



Government Gazette

OF THE STATE OF
NEW SOUTH WALES

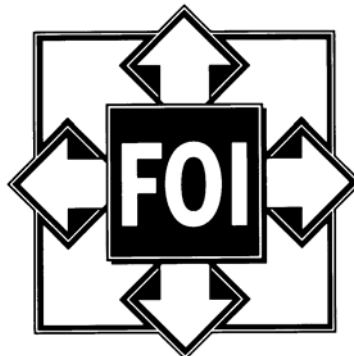
Number 77
Friday, 27 June 2008

Published under authority by Government Advertising

Summary of Affairs

FREEDOM OF INFORMATION ACT 1989

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



**FREEDOM OF
INFORMATION**
YOUR RIGHT TO KNOW

Part 1

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

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

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

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FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)
SUMMARY OF AFFAIRS
of the
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, August 2007

Annual Reports 1996/97 to 2006/07

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, May 2007

Conflict of Interest – Disclosure of Pecuniary Interests – June 2007

Corporate Plan 2004 – 2007

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 – 2008 (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 2007/08

Ethnic Affairs Policy Statement 1997

Excellence in Care 2007-2012 Future directions for Ambulance

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

Major and Special Events Policy Guidelines – November 2006

Mechanical Restraint Device Field Evaluation – Evaluation Report

Mental Health Emergency Response – Memorandum of Understanding – August 2007

Mental Health Emergency Response – Memorandum of Understanding - Frequently Asked Questions – November 2007

NSW HEALTHPLAN 2008 – 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)
Total Asset Management Plan 2006

SECTION 2 – STATEMENT OF AFFAIRS

The most recently published Statement of Affairs for the Ambulance Service of NSW is incorporated into the 2006/2007 Annual Report. The Annual Report provides information on the functions and structure of the Ambulance Service. Copies of the Annual Report are available free of charge and the most recent report is available on the Ambulance Service website.

SECTION 3 – CONTACT ARRANGEMENTS

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

FOI Coordinator
Ambulance Service of NSW
Locked Bag 105
ROZELLE NSW 2039

Telephone 9320 7606 or fax 9320 7819.

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

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

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****SOUTH EASTERN SYDNEY AND ILLAWARRA AREA HEALTH SERVICE****JUNE 2008**

THE Summary of Affairs of the South Eastern Sydney and Illawarra Area Health Service (SESIAHS) for December 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

SESIAHS most recent Statement of Affairs is published the Annual Report 2006-2007, issued in March 2008.

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 42534888
8.30 am to 5.00 pm
Monday to Friday

Area Corporate Governance Policy Directives**Name of Policy Directive****Document Number****Date of Issue**

Audits - Area Governance System

PD 001

Feb 2007

Australian Standards - access t•

PD 002

Feb 2007

Building-plants and equipment: planned preventive maintenance

PD 104

Sept 2006

Child protection

- Contacting the DOCS helpline
- Best Endeavours requests for service from DOCS

Name of Policy Directive	Document Number	Date of Issue
<ul style="list-style-type: none"> • Health Services response to child presentation • Responding to Section 248 requests from DOCS 	PD 039	Nov 2007
Code of conduct	PD 061	May 2006
Protected disclosure officers contacts		Sept 2006
Committees – Tier 1 and Tier 2 - management of	PD 003	Mar 2007
Common seal and register for SESIAHS	PD 004	July 2006
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
Computer blocking - emails, websites	PD 035	Feb 2007
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		Feb 2007
Corrupt conduct and protected disclosures - internal and external reporting channels	PD 091	Sept 2006
Documents – control and distribution	PD 006	Aug 2007
Emergency management	PD 069	Mar 2006
Fire Safety / Security	PD 081	Oct 2006
Fraud – prevention and control	PD 089	Sept 2006
Freedom of Information	PD 046	June 2006
Global emails - management of	PD 045	Dec 2006
Health Care Records Design	PD 147	Dec 2007
Health Records Disaster Management	PD150	Jan 2008
Incident management		
<ul style="list-style-type: none"> • Section 1 – Incident management policy • Section 2 – Roles and responsibility • Section 3 – Incident management 7 step process 		
(under review)	PD 040	Feb 2007
<ul style="list-style-type: none"> • Section 4 – Reportable incident briefs – mandatory reporting • Section 5 – Root Cause Analysis 		
Root Cause Analysis Team Guidelines Handbook	HB 003	Feb 2006
Injury Management Policy – Statement of Commitment (under review)	PD 084	Sept 2006
Labelling sensitive information	PD 018	Aug 2005
Leadership and management	PD 008	Mar 2007
Lookback Policy	PD 139	Dec 2007
Mobile phone policy	PD 071	Jan 2006
Motor vehicle policy	PD 059	Feb 2008
Movable Heritage Policy SESAHS	PD 074	July 2001
NSW Health - policy, guidelines and information Bulletin Distribution System within SESIH	PD 011	Aug 2006
OHS Policy – implementation	PD 075	Mar 2007
OHS Policy - Statement of Commitment (under review)	PD 073	Sept 2006

Name of Policy Directive	Document Number	Date of Issue
Policy Directives – development, approval and implementation	PD 012	Aug 2007
Privacy Policy	PD 042	Jan 2006
Protected disclosures	PD 090	Sept 2006
Records - destruction of	PD 021	Mar 2007
Records - disaster management	PD 022	Sept 2005
Records management policy	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 - people and property	PD 067	Oct 2006
Security - physical response	PD 110	Nov 2006
Security Self Assessment Audit tool and work plan		Oct 2006
Smoke Free Health Service Procedure	PD 085	Apr 2008
Smoke Free Workplace Exemptions Policy	PD152	Feb 2008
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
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 Guidelines Handbook	HB 003	Feb 2006
Interventional Procedures - Safe Introduction for Clinical Practice	PD 007	June 2006
Lookback Policy	PD 139	June 2007
Open Disclosure Policy	PD 143	Aug 2007
Product – clinical products recalls and alerts	PD 102	Aug 2006
Restraint – use of (adult patients)	PD 111	Nov 2006
RCA Audits by CGU	PD 014	Aug 2005
Safe Introduction for Clinical Practice – Interventional Procedures	PD007	June 2006

Name of Policy Directive	Document Number	Date of Issue
Area Allied Health		
Clinical Supervision – psychologists	PD 128	Nov 2006
Area Biomedical Engineering Services Policy Directives		
Biomedical equipment - evaluation of	PD 028	Nov 2007
Biomedical equipment - procurement, loan or rental of	PD 029	Nov 2007
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	Nov 2007
Section 4 - Responding to Section 248 requests from DOCS		
Section 5 - Best Endeavours requests for service from DOCS		
Area Clinical Operations		
Arranging Accommodation in High Level Residential Aged Care Facilities	PD 149	Oct 2007
Blood and Blood Products	PD 141	June 2007
Consent for medical treatment – patient information	PD 015	Mar 2007
Digital wound photography procedure	PD151	Feb 2008
Health Records disaster management	PD150	Jan 2008
Organ and Tissue Donation – after brain death	PD 148	Oct 2007
Return of tissue to the patient / next of kin	PD 138	Sept 2007
Clinical Stream		
CS3 Cardiac Care Procedures		
Frusemide use in adult chronic heart failure patients	CS3 01	Aug 2007
Flexible Diuretic Guidelines	CSHB001	Aug 2007
Inpatient Cardiac Monitoring	CS3 02	July 2007

CS4 Child and Adolescent Health Procedures**Co-Location of Children and Adults CS4 01 Nov 2006****CS6 Critical Care Procedures****Adult admission criteria – ICU/HDU CS6 02 May 2008**

Name of Policy Directive	Document Number	Date of Issue
Critical Care Bed Management procedure	CS6 01	July 2007

CS8 Mental Health Guidelines

Acute bed management and sustainable access operational guidelines		Jan 2007
Cost Allocation guidelines for: General Hospital patients with Multi-service needs & Mental Health patients accommodated in General Hospital Beds	2005/04	Nov 2005

CS8 Mental Health Procedures

Admission of Mental Health Patients to Medical (General) Beds (for review)	2004/017	Nov 2004
Clinical Risk Assessment and Management	2006/05 V3	Jan 2008
Clinical supervision policy	2006/2	May 2006
Consumer and Carer Representatives (for review)	CSP2004/009	July 2004
Consumer rights and responsibilities	2007/09	Nov 2007
Discharge Policy for Mental Health Units	2006/06	Dec 2006
Domestic Violence – identifying and responding	2007/04	July 2007
Electroconvulsive Therapy Management	2008/03	Feb 2008
Emergency Sedation Policy – Acute Inpatient Psychiatry Units	2007/08	Oct 2007
External Providers	2007/05	July 2007
Management of Incidents to Ensure quality of Mental Health Services (for review)	2007/06	July 2007
Obtaining a second opinion from a Consultant Psychiatrist	2007/06	July 2007
On-Call Responsibilities for Registrars and consultants in Psychiatry: Area Mental Health Program	2008/001	Feb 2008
On-Call Requirement for Registrars in Psychiatry	2005/01	July 2005
Orientation and Induction Policy	2007/02	March 2007
Patient Care Levels for Acute Inpatient Units	2006/01	June 2006
Patient Leave from Acute Inpatient Unit	2005/06 V3	Feb 2007
Policy Development and Review	2005/02	Aug 2005
Rehabilitation Care Pathway	2007/01	Feb 2007
Rehabilitation Interventions Database	2007/07	July 2007
SCI-MH-OAT Security Policy	2005/07 V2	Sept 2006
Seclusion	2006/04	Jan 2006
SESAHS Outcome Measure Collection Policy	2008/02	Feb 2008
Sexual Safety	2005/03	Oct 2005
Staff Learning and development policy	2006/03	May 2006
Staff Pregnancy	2007/03	July 2007
Waiting List Management – Ambulatory Care	2006/07	Dec 2006

CS9 Neurosciences / Spinal / Rehabilitation Procedures

Creutzfeldt-Jakob Disease: Clinical assessment of possible CJD patient preparing for cerebral biopsy	CS9 01	Oct 2007
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CS10 Population Health Procedures

Minimum Data Set (MDS) – HIV Aids and Sexual Health	CS10 01	Feb 2007
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CS12 Surgical and Peri-operative Procedures

Loan Sets – standards for management of	CS12 001	May 2006
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Name of Policy Directive**Document Number****Date of Issue****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
Consumer and carer - rights and responsibilities - patient charter	PD 013	Jan 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
Expressed breastmilk – storage and handling	PD156	May 2008
Infection Control policy commitment	PD 010	Jan 2006
Incident Management		
Section 1 – Incident management policy	PD040	Feb 2007
Section 2 – Role and responsibility		
Section 3 – Incident Management 7 Step Process (Under review)		
Section 4 – Reportable incident briefs		
Section 5 Root Cause Analysis		
Lookback Policy	PD139	Dec 2007
Medication – administration by Enrolled Nurses and trainee Enrolled Nurses	PD 120	Nov 2007
Medication management: Drugs - accountable, (S8 & recordable S4D drugs) - Reporting and investigating discrepancies	PD 080	Nov 2006
Medication management: Drugs – Schedule 4 Appendix D – Balance Checks	PD 106	Nov 2007
Pressure Ulcer Prevention	PD118	Oct 2006
Product – clinical products recalls and alerts	PD102	Aug 2006
Restraint – use of (adult patients)	PD111	Nov 2006
Uniforms for nurses and midwives – arrangements for provision	PD154	Apr 2008
Wound – Assessment and management	PD109/	Aug 2006

Area Junior Medical Officers Services Policy Directives

Registrars and Resident Medical Officers term changeover	PD 087	Feb 2007
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Area Senior Medical Officers Services Policy Directives

Appointment and Credentialing - Senior Medical and Dental Practitioners - delineation of Clinical Privileges	PD 117	Nov 2007
Performance Management Procedure (under development)		
TESL Policy	PD 145	Aug 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	Nov 2007
Medication management: Drugs – Schedule 4 Appendix D – Balance Checks	PD 106	Nov 2007
Off-label use of registered medicines and use of unlicensed medicines	PD 056	April 2005
Oseltamivir- emergency access t•	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

Name of Policy Directive**Document Number****Date of Issue****Area Support Services Policy Directives****Area Corporate Communication Policy Directives**

Non Media Filming and Photography procedure	PD140	June 2007
SESIH and facility logos – authority to use	PD142	Oct 2007

Electronic Health Record**CHIME**

CHIME – Confidentiality and information management	PD 119	Nov 2006
CHIME – Confidentiality and information management - Handbook	HB008	Nov 2006

Area Patient Administration Services Policy Directives

Alerts – Patient administration	PD 047	April 2005
Boards	PD 048	April 2005
Health Information – disclosure of personal details on current patients	PD 049	April 2005
Leave of absence of patients from hospital	PD 050	April 2005
Medical records disclosure of personal health information	PD 051	April 2005
Medical records – management during inter-hospital transfers	PD 053	April 2005
Non-admitted patient management	PD 052	April 2005
Waiting time – elective patient management	PD 054	Nov 2006

Area Patient Revenue Classification Procedures

Financial Classification	PD 055	April 2005
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Area Patient Administration Services Handbook

Collecting patient registration information training	HB 004	Oct 2005
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Unique Patient Identifier (UPI) Policy Directives

Patient information (UPI) - privacy policy	PD 099	August 2006
Patient registration policy	PD 101	August 2006
• Patient registration handbook	HB 006	August 2006
UPI security and access	PD 100	August 2006

Area Finance Policy Directives

Asylum Seekers – Waiver of fees in pregnancy and for new borns	PD 155 April 2008	
Disposal of surplus equipment (under review)		Sept 2004
Employee reimbursements and the impact of FBT IAHS		Aug 2004

Mobile phones and the impact of FBT IAHS		Aug 2004
Uniforms and the impact of FBT IAHS		Aug 2004
Finance Manuals		
Accounting manual SESAHS		
Cash handling manual IAHS		April 2002
Delegations manual		May 2008
OHS Injury Management, Workers Compensation and Risk Management systems policy directives		
OHS Policy – Statement of Commitment (under review)	PD 073	Sept 2006
Workers Compensation and Injury Management Policy – Statement of Commitment (under review)	PD 084	Sept 2006
OHS Policy – Implementation	PD 075	Mar 2007
Name of Policy Directive	Document Number	Date of Issue
Building plant and equipment	PD 104	Sept 2006
Confined spaces (under review)		Sept 2004
Dangerous goods and hazardous substances (under review)	PD 082	March 2007
Electrical equipment – plug-in inspection and testing of non-biomedical equipment (under review)	PD 112	March 2007
Hazard identification, assessment and control – risk management (under review)	PD 083	March 2007
Hazardous drugs – management of (under review)	PD 129	March 2007
Health Surveillance – employees (under review)	PD 130	March 2007
Incident investigation (under review)	Section 3 PD 040	Feb 2007
Manual handling – risk management (Under Review)	PD 072	March 2007
Motor Vehicle Safety	PD 059	June 2007
Occupational Health Exposures – Health care workers potentially exposed to human immunodeficiency virus, Hepatitis B and or Hepatitis C, Management of	01	Sept 2006
Waste Management	PD 079	May 2006
Emergency Management Systems Policy Directives		
Emergency management	PD 069	Mar 2006
Disaster management	Displan and Healthplans	
Incident Management		
Section 1 Incident management policy	PD040	Feb 2007
Section 2 Roles and responsibility		
Section 3 Incident Management 7 Step Process (under review)		
Section 4 – Reportable Incident briefs – mandatory reporting		
Section 5 – Root Cause Analysis		
Root Cause Analysis Team Guidelines Handbook	HB003	Feb 2006
Security - Fire safety	PD 081	Oct 2006
Security - people and property	PD 067	Oct 2006
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		
• Contractors – managing OHS training	PD 076	Jan 2007
• Contractor Safety Handbook	HB 005	Jan 2007
• Volunteers (under review)		
Zero tolerance response to violence in the workplace	PD 088	Dec 2006
Staff Injury and Claims Management Policy Directives		
First Aid	SESAHS	Jan 2005
Injury Management – return to work	PD 127	March 2007
Area Organisational Learning Unit Policy Directives		
Learning and development leave policy	PD 137	June 2007
Mandatory training framework		March 2008
Name of Policy Directive	Document Number	Date of Issue
Orientation and induction – new employees	PD 134	May 2008
Orientation and induction handbook	HB 010	May 2008
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	PD059	Feb 2008
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 (under review)		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
Employee Assistance Program	PD 063	Jan 2007
Equal Employment Opportunity	PD 077	Dec 2006
Fixed Term Appointments	PD 123	Dec 2006
Flexible Work Practices	PD 126	Dec 2006
Grading / Regrading / Reclassification of non clinical staff	PD 114	Jan 2007
Grading – nurses, regarding and/or re-classification: application for	PD 041	July 2007
Grading - nurses, regrading and / or re-classification: application for	PD 146	Sept 2007
GREAT promotional appeals	PD 146	Sept 2007
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 – annual leave – managing excessive leave	PD 132	April 2007
Leave matters – sick leave – management of	PD 133	April 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
Name of Policy Directive	Document Number	Date of Issue
Probity screening	PD 044	Dec 2006
Recruitment and selection policy	PD 043	Dec 2006
Recruitment and selection procedure	PD 136	Oct 2007
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
Smoke Free Health Service Procedure	PD 085	Apr 2008
Smoke Free Work Place Exemptions Policy	PD152	Feb 2008
Specialty codes for Medical and Nursing staff		May 2006
Travel Pack		
Use of personal and Area Health Service communication systems and devices	PD 144	Aug 2007
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		2001
Access to Translated Health Documents		
Interpreter Service - language protocols	PD 086	March 2006
Translation package SESAHS		2004
Area Information Services Department Policy Directives		
Computer blocking – e-mails, websites	PD 035	Feb 2007
Computer Surveillance Policy	PD 034	Feb 2007
Computer use – e-mail, internet and intranet	PD 036	July 2006
File Transfer Protocol (FTP) policy – SESAHS (under review)		Nov 2000
Global emails – management of	PD 045	Dec 2006

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****SYDNEY SOUTH WEST AREA HEALTH SERVICE****June 2008****(FOI Agency No. 2322 - former Central Sydney Area Health Service [CSAHS];
and****FOI Agency No. 2293 - former South Western Sydney Area Health Service
[SWSAHS])****SECTION 1 – POLICY DOCUMENTS****1. Sydney South West Area Health Service (SSWAHS) WORLD WIDE WEB**

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

2. SSWAHS FACILITIES

The SSWAHS covers the following facilities / services:

- Area Mental Health Services;
- 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

3. POLICIES AND DOCUMENTS

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

SSWAHS

- A New Direction for Sydney South West Health Service Strategic Plan Towards 2010
- Annual Report
- Aboriginal Health Plan (CSAHS)
- Aboriginal Health Plan (SWSAHS)
- Aboriginal & Torres Strait Islander Employment Strategy (CSAHS)
- Aged Care and Rehabilitation Clinical Services Plan 2007-2012
- By-Laws
- Child Protection Manual
- Community Health Strategic plan 2007-2012
- Delegations Manual

- Disability Plan
- Domestic Violence Protocols
- Drug Health Plan
- Energy Savings Action Plan
- Equal Employment Opportunity Management Plan
- General Geriatric & 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
- Strategic Framework for HIV/AIDS and Related Programs (HARP) Funded Services 2008-2012
- Tobacco Control Plan
- Transport for Health Plan
- Waste Minimisation & Management Plan
- Water Savings Action Plan
- Way Forward (SWSAHS)

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 2007/2008 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 Coordinator
Sydney South West Area Health Service
Locked Bag 7017
LIVERPOOL BC NSW 1871
Telephone: (02) 9828 6063

FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)
SUMMARY OF AFFAIRS
of the
SYDNEY WEST AREA HEALTH SERVICE
June 2008

The Summary of Affairs of the Sydney West Area Health Service (SWAHS) for June 2008 covers the following:

Area Services:

Area Executive Unit

- Directorate of Clinical Operations
- Directorate of Corporate and Finance Services
- Directorate of Workforce Development
- Directorate of Nursing and Midwifery
- Directorate of Clinical Governance
- Directorate of Population Health and Strategic Direction

Hospitals:

Auburn, Blacktown, Blue Mountains, Cumberland, Hawkesbury, Lithgow, Lottie Stewart, Mt Druitt, Nepean, Portland Springwood, St Josephs and Westmead.

Community Health Facilities:

Auburn, Baulkham Hills, Blacktown, Cranebrook, Doonside, Dundas, Emerton, Hawkesbury, High Street, Katoomba, Lawson, Lithgow, Merrylands, Mt Druitt, Parramatta, Penrith, Portland, Springwood, St Clair, St Marys and Wallerawang.

SECTION 1 – POLICY DOCUMENTS

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

- Area By-Laws
- Corporate & Operating Plans
- Delegations of Authority
- Organisation Charts
- Policy and Procedures Manuals
- Strategic Plans
- 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 2006/2007.

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

FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)
SUMMARY OF AFFAIRS
of the
THE AUDIT OFFICE OF NEW SOUTH WALES
(to June 2008)

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

SECTION 1 – POLICY DOCUMENTS

Corporate and Audit Policies

- Quality Manual
- System for Auditing Government Entities (SAGE 2008) - Audit Approach and Detailed Guidance
- Audit Office Practice Manual
- Corporate Services Manuals
- Guarantee of Service
- Accounting Manual
- Style Guide
- Contract Audit Agents Manual and Standard Contract
- Protected Disclosure Policy and Procedures Manuals
- Fraud Control
- Risk Management
- Privacy Management
- Acceptable Usage of ICT Resources Policy
- Professional Independence
- Records Management Manual
- Information Security Policy
- ICT Operational Security Policy
- Corporate Planning Framework
- Performance Audit Guidance Notes and Checklists
- Financial Audit Guidance Notes, Forms, Checklists and Templates

People Management and Development Policies

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

General

- Administrative Circulars

SECTION 2 – STATEMENT OF AFFAIRS**The New South Wales Auditor-General:**

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

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

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

SECTION 3 – PUBLICATIONS

The Audit Office publications in 2008 13 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.

Auditor-General's Reports to Parliament - Performance Audits

We published 8 Auditor General's Reports to Parliament – Performance Audits.

Agency or Issue Examined	Title of Performance Audit Report or Publication
Department of Education and Training	Ageing Workforce - Teachers
Department of Commerce Department of Primary Industries	Managing Departmental Amalgamations
A guide for managing the amalgamation of government departments	Implementing Successful Amalgamations
Office of the Director of Public Prosecutions	Efficiency of the Office of the Director of Public Prosecutions
Greyhound and Harness Racing Regulatory Authority	Managing the Amalgamation of the Greyhound and Harness Racing Regulatory Authority
NSW Office of Liquor, Gaming and Racing	Working with Hotels and Clubs to reduce alcohol-related crime
NSW Police Force	Protecting our Rivers
Follow-up of 2003 Performance Audit	
Department of Environment and Climate Change	Recycling and Reuse of Waste by the NSW Public Sector

Annual Report

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

Awareness

We issued 3 editions of Awareness.

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

Professional Update

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

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

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

SECTION 4 – ACCESS TO OFFICE DOCUMENTS

The Office is exempted from the requirements of Freedom of Information for auditing information, but covered for administrative matters. We received one FOI application since 1 January 2008. The request was refused as it concerned audit information.

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

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

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

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

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

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

Application Fees/Charges

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

SECTION 5 – CONTACT ARRANGEMENTS

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

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

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

FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)
SUMMARY OF AFFAIRS
of the
ATTORNEY GENERAL'S DEPARTMENT
June 2008

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. The summary indicates where the document is available on the Department's website www.lawlink.nsw.gov.au or where the document is available only in hardcopy. The summary also states where a fee applies for a document.

- 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 & Safety Programs
- Privacy
- Sheriff Services
- Standards of the Legal Profession
- Victims Services

List of Policy Documents produced by the Department

Aboriginal Justice Advisory Council

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

Fact Sheets

- NSW Aboriginal Justice Plan 2004-2014 (2006)
- Aboriginal People and Bail Courts in NSW (2000)
- Aboriginal people in prison
- Aboriginal Women in the Criminal Justice System (2006)
- Aboriginal Justice Advisory Council
- Aboriginal Youth Justice Advisory Network (AYJAN) (2006)
- Community Justice Groups
- Circle Sentencing
- Royal Commission into Aboriginal Deaths in Custody
- Young Offenders Act 1997 (2006)

Other Material

- Community Justice Groups Booklet (publication)

- Things That Work
- NSW Aboriginal Justice Plan Summary
- Our Future, Our Voice Report from NSW summit September 2004
- Young Aboriginal females reported missing to Police. Which way for prevention and service
- Aboriginal & Torres Strait Islander victims of crime interagency forum Report 2001
- Report to the Attorney General Indigenous Justice Initiatives
- “Where to from here” 10 years after the Royal Commission some suggested directions for Aboriginal justice planning
- Policing Public Order Offensive Language & Behaviour, the impact on Aboriginal People (1998)
- Diverting Aboriginal Adults from the justice system, Outcomes of the workshop of 5 October 2001
- “Holistic Community Justice” A proposed response to Aboriginal Family Violence
- Caught, Hook Line & Sink, Incorporating Aboriginal Fishing Rights into the Fisheries Management Act (2004)
- Aboriginal Justice Advisory Council Brochure
- Aboriginal Justice Agreement
- RCIADIC Review NSW Government implementation of recommendations (2000)
- Residential alternatives for Indigenous offenders, Chris Cunneen
- Circle Sentencing in NSW, A Review and Evaluation (2002)
- Beyond Justice: Proposed framework from the Aboriginal Justice Plan
- Summary of the priorities and themes: from the first community negotiations
- Aboriginal Justice Plan: Discussion Paper
- The Impact of Crime Prevention on Aboriginal Communities, Associate Professor Chris Cunneen (2001)
- A Fraction More Power: review of the impact of the Children (Protection & Parental Responsibility) Act 1997 on young people in Moree & Ballina (1999)
- NSW Aboriginal Justice Plan (2004-2014) (publication)
- Speak Out, Speak Strong (2002)
- Aboriginal People and Bail Courts in NSW (2000) (publication)
- Our Kids: Stay Safe, Stay Strong, Children’s Activity Book
- Binaal Billa SRA Research Report (2007)

Administrative Decisions Tribunal

Documents published on the website are available at www.lawlink.nsw.gov.au/adt.

ADT Annual Reports 1998 to 2007

Brochures

- 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

- 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 Internal 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 Retail Valuer

Policies

- Fees and Fee Waiver Policy
- Provision of duplicate recordings and transcripts of proceedings (January 2008)
- Witness expenses payable by one party to another party

Guarantee of Service

Anti-Discrimination Board

Documents published on the website are available at www.lawlink.nsw.gov.au/adb.

