
Disaster management Displan and Healthplans

Information Instruction Training Policy Directives
Safety rules SESAHS Jan 2005
Safety of staff working off-site in community PD 068 Sept 2006
Security – physical response PD 110 Nov 2006
Training – others in the workplace PD 076 Jan 2007
• Contractors – managing OHS training PD 076 Jan 2007
• Contractor Safety Handbook HB 005 Jan 2007
  • Volunteers (under review) PD 088 Dec 2006
Zero tolerance response to violence in the workplace

Staff Injury and Claims Management Policy Directives
First Aid SESAHS Jan 2005
Injury Management – return to work PD 127 Mar 2007

Area Organisational Learning Unit Policy Directives
Mandatory training framework PD 134 Mar 2007
Orientation and induction – new employees PD 134 May 2007
Orientation and induction handbook HB 010 May 2007
Performance development policy PD 131 Feb 2007
Performance development handbook HB 009 Feb 2007
Traineeship – Management of PD 122 Dec 2006

Area Fleet Management Policy Directives
Motor vehicle policy PD 059 May 2006

SEI Area Food Services
Cash handling – SEI retail food outlets PD 116 Oct 2006
Food allergy – management of high risk patients PD 009 Mar 2007

Area Procurement and Logistics Policy Directives
Catalogued items – ordering PD 098 July 2006
Goods return advice PD 096 July 2006
Goods/Services received direct from supplier – advising MRD of PD 097 July 2006
Non stock items – ordering PD 095 July 2006
Product – clinical products recalls and alerts PD 102 Aug 2006
Tender information handbook HB 007 Sept 2006
Waste Management PD 079 May 2006
Area Workforce Services Policy Directives
Aboriginal employment strategy IAHS Sept 2004
Bullying and harassment in the workplace – management of PD 033 Sept 2005
Code of conduct PD 061 May 2006
Disciplinary process – management of PD 032 June 2006
Displaced staff – management of PD 115 Dec 2006
Employee Assistance Program PD 063 July 2006
Equal Employment Opportunity SESAHS PD 077 Dec 2006
Fixed Term Appointments PD 123 Dec 2006
Flexible Work Practices PD 126 Dec 2006
Grading/Regrading and/or Reclassifications PD 114 Jan 2007
Grading/Regrading and Reclassifications – Allied Health Committee SESAHS Nov 2001
Grading – nurses, regrading and/or re-classification: application for PD 041 Nov 2005
Grievance resolution in the workplace PD 058 Jan 2006
Health assessment (under review) PD 113 Aug 2004
Industrial relations PD 031 Sept 2005
Kronos sign off delegation PD 062 Jan 2006
Leave matters – sick leave – management of PD 133 Apr 2007
Leave without pay IAHS (under review) Aug 2004
Mediation policy PD 078 Dec 2006
Orientation and induction – new employees PD 134 May 2007
Orientation and induction handbook HB 010 May 2007
Performance development policy PD 131 Feb 2007
Performance development handbook HB 009 Feb 2007
Private practice – rights of allied health professionals IAHS (under review) Nov 2004
Probity screening PD 044 Dec 2006
Recruitment and selection PD 043 Dec 2006
References SESAHS (under review) July 2001
Secondments PD 121 Dec 2006
Security Staff – pre-employment screening PD 124 Dec 2006
Separation of employment PD 125 Dec 2006
Specialty codes for Medical and Nursing staff May 2006
Travel Pack Nov 2004
Zero tolerance response to violence in the workplace PD 088 Dec 2006

Area Consumer and Community Participation Policy Directives
Consumer and carer – rights and responsibilities – charter PD 013 Jan 2007
Consumer consultation and participation manual (under review) May 2005
FAQ about consumer participation in Health – IAHS Jan 2005

Access to Translated Health Documents
Interpreter Service – language protocols PD 086 Mar 2006
Translation package SESAHS 2004

Area Information Services Department Policy Directives
Computer blocking – e-mails, websites PD 035 Feb 2007
Computer Surveillance PD 034 Feb 2007
Computer use – e-mail, internet and intranet PD 036 July 2006
DMZ (Demilitarized zone) SESAHS Nov 2000
E-mail guidelines and procedures – SESAHS July 2004
File Transfer Protocol (FTP) policy – SESAHS (under review) Nov 2000
Global emails – management of PD 045 Dec 2006
Internet guidelines and procedures SESAHS Oct 2003
Internet style guide – corporate SESAHS July 2001
Initiative memo template Feb 2005
Project governance model Mar 2005
IM & T request management and process Feb 2005
Project approval – governance and management IT Sept 2004
Project Management approach – SESAHS May 2004
PC Configuration IAHS Oct 2004
PC network policy IAHS Oct 2004
SECTION 2 – STATEMENT OF AFFAIRS


SECTION 3 – CONTACT ARRANGEMENTS

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

Freedom of Information Coordinator
Executive Support Unit
Locked Mail Bag 8808
South Coast Mail Centre NSW 2521
Telephone: (02) 4253 4888
Hours: 8.30 am to 5.00 pm, Monday to Friday
SUMMARY OF AFFAIRS

of the

STATE PROPERTY AUTHORITY

SECTION 1 – POLICY DOCUMENTS

Nil

SECTION 2 – STATEMENT OF AFFAIRS


SECTION 3 – CONTACT ARRANGEMENTS

Any enquiries concerning access to documents held by the State Property Authority and subject to the Freedom of Information Act should be directed to the Freedom of Information Co-ordinator at the address below:

State Property Authority,
Level 9,
McKell Building,
2-24 Rawson Place,
Sydney NSW 2000
Telephone:  (02) 9372 7480
Facsimile:  (02) 9372 8675
Email:     anne.thomas@spa.nsw.gov.au

Telephone enquiries are welcome between the hours of 9:00 am and 5:00 pm, Monday to Friday.
SUMMARY OF AFFAIRS
of the
STATE TRANSIT AUTHORITY OF NEW SOUTH WALES

SECTION 1 – POLICY DOCUMENTS
- Corporate Plan
- Annual Report
- Human Resources Procedures and Policies
- Fraud and Corruption Policies and Procedures
- Code of Conduct
- Protected Disclosures Policy

SECTION 2 – STATEMENT OF AFFAIRS
The State Transit Authority’s 2005/2006 Annual Report (describing the operation, functions and structure of the organisation) will serve as State Transit’s latest Statement of Affairs.

SECTION 3 – CONTACT ARRANGEMENTS
Requests for access to State Transit records or documents under the Freedom of Information Act should be applied for by completing a State Transit FOI Request for Access form available from the Freedom of Information Officer.

Copies of State Transit’s Statement of Affairs and any other policy document listed above are also available from the Freedom of Information Officer.

Contact details:
Freedom of Information Officer,
PO Box 2557,
Strawberry Hills NSW 2012
Hours: 8.00 a.m. to 4.00 p.m., Monday to Friday
SECTION 1 – POLICY DOCUMENTS

The following policy documents are available:

1. Acceptable Use of Emails
2. Additional Responsibility Policy
3. Advertising Policy
4. Asbestos Management Policy
5. Call-outs in Exceptional Circumstances
6. Code of Conduct
7. Complaints Handling and Resolution Policy
8. Corporate Credit Card Policy
9. Dealing with Groups or Persons without ABNs
10. Debtor Management Policy
11. Electronic Signature Policy
12. Employee Planning and Review Policy
13. Employment Probation Policy
15. Environment Policy
16. Equal Employment Opportunity
17. Expenditure Capitalisation Policy
18. External Dispute Resolution Scheme
19. Foreign Exchange Risk Policy
20. Gifts and Benefits
21. Grievance Management
22. Sick Leave Policy
23. Harassment Free Workplace
24. Higher Duties Allowance
25. Housing Policy – House Design Template
27. Housing Policy – Standards and Specifications
28. Induction Policy
29. Interest Rate Risk Policy
30. Internal Protected Disclosure Policy
31. Interview Expenses Policy
32. Investment Management Policy
33. IT Bulletin Policy and Protocols
34. Land Management Policy
35. Leave Management Policy
36. Liquidity Risk Policy
37. Media Protocol
38. Motor Vehicle Home Garaging and Private Use Policy
39. Motor Vehicle Policy
40. Motor Vehicle Selection Policy
41. OHandS Policy
42. Permitted Instruments Policy
43. Personal Protective Equipment Policy
44. Petty Cash Policy
45. Probation Policy
46. Procurement Policy
47. Privacy Policy
48. Purchasing Policy
SECTION 2 – STATEMENT OF AFFAIRS

The most recent Statement of Affairs for State Water Corporation was published in June 2005. A copy of the most recent Statement of Affairs for State Water Corporation may be obtained by contacting the Risk Management Coordinator (details below).

SECTION 3 – CONTACT ARRANGEMENTS

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

Risk Management Coordinator
Strategic Policy and Compliance
State Water Corporation
Level 8, 2-10 Wentworth Street
Parramatta NSW 2150
Telephone: (02) 9354 1043
Facsimile: (02) 9354 1106
FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)

SUMMARY OF AFFAIRS
of the
SUPERANNUATION ADMINISTRATION CORPORATION
(trading as Pillar Administration)

SECTION 1 – POLICY DOCUMENTS

The Superannuation Administration Corporation was created as a statutory State owned corporation with effect from 26 July 1999 by the Superannuation Administration Authority Corporatisation Act 1999 (NSW) and now uses the trading name of Pillar Administration. The Freedom of Information Act 1989 (NSW) includes State owned corporations in its definition of an agency.

So far as is material under the Freedom of Information Act 1989 (NSW), Pillar Administration (Pillar) provides superannuation administration services to the following trustees of public sector superannuation schemes; SAS Trustee Corporation (STC) and the Trustees of the Parliamentary Contributory Superannuation Fund (PCSF).

Pillar holds the following policy documents, some on behalf of STC, which are available free of charge. Where the documents relate to a superannuation scheme, the governing legislation is also identified.

1. All STC Schemes Policy Register, 30 October 2006. This contains eleven (12) policies covering various matters affecting STC Schemes.
2. State Authorities Superannuation Scheme (SASS) Policy Register, 1 November 2006. This contains policies made by STC under the State Authorities Superannuation Act 1987 (NSW).
3. State Superannuation Scheme (SSS) Policy Register, 1 November 2006. This contains policies made by STC under the Superannuation Act 1916 (NSW).
4. Police Superannuation Scheme (PSS) Policy Register, 1 November 2006. This contains policies made by STC under the Police Regulation (Superannuation) Act 1906 (NSW).
5. State Authorities Non-contributory Superannuation Scheme (SANCS – Basic Benefit) Policy Register, 1 November 2006. This contains policies made by STC under the State Authorities Non-contributory Superannuation Act 1987 (NSW).
7. Pillar’s Privacy Policy. This document sets out Pillar’s commitment to best practice privacy standards and how it aims to comply with the requirements of the Privacy Act 1988 (Cth).
8. Pillar’s Delegations of Authority. This document set out how Pillar’s Board delegates the authority for certain matters to the CEO, other executives and staff.

Note: No. policy document relating to FSS Trustee Corporation (FTC) is listed above. FTC was incorporated as a proprietary company limited by shares and registered under the Corporations Act 2001 (Cth) on 1 May 2006 and from that date is No. longer an “agency” to which the Freedom of Information Act 1989 (NSW) applies. Further, the First State Superannuation Scheme is, from 1 May 2006, a scheme regulated under the Superannuation Industry (Supervision) Act 1993 (Cth) and it has ceased to be a State public sector superannuation scheme.

SECTION 2 – STATEMENT OF AFFAIRS

Pillar Administration is required under Section 14 of the Freedom of Information Act 1989 to annually publish annually a Freedom of Information “Statement of Affairs”.

Pillar’s Statement of Affairs is included in the Annual Report of Superannuation Administration Corporation trading as Pillar Administration. The most recent Statement of Affairs is in the 2005/06 Annual Report. This Annual Report can be accessed through Pillar’s internet site www.pillar.com.au. Copies of the 2005/06 Annual Report (and of certain other previous Annual Reports)are also available free of charge by contacting:

Pillar Administration
PO Box 1229
Wollongong NSW 2500
SECTION 3 – CONTACT ARRANGEMENTS

Arrangements may be made to obtain copies of the documents listed or to inspect them between the hours of 10:00 am and 4:00 pm by contacting the Freedom of Information Coordinator at Old Springhill Road, Coniston NSW 2521 or by writing to:

    The Freedom of Information Coordinator
    Pillar Administration
    PO Box 1229
    Wollongong NSW 2500

Enquiries may be directed to the Freedom of Information Coordinator by telephone at (02) 4253 1478 or by facsimile to (02) 4253 1467.

Peter Cormack,
Chief Executive Officer,
Pillar Administration
FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)

SUMMARY OF AFFAIRS
of the
SYDNEY FERRIES CORPORATION

SECTION 1 – POLICY DOCUMENTS
• Annual Report
• Customer Service Charter
• Occupational Health and Safety Policy
• Environmental Management Policy
• Quality Policy

SECTION 2 – STATEMENT OF AFFAIRS
Sydney Ferries’ most recent Statement of Affairs was published in the 2005/06 Annual Report, which can be accessed at www.sydneyferries.info. This document describes the structure and functions of the Corporation, the participation of the public in policy formulation, the documents held by Sydney Ferries and document access and amendment procedures.

SECTION 3 – CONTACT ARRANGEMENTS
Enquiries concerning the procedures for inspecting Sydney Ferries’ policy documents and Statement of Affairs should be made to the Corporate Counsel, Company Secretary and FOI Officer. These documents may be inspected between the hours of 9am and 5pm at Level 9, 37 Pitt Street, Sydney, by prior arrangement.
SUMMARY OF AFFAIRS
of the
SYDNEY OPERA HOUSE TRUST
FOI Agency No. 387

SECTION 1 – POLICY DOCUMENTS

Policy documents held by the Sydney Opera House Trust include:

- Artistic vision
- Artworks management policy
- Assistance to community and charitable organisations & events
- Charitable collections policy
- Commitment to our customers
- Credit control and debtor management
- Customer feedback
- Giving corporate donations
- Illumination of the sails
- On-site recording
- People with disabilities and older people
- Performance buy out policy
- Privacy policy
- Receiving gifts and benefits
- Sponsorship policy

These policies are available in the Research information page in the Corporate Section of the Sydney Opera House website at www.sydneyoperahouse.com

SECTION 2 – STATEMENT OF AFFAIRS

A copy of the Trust’s most recent Statement of Affairs may be obtained by contacting the Coordinator, Corporate Information whose details are shown below. The Statement of Affairs is also included in the latest Sydney Opera House Annual Report which is available in the Corporate Section on the Sydney Opera House website at www.sydneyoperahouse.com

SECTION 3 – CONTACT ARRANGEMENTS

Enquiries about inspecting and purchasing the Sydney Opera House’s policy documents and Statement of Affairs should be made to:

Coordinator, Corporate Information
Business Services Department
Sydney Opera House
GPO Box 4274
Sydney NSW 2001
Telephone: (02) 9250 7424
Fax: (02) 9247 3651
Email: foi@soh.nsw.gov.au

Arrangements can be made to inspect or purchase documents at the Sydney Opera House between 10 am and 4 pm Monday to Friday by contacting the Coordinator, Corporate Information.
FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)

SUMMARY OF AFFAIRS
of the
SYDNEY OLYMPIC PARK AUTHORITY

SECTION 1 – POLICY DOCUMENTS

General
Annual Report 2005-2006 No charge
Parklands Concept and Management Documents $30.00
Abattoir Heritage Precinct Conservation Management Plan $25
Millennium Parklands Heritage Precinct Conservation Management Plan $25
Disability Action Plan 2006 – 2008 No charge
Sydney Olympic Park Map No charge
Sydney Olympic Park Master Plan – Hardcopy (CD copy – no charge) $25.00
Sydney Olympic Park Masterplan CADD Map $65.00
Design and Image Guidelines for Events – July 2003 No charge
Outdoor Advertising Identification and Promotional Signage No charge
Parklands Plan of Management 2003 (CD only) $10.00

Environment
Sustainability Strategy 2002 $25.00
Organisational Policies & Procedures
Child Protection Policy
Code of Conduct
Commercial Concessions Guidelines
Corruption Prevention Strategy
Direct Negotiation – Protocol and Procedures
Engagement of Service Contractors and Consultants
FOI Policy
Grievance Handling Policy
Harassment Prevention Policy
Occupational Health & Safety Policy
Parking Policy – Sydney Olympic Park
Privacy Management Plan
Procurement Policy and Procedures $15.00
Records Management and Corporate Information Services Policy and Standards $15.00

SECTION 2 – STATEMENT OF AFFAIRS
The Authority’s Annual Report will constitute the Authority’s Statement of Affairs under section 14 (1) (a) of the Freedom of Information Act.

SECTION 3 – CONTACT ARRANGEMENTS
Enquiry’s regarding Freedom of Information or requests to obtain or inspect information in relation to the Authority’s Statement of Affairs can be made in the first instance to the:

Manager, Policies and Procedures
Sydney Olympic Park Authority
7 Figg Tree Drive
Sydney Olympic Park NSW 2127
Phone: (02) 9714 7157
Fax: (02) 9714 7151
Email: enquiries@sopa.nsw.gov.au
Internet: www.sydneyolympicpark.gov.au
Hours: 8.45 am – 5.15 pm, Monday to Friday.
SUMMARY OF AFFAIRS
of the
SYDNEY SOUTH WEST AREA HEALTH SERVICE
(FOI Agency No. 2322 – former Central Sydney Area Health Service [CSAHS]; and FOI Agency No. 2293 – former South Western Sydney Area Health Service [SWSAHS])

The SSWAHS covers the following facilities:

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

Sydney South West Area Health Service (SSWAHS) World Wide Web. This site includes a wide range of information on health matters, publications, media releases and links to other health resources. The address for this website is www.sswahs.nsw.gov.au

SECTION 1 – POLICIES AND DOCUMENTS

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

SSWAHS
- Annual Report
- Aboriginal Health Plan (CSAHS)
- Aboriginal Health Plan (SWSAHS)
- Aboriginal and Torres Strait Islander Employment Strategy (CSAHS)
- By-Laws
- Child Protection Manual
- Delegations Manual
- Disability Plan
- Domestic Violence Protocols
- Drug Health Plan
- Energy Savings Action Plan
- Equal Employment Opportunity Management Plan
- General Geriatric and Rehabilitation Medicine (GGRM) Strategic Plan
- Governing Body and Management Manual
- Guidelines for Service Planning
- HealthPlan (Disaster Plan)
- Hep C Plan
- Human Resources Manual
- Motor Vehicle Fleet Management
• Mental Health policies and procedures
• Palliative Care Plan
• Staff Development and Training policies and procedures
• Staff newsletter
• Tobacco Control Plan
• Transport for Health Plan
• Waste Minimisation and Management Plan
• Water Savings Action Plan
• Way Forward (SSWAHS)

**Hospitals, Community Services and Units**
• Admission and Discharge Policies
• Complaints Policy and Procedures
• Disaster Management Plans (Emergency/Fire Procedures)
• Hospital and Departmental Policy and Procedure Manuals
• Infection Control Manuals
• Patient Information Booklets/Brochures
• OHS / Safety and Security Policies, Procedures and Plans,
• Quality Management Plans

**SECTION 2 – STATEMENT OF AFFAIRS**

The current SSWAHS Statement of Affairs is incorporated into the 2006/2007 Annual Report. The Annual Report provides information on the objectives, functions and structure of the Area Health Service. All enquiries can be made by contacting the Area FOI Co-ordinator listed in Section 3 of this document.

**SECTION 3 – CONTACT ARRANGEMENTS**

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

Area Freedom of Information Co-ordinator
Sydney South West Area Health Service
Locked Bag 7017
Liverpool BC NSW 1871
Telephone: (02) 9828 6063
SECTION 1 – POLICY DOCUMENTS

For information concerning the documents listed below, please contact the Freedom of Information Officer.

- Operating Licence
- Customer Contract
- Customer Complaint Policy
- Granting of an Allowance for Customers with Concealed Water Leaks
- Code of Practice and Procedure on Debt Recovery and Disconnection of Water Supply
- Payment Assistance Policy
- Large Household Rebate Policy
- Pensioner Rebates on Sydney Water Charges
- Exemption from Service Charges Policy
- Exemption from the Payment of Service Charges for Council Owned Swimming Pools Policy
- Raising Service and Usage Charges Policy
- Sewerage Usage Charging Policy
- Review of Charges (Back Charging)
- Management of Sewer Choke Claims Policy
- Two Tier Water Usage Charging Policy
- Bushfire Rebates on Sydney Water Charges Policy
- Main to Meter Water Services Policy
- Customers with Metered Standpipes
- Entry onto Third Party Property Policy
- Rural Water Supply
- Priority Sewerage Program Pressure Sewerage Systems Difficult to Service Residential Properties Policy
- Trade Waste Policy
- Backflow Prevention Containment Policy
- Sewage Treatment Plant Buffer Zone Policy
- Water Product Integrated Management System Policy
- Wastewater Integrated Management System Policy
- Independent Water and Waste Water Services
- Connected Land Charging Policy
- Bonding of Works Policy
- Community Title Subdivisions Policy
- Development Servicing Plan Consultation and Dispute Resolution
- Developer Charges Policy
- Contractor Payment Policy
- Connection to Sewerage System Policy
- Pressure Sewerage System Connections Policy
- Sewer Connection for Disadvantaged Customers Policy
- Documentation standards for Easements over Private Service Lines Policy
- Encroaching Private Service Lines
- Property Development Connection Requirements Policy
- Guidance on Sydney Water’s Requirements for Proposed Developments Policy
- Recovering Monies Paid for Constructing Works Policy
- Asset Creation Standards Policy
- Procurement Policy
- Ecologically Sustainable Development Policy
- Research and Development Policy
- Environmental Policy
• Corporate Quality Policy
• Community Consultation Policy
• Philanthropic Commitment Policy
• Health and Safety Policy
• Privacy Policy

SECTION 2 – STATEMENT OF AFFAIRS

Sydney Water can provide a Statement of Affairs, which is available by contacting the Freedom of Information Officer on telephone (02) 9350 6083.

SECTION 3 – CONTACT ARRANGEMENTS

All inquiries regarding Freedom of Information at Sydney Water should be directed in the first instance to the Freedom of Information Officer on telephone (02) 9350 6083. This includes requests for copies of the Summary, policy documents, and formal applications for access to documents. Inquiries may be made Monday to Friday during business hours.

All applications for access to documents must be made in writing, accompanied by the correct fee, and should be directed to the Freedom of Information Officer, Sydney Water, Level 23, 115-123 Bathurst Street, Sydney NSW 2000.
### FREEDOM OF INFORMATION ACT 1989

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

**SUMMARY OF AFFAIRS**

of the

**NSW TREASURY**

**FOI Agency No. 8**

### SECTION 1 – POLICY DOCUMENTS

**Office of Financial Management (OFM)**

<table>
<thead>
<tr>
<th>Date Issued</th>
<th>Title of Document</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apr 2007</td>
<td>Valuation of Physical Non-Current Assets at Fair Value</td>
</tr>
<tr>
<td>Nov 2006</td>
<td>Information and Communications Technology (ICT) Capital Investment Process</td>
</tr>
<tr>
<td>Sep 2006</td>
<td>What You Do and Why an Agency Guide to Defining Results and Services</td>
</tr>
<tr>
<td>Jun 2006</td>
<td>Accounting Policy – Accounting for Privately Financed Projects</td>
</tr>
<tr>
<td>Jun 2006</td>
<td>Accounting Policy – Contributions by Owners Made to Wholly-Owned Public Sector Entities</td>
</tr>
<tr>
<td>Jun 2006</td>
<td>Accounting Policy – Guidelines for Capitalism of Expenditure on Property, Plant and Equipment</td>
</tr>
<tr>
<td>Jun 2006</td>
<td>Accounting for Financial Instruments</td>
</tr>
<tr>
<td>Jun 2006</td>
<td>Lessor Accounting for Prepaid Long-term Leases of Land</td>
</tr>
<tr>
<td>Jan 2006</td>
<td>CEO Contract Guidelines for Government Businesses</td>
</tr>
<tr>
<td>Dec 2005</td>
<td>Distinguishing For-Profit from Not-For-Profit Entities</td>
</tr>
<tr>
<td>Nov 2005</td>
<td>Reporting and Monitoring Policy</td>
</tr>
<tr>
<td>Aug 2005</td>
<td>Credit Car Use- Best Practice Guide</td>
</tr>
<tr>
<td>Aug 2004</td>
<td>Total Asset Management (Tam) Policy</td>
</tr>
<tr>
<td>Jul 2004</td>
<td>Government Guarantee Fee Policy for Government Businesses</td>
</tr>
<tr>
<td>Jul 2004</td>
<td>NSW Government Procurement Policy</td>
</tr>
<tr>
<td>Oct 2003</td>
<td>State Owned Corporation Indemnity Policy</td>
</tr>
<tr>
<td>Jun 2003</td>
<td>Tax Equivalent Regime for Government Businesses</td>
</tr>
<tr>
<td>Mar 2003</td>
<td>Fringe Benefits Tax manual</td>
</tr>
<tr>
<td>Sep 2002</td>
<td>Capital Structure Policy for Government Businesses</td>
</tr>
<tr>
<td>Sep 2002</td>
<td>Treasury Management Policy</td>
</tr>
<tr>
<td>Jul 2002</td>
<td>Guidelines for Assessment of Projects of State Significance</td>
</tr>
<tr>
<td>Jun 2002</td>
<td>Financial Distribution Policy for Government Business</td>
</tr>
<tr>
<td>Dec 2001</td>
<td>Guidelines for Budget Funding and Savings Requirements for Public Sector Wage Agreements</td>
</tr>
<tr>
<td>Jun 2001</td>
<td>Guidelines for Pricing of user charges</td>
</tr>
<tr>
<td>Dec 2000</td>
<td>Financial Management Framework for the General Government Sector</td>
</tr>
<tr>
<td>Oct 1999</td>
<td>Energy Trading Policy for Generators</td>
</tr>
<tr>
<td>Oct 1999</td>
<td>Energy Trading Policy for Retailers</td>
</tr>
<tr>
<td>Jun 1999</td>
<td>Goods and Services Tax (GST) Compliance Plan for Public Sector Agencies</td>
</tr>
<tr>
<td>Mar 1999</td>
<td>Economic Appraisal – Principles and Procedures Simplified</td>
</tr>
<tr>
<td>Jul 1997</td>
<td>Guidelines for Financial Appraisal</td>
</tr>
<tr>
<td>Sep 1997</td>
<td>Risk Management and Internal Control Toolkit [4 volumes]</td>
</tr>
<tr>
<td>Jun 1997</td>
<td>Guidelines for Economic Appraisal</td>
</tr>
<tr>
<td>Jun 1996</td>
<td>Retail Competition in Electricity Supply</td>
</tr>
</tbody>
</table>
• TPP 95a  Statement of Best Practice – Internal Control and Internal Audit  Jun 1995
• TPP 95b  Internal Control Assessment  Jul 1995

**Other OFM Publications and Technical Papers (General)**

- OFM Annual Report  Annually
- Crown Entity Annual Report  Annually
- OFM Corporate Plan 2004 – 2007  Annually
- OFM Commitment to Service [refer OFM Annual Report] and Corporate Plan  Annually
- Treasurer’s Directions
- Treasury Circulars (numbered individually)
- Budget Papers (2007/08) Numbers 1-6
- Budget Papers 1998/99 onwards are available on the internet only
- Financial Statements  Monthly and Half Yearly
- Report on State Finances (previously titled Consolidated Financial Statements of the NSW Total State Sector, incorporating the NSW Public Accounts)  Annually
- State Infrastructure Strategy NSW 2006-07 to 2015-16
- Electricity Reform Statement  May 1995
- Managing State Finances; The NSW Experience (Don Nicholls)  June 1991

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

**Office of State Revenue (OSR)**

**Factsheets**

- Client Feedback
- Code of Conduct
- EDR (Electronic Duties Returns)
- First Home Benefits (incl. First Home Owner Grant and First Home Plus)
- Freedom of Information Statement of Affairs 30 June 2007
- Hardship Review Board Factsheet – June 2005
- Health Insurance Levy and State Ambulance Insurance Plan
- Hire of Goods
- Insurance Duty
- Insurance Protection Tax
- Interest and Penalty Tax
- Investigations
- Land Rich Disposal Duty
- Land Rich Acquisition Duty
- Land Tax 2007 – Section 47 Clearance Certificate
- Land Tax – Information for Trustees and Unit Holders of Unit Trusts
- Land Tax 2007 – Information Booklet
- Land Tax Guide 2007
- Land Tax 2007
- Land Tax Crown and council leases
- Land Tax primary production land exemptions
- Land Tax deduction to prevent double taxation
- Land Tax – Information for Trustees and Unit Holders of Unit Trusts
- Land Tax information for unit holders of unit trusts
- Motor Vehicle Registration Duty
- NSW Duties Rates
- Objections and reviews
- Pay-roll tax (NSW) – Information for employers
- Pay-roll Tax (NSW) – Contractors and employment agents
- Pay-roll Tax (NSW) – exemptions
- Parking Space Levy
- Parking Space Levy Exemptions
- Petroleum Products Subsidy Scheme in NSW factsheet
- Premium Property Duty
- Privacy and Your Personal Information
- Proof of Identity Documents for First Home Owners Grant Applications
• Stamping and Marking Documents before lodging at Department of Lands
• State taxes and your business
• Taxation Administration Act 1996
• Unclaimed money – information for claimants
• Unclaimed money – information for enterprises
• Unclaimed money – information for super funds

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

**OSR Revenue Rulings**
- Business Franchise Revenue Rulings (28 rulings)
- Duties Revenue Rulings – these Revenue Rulings relate to the Duties Act 1997 (34 rulings)
- First Home Owner Grant Rulings (2 rulings)
- General Revenue Rulings (7 rulings)
- Land Tax Revenue Rulings (79 rulings)
- Parking Space Levy Revenue Rulings (1 ruling)
- Pay-roll Tax Revenue Rulings (66 rulings)
- Stamp Duty Revenue Rulings – these Revenue Rulings relate to the Stamp Duties Act 1920 (286 rulings)
- Tax Administration Revenue Rulings (3 rulings)
- Unclaimed Money Rulings (1 ruling)

The Revenue Rulings can be accessed directly from the Office of State Revenue’s website: www.osr.nsw.gov.au

**OSR Seminar Notes**
- Pay-roll Tax Seminar Notes – December 2006
- State Tax Update Seminar Notes – June 2006
- Pay-roll Tax Seminar Notes – June 2006
- Pay-roll Tax Seminar Notes – June 2005
- State Tax Update Seminar Notes – June 2005
- Pay-roll Tax Interstate Seminar Notes – May 2005
- State Tax Update Interstate Seminar Notes – May 2005
- Land Tax, Land Rich Disposals and Vendor Duty Seminar Notes – December 2004
- Addendum Seminar Notes for State Taxes – June-October 2004
- State Tax Update Seminar Notes – June 2004
- Pay-roll Tax Seminar Notes – June 2004
- Seminar Notes – November 2003

The Seminar Notes can be accessed directly from the Office of State Revenue’s website: www.osr.nsw.gov.au

**OSR Newsletters**
- OSR Connect – May 2007
- OSR Connect – October 2006
- OSR Connect – May 2006
- OSR Connect – February 2006
- OSR Connect – October 2005
- OSR Connect – July 2005
- OSR Connect – May 2005
- OSR Connect – April 2005
- OSR Connect – February 2005
- OSR Connect – October 2004
- OSR Connect – August 2004
- OSR Connect – June 2004
- EDR Update March 2006
- EDR Update September 2005
- EDR Update August 2005
- EDR Update November 2004
- EDR Update July 2004
- EDR Update June 2004
Annual Reports
- 2004 – 2005 Annual Report

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

State Debt Recovery Office (SDRO)
Factsheets
- Request a review of a penalty notice
- Having your penalty notice heard in Court
- Camera Detected Penalty Notices
- How to have my Enforced Fine postponed or Written-off
- Having your Enforced Fine heard in Court
- Reviewing a Time to Pay or Write-off Application
- Were you under 18 when the fine was issued?
- Roads and Traffic Authority (RTA) restrictions
- What does it mean?
- Do you wish to provide feedback?