- Annual Reports 2000 to 2007
- Guarantee of Service
- Equal Time (quarterly newsletter) (available by subscription in electronic form only)

Guidelines

- Grievance Procedure Guidelines
- Sample Policies & Procedures (e-mail only)
- Anti-Discrimination and Equal Employment Opportunity Guidelines (EEO): For managers, team leaders and supervisors (new)
- 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
- 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 (available on website)
- Guidelines for Contact Officers (previously called 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
- Community Languages (available on website)

Fact sheets

- General Factsheet: Discrimination & the Anti-Discrimination Board of NSW
- What you can do if you are treated unfairly (easy to read, very low literacy)
- Treated unfairly because you are an Indigenous person?
- Age Discrimination
- Carers' Responsibilities
- Disability Discrimination: Your Rights

- Discrimination, EEO and Affirmative Action
- Harassment & Sexual Harassment: Your Rights
- Homosexual Discrimination
- Infectious Diseases
- Marital Status Discrimination
- Pregnant Women & Discrimination
- Race Discrimination: Your Rights (English and Arabic)
- Sex Discrimination
- Strategies Factsheet: How to deal with discrimination unfair treatment or harassment
- Transgender Discrimination: Your Rights
- Vilification: Your Rights (English and Arabic)
- What you need to know about anti-discrimination law (low literacy) (English and Arabic)
- Complaining to the Anti Discrimination Board of NSW
- A Guide for Respondents (unavailable – currently being revised)
- 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

Reports

- C-Change – the report of enquiry into hepatitis C related discrimination

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 web site)
- Balancing The Act: A submission to the NSW Law Reform Commission's review of the Anti-Discrimination Act 1977
- Poster order form
- Publications for employers order form
- ADB Magnets, Balloons, Rules, and Pens – displaying contact details for advice on unlawful discrimination
- Know Your Rights: A guide for Aboriginal and Torres Strait Islander People - Discrimination and harassment
- Postcards – 3 kinds – Promotional
- Know Your Rights wallet card

Posters

- Stop Harassment & Bullying
- Diversity makes a difference
- Common Workplace Animals
- Say no to discrimination & harassment (multilingual)
- That's not fair
- Stop hassling me
- Equality YES Discrimination NO

Internal policy documents

- Draft Complaint Handling Manual (draft form only)
- Conflict of Interest Policy for Employees of the Anti Discrimination Board
- Costing Model – 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 19 May 2004
- Mardi Gras Forum 2003 – The Neglected Communities – Papers
- NSW Aboriginal Justice Plan – Aboriginal Justice Advisory Council
- Review of the Administrative Decisions Tribunal Act 1997 (NSW)
- Review of the Births Deaths and Marriages Registration Act 1995 (NSW)
- Review of the Police Act 1990 (NSW)
- Review of the Property Relationships Act 1984 (NSW)
- Review of the Status of Children Act 1996
- Working Paper – Gay, Lesbian, Bisexual, Transgender and Intersex (GLBTI) Ageing and Discrimination Forum.
- Combined Forums for the Aboriginal and Torres Strait Islander Community – information and registration forms –
- Media Release – 16 August 2006 – Workchoices: Dismissal can still be unlawful
- Media Release – 23 December 2005 – Race Discrimination on the rise
- Legal cases fro Equal Time (ADB Newsletter)
- Articles about discrimination from Equal Time (ADB Newsletter)
- Media Release – Banning of people from licensed premises illegal and disgraceful
- Statement by the President – Decision to suspend African Refugee Intake
- Colouring in competition – presentation of awards by Hooley Dooleys
- Don't be a turkey at your Christmas party (currently unavailable)
- NSW Schools Writing Competition
- Conciliation Cases handled by the Board
- Competition reveals pain of bullying

Community & Indigenous

(available only on the Board's website)

- Carer's responsibility – Find a word puzzle
- Class activity sheet for primary school students
- Intellectual disability – Unfair treatment, what to do photo story & slideshow
- Broken Hill Good Service Forum – pdf
- Wilcannia Good Service Forum – pdf
- Aboriginal & Torres Strait Island Outreach Program
- Certificate of Aboriginality
- Combined Forum for the Aboriginal & Torres Strait Island Community
- Yabun Festival 2007

Asset Management Branch

Documents are available by contacting the Asset Management Branch.

- Use Of Departmental Premises By External Organisations – Policy 1999
- Employee Housing - Departmentally Owned Premises – Policy 1996 [currently under review]
- Tendering - Policy and Procedures 2007

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 the website: www.bocsar.nsw.gov.au. Hard copies of reports can be ordered on the 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 1989/90 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 July 2007
- BOCSAR Privacy Code, revised January 2003 (not available on website)

Local Government Area Crime Maps Series 2006

- Auburn
- Blacktown
- Campbelltown
- Cessnock
- Fairfield
- Greater Taree
- Holroyd
- Lake Macquarie
- Lismore
- Maitland
- Marrickville
- Nambucca
- Newcastle
- Parramatta
- Port Stephens
- Randwick
- Shoalhaven
- Southerland Shire
- Sydney
- Waverley
- Wollongong
- Woollahra

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

- Crimes (Sexual Assault) Amendment Act 1981: Monitoring and Evaluation. Interim Report No.1 - Characteristics of the Complainant, the Defendant and the Offence (R. Bonney, 1985)
- Crimes (Sexual Assault) Amendment Act 1981: Monitoring and Evaluation. Interim Report No. 2: Court Outcome, Acquittals, Convictions and Sentence (R. Bonney, 1985)
- Crimes (Sexual Assault) Amendment Act 1981: Monitoring and Evaluation. Interim Report No. 3: Court Procedures (R. Bonney, 1987)
- NSW Summary Offences Act 1988 (R. Bonney, 1989)
- Domestic Violence: Impact of Legal Reform in NSW (J. Stubbs and D. Powell, 1989)
- NSW Sentencing Act (E. Matka, 1989)
- 'Dry Zones' and Crime in Walgett: An Evaluation of the Local Government (Street Drinking) Amendment Act 1990 (L. Burns, 1992)
- Criminal Victim Compensation: A Profile of Claims, Claimants and Awards (P. Salmelainen, 1993)
- Fine Default: Enforcing Fine Payment (R. Jochelson, 1995)
- Sentence Indication Scheme Evaluation - Final Report (D. Weatherburn, E. Matka & B. Lind, 1995)
- An Evaluation of the NSW Apprehended Violence Order Scheme (L. Trimboli & R. Bonney, 1997)
- An Evaluation of the NSW Youth Justice Conferencing Scheme (L. Trimboli, 2000)
- New South Wales Drug Court Evaluation: A Process Evaluation (S. Taplin, 2002)
- New South Wales Drug Court Evaluation: Health, Well-being and Participant Satisfaction (K. Freeman, 2002)
- New South Wales Drug Court Evaluation: Cost-effectiveness (B. Lind, D. Weatherburn, S. Chen, NSW Bureau of Crime Statistics and Research & M. Shanahan, E. Lancsar, M. Haas, R. De Abreu Lourenco, Centre For Health Economics Research and Evaluation, 2002)
- An evaluation of the NSW community conferencing for young adults pilot program (J. People & L. Trimboli, 2007)

Research Reports (1984 to present) [fee applies]

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

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

- Chilvers & D. Weatherburn, L. 2001)
- An Evaluation of the Safe City Strategy in Central Sydney (C. Coumarelos 2001)
 - Factors Underlying Indigenous Arrest Rates (B. H. Hunter, Centre for Aboriginal Economic Policy Research, The Australian National University, Canberra, 2001)
 - Evaluating police operations (1): A process and outcome evaluation of Operation Vendas (C. Jones & D. Weatherburn, 2004)
 - The Cannabis Cautioning Scheme three years on: An implementation and outcome evaluation (J. Baker & D. Goh 2004)
 - Ethics and the Governance of Criminological Research in Australia (Professor M. Israel, School of Law, Flinders University, Adelaide, 2004)
 - School violence and its antecedents: interviews with high school students (A. Grunseit, D. Weatherburn & N. Donnelly, 2005)
 - An evaluation of the NSW Child Sexual Assault Specialist Jurisdiction Pilot (J. Cashmore & L. Trimboli, 2005)
 - Domestic Violence Intervention Court Model (DVICM) evaluation (L. Rodwell & N. Smith, 2008)

Crime and Justice Bulletins (1987 to present)

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

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

- Public Perceptions of Crime Trends in New South Wales and Western Australia (Don Weatherburn, and David Indermaur, Number 80, March, 2004)
- Sentencing drink-drivers: The use of dismissals and conditional discharges (Steve Moffatt, Don Weatherburn, and Jacqueline Fitzgerald, Number 81, February 2004)
- Long-term trends in trial court delay in NSW (Yeh Yeau Kuan, Number 82, August 2004)
- Evaluation of the Bail Amendment (Repeat Offenders) Act 2002 (Jacqueline Fitzgerald and Don Weatherburn, Number 83, August 2004)
- The deterrent effect of capital punishment: A review of the research evidence (Janet Chan and Deborah Oxley, School of Social Science and Policy, University of New South Wales, Number 84, October 2004)
- What caused the recent drop in property crime? (Steve Moffatt, Don Weatherburn and Neil Donnelly Number 85, February 2005)
- The transition from juvenile to adult criminal careers (Shuling Chen, Tania Matruglio, Don Weatherburn and Jiuzhao Hua, Number 86, May 2005)
- Driving under the influence of cannabis: The problem and potential countermeasures (Craig Jones, Neil Donnelly, Wendy Swift and Don Weatherburn, Number 87, September 2005)
- Early-phase predictors of subsequent program compliance and offending among NSW Adult Drug Court participants (Karen Freeman and Neil Donnelly, Number 88, October 2005)
- Trends and patterns in domestic violence (Julie People, Number 89, October 2005)
- Long-term trends in property and violent crime in NSW: 1990-2004 (Steve Moffatt and Suzanne Poynton, Number 90, January 2006)
- Risk of re-offending among parolees (Craig Jones, Jiuzhao Hua, Neil Donnelly, Judy McHutchison and Kyleigh Heggie, Number 91, January 2006)
- The attrition of sexual offences from the New South Wales criminal justice system (Jacqueline Fitzgerald, Number 92, January 2006)
- How much crime does prison stop? The incapacitation effect of prison on burglary (Don Weatherburn, Jiuzhao Hua and Steve Moffatt, Number 93, January 2006)
- Victims of abduction: patterns and case studies (Jacqueline Fitzgerald and Julie People, Number 94, July 2006)
- Matching court records to measure reoffending (Jiuzhao Hua and Jacqueline Fitzgerald, Number 95, July 2006)
- Generation Y and crime: a longitudinal study of contact with the NSW criminal courts before the age of 21 (Jiuzhao Hua, Joanne Baker and Suzanne Poynton, Number 96, August 2006)
- The relationship between methamphetamine use and violent behaviour (Rebecca McKetin, Jennifer McLaren, Steven Riddell and Lisa Robins, National Drug and Alcohol Research Centre, UNSW, Number 97, July 2006)
- Firearms and violent crime in New South Wales, 1995-2005 (Sarah Williams and Suzanne Poynton, Number 98, August 2006)
- Indigenous over-representation in prison: the role of offender characteristics (Lucy Snowball and Don Weatherburn, Number 99, September 2006)
- Malicious damage to property offence in New South Wales (Mark Howard, Number 100, September 2006)
- The relationship between petrol theft and petrol prices (Steve Moffatt and Jacqueline Fitzgerald, Number 101, September 2006)
- Child sexual assault trials: a survey of juror perceptions (Judy Cashmore and Lily Trimboli, Number 102, September 2006)
- Reoffending among young people cautioned by police or who participated in a youth justice conference (Sumitra Vignaendra and Jacqueline Fitzgerald, Number 103, October 2006)
- The economic and social factors underpinning Indigenous contact with the justice system: results from the 2002 NATSISS survey (Don Weatherburn, Lucy Snowball and Boyd Hunter, Number 104, October 2006)
- 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)
- Screening juvenile offenders for further assessment and intervention (Don Weatherburn, Racel Cush and Paula Saunders, Number 109, August 2007)

- Monitoring trends in re-offending among adult and juvenile offenders given non-custodial sanctions (N. Smith & C. Jones, 2008)
- Does the lack of alternatives increase the risk of a prison sentence? (L. Snowball, 2008)
- Community Supervision and Rehabilitation (D. Weatherburn & L. Trimboli, 2008)
- The problem of steal from motor vehicle in New South Wales (A. Varshney & J. Fitzgerald, 2008)

Alcohol Studies Bulletins (2001 to present)

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

Documents published on the website are available at www.cjc.nsw.gov.au.

- Community Justice Centres Annual Reports 1999 to 2007
- Blewun CJC Aboriginal and Torres Strait Islander Service Brochure
- Dealing with Conflict? Mediation & Conflict Management Services Brochure (translations in 20 community languages)
- Training calendar Jan-June 2008
- Disputes involving domestic violence and AVOs
- Management of Aggressive/Violent clients
- Client Charter
- Support People Policy
- Use of Interpreters Policy
- Mediator Accreditation and Code of Professional Conduct
- Client feed-back and complaints
- Assigning mediators to work

Facts Sheets

- Mediation at CJC
- Support People – Mediation Advisors & Mediators Facts Sheet
- Support People – Clients Fact Sheet
- Occupational Health and Safety Fact Sheet
- Technology Assisted Mediation (TAM)
- Use of Interpreters
- Family Law Certificates
- Family Law Summary
- Family Law Parenting Plans

Community Relations Unit

All documents are published on the website at www.lawlink.nsw.gov.au/cru.

- A Handbook for Justices of the Peace in NSW
- Anti-Discrimination Act - exemptions
- Applications for use of State Arms, Symbols and Emblems
- Attorney General – role of

- Classifications of films, games & publications
- Complaints about courts and department staff, judicial officers and lawyers
- Criminal Records – spent convictions
- Crown Copyright
- Daylight Saving in NSW
- Jury Duty
- Justices of the Peace
- Legal Aid
- Making a Complaint
- Office of the Director of Public Prosecutions
- Sources of legal help

Corporate Records and Information Management

- Attorney General’s Guidelines – Making Access Directions under the State Records Act 1998 [2005] [webpage]
- Records Management Policy [webpage]
- Disposal Kit – Guidelines for Business Centres on the management & disposal of administrative records [2006]

Corporate Services

Including Communications Unit

- Attorney General’s Department Annual Reports 1998 to 2007 (on Lawlink website)
- “What we Do – Serving the Community” brochure translated into Chinese, Korean, Persian, Spanish, Turkish and Vietnamese (on Lawlink website and in hard copy).

Court Services

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

The Court Services’ webpages can be accessed on Lawlink (www.lawlink.nsw.gov.au).

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 2007

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 2006
- District Court Practice Notes
- Guidelines for Waiver, Remission and Postponement of Fees
- Delegated Powers of Registrars
- Standard Directions - Hearings and Arbitration
- Standard Directions - Show Cause Hearings
- Standard Directions - Commercial List default order

Drug Court

- Drug Court Policies
- Drug Court Directions
- 2006 Drug Court Review

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 2007
- Brochure – Your Local Court
- Brochure – Going to Court
- Client Service Charter

Fact Sheets (available on Lawlink website)

- Apprehended Violence Orders (AVO's) –
 - Information for protected persons (Domestic Violence)
 - Information for protected persons (Personal Violence)
 - Information for defendants (AVO's)
 - Interim Apprehended Violence Orders
 - Appeals and Apprehended Violence Orders
 - Changing or Cancelling Apprehended Violence Orders
 - Provisional Order (Ex parte)
 - Ancillary property recover order

Civil Claims & Debt Recovery

- Someone owes you money
- Received a Statement of Claim

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
- Paying Court Fines

Neighbourhood Problems

- Problems with Fences

Power of Attorney and Enduring Guardianship

- Enduring Power of Attorney
- Enduring Guardianship in NSW

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 & Aboriginal Programs Unit

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

- Preventing Violence - A review of the literature on violence and violence prevention
- Safer Communities Development Fund: Guidelines for Grant Applicants
- Guide 1: How to Develop Local Crime Prevention Plans under the Children (Protection and Parental Responsibility) Act 1997
- Guide 2: Applying for Safer Community Compacts under the Children (Protection and Parental Responsibility) Act 1997
- Guide 3: Applying for Operational Areas under the Children (Protection and Parental Responsibility) Act 1997
- 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 the NSW Government Policy Statement and Guidelines for Closed Circuit Television (CCTV) in Public Places – Final Report
- 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
- Skools Out – A report from the Skools 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 April 2000 to October 2003

Criminal Law Review Division

All documents are available on the website at www.lawlink.nsw.gov.au/clrd.

- Discussion Paper: Intellectual Disability and the law of Sexual assault and Consultation Draft Bill, Criminal Law Review Division (9 June 2007)

- Discussion Paper: The Law of Consent and Sexual Assault and Consultation Draft Bill Criminal Law Review Division (May 2007)
- Discussion Paper: Identity Crime Model Criminal Law Officers' Committee of the Standing Committee of Attorneys-General (April 2007)
- Review of the Police Powers (Internally Concealed Drugs) Act 2001 NSW Attorney General's Department (2006)
- Review of the Police Powers (Drug Premises) Act 2001 NSW Attorney General's Department (2006)
- Review of the Terrorism (Police Powers) Act 2002 NSW Attorney General's Department (August 2006)
- Drug Misuse and Trafficking Regulation – Regulatory Impact Statement and draft Drug Misuse and Trafficking Regulation 2006 – submissions closed July 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)
- New Developments in child protection- Child Protection Prohibition Orders Lloyd Babb, Director of the Criminal Law Review Division and Crown Prosecutor (July 2005)
- Assault Retrials – Tendering the original trial record of the evidence of the complainant – Lloyd Babb, Director (June 2005)
- Diversion of the cognitively impaired or mentally ill defendant: summary disposal of criminal offences under s32 Mental Health (Criminal Procedure) Act 1990 – Mary Spiers, Senior Policy Officer (March 2004)
- Advice to the Attorney General: Safeguards in Relation to Proposed Double Jeopardy Legislation – Acting Justice Jane Matthews (November 2003)
- Review to consider the Merits of Establishing a Gun Court in NSW – The Hon Gordon Samuels AC CVO QC (2003)
- Independent Review of the Crimes (Forensic Procedures) Act 2000 – Professor Mark Findlay (April 2003)
- Standard Non-Parole Sentencing and Guideline Judgments: Where to from here? – (Updated November 2003)
- The Consolidation of Law Enforcement Powers – (Updated February 2004)
- Review of the Law of Manslaughter in NSW – (April 2003)
- Sentencing Information Package – to assist victims of crime in understanding the sentencing process (May 2003)
- Crimes Legislation Amendment Act 2002 – (December 2002)
- Recently Introduced Amendments to the Crimes Act and other reforms – Paper delivered to the College of Law (2002)
- The Bail Amendment (Repeat Offenders) Bill - Paper delivered to the Institute of Criminology (2002)
- People with an Intellectual Disability – Giving Evidence in Court – Committee on Intellectual Disability and the Criminal Justice System (June 2002)
- A Review of the Law on the Age of Criminal Responsibility of Children (January 2000)
- Discussion Paper: Apprehended Violence Order – A Review of the Law (August 1999)
- Homosexual Advance Defence: Final Report of the Working Party (September 1998)

Crown Solicitor's Office

- Staff Manual – Client Service – Part 9 Complaint Resolution

Diversity Services

All documents are available on the website www.lawlink.nsw.gov.au/diversity_services unless otherwise stated.

Access Plans

- 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

Brochures

- Brochure on how to request hearing assistance in the court: Can you hear in the courtroom? – 2006
- Brochure and Application Form: People with a disability request for court assistance: find out how people with a disability can request court assistance – 2006
- Brochure: What we do: Attorney General's Department of NSW Serving the Community – November 2007 (English, Arabic, Chinese, Korean, Persian, Spanish, Turkish, Vietnamese)

Other Resources

- Posters to notify clients in our front line services areas that they can ask for disability related assistance
- DVD, Video, Posters and Resources Kit: "So you have to go to court!" (also available on the website)
- Discussion Paper: Are the rights of people whose capacity is in question being adequately promoted and protected? – March 2006
- Booklet: Capacity Toolkit: Information for government and community workers, professionals, families and carers in New South Wales – 2008
- Fact sheet: Capacity Toolkit – 2008

Finance & Strategy Branch

- AGD Business Continuity Plan
- Results & Services Plan 2007-08
- Results & 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 are available from the Commission's website at www.lawlink.nsw.gov.au/irc.

- Fact Sheet - Making an Unfair Dismissal Claim
- Client Service Charter
- 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
- Industrial Committees
- Practice Directions
- 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
- Transport and Delivery of Cash and other Valuables – Report to the Minister 1997

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 2006 inclusive (publication and on webpage)
- Appeal Information Sheets: Compensation for Resumption of land
- Appeal Information Sheets: Development Applications
- Appeal Information Sheets: Modification of consent refusals
- Appeal Information Sheets: Orders
- Appeal Information Sheets: Rates notices
- Appeal Information Sheets: Valuation objections
- Appeal Information Sheets: Trees Disputes (notes & FAQs)
- eCallover Protocol
- eCourt User's Manual
- Forms and Fees
- Frequently Asked Questions – About the Court process
- Frequently Asked Questions – Appeals to the Court
- Frequently Asked Questions – eCourt
- Frequently Asked Questions – Mediation
- Frequently Asked Questions – On-Site Hearings
- Frequently Asked Questions – Court Transcripts
- Frequently Asked Questions – Tree Disputes
- Legal advice and assistance – a referral guide
- Litigants in person in the Land and Environment Court of NSW
- Report of the Land and Environment Court Working Party – September 2001
- Video Links

- What is Alternative Dispute Resolution (ADR)?
- Telephone Callover
- Interpreting Services
- Media Contact Information
- Preliminary Conferences under s34 Land and Environment Court Act 1979
- Policies -Court Attire Policy
 - Delays in reserved judgments
- Speeches and Papers – by Judges and Commissioners of the Court (1997 to present)
- Tree Disputes
- Practice Collection
 - Practice Notes
 - Explanatory Notes on New and Replacement Practice Notes
 - Class 1 Development Appeals
 - Classes 1, 2 and 3 Miscellaneous Appeals
 - Class 3 Appeal Compensation Claims
 - Class 3 Valuation Objections
 - Class 4 Proceedings
- Usual Directions – Classes 1,2,3 and 4 Proceedings
- Planning Principles
- Tree Dispute Principles

LawAccess NSW

Documents published on the website are available at www.lawaccess.nsw.gov.au.

Fact sheets:

- Need legal help? (translated)
- Need legal help? (English)
- Are you Aboriginal or Torres Strait Islander and Need Legal Help?
- When will LawAccess NSW provide legal advice?

Pamphlets:

- Need legal help? Poster, wallet card and magnet
- Guide to the Law on the Internet – NSW

Policies

- Policies, Procedures and Standards Manual for Customer Service and Legal Officers
- LawAccess NSW Complaints Handling policy

Library Services Division

Attorney General's Department Law Libraries

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

Downing Centre Library

- Rules [webpage]

Law Courts Library

- Law Courts Library Document Supply: Service Guide [webpage]
- Law Courts Library Rules [brochure and webpage]

NSW Law Reform Commission

Documents published on the website are available at www.lawlink.nsw.gov.au/lrc.