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

SECTION 2 – STATEMENT OF AFFAIRS

Treasury’s most recent Statement of Affairs was published effective from 30 June 2007.

Copies are available from the FOI Coordinator at No. charge or can be accessed directly from the Office of State Revenue’s website: www.osr.nsw.gov.au.

SECTION 3 – CONTACT ARRANGEMENTS

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

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

The FOI coordinator is located on Level 5, Lang Centre, 132 Marsden Street, Parramatta 2150. You can also make enquiries by telephone (02) 9689 6270 or email foi@osr.nsw.gov.au.
SECTION 1 – POLICY DOCUMENTS

Policy Library
The University’s Policy Library is on line at http://search.newcastle.edu.au/policy/

The following is a list of the policies and related documents included in the University’s Policy Library under each of the policy categories. Those categories reflect the University’s key functions. Some documents appear in several categories to ensure ease of access for readers.

The listing of these documents reflects the hierarchical structure of the policy library which includes: rules, policies, procedures, guidelines, checklists and other miscellaneous documents. External documents which impact on the University’s policy and practice are also listed. The University’s Policy Library is undergoing change as part of a Policy Reform Project. Please check the website for changes since the publication of this list.

GOVERNANCE

Act and By-Law
• University of Newcastle Act 1989- Other 000369
• University of Newcastle By-law – Other 000367

Audit and Risk Management
• Risk Management – Policy 000601
• Audit and Risk Committee Constitution – Other 000759
• Risk Management Implementation Plan – Other 000571
• Fraud and Corruption Prevention – Policy 000472
• Critical Incident Management Guidelines – Guideline 000080
• University Computing and Communications Facilities – Conditions of Use – Other 000817
• Network Security – Policy 000816
• Information Security Roles and Responsibilities – Policy 000815
• Information Security Classification Policy 000814
• Emergency Procedure – Callaghan Campus 000099

Rules
• Rules Governing Faculties – Rule 000305
• Rules Governing Honorary Awards and Exceptional Service Medals – Rule 000301
• Rule Listing Degrees and Diplomas – Rule 000635
• Rules Governing Graduation – Rule 000593
• Rules Governing Professional Doctorates – Rule 000580
• Rules Governing Master Degrees by Research – Rule 000579
• Constitution of the Academic Senate – Rule 000402
• Academic Dress – Rule 000399
• Rules Governing Admission and Enrolment – Rule 000390
• Traffic and Parking – Rule 000362
• Student Discipline Rules – Rule 000341
• Rules Governing Undergraduate Academic Awards – Rule 000311
• Rules Governing University Undergraduate Scholarships – Rule 000312
• Rules Governing the Operation of the Executive Committee of Convocation – Rule 000310
• Rules Governing Schools – Rule 000309
• Rules Governing Postgraduate Research Scholarships – Rule 000307
• Rules Concerning Pro Vice-Chancellors, Assistant Deans and Other Faculty Officers – Rule 000302
• Rules Governing Postgraduate Coursework Awards – Rule 000306
• Role of Chancellor and Deputy Chancellor – Rule 000298
- Officers of the University – Rule 000243
- Making of Rules by the Vice-Chancellor – Rule 000188
- The Gladys M Brawn Memorial Gift Committee – Rule 000136
- Rules Governing the Administration of Assessment Items – Rule 000113
- Establishment of Faculties and Other Bodies (Excluding Schools) – Rule 000109
- Doctoral Degree by Research Rules – Rule 000093
- Boards of Studies Rules – Rule 000050

**Strategic Planning**
- Delegation of Authority – Policy 000083
- Critical Issues Media Management Plan – Other 000599

**University Bodies**
- Rules Governing Faculties – Rule 000305
- Constitution of the Academic Senate – Rule 000402
- Rules Governing the Operation of the Executive Committee of Convocation – Rule 000310
- Rules Governing Schools – Rule 000309
- The Gladys M Brawn Memorial Gift Committee – Rule 000136
- Establishment of Faculties and Other Bodies (Excluding Schools) – Rule 000109
- Boards of Studies Rules – Rule 000050
- Faculty of Science and Information Technology – Schedule 000766
- Faculty of Education and Arts – Schedule 000763
- Faculty of Health – Schedule 000765
- Faculty of Engineering and Built Environment – Schedule 000764
- Board of Studies in Speech Pathology – Schedule 000761
- Board of Studies in Psychology – Schedule 000760
- Faculty of Business and Law – Schedule 000762
- Meetings Protocols – Policy 000229
- Gender Inclusive Membership of University Committees – Policy 000780
- Council Election Rules – Policy 000778
- Council Meeting Protocols – Policy 000077
- Audit and Risk Committee Constitution – Other 000759

**University Officers**
- Rules Concerning Pro Vice-Chancellors, Assistant Deans and Other Faculty Officers – Rule 000302
- Role of Chancellor and Deputy Chancellor – Rule 000298
- Officers of the University – Rule 000243
- Making of Rules by the Vice-Chancellor – Rule 000188
- Selection of Chancellor – Rule 000598
- Disclosure of Interests / Conflict of Interests (Members of Council and Senior Staff) – Policy 000563
- Lotteries (including raffles) – Policy on Approval – Policy 000415

**ETHICS EQUITY and SOCIAL JUSTICE**

**Academic Integrity**
- Student Academic Integrity – Policy 000608
- Code of Ethical Academic Conduct – Policy 000607
- Student Academic Dishonesty – Procedure 000609

**Conduct**
- Student Discipline Rules – Rule 000341
- Code Of Conduct – Staff – Policy 000059
- Internal Reporting – Staff – Policy 000618
- Code of Ethical Academic Conduct – Policy 000607
- Code of Conduct for University Chaplains – Policy 000600
- Code of Conduct for Residents Policy 000606
- Code of Practice for Research Higher Degree Candidature – Policy 000061
- Fraud and Corruption Prevention – Policy 000472
- Prejudicial Relationships – Policy 000255
- Alcohol and Other Drugs – Policy 000410
- Discrimination, Harassment, Bullying and Workplace Violence – Policy 000393
- Racism – Policy 000278
- Receipt of Gifts by Members of the University – Policy 000281
- Residential Licence Conditions – Policy 000296
- Research Code of Practice for Students Enrolled in Honours Degrees – Guideline 000653
- Alcohol and Other Drugs – Guidelines and Regulations for Policy Implementation – Guideline 000141

**Complaints Resolution**
- Complaint Resolution – Policy 000745
- Discrimination, Harassment, Bullying and Workplace Violence – Policy 000393
- Internal Reporting – Staff – Policy 000618
- FOI – Your Rights To Review and Appeal under the FOI Act 1989 – Other 000575

**Conflict of Interest**
- Conflicts of Interest in Assessment – Policy 000651
- Conflict of Interest – Policy 000562
- Disclosure of Interests / Conflict of Interests (Members of Council and Senior Staff) – Policy 000563
- Avoiding Conflicts of Interest – Policy 000420
- Prejudicial Relationships – Policy 000255

**Equity and Diversity**
- Financial Hardship – Policy 000823
- Gender Inclusive Membership of University Committees – Policy 000780
- Diversity and Inclusiveness – Policy 000751
- Aboriginal and/or Torres Strait Islander – Establishing Status within the University – Policy 000749
- Protocols for Respecting and Acknowledging Country – Policy 000808
- Protocols for Respecting and Acknowledging Country – Procedure 000809
- Work, Study and Family Responsibilities Policy – Policy 000387
- Students with a Disability Policy – Policy 000344
- Racism – Policy 000278
- Inclusive Language – Policy 000156
- Inclusive Teaching and Learning – Guideline 000750
- Discrimination, Harassment, Bullying and Workplace Violence – Policy 000393

**TEACHING and LEARNING**

**Assessment**
- Rules Governing Schools – Rule 000309
- Rules Governing the Administration of Assessment Items – Rule 000113
- Student Academic Integrity – Policy 000608
- Conflicts of Interest in Assessment – Policy 000651
- Essential Criteria in Course Assessment – Policy 000648
- Group, Self, and Peer Assessment – Policy 000650
- Workload, Assessment and Marking and Grading – Policy 000649
- Code of Ethical Academic Conduct – Policy 000607
- Course Outlines – Policy 000587
- Core Skills for Graduates – Policy 000515
- Prejudicial Relationships – Policy 000255
- Appeals Against Final Result – Procedure 000261
- Re-marks and Moderations – Procedure 000769
- Review of Progress – Procedure 000647
- University Medals – Procedure 000613
- Special Circumstances Affecting Assessment Items – Procedure 000641
- Student Academic Dishonesty – Procedure 000609
- Appeals Procedure – Research Thesis Examination – Procedure 000570
- A Guide to the Assessment Policies and Procedures of the University of Newcastle – Guideline 000779
- School Assessment Committees – Terms of Reference – Other 000771

**Courses**
- Student Placement – Policy 000768
- Course Outlines – Policy 000587
- Course Coordinator Role – Guideline 000626
- Variation to Academic Subject Codes on Nustar – Guidelines for Approval – Guideline 000145

**Programs**
- Rule Listing Degrees and Diplomas – Rule 000635
- Rules Governing Professional Doctorates – Rule 000580
• Rules Governing Master Degrees by Research – Rule 000579
• Academic Dress – Rule 000399
• Rules Governing Undergraduate Academic Awards – Rule 000311
• Rules Governing Postgraduate Coursework Awards – Rule 000306
• Doctoral Degree by Research Rules – Rule 000093
• Boards of Studies Rules – Rule 000050

159 Schedules

• Embedded Honours Models Structures – Policy 000743
• Structure for Model 1 Honours Programs – Policy 000643
• Program Revision – Policy and Procedures – Policy 000589
• Planning and Approval of New Programs – Policy and Procedures – Policy 000549
• Recognition of Prior Learning – Policy 000282
• Program Convenor Role – Policy 000266
• Posthumous Awards – Policy 000254
• Undergraduate Program Structures – Policy 000257
• Programs – Annual Reports – Procedure 000550
• Policy and Procedure for Undertaking Program Reviews – Policy 000624
• Program Reviews – Generic Terms of Reference – Guideline 000536
• Fourth Year Honours Programs – AVCC – Guideline 000128
• Offshore Student Administration and Support – Checklist 000633

Teaching

• QA Improvement Policy and System for Teaching and Learning – Policy 000652
• Student Discipline Rules – Rule 000341
• Student Placement – Policy 000768
• Laboratory Safety – Policy 000752
• Diversity and Inclusiveness – Policy 000751
• Online and Distance Education – Procedure 000629
• Partner Organisation (including Off Campus) Delivery of Face-to-Face Teaching for a University Award – Policy 000630
• Code of Ethical Academic Conduct – Policy 000607
• Students with a Disability – Policy 000344
• Protective Clothing and Footwear in Laboratories Policy – Policy 000270
• Program Convenor Role – Policy 000266
• Prejudicial Relationships – Policy 000255
• Copyright Act – Flowchart of how it applies – Policy 000155
• Inclusive Language – Policy 000156
• Ethical and Safety Aspects of Student Class Experiments and Practical Exercises Utilised Within the Teaching Program of The University of Newcastle – Policy 000110
• Laboratory Safety – Guideline 000753
• Inclusive Teaching and Learning – Guideline 000750
• Research Code of Practice for Students Enrolled in Honours Degrees – Guideline 000653
• Provision of Education for International Students – AVCC Code of Practice and Guidelines – Guideline 000617
• AVCC’s Guidelines for Effective University Teaching – Guideline 000419
• Part VA – Audio-Visual Copying and Communication Guidelines (local access only) – Guideline 000248
• Part VB – Electronic Copying and Communication Guidelines (local access only) – Guideline 000249
• Copyright Warning Notices – Guideline 000074
• Offshore Learning Support Arrangements – Checklist 000632
• Information Access for Universities: Commentary and Answers to Frequently Asked Questions about Copyright (local access only) – Other 000166
• Electronic Copying – A Short Guide – Other 000096
• Copyright Law – Other 000073

RESEARCH

Research Management

• Hunter Medical Research Institute: Publicity and Promotion Media – Policy 000642
• University Research Centres and Institutes – Policy 000818
  • Research Centres and Institutes Schedule 000819
  • Priority Research Centres – Guideline000820
  • Research Institutes – Guideline 000821
- University Centres – Guideline 000822
- Institutes Solicitation – Donations and Contributions that Support Research and Other Activities – Policy 000572
- University Donor Recognition – Policy 000574
- Students as Subjects – Research Activities – Policy 000174
- Responsibilities of Chief Investigators (Animal Care and Ethics) – Policy 000287
- Research in Schools (Human Research Ethics) – Policy 000295
- Ordering Animals (Research) – 000484
- Animals – Entry into Approved Protocols – Policy 000105
- The Use of S4 and S8 Drugs (Animal Care and Ethics) – Policy 000359
- Telephone Interviewing (Human Research Ethics) – Policy 000351
- Letterhead for Information Documents (Human Research Ethics) – Policy 000181
- Collaborative Research and Ethics Approval – Policy 000063
- Effective Surveillance and Monitoring of Projects (Animal Ethics) – Policy 000537
- Veterinary Services for Sick, Injured or Distressed Research Animals – Procedure 000795
- Audio Recordings (Human Research Ethics) – Procedure 000417
- Witness to Participant’s Signature (Human Research Ethics) – Procedure 000382
- Inclusive Research Practice – Guideline 000774
- Coursework Professional Doctorates – Guideline 000775
- Administrative Matters Relating to Research Grants – 000529

Research Ethics
- Tobacco Funding – Policy 000361
- Peer Review of Research Proposals Submitted for Ethics Approval – Procedure 000800

Research Students
- Rules Governing Admission and Enrolment – Rule 000390
- Rules Governing Postgraduate Research Scholarships – Rule 000307
- Student Academic Integrity – Policy 000608
- English Proficiency for Research Higher Degree Candidates – Policy 000612
- Research Higher Degree Scholarships – 2007 – Policy 000264
- Copyright (Research Higher Degree Candidates) – Policy 000072
- Appeals Procedure – Research Thesis Examination – Procedure 000570
- Research Higher Degree Theses – Preparation and Submission – Procedure 000256
- Editing of Research Theses – Procedure 000801
- Peer Review of Research Proposals Submitted for Ethics Approval – Procedure 000800
- Research Code of Practice for Students Enrolled in Honours Degrees – Guideline 000653
- Publications (Research) – Guideline 000276
- Student Academic Dishonesty – Procedure 000609

STUDENT ADMINISTRATION and SUPPORT

Admission
- Rules Governing Admission and Enrolment – Rule 000390
- Aboriginal and/or Torres Strait Islander – Establishing Status within the University – Policy 000749
- English Proficiency for Research Higher Degree Candidates – Policy 000612
- Regional and Rural Preference Scheme – Policy 000292
- Recognition of Prior Learning – Policy 000282
- Aboriginal and or Torres Strait Islander Applicants – Entry Provisions – Policy 000106
- English Proficiency – Policy 000104
- Special Tertiary Admissions Test (STAT) – Policy 000796
- Deferment of Admission to a Coursework Award – Procedure 000792

Enrolment and Graduation
- Rules Governing Graduation – Rule 000593
- Academic Dress – Rule 000399
- Rules Governing Admission and Enrolment – Rule 000390
- Rules Governing Undergraduate Academic Awards – Rule 000311
- Rules Governing Postgraduate Coursework Awards – Rule 000306
- Recognition Ceremonies Conducted By Partner Institutions – Policy 000594
- Student Indebtedness – Policy 000343
- Posthumous Awards – Policy 000254
- Undergraduate Program Structures – Principles – Policy 000257
• Appeals Against Final Result – Procedure 000261
• Internal Program Transfer – Procedure 000585
• Enrolment In Non Award Courses – Guideline 000767

Fees Charges and Refunds
• Refund Policy for Full Fee Paying International Students in Australia – Policy 000770
• Student Indebtedness – Policy 000343
• Refunds – Procedure 000491

Scholarships and Prizes
• Rules Governing University Undergraduate Scholarships – Rule 000312
• Rules Governing Postgraduate Research Scholarships – Rule 000307
• Research Higher Degree Scholarships – 2007 – Policy 000264

STAFF SERVICES
Academic Staff – HR Matters
• Rules Governing Honorary Awards and Exceptional Service Medals – Rule 000301
• Appointment as Laureate Professor – Policy 000596
• Honorary Appointments – Policy 000408
• Promotion to Professor Exceptional Circumstances – Policy and Procedure 000806
• Appointment to Professor Exceptional Circumstances – Policy and Procedure 000805
• Courtesy Titles – Policy 000597
• Academic Promotion – Policy 000679
• Academic Promotion – Procedure 000798
• Academic Promotion – Guideline 000799
• Special Studies Program – Policy 000810
• Special Studies Program – Procedure 000811
• Purchased Leave Scheme – Policy 000758
• Aboriginal and/or Torres Strait Islander – Establishing Status within the University – Policy 000749
• Conflict of Interest – Policy 000562
• Annualised Salary Scheme – Policy 000414
• Market Loadings – Policy 000794
• Performance Bonus – Policy 000793
• Appointment of Research Academic Staff – Policy 000394
• Discrimination, Harassment, Bullying and Workplace Violence – Policy 000393
• Salary Package Vehicles – Approved Senior Positions – Policy 000314
• OSPRO – Policy 000245
• Affirmative Action and Equal Employment Opportunity Policy Statement – Policy 000252
• Long Service Medals Policy – Policy 000187
• Honorary Degrees and Exceptional Service Medals Nominations – Procedure 000263
• Salary Packaging – Policy 000123
• Consultancy – Policy 000070
• Defence Reserves Leave – Guidelines for Staff and Supervisors (Academic and General) – Guideline 000754
• Leave Without Pay (LWOP) – Guidelines for Staff Members and Supervisors (Academic and General) – Guideline 000606
• University Employment of Independent Contractors – Guideline 000553
• Visiting Appointment Guidelines – Guideline 000378
• Appointment of Conjoint – Guideline 000067

General Staff – HR Matters
• Rules Governing Honorary Awards and Exceptional Service Medals – Rule 000301
• Honorary Degrees and Exceptional Service Medals Nominations – Procedure 000263
• Purchased Leave Scheme – Policy 000758
• Aboriginal and/or Torres Strait Islander – Establishing Status within the University – Policy 000749
• Conflict of Interest – Policy 000562
• Annualised Salary Scheme – Policy 000414
• Discrimination, Harassment, Bullying and Workplace Violence – Policy 000393
• Vice-Chancellor’s Award for General Staff Excellence Policy – Policy 000377
• General Staff Excellence Awards – Procedure 000791
• Salary Packaging – Policy 000123
• Salary Package Vehicles – Approved Senior Positions – Policy 000314
• Affirmative Action and Equal Employment Opportunity Policy Statement – Policy 000252
• Performance Bonus – Policy 000793
• Market Loading – Policy 000794
• Financial Hardship – Policy 000823
• Long Service Medals Policy – Policy 000187
• Defence Reserves Leave – Guidelines for Staff and Supervisors (Academic and General) – Guideline 000754
• Leave Without Pay (LWOP) – Guidelines for Staff Members and Supervisors (Academic and General) – Guideline 000606
• University Employment of Independent Contractors – Guideline 000553

Academic Staff Development
• Reimbursement of Study Fees Policy and Procedures (Academic and General Staff) – Policy 000730
• Special Studies Program – Policy 000810
• Special Studies Program – Procedure 000811

General Staff Development
• Secondment – General Staff – Policy 000323
• Reimbursement of Study Fees Policy and Procedures (Academic and General Staff) – Policy 000730
• General Staff Excellence Awards – Procedure 000791

Health and Safety
• Occupational Health and Safety Act Summary of Main Provisions – 000542
• Workers Compensation Act 1987 Summary – 000544
• Laser Safety Eye Examinations for Laser Workers – Policy 000178
• Laboratory Safety – Policy 000752
• Sports Medicine Australia Policy on Infectious Diseases – Policy 000539
• Occupational Health and Safety Committees – Extract from OHandS Act – Policy 000543
• Halls of Residence Infection Control Policy – Policy 000538
• Controlled Substances (Radioactive Materials) – Policy and Procedures – Policy 000505
• Alcohol and Other Drugs – Policy 000410
• Smoke-free Environment Policy – Policy 000329
• Protective Clothing and Footwear in Laboratories Policy – Policy 000270
• Occupational Noise Policy – Policy 000242
• Occupational Health and Safety Policy – Policy 000241
• Financial Hardship – Policy 000823
• Minimum Standards for Blood Collection from Students, Staff or Others during Teaching and Research Activities – Policy 000233
• First Aid – Policy 000122
• First Aid Officer – Procedure 000121
• Essential Services Failure – Callaghan Campus and Newcastle CBD – Policy 000118
• Essential Services Failure – Ourimbah Campus – Policy 000119
• Emergency Procedure Callaghan Campus – Procedure 000099
• Emergency Procedure Central Coast Campus – Procedure 000100
• Ethical and Safety Aspects of Student Class Experiments and Practical Exercises Utilised Within the Teaching Program of The University of Newcastle – Policy 000110
• Laboratory Safety – Guideline 000753
• Infection Prevention and Control for Blood Borne Pathogens – Guideline 000165
• Alcohol and Other Drugs – Guidelines and Regulations for Policy Implementation – Guideline 000141
• Electricity – Guidelines for Safe Working with Electricity – Guideline 000144
• Critical Incident Management Guidelines – Guideline 000080
• University Space for Functions other than Regular Delivery of Lectures/Seminars to Enrolled Students – Guideline 000534

MANAGEMENT and SERVICES

Computing and Information Services
• Web Publishing and Hosting – Policy 000383
• Web Sub-Sites – Policy 000748
• Web Page Hosting on Behalf of External Organisations – Policy 000747
• Web Page Advertising and Sponsorship – Policy 000382
• Network Security – Policy 000816
Information Security – Policy 000813
  • Information Security Roles and Responsibilities Policy 000815
  • Information Security Classification Policy 000814
  • University Computing and Communications Facilities Conditions of Use – Other 000817
IT Security Policy – Policy 000175
Internet – Guidelines for Acceptable Use – Guideline 000405
Variation to Academic Subject Codes on Nustar – Guidelines for Approval – Guideline 000145

Environment and Physical Facilities
  • Space Management Policy – Policy 000568
  • Air Conditioning: Policy and Procedures – Policy 000528
  • Capital Works and Major Contracts – Policy and Procedures – Policy 000504
  • University Facilities – Hire and Use – Policy 000152
  • Essential Services Failure – Callaghan Campus and Newcastle CBD – Policy 000118
  • Essential Services Failure – Ourimbah Campus – Policy 000119
  • Construction of Buildings by External Parties on University Land – Policy 000069
  • Furniture, Building Alterations and Air Conditioning – Purchasing – Procedure 000506
  • Emergency – Central Coast Campus – Procedure 000100
  • Hanging Pictures, Framed Posters or Photographs – Guideline 000503

Financial Services
  • Investment Policy Statement – Policy 000784
  • Travel – Policy 000782
  • Travel Payments – Schedule 000783
  • Tenders – Policy 000776
  • Controlled Substances (Radioactive Materials) – Policy and Procedures – Policy 000505
  • Petty Cash – Policy 000493
  • Lotteries (including raffles) – Policy on Approval – Policy 000415
  • Tobacco Funding – Policy 000361
  • Equipment Leasing – Policy 000812
  • Capital Works and Major Contracts – Policy 000504
  • Purchasing Card – Policy and Procedures – Procedure 000495
  • Petty Cash – Procedure 000781
  • Companion Card – Procedure 000790
  • Acquittable Cash Advance – Procedure 000789
  • Travel – Procedure 000787
  • Travel Inconvenience Allowance – Procedure 000788
  • Furniture, Building Alterations and Air Conditioning – Purchasing – Procedure 000506
  • Disposal of Surplus and Obsolete/Unserviceable Equipment – Procedure 000499
  • General Debtors – Billing – Procedure 000498
  • Donations to the University – Procedure 000489
  • Refunds – Procedure 000491
  • Vehicles – Purchasing – Procedure 000485
  • Mobile Phones – Purchasing and Use – Procedure 000487
  • Quotations (Contracts valued at less than $100,000) – Procedure 000486
  • Hospitality Expenditure – Authority to Incur – Procedure 000482
  • Purchasing Office Supplies – Procedure 000483
  • Commercial Activities – Guideline 000554
  • Purchase Requisitions and Purchase Orders – Guideline 000488
  • Code of Practice for Australian University Philanthropy – AVCC Guidelines – Guideline 000392
  • Ordering Animals (Research) – Other 000484

Legal Services
  • FOI – Your Rights To Review and Appeal under the FOI Act 1989 – Other 000575
  • Information Access for Universities: Commentary and Answers to Frequently Asked Questions about Copyright (local access only) – Other 000166
  • Copyright Law – Other 000073
  • University Agreements – Policy 000631
  • Disclosure of Interests / Conflict of Interests (Members of Council and Senior Staff) – Policy 000563
  • Lotteries (including raffles) – Policy on Approval – Policy 000415
  • Subpoenas – Procedures for Handling – Procedure 000545
  • Copyright Warning Notices – Guideline 000074
Library

- Staff Use of University Libraries – Policy 000340
- Library Resources – Selection and Ordering – Policy 000324
- Scholarly Information Resources and Access Policy – Policy 000317
- Library Use Policy – Policy 000182
- Copyright Act – Flowchart of how it applies – Policy 000155
- Part VA – Audio-Visual Copying and Communication Guidelines (local access only) – Guideline 000248
- Part VB – Electronic Copying and Communication Guidelines (local access only) – Guideline 000249
- Copyright Warning Notices – Guideline 000074
- Information Access for Universities: Commentary and Answers to Frequently Asked Questions about Copyright (local access only) – Other 000166
- Electronic Copying – A Short Guide – Other 000096
- Copyright Law – Other 000073

Records Management and Privacy

- Privacy and Personal Information Protection Act 1998 – Other 000655
- Health Records and Information Privacy Act 2002 – Other 000654
- FOI – Your Rights To Review and Appeal under the FOI Act 1989 – Other 000575
- Privacy Management Plan – Other 000258
- Records Management Policy – Policy 000285
- Information Security – Policy 000813
- Information Security Roles and Responsibilities Policy 000815
- Information Security Classification Policy 000814
- Creation of Records – Guideline 000785
- File Notes – Guideline 000514
- Electronic Mail (Email) Management Guidelines – Guideline 000143
- Electronic Records Management Checklist – Checklist 000053
- Record Retention and Disposal – Other 000284

Travel Traffic and Parking

- Traffic and Parking – Rule 000362
- Travel – Policy 000782
- Vehicles – Damage to Privately Owned Vehicles Whilst on University Property – Policy 000501
- Travel Payments – Schedule 000783
- Vehicles – Use of University Vehicles – Policy 000481
- Motor Vehicle Entry Fee Policy – Policy 000239
- Companion Card – Procedure 000790
- Acquittable Cash Advance – Procedure 000789
- Travel – Procedure 000787
- Travel Inconvenience Allowance – Procedure 000788
- Vehicles – Private Vehicle Use – Procedure 000492
- Vehicles – Purchasing – Procedure 000485

EXTERNAL RELATIONS

- Rules Governing Honorary Awards and Exceptional Service Medals – Rule 000301
- Honorary Degrees and Exceptional Service Medals University Nominations – Procedure 000263
- Honorary Appointments – Policy 000408
- University Agreements – Policy 000631
- Partner Organisation (including Off Campus) Delivery of Face-to-Face Teaching for a University Award – Policy 000630
- Solicitation – Donations and Contributions that Support Research and Other Activities – Policy 000572
- University Donor Recognition – Policy 000574
- Naming Rights – Buildings, Facilities, Academic Positions, Medals, Scholarships and Prizes – Policy 000573
- Tobacco Funding – Policy 000361
- Critical Issues Media Management Plan – Other 000599
- Banner and Poster – Procedure 000786
- University Employment of Independent Contractors – Guideline 000553
- Code of Practice for Australian University Philanthropy – AVCC Guidelines – Guideline 000392
SECTION 2 – STATEMENT OF AFFAIRS

The University’s most recent Statement of Affairs, made in accordance with sections 14 and 15 of the Freedom of Information Act 1989 (NSW) is dated June, 2006.

The Statement is available on the University website at http://www.newcastle.edu.au/service/foi or at minimum cost from the Office of the Academic Registrar, who is the University’s Freedom of Information Coordinator.

SECTION 3 – CONTACT ARRANGEMENTS

Enquiries regarding access to the University’s policy documents and Statement of Affairs whether for inspection or purchase can be made to:

Academic Registrar and Freedom of Information Coordinator
The Chancellery
The University of Newcastle
NSW 2308
Phone: (02) 4921 5353
Fax: (02) 4921 7417
Email: FOI@newcastle.edu.au

The University’s policy documents and Statement of Affairs may be inspected by prior arrangement at the office of the Academic Registrar and Freedom of Information Coordinator. Inspections may be arranged between the hours of 9.00am and 5.00pm Monday to Friday.
FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)

SUMMARY OF AFFAIRS
of the
UNIVERSITY OF NEW ENGLAND (UNE)

SECTION 1 – POLICY DOCUMENTS

Policy documents held by UNE can be accessed:
• in the annual The University of New England Handbook, most recently published in January 2007;
• on the UNE webpages (the full list can be found on http://www.une.edu.au/rmo/policies/index.html);
and
• in the Records Management Office as well as in the office of the policy’s origin and application.

UNE Handbook
The UNE Handbook is a comprehensive list of official University guidelines, rules and policies. It consists of:

General Information
The University of New England
Arms of the University of New England
Organisational Chart
The Council
Principal Officers and Staff
Senior Administrative Staff
Honorary UNE Degree Recipients
Emeritus Professors
Alumni Awards
Calendar of Dates
Academic Dress
Administrative Information for Students
International Students
International and Domestic Fees
Rules and Policies:
Admission Rule
Admission records Policy
Advanced Standing Policy
Awarding of Higher Doctorates at UNE Policy
Complaints and Grievances Rule
Courses, Assessment and Awards
Election of Chancellor and Deputy Chancellor Rule
English Language Admissions Requirements Policy
Fees and Charges Rule
Firearms Rule
Functions of the Vice-Chancellor Rule
General Rule
Higher Education Support Act 2003
Plagiarism and Academic Misconduct Policy
Special Assessment Policy
Staff Conduct Rule
Student Appeals Policy
Student Conduct Rule
Student Organisations Rule
UNE Assessment Policy
University of New England Traffic and Parking Rule
University Ombudsmen Rule
Uses of University Card Rule
Uses of University of New England Computing and Communication Facilities Rule
Scholarships Prizes and Other Awards

Services and Facilities:
- Academic Skills Office
- Access Centres
- Accommodation
- Animal House Complex
- Army Reserve (part-time Army)
- Chaplaincy Service
- Child Care (Yarm Gwanga)
- Clinical Experience
- Counselling and Careers Service
- Development Office
- Electron Microscope Unit
- Equity Office
- Information Technology Directorate
- Internal Audit Unit
- Legal Office
- Library Services
- Medical Centre
- Occupational Health and Safety (OHS)
- Office of the Secretariat
- Oorala Centre
- Professional Experience Office
- Research Services
- Rural Properties
- Student Centre
- Teaching and Learning Centre
- UNE Conference Company
- UNELink – The Videoconferencing Unit of UNE

Faculty of Arts, Humanities and Social Sciences
Staff
Rules
Schedule(s) of Units

Faculty of Economics, Business and Law
Staff
Rules
Schedule(s) of Units

Faculty of Education, Health and Professional Studies
Staff
Rules
Schedule of Units

Faculty of The Sciences
Staff
Rules
Schedule(s) of Units

Other Course Rules
Inter-Faculty Course Rules
Doctor of Philosophy Rules
Doctor of Philosophy (Clinical Psychology) Rules

Course Units
Institutes and Centre
Research Institutes and Centres
- Animal Genetics and Breeding Unit
- Australian Centre for Agriculture and Law
- Australian Poultry Cooperative Research Centre
- Australian Sheep Industry Cooperative Research Centre
- Centre for Agricultural and Applied Economics
Centre for Animal Health and Welfare
Centre for Australian Language, Literature, Theatre and Screen
Centre for Behavioural and Physiological Ecology
Centre for Bioactive Discovery in Health and Aging
Centre for Business Research
Centre for Ecological Economics and Water Policy Research
Centre for Ecology, Evolution and Systematics
Centre for Environmental Dispute Resolution
Centre for Higher Education Management and Policy
Centre for International Education and Sustainability
Centre for Language and Cognition
Centre for Local Government
Centre for Molecular Microbiology
Centre for Neuroscience and Animal Behaviour
Centre for North Coast Aquatic Linkages
Centre for Peace Studies
Centre for Research in Aboriginal and Multicultural Studies
Centre for Research in English and Multiliteracies Education
Centre for Rural Crime, Safety and Security
Centre for Spatial Science
Centre for Sustainable Farming Systems
Cooperative Research Centre for Australian Weed Management
Cooperative Research Centre for Beef Genetic Technologies
Cooperative Research Centre for Viticulture
Cotton Catchment Communities Cooperative Research Centre
The Heritage Future Research Centre
The Institute for Genetics and Bioinformatics
Institute for Rural Futures
The National Centre of Science, Information and Communication Technology, and Mathematics Education for Rural and Regional Australia
National Marine Science Centre
NCW Beadle Herbarium
The New England Centre for Applied Research in Social Science
New England Centre for Executive Development
Primary Industries Innovation Centre
UNESCO Centre for Bioregional Resource Management
University of New England ASIA Centre
The University of New England Heritage Centre
University Companies
Agricultural Business Research Institute
International Livestock Resource and Information Centre
UNE Partnerships
Museums
Art Collection – The University of New England
The Howard Hinton Collection
The University of New England Museum of Antiquities
Zoology Museum
Associations
Australian Federation of University Women – NSW Armidale Branch
Community and Public Sector Union
The National Tertiary Education Industry Union
Services UNE
Sport UNE
The University of New England Postgraduate Association

Governance of the University
The University of New England Act 1993
By-laws
Committees of the Council
Constitution of the Academic Board, UNE
Committees of the Academic Board
Committees of the Vice-Chancellor
Committees of the University


**Alphabetical listing of documents**

Academic Quality Assurance: Reviews of Units, Courses, Schools, Research
Centres/Institutes and Faculties
Academic Quality Assurance – Roles and Structures
Academic Staff Promotion – see Promotion
Academic Pursuit Funds
Academic Staff Selection – see Staff Selection
Acceptance of Gifts and Benefits
Adjunct appointments
Admission Records
Admission Rules – Undergraduate
Advanced Standing
Advertising
Alcohol and Other Drugs
Alcohol and tobacco bodies, funding for research from
Allowances – General Staff
Allowances – Head of School
Annual Leave – see Leave
Anti-Racism Policy
Appointment of Head of School
Appointment of Associate Deans
Approval of UNE Rules and their Amendments and the Verification of Rules for Inclusion in the University Handbook
Assessment
Asset Disposal
Associate Dean Appointments
Associate Dean (Teaching and Learning) Position Statement
Associate Dean (Research) Position Description
Associate Dean (Entrepreneurial/International) Position Statement
Audit – Policy on risk assessment and audit of related entities
Audit Recommendations – Implementation
Authorities retained by Council
Awarding a University Medal
Awards – VC’s awards for excellence
Bequest
Benefits, Acceptance of
Buying – see Purchasing
By-law 2005
Cell Phones
Cellular Phone
Centres, Institutes and Groups
Chancellor and/or the Deputy Chancellor – Power and Authority of
Charges – student (under review)
Charges – international student
Cheating – in exams – plagiarism and improper conduct
Child Care Centre
Children In The Workplace
Christmas Break
Classifications Committee Role and Responsibility
Classifications Process – General Staff
Close relations – employment of
Code of conduct for employees
Code Of Conduct For Research
Code of Ethics for Council
Commercial Guidelines
Communication Policy
Computing and Communication Facilities – rules for use
Computing systems – conditions of use
Conduct of employees
Conduct – Student
Confirmation of Candidature
Conflict of Interest
Consulting
Contracts (under review)
Copyright
Corporate Records
Council Policies
Credit – for prior learning
Credit Cards – policy not available electronically
Credit points
Decanal Selection – Deans
Deceased employees
Delegations – Financial
Departmental Server Requirements
Destroying – disposal of records
Direct Deposits to the University Bank Account (under review)
Disabled persons – student access – parking
Disclosure – protected
Disposal of Assets
Doctor of Philosophy
Dogs on campus
Disk Space
Drugs
Electronic Communications
Email Usage
Emergency Services Leave – see leave
Employment of close relatives
English Language Admission Requirements
Energy Management
Entrepreneurial policy
Entrepreneurial Committee
Environment and Sustainability
Equal Employment Opportunity
EEO Management Plan
Exams
Exchange students’ language requirements (plus) proficiency form
Experiential Learning
Experimental Conduct
Extensions
Family and Community Leave
Fees and charges – international student
Fieldwork
Files
Financial Delegations
Firearms – see in Rules at p69 of 2003 Handbook
Firearms and use of University Theatres and Halls
FMS Custodial Possession Of Equipment
FMS Furniture Standards
Freedom of Information
Furnishings
Gender representation on decision-making and advisory committees
General Staff Selection – see Selection
Gifts and Benefits, Acceptance of
Glossary of Key Terms
Goldbook
Graduate Attributes
Performance Management System – Academic Staff
Performance Management System – General Staff
PhD rules
Plagiarism and Academic Misconduct: Coursework
Plagiarism and Academic Misconduct: Higher Degree Research
Policy Development and Management Guidelines
Power and Authority of the Chancellor and/or the Deputy Chancellor
Prior Learning
Privacy – and NEW: FAQ
Privacy Management Plan – and resources
Privacy – staff information
Probation – Academic Staff
Probation – Academic Staff – Guidelines for preparing a report
Professional Confidential Records
Professorial Appointments
Promotion – Academic
Promotion – Academic – Guidelines for Applicants
Promotion – Academic – Guidelines for Supervisors
Promotion – Academic – Guidelines for Assessors
Promotion – Academic – Application form
Promotion – Academic – Assessor Report (Pro-forma)
Promotion – Academic – Supervisor’s nominated assessor form
Protected Disclosures
Quality and Standards in Research Higher Degrees (Gold Book PDF)
Quality Assurance: Reviews
Quality Assurance – Roles and Structures
Racism – see Anti-racism
Recognition of Prior Learning
Records
Records Management Procedures
Records Retention and Disposal
Registration of research higher degree supervisors
Related entities – risk assessment and audit
Research Grant Applications – peer review
Research Support Contributions
Residential Schools
Reviews of Units, Courses, Schools, Research Centres/Institutes and Faculties
Risk assessment and audit of related entities
Risk Management – Policy – Guidelines
Rules and their Amendments and the Verification of Rules for Inclusion in the University Handbook – Guidelines
for the approval of
Salaries – Academic Staff – current rates
Salaries – General Staff – current rates
Salary loading – see Market Loading
Salary packaging – laptop computers
Selection of Staff – see also Staff Selection
Sex Based Harassment
Sharps and Needlesticks
Sick Leave
Significant Contracts
Smoke Free Workplace
Space Allocation
Special Assessment
Staff Selection – Academic Staff
Staff Selection – Deans
Staff Selection – General Staff HEO1-10
Staff Selection – Professorial
Standing Orders of Council
Student Appeals
Student Conduct
Student Fees and Charges – under review
Student IT Laboratories
Students with a Disability
Study Examination and Graduation Leave – General Staff
Study Leave (Academic Staff)
Supervisors of research higher degree students – registration
Teaching Quantum – rationale and criteria – report form
Temporary Mobility Parking
Theatres and Halls – usage policy – conditions of hire
Tobacco bodies, funding for research from
Trade Union Leave – see leave
Traffic and Parking
Travel and Removal Assistance
UNE Web
Uniform credit points
Units with low enrolments
Units not taught for some years – see Teaching Quantum
University Medal
University Ombudsman
University Records
University Room and Building Naming
Unviable units – see under Low enrolment units and Teaching Quantum
Use of University Seal
Vice-Chancellor’s Awards for Excellence (awaiting documents):
.. Equity
.. Teaching
.. Research
.. Service by General Staff
Visiting Scholar
Visitor Parking
Web – UNE Web policy
Withdrawal of a Course
Workforce Planning
Work Planning and Career Development – General Staff
Workready
Writing Policies
Yarm Gwanga Child Care Centre Parents

Policies by Major Groupings are:

Major grouping:
Academic
Governance
Equity
Facilities Management
Finance and Travel
Information Technology and Communications
Records Management and Copyright
Research
Staff, Employment and Workplace
Framework for policies and other instruments
Template for policies and other instruments

Academic


Admission Records
Admission Rules – Undergraduate
Advanced Standing
Assessment Policy
Awarding a University Medal
Confirmation of Candidature
English Language Admission Requirements
Extensions
Glossary of Key Terms Relating to Academic and Administrative Activities, Roles and Structures
Graduate Attributes
Higher Doctorates
Honorary Degrees Policy
Honorary, Visiting Scholar and Adjunct Appointments
Language requirements for exchange students (plus) proficiency form
Library Rules
Low enrolment units guidelines
Management of the PhD Degree
Minor unit amendments
Online teaching at UNE
Peer Review of Research Grant Applications
Plagiarism and Academic Misconduct: Coursework
- Appendix 1 – examples of plagiarism and academic misconduct: coursework
- Appendix 2 – procedural flowchart: coursework
- Approved statement for use in documents
- Avoiding Plagiarism and Academic Misconduct – information for Coursework Students
- Preventing and Detecting Plagiarism – information for Academic Staff
- Plagiarism/Misconduct Procedures (steps): coursework
- Important Definitions Pertaining to Assessment Work and Plagiarism and Other Misconduct
- Plagiarism Declaration Form
- Standard letters related to Plagiarism and Academic Misconduct
Plagiarism and Academic Misconduct: Higher Degree Research
- Appendix 1 – examples of plagiarism and academic misconduct: Higher Degree Research
- Appendix 2 – procedural flowchart: Higher Degree Research
- Approved statement for use in documents
- Avoiding Plagiarism and Academic Misconduct – information for Research Students
- Preventing and Detecting Plagiarism (HDR) – information for Academic Staff
- Plagiarism/Misconduct Procedures (steps): Research Higher Degree
- Important Definitions Pertaining to Assessment Work and Plagiarism and Other Misconduct (HDR)
Quality Assurance Reviews of Units, Courses, Schools, Research Centres/Institutes and Faculties
Quality Assurance – Roles and Structures
Registration of research higher degree supervisors
Residential Schools
Special Assessment
Student Appeals
Student Conduct Rules
Study Leave
Teaching Quantum – rationale and criteria – report form (doc)
Uniform credit points
University Ombudsman
Withdrawal of a Course
Workready

Governance
University of New England Act
By-law 2005
Policy Development and Management Framework
Advertising
Audit Recommendations – Implementation
Authorities retained by Council
Code of Ethics for Council
Council Policies
Entrepreneurial
Approval of UNE Rules and their Amendments and the Verification of Rules for Inclusion in the University Handbook
Honorary and Distinguished Awards and Appointments
Media
Power and Authority of the Chancellor and/or the Deputy Chancellor
Risk assessment and audit of related entities
Standing Orders of Council
Terms of reference for the Entrepreneurial Committee
University Room and Building Naming Rights
Use of University Seal

Equity
Equity at http://www.une.edu.au/rmo/policies/polEQU.html
Anti-Racism Policy and Guidance Materials
Equal Employment Opportunity
EEO Management Plan
Gender representation on decision-making and advisory committees
Grievance Mediation Policy and Procedures
Sex Based Harassment Policy and Procedures
Students With Disabilities

Facilities Management
Custodial Possession Of Equipment
Dogs on campus
Energy Management
Environment and Sustainability
Firearms
Furniture Standards
Key and Lock
Mail Service
Naming for Facilities at UNE
Sharps and Needlesticks
Temporary Mobility Parking
Theatres and Halls – usage policy – conditions of hire
Space Allocation
Traffic and Parking
Visitor Parking

Finance and Travel
Finance and Travel at http://www.une.edu.au/rmo/policies/polFIN.html
Academic Pursuit Funds
Asset Disposal
Commercial Activities
Credit Cards
Direct Deposits to the University Bank Account
Financial Administration of “Self Funding” Enterprises
Financial Administration of Research and Consultancy Projects
Financial Delegations
Financial Procedures Manual
Insurance
Long Service Leave Funding Policy
Long Service Leave Provision Accounts Policy
Motor Vehicle Allocation and Replacement Policy
Risk Management – Policy – Guidelines
Significant Contracts
Student Charges
Student Fees
Tender Advisory Committee Composition, Policy and Procedures
Yarm Gwanga Child Care Centre Parent’s Policy

Information Technology and Communications
Computer Laboratories
Charging For Internet Services
Charging For Modems
Communication Policy
Computing and Communication Facilities – rules for use
Conditions of use (all UNE computing systems)
Departmental Server Requirements
Disk Space
Electronic Communications
Email Usage
IT Security
Internet Data Privacy Protection
Rules for the Use of University of New England Computing and Communication Facilities
Student Laboratories
Training Computer Laboratory
Mobile Phones
UNE Web

**Records Management and Copyright**
Copyright
Privacy Statement
Privacy Management Plan – and resources
Professional Confidential Records
Records Policy and Procedures
Records Retention and Disposal

**Research**
Code of Conduct for Research
Code of Conduct for Research Higher Degrees
Confirmation of Candidature
Extensions
Funding for research from alcohol and tobacco bodies
Intellectual Property
Institutes, Centres and Groups – Establishment, Approval, Admin. and Review
Minimum Facilities for UNE Postgraduate Research Students
PhD Rules
Quality and Standards in Research Higher Degrees (Gold Book PDF)
Research Support Contributions
Registration of research higher degree supervisors

**Staff, employment and workplace related**
Most of the policies and other documents linked from this page are administered by Human Resource Services – please refer to the home page for that group for further information and administrative assistance including forms. The numbers indicate locations in the Human Resource Management Handbook.

Enterprise Agreements and awards
   Academic Staff Enterprise Agreement 2001-2003 5.01
   General Staff Award 2000 5.06
   General Staff Enterprise Agreement 2000-2003 5.05

Policies and related documents
   Acceptance of Gifts and Benefits 17.03
   Alcohol and Other Drugs – UNE Staff
   Allowances – General Staff 12.23
   Appointment of Head of School 8.15
   Associate Dean Appointments 8.21
   Associate Dean (Teaching and Learning) Position Statement 8.21A
   Associate Dean (Research) Position Description 8.21B
   Associate Dean (Entrepreneurial/International) Position Statement 8.21C
   Child Care Centre
   Children In The Workplace 4.18
   Classifications Committee Role and Responsibility 7.11
   Classifications Process – General Staff 7.12
   Code of conduct for employees 17.01
Conflict of Interest 17.02
Consulting – see Paid Outside Work
Deceased Employees – payments to estates
Employment of close relations 9.08
Equal Employment Opportunity 3.02
EEO Management Plan 3.01
Fieldwork 4.13
Gender representation on decision-making and advisory committees 3.10
Grievance Mediation 3.06
Head of School Appointment 8.15
Head of School Position Description
Hours of work 11.02
Incremental Progression – Academic Staff 12.14
Incremental Progression – General Staff 12.15
Internal Reporting/Protected Disclosures 1.09
IT Staff On-call 12.28
Leave – Annual 13.02
Leave – Christmas Break 13.08
Leave – Defence Force Reserve 13.18
Leave – Emergency Services 13.13
Leave – Family and Community 13.09
Leave – Jury and Witness 13.20
Leave – Long Service 13.05
Leave – Parental 13.11
Leave – Sick 13.04
Leave – Study, Examination and Graduation (General Staff) 16.04
Leave – Trade Union 13.19
Market Loading 12.18
Occupational Health and Safety 4.01
Overtime, Shift Penalties and Loadings and Time-in-Lieu (General staff) 11.04
Paid outside work 11.10
Performance Enhancement – Senior Staff 15.10
Performance Management System – Academic Staff 15.02
Performance Management System – General Staff 15.03
Privacy – HR guidelines regarding staff information 1.12
Probation – Academic Staff 10.04
Probation – Academic Staff – Guidelines for preparing a report 10.04A
Professorial Appointments 8.14
Promotion – Academic 14.01
Promotion – Academic – Guidelines for Applicants
Promotion – Academic – Guidelines for Assessors
Promotion – Academic – Guidelines for Supervisors
Promotion – Academic – Application form
Promotion – Academic – Assessor Report (Pro-forma)
Promotion – Academic – Supervisor’s nominated assessor form
Salaries – Academic Staff – current rates
Salaries – General Staff – current rates
Salary packaging – laptop computers 12.45C
Selection – General Staff HEO1-10 9.04
Selection – Professorial 8.14
Selection – Academic Staff (levels A-D) 9.03
Sex Based Harassment Policy and Procedures 1997 3.11
Smoke Free Workplace 4.07
Travel and Removal Assistance 10.09
Workforce Planning 6.02
Work Planning and Career Development – General Staff 15.03

SECTION 2 – STATEMENT OF AFFAIRS
SECTION 3 – CONTACT ARRANGEMENTS

Anyone wishing to inspect specific UNE policy documents may do so by prior arrangement with the Manager, Records Management Office. Unless a formal application for access to or amendment of documents is made under the Freedom of Information Act enquiries should be directed to the Manager, Records Management Office (contact details below).

The University of New England Handbook may be purchased for the price of $20.00. Mail orders may be sent direct to the United Campus Bookshop, University of New England, Armidale NSW 2351 and should include a postage and packing charge of $8.50 within Australia. An order may also be placed on the web at www.ucb.net.au. Copies of The University of New England Handbook are also held in Dixson Library and the Records Management Office, University of New England.

Enquiries may be made to:

Manager
Records Management Office
University of New England
Armidale NSW 2351
Telephone: (02) 6773 2140

Enquiries should be made during office hours, from 9.00am to 5.00pm, Mondays to Fridays.
SECTION 1 – POLICY DOCUMENTS

Policy of the University may be found in various administrative and procedural manuals of the University and in some resolutions of the University Council, Academic Board and Faculties. The University also develops policy on specific matters, and planning documents which outline the strategic directions of the University. Listed below are publications and documents which contain policy relating to the functions of the University.

Publications containing policy and procedures

The University’s handbooks contain the rules and procedures relating to relevant programs and awards as approved by the University Council.

The UNSW Online Handbook for prospective and current undergraduate and postgraduate students is available at: http://www.handbook.unsw.edu.au/2007/index.html. The UNSW@ADFA handbooks can be obtained from their website http://www.unsw.adfa.edu.au/ or by contacting the Australian Defence Force Academy, Canberra ACT 2600.

The University of New South Wales Calendar is available for $12.95 from the University Bookshop, located in the lower section of the Quadrangle building on the Kensington Campus.

Other Documents

Governance and Management Matters
- University of New South Wales Act 1989
- University of New South Wales By-law 2005
- University of New South Wales Rules 1999
- UNSW Strategic Plan
- UNSW Annual Report, 2006
- UNSW Student Services Privacy Code of Practice
- UNSW Guidelines for Commercial Activities
- Conflict of Interest Policy
- Privacy Management Plan
- Policy for making a complaint or reporting incidents of criminal, corrupt conduct or maladministration or Protected Disclosure at UNSW
- Policy Statement on Governance
- Code of Conduct
- Code of Conduct – Members of Council
- Code of Conduct for the Responsible Practice of Research
- UNSW Policy on Sponsorship from the Tobacco Industry

Environment, Health and Safety Matters
- Air Monitoring and Health Surveillance Guideline
- Chemical Spills Guideline
- Environment Policy
- Environmental Management Plan 2005 to 2010
- Hazard and Incident Reporting Procedure
- Hazardous Substances and Dangerous Goods Procedure
- Ionising Radiation Procedure
- Labelling of Hazardous Substances Guideline
- Laboratory Hazardous Waste Disposal Procedure
- Occupational Health and Safety Policy
- Occupational Health and Safety (OHandS) Corrective Action Procedure
- OHS Hazard and Incident Reporting Procedure
- Outdoor Workers Guideline
• Plant and Equipment Procedure
• Naming Policy for Facilities at UNSW
• Transport of Dangerous Goods by Air Guideline
• Visitors to UNSW Facilities Guideline

Equity and Diversity Matters
• Anti-Racism Policy
• Equity and Diversity Policy Statement
• Equal Opportunity in Education Policy Statement
• Family Friendly Work Practices at UNSW
• Code of Practice – Students with Disabilities
• Student Discrimination and Harassment Grievance Policy and Procedures
• Staff Discrimination and Harassment Grievance Policy and Procedures
• Guidelines for Staff Handling Discrimination and Harassment Grievances
• Making UNSW an Harassment Free Zone for Staff
• Making UNSW an Harassment Free Zone for Students
• Non Discriminatory Presentation and Practice
• Reasonable Adjustment Guidelines for Managers of Staff and Potential Staff with Disabilities

Student and Academic Matters
• Academic Standing Rules for Undergraduate Students
• Academic Standing Rules for Postgraduate Students
• Access to Assessment Information
• Admission Requirements and Procedures
• Admission to Degree or Diploma
• Admission with Advanced Standing and Credit Transfer
• Assessment Policy
• Assumed Knowledge
• Attendance and Absence
• Award of Pass with Distinction
• Award of University Medals Policy
• Breach of Discipline and Misconduct in Assessment
• Conditions for the Award of Degrees
• Conditions for the Award of Degree of Doctor of Philosophy (PhD)
• Copyright for Project Reports and Higher Degree Theses
• Discontinuation and Program Leave
• Disclosure of Enrolment Information and Release of Information to Third Parties
• Education Services for Overseas Students (ESOS) Information for Students
• Enabling Skills for UNSW Literacy
• English Language Requirements
• Enrolment and Progression in Student Placement (Internship)
• Examination Rules, Policy, and Procedures
• Fee Policy: International Students
• Fee Policy: Local Students
• Grievance Resolution Policy for Students
• Grievance Resolution Procedure for Undergraduate and Postgraduate (Coursework) Students
• Grievance Resolution Procedure for Research Students
• Guidelines and Rules on Student Plagiarism – Handbook for Staff
• Guidelines and Rules on Student Plagiarism – Handbook for Students
• Guidelines for Postgraduate Research
• Guidelines on Learning that Inform Teaching
• Guidelines relating to the Provision of UNSW Courses by Non-UNSW Staff and Organisations
• Intellectual Property Policy
• Learning and Teaching Plan 2005-2007
• Library Rules
• Multiple Enrolment Rule
• Non-Award Enrolment Rules
• Policy on Examination of Research Degrees
• Policy on the Evaluation of Teaching
• Policy on Higher Degree Research Supervision
• Postgraduate Coursework Advanced Standing Credit Transfer and Articulation Guidelines
• Research Students: Policy on Supervision and Examples of Good Practice
• Research Students: Policy on Examination of Research Degrees
• Research Training Scheme
• Preparation and Submission of Master by Research and Doctoral Theses for Examination
• Special Consideration Procedures
• Student Misconduct Rules

Staffing Matters
• Child Protection Policy
• Conjoint Appointments
• Employment or Engagement of Services Involving Personal or Other Significant Relationships
• Emeritus Professors – Conferring of Title
• Facilities for Retired Academic Staff
• Grievance Resolution Policy for Staff
• Grievance Resolution Procedure for Staff
• Named Academic Positions Policy
• Paid Outside Work by Academic Staff
• Sessional Teaching – Staff Strategic Action Plan
• Visa Sponsorship (Immigration)
• Visiting Appointments

Information Technology Matters
• Acceptable Use of UNSW Information and Communication Technology Resources
• Email Policy
• IT Requirements for UNSW Students
• Website Policy

SECTION 2 – STATEMENT OF AFFAIRS

The University’s most recent Statement of Affairs is that dated June 2006. The Statement of Affairs describes the University’s structure and functions, how the public may participate in policy development, the kind of documents held and how members of the public may access those documents.

SECTION 3 – CONTACT ARRANGEMENTS

In general, the University will meet reasonable requests for access to information without the need for formal applications under the FOI Act. The University’s Summary of Affairs, Statement of Affairs and a significant number of policy documents are available free of charge on the University website http://www.unsw.edu.au/. In other cases, a charge of 20 cents per page will be made for any photocopies provided. Policy documents may be inspected at the University by prior arrangement with the FOI Officer between 9.00am and 5.00pm on weekdays.

Enquiries about FOI and about access to documents held by the University should be directed to:

The Freedom of Information Officer
University of New South Wales, Sydney 2052.
Telephone:  (02) 9385 2860
Email: foi@unsw.edu.au
SECTION 1 – POLICY DOCUMENTS

Policy framework
The University has established a policy framework which governs the development, approval, implementation and review of University policies and policy-related instruments.

The types of policy instruments are:
- policies
- Vice-Chancellor’s Operational Directives
- standard operating principles and procedures
- guidelines for decision-making.

The University’s policies website contains many of the documents listed in this Summary of Affairs. As new policies are adopted and existing policies change they are added to the policies website: http://www.gsu.uts.edu.au/policies

Publications containing policies and procedures
The official University publications containing policies and procedures are the UTS: Calendar and the UTS: Handbook. The policies and procedures contained in the Calendar and Handbook are included in the lists below.

UTS: Calendar and UTS: Handbook
The UTS: Calendar and the UTS: Handbook can be purchased at the following prices (in Australian dollars), which are inclusive of GST, postage and handling:

<table>
<thead>
<tr>
<th></th>
<th>Australia</th>
<th>Overseas</th>
</tr>
</thead>
<tbody>
<tr>
<td>UTS: Handbook (in print)</td>
<td>$45.00</td>
<td>$50.00</td>
</tr>
<tr>
<td>UTS: Handbook (on CD)</td>
<td>$5.00</td>
<td>$6.00</td>
</tr>
<tr>
<td>UTS: Calendar (in print)</td>
<td>$32.50</td>
<td>$37.50</td>
</tr>
</tbody>
</table>

An order form is available online at: http://www.handbook.uts.edu.au/order_form.html

The Calendar and Handbook are also available for sale by contacting:

Publications
Governance Support Unit
University of Technology, Sydney
PO Box 123
Broadway NSW 2007
Telephone: (02) 9514 2940

The Calendar and Handbook are also available online at: http://www.handbook.uts.edu.au or http://www.handbook.uts.edu.au/cal

Planning documents and reports
- Privacy Management Plan
- Setting the Pace 2005–2008: Strategic Directions for the Current Decade
- Strategic Plan 2005–2008 and Enabling Plans
- UTS Planning and Quality Management Framework
- UTS Student Equity Strategy 2005–2008

Other documents
Governance matters
- University of Technology, Sydney, Act 1989 No. 69
• University of Technology, Sydney, By-law 2005
• Academic Advisory Committees Policy
• Faculty Boards
• Procurement Policy and Directives
• Risk Management Policy
• Rules of the University
• Standing Delegations of Authority
• Standing Orders for the Academic Board
• Standing Orders for the Council of the University of Technology, Sydney
• UTS Review Framework – Vice-Chancellor’s Operational Directive

Courses and awards
• Award Course Approval Policy
• Coursework Assessment Policy and Procedures Manual
• Credit Point System for UTS Coursework Award Courses
• Disclosure of Assessment Results
• Diversity Guidelines for Courses and Subjects
• Guidelines for Acceptance of New Prizes
• Guidelines for the Award of UTS Medals
• Honorary Awards Policy
• Policy and Procedures for the Administration of Prizes
• Policy on Nomenclature of Award Courses at UTS
• Publication of Official UTS Award Course Information – Vice-Chancellor’s Operational Directive
• Recognition of Prior Learning Policy
• Short Courses Policy

Research
• Code of Practice for Supervisors, Advisors and Research Degree Candidates
• Ethical Conduct of Research – Academic and Support Staff Policy
• Framework for Quality Research Education
• Guidelines for Doctoral Degree Oral Examinations
• Human Research Ethics Committee Guidelines for Undergraduate and Postgraduate Students
• Human Research Ethics Committee Policy for Undergraduate and Postgraduate Students
• Intellectual Property Policy
• Policy on Register of Research Student Supervisors
• Policy on Research Funding by the Tobacco Industry
• Principles for the Examination of Research Degree Work which is not Print on Paper
• Procedures for Presentation and Submission of Theses for Higher Degrees
• Research-Generated Intellectual Property and Commercialisation – Vice-Chancellor’s Operational Directive
• Research Strengths Policy
• Selection of Potential Examiners for Research Degree Theses

Students
• Admissions Policy
• Advice to Students on Good Academic Practice
• Guidelines for Summary Exclusion of a Student from a Class or Facility
• Policy on Handling Student Complaints
• Policy on Management and Protection of Personal Student Information
• Procedures for Managers Handling Student Complaints
• Statement of Postgraduate Coursework Students’ Rights and Responsibilities
• Student Code of Conduct for Field Excursions
• Student Feedback Survey – Vice-Chancellor’s Operational Directive
• Student Ombud Terms of Reference
• Support for Research Students Working Off-campus – Guidelines
• UTS Student Charter

Academic staff
• Annual Academic Promotion Policy
• Appeals Against Academic Promotion Decisions Policy
• Appointment of Associate Deans Policy
• Appointment of Deans Policy
• Appointment of Distinguished Professor by Invitation Policy
• Appointment of Heads of Department Policy
• Appointment of Heads of School Policy
• Appointment of UTS Invited Professor Policy
• Faculty Readerships Policy
• Honorary Appointments Policy
• Outside Work (Academic Staff) Policy
• Outside Work (Academic Staff) – Vice-Chancellor’s Operational Directive
• Planning and Review for Performance and Development – Academic Staff
• Probation – Academic Staff
• Professional Experience Program
• University Readerships Policy

Non-academic staff
• Performance Review and Development for Support Staff
• Probation – Support Staff and Senior Staff Group
• Study Time for Support Staff Policy

Employment
• Code of Conduct
• Financial Assistance for Staff Studying at UTS Policy
• Handling Staff Grievances Policy
• Human Resources Manual
• Recruitment and Selection Policy
• Staff Secondments and Exchanges Policy
• Temporary Transfer to Part-Time Work Policy
• Work, Study and Carer’s Responsibilities Policy

Environment, health and safety
• Communicable Diseases Policy
• Environment Health and Safety Policy
• Fieldwork Guidelines
• First Aid Policy
• Guidelines for Medical Exclusion of Adults at UTS with Specified Infectious Diseases
• Manual Handling Policy
• Policy on Reporting Corrupt Conduct, Maladministration and Serious and Substantial Waste within UTS
• Potential and Actual Violent and Disruptive Behaviour on Campus – Vice-Chancellor’s Directive
• Smoke-Free Environment
• Sustainability Policy
• Workplace Injury Management and Return to Work Program Policy

Equity
• Equal Opportunity Policy Statement
• Ethnic Affairs Priority Statement
• Guidelines for the Use of Non-Discriminatory Language at UTS
• Policy on the Expression and Practice of Religious, Political and Other Values, Beliefs and Ideas at UTS
• Policy on the Prevention of Harassment
• Reconciliation Statement
• Wingara Aboriginal and Torres Strait Islander Recruitment and Career Development Strategy

Records and information technology
• Acceptable Use of Information Technology Facilities
• Email Policy
• Guidelines for the Use of Email
• Information Technology Security Policy
• Publishing on the UTSWeb Policy
• Records Management Policy

Miscellaneous
• Corporate Credit Card – Vice-Chancellor’s Directive
• Council Directives for UTS Commercial Activities
SECTION 2 – STATEMENT OF AFFAIRS

The University issues a Statement of Affairs in June each year. The University’s Statement of Affairs, and Summary of Affairs, are available from the FOI Contact Officer and online at: http://www.gsu.uts.edu.au/foi/statementofaffairs.html

SECTION 3 – INQUIRIES ABOUT DOCUMENTS

In general, the University will meet reasonable requests for access to information without the need for formal applications under the Freedom of Information Act 1989 (NSW).