REPORTS

n• report	publication date
118 Role of Juries in Sentencing	August 2007
117 Jury Selection	September 2007

n•	report	publication date
116	Uniform Succession Laws: Intestacy	April 2007
115	Disputes in Company Title Home Units	April 2007
114	Blind or Deaf Jurors	September 2006
113	Relationships	June 2006
112	Uniform Evidence Law	December 2005
111	Majority Verdicts	August 2005
110	Uniform Succession Laws: Family Provision	May 2005
109	Expert Witnesses	June 2005
108	Surveillance: Final Report	May 2005
107	Guaranteeing Someone Else's Debts	November 2006
106	Community Justice Centres	February 2005
105	Time Limits on Loans Payable on Demand	October 2004
104	Young Offenders	December 2005
103	Apprehended Violence Orders	October 2003
102	Sentencing: Corporate Offenders	June 2003
101	Questioning of Complainants by Unrepresented Accused in Sexual Assault Trials	June 2003
100	Contempt by Publication	June 2003
99	Complaints Against Lawyers: An Interim Report	April 2001
98	Surveillance: An Interim Report	February 2001
97	The Rule in Pigot's Case	January 2001
96	Sentencing: Aboriginal Offenders	October 2000
95	The Right to Silence	July 2000
94	Set-Off	February 2000
93	Review of Section 316 of the Crimes Act 1900 (NSW)	December 1999
92	Review of the Anti-Discrimination Act 1977 (NSW)	November 1999
91	Review of the Disability Services Act 1993 (NSW)	July 1999
90	Review of the Community Services (Complaints, Appeals and Monitoring) Act 1993 (NSW)	July 1999
89	Contribution Between Persons Liable for the Same Damage	March 1999
88	Neighbour and Neighbour Relations	November 1998
87	Review of s 409B of the Crimes Act 1900	November 1998
86	Circulation of Legal Advice to Government	March 1998
85	Uniform Succession Laws: The Law of Wills	April 1998
84	The Right to Support From Adjoining Land	December 1997
83	Partial Defences to Murder: Provocation and Infanticide	October 1997
82	Partial Defences to Murder: Diminished Responsibility	May 1997
81	Review of the Adoption of Children Act 1965 (NSW)	March 1997
80	People with an Intellectual Disability and the Criminal Justice System	December 1996
79	Sentencing	December 1996
78	Provisional Damages	September 1996
77	Directed Verdicts of Acquittal	August 1996
76	Torrens Title: Compensation for Loss	June 1996
75	Defamation	September 1995
74	Blasphemy	November 1994
73	Unilateral Severance of a Joint Tenancy	July 1994
72	Barristers' Practising Certificates	February 1994
71	Right of Access to Neighbouring Land	April 1994
70	Scrutiny of the Legal Profession: Complaints Against Lawyers	February 1993

n°	report	publication date
69	Review of the Adoption Information Act 1990 + Summary Report	July 1992
68	Community Law Reform Program Nineteenth Report: Wills for Persons Lacking Will-Making Capacity	February 1992
67	Alternative Dispute Resolution: Training and Accreditation of Mediators	September 1991
66	Criminal Procedure: Police Powers of Detention and Investigation after Arrest	December 1990
65	Community Law Reform Program Eighteenth Report: Contribution Among Wrongdoers — Interim Report on Solidary Liability	July 1990
64	Community Law Reform Program Seventeenth Report: Damages for Vendor's Inability to Convey Good Title — The Rule in <i>Bain v Fothergill</i>	July 1990
63	Community Law Reform Program Sixteenth Report: Jurisdiction of Local Courts Over Foreign Land	June 1988
62	Informed Decisions About Medical Procedures <i>Published jointly with the Law Reform Commission of Victoria: VLRC Report 24 and the Australian Law Reform Commission: ALRC Report 50</i>	June 1989
61	Names: Registration and Certification of Births and Deaths	December 1988
60	Artificial Conception Third Report: Surrogate Motherhood	December 1988
59	Community Law Reform Program Fifteenth Report: Dividing Fences	December 1988
58	Artificial Conception Second Report: In Vitro Fertilization + Outline	July 1988
57	Community Law Reform Program Fourteenth Report: Representations as to Credit	June 1988
56	Evidence	June 1988
55	Community Law Reform Program Thirteenth Report: Liability of Highway Authorities for Non-Repair	December 1987
54	Community Law Reform Program Twelfth Report: Disposal of Uncollected Goods	November 1988
53	Community Law Reform Program Eleventh Report: Restitution of Benefits Conferred Under Mistake of Law	July 1987
52	Community Law Reform Program Tenth Report: Liability for Injuries Caused by Dogs	June 1988
51	Second Report on the Sale of Goods	May 1987
50	Community Law Reform Program Ninth Report: Limitation of Actions for Personal Injury Claims	October 1986
49	Artificial Conception First Report: Human Artificial Insemination	July 1986
48	Criminal Procedure: The Jury in a Criminal Trial	March 1986
47	Community Law Reform Program Eighth Report: Wills — Execution and Revocation	March 1986
46	Community Law Reform Program Seventh Report: Attachment of Moneys Deposited with Building Societies and Credit Unions	December 1985
45	Criminal Procedure: Unsworn Statements of Accused Persons	October 1985
44	Fourth Report on the Legal Profession: Solicitors' Trust Accounts + Outline	December 1984
43	Report on Accident Compensation: A Transport Accidents Scheme for NSW (Volumes 1 and 2) + Outline	October 1984
42	Community Law Reform Program Sixth Report: Conscientious Objection to Jury Service	December 1984
41	Accident Compensation Interim Report: Workers' Compensation (Amendment) Bill 1982 and Cognate Bills	June 1983
40	Community Law Reform Program Fifth Report: Passing of Risk Between Vendor and Purchaser of Land	March 1984
39	Community Law Reform Program Fourth Report: Sound Recording of Proceedings of Courts and Commissions The Media, Authors and Parties	March 1984

n•	report	publication date
38	The Magistracy Interim Report: First Appointments as Magistrates Under the Local Courts Act 1982	September 1983
37	Community Law Reform Program Third Report: Service of Civil Process on Sunday	August 1983
36	De Facto Relationships + Outline	June 1983
35	Community Law Reform Program Second Report: Interest on Certain Debts	February 1983
34	Community Law Reform Program First Report: Insurance Contracts — Non-Disclosure and Misrepresentation	February 1983
33	Third Report on the Legal Profession: Advertising and Specialisation + Outline	July 1982
32	Second Report on the Legal Profession: Complaints, Discipline and Professional Standards + Outline	April 1982
31	First Report on the Legal Profession: General Regulation and Structure + Outline	April 1982
30	Incorporation of Associations	January 1982
29	The Rule Against Hearsay + Outline	May 1978
28	The Testator's Family Maintenance and Guardianship of Infants Act 1916	June 1977
27	Commercial Arbitration	September 1976
26	Perpetuities and Accumulations	June 1976
25	Frustrated Contracts + Summary	June 1976
24	Proceedings By and Against the Crown + Outline	December 1975
23	The Land and Valuation Court	June 1975
22	The Coroners Act 1960	June 1975
21	Third Report on the Limitation of Actions: Special Protections	May 1975
20	Powers of Attorney and Unsoundness of Body or Mind	January 1975
19	Special Constables	July 1974
18	Powers of Attorney	June 1974
17	Evidence: Business Records	July 1973
16	Right of Appeal from Decisions of Administrative Tribunals and Officers + Summary	December 1972
15	First Report on the Sale of Goods	April 1972
14	Second Report on Supreme Court Procedure	October 1971
13	Law and Equity	October 1971
12	Second Report on the Limitation of Actions	June 1971
11	Defamation	February 1971
10	First Report on Statute Law Revision	December 1970
9	Covenants in Restraint of Trade	June 1970
8	Civil Liability for Animals	June 1970
7	First Report on Supreme Court Procedure	August 1969
6	Infancy in Relation to Contracts and Property	July 1969
5	Options in Leases	September 1968
4	Application of Imperial Acts	November 1967
3	First Report on the Limitation of Actions	October 1967
2	Proposed Amendments to the Legal Practitioners Act: 1898-1960	December 1966
1	Application for Writs of Habeas Corpus and Procedure to be Adopted	September 1966
CONSULTATION PAPERS		
2	Complicity	January 2008
1	Invasion of Privacy	May 2007

DISCUSSION PAPERS

n•	discussion paper	publication date
47	Review of the Uniform Evidence Acts Published jointly with the Australian Law Reform Commission (DP 69) and the Victorian Law Reform Commission	July 2005
46	Blind or Deaf Jurors	February 2004
45	Apprehended Violence Orders: Part 15A of the Crimes Act 1900	November 2002
44	Review of the Property (Relationships) Act 1984	April 2002
43	Contempt by publication + Summary	July 2000
42	Uniform Succession laws: administration of estates of deceased persons	September 1999
41	Right to Silence	May 1998
40	Set-off	March 1998
39	Review of Section 316 of the Crimes Act 1900 (NSW)	December 1997
38	Contribution Between Persons Liable for the Same Damage	September 1997
37	Directed Verdicts of Acquittal	June 1995
36	Barratry, Maintenance and Champerty	May 1994
35	People with an Intellectual Disability and the Criminal Justice System: Courts and Sentencing Issues	October 1994
34	Review of the Adoption of Children Act 1965 (NSW)	April 1994
33	Sentencing	April 1996
32	Defamation	August 1993
31	Provocation, Diminished Responsibility and Infanticide	August 1993
30	Review of the Anti-Discrimination Act	February 1993
29	People with an Intellectual Disability and the Criminal Justice System: Policing Issues	September 1993
28	Personal Property Securities Published jointly with the Australian Law Reform Commission: ALRC DP 52	August 1992
27	Right to Support by Adjoining Land	August 1992
26	Scrutiny of the Legal Profession: Complaints Against Lawyers	May 1992
25	Community Law Reform Program: Provisional Damages	January 1992
24	Blasphemy	February 1992
23	Community Law Reform Program: Unilateral Severance of a Joint Tenancy	September 1991
22	Community Law Reform Program: Neighbour and Neighbour Relations	April 1991
21	Alternative Dispute Resolution: Training and Accreditation of Mediators	October 1989
20	Community Law Reform Program: Wills for Persons Lacking Will-Making Capacity	August 1989
19	Torrens Title: Compensation for Loss Published jointly with the Law Reform Commission of Victoria: VLRC DP 16	June 1989
18	Artificial Conception Discussion Paper 3: Surrogate Motherhood	August 1988
17	Names: Certification and Registration of Births and Deaths	December 1987
16	Criminal Procedure: Police Powers of Arrest and Detention	August 1987
15	Artificial Conception Discussion Paper 2: In Vitro Fertilization	July 1987
14	Criminal Procedure: Procedure From Charge to Trial — Specific Problems and Proposals (Volumes 1 and 2)	February 1987
13	Criminal Procedure: Procedure From Charge to Trial — A General Proposal for Reform	December 1986
12	Criminal Procedure: The Jury in a Criminal Trial	September 1985
11	Artificial Conception Discussion Paper 1: Human Artificial Insemination	November 1984
10	Incorporation by Registration	February 1981
9	Unsworn Statements of Accused Persons	May 1980

n•	issues paper	publication date
8	Oaths and Affirmations	March 1980
7	Competence and Compellability	January 1980
6	The Legal Profession: Solicitors' Trust Accounts and the Solicitors' Fidelity Fund	October 1981
5	The Legal Profession: Advertising and Specialisation	October 1981
4	The Legal Profession: Structure of the Profession (Part 1 and Part 2) + Outlines 4(1) and 4(2)	May 1981
3	The Legal Profession: Professional Indemnity Insurance + Outline	December 1979
2	The Legal Profession: Complaints, Discipline and Professional Standards (Part 1) + Outline	April 1979
1	The Legal Profession: General Regulation + Outline	April 1979

ISSUES PAPERS

n•	issues paper	publication date
28	Jury Service	November 2006
27	Sentencing and Juries	June 2006
26	Uniform Succession Laws: Intestacy	April 2005
25	Expert Witnesses	November 2004
24	Minors' Consent to Medical Treatment	June 2004
23	Community Justice Centres	October 2003
22	Questioning of Complainants by Unrepresented Accused in Sexual Assault Trials	August 2002
21	Uniform Succession Laws: Recognition of Interstate and Foreign Grants of Probate and Letters of Administration	May 2002
20	Sentencing: Corporate Offenders	December 2001
19	Sentencing: Young Offenders	July 2001
18	Complaints Against Lawyers: Review of Part 10	October 2000
17	Guaranteeing Someone Else 's Debts + Summary	April 2000
16	Review of the Disability Services Act 1993 (NSW)	September 1998
15	Review of the Community Services (Complaints, Appeals and Monitoring) Act 1993 (NSW)	September 1998
14	Review of Section 409B of the Crimes Act 1900 (NSW)	November 1997
13	Circulation of Legal Advice to Government	June 1997
12	Surveillance	May 1997
11	Uniform Succession Laws: Family Provision Published jointly with the Queensland Law Reform Commission: QLRC WP 47	February 1996
10	Uniform Succession Laws: The Law of Wills Published jointly with the Queensland Law Reform Commission: QLRC WP 46	February 1996
9	Review of the Adoption of Children Act 1965	May 1993
8	People with an Intellectual Disability and the Criminal Justice System	May 1992
7	Review of the Adoption Information Act 1990	March 1992
6	Torrens Title: Compensation for Loss	December 1989
5	Sale of Goods	March 1988
4	Community Law Reform Program: Proceedings of Courts and Commissions — Television Filming, Sound Recording and Public Broadcasting, Sketches and Photographs	March 1984
3	Criminal Procedure: General Introduction and Proceedings in Courts of Petty Sessions + Outline	1982
2	Accident Compensation + Outline	June 1982
1	De Facto Relationships + Summary	December 1981

RESEARCH REPORTS (occasional series)

n•	research report	publication date
13	I give, devise and bequeath: an empirical study of testators' choice of beneficiaries	February 2006
12	Mediation and Community Justice Centres: An empirical study	October 2004
11	Darling, please sign this form: a report on the practice of third party guarantees in New South Wales	October 2003
10	The Right to Silence and Pre-trial Disclosure in NSW	July 2000
9	Review of the Disability Services Act 1993 (NSW) and the Community Services (Complaints, Appeals and Monitoring) Act 1993 (NSW): Consultations	May 1999
8	Discrimination Complaints Handling: A Study	June 1997
17	The Aboriginal Child Placement Principle Funded with the assistance of The International Year of the Family	March 1997
6	Intercountry Adoption and Parent Support Groups Funded with the assistance of The International Year of the Family	March 1997
5	People with an Intellectual Disability and the Criminal Justice System: Two Rural Courts	March 1996
4	People with an Intellectual Disability and the Criminal Justice System: Appearances Before Local Courts Funded with the assistance of the Law Foundation of NSW	February 1993
3	People with an Intellectual Disability and the Criminal Justice System: Consultations Funded with the assistance of the Law Foundation of NSW	February 1993
2	Artificial Conception: Surrogate Motherhood — Australian Public Opinion	May 1987
1	Criminal Procedure: The Jury in a Criminal Trial — Empirical Studies	June 1986

WORKING PAPERS (dormant series)

n•	working paper	publication date
22	Accident Compensation Working Paper 1: A Transport Accidents Scheme for New South Wales + Outline	May 1983
21	Illegally and Improperly Obtained Evidence	1979
20	The Course of the Trial	June 1978
19	Evidence of Disposition	April 1978
18	Administration Bonds	1978
17	The Courts	1976
16	The Rule Against Hearsay	May 1976
15	Enforcement of Money Judgments: Draft Proposal	1975
14	Procedure: Common Law Pleadings — Scott Schedules	1975
13	The Sale of Goods: Warranties, Remedies, Frustration and Other Matters	1975
12	Testator's Family Maintenance and Guardianship of Infants Act 1916	October 1974
11	Commercial Arbitration (Volumes 1 and 2)	November 1973
10	Powers of Attorney	April 1973
9	Evidence: Business Records	1972
8	Legislative Powers	1972
7	The Mental Health Act 1958	1971
6	Special Constables	1971
5	Liability for Animals	September 1969
4	Covenants in Restraint of Trade	1969
3	Occupier's Liability + Summary	1969
2	Deferred Assessment of Damages for Personal Injuries: Interim Payments During the Period of Postponement of Assessment: Relevance of Remarriage or Prospects of Remarriage in an Action Under Lord Campbell's Act	1969
1	Defamation	1968

OPTIONS PAPERS (dormant series)

n•	options paper	publication date
1	Legal Profession Inquiry: Options Paper on Solicitors' Costs and Conveyancing	January 1984

RESEARCH PAPERS (dormant series)

n•	background paper	publication date
2	Accident Compensation: Case Study Booklet	August 1984
1	Accident Compensation: Traffic Accident Case Studies	June 1984

BACKGROUND PAPERS (dormant series)

n•	background paper	publication date
5	The Legal Profession Background Paper V: Solicitor's Trust Accounts and the Solicitors' Fidelity Fund	December 1981
4	The Legal Profession Background Paper IV: Structure of the Profession	August 1981
3	The Legal Profession Background Paper III: Complaints, Discipline and Professional Standards	October 1980
2	The Legal Profession Background Paper II: Professional Indemnity Insurance	January 1980
1	The Legal Profession Background Paper I: Complaints, Discipline and Professional Standards	May 1979

CONSULTANTS PAPERS (dormant series)

n•	background paper	publication date
5	Studies in Comparative Civil and Criminal Procedure Volume 2: J Bishop, Innovations in Civil and Criminal Procedure	1978
4	Studies in Comparative Civil and Criminal Procedure Volume 1: N R Carson, Court Procedure in the United Kingdom, United States, South Africa and New Zealand	1978
3	Accident Compensation: J Dewdney and I Irwin, The Aftermath — Caring for Accident Victims in New South Wales	September 1984
2	Accident Compensation: M Chesterman, Proposals to Modify the Common Law	November 1983
1	Accident Compensation: Colin Bass Human Resources, Lump Sum Accident Compensation (Volumes 1 and 2)	June 1983

Legal Management Service

Documents published on the website are available at www.lawlink.nsw.gov.au/lms.

- Guidelines for Reviewing Government Legal Services (website)
- Guidelines for Outsourcing Government Legal Work (website)
- 1995, 1998 and 2000 survey of Government Use of Legal Services
- 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

All documents are available on the Legal Profession Admission Board website: www.lawlink.nsw.gov.au/lpab unless otherwise stated.

- Legal Profession Admission Rules 2005 (made pursuant to the Legal Profession Act 2004)
- Public Notaries Appointment Rules (made pursuant to the Public Notaries Act 1997)
- Appointment as a Public Notary (information and forms)
- Diploma in Law Course Handbook (revised edition issued in April each year)
- A Pathway to Legal Practice (information leaflet)
- Admission for Legal Practitioners (information and forms)
- Admission for Overseas Practitioners (information and forms)
- Third Schedule (Fees)
- Enrolment & Examination Statistics
- Calendar
- Website

Legal Representation Office

Documents published on the website are available at www.lawlink.nsw.gov.au/lro.

- 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

Legal Services Branch

All documents are available on the website at www.lawlink.nsw.gov.au/lspb.

- Annulments and Reviews of Convictions – Crimes (Appeal and Review Act 2001)
- Charitable Trusts
- Costs in Criminal Cases
- Ex Gratia Payments
- Foreign Documents
- Service
 - Taking of Evidence – Evidence on Commission Act 1995
- Guarantee of Service
- Remission of Fines and Unexpired Period of Driving Disqualification
- Suitors' Fund Guidelines
- Access to Information held by the Attorney General's Department
- Freedom of Information Guidelines
- Statement of Affairs under the Freedom of Information Act 1989
- Summary of Affairs under the Freedom of Information Act 1989
- Privacy Management Plan

Legislation and Policy Division

Documents published on the website are available at www.lawlink.nsw.gov.au/lpd.

- Reports of the NSW Government on the Implementation of Recommendations of the Royal Commission into Aboriginal Deaths in Custody July 1996 – December 1997; and January 1998 – December 1998
- National Competition Policy: Review of the Legal Profession Act 1987 - Volumes 1,2 and 3 (August 1998)

- National Competition Policy: Review of the Legal Profession Act 1987 - A Summary of the Issues Paper (August 1998)
- Attorney General's Guidelines on Making Access Directions under Part 6 of the State Records Act 1998 (August 2005)- webpage
- Report on the Review of the Financial Transaction Reports Act 1992, December 1998.
- Report on the Statutory Review of the Charitable Trusts Act 1993, April 1999.
- Gender Bias and the Law: Women Working in the Legal Profession, October 1999.
- Report of the Statutory Review of the Choice of Law (Limitation Periods) Act 1993, November 1999.
- Practice and Procedure Manual.
- Youth Justice Advisory Committee -" Review of Gatekeeping Role in Young Offenders Act 1997 (NSW)" by Nancy Hennessy (Report being co-published with other agencies) - webpage
- Discussion Paper on the National Competition Policy Review of the Council of Law Reporting Act 1969 (2001).
- Community Justice Conferencing for Adult Offenders - Discussion Paper (May 2001)
- National Competition Policy Review of the Professional Standards Act 1994 - Issues Paper (May 2001)
- National Competition Policy Legislation Review - Trustee Corporations Consultation Paper (May 2001)
- Review of the Sheriff Act 1900 and the Sheriff's Role in the Security of Courts - Discussion Paper (July 2001)
- A Further Review of Complaints Against Lawyers, Issues Paper, November 2001
- Report on the Review of the Uncollected Goods Act 1995, November 2001
- Report on the Review of the Forfeiture Act 1995, December 2001
- Report of the Land and Environment Court Working Party (September 2001)
- Review of the NSW Director of Public Prosecutions Policy and Guidelines for Charge Bargaining and Tendering of Agreed Facts (May 2002)
- Report on the Statutory Review of the Public Defenders Act 1995 (September 2002)
- Report on the Statutory Review of the Married Persons (Equality of Status) Act 1996 (November 2002)
- Legal Profession Act 1987 – A Further Review of Complaints Against Lawyers (November 2002)
- Report on the Civil Liability (Personal Responsibility) Bill 2002(2002)
- Report on the Statutory Review of the Status of Children Act 1996 (May 2002)
- Review of Young Offenders Act 1997 (October 2002) - webpage
- Defamation Law: Proposal for Reform in NSW - Report of Attorney General's Taskforce in Defamation Law Reform (April 2002)
- Review of the Victims Support and Rehabilitation Act 1996 and the Victims Rights Act 1996 (June 2004) - webpage
- Report on the Review of the Contractors Debts Act 1997 (June 2004)- webpage
- Report on the National Compensation Policy and Statutory Review of the Professional Standards Act 1994 (July 2002)
- Model Defamation Provisions (November 2004) – as proposed by the Standing Committee of Attorneys General - webpage
- Overview of the Civil Procedure Bill 2005 (April 2005)
- Report on the Damien McEachern Review of the Justice System (February 2004) - webpage
- Report on the Review of the Public Notaries Act 1997 (December 2004) - webpage
- Report on the Review of the Sea-Carriage Documents Act 1997 (December 2004) - webpage
- Report of the Review of Legal and Administrative Costs in Dust Diseases Compensation Claims (March 2005) – joint report with The Cabinet Office - webpage
- An introduction to the Civil Procedure Act 2005 and Uniform Civil Procedure Rules 2005 (August 2005) – webpage
- The report of the New Legal Fees Review Panel on Legal Costs in NSW (December 2005) – webpage
- Review of the Policy on Access to Court Information Discussion paper (April 2006) – webpage
- Report of the Statutory Review of the Evidence (Audio and Audio Visual Links) Act 1998 (February 2006)
- Litigation Funding in Australia Discussion Paper (May 2006) – webpage
- Updated National Legal Profession Model Bill (July 2006) – webpage.
- Review of The Dust Diseases Claims Resolution process – Issues Paper (Oct06)-Joint Paper with the Cabinet Office – webpage
- Review of the Dust Diseases Claims Resolution Process – Report and proposed Dust Disease

- Regulation 2007 (Jan 20070 – WITH THE cabinet Office – webpage
- Civil Procedure Act 2005/Uniform Civil procedure Rules 2005:Guide to preparing documents-
webpage
- Report on the Review of The privacy and personal Information protection Act 1998

Office of the Legal Services Commissioner

Documents published on the website are available at www.lawlink.nsw.gov.au/olsc.

- Annual reports
- Business Plan
- OLSC Guarantee of Service
- Quality Systems Manual
- “Without Prejudice” newsletter (bi-monthly)
- Legal Practitioners’ Disciplinary Register [website]
- Administration procedures
- Assessment guidelines
- Case Management Procedures
- Conduct of Investigations procedures
- Inquiry Line procedures
- Quality Management Procedures
- Records and Documents Management
- Review of Complaints & Investigations Procedures
- Incorporated Legal Practices (ILP’s) Procedures
- Management Procedures
- Education And Training Procedures
- Risk Management Procedures
- Staff Induction Manual
- OLSC Submission in Response to the Recommendations of Report entitled “A Further Review of
Complaints Against Lawyers Report”
- OLSC Submissions in Response to the NSW Attorney General’s Department Issues Paper ‘A Further
Review of Complaints Against Lawyers’ and the NSW Law Reform Commission’s Report 99
‘Complaints Against Lawyers: An Interim Report’
- OLSC Submission to the NSW Law Reform Commission Review of Part 10 of the Legal Profession
Act 1987, December 2000
- OLSC Submission to the National Competition Policy Review of the Legal Profession Act 1987
- Legal Services Commissioner participation on the Legal Fees Review Panel on Legal Costs in NSW
(December 2005 Report accessible from Legislation and Policy Division website)

Forms

- Complaint form
- Application for cost mediation at the OLSC

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 the impact on Australian culture of the introduction of numerous laws which impact on our civil liberties and some might say our National identity? Presented by Steve Mark at the 6th Annual National Security Australia 2008 Conference, Sydney, 6-7 March 2008
- The impact on the Anti-money laundering Legislation on the Legal Profession and other Service Industries, presented by Steve Mark at the Anti-money Laundering 2007 International Quality and Productivity Centre, 30 October 2007
- The Corporatisation of Law Firms – Conflicts of Interests for Publicly Listed Law Firms, presented by Steve Mark at the Australian Lawyers Alliance national Conference 2007, Hobart, 11-13 October 2007
- Notes on the issue of listing of law firms in New South Wales and the Incorporation of law firms, researched by Tahlia Gordon and prepared by Steve Mark for the joint NOBC, APRL and ABA Centre for Professional Responsibility Program “Brave New World: The Changing Face of Law Firms and the practice of Law from a Professional responsibility Perspective”, San Francisco, 10 August 2007
- Analysing Alternatives to Time-based Billing and the Australian Legal Market, presented by Steve Mark at the Finance Essentials for Practice Management Conference, Sydney, 18 July 2007
- Money Laundering and Trust – What Role for Lawyers? Presented by Steve Mark, Marcus Evans Anti-Money Laundering Conference, Sydney 6 & 7 March 2007
- Civility and Professionalism – Standards of Courtesy, and Addendum presented by Lynda Muston, Conference of Regulatory Officers, Sydney 9 & 10 November 2006
- Stable of thoroughbreds or herding cats? Management of a Legal Regulators Office, NOBC Annual Meeting, Hawaii, 2-5 August 2006, Francis Bassios memorial Management program, 3 August 2006
- Standards, expectations and Duties under the Legal Profession Act 2004, presented by Lynda Muston 29 June 2006
- New Structures for Legal Practices and the Challenges they bring for Regulators, Steve Mark and Molly Hutcherson, presented by Steve Mark at the 14th Commonwealth Law Conference 2005, London, September 2005
- What is Legal Work? - A Regulator’s View, presented by Steve Mark at the LAWASIA downunder 2005 Conference, Gold Coast, Queensland, March 2005
- Incorporated Legal Practices - A New Era in the Provision of Legal Services in the State of New South Wales, Steve Mark and Georgina Cowdroy, Penn State International Law Review, Spring 2004, Volume 22, Number 4, pp671-693
- Is State Regulation of the Legal Profession Inevitable?, presented by Steve Mark at the Pacific Rim Conference, Heron Island, October 2003
- Harmonisation or Homogenisation? The Globalisation of Law and Legal Ethics- An Australian Viewpoint, presented by Steve Mark at the Symposium on International Law Ethics at Vanderbilt Law School, Nashville Tennessee, USA, March 2001
- Personal Injuries and Workers Compensation Claims: Should these be adversarial?, presented by Steve Mark at the Medicine & Law Conference, Melbourne, May 2001
- Regulation: Putting the Profession in Good Order, presented by Steve Mark at the 2001 Conference of Regulatory Officers, Canberra, March 2001
- Looking Behind Client Instructions: Ethical Issues, presented by Steve Mark at the LAAMS CLE Seminar, Sydney, March 2001
- The Struggle for Identity in a Globalised World, presented by Steve Mark at the Change in Education Research Group Conference, UTS, Ku-ring-gai Campus, February 2001
- The Defence of the Fair Go Society, an occasional address by Steve Mark on being awarded the degree of Doctor of Laws honoris causa, Macquarie University, October 2000
- Resolving Grievances in a Grieving World, presented by Steve Mark at the 11th Women, Management and Industrial Relations Conference, July 1999
- Intellectual Property and Indigenous Rights, presented by Steve Mark at the Pacific Science Conference, UNSW, July 1999

- Risk – Danger or Development, presented by Steve Mark, December 1998
- Complaints Against Lawyers: What are they about and how are they handled?, presented by Steve Mark, Sydney University Law School, Sydney, May 1995

Office of the Privacy Commissioner

Documents published on the website are available at www.lawlink.nsw.gov.au/privacynsw.

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]
- 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

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 & Research Papers

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

Procedures for investigating complaints about alleged privacy breaches

- Your Privacy (an information brochure) [webpage]
- Privacy NSW's Data Protection Principles [webpage]
- Privacy NSW's Complaint Protocol [currently under review]
- Privacy NSW Telephone Enquiry Protocol
- Privacy NSW Advice Protocol

Information Bulletins

- 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

Documents published on the website are available at www.lawlink.nsw.gov.au/opc.