Publications available for sale have their prices shown. Some documents are available free of charge. In other cases, a charge of 20 cents per page will be made for any photocopies provided. Policy documents may be inspected at the University by prior arrangement with the FOI Contact Officer.

The University’s FOI Contact Officer is:

Deborah Edwards
Governance Support Unit
Level 26
Building 1 (Tower Building)
University of Technology, Sydney
Broadway NSW 2007
Telephone: (02) 9514 1245
Email: Deborah.Edwards@uts.edu.au
Office hours: Monday to Friday 9.00 a.m. to 4.00 p.m.

The University’s first point of contact for general inquiries is:

UTS Student Centres

City campus

Level 4
Building 1
15 Broadway
Broadway

Level 2
Building 10
235 Jones Street

Kuring-gai campus

Level 6
Building 1
Eton Street
Lindfield

Telephone: (02) 9514 1222
Email: https://servicedesk.uts.edu.au
Postal address: PO Box 123
Broadway NSW 2007

Inquiries can be made in person or by telephone during the following hours: Monday to Friday 9.00 a.m. to 5.00 p.m.
SUMMARY OF AFFAIRS
of the
WORLD YOUTH DAY CO-ORDINATION AUTHORITY

SECTION 1 – POLICY DOCUMENTS
Code of Conduct and Ethics
Protected Disclosures Procedures

SECTION 2 – STATEMENT OF AFFAIRS
The Authority was established by the World Youth Day Act 2006 and commenced operations on 4 December 2006. The Authority’s first Statement of Affairs will be published in its 2006/2007 Annual Report.

SECTION 3 – CONTACT ARRANGEMENTS
Copies of this Summary of Affairs and the documents listed in Section 1 can be inspected or obtained by contacting the Authority (02) 9201 3337. The Authority’s office hours are 9.00am to 5.00pm on weekdays.

Requests under the Freedom of Information Act 1989 for access to documents held by the Authority that are not publicly available should be accompanied by a $30.00 application fee and directed in writing to:
The Freedom of Information Co-ordinator
World Youth Day Co-ordination Authority
201 Elizabeth Street
Sydney NSW 2000
GPO Box 5341
Sydney NSW 2001

Roy Wakelin-King
Chief Executive Officer
The Summary of Affairs of the Greater Southern Area Health Service for June 2007 covers:

**Hospitals and Multi Purpose Services**

- Albury Base Hospital
- Albury Mercy Hospital (Schedule 3)
- Barham-Koondrook Soldiers Memorial
- Batlow District Hospital
- Batemans Bay Hospital
- Bega Hospital
- Berrigan War Memorial Hospital
- Bombala Hospital
- Boorowa Hospital
- Braidwood Multi Purpose Service
- Coolamon–Ganmain Health Service
- Cooma Hospital
- Cootamundra, Hospital
- Corowa Hospital
- Crookwell Hospital
- Culcairn Health Service
- Delegate Multi Purpose Service
- Deniliquin District Hospital
- Finley Hospital
- Griffith Base Hospital
- Goulburn Hospital
- Gundagai District Hospital
- Hay Hospital
- Henty District Hospital
- Hillston District Hospital
- Holbrook District Hospital
- Jerilderie Health Service
- Junee District Hospital
- Kenmore Hospital
- Leeton District Hospital
- Lockhart Hospital
- Mercy Care Hospital
- Moruya Hospital
- Culcairn Community Health Centre
- Darlington Point Health Centre
- Deniliquin Community Health Centre
- Delegate Community Health Centre
- Eden Community Health Centre
- Finley Community Health Centre
- Goulburn Community Health Centre
- Goulburn Child and Adolescent Mental Health Service
- Goulburn Mental Health Services
- Gunning District Community and Health Service
- Griffith Community Health Centre
- Gundagai Community Health Centre
- Hay community Health Centre
- Henty Community Health Centre
• Hillston Community Health Centre
• Holbrook Community Health Centre
• Jindabyne Community Health Centre
• Jerilderie Community Health Centre
• Karabar Community Health Centre
• Leeton Community Health Centre
• Lockhart Community Health Centre
• Murrumburrah-Harden Community Health Centre
• Moruya Community Health Centre
• Mathoura Community Health Centre
• Moama Community Health Centre
• Moulamein Community Health Centre
• Narooma Community Health Centre
• Narrandera Community Health Centre
• Pambula Community Health Centre
• Queanbeyan Community Health Centre
• Queanbeyan Mental Health Service
• Talbingo Community Health Centre
• Murrumburrah-Harden Hospital
• Narrandera District Hospital
• Pambula Hospital
• Queanbeyan Hospital
• St John of God Hospital
• Temora & District Hospital
• Tocumwal Hospital
• Tumbarumba Health Service
• Tumut District Hospital
• Wagga Wagga Base Hospital
• West Wyalong Hospital
• Urana Health Service
• Yass Hospital
• Young Hospital

**Community Health Centres**

• Adelong Community Health Centre
• Albury Community Health Centre
• Ardlethan Community Health Centre
• Batemans Bay Community Health Centre
• Bega Community Health Centre
• Bombala Community Health Centre
• Boorowa Community Health Centre
• Braidwood Community Health Centre
• Barellan Community Health Centre
• Barham Community Health Centre
• Barmedman Community Health Centre
• Batlow Community Health Centre
• Berrigan Community Health Centre
• Cooma Community Health Centre
• Crookwell Community Health Centre
• Coleambally Community Health Centre
• Coolamon Community Health Centre
• Tarcutta Community Health Centre
• Temora Community Health Centre
• The Rock Community Health Centre
• Tocumwal Community Health Centre
• Tooleybuc and Early Child Hood Centre
• Tumbarumba Community Health Centre
• Tumut Community Health Centre
• Ungarie Community Health Centre
• Wagga Wagga Community Health Centre
• Weethalle Community Health Centre
• West Wyalong Community Health Centre
• Yass Community Health Centre
• Young Community Health Centre.

Area Business Units

• Asset Management
• Capital Works
• Centre for Public Health
• Clinical Support Services
• Contracts, Outcomes and Performance Evaluation
• Engineering and Biomedical Services
• Executive Services
• Financial Accounting
• Health Promotion Unit
• Hotel Services Unit
• Information Services Unit
• Internal Audit
• Management Accounting
• Materials Management Unit
• Organisational Development and Learning
• Public Affairs
• South West Brain Injury Unit Area
• South West Pathology Service

SECTION 1 – POLICY DOCUMENTS

The Greater Southern Area Health Service (GSAHS) has a vast range of Area policies across the organisation. These are divided into 5 Area wide Policy Manuals in line with ACHS Equip Version 3.0 (Manuals listed below). Area Policy is developed to ensure standardisation of best practice across the Area. Area Policy can then be localised to suit site/program specific needs and delineation of each facility.


Aboriginal Nursing Undergraduate Cadetships
Aboriginal Trainee Enrolled Nurses in the STEP Project
Annual Conference & Professional Issues Conference
Chaplains Subsidy
Child Related Allegations – Charges & Convictions against Employees
Christmas Leave Arrangements
Code of Conduct
Code of Conduct – Effectively Communicating
Criminal Allegations – Charges & Convictions against Employees
Elections – Public Sector Employees Contesting Elections
Employees Assistance Programs
Grievance Resolution (Workplace)
Increased Salaries – Nurses Employed under PHS
Junior Medical Staff Recruitment for Clinical Year 2007
Leave Matters Manual (relates to all forms of leave)
Legal Matters of Significance to Government
Midwives Credentialling Framework
Occupational Health, Safety & Injury Management Profile
Performance Managing for a Better Practice Approach for NSW Health
Recruitment & Selection
Sponsorship
Staff Specialist Private Practice Arrangements – Reimbursement – Medical Indemnity Payments
Staff Specialist Training, Education & Study Leave (TESL) New Funding Entitlements 2006/2007
Travel Official

Information Management
- Admitted Patient Reporting Requirements
- Advertising
- Annual Report Directions
- Cremation Certificates & related requirements
- Data Collections – Disclosure of unit record data for research or management of health services
- Emergency Care Services Program (Program 4)
- Emergency Department Admissions Clinical Criteria
- Health Records & Information Management (Policy & Procedures – links to GDA’s)
- Media & Communications
- Mental Health – Documentation Requirements of Individual Health Records
- Mental Health – Outcomes & Assessment (MH-OAT)
- Mental Health – Ambulatory (MH-AMB)
- Records Management
- Reporting – Admitted & Non-Admitted Patient Activity Summary level
- SNAP Data Collection – Australian National Sub-Acute & Non-Acute Patient (AN-SNAP)
- Technology Standards – IT Application
- Technology Standards – IT Infrastructure
- Technology Standards – IT Interoperability
- Technology Standards – IT Product Acquisition
- Technology Standards – IT Security
- Technology Standards – Telecommunications

Leadership and Management Manual
- Ambulance Service Charges
- Ambulance Services to Pensioners & Other Special Needs Groups
- Annual Reports – Requirements for Completion
- Area Healthcare Service Plans
- Brain Injury Rehabilitation Program – Fees
- Clinical Ethics Processes in NSW Health
- Communications Systems
- Complaint Management
- Grant Funding Programs within NSW Health – Standard Application Form
- Health Records & Medical/Clinical reports – Charging
- Human Research Ethics Committee – Fees
- Human Services – Collaboration in delivering human services in NSW
- Incident Management
- Integrated Primary & Community Health Policy 2007 – 2012
- Lobbying – Managing Lobbyists and Corruption Allegations made during lobbying
- Lookback
- Mental Health – Carer Participation
- Mental Health – Consumer Participation
- Mental Health – Privacy & Confidentiality
- Mental Health – Promoting Community Acceptance
- Mental Health – Promotion, Prevention & Early Intervention
- Mental Health – Service Integration
- Mental Health – Services for Employees of GSAHS
NSW Health Corporate Identity
Open Disclosure
Pathology Laboratories – Accreditation in NSW Health
Patient Safety & Clinical Quality Program
Pension Based Fees – Charging Arrangements – Aged Care & Psychiatric Hospitals
Plaque Policy
Policy & Procedure Development
Privacy – Internal Review
Procurement of Photocopier Equipment or other imaging devices
Procurement of Stationary, office products, printing & form management service
Prosecution (policy & guidelines)
Prosthesis – Surgically implanted – Fees Chargeable in PHO’s
Protecting Children & Young People – DoCS Risk of Harm Report Form
Research & Investigation Authorised under the Health Administration Act 1982
Signage
Transport for Health
Visiting Dental Officers – Remuneration & Contract Requirements
VMO – Rural Drs Settlement Package – Indemnity Insurance – Clinical Continuing Medical Education
VMO’s Rural Drs Settlement Package – Hospitals Indexation of Fees
Website Style Directive

Safe Practice and Environment Manual
Bodies – Retention for Longer than Permitted in Public Health
Burials – Exemptions – Regulation 2002 for Community & Religious reasons
Burials – Shallow Burial
Burials on Private Land – Approval by Local Authority
Deceased Persons in Health Facility Mortuaries & Management of Health Facility Mortuaries
Destitute Persons – Cremation or Burial
Environmental Planning & Assessment Act – Part 3A – What it means for health
Fall Injury among older people – Management to reduce
Flourides – use of
HIV – Antibody testing by Laboratories in NSW
Infection Control
Infection Control Quality Monitoring Program
Injury Management & Return to Work
Management of GSAHS Health Care Workers occupationally, potentially exposed to HIV, Hep B & C
Manual Handling – Minimal Lift
Mental Health – Mobile Phone usage
Mental Health – Home Visiting & Working off site with clients
Mental Health – Staff Debriefing & Support
Microbial Control – NSW Code of Practice for the control of Legionnaires’ Disease
Notification of Infectious Diseases under the Public Health Act 1991
Occupational Health & Safety
Ozone Generators used for the purpose of indoor air-conditioning
Protecting people & property Manual
Risk management (Policy & Guidelines)
Safety Alert Broadcast System (SABS) Policy & procedures
Security
Sexually Transmissible Infection Strategy 2006 – 2009
Waste Management

Clinical Practice

Apnoe Monitors
Audiometry – New forms use by Community Health Nurses in NSW Hearing Clinics
Authorisation issued to RN’s in Rural & Remote Areas to supply emergency medication
Babies – Safe Sleeping in Maternity Facilities
Blood – NAT Testing to include Autologous Blood & Directed Donations
Breast Milk – Safe Management
Breastfeeding in NSW – Promotion, Protection & Support
Child Protection issues for Mental Health Services – Risk of Harm Assessment Checklist
Children & Infants with Seizures – Acute Management
Consent to Medical Treatment – Patient Information
Critical Care Adult Tertiary Referral Network – Intensive Care Default Policy
Deaths – Perinatal
Disability – People with Disability – Responding to their needs during hospitalisation
Discharge Planning – Responsive Standards
DOHRS Human Resources Management Report – Nursing Staff Details
Domestic Violence – Identifying & Responding
Dosing Facilities in Public Hospitals for Patients on Opioid Treatments
Drug & Alcohol Clinical Supervision Guidelines
Drug & Alcohol Nursing Practice & Patient Safety
Enrolled Nurse – Scope of Practice – Operating Suite
Extended Day Only (EDO) Admission
First Aid Directory & Safety tips for New Parents Kit – Distribution & Use
Handling of Accountable Items in the Operating Suite & other procedural areas
HIV – Management of Non-Occupational Exposure
Human Tissue – Consent to removal of regenerative tissue from young children
Influenza – Standing Order for administration of anti-influenza prophylaxis to defined contacts
Influenza – Standing Order for Mass Administration of anti-influenza prophylaxis to defined contacts
Interpreters – Standard procedures for working with Health Care Interpreters
Maternity – Public Homebirth Services
Medication Chart
Mental Health – Case Management
Mental Health – Cultural Awareness
Mental Health – Drug & Alcohol Co-Morbidity
Mental Health – Rights & Responsibilities of Carers & Advocates
Mental Health – Rights & Responsibilities of Consumers
Mental Health – Second Opinion
Mental Health – Waiting List Management
Mental Health – “Planning for Exit” & “Exit & Re-Entry”
Mental Health – Access & Entry
Mental Health – General Hospitals – Admission & Management of Consumers with a Mental Illness
Mental Health – High Dependency Units
Mental Health – Inpatient Absconding – Prevention & Management
Mental Health – Inpatient restraint
Mental Health – Inpatient Sexual Safety
Mental Health – Intake & Triage
Mental Health – Missed Appointments
Mental Health – Suicide Risk Assessment & Management
Mental Health – Women’s Health
Midwives Data Collection (MDC) Reporting & Submission requirements
Needle & Syringe Program (Policy & Procedure Manual)
Neonatal Exchange Transfusions in NSW
Neonates – Management of Procedure – Related Pain
Newborn – Bloodspot Screening
Newborn Infants – Safe Oxygen Administration
Newborn Screening
Nurse / Midwife Practitioners in NSW
Opioid Dependent persons admitted to Hospitals in NSW management
Opioid Treatment Program
Oral Health – Fee for Service Scheme (OHFSS)
Oral Health Services – Correct Client / Procedure / Site
Paracetamol use
Patient Identification – Correct Patient, Correct Procedure & Correct Site
Patient Transport (Policy & Escort Procedures)
Pit & Fissure Sealants – Use of in Oral Health Services
Radiotherapy – Prescription & Treatment Sheets
RH D Immunoglobulin (Anti – D)
Safe Introduction of New Interventional Procedures into Clinical Practice
State-wide Infant Screening – Hearing Program (SWIS-H) (policy, procedures & guidelines)
Surgical Activity during Christmas/New Year Period
Termination of Pregnancy
Tracheostomy Tube Change (Unavoidable early under 72 hours) in the Adult Patient
Triage of Patients in NSW Emergency Departments
Tuberculosis Contact Tracing
Vaccination by Authorised Nurse immunisers
Waiting Time & Elective Patient Management

SECTION 2 – CONTACT ARRANGEMENTS

Enquiries in relation to the inspection or procurement of the Area’s Policy documents and most recent Statement of Affairs can be made by contacting the officer listed below between the hours of 8.30am and 5.00pm.

Jessica Ryder
Freedom of Information Co-ordinator
Greater Southern Area Health Service
Telephone: (02) 6933 9189
Facsimile: (02) 6933 9489
SUMMARY OF AFFAIRS
of the
SYDNEY WEST AREA HEALTH SERVICE
June 2007

The Summary of Affairs of the Sydney West Area Health Service (SWAHS) for December 2006 covers the following:

Area Services:
- Area Executive Unit
- Directorate of Clinical Operations
- Directorate of Corporate and Finance Services
- Directorate of Workforce Development
- Directorate of Nursing and Midwifery
- Directorate of Clinical Governance
- Directorate of Population Health and Strategic Direction

Hospitals:
- Auburn, Blacktown, Blue Mountains, Cumberland, Hawkesbury, Lithgow, Lottie Stewart, Mt Druitt, Nepean, Portland Springwood, St Josephs and Westmead.

Community Health Facilities:
- Auburn, Baulkham Hills, Blacktown, Cranebrook, Doonside, Dundas, Emerton, Hawkesbury, High Street, Katoomba, Lawson, Lithgow, Merrylands, Mt Druitt, Parramatta, Penrith, Portland, Springwood, St Clair, St Marys and Wallerwang.

SECTION 1 – POLICY DOCUMENTS
The following policies and documents are produced by the Area Health Service and may be accessed for information:
- Area By-Laws
- Corporate & Operating Plans
- Delegations of Authority
- Organisation Charts
- Policy and Procedures Manuals
- Annual Report
- Area Newsletters

The following policies and documents are produced by individual Hospitals and other Services and may be accessed for information:
- Facility and Departmental Policy & Procedures Manuals
- Admission & Discharge Policy
- Local Newsletters
- Patient Literature

SECTION 2 – STATEMENT OF AFFAIRS
The most recent Statement of Affairs for Sydney West Area Health Service is incorporated in its Annual Report for 2005/2006.
SECTION 3 – CONTACT ARRANGEMENTS

All enquiries about gaining access to these documents, or FOI matters generally, should be directed to the following between the hours of 8.30am and 5.00pm:

FOI Coordinator
Sydney West Area Health Service
PO Box 63
PENRITH NSW 2751
Telephone: (02) 4734 2120
INTRODUCTION

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

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

RAY SMITH,
Secretary

SECTION 1 – POLICY DOCUMENTS

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

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

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT DETAILS

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

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

Telephone: (02) 6836 5888
Facsimile: (02) 6836 5889
Inspection of the Policy Documents may be arranged by contacting the above officer during normal office hours and at the address as set out below:

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

Normal Office Hours:
8.00am-4.00pm
Monday to Friday
SUMMARY OF AFFAIRS
of the
GROWTH CENTRES COMMISSION

SECTION 1 – POLICY DOCUMENTS

- Annual Reports
- Business Continuity Plan
- Business Risk Assessment and Management Plan
- Corporate Governance Charter
- Board Audit Committee Terms of Reference
- Internal Audit Charter
- Code Of Conduct
- Conflict of Interest Policy
- Protected Disclosures Act 1994: Internal Reporting Policy
- Gifts and Benefits Policy
- Complaints Handling Policy
- Freedom of Information Policy
- Procurement and Disposal Policy
- Conservation Plan
- Development Code
- Special Infrastructure Contribution Practice Note

SECTION 2 – STATEMENT OF AFFAIRS
The Growth Centres Commission’s Annual Report, which describes the operations, functions and structure of the Commission, shall serve as the Commission’s Statement of Affairs. The Annual Report is available from the Commission’s website (www.gcc.nsw.gov.au) or by contacting the Commission’s Administration Manager.

SECTION 3 – CONTACT ARRANGEMENTS
Any inquiries concerning the procedures for inspecting and obtaining policy documents and the Statement of Affairs should be made to:
Administration Manager
Growth Centres Commission
PO Box 1457, Parramatta NSW 2124
Telephone: 02 9204 7500
Facsimile: 02 92047599
Email: community@gcc.nsw.gov.au
Address: Level 11, 10 Smith Street, Parramatta NSW 2150
SUMMARY OF AFFAIRS

of the

LANDCOM

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

SECTION 1 – POLICY DOCUMENTS

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

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

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

Level 2
330 Church Street
Parramatta NSW 2150

Landcom Reception is open during business hours
Monday – Friday from 8.00 a.m. – 6.00 p.m.
Access to documents held by Landcom and subject to the FOI Act must be made by written application accompanied by a fee of $30 to the.

The FOI Coordinator
Landcom
P O Box 237
Parramatta NSW 2124

Enquiries regarding Landcom documents are to be directed to the FOI Coordinator on Ph: (02) 9841 8600 or by facsimile on (02) 9841 8688.
SECTION 1 – POLICY DOCUMENTS

The Lifetime Care & Support Authority (LTCSA) has the following policy documents:

- Lifetime Care and Support Guidelines (October 2006)
- Attendant care funding policy (July 2006) *
- Code of conduct (July 2006) *
- Privacy Management Plan (September 2006)
- Complaints handling policy (April 2007)

Arrangements can be made to obtain copies of any of these documents or to inspect them at the LTCSA’s premises between 9:30 am and 3:30 pm on working days by contacting the FOI Coordinator.

The LTCSA maintains a website. Documents marked with an asterisk • are available from the LTCSA’s website at www.lifetimecare.nsw.gov.au.

The website includes a wide range of information for the public and participants of the scheme including information on eligibility and application as well as guidelines and forms for service providers.

Some of the website information, such as insurer guidelines, rehabilitation guidelines and reports and some statistical papers, is targeted to industry professionals who work with the Lifetime Care & Support Scheme.

SECTION 2 – FOI STATEMENT OF AFFAIRS

The LTCSA’s Statement of Affairs will be published in the Lifetime Care & Support Authority’s annual report.

SECTION 3 – CONTACT ARRANGEMENTS

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

FOI Coordinator
Lifetime Care & Support Authority
Level 24, 580 George Street
SYDNEY NSW 2000

Prior to making a formal request, applicants are encouraged to discuss their request with the FOI Coordinator by telephoning 1300 738 586.

David Bowen
Chief Executive Officer
SECTION 1 – POLICY DOCUMENTS

The Motor Accidents Authority (MAA) has the following policy documents:

- 10 Step Guide to Recruitment (March 2002)
- A Chiropractor’s guide to providing treatment in the NSW Motor Accidents Scheme (2006) *
- A Physiotherapist’s guide to providing treatment in the NSW Motor Accidents Scheme (2006) *
- A Provider’s Guide to Decisions on Reasonable and Necessary Treatment, Rehabilitation and Attendant Care (June 2002) *
- A Therapist’s guide to providing treatment in the NSW Motor Accidents Scheme (2006) *
- An Osteopath’s guide to providing treatment in the NSW Motor Accidents Scheme (2006) *
- Anxiety Guidelines.
- Guidelines for the management of anxiety following motor vehicle accidents. (2003)*
- Managing anxiety following motor vehicle accidents – A General Practitioners guide. (2003)*
- Managing anxiety following motor vehicle accidents – An insurer’s guide. (2003)*
- Technical report: Guidelines for the management of anxiety following motor vehicle accidents. (2003)*
- Your guide to anxiety following a motor vehicle accident. (2003)*
- Suspension of NSW CTP Licences
- Applications for NSW CTP Licences
- Assets Disposal (March 2003)
- Assessment of Brain Injuries – Information for Assessors (August 2005)*
- Assessment of Brain Injuries – Information for the Injured Person (August 2005)*
- Assessment of Brain Injuries – Information for the Injured Person – Neuropsychological Assessments (August 2005)*
- Assessment of Brain Injuries – Protocol (August 2005)*
- Care and support services – Communication procedures for the NSW Motor Accidents Scheme (February 2004)*
- CARS Assessors’ Code of Conduct (June 2006)
- CARS Assessors’ Fee Schedule (June 2006)
- CARS Assessors’ Terms of Engagement (June 2006)
- Case management in the Motor Accidents Scheme (2003) *
- Claims Assessment Guidelines (May 2006) *
- Claims Handling Guidelines (reissued September 2006) *
- Claims Register Access
- Code of Conduct (April 2002)
- Corporate Governance Statement (January 2003) *
- Electronic Messaging and Internet Access Policy (January 2006)
- Employment of Relatives or Family Members in MAA Policy (August 2004)
- Excess Recreation Leave Policy (March 2006)
- Exit Interview Programme (October 2004)
- Flexible Working Hours Agreement (June 2002)
- FOI Statement of Affairs (June 2007)*
- Grievance Management Policy and Procedures (revised August 2004)
- Guidelines for levels of attendant care for people who have a spinal cord injury and can claim under the NSW Motor Accidents Scheme (March 2002)*
• Guidelines for organising neuropsychological assessments and reports for NSW CTP claims (August 2000) *
• Harassment Free Workplace (revised November 2005)
• Induction Policy and Program (April 2005)
• Information Management & Technology Strategic Plan 2006-2009
• Information Security Policy (January 2006)
• Insurers guide to making decisions on Reasonable and Necessary Treatment, Rehabilitation and Attendant care
• MAA Corporate Plan 2006-2009
• MAA Disability Action Plan 2003-06 (June 2003)
• MAA DRIVES24 User Guidelines (April 2005)
• MAA Injury Coding Guidelines
• MAA Internal Communication (May 2003)
• MAA Job Evaluation Policy (revised July 2005)
• MAA Medical Guidelines – Guidelines for the assessment of the degree of permanent impairment of an injured person (September 2005) *
• MAA Medical Guidelines – Guidelines on the assessment of the degree of permanent impairment of an injured person (March 2000) *
• MAA Regulatory & Enforcement Policy (October 2005)
• Managing acute low back pain: an insurer’s guide (2004)*
• Market Practice Guidelines (revised August 2006)*
• The Review Panel Process – Practice Note 3/2005 (23 March 2006)*
• MAS Assessors Code of Conduct (June 2006)
• MAS Assessors Fee Schedule (January 2006)
• MAS Assessors terms of Engagement (June 2006)
• MAS Assessors’ “Information for conducting a medical assessment under s 61 of the Motor Accidents Compensation Act 1999” (July 2003)
• Matching client needs and support worker skills in the NSW Motor Accidents Scheme (August 2003) *
• Medical Assessment Guidelines (May 2006) *
• Mergers and Takeovers involving NSW CTP Insurers
• Mobile Phone Policy (August 2004)
• Neuropsychological assessment of adults – Information for clients and families (2006)*
• Neuropsychological assessment of children – Information for clients and families (2006)*
• Neuropsychological assessment of children with mild traumatic brain injury (2006)*
• Neuropsychological assessment of adults with mild traumatic brain injury (2006)*
• Neuropsychological assessment of children with moderate to extremely severe traumatic brain injury (2006)*
• Neuropsychological assessment of adults with moderate to extremely severe traumatic brain injury (2006)*
• Occupational Health and Safety Policy (February 2005)
• Premium Determination Guidelines (October 2006 – March 2007)*
• Premium Determination Guidelines (April – September 2007)*
• Preparation for a Review Panel – Practice Note 2/2005 (1 November 2005)*
• Privacy Management Plan (August 2004)
• Protected Disclosures Policy & Guidelines (February 2002)
• Rehabilitation Communication Procedures for the NSW CTP Scheme (April 2003) *
• Review of Sick Leave Policy (March 2006)
• ROADS – Review of Achievements and Development Scheme (revised February 2005)
• Schedule of Premium Relativities
• Section 45 Interim Dispute Resolution Procedure
• The Assessment of Minor Dental Injuries – Information Sheet for Stakeholders (March 2006)*
• The Assessment of Minor Skin Injuries – Information Sheet for Stakeholders (March 2006)*
• The Role of the Review Panel – Practice Note 1/2005 (1 November 2005)*;
• Traumatic Brain Injury Care and Support Protocols for adults in the NSW CTP Scheme (2006)*
• Traumatic Brain Injury Care and Support Protocols for children in the NSW CTP Scheme (2006)*
• Travel Policy and Procedures (November 2005)
• Treatment, Rehabilitation and Attendant Care Guidelines for CTP Insurers with Conditional Licenses (non-underwriters) (July 2002)*
• Treatment, Rehabilitation and Attendant Care Guidelines for Currently Licensed CTP Insurers (September 2006)*
• Use of Taxis (March 2002)
• Whiplash Guidelines*
• Compulsory Third Party Guidelines for the management of whiplash associated disorders (January 2001) *
• Guidelines for the management of whiplash associated disorders (January 2001) *
• Summary of guidelines for the management of whiplash associated disorders (January 2001) *
• Your guide to whiplash recovery (January 2001) *
• Who needs 24 hour care in the CTP Scheme? (January 2006)*
• Workers Compensation and Injury Management (December 2004)
• Working from Home Policy and Procedures (December 2003)

Arrangements can be made to obtain copies of any of these documents or to inspect them at the MAA’s premises between 9:30 am and 3:30 pm on working days by contacting the FOI Coordinator.

The Motor Accidents Authority maintains a website. Documents marked with an asterisk • are available from the MAA’s website at www.maa.nsw.gov.au.

The website includes a wide range of information for the public on Green Slips, road safety issues, guides for people injured in a motor vehicle accident and for those who have lost a relative. The website also provides access to the MAA’s Annual Report.

Some of the website information, such as insurer guidelines, rehabilitation guidelines and reports and some statistical papers, is targeted to industry professionals who work with the Motor Accidents Scheme.

SECTION 2 – FOI STATEMENT OF AFFAIRS

The MAA’s Statement of Affairs is published on the Motor Accidents Authority website www.maa.nsw.gov.au each year. Copies of the Statement of Affairs can be obtained by contacting the FOI Coordinator.

SECTION 3 – CONTACT ARRANGEMENTS

Requests under the FOI Act for access to documents in the possession of the MAA should be accompanied by a $30.00 application fee and directed in writing to:

FOI Coordinator
Motor Accidents Authority
Level 25, 580 George Street
SYDNEY NSW 2000

Or

FOI Coordinator
Motor Accidents Authority
DX 1517 Sydney

Prior to making a formal request, applicants are encouraged to discuss their request with the FOI Coordinator by telephoning 1300 137 131.