- Annual Reports 1999 to 2005 inclusive (Reports from 2001-2002 available on OPC's webpage)
- Annual Reports 2005-2006 and 2006-2007 - These reports include the 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 News (Client Newsletter bi-annual) published since July 2002 [webpage]
- Service Providers Newsletters [webpage]
- Interagency Protocol DADHC and OPC [webpage]
- Private Managers Handbook [webpage]
- Authorised Visitors' Manual
- Estate Management Service Standards (under review)
- Private Management Service Standards (under review)

OPC Fact Sheets

- Fact Sheet 1 – What Happens After an Order? (Also available in Arabic, Chinese, Vietnamese, Turkish)
- Fact Sheet 2 – What are Substitute Decisions? (Also available in Turkish)
- Fact Sheet 3 – Reasons for Substitute Decisions (Also available in Turkish)
- Fact Sheet 4 – Facts on Fees
- Fact Sheet 5 – Have Your Say – Complaints Feedback (Also available in Arabic, Chinese, Vietnamese)
- Fact Sheet 6 – Review of Decisions (Also available in Arabic, Chinese, Vietnamese)
- Fact Sheet 7 – Review or Revocation (Also available in Arabic, Chinese, Vietnamese)
- Fact Sheet 8 – Financial Planning and Investment
- Fact Sheet 9 – Claims for Past Care
- Fact Sheet 10 – Sale or Lease of Property
- Fact Sheet 11 – Purchase of Real Estate
- Fact Sheet 12 – Banker Arrangements
- Fact Sheet 13 – Your Rights as a Victim of Crime
- Fact Sheet 14 – Deceased Estates
- Fact Sheet 15 – Financial Affairs of a Missing Person
- Fact Sheet 16 – Privacy
- Fact Sheet 17 – Authorised Visitors
- Fact Sheet 18 – Request for Aids and Equipment for OPC clients

Private Management Fact Sheets

- Fact Sheet 1 - Functions of OPC, Financial Management Orders
- Fact Sheet 2 - Why Become a Private Manager
- Fact Sheet 3 - Responsibilities of a Private Manager
- Fact Sheet 4 - Fees and Charges
- Fact Sheet 5 - The Authorised Visitors
- Fact Sheet 6 - Power of Attorney - Wills and Estates
- Fact Sheet 7 - Review Process and Complaint
- Fact Sheet 8 - More Sources of Help and Information
- Fact Sheet 9 - Review by Administrative Decisions Tribunal

Policies and Procedures

- Affordability Procedure
- Annual Reviews Procedure
- Audit Charter
- Authorised Visitors
- Budgets and Expenditure
- Client Incidents and Security – Clarence Street
- Client Information System (CIS) Security
- Client Visit Checklist
- Client Visits (Away from OPC)
- Complex Case Reviews
- Conflicts of Interest
- Corporate Governance Policy
- Decision Making Policy
- Delegations
- Employment of Carers
- Engagement of External Solicitors
- Family and Community Room
- Fees: Collection and Management
- Fees: Waiver, remission or reduction
- Finalisation (of Deceased Estates)
- 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
- OH&S Serious Incident
- Past Care (GvK)
- Planning and Coordination
- Privacy and Confidentiality
- Private Management Branch – Fees
- Ready Reference Guides
 - Assets
 - Budgets and Expenditure
 - Clarence Street
 - Disability Services
 - Financial Services
 - Intake
 - 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
- Management of Client Bank Accounts
- 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

Documents published on the website are available at www.lawlink.nsw.gov.au/opg.

Position Statements

- 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 proposed medical intervention involving amputation
- Responding to proposals concerning a person living an ‘at risk’ lifestyle
- Valuing the cultural, linguistic and religious background of the person under guardianship
- Determining whether to consent to 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 treatment proposed for a person with an eating disorder
- Determining whether to consent to proposed medical or dental treatment
- Determining whether to consent to the use of restraint on an elderly person in a care facility

Annual Reports

- 1999 to 2003 inclusive
- 2003-2004 [webpage]
- 2004-2005 summary of activities [webpage]
- 2005-2006 summary of activities [webpage]
- 2006-2007 summary of activities OPG & OPC (webpage as of December 2007)

Newsletters (Onguard)

Onguard! A newsletter for private guardians in NSW/may 2004 – October 2007 (webpage)
(November 2007 to June 2008 yet to be included in the webpage)

Booklets

- Enduring Guardianship – Your Way to Plan Ahead
- Information for Family Friends and Service providers
- Answers to Your Questions – Information for People under Guardianship
- After the hearing – An Information Guide for private Guardians
- How Will My Guardian Make an Accommodation Decision for Me?

Brochures

- An information and support service for Guardians
- What is a guardian (Information for Aboriginals and Torres Strait Islanders) Guardianship standards
- What is a Guardian (Information for people with disabilities – web based available December 2007)

Fact sheets

- Person Responsible
- The Public guardian as a guardian for a person with a mental illness
- What is a guardian

Multilingual Fact Sheets on Enduring Guardianship

Arabic, Chinese, Greek (updated 2007), Italian (updated 2007), Korean, Macedonian, Portuguese, Serbian, Spanish, Vietnamese

Forms

- Form of appointment of enduring guardian/s
- Form of notice of revocation of appointment of enduring guardian
- Form of Notice of resignation of appointment as enduring guardian or alternative enduring guardian
- Application for Guardianship and/or Financial management
- Community Education request Form
- Application to carry out Medical or Dental Treatment for a person under Guardianship of the Public Guardian

Professional Standards Council

Documents published on the website are available at www.lawlink.nsw.gov.au/psc.

Business management documents

- Professional Standards Secretariat Business Plan 2007-2008

Annual Reports

- Annual Report 1999 to 2007 inclusive [website]
- Archived Annual Reports 1995 to 1998

Information packages for Scheme Administrators [CD-ROM]

- Application Guidelines
- Guide for Scheme Administrators
- Framework for Compliance
- Risk Management Reporting Guidelines [under review]
- Corporate Governance
- Annual Reporting Guidelines

Consultative papers – all papers on website

- Guidelines for Industry Based Complaints & 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 [website]

- Complaints and Discipline Systems Report, April 2001 [website]
- Whistle blowing in the Professions, April 2000 [website]
- Model Code of Ethics Principles, June 2002 [website]
- Review of the Impact of the Trade Practices Act, March 2003 [website]
- A Framework for Compliance Under Professional Standards Legislation
- Client Focused CPD: Widening the Perspective Consultative Paper

Information for clients and the community

- Professional Standards Schemes: Accountants; Engineers; Solicitors; Surveyors; Valuers; Barristers [website]

Policy Statements

- Policy Business Entity Associations, April 2007 [website]
- Policy Statement on Disclosure of Limited Liability [website]
- Policy Statement on Complaints and Discipline Systems Report [website]
- Policy Statement on Payment of Annual Fees [website]
- Privacy [website]
- Pricing Policy [website]
- Policy Statement on Professional Indemnity Insurance, September 2007

Other publicly available documents

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

Public Defenders Office

The following documents are located on the Public Defenders website www.lawlink.nsw.gov.au/publicdefenders.

- Annual Reviews
- Business Plans
- Conference papers
- Criminal Law Survival Kit
- Employment opportunities for Law Graduates and Students
- Evidence Act Tables
- Guideline Judgments
- Judgments
- Papers Delivered and published by Public Defenders to professional audiences
- Reports on legal issues
- Sentencing Tables
- Service Level Agreement with the Aboriginal Legal Service (NSW/ACT) Limited
- Service Level Agreement with the NSW Legal Aid Commission
- "Short Notes" - concise summaries of reported and unreported criminal cases compiled since 1997

The following is available from the Public Defenders Office.

- Selected submissions made regarding law reform

Registry of Births Deaths and Marriages

Documents published on the website are available at www.bdm.nsw.gov.au.

- Access to Information policy
- Certificate Replacement policy
- Complaints policy
- Change of Name policy
- Contractors on site policy
- Dress Code policy
- Refunds policy
- Staff entry, exit and movement policy
- Stolen Generation policy
- At a Glance (brochure)
- Wills Register (brochure)
- One Journey (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)

Sentencing Council

- Sentencing Trends and Issues 2005-2006 (October 2006)
- Seeking a Guideline Judgment on Suspended Sentences (July 2006)
- The NSW Sentencing Council, by The Hon Alan Abadee RFD QC (former Chairperson), prepared for the Victorian Sentencing Advisory Council's Conference: Sentencing and the Community: Politics, Public Opinion & the Development of Sentencing Policy, Melbourne, Fri 21st - Sat 22nd July 2006 (published on the Council's website in August 2006)
- The Role of Sentencing Advisory Councils, by The Hon Alan Abadee RFD QC (Chairperson), prepared for the National Judicial College of Australia conference Sentencing: Principles, Perspectives & Possibilities, 10 February 2006 (published on the Council's website in March 2006).
- 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 Role of the NSW Sentencing Council, by Peter Zahra, presented to the China-Australia Human Rights Technical Cooperation Program, Human Rights and Equal Opportunity Commission (April 2004)
- The New South Wales Sentencing Council, by The Hon Alan Abadee RFD QC (Chairperson), prepared for the Local Courts Annual Conference (2003).

Supreme Court of NSW

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

- The Supreme Court of New South Wales Annual Reviews 2001 to 2006 inclusive (publication and online)
- NSW Law Almanac 2008 (hardcopy publication only; published in January 2008)
- 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; published in July 2003)
- Mediation
- The Supreme Court - About Us
- Supreme Court of NSW and its Judicial Officers
- Courtroom layout – Who's Who in Court
- Bail applications and refunds
- Probate – How can the Court Assist You?
- Frequently Asked Questions about Probate
- 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)
- Online Court in the Common Law Division

- Online Court in the Equity Division
- Adoption procedures
- Professional Negligence Lit: a guide to draft final orders
- Examinations under sections 596A and 596B of the Corporations Act 2001
- Remuneration applications by office holders of a corporation
- Pro Bono Assistance
- Where to obtain legal advice
- Preparing for Court without a lawyer
- How to correctly address 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
- Procedure for ordering transcripts at the Supreme Court
- Vexatious Litigants
- Delays in Reserved Judgments policy
- Court Attire policy
- Release of statistics, data and information policy
- Tape recording of court proceedings policy
- Identity theft and anonymisation policy

Victims Services

Please note that all material is available on the Victims Services, Victims of Crime or the Family and Friends of Missing Persons Unit websites on Lawlink (www.lawlink.nsw.gov.au) unless otherwise stated.

Information sheet

- Access to Court Documents
- Applicant's guide to the Approved Counselling Scheme
- 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 & Friends of Missing Persons
- Charter of Victims Rights
- Charter of Victims Rights – Aboriginal Communities
- Charter of Victims Rights No. 4 – Information about Investigation of the Crime
- Coping with Sleeplessness
- Coping with and witnessing a traumatic event
- Families & Friends of Missing Persons Unit Overview
- Guarantee of Service
- Guide to Nominating an Interstate Authorised Report Writer (ARW)
- Helping Children cope with trauma
- Information about Compensation for Victims of Domestic Violence
- Information about Compensation for Victims of Sexual Assault
- Key Facts 2006/07
- Listen Up – (information about the Charter of Victims Rights for young people)
- Managing the Financial & Property Affairs of a Missing Person Protected Estates Amendment (Missing Persons) Act 2004 No 86
- Mental Illness & Serious Crime
- Missing Persons Information for Mental Health Professionals
- 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)

- Website Guide
- What can I do to Assist Police when Reporting a Missing Person?

Brochure

- Approved Counselling Scheme for Victims of Violent Crime (now available in Arabic, Chinese, Greek, Tagalog and Vietnamese)
- Are you a Victim of Crime?
- Compensation for Victims of Violent Crime (also available in Arabic, Chinese, Greek, Tagalog and Vietnamese)
- Contact Numbers
- Courtwise
- Families & Friends of Missing Persons Counselling and Support Service
- Information and Support for Victims of Crime (also available in Arabic, Chinese, Greek, Tagalog and Vietnamese)
- Information for Families & Friends of Missing Persons
- Information for Victims of Youth Crime
- Reconnecting with a Missing Person
- Someone Missing – Can the media help?
- 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 Straight 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 & Support Services for Victims of Crime [currently under review]
- Standards for Court Support for Victims of Crime [currently under review]
- Support Needs for Families & Friends of Long-term Missing Persons
- Victim Impact Statement Information Package
- Young Aboriginal Females Reported Missing to Police: Which way for Prevention and Service
- Your Day in Court
- Your Rights as a Victim of Crime – Information for people with a cognitive disability
- 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
- Application for Funeral Expenses
- Request for Further Hours of Approved Counselling
- Victims Assistance Scheme (VAS) Supplementary Form

Annual Report

- Victims Advisory Board Report on Activities 2006/2007
- Victims Compensation Tribunal Chairperson's Report 2006/2007

Newsletter

- Families & Friend of Missing Persons e-newsletter
- 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)
- Courtwise
- Victims Support Line (contains information in five languages) [currently under review]
- Victims of Crime Website [hard copy only]
- Your Rights as a Victim of Crime – Information for people with a cognitive disability

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
- Information on the Charter of Victims Rights for Court Services staff
- Position Statement – Charter of Victims Rights
- 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
- Victims Compensation Tribunal Chairperson's Guide to Victims Support & Rehabilitation Act 1996
- Victims Services Confidentiality Policy

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 2007 edition. It is available for inspection at the Legal Services Branch of the Attorney General's Department on Level 3, 60-70 Elizabeth Street, Sydney, or can be obtained from the Lawlink website www.lawlink.nsw.gov.au/lwb.

SECTION 3 – CONTACT ARRANGEMENTS

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

Special Projects Officer (FOI & Privacy)
Legal Services Branch
NSW Attorney General's Department

Telephone: (02) 8224 5330
Street address: Level 3, 60-70 Elizabeth Street, Sydney
Postal address: GPO Box 6, Sydney NSW 2001

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 should also be directed to the Special Projects Officer (FOI & Privacy).

If you are planning to make an application under FOI, feel free to contact the Legal Services Branch who will be able to give you information on making the application. You can also obtain information from the Department's website on www.lawlink.nsw.gov.au under Lawlink Agencies – Legal Services Branch - Freedom of Information Act 1989 applications.

The Attorney General's Department applies the following fees and charges in relation to the Freedom of Information Act 1989.

Nature of Application	Application Fee	Processing Charge
Access to records by natural persons about their personal affairs	\$30 •	\$30 per hour after the first 20 hours *
All other requests	\$30 •	\$30 per hour *
Internal Review **•	\$40 *•	Nil
Amendment of Records	Nil **•	Nil

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

** Refunds may apply as a result of successful internal reviews and applications for amendment of records.

*** No application fees are charged for internal reviews in relation to amendment of record.

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****BUILDING AND CONSTRUCTION INDUSTRY LONG SERVICE
PAYMENTS CORPORATION (CORPORATION)****FOI AGENCY NO. 968****BUILDING AND CONSTRUCTION INDUSTRY LONG SERVICE
PAYMENTS COMMITTEE (COMMITTEE)****FOI AGENCY NO. 1682****SECTION 1 – POLICY DOCUMENTS****Corporation**

The Corporation holds the following policy documents which may be accessed for inspection:

- Policy and procedures relating to the authority and administrative powers of the Corporation
- Policy and procedures relating to the financial provisions of the Building and Construction Industry Long Service Payments Fund
- Policy and procedures relating to registration of workers, recording of service credits, long service payments and long service levies
- Personnel procedures relating to work specification, training and operational matters
- Records stored on computer and /or paper relating to registered workers, employers and levy payers
- The Corporation's Business Plan activity reports
- The Corporation's 2007/2008 Annual Report
- Current brochures, pamphlets and newsletters

The Corporation's internet site lspc.nsw.gov.au contains information about the Corporation and its operation.

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

Committee

The Committee holds the following policy documents which may be assessed for inspection:

- Minutes of the Committee's meetings specified in FOI applications
- The Committee's findings in relation to appeals
- A listing of the members who form the Committee (published in the Corporation's Annual Report)
- Any brochures which may be current

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

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

FOI Co-ordinator
Building & Construction Industry
Long Service Payments Corporation
Locked Bag 3000
CENTRAL COAST MC NSW 2252

Telephone: 13 14 41
Facsimile: (02) 9287 5685

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS
of the
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 2003)
- Report of Investigation Pursuant to Section 31 of the New South Wales Casino Control Act 1992 (December 2006)
- Annual Reports (from 1992/93 to 2006/2007)
- 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

SECTION 2 – CONTACT ARRANGEMENTS

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

Request should be directed to:

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

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

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

- An overview of the Authority
- Legislation – Casino Control Act 1992 & Regulations; Casino, Liquor and Gaming Control Act 2007; Liquor Act 2007; Miscellaneous Acts (Casino, Liquor and Gaming) Amendment Act 2007.
- Official Rules of NSW Casino Games
- Various media releases and historical material
- Annual Reports (from 1992/93 to 2006/2007)
- 2006 Section 31 Investigation – Media Release 21 December 2006
- 2006 Section 31 Investigation – Public Submissions
- Introduction to the Government Inspectors (March 2004)
- Reports of Investigation Pursuant to Section 31 of the New South Wales Casino Control Act 1992 (December 1997, December 2000, December 2003 and December 2006)
- Submissions to The Independent Pricing and Regulatory Tribunal (“IPART”) Gaming Inquiry (27 August 1998)
- FOI Summary of Affairs
- STATE PLAN – A New Direction For NSW

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

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

RAY SMITH,
Secretary

SECTION 1 – POLICY DOCUMENTS

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

- Annual Financial Statements
- Annual Estimates
- Annual Report 2006/2007
- 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	Telephone: (02) 6836 5888
Secretary	Facsimile: (02) 6836 5889
Cobar Water Board	
Po Box 8	
COBAR NSW 2835	

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	Normal Office Hours:
C/- Cobar Shire Council Offices	8.00am-4.00pm
Linsley Street	Monday to Friday
COBAR NSW 2835	

FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)
SUMMARY OF AFFAIRS
of the
COMMUNITY RELATIONS COMMISSION
For a multicultural NSW
(F.O.I. agency number 379)

SECTION 1 – POLICY DOCUMENTS

- Ageing People of a Non-English Speaking Background:
A Policy Perspective
- Business Continuity Management Policy
- Cabramatta CityWatch – The Way Forward, Transition and Exit Plan (April 2008)
- Canterbury-Bankstown Community Harmony Round Table
- Canterbury Bankstown Community Harmony Round Table Project - Guidelines for the Operation of
- Canterbury Bankstown Community Harmony Round Table Project - Implementation Working Groups -
Operational Guidelines
- Canterbury Bankstown Community Harmony Round Table Project - Partner Agencies Application
- CCTV Camera Surveillance Policy
- Code of Conduct for Commissioners, Officers and Employees of the Community Relations Commission
For a multicultural NSW *
- CommuniLink Acceptable Use Policy
- CommuniLink assessment guidelines
- CommuniLink policy guidelines
- CommuniLink Webhosting Service Policy Guidelines
- Community Development Grants Program 2009 – Funding Application Handbook
- 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 Attorney General’s Review of the Terrorism
(Police Powers) Act 2002 (May 2007)
- Community Relations Commission submission to the NSW Ombudsman’s Review of Parts 2A and 3 of
the Terrorism (Police Powers) Act 2002 (May 2007)
- 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 Review of the Community Relations Commission
and Principles of Multiculturalism Act 2000 (September 2006)
- Community Relations Commission submission to the Senate Legal and Constitutional References Committee
Inquiry into the Administration and Operation of the Migration Act 1958 (September 2005)
- Community Relations Report 2007, Youth Diversity and Harmony – Shaping our Future
- Community Resource List: Operational Guidelines for Respected Community Members (June 2008)
- Complaints Handling Policy and Procedures for Casual Interpreters and Translators
- Copyright policy
- Corporate Plan 2007-2012
- CRC Awards for Volunteering
- CRC Code of Conduct for Interpreters and Translators

- CRC Guide to services
- Crown Employees (Interpreters & Translators, EAC) (Transitional) Award
- Customer Information Management System Policy Guidelines
- EAPS Forward Plan 2003-2006
- Electronic Mail Management Policy
- EmailLink Policy Guidelines
- Ethnic Affairs Priorities Statement (EAPS) Standards Framework
- Fairfield Model Court Report
- Families & Cultural Diversity – Volume 1: Contemporary Issues
- Families & Cultural Diversity – Volume 2: The Statistics
- Families & Cultural Diversity – Volume 3: The Research Perspectives
- Financial and Corporate Services Policy and Procedures Manual
- Fraud and Corruption Prevention Policy
- Government Green Paper: Building on our Cultural Diversity (May 1996)
- Government White Paper: Building on Our Cultural Diversity - Ethnic Affairs Action Plan 2000
- Green Paper, Cultural Harmony – The Next Decade 2002-2012
- Guidelines - Exemptions from Payment for Language Services (March 2003 amended 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
- Implementing the Principles of Multiculturalism Locally – A planning framework for councils
- 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
- Internet Banking Policy
- 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 & Remote Australia
- Operational Guidelines for Community Liaison Officers
- Overseas Qualifications and Skills in the New South Wales Public Sector
- Police and Ethnic Communities (November 1994) - reprinted 1995
- Policy Guidelines for Translators (April 2004)
- Premier's Chinese Community Service Awards
- Proposed Direction for the Development of a representative Pacific Council - Options for Discussion
- Proposed Direction for the Development of a Representative Pacific Council - Outcome of Consultations with Pacific Communities
- Privacy Management Plan
- Records Management Policy guidelines
- Privacy Policy
- Religious Development in New South Wales (Planning for)
- Report of the Community Relations Commission Investigation into African Humanitarian Settlement in NSW (September 2006)
- Report of the Working Party on Migration to Sydney and Regional NSW
- Requesting and Working with Interpreters from the Community Relations Commission (May 2006)
- Resource Handbook for Chief Executive Officers & Senior Managers on Ethnic Affairs in the New South Wales Public Sector – reprinted 1998
- Retrenched Workers' Rights Project (January 1993)

- Serial Sponsorship: Perspectives for Policy Options 1992 (price \$5.00 plus postage)
- Street Festivals Project Guidelines
- The Way Forward: A Consultation Document Leading to a Community Relations Commission 1999
- Training Policy
- 2008 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, is available free of charge from the Freedom of Information (FOI) Coordinator on telephone number 8255 6773.

The document, which is published in the Commission’s 2006-2007 Annual Report, is also 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
P.O. Box A2618
Sydney South NSW 1235

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

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

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

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

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

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

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

SECTION 1 – POLICY DOCUMENTS**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 & 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)
- Records Management Procedures for Group Homes, 2006
- 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)
- Health Care Policy and Procedures, 2007
- Individual Planning (October 1996)
- Maintaining Family Relationships (October 1996)
- Medication (October 1996)
- Palliative Care (2005)
- Participation and Integration (October 1996)
- Intake Policy (December 2001)
- Privacy, Dignity and Confidentiality (October 1996)
- Respite Care Services (October 1996)
- Abuse and Neglect Policy and Procedures, 2007
- Sexuality and Human Relationships (October 1996)
- Epilepsy Policy and Procedures, 2006
- Valued Status (October 1996)
- Staff – Client Relationships (November 2001)
- Prioritisation and Allocation (August 1992)
- Managing Client Risks (January 2003)
- Managing Client Risks in the Workplace (January 2003)
- Circular DS-62 – Endorsed Assessment Tools for Use in DADHC Disability Services (January 2003)

Community Participation and Transition to Work Programs: Equipment and Modification Fund Guidelines 2007/08

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)

Family Assistance Fund Business Rules (March 2007)

Family Choices Program Guidelines 2006

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

Good Practice Guide – Moving from Institutional to Community Living

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

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

Information & Referral Service Handbook (draft 2004)

Intake Policy (December 2001)

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

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

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

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

Local Support Co-ordination Manual June 2004

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

Mobility Guideline 2003

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

Nutrition in Practice Manual (October 2003 – Second Edition)

Nutrition Kit (October 2003)

- Older Parent Carer Program Flexible Day Options – Arrangements for Referral and Allocation of Places (2007)
- Post School Programs Eligibility Assessment (2007)
- Post School Programs Eligibility Assessment – Fact Sheet No 1: Information for Young People and their Families (July 2007).
- Post School Programs Appeals Process Information – Fact Sheet 2 Overview of Appeals Process
- Post School Programs Appeals Process Information – Fact Sheet 3 Transition to Work Program Appeal Process
- Post School Programs Appeals Process Information – Fact Sheet 4 Community Participation Program and Funding Appeal Process
- Post School Programs Appeals Process Information – Fact Sheet 5 Appeal Process for Unsuccessful Applicants
- Recommended Practices in Family Centred Early Childhood Intervention
- Requirements for Providing and Funding Out-of-Home Placements for Children and Young People with a Disability (July 2005)
- Report of the Active Linking Initiative (ALI) March 2004
- Research: Innovative Models of Community Support for People with High and Complex Support Needs (January 2005)
- Research: Review of Positive Behaviour Support Programs for Families (August 2004)
- Responding to Risk of Harm, Children and Young People (March 2007)
- Restricted Practices Authorisation: Procedures and Templates (December 2006)
- Service Access System Decision Rules
- Service Descriptions for Day Programs
- Service Descriptions for Community Support Teams
- Service Description for Local Support Co-ordination
- Service Descriptions for Secure Services
- Service Description Schedule: Community Participation Program
- Service Description Schedule: Transition to Work Program
- Standards in Action – Practice Requirements and Guidelines for Services Funded Under the Disability Services Act 1993 (1998)
- Supervision Policy – Day Programs (September 2002)
- Supporting Children and Young People with a Disability: Additional Guidelines for Funded Assistance (November 2003) (replaces Supporting Children and Young People with a Disability: interim policy and funding guidelines, July 2003)
- Supporting Children and Young People with a Disability and their Families (July 2004) (replaces Supporting Children and Young People with a Disability and their Families: Out-of-Home Placements)
- The Nutrition Program Evaluation 2003 (May 2003)
- The Positive Approach to Challenging Behaviour
- Transition to Work 2007 Information Booklets – Choosing a Provider (Metro North, Metro South, Hunter, Northern, Southern, Western)
- Strategic Policy and Planning**
- Deed of Agreement between Department of Veterans' Affairs and Department of Ageing, Disability and Home Care for financial contributions in recognition of veteran access to the Home and Community Care (HACC) Program
- Bilateral Agreement to Transfer Disability Services to NSW Government Administration

Agreement of funding between Department of Transport and Regional Services (DoTARS) and Department of Ageing Disability and Home Care (DADHC) for delivery of Home and Community Care services in the Jervis Bay Territory

Agreement between Department of Health and Ageing (DoHA) and Department of Ageing Disability and Home Care regarding the Building an Indigenous Workforce in Government Service Delivery measure.

Bilateral Agreement in Relation to Helping Younger People with Disability in Residential Aged Care

NSW Younger People in Residential Aged Care Program Fact Sheet

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

Licensed Residential Centres Licensing, Monitoring and Closure Policy Version 1.0, Vol One; Vol Two

Home and Community Care Review Agreement 2007

Home and Community Care National Program Guidelines 2007

Home and Community Care National Standards Instrument and Guidelines

National Due Recognition Guidelines for Service Providers

New South Wales Guidelines for Home and Community Care Funded Services

Home and Community Care Service Type Descriptions

NSW Home and Community Care Service Type Guidelines

Home and Community Care Annual Plan 2007-08

National Framework for Comprehensive Assessment in the Home and Community Care Program

Funded Peak Activities -Standardised Service Specifications (November 2007)

Funded Peak Activities – Annual Service Plan Guidelines (Revised draft 13 December 2007)

Better Together: A new Direction to make NSW Government services work better together for people with a disability and their families: 2007-2011

DADHC Tender Training and Assistance Program – Workshop Manual.