David Bowen
General Manager
SECTION 1 – POLICY DOCUMENTS

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

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

1. Aboriginal, Cultural and Threatened Species Sites Policy
2. Access for Fire Brigades Appliances
3. AIRS Policy
4. Annual Statistical Report
5. Bulk Storage of Rubber
6. Code of Conduct
7. Community Activity Reporting System Policy
8. Community Education Policy
9. Contracts and Purchasing Policy
10. Corporate Plan
11. Disability Strategic Plan
12. EEO and Diversity Statement and Plan
13. Environmental Policy
14. Environmental Policy – Complaints
15. Ethnic Affairs Policy Statement
16. Fireworks Policy
17. Guide to Estimating Fire Loss Damage
18. Guidelines for Fire Protection of Temporary Structures
19. Letter of Intent – Agreement with the Open Training and Education Network
20. Managing False Alarms Policy
21. Media Policy
22. Memorandum of Arrangement between Airservices Australia and the NSW Fire Brigades
23. Agreement between the Commonwealth, as represented by the Department of Finance and Administration, and the State of NSW, as represented by the NSW Fire Brigades and the Rural Fire Service of NSW, for Commonwealth Contributions for Fire Services
24. Memorandum of Understanding between the NSW Department of Corrective Services and the NSW Fire Brigades
25. Memorandum of Understanding between the Royal Australian Navy and the NSW Fire Brigades for fires and hazardous material incidents involving Navy ships and establishments
26. Memorandum of Understanding between the NSW Fire Brigades and the Environment Protection Authority
27. Memorandum of Understanding between the NSW Fire Brigades and the Ambulance Service of NSW
28. Memorandum of Understanding with EnergyAustralia
29. Memorandum of Understanding between NSW Fire Brigades, Oberon Shire Council, and CSR Limited
30. Memorandum of Understanding between the NSW Fire Brigades and the Snowy Mountains Hydro Electric Authority
31. Memorandum of Understanding between the NSW Fire Brigades and the NSW Rural Fire Service
32. Memorandum of Understanding between the NSW Fire Brigades and Shell Refining Australia
33. Memorandum of Understanding between the NSW Fire Brigades and NSW Department of Transport
34. Memorandum of Understanding between the NSW Fire Brigades and the ACT Fire Brigade
35. Memorandum of Understanding between the NSW Police and the NSW Fire Brigades on the Shared Use of an Aircraft
36. Memorandum of Understanding between NSW Fire Brigades and the CSIRO’s Centre for Critical Infrastructure on the refinement of training and operational response through the modeling of disaster scenarios, risk management and contingency planning
37. Memorandum of Understanding between NSW Fire Brigades and Telstra on Triple Zero (000) /112 Communication Service Levels
38. Memorandum of understanding between the NSW Fire Brigades and the Roads and Traffic Authority of NSW covering the NSWFB use of the RTA CCTV system and traffic management at incidents
39. Memorandum of Understanding between NSWFB and NSW Department of Juvenile Justice DJJ) – attendance of NSWFB at DJJ Youth Justice Conferences for fire related offences
40. Memorandum of Understanding between the Australian Capital Territory Fire Brigade and the New South Wales Fire Brigades for Mutual Fire Investigation
41. Memorandum of Understanding between NSWFB and the Department of Juvenile Justice – Youth Justice Conferences
42. Memorandum of Understanding between NSWFB and Country Fire Authority of Victoria (CFA) – protocols for joint emergency management, joint service delivery and mutual aid agreement between NSWFB and CFA
43. Mutual Aid Agreements for local government areas between the NSW Fire Brigades and the NSW Rural Fire Service
44. Mutual Aid Agreement between the NSW Fire Brigades and State Emergency Service: Information Sharing
45. Mutual aid agreement between the NSW Rural Fire Service Fire Investigation Unit and the NSW Fire Brigades Fire Investigation Unit
46. Mutual Aid Agreement between the NSW Fire Brigades and RAAF Defence Orchard Hills
47. Non-operational Filming Policy
48. Occupational Health and Safety Policy
49. Operational Risk Management Policy
50. Operational Water Use Policy
51. NSWFB Policy for Minor Residential Developments
52. Pre-incident Planning Guidelines
53. Procedures for AFA Third Party Services Provision
54. Regional Service Delivery Plans
55. Service Level Agreement between the NSW Fire Brigades and NSW Rural Fire Service for Communication of Emergency Calls and Related Information
56. Sponsorship Policy
57. Standard Operational Guidelines
58. Standing Orders
59. Statement of Joint Intent between NSW Fire Brigades and Sydney Catchment Authority
60. Statistical Research Papers:
   • Fires in the home
   • Children causing fires
   • Incendiary and Suspicious Fires 1987-1993
   • Socio-economic characteristics of communities and fires
   • Deaths from residential property fires in NSW July 1991-June 1996
   • NSWFB Incidents and responses: a ten year review
61. Mutual Aid Agreement between NSW Fire Brigades and Queensland Fire and Rescue Service
62. Fire investigation protocol between the NSW Fire Brigades, the NSW Police and the NSW Rural Fire Service
63. Privacy policy
64. Policy for the Engagement of Contractors
65. Interstate Assistance Agreement Between New South Wales Fire Brigades And The Australian Capital Territory Fire Brigade

SECTION 2 – STATEMENT OF AFFAIRS
The NSWFB Statement of Affairs, last updated 30 June 2006, is available on request.

SECTION 3 – CONTACT ARRANGEMENTS
Requests for access to documents under the FOI Act 1989 should be made in writing and accompanied by a $30 application fee to:

FOI Officer
NSW Fire Brigades
Level 10,
227 Elizabeth Street
SYDNEY NSW 2000
Telephone: (02) 9265 2999

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

NSW Fire Brigades web site www.fire.nsw.gov.au
SUMMARY OF AFFAIRS
of the
OFFICE OF THE DIRECTOR OF PUBLIC PROSECUTIONS (NSW)
Summary of Affairs as at 30 June 2007
Freedom of Information Act 1989 section 14

This Summary of Affairs was prepared pursuant to section 14(1)(b) and 14(3) of the Freedom of Information Act 1989 (the Act).

The prosecution policy of the Director of Public Prosecutions (DPP) is set out in the “Prosecution Guidelines of the Director of Public Prosecutions”, which were last furnished in their entirety on 1 June 2007. A copy of the Guidelines (which shows the current guidelines and the changes made since they were initially published on 20 October 2003) can be obtained from the ODPP web site, http://www.odpp.nsw.gov.au or from the ODPP Head Office Library at 265 Castlereagh Street, Sydney, by telephoning any member of the Library staff on (02) 9285 8912 between 9am and 5pm on weekdays. The publication is available at no charge. The publication may be inspected by arrangement with a member of the Library staff at the ODPP Head Office at 265 Castlereagh Street, Sydney.

The Office of the Director of Public Prosecutions (ODPP) has published to its officers four internal procedural manuals relating to the performance of its prosecuting functions, namely the Sentencing Manual, the Child Sexual Assault Manual, the Court of Criminal Appeal Guide and the Solicitors Manual, and a number of Research Flyers on significant aspects of the ODPP’s practice. The Director of Public Prosecutions, the Deputy Directors and the Solicitor for Public Prosecutions also publish memoranda to ODPP officers and Crown Prosecutors in relation to procedural matters relating to the performance of the ODPP’s prosecuting functions. These documents are for internal use only (for training, operational and reference purposes), and are not available to members of the public, in the normal course, for inspection or for purchase. There are exemptions in the Act applicable to operational documents of this type.

The most recent Statement of Affairs of the ODPP published under section 14(1)(a) of the Freedom of Information Act was published as at 30 June 2007.

A copy of the Statement of Affairs and/or a copy of the Summary of Affairs can be obtained from the ODPP website (http://www.odpp.nsw.gov.au) or by telephoning the Executive Assistant to the Solicitor’s Executive at the ODPP Head Office at 265 Castlereagh Street, Sydney on (02) 9285 8733 between 9am and 5pm on weekdays. In her absence a copy of the Statement and/or the Summary can be obtained by telephoning the Library on (02) 9285 8912 between 9am and 5pm on weekdays. The Statement and the Summary are available at no charge.

A copy of the Statement of Affairs and/or the Summary of Affairs may be inspected by arrangement with the Executive Assistant, or, in her absence, by arrangement with a member of the Library staff, at the ODPP Head Office at 265 Castlereagh Street, Sydney.

Deputy Solicitor for Public Prosecutions (Legal)
Office of the Director of Public Prosecutions
30 June 2007.
SECTION 1 – POLICY DOCUMENTS

REGIONAL ENVIRONMENTAL PLANS (REPS)

SREP No. 5 - Chatswood Town Centre
SREP No. 6 - Gosford Coastal Areas
SREP No. 7 - Multi-Unit Housing – Surplus Government Sites
SREP No. 8 - Central Coast Plateau Areas
SREP No. 9 - Extractive Industry (No 2 – 1995)
SREP No. 10 - Blue Mountains Regional Open Space
SREP No. 11 - Penrith Lakes Scheme
SREP No. 13 - Mulgoa Valley
SREP No. 14 - Eastern Beaches
SREP No. 16 - Walsh Bay
SREP No. 17 - Kurnell Peninsula (1989)
SREP No. 18 - Public Transport Corridors
SREP No. 19 - Rouse Hill Development Area
SREP No. 20 - Hawkesbury-Nepean River (No 2 – 1997)
SREP No. 21 - Warringah Urban Release Areas
SREP No. 24 - Homebush Bay Area
SREP No. 25 - Orchard Hills
SREP No. 26 - City West
SREP No. 27 - Wollondilly Regional Open Space
SREP No. 28 - Parramatta
SREP No. 29 - Rhodes Peninsula
SREP No. 30 - St Marys
SREP No. 31 - Regional Parklands
SREP No. 33 - Cooks Cove

SREP (Sydney Harbour Catchment) 2005
Drinking Water Catchments Regional Environmental Plan No 1
Greater Metropolitan REP No. 2 - Georges River Catchment

Hunter
Hunter REP 1989
Hunter REP 1989 (Heritage)
Williams River Catchment REP 1997

South Coast
Illawarra REP No 1
Illawarra REP No 2 – Jamberoo Valley
Jervis Bay REP 1996
Lower South Coast REP No. 1
Lower South Coast REP (No 2)
North Coast
Lord Howe Island REP 2005
North Coast REP

Western New South Wales
Kosciuszko REP 1998 (Snowy River)
Murray REP No 2 – Riverine Land
Orana REP No 1 – Siding Spring
Riverina REP No 1
Western Division REP No 1 – Extractive Industries
Willandra Lakes REP No 1 – World Heritage Property

STATE ENVIRONMENTAL PLANNING POLICIES (SEPPs)
SEPP No. 1 - Development Standards
SEPP No. 3 - Castlereagh Liquid Waste Disposal Depot
SEPP No. 4 - Development Without Consent and Miscellaneous Exempt and Complying Development
SEPP No. 6 - Number of Storeys in a Building
SEPP No. 7 - Port Kembla Coal Loader
SEPP No. 8 - Surplus Public Land
SEPP No. 9 - Group Homes
SEPP No. 10 - Retention of Low – Cost Rental Accommodation
SEPP No. 11 - Traffic Generating Developments
SEPP No. 14 - Coastal Wetlands
SEPP No. 15 - Rural Landsharing Communities
SEPP No. 16 - Tertiary Institutions
SEPP No. 19 - Bushland in Urban Areas
SEPP No. 21 - Caravan Parks
SEPP No. 22 - Shops and Commercial Premises
SEPP No. 26 - Littoral Rainforests
SEPP No. 27 - Prison Sites
SEPP No. 29 - Western Sydney Recreation Area
SEPP No. 30 - Intensive Agriculture
SEPP No. 31 - Sydney (Kingsford Smith) Airport
SEPP No. 32 - Urban Consolidation (Redevelopment of Urban Land)
SEPP No. 33 - Hazardous and Offensive Development
SEPP No. 35 - Maintenance Dredging of Tidal Waterways
SEPP No. 36 - Manufactured Home Estates
SEPP No. 39 - Spit Island Bird Habitat
SEPP No. 41 - Casino Entertainment Complex
SEPP No. 43 - New Southern Railway
SEPP No. 44 - Koala Habitat Protection
SEPP No. 47 - Moore Park Showground
SEPP No. 48 - Major Putrescible Landfill Sites
SEPP No. 50 - Canal Estates Development
SEPP No. 51 - Eastern Distributor
SEPP No. 52 - Farm Dams, Drought Relief and Other Works
SEPP No. 53 - Metropolitan Residential Development
SEPP No. 54 - Northside Storage Tunnel
SEPP No. 55 - Remediation of Land
SEPP No. 59 - Central Western Sydney Economic and Employment Area
SEPP No. 60 - Exempt and Complying Development
SEPP No. 61 - Exempt and Complying Development for White Bay and Glebe Island Ports
SEPP No. 62 - Sustainable Aquaculture
SEPP No. 63 - Major Transport Projects
SEPP No. 64 - Advertising and Signage
SEPP No. 65 - Design Quality of Residential Flat Development
SEPP No. 67 - Macquarie Generation Industrial Development Strategy
SEPP No. 69 - Affordable Housing (Revised Schemes)
SEPP No. 71 - Coastal Protection
SEPP No. 72 - Linear Telecommunications Development – Broadband
SEPP No. 73 - Kosciuszko Ski Resorts
SEPP (Seniors Living) 2004
SEPP (Building Sustainability Index: BASIX) 2004
SEPP (ARTC Rail Infrastructure) 2004
SEPP (Sydney Metropolitan Water Supply) 2004
SEPP (Major Projects) 2005 – Formerly known as State Environmental Planning Policy
(State Significant Development) 2005
SEPP (Mining, Petroleum Production and Extractive Industries) 2007
SEPP (Sydney Regional Growth Centres) 2006

S117 DIRECTIONS
Ministerial directions issued under the EP&A Act – 30 September 2005
Direction No.1 - Acid Sulfate Soils
Direction No.2 - Approval, Concurrence and Consultation
Direction No.3 - Business Zones
Direction No.4 - Central Coast
Direction No.5 - Coal, Other Minerals, Petroleum and Extractive Resources
Direction No.6 - Coastal Protection
Direction No.7 - Commercial and Retail Development along the Pacific Highway, North Coast
Direction No.8 - Community Use of Educational Establishments
Direction No.9 - Conservation and Management of Environmental and Indigenous Heritage
Direction No.10 - Designated Development
Direction No.11 - Development in a Mine Subsidence District or on Unstable Land
Direction No.12 - Development near Licensed Aerodromes
Direction No.13 - Environmental Protection Zones
Direction No.14 - Farmland of State and Regional Significance on the NSW Far North Coast
Direction No.15 - Flood Prone Land – Revised 31/1/2007
Direction No.16 - Industrial Zones
Direction No.17 - Integrating Land Use and Transport
Direction No.18 - Manufactured Home Estates and Caravan Parks
Direction No.19 - Planning for Bushfire Protection
Direction No.20 - Recreation Vehicle Areas
Direction No.21 - Residential Zones
Direction No.22 - Rural Zones
Direction No.23 - Savings
Direction No.24 - Second Sydney Airport: Badgerys Creek
Direction No.25 - Site Specific Zoning
Direction No.26 - Special Area Zones and Recreation Zones
Direction No.27 - Sydney to Canberra Corridor Strategy
Direction No.28 - Water Catchment Areas – Sydney Catchment Authority
Direction No.29
Oyster Aquaculture
Direction No.30
Implementation of Regional Strategies
Direction No.31
Development in the Vicinity of Ellalong Paxton and Millfield (Cessnock LGA)

PLANNING CIRCULARS

Manufacturing
B23 - SEPP 30 – Intensive Agriculture (Amendment No. 1)
E10 - Landfilling: EIS Practice Guidelines
E9 - Planning Guidelines for Contaminated Land
E8 - SEPP 33 – Hazardous and Offensive Development: Application Guidelines
E6 - Practice Guidelines for Cattle Feedlots
E5 - Schedule 3 of the Environmental Planning and Assessment Regulation 1980
F11 - Acid Sulphate Soils Advisory Circular
Aquaculture – What level of environmental assessment does aquaculture require?
Clyde Waste Transfer Terminal (Special Provisions) Act 2003

Mining
E7 - Practice Guidelines for EIS Preparation Extractive Industries and Quarries, attachment: Practice Guideline
Upper Hunter Cumulative Impact Study and Action Strategy
Upper Hunter Cumulative Impact Study: Summary

Extractive Industries
B38 SEPP 18 Putrescible Landfill Sites

Hazards
E12 - The Assessment of Potentially Hazardous Development

Crown Project
D6 - Crown Development Application and Conditions of Consent. Attached Best Practice Guidelines:
  • LEP Maps: Preparing Maps for Local Environmental Plans
  • Letting People Know: Ideas on When and How to Involve the Community in Planning
  • Development Control Plans: Preparing Development Control Plans
  • Performance Based Conditions of Consent: How to Use Performance Based Conditions of Consent

Development Assessment Related
E11 - EIS Guidelines
Planning Focus Good Practice Guidelines
Compliance Program: – Strategic Plan – September 2003
Compliance Program: – Audit Procedures – September 2005

Building Systems
BRAN 239 - Building Code of Australia (BCA) 2005 Amendment
BRAN 238 - Building Code of Australia (BCA) / Building Sustainability Index (BASIX) Seminars for 2005
BRAN 237 - Energy Efficiency Regulation Documents for Class 5 – 9 Buildings & 5 Star Houses – for comment
BRAN 236 - Fire stop collars – ensuring appropriate use and compliance
BRAN 235 - Australian Building Codes Board (ABCB) Discussion Paper re: building in areas of salt attack and acid sulphate soils
BRAN 234 - New contact details for advisory services at Bridge Street, Sydney NSW 2000
BRAN 233 - Building Code of Australia (BCA) Advisory Service – Hours of operation
BRAN 232 - Building Code of Australia (BCA) 2004 Amendment
BRAN 231 - Access for people with disabilities – proposal documents for public comment
BRAN 230 - Energy Efficiency Class 2 – 4 buildings – Extension of time to comment
BRAN 229 - Sound Insulation Provisions – Outcomes Report
BRAN 228 - Amendment No. 13 to Building Code of Australia (BCA) 1996
BRAN 227 - Amendment No. 12 to Building Code of Australia (BCA) 1996
BRAN 226 - NSW Variation – Energy Efficiency – Amendment No. 12 to Building Code of Australia (BCA) 1996
BRAN 225 - Proposal for fire hazard properties: Building Code of Australia (BCA) – for comment
BRAN 224 - Amendment No. 11 to Building Code of Australia (BCA) 1996
BRAN 223 - Proposed Changes to Sound Insulation provisions of Building Code of Australia (BCA) – for comment
BRAN 222 - Amendment No. 10 to Building Code of Australia (BCA) 1996
BRAN 221 - Fire Alarm Monitoring – Approval / Certification of Conversion as Complying Development
BRAN 220 - Amendment No. 9 to Building Code of Australia (BCA) 1996
BRAN 219 - Amendment No. 8 to Building Code of Australia (BCA) 1996
BRAN 218 - Amendment No. 7 to Building Code of Australia (BCA) 1996
BRAN 217 - Glazing in buildings – AS 1288 and AS 2047 – proposed change
BRAN 216 - Recall of specified fire doors under the Trade Practices Act 1974
BRAN 215 - Amendment No. 5 to Building Code of Australia (BCA) 1996 – Explanatory Notes
BRAN 214 - Deletion of reference to AS 1250 – superseded by AS 4100
BRAN 213 - Gazettal of amendment of Local Government (Approvals) Regulation to call up Amendment No. 5 to Building Code of Australia (BCA) 1996
BRAN 212 - Amendment No. 3 to Building Code of Australia (BCA) 1996 – Explanatory Notes
BRAN 211 - Gazettal of amendment of Local Government (Approvals) Regulation to call up Amendment No. 3 to Building Code of Australia (BCA) 1996
BRAN 210 - Essential Fire Safety Measures
BRAN 209 - Amendment No. 2 to the Building Code of Australia (BCA) 1996
BRAN 208 - Survey of Rising Damp Salt
BRAN 207 - Essential Fire or Other Safety Measures
BRAN 206 - Gazettal of amendment of Local Government (Approvals) Regulation to call up Amendment No. 2 to Building Code of Australia (BCA) 1996
BRAN 205 - Building Code of Australia (BCA) Seminars – Purchase of work book
BRAN 204 - Maintenance and Certification of Essential Fire and Other Measures
BRAN 203 - Introduction of the Building Code of Australia (BCA) 1996
BS 07-005 - BCA 2007 Amendments (14/05/07)
BS 07-001 - BCA 2007 Seminars (23/01/07)
BS 06-006 - Codemark new certification scheme for building products and systems (23/6/06)
BS 06 – 005 - Implementation of the EP&A Amendment (Smoke Alarms) Regulation 2006
BS 06 – 003 - Changes to the Building Code of Australia 2006 (13/04/06)
BS 06 – 001 - BCA 2006 information sessions (03/02/06)
BS 05 – 002 - Structural steel bolts (19/12/05)
BS 05 – 001 - Building Legislation Amendment (Smoke Alarms) Act 2005 – update (28/09/05)
Letter - Amendment No. 6 to Building Code of Australia (BCA) 1996 and
Letter - BCA & EP&A Act: Automatic fire alarm disconnections – important issues
Letter - Proposed Energy Efficiency measures for houses – Invitation to comment
Letter - Access for people with disabilities – Directions Report
Letter - SEPP4 Amendment: Automatic Fire Alarm Monitoring as complying development
Letter - BCA & EP&A Regulation: Automatic Fire Alarm Monitoring – Advice on changes
Letter - Hillside land: Development approval – issues for consideration
Letter - Fire safety issues in existing backpacker type premises
Advisory Note - New smoke alarm requirements for existing buildings from 1 May 2006
Fact Sheet 1: New smoke alarm requirements: Owners of houses, residential flats and units
Fact Sheet 2: New smoke alarm requirements: For ‘shared accommodation’ buildings

Planning Systems
PS 07 – 007 - New mapping requirements for local environmental plans (17/04/07)
PS 07- 005 - SEPP (Mining, Petroleum Production and Extractive Industries)
PS 07 – 006 - Implementation of regional strategies – ministerial direction (4/04/07)
PS 07- 004 - Minor Amendments to existing use rights
PS 07 – 003 - New guideline and changes to section 117 direction and EP&A Regulation on flood prone land (31/01/07)
PS 07 – 002 - Environmental Planning Legislation Amendment Act 2006 (12/01/07)
PS 07 – 001 - Consideration of draft SEPPs under s79C of the EP&A Act (11/01/07)
PS 06 – 020 - Changes to the application of s94A of the EP&A Act – ministerial direction (06/12/06)
PS 06 – 019 - Changes to the Standard Instrument for principal LEPs (4/9/06)
PS 06 – 018 - Approval to install relocatable and flat-pack homes outside a caravan park or manufactured home estate (3/10/06)
PS 06 – 017 - Performance monitoring of the planning system (17/7/06)
PS 06 – 016 - Commencement and implementation of the EP & A Amendment Act 2006 (5/7/06)
PS 06 – 015 - Spot rezoning (15/6/06)
PS 06 – 014 - Minor amendments to LEPs using section 73A (12/7/06)
PS 06 – 013 - Local environmental studies (02/05/06)
PS 06 – 012 - New transitional arrangements for development control plans (05/05/06)
PS 06 – 011 - Changes to the public notice requirements for planning agreements (18/04/06)
PS 06 – 010 - Changes to the EP&A Regulation regarding major project assessments (18/04/06)
PS 06 – 009 - Changes to the land acquisition process for reserved land (27/04/06)
PS 06 – 008 - Standard Instrument (Local Environmental Plans) Order 2006 (03/04/06)
PS 06 – 007 - Changes to existing use rights (31/03/06)
PS 06 – 006 - Changes to the transitional arrangements for the introduction of new section 117 directions (17/02/06)
PS 06 – 005 - Local environmental plan review panel (16/02/06)
PS 06 – 003 - State Environmental Planning Policy No 4 – Amendment No 17 (17/02/06)
PS 06 – 002 - Inclusion of Property Vegetation Plans in planning certificates (10/01/06)
PS 06 – 001 - Regulation of camping density in primitive camping grounds (10/01/06)
PS 05 – 014 - State Environmental Planning Policy (Seniors Living) 2004 – (Amendment No 1) (23/12/05)
PS 05 – 013 - Amendment No 4 to SEPP 71 – coastal protection (12/12/05)
PS 05 – 012 - Planning implications of the extension of the NSW Coastal Zone (22/11/05)
PS 05 – 011 - Changes to the arrangements for implementing new requirements for development control plans (09/12/05)
PS 05 – 010 - Requirements for development control plans with the latest planning reforms (09/11/05)
PS 05 – 009 - Changes to ministerial directions under section 117 of the EP&A Act (30/09/05)
PS 05 – 008 - Changes to Part 3 and 4 of the EP&A Act (30/09/05)
PS 05 – 007 - Commencement of updated Regulation for caravan parks and moveable dwellings (14/09/05)
PS 05 – 006 - Commencement of Part 3A (Major Projects) of the EP&A Act (29/07/05)
PS 05 – 005 - Reports by the Director General under section 69 of the EP&A Act (19/08/05)
PLANNING REFORMS

2007
- Local planning practice notes (PN 07-001 Standard Instrument for LEPs – FAQs) – 26 March 2007

2006
- Section 94E direction – 10 November 2006
- Local planning practice notes (PN 06-003 Preparing LEPs using the standard instrument: definitions; PN 06-002 Preparing LEPs using the standard instrument: standard zones; PN 06-001 Preparing LEPs using the standard instrument: standard clauses) – 12 April 2006/Revised 4 September 2006
- Standard Instrument (Local Environmental Plans) Order 2006 – 31 March 2006
- Standard Instrument (Local Environmental Plans) Order Questions & Answers – 31 March 2006
- Information sheet 2: Planning administrators and planning assessment panels – 28 February 2006
- Information sheet 3: Development contributions – 28 February 2006

2005
- Fact sheet 6: Environmental safeguards – August 2005
- Fact sheet 5: The community and major projects – August 2005
- Fact sheet 4: Critical infrastructure – August 2005
- Fact sheet 3: Independent hearings and assessment panels – August 2005
- Fact sheet 2: Project applications under Part 3A: steps in the process – August 2005
- Fact sheet 1: Part 3A and the planning reforms – August 2005
- NSW planning reforms: information session briefing notes (version 2.0) – September 2005
- Development contributions practice notes – July 2005
- NSW Government’s planning reforms: Winning jobs and investment for NSW – 12 May 2005
- Letter to council: Reminder of removal of unnecessary concurrences – 24 February 2005

2004
- Rivers and Foreshores Improvement Act exemptions: questions and answers – 24 December 2004
- Letter to council: Removal of unnecessary concurrences – 17 December 2004
- Letter to council: Rivers and Foreshores Improvement Act – permit exemptions – 17 December 2004
- Letter to council: A simpler approval process for minor development near waterways – 10 December 2004
- NSW Government’s response to recommendations from the planning reviews – September 2004
- Improving the NSW planning system – public paper – September 2004
- NSW Government’s response to recommendations from the planning reviews – September 2004
- Fact sheet 6: Development assessment – September 2004
- Fact sheet 5: Simplification of local planning – September 2004
- Fact sheet 4: Regional strategies – September 2004
- Fact sheet 3: What planning reforms mean for the community – September 2004
- Fact sheet 2: What planning reforms mean for local government – September 2004
- Fact sheet 1: Key facts on the NSW planning system – September 2004
- NSW planning reforms: questions and answers – September 2004
- Guide to Quality of Construction Act amendments – 12 July 2004
- Information on Inspections & Signage During Construction – 12 July 2004
- Section 94E direction – 31 March 2004

2003 and earlier
- Q&A on development assessment and certification – 22 December 2003
- EP&A Act & Regulation notes (various -listed below)

SUSTAINABILITY/BASIX
BASIX Alterations and Additions Cost Estimate
BASIX Benchmarking
BASIX Cost Benefit Study (summary)
BASIX definitions dated: 30/06/2006
BASIX Fact Sheet
Changes to the Regulatory Scheme for BASIX from 1 October 2005
Council Checklist
D.I.Y. Thermal Comfort Method
Data input checklist – Multi dwelling
Data Input Checklist – Single Dwelling
Direct cost of BASIX compliance – full report
Direct cost of BASIX compliance for multi units – summary
Environmental Planning and Assessment Amendment (Building Sustainability Index: BASIX) Regulation 2004
Environmental Planning and Assessment Amendment (Building Sustainability Index: BASIX) Regulation 2005
Environmental Planning and Assessment Further Amendment (Building Sustainability Index: BASIX) Regulation 2005
Environmental Planning and Assessment Amendment (Building Sustainability Index) Regulation 2006
Environmental Planning and Assessment Further Amendment (Building Sustainability Index) Regulation 2006
State Environmental Planning Policy (Building Sustainability Index: BASIX) 2004
State Environmental Planning Policy (Building Sustainability Index: BASIX) 2005
State Environmental Planning Policy (Building Sustainability Index: BASIX) 2006
Guideline to the BASIX SEPP
Help notes – Multi dwellings
Help notes – Single Dwelling
Multi-Unit Energy and Peak Demand Study
Multi-Unit fact sheet
Practice note: The Regulatory Scheme for BASIX
Thermal Comfort Protocol: dated 01/02/07
Improving Flat Design: a progress report (UDAS) $11 – available for purchase via pdf/photocopy at The Information Centre
Mixed Use in Urban Areas (UDAS) $11 – available for purchase via pdf/photocopy at The Information Centre
Neighbourhood Character (UDAS) $44 – available for purchase at The Information Centre
Residential Densities (UDAS) $44 – available for purchase at The Information Centre
Residential Flat Design Code (UDAS) only available on the internet
Residential Flat Pattern book (UDAS) $44 – available for purchase at The Information Centre
Urban Form (UDAS) $44 – available for purchase at The Information Centre
BASIX Multi-Unit Residential Cogeneration Demonstration Project Fact Sheet
2004-2005 Outcomes Monitoring Program
Help Notes – Alterations and Additions
BASIX Definitions for Alterations and Additions 29 September 2006
Thermal Comfort Protocol 30/01/2007

**URBAN ASSESSMENTS**
Kosciuszko Alpine Resorts Geotechnical Policy

**RURAL AND REGIONAL PLANNING**

**Western**
Rural Lands Policy, 2000.
Growing the Region’s Connections: A coordinated transport planning framework for northern inland NSW – Situation Statement (August 2005)
Draft DCP – Poultry Farms

**North Coast**
Boundary Adjustments Policy
Lord Howe Island Development Control Plan 2005
Far North Coast Regional Strategy
Draft Mid North Coast Regional Strategy
North Coast: Design Guidelines
North Coast Urban Planning Strategy into the 21st Century
Northern Rivers Regional Strategy consisting of the following parts:
  - Framework for a Sustainable Future;
  - Final Report for Phase One – Guiding Principles for a Sustainable Future Part 1;
  - Real Actions for a Sustainable Future – A Business Plan for Phase Two;
  - Model Conditions Extractive Operations for the NSW Coast;
  - Clarence Valley Settlement Strategy.
Northern Rivers Farmland Protection Project consisting of the following parts:
  - Stage Two Consultation Report: A Report Outlining the Consultation Process and Key Raised During Public Consultations In August and September, 2004
  - Final Recommendations February 2005
  - Methodology Report 2005
  - Section 117 Direction No. 14 – Farmland of State and regional significance on the NSW Far North Coast
Recommendations of the North Coast Extractive Industries Standing Committee (Brochure)
Rural Settlement: Guidelines on Rural Settlement on the North Coast of NSW
Sustainable Urban Settlement – Guidelines for Regional NSW: 2000
Tourism Development Near Natural Areas: Guidelines for the North Coast
Urban Settlement Strategies – Guidelines for the North Coast