Home and Community Care National Standards Education Manual – Objectives 5, 6 and 7

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

The Integrated Monitoring Framework – Service Review Instrument

Office for Ageing

A guide to concessions and services for NSW veterans February 2007

Ageing 2030: Creating the future Roundtable Report

Fact Sheet: Overview of the Office for Ageing, November 2006

Fact Sheet: Ageing and Social Engagement in NSW, October 2007

Fact Sheet: Population Ageing Projections in NSW, October 2007

Fact Sheet: NSW Government: supporting older people today, May 2008

Interagency Protocol for Responding to Abuse of Older People 2007

NSW Dementia Action Plan 2007 - 2009

Planning Ahead Kit: resources for managing financial, health and lifestyle decisions into the future May 2006

Taking Care of Business: Planning Ahead in Aboriginal and Torres Strait Islander Communities

Towards 2030: planning for our changing population April 2008

Aboriginal and Diversity Strategy Directorate

Aboriginal Policy Framework

Consulting Effectively with Aboriginal people and Communities – Aboriginal Consultation Strategy (2005)
CALD Strategy (2005-08)
CALD Action Plan 2005-2006
CALD Action Plan 2006-2007
DADHC’s Ethnic Affairs Priority Statement Plan 2005-06
EAPS Plan 2006-07
Multicultural Access Project: Case Studies in Good Practice Project Profile (2005)

Major Projects Teams

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

ACCOMMODATION & DIRECT SERVICES DIRECTORATE

Accommodation & 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
Business Rules on the Status of Clients who Entered Residences Prior to the ‘Restricted Admissions’ Policy (2002)
Case Co-ordination and Case Management (October 1996)
Child Protection Policy and Reporting Procedures for DADHC and DADHC-funded Services (February 2004)
NSW Carers Action Plan 2007-2012
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)
Circular DS-59- Policy on Managing Client Risks (14.1.2003)
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-69 Additional forms for use with risk management policies (15.04.2003)
DS-70 Placement of Clients in Group Home Vacancies (30.04.2003)
DS-71 Clients to Cease Taking Products Affected by TGA Recall (8.04.2003)
2007/AM/0004 Epilepsy Policy and Procedures
Circular 2006/PM/0008 – New DADHC and OPC Inter-Agency Protocol: The Management of Client Finances
in DADHC Residences and Group Homes
Circular 2006/AM/0004 – Completion of Blank Client Death Notification (CDN) Form
Circular 2006/PM/0003 Palliative Care Policy for Accommodation Support Services
Circular 2005/PM/0024 – Issue of the Managing Client Finances in DADHC Residences Policy
Circular 2005/PM/0022 – Additional reporting requirement: Response to the death of a client and reporting
reviewable deaths policy
Circular 2004/PM/0006 Issue of the Response to the Death of a Client and Reporting Reviewable Deaths
Policy (August 2004)
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)
Decision Making and Choice (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)
Framework and Guidelines for the Development and Review of Client Policies (February 2004)

Health Care Policy and Procedures (2007)
Household Operating Account Policy and Procedures, December 2007 (draft)
Incident Management Policy (Amended 2007)
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)
DADHC and OPC Interagency Protocol Management of Client Finances in DADHC Residences and Group Homes (2006)
Protocol for the Management of Community Visitor Reports to Services (Feb 2002)
Reconfiguration of DADHC Group Homes and Vacancy Management (2005)
Records Management Procedures for Group Homes, 2006
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 Policy February 2003
DS-63 Behaviour Intervention Policy (30.01.2003)
Positive Approach to Challenging Behaviour 1996
Restricted Practice Authorisation December 2006
Policy Framework: Providing behaviour support and intervention for people with an intellectual disability
June 2006

Circular 2007/AM/0016 - Provision of Information to the Court October 2007

Project Summary - Integrated Services Project for Clients with Challenging Behaviour November 2007

RESOURCE MANAGEMENT DIRECTORATE

Audit and Assurance Directorate

Code of Conduct and Ethics (Aug 04)

Conflict of Interest Policy (Feb 08)

DADHC Business Continuity Planning Policy (Mar 06)

Human Resources

Code of Conduct and Ethics – Aug 04

Conflicts of Interest Policy – May 08

Pre-Employment Criminal and Working With Children Checks Policy and Procedures – June 07

Employee Consultative Framework Policy and Guidelines – Jun 03

Induction, Policy & Procedures for DADHC – Dec 04

Leave Governance for Managers Policy – May 07

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: Military Leave – 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

Protected Disclosures Policy – 04

Recovery of Salary Overpayments Policy – Apr 08

Recreation Leave Guidelines – Feb 08

Resolution of Workplace Grievances Policy – Apr 05

Return-to-Work Policy – Dec 04

Smoke Free Environment Policy – Apr 06

Appropriate Attire and Foot wear Guidelines - June 2006

Assessing and Managing Psychological Injury - Practice Guidelines - Dec 2004

Development of Safe Work Procedures – Jan 2006

First Aid in the Workplace Policy - Sept 2005

Guidelines: Use of protective gloves - Sept 2005

Guidelines for the Prevention of Slips, Trips and Falls – Mar 2005

Guidelines for Offering Suitable Employment – Dec 2004

Guideline for Prevention of Manual Handling Injuries – Oct 2004

Hazardous Substances Policy - Aug 2005

Hazardous Substances Safe Work Procedures - Jan 2006
Incident Management Policy - Jan 2007
Infection Control Policy - Jan 2006
Infection Control Procedures - Feb 2007
Managing Client Risk Policy - June 2006
Manual Handling Policy - Sep 2004
Manual Handling Risk Management Procedures - Nov 2004
OHS Policy - Sept 2004
OHS and Injury Management System Review (OSR) Policy and Procedures - Aug 2007
Occupational Health and Safety Risk Management Policy - Sept 2004
OHS Consultation Policy and Guidelines - Dec 2004
OHS Electrical Safety Policy - Jan 2007
OHS Risk Management Policy - Sept 2004
OHS Risk Management Guideline and Procedure Procurement of Goods, Plant and Equipment – Jan 2006
Return to Work Policy - Dec 2004
Return to Work Procedures - Dec 2004
Resolution of Work place Grievances Policy - April 2005 (SHR Policy not OHS)
Risk Management Policy Summary
Safe Driving Policy - May 2007
Safe Work Procedures – Client Manual Handling Plan – Dec 2004
Safe Work Procedures – Laundry
Safe Work Procedures – Manual Handling
Safe Work Procedure – Template – Jan 2006
Safe Work Procedure – Vacuuming
Smoke Free Environment Policy - April 2006
Workplace Safety Inspection Procedure – Jun 2006

Information Technology

Information Security Policy (2004)
Information and Communications Technology Strategic Plan (2006-2009)
Intranet, Internet and E-mail Services Policy and Guidelines (2007)
Records Management Policy (2005)
Telecommunications Policy (2004)
Information Classification and Ownership Policy (2005)
Information Security Management System Charter (2007)
Remote Access Policy (2008)

Legal Services Branch

Circular No. 2005/PM/0019 - Providing Access to Personal Information (including Health information) held by DADHC
Privacy Complaint: Application for Internal Review (Application for review of conduct under section 53 of the Privacy and Personal Information Protection Act 1998)
Application for Access to Documents under the NSW Freedom of Information Act 1989

Application for Amendment of Personal Records

Application for Review of Determination (FOI)

Strategic Asset Management & Procurement

Asset Management Activities Roles & Responsibilities

Asset Properties Financial Models Policy (September 2003)

Policies and Procedures for the parking of bicycles in DAHC premises – 83 Clarence Street, Sydney (May 2005)

Design Standards for Group Homes (2005) (currently under review)

Engagement of Agency Staff (September 2007)

Engaging Contractors & Consultants Policy & Procedures (2004)

Goods and Services Procurement Policy and Guidelines (October 2007)

Policies and Procedures for the DADHC Motor Vehicle Fleet (February 2006)

Office Accommodation Property Business Case Guidelines

Policies and Procedures for the issue of DADHC Photo Identification Cards (April 2006)

Waste Reduction and Purchasing Plan (WRAPP) 2005 - 2007

Strategic Finance

Credit Card Policy (2005)

Taxis and Cab Charge Policy (2005)

Ex-Gratia Payments (September 2007)

Petty Cash (September 2007)

Prompt Payment of Accounts (September 2007)

DIRECTOR-GENERAL'S OFFICE

Public Accountability Branch

DADHC Feedback and Complaint Handling – Principles and Guidelines. Version 2. 24 May 2005.

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)

Seniors Card Business Card Policy (March 2004)

Comms Centre Guidelines (December 2005)

DADHC Annual Report 2006-07

DADHC Connections magazine

DADHC Branding and publishing guide

Department's role, services and operations brochure

Intranet guidelines (September 2006)

Made You Look Don't DIS my ABILITY International Day of People with a Disability 2007

Our Voice (staff newspaper)

NSW Seniors Week 2008 Grants Program Application

NSW Seniors Week 2008 Grants Program Application Handbook

NSW Seniors Week 2008 Achievement Awards Nomination Form

NSW Seniors Week 2008 Program of Events

Premier's Gala Concerts for Groups – Group Registration Form and Group Application Form
Premier's Seniors Week Gala Concert Program 2007
Premier's Christmas Gala Concert Program 2007
Seniors Card 2008 Discount Directories (5 regional editions) - formerly called Member Guide
Seniors Card 2008 Discount Directory Advertising Rate Card & Booking Form
Seniors Card Member Application Form (eligibility criteria) revised June 2006
Seniors Card Business Partner Application Form (plus Terms & Conditions flyer revised Feb 2004)
Seniors Card What is a Seniors Card? (multi-lingual overview brochure)
Seniors Card Senior Shopper (brochure)
Seniors Card Privacy policy
Seniors Card Business Partner Recruitment policy
Seniors Card Discount Directory Advertising policy
Seniors Card Volunteering policy
Seniors Card Online Advertising Policy
Seniors Card Inserts in Discount Directory Mailing policy
Seniors Card Inserts in new member & Remakes Packs policy
Seniors Card Direct Mail policy
Seniors Card CD and mailer pack (what is the fastest growing consumer segment in Australia)
Sponsorship Policy (January 2005)
Stronger Together: A new direction for disability services in NSW 2006-2016 (plan, summary and summary in 10 languages and accessible formats)
Stronger Together: A new direction for disability services in NSW 2006-2007 (Progress Report: Summary)
The Carers' Survival Guide – Z-card
What's Hot and What's Not - C-card

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) 82702320 Fax: (02) 82702495

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

Access and Intake into the Home Care Service Fact Sheet.

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 Review Policy

Communicating in Alternative Formats Policy with People with Disabilities

Corporate Records Management Policy

Fee Agreement Debt Collections Policies & Procedures

High Need Pool Guidelines

Home Care CARES Booklet

Joint Statement on Role Boundaries in Provision of Personal Care

Mistreatment of Vulnerable Adults in their Homes

Personal Care Policy Manual

Personnel Policy Manual

Policy and Procedures for the Home Care Service Corporate Uniform

Portability Policy for Home Care Clients

Price List Schedule for Services - Full Fee Customers

Quality Assurance for Home Care Service – Guide to Good Practice

Records Disposal Policy Manual

Record keeping Policy Client Service Files

Referral & Assessment Procedures for the Provision of HACC Services

Reporting of Suspected Illegal Activity

Safe Care Policy Manual

Service Policy Guidelines

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

Aboriginal Home Care Service Policy and Guidelines 2007

Can Aboriginal Home Care help you? Brochure 2007

CARES booklet – A better way to work with our clients and each other: Aboriginal Home Care, a self-learning resource

Fact sheet: About Aboriginal Home Care

Fact sheet: Intake into Aboriginal Home Care

Fact sheet: Changes to Intake, referral and assessment – Information for service providers

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

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

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

GUARDIANSHIP TRIBUNAL

SECTION 1 – POLICY DOCUMENTS

Access to New Treatments through Clinical Trials
Accessibility Features of the New Guardianship Tribunal Website
Application for Approval of a Clinical Trial
Application for Consent to Medical or Dental Treatment
Application for Guardianship and/or Financial Management
Application for Recognition of Interstate Appointment
Application to be Joined as a Party to a Matter
Application to Review a Financial Management Order
Application to Review Enduring Guardianship Appointment
Application to Review Enduring Power of Attorney
Application to Revoke a Financial Management Order
Appointment of Enduring Guardian/Alternative Enduring Guardian
Appointment of Power of Attorney
Behaviour Management and Guardianship
Community Education Request Form
Financial Management Hearings
Financial Management Orders – What Happens After the Hearing?
Getting ready for your hearing (pamphlet for people who are subjects of applications)
Guardianship Hearings
Guardianship Tribunal online: <http://www.gt.nsw.gov.au>
Guardianship Orders – What Happens After the Hearing?
Hearings for Applications to Review or Revoke Financial Management Orders
Hearings for Reviews of Guardianship Orders
Revoking (or Cancelling) 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

Recognition of Interstate Appointment

Representation at Hearings

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
Central West 2001: Report of consultations with older residents of Parkes, Forbes and environs, 2001
Consultation at Kings Cross, 2005
Consultation at Taree, 2005
Consultations in Griffith and Narrandera: Final report and recommendations, 2002
Consultations in Tamworth: Final Report, 2003
Consultations on the Central Coast: Initial Report, 2005
Consultations with Older People: on Mobility, Location and Financial Security, 2004
Counting on Experience: a review of good practice in the employment of mature workers, 2002
Driving Miss Daisy in Country NSW, 2000
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 & NSW Committee on Ageing), 1997
Hear All About It: Seminar on hearing loss and older people, 2003
'Have Your Say' Consultation with older people of non-English speaking backgrounds, Blacktown, 2002
Home among the gum trees – Securing the future for older people who live in residential parks in NSW, 2004
Including Us Too! Tips for events managers working with older people, 2000
Job Search Experiences of Older Workers, 1996
Keeping in touch: Older People Living Alone, 1996
Keeping the balance: older men and healthy ageing, 2001
Living Well Forum: Report of a consultation with older people from eight ethnic communities in South Western Sydney, 1998
Local Government Services for Older People, 1996
Making a Difference - The views of people in the valley: Report of consultations in Bega and district, 1998
Never Too Late to Learn: A Report on Older People and Lifelong Learning, 1997
NSW Committee on Ageing Consultation in Blacktown: Final report and recommendations, 2002
NSW Committee on Ageing Consultations in Parkes and Forbes: Final report and recommendations, 2003
Older People and Crime, 1997

Older People and Government Services: Report to the Minister for Ageing, 2006
Older People and Housing: The views of older people in southern Sydney, July 2003
Older People 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
When Families Break Down - Rights of Grandparents and Grandchildren, 1997
When the chips are down: Report of a consultation with older residents of Cobar and district, 1998
Where to live as we age – Stay put or move? 2002
Who Pays: The Impact of User Pays and Economic Policy of Older People, 1998
Word of Mouth: Older People's Oral Health Seminar, 2004

Other documents

Brochures about the NSW Ministerial Advisory Committee on Ageing (one in English and one multilingual)
Half Yearly Report (Jan – June, July – Dec.) published since 2002
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 <<http://www.maca.nsw.gov.au>>

SECTION 3 – CONTACT ARRANGEMENTS

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

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

DISABILITY COUNCIL OF NSW

SECTION 1 – 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)

Critical Bridges: meeting challenges at points of transition in education by working together (DVD Program)

Emergency Evacuation Plan

Media Guidelines (1994)

More than Getting Through the Gate: The Involvement of Parents who have a Disability in their Children's School Education in NSW (2001)

One of the Kids - Educating Children with and without Disabilities Together in the Same Classes and Schools. A Guide for Parents (1998)

Setting It Straight - A Survey of Consumers' Views on the Quality and Availability of Orthoses in NSW (1995)

Strategic Focus 2008 (May 2005)

Submission on Developing a Sustainability Charter for Australia: to the Inquiry into a Sustainability Charter by the Standing Committee on Environment and Heritage

Submission to Inquiry into Children, Young People and the Built Environment: A Submission to the NSW Parliamentary Committee on Children and Young People

Submission to Fit for the future - Planning for the Future: NSW Health 2025: Inquiry of NSW Health on the future directions for health in NSW

Lifecycle Housing: An introduction to a smarter approach to sustainable housing development. Meeting the changing needs of homeowners across the lifespan

Submission on Are the rights of people whose capacity is in question being adequately promoted and protected?

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 & S Challenges in the Disability Services Sector: A response to the ACROD Discussion paper.

Taxis and People with a Disability: Issues for Government and Industry (1998)

Time for A Break - Results of the Respite Care phone-in (1990)

SECTION 2 – STATEMENT OF AFFAIRS

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

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

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

SECTION 3 – CONTACT ARRANGEMENTS

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

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

Most publications are available online at the Disability Council's website:

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

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****DEPARTMENT OF THE ARTS, SPORT AND RECREATION**

For the purposes of this publication the summary reflects the requirements of the Act for the Department including Arts NSW; the NSW Office of Liquor, Gaming and Racing; and NSW Sport and Recreation.

The information contained in this summary of affairs is correct as at 30 June 2008.

SECTION 1 – POLICY DOCUMENTS**All Divisions – Arts NSW; Corporate Services Division; NSW Office of Liquor, Gaming and Racing; Office of the Director-General; NSW Sport and Recreation**

- Accident and Incident Reporting
- Annual Travel Pass Scheme
- Incident Reporting Procedures
- Generic Learning and Development Pilot Program
- Occupational Health and Safety Committee Constitution
- Options for the Employment of Staff
- Overseas Travel Allowance Rates
- Return to Work Policy
- Return to Work Program
- Selection Committee Guidelines
- Study Time Guidelines
- Workers Compensation Claims/Injury Management System

Corporate Services/Office of the Director-General

- Communications Policy
- Corporate Credit Card Policy
- Non-Financial Delegations

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

- Cab Charge
- Charitable Fundraising Policy
- Code of Conduct
- Corruption Prevention Policies and Procedures
- Delegations Manual
- Disability Action Plan 2006-08
- Driver Safety and Out-of-Office Workplace Activity Guidelines
- EAPS - Ethnic Affairs Priorities Statement
- Equal Employment Opportunity Management Plan
- Equal Employment Opportunity Policy
- Emergency and Evacuation Procedures
- Employee Assistance Program
- Ethnic Affairs Priorities Statement
- Flexible Work Practices
- Flexible Working Hours Agreement
- Fringe Benefits tax (FBT) – Changes to FBT Reporting Arrangements - Impacts on Income Tests for Employees
- General Purchasing Procedure
- Grievance Handling
- Grievance Resolution
- Harassment Prevention Policy
- Information Management & Technology Security Policy
- Improving Performance and Conduct Toolkit
- Incident Reporting Procedures
- Job Evaluation
- Key Officials and Former Key Officials
- Mailroom Procedure Manual
- Motor Vehicle Policy
- Motor Vehicle Strategic Management Plan
- Non-Financial Delegations
- Notification of Injury
- Occupational Health and Safety Workplace Committee Constitution
- Occupational Health and Safety Consultation Policy
- Occupational Health and Safety Consultation Resolution
- Occupational Health and Safety Policy
- Private Employment
- Probation for New Employees
- Procurement
- Records Management Policy
- Records Management Program
- Recycling Services
- Salary Packaging Guide
- Salary Sacrifice for Superannuation
- Strategic Office Accommodation Plan 2007/08 – 2009/10
- Strategic Plan 2005-2008
- Study Assistance Policy
- Total Asset Management Policy
- Translators and Interpreter Services
- Travel Pass Scheme Policy and Procedure (annual)
- Travel - Procedures for Making Arrangements
- Welcome Booklet
- Waste Reduction and Purchasing Policy (WRAPP)
- Workplace Giving/Donations

NSW Sport and Recreation

- Air Travel bookings
- Approval to Employ Persons with Close Personal Relationships
- Cab Charge/Taxi Policy
- Career Break and Part Year Employment

- Code of Conduct
- Communicable Diseases Policy
- Community Language Allowance Scheme
- 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)
- 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
- FOI Procedures
- Finance and Administration Procedures Manual for NSW Sport and Recreation centres
- First Aid Policy
- First Aid Program
- Flexible Working Hours Agreement
- Frequent Flyer Points
- GST Accounting Guide
- Grievance Handling
- Harassment and Bullying
- High Performance Athletes Special Leave Policy
- Improving Performance
- Information Security Policy
- Incident Reporting Procedures
- Induction Policy
- Job Evaluation Policy
- Maximum Accumulation of Recreation Leave/ Excess Recreation Policy
- Media Policy and Procedures
- NSW Government Travel User Guide
- Network Acceptable Use Policy
- Non Financial Delegations (February 2008)
- Occupation Health and Safety Consultation Statement
- Official Travel Policy
- Part-time Work and Job Sharing Policy
- 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
- Salary Packaging for Non-SES Employees
- Salary Sacrifice for Superannuation Policy and Procedures
- Short-term Equipment Loan Policy

- Speech Policy - staff speaking at external conferences
- Staff Attendance at External Conferences
- Staff Departure Policy and Procedures
- Standard Operating Procedures
- State Contracts Control Board
- Sun Protection Policy
- Travel Health Tips
- Travel Policy and Procedures
- Travel Security Tips
- Travelling Safely Overseas
- Use of Consultants
- User Account Policy
- Work Experience Policy
- Working from Home Policy
- Workplace Health and Safety Committee Constitution
- Workplace Safety Policy

ARTS 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 with the Association of NSW and Shires Association of NSW
- Doing it Our Way: Contemporary Indigenous Cultural Expression in NSW
- Exhibitions Indemnification Scheme
- Guidelines for Cultural Grants 2008 and Fellowships, Scholarships and Awards 2007-2008
- Indigenous Arts Policy
- Indigenous Arts Protocol - A Guide
- NSW Art in Public Places (and Public Art Register)
- Premier's History Awards 2007 – program
- Premier's History Awards 2008 - guidelines
- Premier's Literary Awards 2008 - 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

- Liquor and Gaming Magazine

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
- Young People and the NSW Liquor Laws
- Industry Statistics at a Glance
- NSW Sports Clubs and the Liquor Laws
- RSA Training – Obtaining Approval from the Liquor Administration Board

Information Sheets - General

- 3/05 CMS Connectivity Arrangements
- 1/05 Governor's Licences for Racing Clubs
- 9/03 Mandatory Responsible Service of Alcohol Training
- 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
- 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'
- 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

- Client Data Set Guide for Users
- Client Data Set Consent forms (English and 23 community languages)
- Funding and Performance Agreement
- Policy Framework on Treatment Services for Problem Gamblers and their Families
- Quality Improvement Accreditation Project

Priced Publications

- Annual Subscription Services - Liquor and Gaming Bulletin [\$30 - \$120]
- Australian iD Checking Guide [\$5]
- Best Practice Guidelines for Charitable Organisations - 4th Edition [\$35]

Publications - Other

- Liquor Accord Toolkit

NSW SPORT AND RECREATION

- 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
- Sport Rage - A-Z of resources : www.dsr.nsw.gov.au/sportrage/sr_resources.htm

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 its annual report as its 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:

Department of the Arts, Sport and Recreation:	www.dasr.nsw.gov.au
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 reporting requirements in The NSW FOI Manual published by the Department of Premier and Cabinet.

SECTION 3 - CONTACT DETAILS

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

Arts NSW

FOI Coordinator
Arts NSW
111 Elizabeth Street, Sydney South NSW 1235 (PO Box A226)
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, Sydney NSW 2000 (GPO Box 7060)
Telephone: (02) 9995 0610
Facsimile: (02) 9995 0611
email: 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 2128]
Telephone: (02) 9006 3895
Facsimile: (02) 9006 3885

Enquiries can be made between 9am and 5pm, Monday to Friday (except public holidays).

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

Under the terms of sections 14(1)(b) and 14(3) of the Freedom of Information Act 1989 (FOI Act), the Department of Corrective Services is required to publish an up-to-date Summary of Affairs at six-monthly intervals. The information contained in this Summary of Affairs is correct as at 4 June 2008.

SECTION 1 – POLICY DOCUMENTS

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

Aboriginal Support & Planning Unit

- Aboriginal Offenders Strategic Plan * #

Adult Education and Vocational Training Institute

- AEVTI Policy and Procedures Manual

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 *
2005-2010 #
- The Offender Suicidal Behaviour Assessment (OSBA) Manual and Form

Brush Farm Corrective Services Academy

- Appeals Policy and Procedures
- Assessment Policy and Procedures
- Certificate Issue Policy
- Enrolment and Admissions Policy
- Participants Rights and Responsibilities Policy
- Alcohol & Other Drugs Policy
- Customer Feedback Policy
- Non-conforming Products and Services Policy
- Orientation Policy
- Professional Development Policy
- Quality Policy
- Records Management Policy
- Learning Guide 2007 * #
- Learning and Staff Development Prospectus * #
- BFCSA Code of Conduct and Ethics

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 #

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 Compliance Group

- Home Detention Policy (part of Community Offender Services Policy and Procedure Manual).