**Murray/Murrumbidgee**
ACT & Sub-region Planning Strategy (1998)
Sydney-Canberra Corridor Region Strategy (1995)
Alpine Region Strategy (2001)
Departmental Review Queanbeyan City Council Residential and Economic Strategy 2031

**Hunter**
Hunter REP 1989: Background Paper
Hunter REP 1989: Summary and Plan
Lower Hunter: Lower Hunter Employment Lands
Lower Hunter: Lower Hunter Housing Market Study
Upper Hunter: Lower Hunter Cumulative Impact Study and Action Strategy
Upper Hunter: Lower Hunter Cumulative Impact Study: Summary
Williams River Catchment: Best Practice Notes
Williams River Catchment: Regional Planning Strategy
Lower Hunter Regional Strategy

Coastal
Coastal Design Guidelines 2003
NSW Coastal Policy (1997)

South Coast
South Coast Regional Strategy
Illawarra Regional Strategy
Illawarra Transport Planning Principles
Twofold Bay & Hinterlands Strategy
Jervis Bay Settlement Strategy
Lower South Coast Regional Settlement Strategy

METROPOLITAN PLANNING
Metropolitan Strategy: City of Cities – A Plan for Sydney’s Future (Free)
Metropolitan Strategy: City of Cities – A Plan for Sydney’s Future, Supporting Information ($44.00)
ADI St Marys: Environmental Planning Strategy
Blue Mountains Eastern Escarpment Study
Greystanes Estate Employment Lands Precinct Plan
Parramatta – the City at the Centre: A Strategy for Discussion
Scenic Quality: Hawkesbury Nepean Scenic Quality Study
Significant Wetlands of the Hawkesbury Nepean River Valley
DCP – Sydney Harbour and Parramatta Rivers
DCP – Sydney Harbour Foreshores and Waterways Area 2005
The Western Parklands Management Vision Summary Report
Boat Storage Policy for Sydney Harbour
Sharing Sydney Harbour Access Program
Sharing Sydney Harbour Access Plan
December 2004 – Planning Guidelines for Walking and Cycling
Gosford-Wyong Structure Plan (1977)
Shaping the Central Coast (1999)
Integrated Land Use & Transport Policy
Shaping Georges River (Strategy for Georges River REP)
Employment Lands Action Plan
Interim Land Release Contribution Policy Metropolitan Development Program (Lands Management)

HERITAGE
Assessing Heritage Significance. 2001
Assessing Historical Importance; A Guide to State Heritage Register Criterion A. 2006
Church Buildings: Guidelines for their Care and Conservation. 1998. (Free – print only)
Community-based Heritage Studies. 2007
Conservation Areas. With Dept. of Urban Affairs & Planning, 1996 ($16.00)
Conservation Management Documents. 2002
Conserving Historic Signs. By Rachel Jackson and Caroline Lawrance for the Heritage Office, 2006
Criteria for Listing on the State Heritage Register. 1996
Design in Context; Guidelines for Infill Development in the Historic Environment co-authored with RAIA NSW. 2005
Eight Suggestions on how local councils can promote heritage conservation. 2007
Engineering and Industrial Heritage. Co-authored with Engineers Australia Sydney Division. 2005
A Guide to the Heritage System. Revised 2005
Guidelines for Nominations to the State Heritage Register. 2007
Heraldic Survey and Heritage Assessment: Model Brief. 2006
Heritage Approvals. With Dept. of Urban Affairs & Planning. 1996
Heritage Curtilages. With Dept. of Urban Affairs & Planning. 1996 ($13.00)
Heritage Interpretation Policy. 2005
Heritage Nominations. With Dept. of Urban Affairs & Planning. 1996
Heritage Planning Practice Note.1. With Dept. of Urban Affairs & Planning. 1996
Heritage Terms and Abbreviations. With Dept. of Urban Affairs & Planning. 1996
Historical Archaeological Sites. Heritage Council of NSW, Department of Planning. 1993
Historical Research for Heritage. 2000
Historical Themes.2001
History and Heritage. With Dept. of Urban Affairs & Planning. 1996
How to carry out work on heritage buildings and sites.1998
How to establish a Heritage Advisory Service. 2007
How to establish a Local Heritage Fund. 2004
How to prepare Archival Records of Heritage Items. 1998
How to undertake a heritage main street study. 2007
Interpreting Heritage Places and Items. 2005
Introducing the Heritage Council: Role. 2001
Introducing the Heritage Council: State Heritage Register. 2004
Introducing the Heritage Council: Presentations. 2001
Investigating Heritage Significance. 2004
Investigating History. With Dept. of Urban Affairs & Planning. 1996
Investigation and Repair of Historic Concrete. 2003
Local Government Heritage Guidelines ($43.00)
Maintenance Series. Set of 17 information sheets. 2004-5
Minimum Standards of Maintenance and Repair.1999
Model Heritage Provisions for Local Environmental Plans. 2002
Movable Heritage Principles.. Co-authored with NSW Ministry for the Arts. 2000
Natural Heritage Principles.2000
Photographic Recording Of Heritage Items Using Film or Digital Capture. 2006
Pipe Organ Conservation and Maintenance Guide. 1998
Place Names of Heritage Value: A Heritage Council Policy. 2004
Planning and Heritage. With Dept. of Urban Affairs & Planning. 1996
Regional Histories. With Dept. of Urban Affairs & Planning. 1996 ($27.00)
Safe in the Shed: Caring for Historic Farm Machinery. Co-authored with NSW Ministry for the Arts, 2001
Shipwrecks: Diving NSW Shipwrecks. 2000
Shipwrecks: Protecting NSW Shipwrecks. 2000
Skeletal Remains; Guidelines for Management of Human Skeletal Remains. 1998
Standard Exemptions for Works Requiring Heritage Council Approval. 2006
State Agency Heritage Guide (2 parts). 2005
Statements of Heritage Impact. 2002
Street Smart: Corporate Development in Historic Town Centres. 1998
Publications priced can be purchased from the Heritage Office, NSW Department of Planning. All others available as free downloads from www.heritage.nsw.gov.au/publications

BUILDING PROFESSIONALS BOARD

BS 06 – 002 - Implementation of the Building Professionals Act 2005 (16/02/06)
PS 06 – 004 - Prohibition of retrospective construction certificates and changes concerning compliance certificates (13/02/06)
BS 07-002 – New scheme for accrediting certifiers in New South Wales (March 2007)
BS 07-003- Building Professionals Regulation 2007
BS 07-004- Transitional arrangements for existing accredited certifiers (March 2007)
BP Bulletin Issue 9 – April 2007
Regulatory Impact Statement – Building Professionals Regulation 2006 (July 2006)
Accreditation scheme (February 2007)
Code of conduct: a guide (March 2007)
Info Sheet 2 – Building Professionals Board (Revised March 2007)
Info Sheet 3 – Accredited certifiers (Revised March 2007)
Info Sheet 7 – Continuing professional development (Revised March 2007)
Info Sheet 8 – Some terms used in accreditation (Revised March 2007)
Info Sheet 9 – Insurance required by accredited certifiers (March 2007)
Info Sheet 10 – Disciplinary powers of the Board (March 2007)
Consultation Report: Draft Building Professionals Regulation and Draft Accreditation Scheme (April 2007)
NSW Certification System: Overview (August 2006)
Applying for accreditation – a guide (June 2007)
Building Professionals Act 2005: a guide (March 2006)

ENVIRONMENTAL INSTRUMENT GUIDELINES

Manufacturing EIS Guidelines:
- Aquaculture in Land-Based Facilities
- Aquaculture in Natural Waterbodies
- Bitumen Works
- Cattle Feedlots
- Chemical Facilities
- Composting and Related Facilities
- Concrete Works
- Extractive Industries – Dredging
- Extractive Industries – Quarries
- Irrigation of Sewage Effluent
- Landfilling
- Marinas and Sewage Effluent
- Roads and Related Facilities
- Piggeries
- Poultry Farms
- Roads and Related Facilities
• Sewerage Systems
• Coal Mines and Associated Infrastructure

Manufacturing  Is an EIS required for alterations and additions?
Manufacturing  Managing Land Contamination: Planning Guidelines SEPP 55 – Remediation of Land

EP&A ACT AND REGULATION NOTES

• The Environmental Planning and Assessment Amendment (Quality of Construction) Act 2003
  To advise on the introduction of the Environmental Planning and Assessment Amendment (Quality of Construction) Act 2003 – December 2003

• Environmental Planning and Assessment Amendment (Development Consents) Act 2003
  To advise on the recent changes to the Environmental Planning and Assessment Act and Regulation that commence on 1 December 2003. – November 2003

• Miscellaneous minor amendments
  To advise of minor changes to the EP&A Act, which take effect 22 July 2003 – July 2003

• Land and Environment Court review
  To advise about the Land and Environment Court Amendment Act 2002, which takes effect 10 February 2003 – February 2003

• Environmental Planning and Assessment Amendment (Insurance) Regulation 2002
  To advise of changes in relation to professional indemnity insurance – December 2002

• Additional fee on development applications
  To advise of further changes to fees made by the Environmental Planning and Assessment Further Amendment (Fees) Regulation 2002 which came into effect on 1 November 2002- November 2002

• Fees payable on integrated development and development requiring concurrence
  To advise of changes to fees made by the Environmental Planning and Assessment Amendment (Fees) Regulation 2002, which came into effect on 2 August- September 2002

• Conversion of fire alarm monitoring
  To advise of changes introduced by the EP&A Amendment (Conversion of Fire Alarm Monitoring) Regulation 2002 – August 2002

• Transfer of functions
  To advise of the transfer of functions relating to places of public entertainment from the LG Act to the EP&A Act – March 2002

• Changes to the regulated development fees
  To outline the changes to the fees under the EP&A Regulation, which starts from 1 January 2002 – September 2001

• Using the ‘clock’ for development applications
  To outline the procedures under the EP&A Regulation for stopping and restarting the ‘clock’ when additional information is requested on development applications – April 2001

• Using penalty notices
  To outline the purpose and operation of the penalty notice provisions under the EP&A Regulation – December 2000

• Practice notes – Regulation 2000 references
  To provide users of Guiding Development: Better Outcomes, and the Act and Regulation notes, with updated clauses from the EP&A Regulation – December 2000

• Health, safety and amenity during construction
  To help consent authorities write conditions of development consent to address health, safety and amenity issues that arise during construction works – December 2000

• Notifying council resolutions to prepare draft local environmental plans
  To help councils meet the requirements of clause 9 of the EP&A Regulation when notifying decisions to prepare local environmental plans – December 2000

• Information required for planning certificates
  To tell councils about the information that needs to be included in planning certificates as a result of the EP&A Regulation – December 2000

• Environmental Planning and Assessment Regulation 2000
To advise of the main changes to the planning and development system arising from the EP&A Regulation – September 2000

- Aquaculture – what level of environmental assessment does aquaculture require?
  To advise of changes to environmental assessment, advertising and deemed refusal periods requirements for certain aquaculture developments – September 2000

- What do councils consider when they apply section 96?
  To help councils apply section 96 of the EP&A Act which was amended on 1 June 2000 – June 2000

- Notifying the public about section 96 modifications
  To advise councils on the public notification and advertising of applications to modify development consents – June 2000

- Private certification of strata plans
  To advise developers, surveyors, council officers, accredited certifiers and owners corporations on the issue of strata certificates by private certifiers – June 2000

- Long service levy and changes to forms
  To explain that the long service levy now needs to be paid at the construction certificate stage – January 2000

- Environmental Planning and Assessment (Amendment) Act 1999
  To advise of changes to the EP&A Act in relation to:
  - affordable housing
  - development funds
  - modification of development consents
  - operational improvements

ADVISORY NOTES

- Accredited Certifiers and Conflict of Interest – 6 January 2005
- DIPNR Circular – Occupation Certificates and Conditions of Development Consent – 22 April 2005
- Top ten messages relating to the Environmental Planning and Assessment Amendment (Quality of Construction) Act 2003 and Regulations – 22 April 2005
- Letter, Linking conditions of consent to the issue of occupation certificates – 30 July 2004
- Letter, Further refinements to the planning and building certification system – 12 July 2004
- Guide to Quality of Construction Act amendments – 12 July 2004
- Information on Inspections and Signage during Construction – 12 July 2004
- Letter, Commencement of mandatory inspections for Classes 1 and 5 to 10 buildings – 30 June 2004
- Letter, Improvements to the NSW building certification system – 27 February 2004
- Letter, Improvements to the NSW building certification system – 22 December 2003
- Questions and Answers – 22 December 2003
- Making a complaint against an accredited certifier
- Hints and prompts – 22 December 2003
- Threatened Species Conservation Amendment Act 2002 – 1 April 2003
- Direction under s94E – 6 November 2000
- Advice on planning certificates (for exempt and complying development) – March 2000
- Advice on planning certificates (general) – August 1998
- Answers to commonly asked questions- last updated October 1998
- Savings and transitional questions and answers – December 1998

GUIDANCE ON PREPARING LOCAL ENVIRONMENTAL PLANS

- Standard Technical Requirements for LEP Maps (issued 17 April 2007)
- Section 117 Ministerial Directions (issued 30 September 2005)
- Section 117(2) directions by the Minister – This is a consolidated list of directions in force prior to the commencement of section 117(2A)) – Prior to 30 September 2005
- LEP Preparation Guidance Note No. 2004-2 – May 2004
- LEP Preparation Guidance Note No. 2004-1 – March 2004
- Letter to councils – December 1999
SECTION 2 – STATEMENT OF AFFAIRS

The Department’s most recent Statement of Affairs appeared in the Department’s Annual Report for the financial year 2005/06.

SECTION 3 – CONTACT DETAILS FOR OBTAINING ACCESS TO DOCUMENTS

In the first instance, the contact person for obtaining access to documents is as follows:

The Manager
FOI and Privacy Unit
23-33 Bridge Street
Sydney NSW 2000

Inquiries can be made by telephone on (02) 9228 6116, between the hours of 9:30 am and 4:00 pm.
SECTION 1 – POLICY DOCUMENTS

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

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

Postal Address: Locked Bag 4028, Ashfield NSW 2131.

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

Adoption and Permanent Care

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

These documents are available from:

Adoption and Permanent Care Services
Department of Community Services
Level 9, Signature Tower
2-10 Wentworth St
Parramatta NSW 2150
Postal Address: PO Box 3485, Parramatta NSW 2124
Ph: (02) 8855 4900
Fax: (02) 8855 4999

Business Help

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

Business Intelligence and Performance

- DoCS Corporate Directions 2006/07
- DoCS Corporate Plan, 2004/05 – 2008/09 *
- DoCS Evaluation Guidelines
- DoCS Performance Monitoring Framework
- DoCS Strategic Management Framework (August 2005)
- Guidelines for Directorate Business Planning in DoCS (January 2007)
Children’s Services

• Draft Children & Young Persons (Care & Protection) Amendment (Out of School Hours Care Services) Regulation 2006 and accompanying Regulatory Impact Statement (RIS), November 2006
• Early Childhood Qualifications Assessment Procedure
• Early Childhood Services Policy for NSW
• Early Childhood Teacher Interim Policy 2006*
• Early Intervention Caseworker Manual abbreviated version, 2006*
• First Aid Training for Child Care Workers – Guidelines for Course Content *
• Furniture and Play Equipment Checklist for a Child Care Centre in NSW ($5.50) #
• Guide to Children’s Service Licensing*
• NSW Curriculum Framework for Children’s Services *
• Preschool Investment Reform Plan Application Package September 2006
• Supporting Children with Additional Needs (SCAN) brochures and posters (languages available: English, Vietnamese, Croatian, Turkish, Macedonian and Chinese)
• Supporting Children with Additional Needs (SCAN) Funding Scheme – Guidelines for identifying level of support needs *

Child Protection and Early Intervention

• About the Brighter Futures program –key facts
• Brighter Futures – Being a parent can be tough
• Brighter Futures Caseworker Manual
• Brighter Futures program – Information for Parents
• Brighter Futures Service Provisions Guidelines
• Evaluation Plan: Early Intervention Program
• Joint Investigation Response Teams (JIRT) Physical Abuse Criteria
• Joint Investigation Response Team Policy and Procedure Manual
• Mandatory Reporters – Guide to reporting risk of harm *
• NSW Interagency Guidelines for Child Protection Intervention, 2006 Edition *
• Parent Responsibility Contracts Parent Information Sheet
• Parent Responsibility Contract Agency Information Sheet
• Policy on Child Neglect, July 2006

Corporate and Workforce Strategies

• Code of Conduct and Ethics
• DoCS Aboriginal Strategic Commitment
• Ethnic Affairs Priorities Statement (EAPS) Plan 2005 – 2009*

Economics, Statistics and Research

• Costing Manual for Child and Family Services in NSW *
• DoCS Collaborative Research Program Guidelines *
• DoCS Guidelines for External Researchers *
• DoCS Research Agenda 2006/2009 *
• Economic Evaluation guidelines

Families and Communities

• Aboriginal Child, Youth and Family Strategy Resource Kit (www.familiesfirst.nsw.gov.au)
• Area Assistance Scheme Application Form 2007/08
• Area Assistance Scheme Funding Guide 2007/08 (www.communitybuilders.nsw.gov.au/aas)
• Information for NSW Agencies regarding liaison with Pacific communities
• Introductory Resource Guide on Islam and Muslim Communities (1998)
• NSW Aboriginal Youth Leadership Project- Helping Young People Put Their Ideas Into Action

# Available from Salmat Print on Demand Centre, Level 3, McKell Building, 2-24 Rawson Place Sydney NSW 2000, tel: 1300 656 986.
• NSW Youth Action Plan: The Way Forward: Supporting young people in NSW
• Participation and Partnership: Directions for consulting with the community, our clients and our community partners *
• Right to Better Service: Ethnic Affairs Policy Directions – 1999 *
• Right to Better Service: Rural and Remote Communities Policy Directions – 1999 *

Out-of-home Care

• Charter of Rights for 7 to 12 year olds
• Charter of Rights for 13 to 18 year olds
• Charter of Rights for Children and Young People in Out of Home Care in NSW
• DoCS Case Management Policy *
• Financial Support for Children and Young People in Out of Home Care: Guidelines and Policy
• Foster Carer Resource Guide
• Framework for the Future of Out of Home Care in NSW
• Guide to the Service Price List (for Header Agreements) *
• Out-of-Home Care Header Agreement 2006-2008*
• Out of Home Care Service System Overview *
• Out of Home Care Service Model –General Foster Care Services *
• Out of Home Care Service Model –Intensive Foster Care Services *
• Out of Home Care Service Model – Supported Family Group Home *
• Out of Home Care Service Model – Relative/Kin Care *
• Out of Home Care Service Model –Residential Accommodation *
• Out of Home Care Service Model –Intensive Residential Treatment *
• Out of Home Care Service Model –Wrap Around Services *
• Out of Home Care Service Model – Supported Independent Living *
• Out of Home Care Service Model – Family Preservation/Intensive Support *
• Placement of Siblings in Out of Home Care Policy

Service Funding Strategy

• 2007/08 Service Agreement *
• DoCS Case Management Policy *
• DoCS Contractual Arrangements with NGO Consortia *
• DoCS Funding Policy (August 2005) *
• EOI Information Package – Assistance for Women and Women with Children Affected by Domestic Violence
• EOI Information Package – Supervised After Hours Emergency Accommodation for Children and Young People
• FAQs regarding the OOHc Funding Rollout Process (26 March 2007 – 2 July 2007)*
• Financial Support for Children and Young People in Out Of Home Care: Guidelines and Policy
• Good Practice Guidelines for DoCS Funded Services – priority grid template
• Good Practice Guidelines for DoCS Funded Services – Quality Workplan template
• Good Practice Guidelines for DoCS Funded Services – self-assessment workbook template
• Good Practice Guidelines for DoCS Funded Services Manual
• Guide for Service Providers to the Youth Drug and Alcohol Court Program
• Guidelines for Partnerships and Planning Teams 2004/05 – Report on Achievements
• Indexation Payment Policy 2004/2005
• Information Package – Performance Monitoring Framework in the Out of Home Care High Needs Kids Program
• Leaving care and after care information (OOHC EOI)*
• NGO Partnership Arrangements (OOHC EOI)*
• OOHC Costing Templates*
• OOHC EOI Appendices*
• OOHC EOI Application Form*
• OOHC EOI Information Package*
• OOHC Program Guidelines: Draft*
• OOHC Service Specifications: Draft*
• Paper on Integrated service delivery*
• Performance Based Approach to OOHC Funding*
• Regional Strategic Overview Hunter Central Coast*
• Regional Strategic Overview Metro Central*
• Regional Strategic Overview Metro South West*
• Regional Strategic Overview Metro West*
• Regional Strategic Overview Northern*
• Regional Strategic Overview Southern*
• Regional Strategic Overview Western*
• Service Plan Information Package*
• Service Plan Template*
• Supported Accommodation Assistance Program (SAAP) Guidelines 2007
• Supported Accommodation Assistance Program (SAAP) service specifications

Strategy, Communication and Governance

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

Violence Against Women

• Domestic Violence Interagency Guidelines *
• Position Paper on Programs for Perpetrators of Domestic Violence

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

SECTION 2 – STATEMENT OF AFFAIRS


SECTION 3 – CONTACT ARRANGEMENTS

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

Freedom of Information Coordinator
Freedom of Information Unit
Department of Community Services
4-6 Cavill Avenue
Ashfield NSW 2131

Postal Address: Locked Bag 4028 Ashfield NSW 1800
Telephone: (02) 9716 2662
Fax: (02) 9716 2658

Enquiries can be made by telephone, fax or in person between the hours of 8.30 am and 5.00 pm Monday to Friday (except public holidays).
FREEDOM OF INFORMATION ACT 1989

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

SUMMARY OF AFFAIRS

of

NEW SOUTH WALES POLICE FORCE

(F.O.I. Agency No. 16)

31 December 2006 to 30 June 2007

POLICY DOCUMENTS

Corporate Policies

• Abducted Child Alert Standard Operating Procedures
• Business Continuity Planning
• Business Planning Policy and Guidelines
• Business Planning Process
• Commissioners Policy – Uniform Guidelines for Security Industry
• Confidential Source Management Policy
• Corporate Branding Policy
• Corporate Branding Style Guidelines
• Corporate Plan
• Destruction of Criminal Records & Spent Convictions Policy
• External Client On-Line Access Policy
• Facial Recognition Policy
• Fraud Prevention Guidelines
• Guide to Conducting a Launch
• Information Management Responsibilities
• Media Policy – effective 2nd April 2007
• NSW Police Cleaner, Greener Fleet Policy
• NSW Police Covert Vehicle Policy
• NSW Police Governance Framework
• NSW Police Guidelines for Drafting Policy Documents 2002-2006
• NSW Police Guidelines for the Development of Policy
• NSW Police Regulation 2000 Confidential Information
• NSW Police Vehicle Marking Policy
• Overseas Travel Approval Form Guidelines
• Policy on Release of Staff for Transfer to Vacancies
• Political Affiliations
• Privacy Code of Practice
• Research Policy & Protocols
• Spokespersons Program: Policy and Procedures
• Sponsorship & Endorsement Policy

Human Resource Services Policy & Procedures

• A Guide to Advertising a Vacancy
• Aboriginal Employment Strategy 2003 – 2005
• Anthrax – Powders or Substances Found in Suspicious Circumstances
• Appointment and Transfer Police and Guidelines for Supt. Rank
• Carers’ Responsibilities Guideline
• Cashing in of Leave Scheme – Business Rules
• Code of Conduct and Ethics
• Code of Practice – Drug & Alcohol Counsellors
• Community Language Allowance Scheme
• Complaints and Management Reform Kit
• Conditions of Employment – Administrative Officer
• Criminal Record Checks
• Cultural Diversity
• Department of Defence – Employer Support Payment Scheme
• Disability Action Plan
• Discipline – Administrative Officer
• Disclosure Of Home Address
• Displaced Administrative Officer Guidelines
• Drug & Alcohol Policy
• Eligibility Lists – Administrative Officers, Guidelines for the use of
• Employee Management Policy
• Establishing a New Business Unit Checklist of Procedures
• Ethnic Affairs Priorities Statement
• Excess Administrative Officer Guidelines
• Family & Community Services and Carer’s Leave
• FAQs
• First Response Policing Arrangements
• Flexible Rostering – Administrative Officers and Ministerial Employees
• Flexible Rostering (Police Only)
• Flexible Work Options and Family Friendly Information Package
• Flexitime Agreement
• Full-Time Leave Without Pay
• Full-Time Leave Without Pay Check List for Commanders/Managers
• Guidelines To Request To Fill ‘Lateral’ Vacancies (Non-Commissioned Officers)
• Hard to Fill Location
• Harassment, Discrimination and Bullying
• Health and Fitness
• Human Resource Management Teams
• Hurt On Duty
• Induction – Administrative Officer
• Infectious Disease Control Policy
• Injury Management
• Internal Police Complaints – Guidelines for Commanders and Managers
• Internal Witness Policy
• International (in-bound) Secondment Guidelines
• Job Stream Details
• Lateral Transfer of Administrative Officer Guidelines
• Leading Senior Constable Guidelines
• Medical Discharge
• Needle Stick Injuries
• NSW Police Administrative Officer higher duties allowance Policy and Guidelines
• NSW Police officer higher duties allowance Policy and Guidelines
• NSW Police Service Employees Personal Files – Policy
• NSW Police Service Senior Executive Service Guidelines
• Overstrength Positions
• Parental Leave Policy
• Part time Annual Leave for Police Officers on Parental Leave
• Part Time Work for Police Officers Policy & Guidelines
• Percentage Occupancy Rates of Police Positions on SAP
• Planned Leave Business Rules
• Police Chaplaincy Policy
• Police Leave Conditions
• Police Officer Redeployment to Administrative Officer Positions
• Police Promotional Appeals
• Police Provident Fund
• Police Senior Executive Transfer Policy
• Policy and Guidelines for Advertising and Filling Administrative Officer Positions within NSW Police
• Policy on Release of Staff for Transfer to Vacancies
• Pregnancy Procedures
• Professional Standards Action Plan – HRS
• Psychological Wellbeing of Staff
• Rail Passes– Home & Duty
• Recreation Leave – A Guideline to Management
• Rehabilitation
• Remedial Performance Procedures
• Restricted Duties Policy for Police
• Secondary Employment
• Secondment Business Rules
• Sick Leave Policy
• Special Sick Leave – Guidelines & Procedures
• Structural Change Guidelines
• Study Leave
• Suspension of Police – Policy & Guidelines
• Temporary Appointment Policy and Guidelines
• Term of Office of Non-Executive Commissioned Police Officers – Fixed Term Appointment Policy
• Transfer Policy and Procedures
• Travel Policy
• Voluntary Retirement Scheme
• Work Experience
• Working From Home

Information Technology Policies
• Business System Sponsor Guidelines
• Code of Best Practice for Information Management
• Communication Devices – Mobile Phones and PDAs
• Computer Access Audits – Guidelines
• Computing Network Policy
• Data Sanitisation
• Dial Connect Mainframe – Security Policy (Under Review)
• Electronic Mail (Email) Guidelines and Procedures
• Electronic Messaging Policy
• Electronic Mail Etiquette
• MEMO Access
• Enduser Policy & Procedures Guide
• Information Management Principles & Policies
• Information Management Responsibilities
• Internet Policy
• Internet Content Guidelines
• IT Equipment Disposal Policy
• Laptop Security (Under Review)
• LAN Security Requirements (Under Review)
• Mobile Data Terminals
• Network Drive Usage Policy
• PC Security (Under Review)
• Radios Lost Stolen and Misplaced
• Secondary Access to Electronic Mail
• Security Consideration for Applications
• Security Practices (IT) (Under Review)
• Software Policy
• Working From Home – Computer Security (Under Review)

Operational Policing
• Adult Sexual Assault – Policy & SOPs
• Alcohol Policy Statement
• ATSI Status COPS recording
• Bicycle Patrol Operations
• Bicycle Road Race Guide for Police
• Bicycle Road Race Guidelines
• Business Watch Guidelines
• Bushfire Investigations (Operation Tronto 4) SOPs
• Cannabis Cautioning Scheme Guidelines
• CareFlight Head Injury Retrieval Trial (H.I.R.T) Helicopter Landings – SOPs
• CCTV – Development and Use of
• CCTV – NSW Government Policy Statement and Guidelines for the Establishment and Implementation of
• CCTV – Video Surveillance in Police Charge Rooms and Other Locations in Police Stations
• Child Protection Procedures
• Child Protection and Sex Crimes Charter
• Code of Practice CRIME
• Command Management Framework
• Confidential Source Management Policy
• Country of Birth COPS recording
• Criminal Infringement Notices – trial in 12 LACs only
• Department of Immigration and Multicultural and Indigenous Affairs
• Digital Speedometers
• Domestic Violence & SOPs
• Drug Overdoses Guidelines
• Duty Officer’s Manual
• Duty Officer Statement
• DVLOs – Guidelines for using COPS
• Employer Communication Devices
• Ethnic Affairs Priorities Statement
• Facial Recognition Policy
• Forensic Procedures – SOPs
• Guidelines for Investigating Major Crime
• Guidelines for the Investigation of Deaths in Custody – Correctional Centres
• Guidelines for the Management and Investigation of Critical Incidents
• Guidelines for Police Interviewing People with Impaired Intellectual Functioning
• Handbook
• Hydroponic Cannabis Crops Sites
• Hunter District Disaster Plan (DISPLAN)
• Incident & Emergency SOPs
• iASK Handbook
• Joint Investigative Response Teams 2001
• Innocence Panel Applications
• Interagency Guidelines for Child Protection Intervention
• Interagency Guidelines for Adult Victims of Sexual Assault
• Investigation of Sexual Servitude and People Trafficking Offences
• Investigation Services SOPs
• Investigation Sops
• Investigators Guide to Physical Evidence
• Investigation and Management of Adult Sexual Assault SOP
• Lesbian & Gay Policy
• MERIT Guidelines
• Methadone and Other Pharmacotherapies Information for Police 2005
• Missing Persons Policies & Procedures
• Needle and Syringe Program: Guidelines for Police (2005)
• Neighbourhood Watch Guidelines
• NSWP Confidential Source Management Policy
• NSW Police Corporate Spokesperson Program; Police and Procedures
• Offender Photo SOPs – 35mm Camera
• Offender Photo SOPs – PhotoTrac ICS
• PACT Guidelines
• Pawnbroker and Second-hand dealer SOPs & Legislation
• Policy for Creation, Classification, etc of COPS Information Reports
• Procedures for the Evidence Act
• Public Order Management Policy and SOPs
• Radio – SOPs for lost stolen and misplaced
• Random Breath Testing SOPs
• Recovered Assets Pool Operating Guidelines
• Safety House Guidelines
• Single Unit Policing Policies
  • 1 & 2 Unit Police Stations Policy
  • 1 & 2 Unit Police Station Induction Package
• OH&S Single Unit risk assessment
• Source Management Standard Operating Procedures 2004
• Spokespersons Program: Policy and Procedures
• Stationary Speed Enforcement (LIDAR) SOPs
• State Rescue Policy
• Suspect Target Management Plan
• Suspect Target Management Strategy
• Suspension of a Driver/Rider Licence
• Threats Against NSW Police Employees
• Tourist Status COPS recording
• Travel – Overseas Application Guidelines
• Tyre Deflation Devices SOPs
• Video Surveillance in Police Charge Rooms and other Locations in Police Stations
• Youth Policy

Finance and Administration Policies
• Accounts Payable Policy
• Accounts Receivable Policy
• Cab Charge Procedures
• FBT Guide
• Financial Policy
• Financial and Budget Management Framework 2006 – 2007
• Fixed Assets Policy
• Funding Policy
• GST Guide, FAQs and Updates
• Instrument of Delegation of Authority
• Overpayment Policy
• Payroll Deductions – Blue Ribbon Insurance Scheme
• Purchasing Policy
• Recordkeeping Policies/Procedures
• Recovered Assets Pool Operating Guidelines
• Risk Management Manual
• Risk Management Policy
• Travel Policy
• User Charges (User Pays) Policy, Procedures and forms
  • Business Cases and Business Development Proposals
  • Service Level Agreements
  • Cost Recovery and User Fees and Charges Schedule

Property Policies
• Escalation Procedure
• Works Request Procedure

CONTACT ARRANGEMENTS

Requests for access to documents held by NSW Police Force should be directed to:

The Coordinator
Freedom of Information Unit
New South Wales Police
1 Charles Street
PARRAMATTA NSW 2150

Telephone inquiries should be directed to the Coordinator, Freedom of Information Unit on (02) 9689-7122.