Community Offender Services

- Community Funding Program
 - 2008 to 2011 EOI Submission Package *
 - Framework *
- Victims of Violent Crime Grants Program
 - 2007-08 VOVCGP Application Package – 2ND ROUND OF EOI *
- Parolee Support Initiative – Mental Health/Intellectual Disability
 - Parolee Support Initiative – Mental Health/Intellectual Disability – Expression of Interest Information and Submission Package (2006/07-2008/9) *

Corporate Strategy

- Annual Report 2006-2007 * #
- Annual Report Highlights Brochure/CD ROM
- Corporate Plan 2006 - 2009 * #
- Departmental Planning Policy
- Policy Guidelines
- Policy Directory
- Business Planning Guide
- Environmental Management Plan *
- Corporate Communications Plan *

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

Corrective Services Support Line

- Corrective Services Support Line – Information sheet for inmates
- *Got a problem?* – A4 and A3 posters, and bookmark

Disability Services Unit

- Disability Action Plan 2000-2002

Family & Community Support

- Funeral assistance
- Travel assistance for Families Visiting Inmates

Finance & Asset Management

Asset Management

- Awarded contracts *
- Business Ethics for Contractors and Suppliers to the Department of Corrective Services *
- Code of Conduct for Tendering Processes (August 2006)
- ComputerFleetClientXpress 6.4 User Manual (April 2004)
- Computer Returns Process (2003)
- Contract Management Committee Guidelines (March 2005)
- DCS Ellipse Equipment Register Policy & Procedure Manual
- Environmental Management Plan *
- Environment Policy
- Fixed Asset Policy
- Henry Deane Building and Flight Centre Parking Procedure Manual
- ICT Purchasing Procedures
- Intellectual Property Management Policy
- Lease Quote Procedures - Salary Sacrifice Motor Vehicles (April 2005)
- Minor Works Asset Manual
- Official & Semi-official Telephone, Mobile Phone and Pager Procedure Manual
- Procurement & Materials Management Manual
- Procurement Plan 2007-2010
- Property Policies & Procedures, Acquisitions and Disposals
- Recently awarded contracts *
- Temporary Staff User Guide
- Terms and Conditions for Suppliers to the Department of Corrective Services *
- Transport Policies and Procedures (2007)

Corporate Services Administration

- Risk Management Policy and Procedures Manual

Finance

- Accounting Policy Manual
- Accounting Procedures Manual
- Accounts Payable Procedures
- Accounts Receivable Procedures
- Cab Charge Card Policy
- Centralised Accounts Payable System Management Manual
- Chart of Accounts
- Corporate Credit Card Policy
- CTS Inmate Phone System Management Procedure
- Debt Recovery Policy
- Engagement of Consultants and Contracted Employees Policy & Procedures
- Centralised Accounts Payable Mismatch Management Manual
- Month end procedures
- Year end procedures

Freedom of Information & Privacy Unit

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

Human Resources Division

- Aboriginal Employment and Careers Strategy
- Equal Employment Opportunity Policy *
- Equal Employment Opportunity Report 2006/2007
- Managing Work-Related Bullying and Harassment *
- Occupational Health and Safety Manual (\$25.00 per copy) #
- Occupational Health and Safety Statement of Intent *
- Security and Criminal Record Checks Policy and Guidelines

Information Communication & Technology Division

- DCS IC&TD Governance Manual

Inmate Classification & Case Management Branch

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

Legal Branch

- Operations Delegations
- Financial Delegations
- Administrative Delegations
- Section 1.9, “Subpoenas”, contained in the Legal Branch Policy & Procedures Manual
- Memoranda of Understanding Register – Policy
- Significant Departmental Contracts Register – Policy
- Ex Gratia Assistance for Legal Representation

Offender Assessment Unit

- Assessment of Offenders and Inmates
- NSW Department of Corrective Services, Assessment and Scoring Guide for Level of Service Inventory-Revised (LSI-R), October 2007

Offender Policy Unit

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

Full deletions

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

All forms and annexures within the Community Offender Services Policy and Procedure Manual

- 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
- 12 Correctional Centre Security
- 13 Serious Incidents
- 23 AA and Category 5 Inmate: Management Regime

All forms and annexures within the Operations Procedures Manual

Partial deletions - sections

- 2.6.18 Procedures for Court Cell complexes
- 2.7 Correctional Centres
- 2.17.2 Inmate Transfer and Escorts Procedures
- 2.18 The Serious Offenders Review Council
- 2.26 Placement Location for specific programs

- Plan for Cultural Inclusion 2004 - 2007 *

Offender Programs Unit

- Strategic Accreditation Framework (2003)
- Policy concerning External Program Providers in Correctional Settings (2006)
- Policy concerning the Strategic Accreditation Framework and the Role of the Offender Programs Unit (2006)

Official Visitor Scheme

- Standard Operating Procedures for Official Visitors Scheme

Probity and Staff Development Division

- Guide to Conduct and Ethics # *
- Protected Disclosures Policy #
- Management of Professional Conduct Policy #
- Employee Alcohol & Other Drugs Policy #
- DCS Organisational Development and Recognition of Excellence Policy
- External Professional Development and Placement Policy
- Mentoring Policy
- Security Awareness Training Policy
- Staff Development 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 – External Leave *
- Submissions Concerning Offenders in Custody Information Package – Parole Consideration *
- Submissions Concerning Offenders in Custody Information Package – Parole Consideration for Serious Offenders *
- 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 Programs
- 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 & Privacy Unit. The Statement of Affairs may be inspected at the Department's Freedom of Information & Privacy Unit. The address of the Freedom of Information & Privacy Unit is level 6, Henry Deane Building, 20 Lee Street, Sydney. The Freedom of Information & Privacy Unit is generally open from 8.30 am to 4.30 pm Monday to Friday. Members of the public are advised to telephone the Freedom of Information & Privacy Unit to make an appointment prior to making a personal visit. To make an appointment contact the Manager of the Unit on telephone number (02) 8346 1067.

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

The documents listed in section 1 can be inspected or obtained by contacting the officer-in-charge of the relevant listed section. The sections can be contacted through the Department's switchboard on telephone number (02) 8346 1333. The officer-in-charge of a given section will advise the procedures for inspecting and 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, by email at vinay.sharma@dcs.nsw.gov.au. or from late 2008 www.bfcsa.nsw.gov.au. The Library can be also accessed through the Department's website.

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)
June 2008

POLICY DOCUMENTS

The documents listed on the following pages comprise the policy documents as defined by the Freedom of Information Act 1989 as at 1 June 2008. The Department's policies and the list of policies are under constant review. Please note that policies noted as "Intranet Only" may have certain restrictions on access.

STATEMENT OF AFFAIRS

The Department of Education and Training publishes its Statement of Affairs each year in conjunction with its annual report.

The Statement of Affairs to 31 December 2007 is included in the Department's 2007 Annual Report, published in June 2008. It is also available as a printed document from the Freedom of Information Unit or as an electronic document (.pdf format) on the Department's internet site www.det.nsw.edu.au/foi/statement/index.htm

The 2008 Statement of Affairs will be published in conjunction with the 2008 Annual Report

INSPECTING AND PURCHASING POLICY DOCUMENTS

Policy documents are available for either inspection or purchase in the following ways:

1. through the Department's internet site - www.det.nsw.edu.au
2. through public libraries using the internet service
3. for inspection, by appointment only, contact the Public Liaison Office on 02 9561 8999 during office hours (9am – 5pm)
4. for purchase, contact the Department's Public Liaison Office on 02 0561 8999 during office hours (9am – 5pm)

Note: Some policy documents are not accessible via the internet usually because a fee applies. For inquiries about policy documents marked "intranet only" on the list, please contact the Department's Freedom of Information Unit or Public Liaison Office.

ENQUIRIES AND CONTACT

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 Unit
 Legal Services Directorate
 Department of Education and Training
 Level 7, 35 Bridge St
 Sydney 2000

Telephone: (02) 9561 8519
 Fax: (02) 9561 1157
 Email: foi@det.nsw.edu.au

Policy Name	Document No.
A	
Aboriginal Education Policy	PD20050209
Absentee Notices (pdf)	PD20050259

Policy Name	Document No.
Accreditation of New Scheme Teachers at Professional Competence Procedures (pdf)	PD20050165
Accreditation of New Scheme Teachers in NSW Government Schools Policy	PD20050165
Alcohol and Other Drugs: Policy Framework for TAFE NSW Institutes	PD20050225
Allegations against Employees in the Area of Child Protection	PD20050263
Animal Welfare Policy - Schools	PD20040029
Animals in schools: Animal welfare guidelines for teachers	PD20040029
Anti-bullying Plan for Schools - Procedures	PD20060316
Anti-Racism: Contact Officers	PD20050235
Anti-Racism Policy	PD20050235
Anti-Racism: Complaints of Racism	PD20050235
Anti-Racism: What schools can do	PD20050235
Apprenticeships and Traineeships Information Collection Procedure (pdf)	PD20050088
Assessment Policy - TAFE NSW	PD20050173
Assessment Procedures – TAFE NSW	PD20050173
Assisting Students with Learning Difficulties	PD20060342
Attendance Register Codes (pdf)	PD20050259
Australian Qualifications Framework, issuing guidelines(pdf)	PD20050328
Authority to run Policy	PD20050006
B	
Back-to-School Allowance	PD20050228
Back-to-School Allowance guidelines	PD20050228
Beginning Teachers Resource Allocation Procedures	PD20070367
Beginning Teachers Support Policy	PD20070367
Budget Policy	PD20060354
Business Continuity Management Policy	PD20050289
Business Continuity Management Website	PD20050289
C	
Cash Handling and Cash Minimisation Policy TAFE NSW	PD20050084
Child protection, procedures for responding to allegations against employees (pdf)	PD20050263
Child protection, procedures for the Local Management of Less Serious Allegations against DET Employees (pdf)	PD20050263
Children's Centres Policy - TAFE NSW	PD20050306
Code of Conduct Policy	PD20040020
Code of Conduct Procedures (pdf 1.53MB)	PD20040020
Commercial Activities Costing - TAFE	PD20050297
Commercial Programs	PD20050297
Commercial Recognition Services Policy TAFE NSW	PD20050262
Commercial Services Policy TAFE NSW Procedures and Guidelines v1.1(pdf)	PD20050262
Commercial Services Guidelines TAFE NSW (pdf 49kb)	PD20050321
Commercial Services Policy - TAFE NSW	PD20060321
Common Leave Pass (pdf)	PD20050259
Community Language Allowance Scheme	PD20050096
Community Language Allowance Scheme Administration Procedures (Ms Word)	PD20050096
Community Language Schools Free Use of Government School Facilities	PD20050265
Complaints Handling Guidelines	PD20020051
Complaints Handling Policy	PD20020051
CONDITIONS OF EMPLOYMENT FOR TAFE NSW	PD20050151

Policy Name	Document No.
Controversial Issues in Schools	PD20020045
Controversial Issues in Schools Policy Implementation Procedures (Ms Word 66.5kb)	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 Framework (pdf 19.7kb)	PD20040009
Corruption Prevention Policy	PD20040009
Corruption Prevention Procedures (pdf 149kb)	PD20040009
Course Completion Procedure V1.0	PD20050199
Course Related Charges Policy - TAFE NSW	PD20060314
Course to Course Transfer Procedure (pdf)	PD20050198
Courses Attached to Vocational Training Orders, Entry and Selection guidelines (pdf)	PD20050217
Cultural Diversity and Community Relations Policy: Multicultural education in schools	PD20050234
Cultural Diversity and Community Relations: Inclusive Curriculum	PD20050234
Cultural Diversity and Community Relations: What Schools can do.	PD20050234
Current Requirements for Head Teachers, Teachers Handbook 1990 (Ms Word)	PD20050275
Curriculum planning and programming, assessing and reporting to parents K-12	PD20050290
Curriculum planning and programming, assessing and reporting to parents website	PD20050290
Curriculum Policy Standards (pdf)	PD20050290
D	
Date of Birth Declaration Procedure (pdf)	PD20050198
Demountable Accommodation for Schools and TAFE Institutes	PD20050261
Department of Education and Training OHS Website	PD20040007
Departmental Motor Vehicle Best Practice Guide	PD20050291
DET Purchasing, Tendering and Contracting Handbook for State Office, Directorates and District Office	PD20050294
DEVELOPMENT APPLICATION NOTIFICATIONS FOR NEIGHBOURING DEVELOPMENTS (RESPONDING TO)	PD20050269
Driver Training Implementation Guidelines	PD20020033
Drug related incidents in schools guidelines (pdf)	PD20020040
Drugs in Schools Policy	PD20020040
E	
Eligibility Requirements for Head Teacher Positions in NSW Government Schools 2004 (Ms Word)	PD20050275
Embedded qualifications, Application for Testamur Form (pdf)	PD20060327
Embedded qualifications, Procedures manual (pdf)	PD20060327
Embedded qualifications, Testamur request [Policy]	PD20060327
Emergency Planning and Response Policy	PD20050250
Emergency Planning Management Guidelines and Support Tools	PD20050250
Employer Communication Devices Staff Use Policy	PD20020024
Employer Communications Devices Staff Acceptable Use Guidelines (pdf 99k)	PD20020024
English as a Second Language: Guidelines for schools (pdf)	PD20050234
Enrolment Administrative Procedures	PD20050198
Enrolment and Enrolment Adjustment Forms Guide	PD20050198
Enrolment by Proxy Procedure	PD20050198
Enrolment of Students Enrolled in Modules Failed More Than Once (pdf)	PD20050198

Policy Name	Document No.
Enrolment of Students in NSW Government Schools: A Summary and Consolidation of Policy	PD20020006
Enrolment Policy - TAFE NSW	PD20050198
Enterprise Risk Management Guidelines (Ms Word)	PD20040036
Enterprise Risk Management in the Department of Education and Training PD20040036	
Entry and Selection Policy for Courses Attached to Vocational Training Orders	PD20050217
Entry Requirements Implementation Guidelines (pdf)	PD20050090
Entry Requirements Implementation Guidelines (pdf)	PD20050299
Entry Requirements Policy - TAFE NSW (pdf)	PD20050090
Environmental Education Policy for Schools	PD20020049
Environmental Education Policy for Schools guidelines (pdf)	PD20020049
Ex-Gratia Payments	PD20050266
Ex-Gratia Payments Procedure - DET	PD20050266
Ex-Gratia Payments Procedure - TAFE NSW	PD20050266
Excursions Policy	PD20040010
F	
False and Fraudulent Student Result Documents Procedure V1.0 (pdf)	PD20050199
Films, Videos, DVDs and Computer Games in Schools: Procedures for Use (Ms Word 39 kb)	PD20020045
Finance Directorate – TAFE Accounting manual (pdf)	PD20050298
First Aid Policy	PD20050247
Fresh Tastes NSW Healthy School Canteen Strategy	PD20020058
G	
Gifted and Talented Policy	PD20040051
Guidelines for the Management of Conduct and Performance (pdf 991kb)	PD20060335
Guidelines for the Safe Conduct of Sport and Physical Activity	PD20020012
Guidelines for the use of strategies to support gifted and talented students (pdf)	PD20040051
Guidelines on screening films and TV programs (pdf)	PD20060339
H	
Head Teacher Eligibility Requirements Policy	PD20050275
Home School Liaison Programme Guidelines (pdf 531kb)	PD20050259
Homework Policy	PD20020003
Homophobia in schools	PD20050287
I	
Implementing the Environmental Education Policy in your school (pdf)	PD20020049
Incident Reporting Policy	PD20070362
Incident Reporting Procedures (Ms Word 65.5kb)	PD20070362
Income – Commercial Activities	PD20050297
Infection Control Policy	PD20050257
Information About Homework	PD20020003
Injury Management, Health and Wellbeing Management Guidelines and Support Tools	PD20050247
Injury Management, Health and Wellbeing Management Guidelines and Support Tools	PD20050257
Intellectual Property Licensing Guidelines – TAFE NSW	PD20050272
Intellectual Property Policy - TAFE NSW	PD20050272

Policy Name	Document No.
Intellectual Property Policy - TAFE NSW Guidelines V2 (pdf)	PD20050272
Interest Subsidy Scheme for Non-Government Schools	PD20050273
Internet and Email Services Acceptable Usage Policy - TAFE NSW	PD20070363
Internet and Email Services Code of Expected User Behaviour - TAFE NSW (Ms Word 41kb)	PD20070363
Internet and Email Services: Acceptable Usage for Schools	PD20020046
Interpreting Policy - TAFE NSW	PD20040035
Interpreting Policy Guidelines 2008 - TAFE NSW	PD20040035
J	
JOINT FUNDING OF CAPITAL WORKS IN SCHOOLS	PD20050274
Joint Testamur Procedure V1.0 (pdf)	PD20050199
L	
Leading and Managing the School	PD20040024
Learning Assistance Program	PD20060342
Library Policy - Schools	PD20050221
Literacy K-12 Policy	PD20050288
Literacy Policy Support	PD20050288
M	
Management Guidelines and support tools, Consultation and Communication	PD20050260
Management of Conduct and Performance	PD20060335
Mandatory Roll Procedure – TAFE NSW (pdf)	PD20050083
Mentoring and Supporting Students Guidelines (pdf)	PD20050115
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
N	
National and International Costing Guidelines	PD20050297
Non-Participation of Students Enrolled in TAFE NSW Courses (pdf)	PD20050198
NSW DET Disability Action Plan 2004-2006 (pdf)	PD20050243
NSW Institute of Teachers website	PD20050165
Numeracy K-12 Policy	PD20070365
O	
Occupational Health and Safety (OHS) Consultation Policy	PD20050260
Occupational Health and Safety (OHS) Risk Management Policy	PD20050256
Occupational Health and Safety Policy	PD20040007
OHS Risk Management Management Guidelines and Support Tools	PD20050256
Opportunity class packages for local, interstate and overseas applications	PD20060353
Outreach Policy - TAFE NSW	PD20050299
Outstanding Fees Policy - TAFE NSW	PD20050141
Outstanding Fees TAFE NSW Mandatory Procedures (pdf)	PD20050141
Overseas Trained Teachers Policy	PD20040016
Overseas trained teachers, Pre-Employment Program Implementation Guidelines (pdf)	PD20040016

P

Pecuniary and Private Interests Register (pdf 324.8kb)	PD20040020
People With Disabilities - Statement of Commitment	PD20050243
Per Capita Allowance Funding for Non-Government Schools	PD20050280
Performance Management and Development Implementation Documents	PD20060334
Performance Management and Development Policy	PD20060334
Performance Management and Development Scheme for Public Service and TAFE Administrative and Support Staff	PD20060334
Performance Management Scheme for TAFE NSW Institute Managers	PD20060334
Pirated DVDs Screening Guidelines (pdf)	PD20060338
Podcasting copyright and permissions guidelines	PD20060355
Policy and implementation strategies for the education of gifted and talented students (pdf)	PD20040051
Policy Documents - DET Requirements	PD20040001
Policy Documents, Format Guidelines (Ms Doc)	PD20040001
Policy Documents, Online Publication Procedure (pdf 25.7kb)	PD20040001
Policy Documents, Online Publishing Process [Procedure] (pdf 25.7kb)	PD20040001
Policy for Protecting Children and Young People	PD20020067
Prevention of Bullying in the Workplace Policy	PD20050246
Prevention of Bullying Procedures and Guidelines	PD20050246
Principals Network Information: Acceptable Usage in Schools Policy	PD20070359
Private and Secondary Employment Guidelines (Ms Word)	PD20030007
Private and Secondary Employment Policy	PD20030007
Procedures for Joint Funding of Capital Works in Schools Procedures (pdf)	PD20050274
Procurement Policy	PD20050294
Professional Learning Policy for Schools	PD20040017
Protected Disclosures - Internal Reporting Policy	PD20020019
Protected Disclosures - Internal Reporting Procedures 2205 (pdf)	PD20050019
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 (pdf 96kb)	PD20040020
Psychological Tests Policy	PD20050205
Purchasing Manual - TAFE NSW	PD20050294

Q

Quality Policy - TAFE NSW	PD20070361
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R

Recognition Policy - TAFE NSW	PD20050251
Recognition Policy TAFE NSW Procedures and Guidelines Ms Word 92.56kb	PD20050251
Records Management Manual	PD20050284
Records Management Program	PD20050284
Release of Student Information Policy	PD20050088
Release of Student Information Procedure (pdf)	PD20050088
Religious Education Implementation Procedures	PD20020074
Religious Education Policy	PD20020074
Repeat Enrolments of Students in Successfully completed Modules/Units of competency (pdf) PD20050198	
Replacement Testamur Procedure V1.2	PD20050199
Reporting School Accidents	PD20020064
Reporting School Accidents Support Document (pdf)	PD20020064

Policy Name	Document No.
Road Safety Education, Driver Education and Training Policy	PD20020033
Roll Policy	PD20050083
S	
Safe and Ethical Practice during Student Workplace Learning - Implementation Guide V1.0	PD20050104
Safe and Ethical Practice during Student Workplace Learning Policy - TAFE NSW	PD20050104
Safe Working and Learning - Implementation Guidelines	PD20050248
Safe Working Policy	PD20050248
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 Guidelines	PD20050292
School Student Special Transport Scheme	PD20050292
School Uniform Policy	PD20040025
Scope of Registration Guide	PD20040004
Scope of Registration Policy	PD20040004
Selective High School and Opportunity Class Placement Policy	PD20060353
Senior Executive Service and Senior Officers Performance Management Scheme	PD20060334
Special Education Handbook for Schools (1998) (pdf)	PD20050243
Special Education Handbook for Schools (1998) (pdf)	PD20060342
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
State Numeracy Plan 2006-2008	PD20070365
Student Administrative Management Policy	PD20050199
Student Assessment and Selection Criteria	PD20040064
Student Assessment in Selection, Recognition or Achievement - Ethical Practice and Conflict of Interest (Ms Word)	PD20040064
Student Assistance Scheme (SAS)	PD20050241
Student Assistance Scheme Financial Guidelines for Schools	PD20050241
Student Attendance in Government Schools: Procedures (pdf)	PD20050259
Student Counselling Files Policy	PD20050206
Student Discipline in Government Schools PD20060316	
Student Discipline in Government Schools - Support Materials	PD20060316
Student Discipline Mandatory Procedures TAFE NSW	PD20050075
Student Discipline Policy - TAFE NSW	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(pdf)	PD20050199
Student Selection Guide (Ms Word)	PD20040064
Student Selection Implementation Guidelines (Ms Word)	PD20040064
Student Selection Policy - TAFE NSW	PD20040064
Student Selection, Application Processing System Guidelines	PD20040064
Student Welfare Policy	PD20020052
Students with Disabilities Implementation Procedures (Ms Word)	PD20050194

Policy Name	Document No.
Students with disabilities in regular classes: School Support Document 2004 (pdf)	PD20050243
Students with Disabilities Policy - TAFE NSW	PD20050194
Students with Significant Difficulties in Government Schools to Access Educational Services at Palm Avenue School (2001) draft guidelines Attachment to Draft Guidelines . . . Palm Avenue School (2001)	PD20060342
Students withdrawing From a Module More than Once (pdf)	PD20050198
Suspension and Expulsion of School Students - Procedures	PD20060316
T	
TAFE Children's Centres Policies and Procedures Manual (pdf)	PD20050306
TAFE NSW Human Resources Policies Index	PD20050151
TAFE NSW Offshore AQF Program Delivery	PD20050298
Temporary Visa Holders Enrolment Procedures – TAFE NSW 2007	PD20050089
Temporary visa holders mandatory study conditions - TAFE NSW 2008	PD20050089
Temporary Visa Holders Policy - TAFE NSW	PD20050089
Testamur Issue Procedure V1.0 (pdf)	PD20050199
Third Party Access to TAFE NSW Facilities	PD20050239
Third Party Access to TAFE NSW Facilities – Implementation Guidelines V1.2 (Ms Word)	PD20050239
Trade Skills Information	PD20050112
Trade Test Financial Statement Guidelines (Ms Word)	PD20050112
Trade Test Policy	PD20050112
Trade Test Procedures	PD20050112
Transition to school for young children with special learning needs (1997) (pdf)	PD20050243
Travel on Official Business	PD20050229
Travel on official business procedures	PD20050229
V	
Values in NSW public schools	PD20050131
Varying Scope and ATR Procedures – TAFE NSW	PD20040004
Violent Behaviour, Identification of History and Management Policy - TAFE NSW	PD20070368
Vision Impairment Handbook (1997) (pdf)	PD20050243
Voluntary School Contribution	PD20050233
W	
Welfare of Students While Engaged in Activities Conducted Under the Auspices of the School	PD20040019
Who's Going to Teach My Child?(Revised 2005) (pdf)	PD20050243
Working with Children Check Appendix 1, Definitions (pdf)	PD20050264
Working with Children Check Appendix 4, Consent to Employment Screening (pdf)	PD20050264
Working with Children Check Appendix 5, Consent to Employment Screening - School or TAFE NSW Applicants (pdf)	PD20050264
Working With Children Check Policy	PD20050264
Working with Children Check Procedures for Principals (pdf)	PD20050264
Working with Children Check, Appendix 2, Directors' Checklist (pdf)	PD20050264
Working with Children Check, Appendix 2, Principals' Checklist (pdf)	PD20050264
Working with Children Check, Appendix 3, Prohibited Employment Declaration (pdf)	PD20050264
Working with Children Check, Appendix 6 - Identification of the Applicant (pdf)	PD20050264
Working with Children Check, Appendix 7 - Rejected Applicants Notification (pdf)	PD20050264
Working with Children Check, Procedures for State Office, TAFE NSW Institutes, Regions and AMES (pdf)	PD20050264

Workplace Health and Injury Management Policy	PD20050258
Workplace injury management, health & wellbeing	PD20050258
Workplace learning implementation documents 2005	PD20050016
Workplace Learning Policy for Secondary Students in Government Schools and TAFE NSW Institutes	PD20050016
Y	
Year 7 selective high school packages for local, interstate and overseas applications	PD20060353

FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)
SUMMARY OF AFFAIRS
of the
DEPARTMENT OF ENVIRONMENT AND CLIMATE CHANGE
June 2008

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 functions 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
- Climate Change, Policy and Programs Group policy documents
- Culture and Heritage Division policy documents
- Environment Protection and Regulation Group policy documents
- Parks and Wildlife Group policy documents
- Scientific Services Division policy documents
- Environmental guidelines
- Guidelines on interim environmental objectives
- Manuals
- Policy documents adopted by DECC
- Policy statements/strategies.