Hours of Business: 8.30am-12pm
2.00pm – 4pm Monday to Friday.

STATEMENT OF AFFAIRS

The functions and affairs of the Freedom of Information Unit are contained within the New South Wales Police Force Annual Report (2005-2006). There is an extensive website at www.police.nsw.gov.au which contains information free of charge for any member of the public to access further information.
SECTION 1 – POLICY DOCUMENTS

The Sydney Catchment Authority (SCA) holds the following policies and procedures that may be accessed for information.

- 2002-2007 business plan
- Access to published information
- Access to special areas, controlled areas and water storages
- Catchment protection and improvement grant guide
- Closure of SCA recreational areas
- Code of conduct
- Incident management policy
- Complaints handling policy and procedure
- Heritage policy
- Dealing with offences under the Sydney Water Catchment Management (General Regulation) 2000
- Energy management policy
- Environmental plan 2006-2010
- Environment policy
- Environmental education policy
- Environmental impact assessment policy
- Equity and diversity management plan 2004-2006
- Freedom of information procedures
- Local government reference panel – charter and procedures
- Metropolitan Water Plan 2006
- On site sewage management grants guidelines
- Privacy management plan
- Prosecution and compliance guidelines
- Protocol for State Environmental Planning Policy (Sydney Metropolitan Water Supply) 2004
- Riparian management assistance guide
- Special areas strategic plan of management and charter of public disclosure
- Special areas brochure – what you can and can’t do
- Water industry sponsorship guidelines
- Wingecarribee Swamp and special area plan of management

SECTION 2 – STATEMENT OF AFFAIRS

The SCA's most recent statement of affairs is available on the SCA's web site. Copies of the statement of affairs are held in the SCA's library and are available for inspection. Copies of the statement of affairs can be obtained by contacting the SCA's FOI Co-ordinator at the address shown below.

The statement of affairs provides information on:

- Structure and functions of the SCA
- Description of the ways in which the functions of the SCA affect members of the public
• Manner in which the public can participate in the formation of the SCA's policy and the exercise of the SCA's functions
• Description of the various types of documents usually held by the SCA
• Procedural arrangements for public access to the SCA’s documents
• Provision for the amendment of the SCA’s records concerning the personal affairs of a member of the public

SECTION 3 – CONTACT ARRANGEMENTS

All applications for access to documents in the possession of the SCA (other than policy documents) must be in writing and should be accompanied by an application fee of $30 and marked to the attention of the “FOI Co-ordinator”.

The application should be addressed to:

  The FOI Co-ordinator  
  Sydney Catchment Authority  
  PO Box 323  
  PENRITH NSW 2751

Access to policy documents, unless otherwise stated, are free of charge and access can be arranged by contacting the FOI Co-ordinator on telephone number 4725 2103, facsimile 4725 2520, by email on hotmail@sca.nsw.gov.au, or in person at the address below between the hours of 8.30am and 5pm, Monday to Friday.

  Sydney Catchment Authority  
  Level 2, 311 High Street  
  PENRITH NSW 2750
SUMMARY OF AFFAIRS

of

THE UNIVERSITY OF SYDNEY

June 2007

A summary issued pursuant to sections 14 and 15 of the NSW Freedom of Information Act 1989, describing the University’s policy documents and how to obtain access to them.

ISSN 1035 – 1655

© 2007 The University of Sydney

This document may be copied in whole or in part for any purpose provided that no charge is made to any person provided with a copy.

The University of Sydney
NSW 2006
Telephone: (02) 9351 4263
Fax: (02) 9351 7304
www.usyd.edu.au/arms/foi
The University of Sydney: a summary of affairs issued in June 2007 in accordance with sections 14 and 15 of the NSW Freedom of Information Act 1989.

The University’s policy documents

The University’s policy documents include all documents, other than a legislative instrument, which have a bearing on the affairs of the University and which contain interpretations, rules, guidelines, statements of policy, practices or precedents, particulars of any administrative scheme, manner of administration of any legislative instrument or administrative scheme, procedure for investigation of any contravention of any legislative instrument or administrative scheme, that affect rights, privileges, benefits, obligations or penalties to which the public may be entitled, eligible, liable or subject.

The University’s policies are published in a number of volumes and unbound documents. The following is a description of these publications as they relate to the interests of:

- the public generally;
- the University’s external community;
- the University’s students; and
- the University’s staff.

While some documents contain information other than policy, each contains some policy as described above.

Statutes and Regulations

The University of Sydney Calendar 2007 contains the relevant statute and regulations. The enabling statute is the NSW University of Sydney Act 1989 (as amended) (“the Act”). By-laws are made pursuant to section 36 of the Act and rules are made pursuant to s. 37 of the Act. Resolutions of the Senate, Academic Board, faculties, college, graduate schools and boards of studies are made pursuant to the by-laws and rules.

The relevant sections are:

**University of Sydney By-law, 1999 (as amended)**

*Chapter*

1. Preliminary
2. Making Rules
3. Chancellor and the Deputy Chancellor
4. Election of Fellows of Senate
4A. Appointed Fellows of the Senate
5. Vice-Chancellor
6. Academic governance
7. Convocation
8. Student discipline
9. Miscellaneous

**University of Sydney (Academic Governance) Rule 2003 (as amended)**

Part 1 – Preliminary
Part 2 – Functions and membership of the Academic Board
Part 3 – Chair, Deputy Chair and Chairs of Standing Committees
Part 4 – Meetings and procedures of the Academic Board
Part 5 – Election procedures for the Academic Board

**University of Sydney (Amendment Act) Rule 1999 (as amended)**

Part 1 – Preliminary
Part 2 – Standard format of Rules
Part 3 – Procedures of Senate
Part 4 – Convocation
Part 5 – Appointment to Student Proctorial Panel (repealed)
Part 6 – Seal and Arms of the University
Part 7 – Senior Officers of the University
Part 8 – Intellectual Property (repealed)
Part 9 – Admission to courses
Part 10 – Awarding degrees, diplomas and certificates

University of Sydney (Appointment of Delegated Officers) Rule 2004
Part 1 – Preliminary
Part 2 – Appointment of Delegated Officers

University of Sydney (Appointment of Delegated Officers) Rule 2006
Part 1 – Preliminary
Part 2 – Appointment of Delegated Officers

University of Sydney (Authority Within Academic Units) Rule 2003 (as amended)
Preliminary
1. Chapter 8 – University of Sydney By-Law 1999
2. Other University instruments

University of Sydney (Coursework) Rule 2000 (as amended)
Preliminary
Rules relating to Coursework Award Courses
Division 1 – Award course requirements, credit points and assessment
Division 2 – Enrolment
Division 3 – Credit, cross-institutional study and their upper limits
Division 4 – Progression
Division 5 – Discontinuation of enrolment and suspension of candidature
Division 6 – Unsatisfactory progress and exclusion
Division 7 – Exceptional circumstances
Division 8 – Award of degrees, diplomas and certificates
Division 9 – Transitional provisions

University of Sydney (Doctor of Philosophy (PhD)) Rule 2004
Part 1 – Preliminary
Part 2 – Admission to candidature
Part 3 – Supervision
Part 4 – Candidature
Part 5 – Submission of thesis

University of Sydney (Intellectual Property) Rule 2002
Division 1 – Dictionary
Division 2 – Ownership of intellectual property created by staff members
Division 3 – Ownership of intellectual property created by students
Division 4 – Ownership of intellectual property created by visitors
Division 5 – Reporting and developing intellectual property
Division 6 – Dispute resolutions
Division 7 – Miscellaneous

University of Sydney (Library) Rule 2003
1. Citation and commencement
Schedule 1 – New Library Rule
1. Dictionary
2. Library Resources generally
3. Borrowing Library Resources
4. Suspension or revocation of Library Resources
5. Fees, fines and charges
6. Library notices

University of Sydney (Senate) Rule 2002
1. Citation and commencement
2. Purpose
3. Duty of Fellows
University of Sydney (Student Appeals against Academic Decisions) Rule 2006

Part 1 – Preliminary
Part 2 – Student appeals against Academic Decisions
Part 3 – Student Appeals Panel
Part 4 – Student Appeals Body
Part 5 – Appeals Hearings

University of Sydney (Student Proctorial Panel) Rule 2003 (as amended)

Part 1 – Preliminary
Part 2 – Appointment to Student Proctorial Panel
Part 3 – Meetings of the Student Proctorial Panel

Resolutions of the Senate and the Academic Board

Academic Dress
Appointment
Dean, Director or College Principal
Deputy Vice-Chancellor and Pro-Vice-Chancellor: Selection Committee
Vice-Chancellor: procedures for consultation between the Senate and the Academic Board
Degree of Doctor of Philosophy
Governance
University Governance; Senate Committees; Election of Principal Officers of the Senate and Committees of the Senate and of the Fellow Referred to in Section 9(6) of the Act; Faculties, College, College Board, Boards of Studies, Departments, Schools and Committees.
Honorary awards
Restriction on Re-enrolment
Sports unions, SRC and faculty societies, SUPRA, Union, Cumberland Student Guild and SASCA
Student appeals against academic decisions

Faculties, college, graduate schools and boards of studies: Resolutions relating to constitution and courses

Faculty of Agriculture, Food and Natural Resources
Faculty of Architecture Design and Planning
Faculty of Arts
Faculty of Dentistry
Faculty of Economics and Business
Faculty of Education and Social Work
Faculty of Engineering and Information Technologies
Faculty of Health Sciences
Faculty of Law
Faculty of Medicine
Faculty of Nursing and Midwifery
Faculty of Pharmacy
Faculty of Science
Faculty of Veterinary Science
Sydney College of the Arts
Sydney Conservatorium of Music and Department of Music
Board of Studies in Indigenous Studies

Prizes, scholarships and bursaries

The terms and conditions of award of many prizes, scholarships and bursaries awarded by the University may be found on the websites of the Research Office (http://www.usyd.edu.au/ro/) and of the Students Services (http://www.usyd.edu.au/stuserv/finances/financial_assistance_office.shtml)

Documents to which the Seal of the University has been affixed

These documents, many of which constitute policy documents, are listed in the Seal Register and held by the University’s Records Management Services. The documents include contracts, agreements, leases, patent applications and share transactions.
Handbooks
Details of courses of study offered by the faculties, boards of studies, the Sydney Conservatorium of Music and the Sydney College of the Arts are set out in their respective handbooks and prospectuses. The details include the requirements to be fulfilled by students in order to complete satisfactorily each course, including syllabuses and assessment information. In addition, a range of separate documents set out the University’s procedures for international students. Many of these documents may be accessed through the University’s web site: http://www.usyd.edu.au/handbooks

Other general publications
University policy may also be found in the following publications:

Annual Report 2006
Finance and Accounting Manual
Privacy Management Plan
Postgraduate Research and Coursework Handbook 2005/06
Statistics Book 2006
University of Sydney Strategic Directions 2006 – 2010

Other policy documents
University policy is also set out in the following documents:

Academic Board Chair’s Nominees
Academic Dress
Academic Honesty in Coursework (plagiarism)
Academic Promotion Appeals
Academic Titles: Conferring of All Academic Titles
Access to Campus
Accident Reporting and Investigation
Ad Eundem Gradum, Degrees Conferred
Admission: Advanced Standing, Credit and Exemption Policy
Admission to Undergraduate Courses
Advertising on Campus
Air Conditioning Policy
Alcohol: Policy and Guidelines on Consumption
Annual Leave and Annual Leave Loading: Academic Staff
Annual Leave (General Staff)
Annual Leave Loading
Appeals: Student Appeals Against Academic Decisions – Academic Board Resolutions
Appointment of DVC and PVC
Appointment of VC
Appointments: Policy Document on the Appointment of a Dean, Director or College Principal
Asbestos Safety
Assessment and Examination of Coursework
Assessment and Examination: Special Arrangements
Award Courses and Units of Study – Creation, Variation and Deletion of Awards with Honours: Academic Board Policy
Bequest Policy
Benchmarking: Improving Learning and Teaching through Collaboration, Benchmarking and Alliances
Budget: Policy Guidelines 2004
Building works: Approval and Management of
Campus Names
Carcinogenic Substances: Policy for Acquisition, Use and Disposal of Carcinogenic Substances
Career Development Leave for General Staff
Casual Rates of Pay (Academic)
Casual Rates of Pay (General)
Centres: Policy for Establishment, Management and Review
Cessation of Employment – Security Issues
Chair Appointments Committee of Senate
Children: Policy on Children on University Premises
Code of Conduct (Staff)
Code of Conduct for Students
Co-funded University of Sydney Post Graduate Awards: method of award (second semester round)
Complaints: Resolution of Complaints Policy
Confined spaces: Policy on Working in Confined Spaces
Conjoint Ventures in Postgraduate Courses
Consultation with Students
Contract for Goods and Services – External Contractors
Convening of Conferences
Copyright
Corruption: Reporting corruption, maladministration or serious and substantial waste of public money
Cotutelle Scheme
Course Online Reading Service
Coursework Teaching: Academic Board Resolutions: The Management and Evaluation of Coursework; Criteria for Award of Clinical Academic Titles: Level E Criteria for Award of Clinical Academic Titles: Levels A-D Definition of “Subject Coordination” for determining step six level A academic
Coverage and Usage of the University Glossary of Terms and Abbreviations
Degrees conferred ad eundem gradum
Delegations for specific activities and financial delegations
Delegations of Authority: Academic Functions
Delegations of Authority: Administrative Functions – 2005
Disability Action Plan
Discretionary Salary Supplementations for Academic Staff
Discrimination prevention policy – your rights and responsibilities
Electronic Access, Policy on Networked Electronic Access – preference over print
Electronic Textbooks, Policy on
Email Virus Scanning Policy
English Language Requirements: Postgraduate
Enrolment status: Postgraduate: Discontinuation of Enrolment and Readmission after Discontinuation – Academic Board Resolutions
Environmental Policy
Equal opportunity in education policy
Exchange Policy and Procedures: General Staff
Fire and Other Emergencies in University Buildings
First Aid Policy
Flexible remuneration packaging scheme
Flexible, student-centred learning in the University of Sydney
Freedom of Information Policy
Generic Attributes of Graduates of the University of Sydney
Gift Policy
G08 Credit Transfer Agreement
Harassment Prevention Policy – Your Rights and Responsibilities
Hazardous waste
Heritage Management Policy
Higher Duties Allowance (HDA)
HIV or Hepatitis: Policy on Students with HIV or Hepatitis B
ICT Standard Operating Environment Acquisitions Policy
Incident and Accident Reporting and Investigation
Information and Communication Technology Resources: Use of University Information and Communication Technology Resources (ICT Resources): Policy
Information Literacy Policy Statement
Information Technology Facilities: Acceptable Use of
   Injury Management Policy
Insurance: Excess Applicable to Departments
ITC Cache Charging Policy
Leave without pay
Market-based salary loadings
Memorabilia policy
Motor vehicles: Use and management of University-owned motor vehicles
Naming of Buildings and other significant physical assets
Naming Policy – Positions and Events
Net Pay Disbursements
Notice Requirements for General Staff
OHS Policy
Out of Round Promotion Policy and Procedures
Outside Earnings (Academic)
Overheads Policy for all Research Projects which do not Contribute to the Research Infrastructure Block Grant (RIBG)
Parking: Temporary Free Parking
Parallel teaching of postgraduate and undergraduate students
Performance Management and Development (PM&D) 2005
Plagiarism: Student Coursework – Policy and Procedures
Policy document determining employee/contractor employment status
Portable Buildings Policy
Postgraduate: Attendance: Postgraduate Courses
Postgraduate Coursework: Responsibility for
Postgraduate: Degree of Doctor of Philosophy
Postgraduate: Distance, Alternative and Flexible Modes of Delivery in Postgraduate Courses
Postgraduate: Higher Degree Theses – submission and publication
Postgraduate Higher Research Degree Theses: Time limit for submission of emendations
Postgraduate: Length of Candidature and Minimum Credit Point Requirements for
Postgraduate: Master’s degrees and postgraduate awards programs: levels of award, nomenclature and grading systems
Postgraduate: Nature of the PhD
Postgraduate: Oral Examination of PhD Theses at the University of Sydney
Postgraduate: PhD: Appointment of Additional Examiner as Assessor
Postgraduate: PhD Candidature: Maximum Length
Postgraduate: PhD: Submission of Doctor of Philosophy Theses Containing Published Work
Postgraduate: Probationary Candidature and English Expression
Postgraduate Research Higher Degree Training Supervision at the University of Sydney
Postgraduate: Review of Process for Postgraduate Research Students
Postgraduate: Submission of Treatise Containing Published Work
Postgraduate: University of Sydney Amendment (Earliest date for submission of a Doctor of Philosophy thesis) Rule 2003
Postgraduate Fellows: Policy on the employment of full-time Masters and Doctoral candidates as
   Postgraduate Fellows
Privacy: University Privacy Policy
Pro-Chancellor: role, appointment and term of office
Probation and Confirmation (Ac)
Probation (General Staff) – Policy
Proof-reading and editing theses and dissertations
Public Comment
Purchasing Policy

Quality Assurance and Learning Management Systems

Radiations Safety policy
Recordkeeping: University Recordkeeping Policy
Redundancy and Redeployment of General Staff
Remuneration: Policy on the Allocation and Remuneration of Administrative/Managerial Responsibilities of Deans, Faculty Academic Managers and Heads of Department
Research Fellows: Conditions
Road Closure
Role of Heads of Department and Schools and their Authorities and Delegations
Room heaters
Royal Charter of the University of Sydney
Safe Storage, Handling and Use of Gas Cylinders
Scholarships
Scholarships & Prizes: Academic Board Resolutions
Scholarships & prizes: Establishment and Award of Scholarships and Prizes Scholarships & Prizes: Senate Resolutions
Semester and Vacation Dates
Senate: Election of Principal Officers of the Senate and of committees of the Senate and of the Fellow referred to in Section 9(6) of the Act
Smoking: Policy on Smoking in the Workplace
Special Duties Overseas/Australia Special Leave – General and Academic
Special leave – general and academic staff
Special Studies Program
Staff Card policy
Still Photography, Filming and Videotaping on or in University premises
Strategies for Academic Staffing Flexibility
Student Grievances, Appeals and Applications For Review
Stu-vac
Study time policy – general staff
Sydney Summer School: Policy Document

Titles of Bosch, Challis, Kellion, McCaughey and Peter Nicol Russell Chairs
Tobacco Industry Funding
Traffic and Parking
Travel Policy

University Chair
University Wide Information System (UWIS) Policy
University of Sydney Academic Staff Agreement 2006-2008
University of Sydney General Staff Agreement 2006-2008
Use of University Land and Buildings by Telecommunications Carriers

VIP Policy
Voluntary Work/Work Experience Policy
Web Sites: University Web Sites Privacy Statement
Workload: The Management of Staff Workload
Written and Oral Communication Skills of Students

POLICY DOCUMENTS AVAILABLE THROUGH THE WORLD WIDE WEB

A public index to policies in electronic format is available is via the University’s web site:
STATEMENT OF AFFAIRS

The University’s most recent Statement of Affairs, made in accordance with sections 14 and 15 of the NSW Freedom of Information Act 1989, was issued in June 2007. It is also available through the World Wide Web at:

http://www.usyd.edu.au/arms/foi

Access to the University’s policy documents

Enquiries concerning access to the University’s policy documents and statement of affairs, whether for inspection or purchase, can be made to the following officers:

- at the Camperdown Campus
  Mr Tim Robinson or Ms Anne Picot  FOI Coordinators
  University of Sydney  NSW  2006
  Telephone: (02) 9351 4263

- at the Faculty of Health Sciences
  Mr Scott Avery  Faculty Manager
  Faculty of Health Sciences
  East Street
  Lidcombe NSW  2141
  Telephone: (02) 9351 9535

- at the Sydney Conservatorium of Music
  Ms Judith Russell  Director, Corporate Services
  University of Sydney  NSW  2006
  Telephone: (02) 9351 4260

- at the Sydney College of the Arts
  Miss Erica Ring  Faculty Manager
  Sydney College of the Arts
  Balmain Road
  Rozelle NSW  2039
  Telephone: (02) 9351 1135

- at the Sydney Conservatorium of Music
  Ms Kylie Mayes  Manager, Administration
  C81 – Conservatorium of Music
  The University of Sydney
  Lidcombe NSW  2141
  Telephone: (02) 9351 1257
THE UNIVERSITY'S POLICY DOCUMENTS

For the purpose of this summary, University’s policy documents include all documents which have a bearing on the affairs of the University and which contain

- interpretations, rules, guidelines, statements of policy, practices or precedents,
- particulars of any administrative scheme,
- manner of administration of any legislative instrument or administrative scheme,
- procedure for investigation of any contravention of any legislative instrument or administrative scheme;

that affect rights, privileges, benefits, obligations or penalties to which the public may be entitled, eligible, liable or subject. The four key University policy documents are the University Calendar, Annual Report, University Council Minutes and Codes of Practice.

The University of Wollongong website incorporates all policy documents for public access at http://www.uow.edu.au. Relevant policies are listed below.

In accordance with NSW State Records Act 1998, the University maintains a central electronic records management system. Documents held on this system are accessible to campus-wide users within University access delegations.

OTHER RELEVANT POLICY DOCUMENTS

Listed below are the policies relevant to this document. All documents can be found on the University’s website or by contacting the University FOI and Privacy Officer.

Governance
- Conflict of Interest Policy
- Copyright Policy
- Definitions
- Delegations of Authority Policy
- Election Procedures (Senate and Faculty Committees)
- Freedom of Information
- Internal Audit Charter
- International Linkages Policy and Guidelines for Establishing Linkages
- Internationalisation Strategic Plan
- IT Directions
- Learning and Teaching Strategic Plan
- Management of University Records
- Privacy Policy
- Quality Review Framework
- Reconciliation Statement
- Research and Research Training Management Plan
- University of Wollongong Act 1989
- University of Wollongong By Law 1991
- University Strategic Plan
- Use of University Name

Equity & Diversity
- Aboriginal Employment Strategy
• Balancing Work & Family Guidelines
• Children on Campus Policy
• Equal Employment Opportunity and Affirmative Action
• Policy for People with Disabilities
• Respect for Diversity Policy
• Sexual Assault Protocol
• Sexual Harassment Policy

Finance & Insurance
• Asset Disposal Policy
• Asset Management Policy
• Cash Receipting and Banking Policy
• Corporate Credit Card Policy
• Delegations of Authority Policy
• Fees Discount, Waivers & Refunds Procedures
• Foreign Currency Management Plan
• Insurance Policies
• Internal Cost Recovery Accounting Policy
• Internal Audit Charter
• Investment Policy
• Payment Control Procedures
• Petty Cash Procedures
• Purchasing and Procurement Policy
• Risk Management Policy
• Segregation of Duties Policy
• Travel Policies Relating to Motor Vehicle Use

Health & Safety
• Alcohol and Drugs in the Workplace
• Asbestos Management Guidelines
• Biosafety
• Building Wardens
• Contractor Safety
• Design Safety
• Electrical Safety
• Emergency Procedures
• Ergonomics
• Evacuation Assembly Areas
• Fieldwork Safety
• First Aid
• First Aid Guidelines
• Hazard and Incident Reporting
• Hazardous Substances
• Hazardous Waste
• Information for Managers and Supervisors
• Injury Management
• Laboratory Safety
• Laser Safety
• Legislative Compliance Guidelines
• Manual Handling
• Mobile Phones
• Noise Management
• Occupational Health and Safety Policy
• OH&S Committee
• OH&S Committee Contacts
• OH&S Committee Minutes
• OH&S Document Control Guidelines
• OH&S Inspections
• OH&S Performance
• OH&S Purchasing
• Overcrowding in Teaching Spaces Policy
• Personal Protective Equipment
• Plant and Equipment Safety
• Radiation Safety
• Resolving an OH&S Hazard or Issue
• Risk Management
• Safe Work Procedures
• SafetyNet – online Hazard and Incident Reporting
• Sharps/Syringes and Blood/Bodily Fluids
• Smoke Free Workplace Policy
• Volunteering
• Work Experience
• Workers Compensation
• Working Alone and After Hours Work
• Workplace Advisory Committee

IT Policies
• “All” Mailing Lists Management Guidelines
• Computer Room Access Policy
• Email Access Policy
• Internet Access Guidelines
• Internet Access Policy
• IT Acceptable Use Policy
• IT Security Policy
• IT Server Security Policy
• Mobile Telephone Policy
• Music, Video and Software Piracy Policy
• Requirements for “All Academic” and “All General” emails
• Rules Governing Use of IT Facilities
• Software Asset Management Guidelines
• Telephone Policy
• University Copyright Information
• User Account Management Guidelines
• User Account Management Policy
• User Account Sponsors List
• Web Management Policy
• Web Proxy Policy

Learning & Teaching
• Assessment Rules
• Appeals
• Amendments to Course Rules
• Academic Grievance Policy (Coursework & Honours Students)
• Academic Grievance Policy (Higher Degree Research Students)
• Acknowledgement Practice/Plagiarism Policy
• Admission Rules
• Advanced Standing
• Alternative Assessment for Students with a Disability
• Appeals Policy for Higher Degree (HDR) Thesis Examination Outcomes
• Assessment Committee Guidelines
• Assessment Guidelines – Scaling
• Assessment Guidelines – Scaling
• Attributes of a UOW Graduate
• Attributes of a UOW Research Graduate
• Authorship Policy
• Bachelor Degree Rules
• Code of Practice – Honours
• Code of Practice – Practical Placements
• Code of Practice – Students
• Code of Practice – Supervision
• Code of Practice – Teaching and Assessment
• Computer Room Access Policy
• Cotutelle Agreements Policy
• Cotutelle Guidelines
• Course and Subject Approval Procedures
• Course and Subject Approval Procedures
• Dean’s Merit List Rules
• Doctoral Degree Rules
• Enrolment Rules
• Fees Discount, Waivers and Refunds Procedures
• General Course Rules
• Good Practice Assessment Guidelines
• Good Practice Assessment Guidelines
• Graduate Certificate Rules
• Graduate Diploma Rules
• Grievance Resolution Procedures
• Higher Degree Research Rules
• Higher Degree Research (HDR) Student Academic Grievance Policy
• Higher Degree Research (HDR) Student Academic Grievance Policy
• Information Literacies Rule
• Information Literacy Integration Policy
• Information Literacy Integration Policy
• Learning and Teaching Strategic Plan
• Masters by Coursework Degree Rules
• Masters by Research Degree Rules
• Ownership of Work & Intellectual Property Rule
• Policy and Guidelines on Non-discriminatory Language Practice & Presentation Policy
• Statement
• Policy Guidelines for Double Degrees
• Policy on Ethical Objection by Students to the use of Animals and Animal Products in Coursework Subjects
• Prizes for Academic Excellence Policy
• Quality Review Framework
• Refusal of Registration
• Rules for Student Discipline
• Scholarship and Prizes Approval Process
• Special Arrangements for Examinations for Students with a Disability
• Special Consideration Policy
• Subject Quota Guidelines
• Teaching and Assessment Policy
• Tertiary Literacy Policy and Procedures
• Thesis & Research Degree Rules
• Tuition Fees Policy
• Rules for Use of Computing Facilities
• Rules for Student Conduct & Discipline

Library
• Archives Policy
• Client Feedback Policy
• Client Service Policy
• Code of Conduct
• Community Engagement Policy
• Copyright Policy
• Core Monographs Policy
• Fines Policy
• Information Access Policy
• Information Access Policy
• Information Literacy Integration Policy
• Innovation Policy
• Journal Subscription Policy
• Selection Policy
• Serials – Policy and Management

Physical Facilities and Services
• Campus Access and Order Rules
• Critical Incident Intervention
• Guidelines on the Use of the Parents Room
• Environmental Policy

Research
• Animal Research Ethics
• Animal Research Guidelines
• Authorship Policy
• Code of Practice – Research
• Commercial Activities Guidelines
• Commercial Research Policy
• Commercialisation Revenue Guidelines
• Commercialisation Revenue Policy
• Consultancy Expense Guidelines
• Fees for Human Research Ethics Committee Review
• Gene Technology Review
• Higher Degree Research Policies and Guidelines
• Human Research Ethics
• Human Research Ethics Committee Telephone Interviewing Policy
• Human Research Ethics Complaints Policy
• Human Research Ethics Guidelines
• Human Research Ethics Privacy Policy
• Intellectual Property Guidelines
• Intellectual Property Policy
• Policy on Ethical Objection by Students to the Use of Animals and Animal Products in Coursework Subjects
• Research Delegations
• Student Assignment of IP Guidelines
• Student Assignment of IP Policy
• Use of University Name

Staff
• Aboriginal Employment Strategy
• Academic Promotion and Probation Appeals Procedure
• Academic Probation Committee Procedure
• Academic Staff – Leave, Absences & Cessation of Employment
  - General Statement (UOW [Academic Staff] Enterprise Agreement 2005
  - Annual Leave
  - Conference Leave
  - Jury Services
  - Leave Without Pay
  - Long Service Leave
  - Parental Leave
  - Sick Leave
  - Special Leave
  - Study Leave
  - Resignation
• Accelerated Incremental Progression
• Access to Personal Files
• Alcohol – Guidelines
• Alcohol – Policy on Alcohol and Drugs in Employment
• Alcohol & Drugs Policy
• Anti Bullying Guidelines
• Anti Bullying Policy
• Appointment of Deans
• Aptitude Testing – General Staff
• Attraction and Retention Allowance
• Balancing Work & Family Guidelines
• Career Development Policy
• Casual Employment – Part-time Teaching
• Change of Name
• Children on Campus Policy
• Client Service and Complaints Handling
• Competency Based Progression – General Staff
• Conflict of Interest Policy
• Contact Officer Guidelines
• Continuous Improvement
• Corporate Credit Card Policy
• Corruption Prevention Policy
• Delegations of Authority Policy
• Development Program Assistance – General Staff
• Early Start Lectureships
• Employee Assistance Program
• Fares and Relocation Expenses
• Fellows Appointment
• General Staff – Leave, Attendance & Overtime
  - Additional Hours
  - Leave Requirements for General Staff
  - Leave Without Pay
  - Parental Leave
  - Time and Attendance
  - Sick Leave
  - Study Time
• Grievance Resolution Procedures
• Higher Duties Allowance – General Staff
• Identification Cards
• Incremental Progression of Academic Staff
• Incremental Progression of General Staff
• International Staff Exchange for General Staff
• Management Cadets – Conditions of Appointment
• Misconduct – General Staff
• Performance Agreement for Level 8/9 General Staff
• Performance Management – Academic Staff
• Policy and Guidelines on Non-discriminatory Language Practice & Presentation Policy Statement
• Position Classification Standards
• Postgraduate Sponsorship Program
• Probation for Academic Staff
• Probation for General Staff
• Procedure for the Development and Management of UOW Policy
• Production of Marketing Material and Use of UOW Brand
• Project Management Policy
• Promotion to Professor
• Promotion and Reclassification Procedure – General Staff
• Promotion – Criteria and Procedures for Academic Staff
• Records Management Policy
• Recruitment & Selection Policy
• Reference Check Policy
• Relocation Policy
• Secondary Employment Policy
• Sexual Assault Protocol
• Standard on UOW Policy
• Step-by-Step Guide to Recruitment at UOW
• Study Allowance – General Staff
• Supplementary Funding for Training and Development – General Staff
• Time and Attendance Policy
• Travel and Entertainment Policy
• Travel Policies relating to Motor Vehicle Use
STATEMENT OF AFFAIRS / ANNUAL REPORT
This document provides details of administrative and academic activities, affiliated organisations and financial accounts for the calendar year.