CORPORATE POLICY DOCUMENTS

Aboriginal Community Engagement Framework (2007)

Aboriginal Employment and Development Strategy (2008)

Aboriginal People, the Environment and Conservation principles (2006)

Code of Ethical Conduct (2007)

Community Resource Use Framework (2007)

DECC Annual Report 2006-2007

DECC Corporate Plan:

While DECC's corporate plan is under development, the Department is guided by the relevant goals set out in the corporate plans of its constituent agencies:

- Department of Environment and Conservation NSW Corporate Plan 2006-2010
- Department of Natural Resources Corporate Plan 2006-2009 (DECC is responsible for the protection of native vegetation and the management of soils, catchments, environmental water, and coastal lakes and estuaries)

- Department of Primary Industries Corporate Plan 2005-2008 (DECC has responsibility for marine protected areas)

DECC Ethnic Affairs Priority Statement 2006-2010

DECC intellectual property management framework (2006)

- DECC 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

DECC policy and approach for managing external complaints and allegations (2006)

DECC Procurement Manual (2006)

Externally Funded Projects – Policy and Procedural Guidelines

Fraud and Corruption Prevention Strategy (2007)

Guarantee of Service

Guidelines for Seeking Environmental Court Orders (EPA) (2003)

Law Enforcement Policy (NPWS) (July 2002)

NSW Department of Environment and Conservation Science Investment and Management Plan 2006-2010

NSW Environmental Law: Access to Information

Prosecution Guidelines (EPA) (2004)

Prosecution Policy (NPWS) (1997)

Science Statement (April 2008)

Statement of Business Ethics (2007)

BOTANIC GARDENS TRUST POLICY DOCUMENTS

Annual Report of the Scientific Report of the Science and Public Programs Branch 2007-2008

BGANZ International Networking Policy 2007

BGT Signage Policy (2007)

Botanic Gardens Trust Annual Report 2006-2007

Botanic Gardens Trust Corporate Plan 2006 - 2010

Botanic Gardens Trust Interpretation Policy (May 2007)

Botanic Gardens Trust Results and Services Plan (2008)

Botanic Gardens Trust Signage Policy (May 2007)

Botanic Gardens Trust Sponsorship Policy Supplementary Guidelines and Procedures (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 Collections Management Policy (2007);

Cultural Diversity Statement (BGT)

Domain Master Plan (2002 – 2012)
Domain Interpretation Policy (2007).
Environmental Commitment Statement (BGT)
Helicopter Landing Policy (October 2006)
Interpretation Policy
Mount Annan Master Plan (2000 – 2010)
Mount Annan Master Plan Review (2006)
Mount Annan Recreation Plan (2008)
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 2007-2008

CLIMATE CHANGE, POLICY AND PROGRAMS GROUP POLICY DOCUMENTS

Air:

Action for Air (1998)
Action for Air: 2006 Update
Draft NSW Cleaner Vehicles and Fuels Strategy (2007)

BioBanking:

Background paper. An investigation of market-based instruments to secure long term biodiversity objectives (January 2006) <http://www.environment.nsw.gov.au/resources/biobanking/biobankback0609.pdf>
BioBanking assessment methodology: Overview (March 2007)
<http://www.environment.nsw.gov.au/biobanking/biobankassoverview.htm>
BioBanking Compliance Assurance Strategy (November 2007) (draft)
<http://www.environment.nsw.gov.au/resources/biobanking/biobankingcas07455.pdf>
BioBanking Scheme Overview Booklet (November 2007) -
<http://www.environment.nsw.gov.au/resources/biobanking/biobankingoverview07528.pdf>
BioBanking Threatened Species profile database (TSPD) (May 2008)
Biodiversity Certification and BioBanking – A new initiative for threatened species protection (February 2006) -
<http://www.environment.nsw.gov.au/resources/threatenedspecies/biobanking06135.pdf>
Draft BioBanking Assessment Methodology (November 2007)
<http://www.environment.nsw.gov.au/resources/biobanking/drftbbassessmeth0753.pdf>
Draft Threatened Species Conservation (Biodiversity Banking) Regulation (December 2007)
<http://www.environment.nsw.gov.au/resources/biobanking/biobankingdrftreg.pdf>
Guide to the Threatened Species Conservation Amendment (Biodiversity Banking) Bill 2006 (June 2006) -
<http://www.environment.nsw.gov.au/biobanking/biobankbill.htm>
Guide to the Threatened Species Conservation Amendment (Biodiversity Banking) Act 2006 (draft)
Guide to the BioBanking Threatened Species Profile Database (TSPD) (May 2008)
Peer review of the May 2007 Draft of the BioBanking Assessment Methodology (November 2007) -
<http://www.environment.nsw.gov.au/resources/biobanking/bbpeerrev07457.pdf>
Pilot report of the May 2007 Draft BioBanking Assessment Methodology (November 2007) -
<http://www.environment.nsw.gov.au/resources/biobankingpilot07535.pdf>
Public exhibition of the BioBanking Regulation. Assessment Methodology and Compliance Assurance Strategy: Issues raised and proposed changes (May 2008) -

<http://www.environment.nsw.gov.au/resources/biobanking/08245biobankingissres.pdf>

Refinements to the development and implementation of the Biodiversity Banking Bill after stakeholder consultation (September 2006) <http://www.environment.nsw.gov.au/biobanking/billrefine.htm>

Regulatory Impact Statement: Proposed Threatened Species Conservation (Biodiversity Banking) Regulation 2007 (November 2007) – <http://www.environment.nsw.gov.au/biobanking/bbris.htm>

Working paper: A Biodiversity Offsets and Banking Scheme: Conserving and restoring biodiversity in NSW (December 2005)

<http://www.environment.nsw.gov.au/resources/biobanking/biobanking05661.pdf>

Land Alive – Aboriginal land management for biodiversity (May 2008)

Coastal Dune Management: A Manual of Coastal Dune Management & Rehabilitation Techniques

Coastline Management Manual - www.environment.gov.au/coasts/publications/nswmanual/index.html

Conservation Agreement Policy 2007

Conservation Partners Program – Procedural guidelines for the establishment, monitoring and support of Conservation Agreements and Wildlife Refuges 2007

Environmental Criteria for Road Traffic Noise (1999)

Environmental Trust Annual Report 2006-07

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

Environmental Trust Grant Guidelines 2007

Estuary Management Manual 1992 (draft)

Floodplains:

DECC prepares Floodplain Management Plans for rural areas designated under Part 8 of the Water Act 1912 or under the regulations of the Water Management Act 2000 to ensure development of the floodplain provides for flow of floodwaters within paths identified in the plan. These statutory plans form the basis of assessing flood control work approvals. Existing gazetted Floodplain Management Plans were prepared by the former Department of Natural Resources. Licensing responsibilities now rests with the Department of Water and Energy.

The following final Floodplain Management Plans can be found at

http://www.dnr.nsw.gov.au/floodplains/rural_flood_plans.shtml:

- Billabong Creek Floodplain Management Plan (May 2006)
- Blackville Floodplain Management Plan (October 2003)
- Caroon – Breeza Floodplain Management Plan (June 2006)
- Carroll to Boggabri Floodplain Management Plan (September 2006)
- Lachlan River Hillston Floodplain Management Plan Lake Brewster to Whealbah (October 2005)
- Lower Gingham Watercourse Floodplain Management Plan (June 2006)
- Narrabri – Wee Waa Floodplain Management Plan (September 2005)
- Noorong Road to Wakool-Murray Junction (Stage 4) Floodplain Management Plan (December 2002)
- Tuppal and Bullatale Creeks Floodplain Management Plan (May 2004)
- Upper Coss Creek Floodplain Management Plan (November 2005)
- Upper Yarraman Creek Floodplain Management Plan (August 2006)

The following draft plans have been publicly exhibited and are currently under review:

- Gwydir River Moomin Ck Floodplain Management Plan (draft)
- Macquarie River Narramine to Macquarie Marshes Floodplain Management Plan (draft)
- Lachlan River Gooloogong to Jemalong Floodplain Management Plan (draft)

Floodplain Development Manual: the management of flood liable land –

<http://dnr.nsw.gov.au/floodplains/manual.shtml>

NSW Flood Prone Land Policy incorporated into Section 1 of the Floodplain Development Manual: the management of flood liable land -http://dnr.nsw.gov.au/floodplains/pdf/2_flood_manual.pdf

Green offsets for sustainable regional development

<http://www.environment.nsw.gov.au/resources/offsets05259.pdf>

Guide to Licensing Sewage Treatment Systems (2003)

Information about Assessing Gasworks Sites (2005)

Institutional framework for implementing salinity offsets under the Protection of the Environment Operations Act 1997

Learning for Sustainability - NSW Environmental Education Plan 2007-2010

National Market-Based Instruments Pilots Program: Green offsets for sustainable regional development - Final report (August 2005)

National Market-Based Instruments Pilots Program: Institutional framework for implementing salinity offsets under the Protection of the Environment Operations Act 1997 (August 2005)

Native vegetation:

- Compliance Policy
- Compliance under the Native Vegetation Act 2003
- Fact Sheet - Compliance under the Native Vegetation Act 2003
- Fact Sheet - Regulatory Compliance Audits

Assessment protocol for where a minor variation is made to the EOAM to reclassify the condition of native vegetation (March 2008)

Assessment protocol for where a minor variation is made to the EOAM to reclassify the percent cleared threshold for a Mitchell landscape or vegetation type or to vary the regional value of vegetation (March 2008) - http://www.nativevegetation.nsw.gov.au/p/protocols_to_vary_percent_cleared_threshold.pdf

Environmental Outcomes Assessment Methodology (March 2007)

Information brochure - A new approach to native vegetation (2005)

Information sheets:

- How does native vegetation improve farm profitability? (November 2005)
- What funding is available to restore native vegetation on my property? (November 2005)
- How do I get a Property Vegetation Plan? (November 2005)
- Details about the Native Vegetation Act 2003 (November 2005)
- What clearing requires approval? (November 2005)
- What clearing does not require approval? (November 2005)
- What are the exemptions for routine agricultural management activities in the Western Division? (November 2005)
- What are the exemptions for routine agricultural management activities in coastal CMAs? (November 2005)
- What are the exemptions for routine agricultural management activities in central NSW CMAs? (November 2005)
- How does the PVP Developer work? (November 2005)
- Managing invasive native scrub (November 2006)
- Private native forestry and the Native Vegetation Act 2003 (January 2006)
- Clearing on Vulnerable Land (January 2006)
- Suggested methods for assessing groundcover (August 2006)
- How does the Native Vegetation Act 2003 interact with other legislation? (January 2006)
- Native vegetation in the Western Division (February 2006)
- Clearing on state protected land (May 2006)
- The NSW Government's native vegetation assistance package :
 - Farmer exit assistance (May 2008)
 - Sustainable farming grants (May 2008)
 - Offset pool (May 2008)
- Local government issues (March 2007)
- Rural Lands Protection Boards (March 2007)
- Crown Land and the Native Vegetation Act 2003 (February 2007)
- Clearing native vegetation for essential local government infrastructure (March 2007)
- Guideline for the Clearing of Exotic Trees and Dead Native Trees on State Protected Land (April 2006)

Ministerial Review Committee – Consolidated Report to the Ministers for Natural Resources and the Environment, NSW Native Vegetation Reforms, October 2006

Native Vegetation Reports and Papers:

- NSW Woody Vegetation Change 2004 – 2006 (January 2007)
- NSW Woody Vegetation Change 2006 – 2007 (March 2008)
- NSW Native Vegetation Report Card 2006 (March 2007)
- NSW Native Vegetation Report Card for 1 January 2006 to 30 June 2006 (January 2007)
- NSW Native Vegetation Report Card for 1 January 2007 to 30 June 2007 (April 2008)
- NSW Native Vegetation Report Card for 1 July 2007 to 31 December 2007 (April 2008)
- Draft Native Vegetation Conservation Strategy for NSW (NVRAC) (November 2000)
- Native Vegetation Reform Implementation Group – Final Report 2003 (October 2003)
- Discussion Paper: Clearing/thinning of native vegetation known as invasive scrub under the Native Vegetation Act 2003
- Environmental Research and Information Consortium, Report for DLWC, Centre for Natural Resources, Rate of Clearing of Native Woody Vegetation 1995-97 (December 1998)
- Environmental Research and Information Consortium, Report for DLWC, Centre for Natural Resources, Rate of Clearing of Native Woody Vegetation 1997-2000 (March 2001)
- Rates of Clearing Native Woody Vegetation 1995-2000 – Dept. Land and Water Conservation
- Auditor General's Report – Performance Audit: Regulating the Clearing of Native Vegetation – Follow Up of 2002 Performance Audit (2006)
- Invasive Native Species Collation of Discussion Paper submissions and responses from the Invasive Native Scrub Team - December 2005
- Vulnerable Land Natural Resource Management Plan including the Vulnerable Land Map for NSW
- A New Model for Landscape Conservation in NSW 2003

Native vegetation – Private Native Forestry:

- Draft Silvicultural Guidelines for Private Native Forests in NSW
- Draft Techniques for Measuring Basal Area
- Private Native Forestry Code of Practice Fact Sheet 1: Overview - new arrangements for private native forestry.
- Private Native Forestry Code of Practice Fact Sheet 2: How to obtain a private native forestry property vegetation plan
- Private Native Forestry Code of Practice for Northern NSW
- Private Native Forestry Code of Practice for Southern NSW
- Private Native Forestry Code of Practice for the River Red Gum Forests
- Private Native Forestry Code of Practice for Cypress and Western Hardwood Forests
- Protocol for re-evaluating old-growth forest on private property
- Protocol for re-evaluating rainforest on private property
- Guidelines for assessing regeneration and stocking
 - Techniques for measuring stand height
 - Advisory note 1: Hollow bearing trees
 - Advisory note 2: Glossy black-cockatoo
 - Advisory note 3: Yellow-bellied glider
 - Advisory note 4: Nectar feed trees
 - Advisory note 5: Fleshy fruits
 - Advisory note 6: Roost and nest trees
 - Advisory note 7: Bat roosts
 - Advisory note 8: Flying-fox camps
 - Advisory note 9: Koala habitat
 - Advisory note 10: Old growth forests
 - Advisory note 11: Cultural heritage
 - Advisory note 12: Biodiversity
 - Advisory note 13: Threatened species conservation
 - Advisory note 14: Threatened species recovery plans
 - Advisory note 15: Spotted-tail quoll

NSW Acid Sulfate Soil Manual (NSW Acid Sulfate Soil Management Advisory Committee 1998)

NSW Biodiversity Strategy (1999-2003) (under review)

NSW Coastal Policy (1997) -<http://www.planning.nsw.gov.au/plansforaction/coastalpolicy.asp>

NSW Government Greenhouse Plan (November 2005)

NSW Government's Rivers and Estuaries Policy http://dnr.nsw.gov.au/water/pdf/nsw_river_estuaries_policy.pdf

NSW Government Waste Reduction and Purchasing Policy (WRAPP) Progress Report (2006)

NSW Litter Report (2006)

NSW Industrial Noise Policy (2000)

NSW Waste Avoidance and Resource Recovery, Strategy and Performance Report – Consultation Draft (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) (under review).

Draft RiverBank Business Plan 2008-09

RiverBank Water Use Plan for the Lachlan Water Management Area (April 2007)

RiverBank Water Use Plan for the Macquarie River (April 2007)

RiverBank Water Use Plan for the Gwydir Water Management Area (February 2008)

Draft RiverBank Water Use Plan for the Murrumbidgee Water Management Area

Sustainability Compact between Hewlett-Packard Australia and the Department of Environment and Conservation (November 2005)

State of the Environment Report 2006

Sustainability Compact between IAG and the Department of Environment and Conservation (July 2006)

Sustainability Compact between Sensis Pty Ltd and the Department of Environment and Conservation (April 2006)

The Environment and NSW Ethnic Communities in 2004 (Sept 2005)

Threatened species issues:

Flying-fox Camp Management Policy (2007)

Identification Guidelines for Endangered Ecological Communities (2008)
http://www.threatenedspecies.environment.nsw.gov.au/tsprofile/home_tec.aspx

Priorities Action Statement - Introducing the Threatened Species Priorities Action Statement (2007)

Priority Action Statement http://www.threatenedspecies.environment.nsw.gov.au/tsprofile/pas_search.aspx

Recovery planning – statewide priorities for plan preparation (May 2003) (under review)

Statement of Intent 1: Infection of native plants by *Phytophthora cinnamomi* (2008)

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, DECC will prepare a threat abatement plan. Draft and final threat abatement plans can be found on the web site www.environment.nsw.gov.au/threatenedspecies/ThreatAbatementPlans.htm

Threatened Biodiversity Survey and Assessment: Guidelines for Developments and Activities (November 2004) (draft under review).

Threatened Ecological Communities in NSW (2008)
http://www.threatenedspecies.environment.nsw.gov.au/tsprofile/home_tec.aspx

Threatened Species Assessment Guidelines – The Assessment of Significance (2008)

Threatened Species Information Circulars (all under review):

- Circular 1 Threatened Species Conservation Act (January 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)

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 4 Issuing of Scientific Licences for Threatened Flora and Fauna (Nov 1996)
- Statement 5 Guidelines for the Exhibition of Draft and Approved Recovery Plans (2000)
- 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, DECC may draw up a recovery plan. This plan is designed to return the species, population or ecological community to a point where their survival is viable in nature and outline the actions that government departments and other organisations have agreed upon to help the recovery of the species. Recovery plans must generally be considered before development applications can go ahead. Draft and final recovery plans can be found on the web site <http://www.environment.nsw.gov.au/threatenedspecies/RecoveryPlans.htm>.

Wildlife Refuge Policy 2007

Water and Energy Programs:

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. Documents marked with a hash symbol (#) are commercial-in-confidence and are only accessible to ABGR and NABERS Assessors.

Government Sustainability:

- Energy Use in NSW Government Operations 2001/2002
- Environmental Data Gathering and Reporting System Reference Guide*
- Government Energy Management Policy*
- NSW Water and Energy Managers Toolkit (February 2007)
- Start-up Kit*
- Small Agency Model*

Australian Building Greenhouse Rating (ABGR) and National Australian Built Environment Rating System (NABERS) policy and accreditation:

- NABERS Energy Commitment Agreement (New Buildings and Major Refurbishments) *
- NABERS Energy Commitment Agreement (New Tenancies, Fitouts or Refurbishments) *
- NABERS Energy Commitment Agreement (New Tenancies, Fitouts or Refurbishments - ABGR rating guaranteed) *
- NABERS Energy Commitment Agreement Fee Structure *
- ABGR Validation Protocol for Accredited Performance Ratings #
- NABERS Energy Guide to Building Energy Estimation *
- NABERS Energy Guide to Tenancy Energy Estimation *
- NABERS Independent Design Review Panel *
- Accredited Assessor Code of Practice
- Accredited Assessor Dispute Resolution Procedure
- Accredited Assessor Process Outline
- Accredited Assessors Renewals Procedure
- Guidelines for Conducting an Energy Efficiency Design Review *
- Guidelines for the use of simulation in Commitment Agreements *
- NABERS Accredited Assessor contracts
- NABERS OFFICE Indoor Environment Validation Protocol #
- NABERS OFFICE Water Accredited Assessor Contracts
- NABERS OFFICE Waste Validation Protocol #
- NABERS OFFICE Water Validation Protocol #
- NABERS Office Building Trial Report 2005 *

- Performance Rating Auditing Procedure
- Simple Steps booklet
- Tenant Energy Management Handbook

Water and Energy Savings:

- Guidelines for Water Savings Action Plans (October 2005)*
- Guidelines for Energy Savings Action Plans (October 2005)*
- 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)*
- NSW Climate Change Fund, Central Coast tank rebate application form*
- NSW Climate Change Fund, Hunter Water tank rebate application form*
- NSW Climate Change Fund, Green Business Program Guide for Applicants*
- NSW Climate Change Fund, Green Business Program DL brochure*
- NSW Climate Change Fund, Hot water system rebate application form*
- NSW Climate Change Fund, Insulation rebate application form*
- NSW Climate Change Fund, Public Facilities Program Guide for Applicants*
- NSW Climate Change Fund, Public Facilities Program DL brochure*
- NSW Climate Change Fund, Rainwater Tank Rebate Application form*
- NSW Climate Change Fund, Rainwater Tank Rebate DL brochure*
- NSW Climate Change Fund, Rainwater Tank Rebate DL brochure - Sydney Water*
- NSW Climate Change Fund, Residential Rebate Program DL brochure*
- NSW Climate Change Fund, Renewable Energy Development Program Guide for Applicants*
- NSW Climate Change Fund, Renewable Energy Development Program DL*
- NSW Government Water Savings Fund – Guide for Applicants. Round Three, Central Coast (May 2008)*

CULTURE AND HERITAGE DIVISION POLICY DOCUMENTS

- Aboriginal Cultural Heritage Regional Studies: an illustrative approach – Guidelines (2006)
- Aboriginal Cultural Heritage Standards and Guidelines Kit (under review)
- Aboriginal Heritage Information Management System (AHIMS) - information sheet
- Aboriginal Land Claims Policy (2008)
- Aboriginal Places: DECC Guidelines for the Assessment and Gazettal of Aboriginal Places under Section 84 of the National Parks and Wildlife Act 1974 (2008)
- Conservation Management Plan Guidelines (2002)
- Conservation Management Plan Policy (2002)
- Cultural Heritage Community Consultation Policy (2001) (under review)
- Cultural Heritage Information Policy (2001)
- Cultural Heritage Strategic Policy (2006)
- Guide to Approvals: Cultural Heritage Items on Land Reserved under the National Parks and Wildlife Act (2004)
- Guide to Building Conservation Works (2002)
- Guide to Determining and Issuing Aboriginal Heritage Impact Permits (2008)
- Guidelines for Exercise of Heritage Act Delegations (2004)
- Guidelines for the Preparation of Conservation Management Plans (2003)
- Guideline for Works: Cultural Heritage Buildings and Structures (2004)

Heritage Asset Maintenance Program Guidelines (2008-2009)
Manual for the Identification of Aboriginal Remains (2006)
Moveable Heritage Policy (2002)
Operational Policy – Protecting Aboriginal Cultural Heritage (2008)
Repatriation of Aboriginal Cultural Material Policy (2002) (under review)
Talking History: Oral History Guidelines (2004)

ENVIRONMENT PROTECTION AND REGULATION GROUP POLICY DOCUMENTS

A new law for underground petroleum storage systems – brochure (2006)
Compliance Audit Handbook (1997) (revised February 2006)
Engaging a Contaminated Land Consultant in NSW (2005)
Environmental Incident Reporting Protocols – Operations Policy (2005)
Guidelines for Biodiversity Certification of Environmental Planning Instruments – working draft

Forestry issues:

Agency Coordinated Forestry Complaint Handling Protocol (2001)
Guidelines for assessing regeneration and stocking

Integrated Forestry Operations Approvals:

- Integrated Forestry Operations Approval for the Eden Region (NSW Government only) (1999)
- Integrated Forestry Operations Approval for the Lower North East Region (NSW Government only) (1999)
- Integrated Forestry Operations Approval for the Southern Region (NSW Government only) (2002)
- Integrated Forestry Operations Approval for the Upper North East Region (NSW Government only) (1999)

Integrated Forestry Operations Approvals (Amendments):

- Amendment No. 4 to the Integrated Forestry Operations Approval for the Eden Region (2006)
- Amendment No. 1 to the Integrated Forestry Operations Approval for the Southern Region (2004)
- Amendment No. 1 to the Integrated Forestry Operations Approval for the Upper North East, Lower North East and Eden regions (2001)
- Amendment No. 2 to the Integrated Forestry Operations Approval for the Upper North East, Lower North East and Eden regions (2003)
- Amendment No. 3 to the Integrated Forestry Operations Approval for the Upper North East, Lower North East and Eden regions (2004)
- Amendment No. 4 to the Integrated Forestry Operations Approval for the Upper North East Region (2007)

Protocol for re-evaluating old-growth forest on private property

Protocol for re-evaluating rainforest on private property

Regional Forest Agreements:

- Eden Regional Forest Agreement (with Commonwealth Government) (1999)
- Eden Region Forest Agreement (NSW Government only) (1999)
- Lower North East Region Forest Agreement (NSW Government only) (1999)
- North East Regional Forest Agreement (with Commonwealth Government) (2000)
- Southern Regional Forest Agreement (with Commonwealth Government) (2001)
- Southern Region Forest Agreement (NSW Government only) (2002)
- Upper North East Region Forest Agreement (NSW Government only) (1999)

Kangaroo issues:

- Handbook for Kangaroo Trappers (2004) (under review)
- NSW Commercial Kangaroo Harvest Management Plan 2007-2011
<http://www.environment.nsw.gov.au/resources/nature/CKHMP0711.pdf>
- NSW Kangaroo Management Procedural Manual (area office licensing staff) (draft)
- NSW Kangaroo Management Procedural Manual (KMP Dubbo) (draft)

- NSW Kangaroo Management System User Manual (draft)
- Population Monitoring Methods for the NSW Kangaroo Management Program (draft)
http://www.environment.nsw.gov.au/resources/parks/population_monitoring_methods_forKMPfinal.pdf
- Quota Report, 2008, prepared in accordance with the above management plan

Lower Hunter Regional Conservation Plan (October 2006) (draft)

National Parks and Wildlife Act 1974: Part 6 Approvals - Interim Community Consultation Requirements for Applicants (Dec 2004) (under review)

Native vegetation:

- Compliance Policy
- Fact Sheet - Compliance under the Native Vegetation Act 2003

Operations Policy and background information with examples for prioritising time and effort put into responding to public reports of environmental incidents

Recommendations for Radiation Safety Officers and Radiation Safety Committees (December 2003)

Reviews of Environmental Factors - Guidelines for completing a review of environmental factors covering exploration in state conservation areas (2003)

Reviews of Environmental Factors - Proponents' guidelines for the preparation of Reviews of Environmental Factors (2007) (under review)

PARKS AND WILDLIFE GROUP POLICY DOCUMENTS

Adaptive Reuse Leases Policy (2001) (under review)

A Review of Benefits of Marine Protected Areas and Related Zoning Considerations (December 2007)

Access to Inholdings Policy (March 2006)

Beekeeping Policy (July 2002)

Bell Miner Associated Dieback National Forum Proceedings (2005)

Blue Mountains Regional Pest Management Strategy

Boundary Fencing Policy (January 2005)

Budawangs Walking and Camping Strategy (2007)

Cane Toad Management Policy

Conservation Plan, Nurrewin, Macquarie Pass National Park (1993)

Cycling Policy (June 2003)

Discovery Program Policy and Guidelines (September 2003)

Filming and Photography Policy (July 2002)

Fire Management Manual 2007

Fire Management Plans and Strategies:

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

(<http://www.environment.nsw.gov.au/firemanagement/FireManagementPlansByDoctype.htm>).