UNIVERSITY COUNCIL MINUTES
Council Minutes are a record of the policy decisions taken by the University Council. These are available via the Council Secretary. Council meetings are open to members of the public on request.


CODE OF PRACTICE DOCUMENTS

Code of Practice – Students
This Code defines the responsibilities of students who, with staff, share an active participation to ensure that teaching is conducted efficiently and effectively, enabling students to achieve their maximum potential. It contains guidelines with regard to plagiarism, subject information, required reading, student academic grievances and late submission of work.

Code of Practice – Teaching and Assessment
The Code of Practice – Teaching and Assessment defines the responsibilities of staff in relation to the teaching and the assessment of all undergraduate and postgraduate coursework. It is a key document in implementing the University’s Teaching and Assessment Policy and sets out the specific responsibilities in relation to learning, teaching and assessment, as well as procedures for academic teaching staff.

Code of Practice – Honours
The Code of Practice – Honours applies to a research project or creative project (referred to in this Code as an ‘Honours project’) within an Honours program or a course of study leading to an Honours award. It outlines the responsibilities of the University and the Academic Unit to ensure correct assessment and supervision of Honours students.

Code of Practice – Practical Placements
This Code of Practice sets out the current policies and practices relating to the workplace experience and other practical training requirements which comprise the whole or part of subjects offered at the University of Wollongong. Its purpose is to make clear what is expected from students, supervisors and the University, and to minimise difficulties caused by misunderstanding or poor communication.

Code of Practice – Supervision
This Code of Practice applies to supervision of candidates enrolled for Masters by Research and Doctorate by Research degrees only. It sets out the responsibilities shared by the Academic Units, staff and students to ensure that research is conducted in the most beneficial, efficient and effective manner.

Code of Practice – Research
This Code of Practice sets out the current policy and best practice relating to procedures for responsible practices in research and dealing with problems of research misconduct. The Code and associated reporting requirements for publication of research results applies to all research undertaken at the University of Wollongong.

Codes of Practice are published in the University Calendar and are available from the University Handbook.
DESIGNATION OF FOI OFFICER

The designated officer of the University is the FOI and Privacy Officer, to whom enquiries concerning the procedures for inspecting the Agency’s policy documents can be directed. Any inquiries concerning access to the University’s policy documents and Statement of Affairs can be made during office hours (Monday to Friday, 9.00 am to 5.00 pm) to:

- FOI & Privacy Officer
- Legal & Commercial Unit
- Administration Building (36)
- University of Wollongong
- Wollongong NSW 2522

Telephone: (02) 4221 3277

ACCESS TO THE UNIVERSITY’S POLICY DOCUMENTS

The University has a comprehensive website and all relevant documents can be found at the University web address http://www.uow.edu.au facilitating open access to information.
SUMMARY OF AFFAIRS
of the
WORKCOVER NSW
June 2007

SECTION 1 – POLICY DOCUMENTS

CORPORATE SERVICES DIVISION
Agency Temps, Contractors & Consultants Policy And Procedures
Claims Assistance Service Induction Manual (containing Case Management Principles)
Code of Conduct
OHS Policy
Passive Smoking
Pre-Employment/Placement Medical Assessment Policy
Privacy and Personal Information Management Plan-June 2000
Procedure for Dealing with threats against Insurers
Procedure for dealing with customers threatening suicide or self-harm
Quality Service Policy
Recruitment & Selection Policy & Procedures
Social Justice Policies
Social Justice Plans
Disability Action Plans
EEO Management Plans
Ethnic Affairs Priority Statements
Indigenous Employment and Development Strategies
Spokeswomen’s Strategic Plans
Sponsorship Policy
Statement of Business Ethics
WorkCover Compliance & Prosecution Policy
WorkCover NSW Pilot Graduate Program Policy

WORKERS COMPENSATION DIVISION
A Chiropractor’s Guide to WorkCover NSW
An Osteopath’s Guide to WorkCover NSW
Case Management Principles
Claims Estimation Manual
Compliance Policy and Prosecutions Guidelines
Cross Border Arrangements for Workers Compensation: Guide
Domestic Assistance Guidelines
Equipment and Workplace Modifications Guidelines
Guidelines for Employers Return-to-Work Programs
Guidelines on the Appointment and Functions of Injury Management Consultants
Guidelines for a Physiotherapist–A Physiotherapist’s guide to WorkCover NSW
Guidelines for a Remedial Massage Therapist
Insurance Premiums Order
JobCover Placement Program Guidelines
Premium & Debt Collection Manual
Prosthetic Disc Replacement – Lumbar Spine. WorkCover guidance material
Rehabilitation Providers Standards & Conditions for Accreditation
Role of the medical practitioner in NSW Workers Compensation System. Joint Statement WorkCover and AMA
Standard Return to Work Program
S53 Guidelines – retraining of injured workers, workplace modifications and equipment and employment incentives
Wages Definition Manual
WorkCover Guidelines for claiming compensation benefits
WorkCover Guides for the Evaluation of Permanent Impairment
WorkCover guidelines on independent medical examinations and reports
WorkCover interim payment direction guidelines
Management of Soft Tissue Injuries – Insurers
Management of Soft Tissue Injuries – Treatment Providers
Management of Soft Tissue Injuries – General Guide
Worker Status Rulings Self Assessment Tool and Web Information

Self & Group Self Insurers
Group Self-Insurer Licence – Issued Pursuant To S211 Of The Workers Compensation Act 1987
Holder Of A Self-Insurance Licence – Holding Company Guarantee
Licensing Policy Of The Workcover Authority – For Self-Insurers And Group Self Insurers Licensed
Under – Section 211 Of The Workers Compensation Act, 1987
Policy Of The Workcover Authority For Transfer Of Scheme Liabilities To Self-Insurers And Specialised
Insurers Under S208aa Of The Workers Compensation Act 1987
Self-Insurer Licence – Issued Pursuant To S211 Of The Workers Compensation Act 1987
Self and Specialised Insurer Guidelines – Cross Border Provisions
Self and Specialised Insurer Guidelines – WorkCover Medical Fees
Self and Specialised Insurer Guidelines – WorkCover Physiotherapy Fees 2006
Self and Specialised Insurer Guidelines – WorkCover Osteopathy Fees 2006
Self and Specialised Insurer Guidelines – Dispute Prevention and Resolution
Self and Specialised Insurer Guidelines – WorkCover Public Hospital Rates
Self and Specialised Insurer Guidelines – WorkCover Private Hospital Rates
Self and Specialised Insurer Guidelines – WorkCover Chiropratic Fees

Specialised Insurers
Specialised Insurer Guidelines – Medical Practitioner and Allied Rates
Specialised Insurer Licence Issued Pursuant To Division 3 Of Part 7 Of The Workers Compensation
Act 1987 – Model Conditions
Licensing Policy For Specialised Insurers Under Division 3 Of Part 7 Of The Workers Compensation
Act 1987

OCCUPATIONAL HEALTH AND SAFETY DIVISION
Application for fireworks (single use) Guidelines
Application for blasting explosives users licence – Guide 2005
Application for blasting explosives learners licence – Guide 2005
Application for unsupervised handling licence – Guide 2005
Application for licence to use Security Sensitive Dangerous Substances – Guide 2005
Application for licence to import explosives and Security Sensitive Dangerous Substances – Guide
2005
Application for licence to manufacture explosives and Security Sensitive Dangerous Substances – Guide
2005
Application for licence to store explosives and Security Sensitive Dangerous Substances – Guide 2005
Application for licence to supply explosives and Security Sensitive Dangerous Substances – Guide
2005
Application for licence to transport explosives and Security Sensitive Dangerous Substances – Guide
2005
Armed Hold-ups and Cash Handling
Assembling Truck and Tractor Tyres and Rims
Assessment of Commercial and Residential Metering/Electrical Panel Installations for Potential Asbestos
Containing Material
Benefit Application Form
Benefit Application Form – Death
Benefit Application Form – School Children
Benefit Application Form – Death of a School Child
Cashiers: Health and Safety at Work
Cement and your Health
Chainsaw Safety
Checkout Safety: a guide for cashiers, shop assistants, and their supervisors
Checklist for Safe Use of Silos
Chemical Analysis Branch Handbook
Code of Practice: Accommodation for Rural Agricultural Work
Code of Practice: Amenities for Construction Work
Code of Practice: Amenity Tree Industry
Code of Practice: Cash in Transit
Code of Practice: Control of Workplace Hazardous Substances
Code of Practice: Cutting & Drilling Concrete & Other Masonry Products
Code of Practice: Excavation
Code of Practice: Formwork
Code of Practice: Labelling of Workplace Substances
Code of Practice: Low Voltage Electrical Work 2007
Code of Practice: Mono-strand Post-tensioning of Concrete Buildings
Code of Practice: Moving Plant on Construction Sites
Code of Practice: Noise Management & Protection of Hearing at Work
Code of Practice: NSW Construction No. 2 – Façade Retention
Code of Practice: OH&S Consultation 2001
Code of Practice: OH&S Induction Training for Construction Work
Code of Practice: Overhead Protective Structures
Code of Practice: Preparation of Material Safety Data Sheets
Code of Practice: Pumping Concrete
Code of Practice: Rural Workers Accommodation
Code of Practice: Safe Handling & Storage of Enzymatic Detergent Powders & Liquids
Code of Practice: Safety aspects in the design of bulk solid containers
Code of Practice: Safe Use of Silos
Code of Practice: Safe use and storage of Chemicals (including pesticides and herbicides) in agriculture
Code of Practice: Safe use of Pesticides (including Herbicides) in non-Agricultural Workplaces
Code of Practice: Safe Work on Roofs Part 1 – Commercial & Industrial & Part 2 – Residential
Code of Practice: Safety Aspects in the Design, Manufacture and Installation of Bulk Solids Containers, including Silos, Field Bins and Chaser Bins
Code of Practice: Safe Use of Bulk Solids Containers and Flatbed Storage including Silos, Field Bins and Chaser Bins
Code of Practice: Technical Guidance 2001
Code of Practice: Tunnels Under Construction
Code of Practice: Wine Industry
Code of Practice: Work Near Overhead Powerlines.
Code of Practice: WorkCover NSW Health & Safety Risk Assessment 2001
Code of Practice: Workplace Amenities 2001
Code of Practice: Work Near Overhead Power Lines 2006
Compliance and Prosecution Policy
Compliance and Prosecution Policy- Summary
Conditions for pyrotechnics and single use fireworks licences – Guide 2005
Dangerous goods – guides to explosives and dangerous Goods Licensing
Dangers of Set Lighting for Film, TV and Video Production
Dangers of Separation of Electrical Plugs and Sockets
Demolition Licensing
Dermatitis- The Facts Starting from Scratch
Drugs, Alcohol and the Workplace
Due Diligence at Work
Dust in the Workplace: how to prevent silicosis
Electrical Hazard Awareness for Operators of High Machinery
Farm Safety Starter Guide
Farm Safety Starter Kit
Fifteen Minute Farm Safety Checklist
First Aid in the Workplace – an example for small to medium businesses
First Aid in the Workplace, Guide 2001
Form 3 – Notice of Serious Injury of Death – School Children
Glutaraldehyde: Safe Use
Guidance Notes for Workplace Occupational Health and Safety Committees
Guide for Dogging
Guide to Certification
Guide to Dust Hazards
Guide to Rigging
Guide to the Safe Use of Tractors
Guide to Workplace Health and Safety Committees
Guidelines for Demolition Licence Contractors
Guidelines for Handling Cytotoxic Drugs and Related Waste in Health Care Establishments
Guidelines for Licensed Asbestos Removal Contractors
Guidelines for the Ethical Behaviour and Conduct of Research Funded by WorkCover NSW Injury Prevention, Education and Research Grants Scheme
Guidelines for the Notification and Use of Listed Carcinogenic Substances
Guidelines for the Notification of Lead Work
Special conditions of pyrotechnician’s licences and fireworks single use licences for using Chinese string fireworks during lunar new year and Chinese lion dancing.
Hazard Identification and Risk Management for Small Builders
Hazard Profile – Identification Tool for Electrical Hazards On-site
Health and Safety at Work: hairdressing
Health and Safety at Work: the waste management and recycling industry
Health and Safety at Work: greens, gardens and grounds
Health and Safety at Work: kitchens
Health and Safety at Work: Shearing Guide
Health and Safety Guidelines for Brothels in NSW
Health and Safety in the Office
Health and Safety Guidelines for Call Centres in NSW
Health and Safety Guidelines for Hairdressers
Hierarchy of Hazard Control
Hotel/Motel Operators’ Risk Assessment Tool for Housekeepers Tasks
Initial Injury Advice Form
Managing Chemical Hazards in the Workplace: advice for managers and supervisors
Managing Loss and Grief in the Aged Care Industry
Minor works on Asbestos-based Electrical Mounting Boards
Managing the Risk of Violence at Work: Fact Sheet
Nail Technicians’ Tips for Health and Safety
National Certificates of Competency – Assessment instruments
National Certificate of Competency Assessors Accreditation Manual
– Package 1 – New Applications
National Certificate of Competency Assessors Accreditation Manual
– Package 2 – Additional Period
National Certificate of Competency Assessors Accreditation Manual
– Package 3 – Additional Class
National Certificate of Competency Assessors Accreditation Manual
– Package 4 – Interstate Assessor/ Interstate Transfer
New OHS Powers for Authorised Officers
NSW Sports Safety Award Scheme Nomination Form
Notification of dangerous goods on premises
Occupational Health and Safety Act 2000: a summary of the main provisions
Occupational Health and Safety in Hospitality-Employee Induction Checklist
Occupational Health and Safety in Hospitality-Supervisors Training Manual
OHS Certification Users Manual
OHS Investigations Reference Manual
OHS Trainer Accreditation Manual
OHS Training and Development Manual
OHS General Induction for Construction Work in NSW Administration (Manual) for Accredited Trainers and Approved Providers
OHS Consultation Administration Manual for Accredited Trainers and Approved Providers
OHS and the Multilingual Workforce: Why Bother?
Passive Smoking in the Workplace Policy and Control
Pesticides and Your Health and Safety
Prevention and Management of Workplace Aggression
Protecting Young Workers From Workplace Hazards
Providing First Aid at Work
Policy and Guidelines (Second Edition)
PTO Rebate Scheme Brochure and Application Form
Reading Labels and Material Safety Data Sheets
Research and Injury Prevention Scheme – Guidelines for Research Grants
(Brochure – including application form)
Risk Management at Work Guide
Safe Hire Self Assessment Tool-Checklist
Safe Use of Chemicals for Banana Growers
Safe Use of Solvents in the Printing Industry
Safety Alerts:
  Barrow Hoists
  Collapse of Domestic Roofs Under Construction
  Concrete Placing Pumps
  Contaminated Air – Warning to Divers
  Control of Lead in the Radiator Industry
  Crush Hazards
  Danger of Electrical cables in Walls
  Dangers in Some Bus Door Closing Systems
  Dangers of In-Running Rollers
  Dangers of Powerlines When Pumping Concrete
  Divers or Persons Drowning
  Electrical Hazards for Plumbers
  Electrical Work near Live Electrical Equipment
  Electrocution from Sander Polishers
  Enclosed Areas
  Explosion Danger in Cutting Empty Fuel Drums
  Failure of Lifting Devices in Construction Work
  Fatal Fireworks Explosion
  Fatality Highlights Drilling Rig Dangers
  Harvest Machinery
  High Visibility Clothing
  Hydraulically Operated Post Drivers
  LP Gas Filling Adapters
  Maintenance to Forklift Truck
  Mobile Cranes
  Mobile Wood Chipping Machines
  Moving Plant on Construction Sites
  Pier Holes
  Plugs and Sockets used with Refrigerated Containers
  Portable Electrical Inverters for Construction Work
  Residual Current Devices on Portable Generators
  Safety for Tilt Tray Trucks and Trailers
  Safety Mesh on Roofs
  Solid Fuel Boiler Furnace Doors
  Telehandlers
  The Use of Telehandlers to Lift Freely Suspended Loads and on Sloping Ground
  Tiger Tails on Powerlines
  Tip Truck Trailers
  Tractor and Tractor Implement Operations
  Tree Amenity/Arborist Operations
  Use of Steel Wire Hooks in the Electrical Industry
  Warning on the Use of Portable Electrical Inverters for Construction Work

Safety Guides:
  Advisory Information on Work Platforms for Fork Lift Trucks
Cantilevered Platform Materials Hoists – Upgrading of Safety Gear
Fibro and Asbestos – A renovator and homeowner’s guide
Guide for Amusement Device Owners/Operators- Safe Electrical Practices
Guidelines to working on Electrical Meter Panels identified as containing asbestos
Health Care and Accommodation Industries Thermostatic Water Mixing Valve Failure
Inorganic Mercury Spillage Cleaning Procedures
Manual Moving Heavy Objects Across a Truck Tray with a Crow Bar or Similar Lever
New South Wales Sporting Injuries Insurance Scheme (Brochure)
Portable Ladders
Preventing Death by Drowning
Safe Operation of Inflatable Type Amusement Devices
Safety Helmets for Head Protection on Construction Sites
Safety Near Concrete Pumps
Safety Standard required for Higher Voltage Lithium Batteries
Supplementary Guidance on Identification of Synthetic Slings
Use of Fall Arrest Systems
Secure and Safe: Handling of Explosives and Security Sensitive Dangerous Substances
Serious about safe business pack
Short Guide to Working with Asbestos
Six steps to OHS: duty of care in OHS
Skin cancer and outdoor workers: a guide for workers
Small Business Starter Kit
Spray Painting Guide 2001
Sporting Injuries Insurance Scheme Handbook
Sporting Injuries Insurance Scheme Benefits Table
Sporting Injuries Insurance Scheme Application for Membership Form
Storage of Paint, Glue and Solvents
Stress, the Workplace and the Individual
Subby Pack
Sulfuric Acid Mist Hazards
Suppliers of Chemicals to Workplaces: How do the New Laws affect you
Supplementary Sporting Injuries Benefits Scheme (Brochure)
Summary of the OHS Regulation 2001
Supply of chemicals and substances to workplaces Synthetic Mineral Fibres
Taking Safety Seriously (A systematic approach to managing workplace risks in the NSW Public Sector –
Unguarded Cooling Fan Belts on Generator Sets
Use of Fall Arrest Systems
Use of Portable Appliance Testers (PATs) for Testing Plug-In Electrical Equipment in the Workplace
Use of PPE at Work- a Guidance Note
Using Residual Current devices (Safety Switches)
Violence in the Workplace: What Managers Can Do
Work Hazards in the Hospitality Industry
WorkCover Injury Prevention, Education and Research Grants Scheme: Guide for Applicants
WorkCover NSW Inspectors Fixed Penalty Handbook
Workers Compensation Compliance Manual
Working from Home
Working with Fibreglass Reinforced Plastics
Workplace Bullying
Workplace Complaints Handling relating to OHS and associated legislation
Workplace Improvement and Compliance Assessment Manual
Workplace PPE Program
Workplace Safety Kit
Workplace Violence in the Finance Sector-Guidelines, Checklists and Forms for Small to Medium Workplaces
Work Site OHS Assessment Package
Young Workers, Work Experience and Work Placement Students – don’t let their first day be their worst day
Your Guide for Working with Asbestos
Your Guide to Workplace Health and Safety
Position Papers:
Abrasive Blasting
Acceptance of plant registrations from other states and territories (Publication No. 4387)
Acceptance of overseas standards for plant registration under the OHS Regulation 2001 (Publication No. 4384)
Advice on the use of crane workboxes (Publication No. 4398)
Alteration of a lift, escalator or moving walk under the OHS Regulation 2001 (Publication No. 4364)
Change of person in control of plant (Publication No. 4369)
Clarification of Clause 121 of the OHS Regulation 2001 (Pub No. 4377)
Commissioning of lifts as part of the item registration process (Pub No. 4378)
Cranes, hoists and winches (Publication No. 4422)
Design of Plant that can be used for Multiple Purposes (pub no 4401)
Design registration as assault of altering an item of plant (pub no 4365)
Design of Vertical Ladders on Silos (pub no 5008)
Exemption – tractors fitted with loadshifting attachments (pub no 4601)
Fitting of attachments to earthmoving equipment (pub no 4366)
Guidelines – Concrete Placing Units (pub no 4380)
Indicating devices on self erecting tower cranes (pub no 4382)
Interim requirements for operating self-erecting tower cranes (pub no 4425)
Item registration of lifts for their use on construction sites (pub no 4367)
Measures used to control the risks associated with working at height (pub no 4379)
Multiple registration of plant items (pub no 4383)
Protective structures for earthmoving equipment (pub no 4393)
Registration of imported cylinders with limited use in NSW (pub no 4386)
Registration of imported transportable pressure vessels with limited use in NSW (pub no 4388)
Relocation of normally fixed plant (pub no 4368)
Requirements for Auctioneers Selling Used Plant in NSW pub no 4855)
Requirements for Fencing (pub no 4489)
Requirements for persons selling or transferring plant (pub no 4597)
Requirements for Trestle Ladders in NSW (pub no 4943)
Requirements to use mobile construction plant registered in other states and territories (pub no 4400)
Responsibilities for persons supplying plant that is not in their control under the OHS Regulation 2001 (pub no 4396)
Roll over protection structures for tractors used in orchards (pub no 4389)
Tower Cranes: Additional Requirements for Item Registration in NSW (pub no 5030)
Use of plant for purposes for which it was not designed (pub no 4382)
Use of plant when altering or commissioning (pub no 4385)
Vehicle-Loading Cranes: Registration, Certification and other Requirements (pub no 4391)
Working Off Stepladders (pub no 4395)
Work platforms for forklift trucks (pub no 4399)

Additional licensing information:
Clothing Factory Registration Manual
Clothing Factory Registration Form
Conversion Application for Construction Frequently Asked Questions
Conversion Application for Construction Induction Certificate
New Application for Construction Induction Certificate
Replacement Application for Construction Induction Certificate
OHS Consultation Administration Manual
OHS General Induction for Construction Work in NSW Administration Manual
OHS Trainer Manual
NCOC Frequently Asked Questions (FAQs)
NCOC Manual
CIC Frequently Asked Questions
Construction Induction Certificate Manual
Pest and Fumigants Frequently Asked Questions
Pest Fumigant NCOC – New Issue
Pest Fumigant NCOC – Renewal
STRATEGY AND POLICY DIVISION

Annual Reports
Corporate Plan 2006/2009
Freedom of Information Guidelines and Application Form
Policy for the Release of Statistical Data
Privacy Management Plan 2006
Records Management Policy
WorkCover Assist 2007 Information Pack
WorkCover Assist Commissioned Education Funding Briefs (9 initiatives)
WorkCover Assist General Grant Funding Brief

WORKERS COMPENSATION COMMISSION

Access and Equity Service Charter Summary
Access and Equity Service Charter
Access to Compensation Court papers
Agreement to Discontinue Proceedings
Annual Review 2002
Annual Review 2003
Annual Review 2004
Annual Review 2005
Application to Cure a Defective Pre-filing Statement
Application for Leave to Refer a Question of Law
Appeal Against Decision of Arbitrator
Appeal Against a Decision of Approved Medical Specialist
Application for Expedited Assessment
Application for Leave to Serve a Direction for Production Outside the State
Application to Revoke an Interim Payment Direction
Application to Resolve a Dispute
Application to Join a Party to Proceedings
Application to Admit Late Documents
Application for Mediation to Resolve Work Injury Damages Claim
Application to Register a Commutation Agreement
Application to Register a Redemption Agreement
Application for Determination to Commute Liability
Application to Determine to Redeem Liability
Application for Assessment of Costs
Application for Assessment by an Approved Medical Specialist
Application for Reconsideration
Application to Resolve a Workplace Injury Management Dispute
Application to Strike out a Pre-filing Statement
Arbitrators Code of Conduct
Certificate of Service
Certificate of Service for Work Injury Damages Claims
Closing the Dispute Resolution Process
Commencing the Dispute Application Process – Applicant’s Procedures
Commencing the Dispute Application Process – Respondent’s Procedures
Consent Orders
Direction for Access to Information and Premises
Direction for Production
E-Bulletin
Election to Discontinue Proceedings
Form 2 Cover – Multiple Employers
Form 2 Cover – Section 162
Form 2 Cover – Uninsured Employer
Form 2 Cover – Additional insurer/scheme agent
Guide to Completing Form 1
Guide to Completing Form 1A
Guide to Completing Form 1B
Guide to Completing Form 2
Guide to Completing Form 2A
Guide to Completing Form 2B
Guide to Completing Form 2C
Guide to Completing Form 4
Guide to Completing Form 6
Guide to Completing Form 7
Guide to Completing Form 8
Guide to Completing Form 8B
Guide to Completing Form 9
Guide to Completing Form 9A
Guide to Completing Form 10
Guide to Completing Form 10A
Guide to lodging an Agreement to Discontinue Proceedings
Guide to Election to Discontinue Proceedings
Guide to Completing Form 18
Guidelines for Media Representatives
Information for Injured Workers (Brochure, DVD and Video)
Interim Payment Directions
Legal Profession Seminars November – December 2006
- Session 1: WCC Overview
- Session 2: Practice and Procedure
- Session 3: WCC Rules 2006
- Session 4: The New Costs Regime
Medical Appeals
Notice of Opposition to appeal against decision of Arbitrator
Notice of Opposition to Appeal Against Decision of Approved Medical Specialist
Notice of Opposition to Application for Leave to refer a Question of Law
Notice of Opposition to Application for Reconsideration
Notice of Opposition to Application to Strike Out a Pre-filing Statement Order
Policy on Publication of Decisions in the Workers Compensation Commission
Practice Direction No. 1
Practice Direction No. 2
Practice Direction No. 3
Practice Direction No. 4
Practice Direction No. 5
Practice Direction No. 6
Practice Direction No. 7
Practice Direction No. 8
Practice Direction No. 9
Practice Direction No. 10
Practice Direction No. 11
Practice of the Conciliation/Arbitration Process in the Workers Compensation Commission
President’s Paper on the Workers Compensation Commission – August 2006
Provision of Interpreter Services – Service Charter
Quarterly Review June 2005
Quarterly Review September 2005
Quarterly Review December 2005
Quarterly Review March 2006
Quarterly Review June 2006
Quarterly Review September 2006
Record of Proceedings Policy
Referral for Medical Assessment
Registrar’s Guideline for Work Injury Damages in the Workers Compensation Commission
Registrar’s Guideline for Standards of Conduct during Proceedings in the Workers Compensation Commission
Registrar’s Guideline – Appeal against Medical Assessment
Reply to Application to Resolve a Dispute
Reply to Application for Expedited Assessment
Response to an Application for Mediation to Resolve Work Injury Damages Claim
Response to application for assessment by an AMS
SEPA Notice to Producer
Summons to Attend
The Self-Represented Worker
Venue Policy
Wages Schedule
Workers Compensation Commission Rules 2003 – (repealed)
Workers Compensation Commission Rules 2006
Workers Compensation Commission Rules 2006 – Summary Changes
WorkCover Benefits (including information guidelines)
WorkCover Guides for the Evaluation of Permanent Impairment
WorkCover Interim Payment Direction Guidelines
WorkCover Medical Assessment Guidelines
WorkCover Provisional Liability and Claims Guidelines (repealed)
WorkCover Guidelines for Claiming Compensation Benefits
Workplace Injury Management Disputes

SECTION 2 – STATEMENT OF AFFAIRS

The most recent issue of the Statement of Affairs is December 2005. The Statement of Affairs of WorkCover NSW can be obtained free of charge from the WorkCover Assistance Service at the following address:

WorkCover Assistance Service
92-100 Donnison Street
GOSFORD NSW 2250

Locked Bag 2906
LISAROW NSW 2252

Hotline number: 13 10 50

The WorkCover Assistance Service is open to the public between 8:30am and 4:30pm weekdays.

The Statement of Affairs is also available on WorkCover’s website at www.workcover.nsw.gov.au

SECTION 3 – CONTACT ARRANGEMENTS

Enquiries concerning the procedures for inspecting and purchasing policy documents should be directed to:

The FOI Liaison Officer
WorkCover NSW
Locked Bag 2906
LISAROW NSW 2252

Telephone: 4321 5538

Requests under the Freedom of Information Act 1989 for access to documents in the possession of WorkCover NSW and associated bodies should be accompanied with a $30 application fee and mailed to the above officer at the above address.

Documents may be inspected during business hours by prior arrangement with WorkCover NSW. (Monday to Friday from 9.00am to 5.00pm)
SECTION 1 – POLICY DOCUMENTS

The Board has the following policy documents which access is available to members of the public.

**Taronga & Western Plains Zoos**
- Functions of the Board
- Constitution of the Board
- Capital Works Program
- Appointment of Directors
- Delegation of Powers to Committees, Director, Senior Staff and Other Persons
- Investment of Funds Policy
- Media Announcements
- Preservation of Rights of Certain Employees (Schedule 1 of ZPB Act)
- Extracts from relevant Acts

**Executive Support**
- Zoological Parks Board Master Plans – Taronga and Western Plains Zoos
- Zoological Parks Board Business Plan
- Zoological Parks Board Corporate Plan
- Zoological Parks Board Mission Statement
- Zoological Parks Board Annual Report
- Zoological Parks Board of NSW Privacy Management Plan
- Human Resources Branch
- Equal Employment Opportunity Policy
- Equal Employment Opportunity Annual Report
- Occupational Rehabilitation Policy

**Human Resources and O.H. & S. Policies**
- Ethnic Affairs Policy Statement
- Code of Conduct and Ethics
- Disability Action Plan

SECTION 2 – STATEMENT OF AFFAIRS

The Board’s Statement of Affairs published in June 2006 is available as a separate document. Copies of the Statement of Affairs can be obtained free of charge by contacting the Freedom of Information Coordinator during the hours of 9a.m. to 5p.m. Monday – Friday.

SECTION 3 – CONTACT ARRANGEMENTS

In many cases, information may be provided or access given to the documents by making a request. Should the Zoological Parks Board of NSW decline to provide information or give access to documents in response to a request, the applicant may consider making a formal application under the provisions of the Freedom of Information Act. Under this Act the Zoological Parks Board of NSW is required to make information available where possible.
Access to documents in the possession of the Board should be accompanied by the application fee and applications should be directed in writing.

The Freedom of Information Coordinator is available during the hours of 9am – 5pm, Monday – Friday. Contact details of the Freedom of Information Coordinator are:

  The Freedom of Information Coordinator  
  Zoological Parks Board of NSW  
  Bradleys Head Road  
  MOSMAN NSW 2088  
  Telephone: (02) 9978 4716