Firewood Policy (July 2008)

Flying Fox Camp Management Policy (2007)

Framework for Wild Rivers Assessments (2005)

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
Hygiene protocol for the control of disease in frogs
Interim Filming and Photography Policy (July 2004)
Kosciuszko National Park Huts Conservation Strategy (2005)
Living Parks - a sustainable visitation strategy for NSW national parks
Management of native birds that show aggression to people policy and guideline (2003)
Marine Mammals Management Manual

Marine Parks issues:

- Code of conduct for diving within NSW Marine Parks
- Batemans Marine Park Zoning Plan Map and User Guide
- Cape Byron Marine Park Zoning Plan Users Guide
- Jervis Bay Marine Park User Guide
- Port Stephens-Great Lakes Marine Park Zoning Plan User Guide
- Research Plans for NSW Marine Parks 2006-2007:
 - Batemans Marine Park
 - Cape Byron Marine Park
 - Jervis Bay Marine Park
 - Lord Howe Island Marine Park
 - Port Stephens - Great Lakes Marine Park
 - Solitary Islands Marine Park
- Solitary Islands Marine Park School Excursion Kit
- Solitary Islands Marine Park Updated Zoning Summary and User Guide

Memorandum of Understanding Policy (2002)
Military Training Activities Policy (May 2008)
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
Northern Branch Guidelines for Interpretive Projects (2004)
NPWS Pesticide Use Notification Plan (2006)
NSW Marine Protected Areas Map
Orienteering, Rogaining and Geocaching Policy (September 2002)
Park Names Policy (2002)
Pets Policy (August 2002)
Regional Advisory Committee Terms of Reference (2006)
Royal National Park Coastal Cabins Conservation Management Plan (August 2005)
Schedule 14 Guidelines for Assessment of Reserve Lands (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 web site (<http://www.environment.nsw.gov.au/parkmanagement/ParkAndFireManagementPlansByCategory.htm>), with the exception of the following plans:

- Illawarra Escarpment State Recreation Area Plan of Management (this document is old and only available as hardcopy. A new Illawarra Escarpment State Conservation Area Plan of Management has been drafted and is planned for public exhibition)
- Mutawintji National Park, Nature Reserve and Historic Site Plan of Management

Protected and Threatened Plants in the Cut-flower Industry Management Plan (2002-2005)

Rehabilitation of Fauna Policy (July 2002)
Revocation of Land Policy (July 2002)
South Coast Region Pest Management Strategy (2006-2009)
State of the Parks 2004
Threatened species information disclosure policy (March 2007)
Throsby Park Conservation Management Plan (1999)
Throsby Park Cottage Conservation Management Plan (2006)
Trade of Fauna Policy (July 2002)
Translocation of Threatened Fauna in NSW Policy (October 2001)
Vehicle Access Policy (July 2002)
Visitor Safety Policy (July 2002)
Wilderness Assessment Guidelines

SCIENTIFIC SERVICES DIVISION POLICY DOCUMENT

Vegetation Change Report 2004-2006

ENVIRONMENTAL GUIDELINES

A Resource Guide for Local Councils: Erosion and Sediment Control (2006)
Assessing Vibration: a technical guideline (Feb 2006)
Avoiding the dangers of accepting fill on your land (2006)
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)
Considering environmental values of water when issuing prevention notices (2006)
Contaminated Sites: Consultation Paper - Proposals to Amend the NSW Site Auditor Scheme under the Contaminated Land Management Act 1997 (2002)
Contaminated Sites: Guidelines for Assessing Banana Plantation Sites (1997)
Contaminated Sites: Guidelines for Assessing Former Orchards and Market Gardens (2005)
Contaminated Sites: Guidelines for Assessing Service Station Sites (1994)
Contaminated Sites: Guidelines for Consultants Reporting on Contaminated Sites (1998)
Contaminated Sites: Guidelines for the Assessment and Management of Groundwater Contamination (2007)
Contaminated Sites: Guidelines for the NSW Site Auditor Scheme (2nd edition) (2006)
Contaminated Sites: Guidelines for the Vertical Mixing of Soil on Former Broad-Acre Agricultural Land (1995)
Contaminated Sites: Guidelines on Significant Risk of Harm from Contaminated Land and the Duty to Report (1999)
Contaminated Sites: Sampling Design Guidelines (1995)
Cover your Load: Important Information for Waste Transporters and the Waste Industry (2004)
Crackdown on Illegal Dumping: A Handbook for Local Government (Consultation Draft) (2006)
EM33 Road Transport of Dangerous Goods: Responsibilities of Consignors (2004)

EM34 Road Transport of Dangerous Goods: Responsibilities of Prime Contractors (2004)

EM35 Road Transport of Dangerous Goods: Responsibilities of Vehicle Owner (2004)

EM36 Road Transport of Dangerous Goods: Responsibilities of Drivers (2004)

EM37 Road Transport of Dangerous Goods: Shipping (Transport) Documents (2004)

EM38 Road Transport of Dangerous Goods: Warning signs for bulk goods vehicles (2004)

EM39 Road Transport of Dangerous Goods: Warning signs for packaged goods vehicles (2004)

Environmental Action for Manufacturers of Furniture and Timber Products (2006)

Environmental Best Management Practice Guidelines for Concreting Contractors (2004)

Environmental Compliance Operating Principles (2002)

Environmental Guidelines: Aerial Spraying Facilities (1999)

Environmental Guidelines: Assessment, Classification and Management of Liquid and Non-Liquid Wastes (1999) - reissued 2004 (under review)

Environmental Guidelines: Best Management Practices for Marinas and Boat Repair Facilities (June 1999)

Environmental Guidelines — Composting and Related Organics Processing Facilities (2004)

Environmental Guidelines: Industrial Waste Landfilling (draft) (1998)

Environmental Guidelines: Regulation of Open Burning in NSW (June 2003)

Environmental Guidelines for Selecting, Installing and Operating Domestic Solid Fuel Heaters (August 1999)

Environmental Guidelines: Solid Waste Landfills (1996) (under review)

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

Environmental Guidelines: Use of Effluent by Irrigation (2004)

Environmental Information for Auto Servicing & Mechanical Repairers (1998)

Environmental Information for Builders (1998)

Environmental Information for the Composites Industry (2001)

Environmental Information for Dry Cleaners (2002)

Environmental Information for the Foundry Industry (2001)

Environmental Information for Marinas, Boatsheds and Slipways (1998)

Environmental Information for Photographic Film and Paper Processors (1998)

Environmental Information for Printers (2000)

Environmental Information for Retail Food Businesses (1998)

Environmental Information for Service Stations (1998)

Environmental Information for Shopping Centre Management (2000)

Environmental Information for Small Factories (2000)

Environmental Information for Smash Repairers (1998)

Environmental Planning for Landscaping Works: Site Guide (2002)

Environmental Matters 21: Managing Pesticides – Who Does What

Environmental Matters 22: What are Pesticides

Environmental Matters 23: How Pesticides Work

Environment Matters 28: Pesticides Act 1999 — Your Responsibilities

Environment Matters 29: How to Respond to Pesticide Misuse

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

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

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

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

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

Greensmart Course for the Building Industry (2003)

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

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

Guidelines for implementing the POEO (Underground Petroleum Storage Systems) Regulation 2008 (April 2008) (Draft)

Guidelines for the Assessment and Management of Groundwater Contamination (March 2007)

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

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

Guide to Licensing under the Protection of the Environment Operations Act 1997 Part A and Part B

Guide to Notices - Issuing notices under the Protection of the Environment Operations Act 1997 (2006)

Guide to Part 4 of the Protection of the Environment Operations (Clean Air) Regulation 2002: emissions of air impurities from activities & plant <http://www.environment.nsw.gov.au/air/poeocapart4.htm>

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

Improving the Environmental Management of NSW Golf Courses (2003)

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

Industry Guidance Fact Sheets:

- Pesticides Notification:
 - Pest Management Technicians (2006)
 - Owners, Strata Managers and Property Managers (2006, reprinted with minor revisions 2007)
- Pesticides Record Keeping:
 - Green Keepers
 - Horticulture
 - Landlords and Property Managers
 - Livestock
 - Pest Controllers
 - Public Authorities
 - Vertebrate Pest Baiting

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 sheets:

- Courses for radiation licensing purposes - Guidance for Course Providers Seeking Approval
- Know your responsibilities: Managing waste from Construction Sites (2007)
- Liquid Waste: Automotive workshops (2007)
- Liquid Waste: Boatyards and marinas (2007)
- Occasional users of agricultural & forestry pesticides
- Registration of diagnostic imaging (X ray) apparatus (2004)
- Registration of sealed source devices
- Whole Body Scanning (2003)

Investing in our Catchments – Water Quality and its role in river health (2004)

Issue of Authorisations — NSW Ozone Protection Regulation 1997

Landscape Industry Fact Sheets (2006)

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)

Load Calculation Protocol — for use by holders of NSW Environment Protection Licences when calculating assessable pollutant loads (2005)

Managing Lead Contamination in Home Maintenance, Renovation and Demolition Practices: A Guide for Councils

Minimising Construction and Demolition Waste (1997)

Model EMP: Environmental Management Plan for Landscaping Works (2002)

Noise Control Guideline – Rail Traffic Noise (1985)

Noise Control Guideline for Construction Site Noise (1985)

Noise Guide for Local Government (2004) (web version 2006)

Noise - Interim Guideline for the Assessment of Noise from Rail Infrastructure Projects (April 2007)

NSW Pollution Laws and the Workplace (1999)

NSW Radiation Series No. 5: Recommendations for Radiation Safety Officers and Radiation Safety Committees (2003)

Nurseries: Environmental Information Sheets (1999) – includes:

- Chemical/Fuel Storage and Handling Information Sheet
- Environmental Responsibilities Information Sheet
- Land Modifications Information Sheet
- Local Native Vegetation and Weeds
- Sediment and Erosion Control Information Sheet
- Water Quality Management

Paint Clean: Environmental Information for Painters (2001)

Pesticides Notification - Developing a pesticide use notification plan for outdoor public places - A Guide for Local Councils (2006)

Pesticides Use Notification Plan - An example only (2006)

Powers of Authorised Officers - A guide to your powers under environment protection legislation (2006)

Profits from Cleaner Production: A Self-Help tool for Small to Medium-Sized Businesses (2000)

Protocol for Investigating and Reporting Fish Kills (October 2000)

Radiation Control Enforcement Guideline (2004)

Radiation Guideline: Monitoring Devices (Radiation) (2005)

Radiation Guideline: Preparation of Radiation Safety Manuals (2005)

Radiation Guideline: Recommendations for Minimum Standards and Safety Requirements for fixed radiation gauges (sealed radioactive sources) (1995)

Radiation Guideline No. 6: Registration Requirements & industry Best Practice for Ionising Radiation Apparatus Used in Diagnostic Imaging (revised edition 2004)

- Part 1: Mammography
- Part 2: Fluoroscopy and Radiography
- Part 3: Dentistry (including Maxillofacial)
- Part 4: Veterinary Science
- Part 5: Computed Tomography and Bone Mineral Densitometry
- Part 6: Test Protocols for Parts 2–5

Radiation Guideline: The operation of part 3 of the mutual recognition legislation in relation to licensing and accreditation of consulting radiation experts under the Radiation Control Act 1990 incorporating Trans-Tasman mutual recognition agreement (2003)

Recreation Vehicles Act 1983: Guidelines for Selection, Design and Operation of Recreation Vehicles Areas Resource package for Industry Training and Vocational Education (2000)

Resource Recovery (Land Application) Exemption Guidelines (draft)

Site Guide: Environmental Planning for Landscaping Works (2002)

Stormwater: Managing Urban Stormwater: Treatment Techniques (1997)

Stormwater: Managing Urban Stormwater: Harvesting and Reuse (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)

Training Course Manuals for the Train-the-Trainer Program with TAFE Automotive Teachers

Waste and Environment (Liquid Waste) Levy: Operational Guidance Notes (2007)

Waste and Environment (Liquid Waste) Levy: Technical Guidance Notes (2007)

Waste and Environment (Solid Waste) Levy: Operational Guidance Notes (V1.1 2007)

Waste Tracking Fact Sheets:

1. New waste tracking requirements (2007)
2. Waste that must be tracked (2007)
3. Characterising your waste (2007)
4. Waste tracking for waste producers (2007)
5. Waste tracking for authorised agents (2007)
6. Waste tracking for waste transporters (2007)
7. Transporting waste interstate or overseas (2007)
8. Waste tracking for receiving facilities (2007)
9. Online waste tracking (2007)

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)
- Bellingen River and Coffs Harbour Catchment (1999)
- Border River Catchment (NSW) (1999)
- Brunswick River Catchment (1999)
- Camden Haven and Hastings River Catchments (1999)
- Castlereagh River Catchment (1999)
- Clyde River and Jervis Bay Catchments (1999)
- Cooks River Catchment (1999)

- Georges River Catchment (1999)
- Gosford and Northern Beaches Lagoons Catchments (1999)
- Gwydir River Catchment (1999)
- Hacking River Catchment (1999)
- Hunter River Catchment (1999)
- Illawarra Catchments (1999)
- Karuah River and Great Lakes Catchments (1999)
- Lachlan River Catchment (1999)
- Lake Macquarie and Tuggerah Lakes Catchments (1999)
- Macleay River Catchment (1999)
- Macquarie–Bogan River Catchment (1999)
- Manning River Catchment (1999)
- Moruya River Catchment (1999)
- Murray River Catchment (NSW) (1999)
- Murrumbidgee and Lake George Catchments (1999)
- Nambucca River Catchment (1999)
- Namoi River Catchment (1999)
- Richmond River Catchment (1999)
- Sydney Harbour and Parramatta River Catchment (1999)
- Towamba and Genoa River Catchments (1999)
- Tuross River Catchment (1999)
- Tweed River Catchment (1999)

MANUALS

Approved Methods for the Modeling and Assessment of Air Pollutants in New South Wales (2006)

Approved Methods for the Sampling and Analysis of Air Pollutants in New South Wales (2005)

Approved Methods for the Sampling and Analysis of Water Pollutants in New South Wales (2004)

Contingency Planning and Operations Manual (For Use by Regional Algal Coordinating Committees) (2000)

Environment Protection Manual for Authorised Officers (under review)

Monitoring and Reporting Coastal Recreational Water Quality Information Package and Field Manual (2004)

POLICY DOCUMENTS FROM OTHER AGENCIES ADOPTED BY DECC

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

Air

Interim Review of ANZECC Strategy for Ozone Protection (ANZECC) (1992)

National Environment Protection (Air Toxics) Measure (National Environment Protection Council) (2004)

National Environment Protection (Ambient Air Quality) Measure (National Environment Protection Council) (1998)

National Environment Protection (Diesel Vehicle Emissions) Measure (National Environment Protection Council) (2001)

Radiation Control

Administration of Ionizing Radiation to Human Subjects in Medical Research (National Health and Medical Research Council (NHMRC) Radiation Health Series No. 12) (1984)

Australian Institute of Radiographers Guidelines for the Professional Development Year

Clean-up and Disposal of Radioactive Residues from Commercial Operations Involving Mineral Sands (NHMRC) (1993)

Code of Nursing Practice for Staff Exposed to Ionizing Radiation (NHMRC Radiation Health Series No. 8) (1984)

- Code of Practice for the Exposure of Humans to Ionizing Radiation for Research Purposes (ARPANSA Radiation Protection Series No. 8) (2005)
- Code of Practice for the Safe Transport of Radioactive Material 2001 (ARPANSA Radiation Protection Series No. 2)
- Code of Practice for the Safe Use of Ionizing Radiation in Veterinary Radiology: Parts 1 and 2 (NHMRC Radiation Health Series No. 3) (1982)
- Code of Practice for the Safe Use of Radiation Gauges (NHMRC Radiation Health Series No. 4) (1982)
- Code of Practice for Protection Against Ionizing Radiation Emitted from X-ray Analysis Equipment (NHMRC Radiation Health Series No. 9) (1984)
- Code of Practice for the Safe Use of Ionizing Radiation in Veterinary Radiology: Part 3 — Radiotherapy (NHMRC Radiation Health Series No. 10) (1984)
- Code of Practice for the Safe Use of Soil Density and Moisture Gauges Containing Radioactive Sources (NHMRC Radiation Health Series No. 11) (1984)
- Code of Practice for the Disposal of Radioactive Wastes by the User (NHMRC Radiation Health Series No. 13) (1985)
- Code of Practice for the Safe Handling of Corpses Containing Radioactive Materials (NHMRC Radiation Health Series No. 18) (1986)
- Code of Practice for the Safe Use of Ionizing Radiation in Secondary Schools (NHMRC Radiation Health Series No. 19) (1986)
- Code of Practice for Radiation Protection in Dentistry (NHMRC Radiation Health Series No. 20) (1987)
- Code of Practice for the Control and Safe Handling of Radioactive Sources Used for Therapeutic Purposes (NHMRC Radiation Health Series No. 23) (1988)
- Code of Practice for the Design and Safe Operation of Non-Medical Irradiation Facilities (NHMRC Radiation Health Series No. 24) (1988)
- Code of Practice for the Safe Use of Sealed Radioactive Sources in Borehole Logging (NHMRC Radiation Health Series No. 28) (1989)
- Code of Practice for the Safe Use of Industrial Radiography Equipment (NHMRC Radiation Health Series No. 31) (1989)
- Code of Practice for Near-Surface Disposal of Radioactive Waste in Australia (NHMRC Radiation Health Series No. 35) (1992)
- International Basic Safety Standards for Protection against Ionising Radiation and for the safety of Radiation Sources (Radiation Safety Series No. 115 IAEA) (1996)
- ISO 2919 – Sealed Radioactive Sources – Classification
- ISO 9978: 1992 Radiation Protection – Sealed Radioactive Sources – Leakage Test Methods
- Interim Guidelines on Limits of Exposure to 50/60 Hz Electric and Magnetic Fields (NHMRC Radiation Health Series No. 30) (1989)
- Intervention in Emergency Situations Involving Radiation Exposure (NHMRC Radiation Health Series No. 32) (1990)
- Occupational Standard for Exposure to Ultraviolet Radiation (NHMRC Radiation health Series No. 29) (1989)
- Radiation Control Compliance Audit Handbook (2003)
- Recommendations for Ionization Chamber Smoke Detectors for Commercial and Industrial Fire Protection Systems (NHMRC Radiation Health Series No. 25) (1988)
- Recommendations for Limiting Exposure to Ionizing Radiation (1995) (Guidance Note [NOHSC: 3022 (1995)]) and National Standard for Limiting Occupational Exposure to
- Ionizing Radiation [NOHSC: 1013 (1995)] (ARPANSA's Radiation Protection Series No. 1 (2002))

- Recommendations for Minimising Radiological Hazards to Patients (NHMRC Radiation Health Series No. 14) (1985)
- Recommendations for Discharge of Patients Undergoing Treatment with Radioactive Substances (ARPANSA Radiation Protection Series No. 4) (2002)
- Recommended Limits on Radioactive Contamination on Surfaces in Laboratories (NHMRC Radiation Health Series No. 38) (1995)
- Research Protocols Using Ionising Radiation in Human Volunteers (NSW Hospital and Radiation Safety Officers Group (HURSOG)) (2003)
- Revised Statement of Cabinet X-ray Equipment for Examination of Letters, Packages, Baggage, Freight and Other Articles for Security, Quality Control and Other Purposes (NHMRC Radiation Health Series No. 21) (1987)
- Safety Guidelines for Magnetic Resonance Diagnostic Facilities (NHMRC Radiation Health Series No. 34) (1991)
- Standards Australia, Publication No. AS 2243.4, Safety in Laboratories, Part 4: Ionizing Radiation (1998)
- Statement on Enclosed X-ray Equipment for Special Applications (NHMRC Radiation Health Series No. 22) (1987)

Waste

- Brochure: Safely disposing of asbestos waste from your home (2005)
- Land Protection Proposal: Regulating the use of industrially sourced waste materials as fertilisers (2004)
- National competition policy review: Waste Minimisation and Management Act 1995 and the Waste Provisions of the Protection of the Environment Operations Act 1997, Environment Protection Authority (2001)
- National Environment Protection (Movement of Controlled Waste between States and Territories) Measure (National Environment Protection Council) (1998)
- National Environment Protection (Used Packaging Materials) Measure (National Environment Protection Council) (1999)
- Report on the Review of the Protection of the Environment Operations Act 1997 (October 2003)

Water

- Advice to Water Management Committees No. 1 – Managing to diversion limits in regulated rivers (NSW Government) (2001)
- Advice to Water Management Committees No. 2 – Supplementary water access (NSW Government) (2001)
- Advice to Water Management Committees No. 3 – Floodplain harvesting (NSW Government) (2001)
- Advice to Water Management Committees No. 4 – Regulated rivers (high security) access licences (NSW Government) (2001)
- Advice to Water Management Committees No. 5 – Managing to diversion limits in inland unregulated rivers (NSW Government) (2001)
- Advice to Water Management Committees No. 7 – Diversion limits for coastal unregulated rivers (NSW Government) (2001)
- Advice to Water Management Committees No. 8 – Groundwater quantity management (NSW Government) (2001)
- Advice to Water Management Committees No. 9 – Groundwater dependent ecosystems (NSW Government) (2001)
- Advice to Water Management Committees No. 10 – Freshwater flows to estuaries and coastal waters (NSW Government) (2001)
- Advice to Water Management Committees No. 11 – Integrating water quality and RFOs in water sharing plans (NSW Government) (2001)
- Advice to Water Management Committees No. 12 – Conservation of biodiversity and threatened species management (NSW Government) (2001)

- Advice to Water Management Committees No. 13 – Incorporating the results of the weir review into the water sharing plans (NSW Government) (2001)
- Advice to Water Management Committees No. 14 – Aboriginal issues and cultural heritage protection (NSW Government) (2001)
- Advice to Water Management Committees No. 15 – Water transfers (NSW Government) (2001)
- An Interim Approach for Water Monitoring in NSW (prepared for the State Water Monitoring Coordination Committee) (2003)
- Australian Guidelines for Recreational Use of Water (NH&MRC) (1990)
- Daily Extraction Management in Unregulated Rivers (2002)
- Environment and Health Protection Guidelines: On-site Sewage Management for Single Households (Department of Local Government) (1998)
- Management of Private Recycled Water Schemes (NSW Department of Water and Energy) (2007)
- National Guidelines for Water Recycling: Managing Health and Environmental Risks
- National Water Quality Management Strategy: Australian Drinking Water Guidelines —Summary (NHMRC & NRMCC) (2004)
- National Water Quality Management Strategy: Australian Guidelines for Water Recycling – Managing Health and Environmental Risks (Phase 1) November 2006
- National Water Quality Management Strategy: Effluent Management Guidelines for Aqueous Wool Scouring and Carbonising (ARMCANZ/ANZECC) (1999)
- National Water Quality Management Strategy: Effluent Management Guidelines for Dairy Processing Plants (ARMCANZ/ANZECC) (1999)
- National Water Quality Management Strategy: Effluent Management Guidelines for Dairy Sheds (ARMCANZ/ANZECC) (1999)
- National Water Quality Management Strategy: Effluent Management Guidelines for Intensive Piggeries (ARMCANZ/ANZECC) (1999)
- National Water Quality Management Strategy: Effluent Management Guidelines for Tanning and Related Industries (ARMCANZ/ANZECC) (1999)
- National Water Quality Management Strategy: Effluent Management Guidelines for Wineries and Distilleries (ARMCANZ/ANZECC) (1998)
- National Water Quality Management Strategy: Guidelines for Groundwater Protection in Australia (ARMCANZ/ANZECC) (1995)
- National Water Quality Management Strategy: Guidelines for Sewerage Systems —Acceptance of Trade Waste (Industrial Waste) (1994)
- National Water Quality Management Strategy: Guidelines for Sewerage Systems — Effluent Management (ARMCANZ/ANZECC) (1997)
- National Water Quality Management Strategy: Guidelines for Sewerage Systems — Reclaimed Water (ARMCANZ/ANZECC) (2000)
- National Water Quality Management Strategy: Guidelines for Urban Stormwater Management (ARMCANZ/ANZECC) (2000)
- National Water Quality Management Strategy: Guidelines for Water Quality Monitoring and Reporting (ARMCANZ/ANZECC) (2000)
- National Water Quality Management Strategy Guidelines: Implementation Guidelines (ARMCANZ/ANZECC) (1998)
- National Water Quality Management Strategy: Policies and Principles — A Reference Document (ARMCANZ/ANZECC) (1994)
- National Water Quality Management Strategy: Rural Land Uses and Water Quality — A Community Resource Document (ARMCANZ/ANZECC) (2000)
- National Water Quality Management Strategy: Water Quality Management — An Outline of the Policies (ARMCANZ/ANZECC) (1994)

NSW Guidelines for Greywater Reuse in Sewered, Single Household Residential Premises (Department of Energy, Utilities and Sustainability) (2007)

NSW Water Savings Policy (NSW Government) (2003) (draft) (under review)

Planning – Part 3A, Environmental Planning and Assessment Act 1979

DRAFT: Assessment into Part 3A of the EP&A 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: Protocol for Working with Government Agencies on 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 Code for the Transport of Dangerous Goods by Road and Rail (National Road Transport Commission and Federal Office of Road Safety) (1998)

Australian Environmental Guidelines for Copper Chrome Arsenate Timber Preservation Plants (1996) (TPAA, ANZECC)

Code of Practice for the Reprocessing of Closed Head Steel Drums — Supplement to the Australian Dangerous Goods Code (Federal Office of Road Safety) (1992)

Composite Sampling: National Environmental Health Forum Monographs, Soil Series No. 3 (now known as EnHealth) (1996)

Core Environmental Indicators for Reporting on the State of the Environment (ANZECC State of the Environment Reporting Task Force) (2000)

Dangerous Goods Initial Emergency Response Guide (Standards Australia) (2004)

Environmental Health Risk Assessment: Guidelines for assessing human health risks from environmental hazards (Commonwealth Department of Health and Ageing and EnHealth Council,) (2002)

Environmental Guidelines: State of the Environment Reporting by Local Government (Department of Local Government) (2000)

Environmental Services Functional Area Supporting Plan [Enviroplan] (State Emergency Management Committee) (2001)

Financial Liability for Contaminated Site Remediation — a position paper (ANZECC) (1994)

Guidance Notes for the Transport of Class 6-2 (Infectious Substances) Dangerous Goods (Federal Office of Road Safety) (1997)

Guidelines for the Assessment and Cleanup of Cattle Tick Dip Sites for Residential Purposes (NSW Agriculture & CMPS&F) (1996)

Hazardous Materials Emergency Subplan [Hazmatplan] (State Emergency Management Committee) (2000)

Hexachlorobenzene Waste Management Plan (ANZECC) 1996

Load Reduction Agreements — Freeing Funds for Environmental Improvements (2005)

Load Restraint Guide (National Road Transport Commission and Federal Office of Road Safety) (2004)

Medical Examinations of Commercial Vehicle Drivers (National Road Transport Commission)

Management of Asbestos in the Non-occupational Environment (enHealth) (2005)

Minimum Construction Requirements for Water Bores in Australia Edition 2 (Land and Water Biodiversity Committee) (2003 and Federal Office of Road Safety) (1997)

National Environment Protection (National Pollutant Inventory) Measure (National Environment Protection Council) (1998)

National Environment Protection (Assessment of Site Contamination) Measure (National Environment Protection Council) (1999)

National Guidelines For Beef Cattle Feedlots in Australia (Agricultural Council of Australia and New Zealand) (1992)

National Protocol: Approval/Licensing of Trials of Technologies for the Treatment/Disposal of Schedule X Wastes (ANZECC) (1994)

National Protocol: Approval/Licensing of Commercial-Scale Facilities for the Treatment/Disposal of Schedule X Wastes (ANZECC) (1994)

National Strategy for the Management of Empty Unwanted Farm Chemical Containers (ANZECC) (1997)

Organochlorine Pesticides Waste Management Plan (July 1999)

Polychlorinated Biphenyls Management Plan (ANZECC) (2003)

Site-specific Emission Factor Guidance (2001)

Specification for Segregation Devices for the Transport of Dangerous Goods (Commonwealth Department of Transport and Regional Services) (2000)

Specifications for Intermediate Bulk Containers for the Transport of Dangerous Goods (Federal Office of Road Safety) (1997)

State Disaster Plan [Displan] (State Emergency Management Committee) (2000)

Technical Basis for Guidelines to Minimise Annoyance Due to Blasting Overpressure and Ground Vibration (ANZECC) (1990)

Technical Basis for the Regulation of Noise Labelling of New Grass-Cutting Machines (AEC 1988)

POLICY STATEMENTS/STRATEGIES

Action for the Environment: The NSW Government's Environment Statement (2001)

Adapting to Climate Change: Impacts on Biodiversity

Considering Environmental Values of Water When Issuing Prevention Notices (2006)

Construction and Demolition Waste Action Plan (1998)

Corporate Environmental Reporting: Why and How (1997)

Differential Smoky Vehicle Enforcement Policy (2000)

Extended Producer Responsibility Priority Statement (2007)

Green Offsets for Sustainable Development — Concept Paper (2002)

Hunter River Salinity Trading Scheme – Working Together to Protect River Quality and Sustain Economic Development (2003)

Hunter River Salinity Trading Scheme Auction – General Information for the 2004 action (2004)

Hunter River Salinity Trading Scheme Auction – Process and Rules (2004)
Local Planning for Healthy Waterways using NSW Water Quality Objectives (2006)
Marine Water Quality Objectives for NSW Ocean Waters - South Coast (2005)
Marine Water Quality Objectives for NSW Ocean Waters - Sydney Metropolitan and Hawkesbury-Nepean (2005)
Marine Water Quality Objectives for NSW Ocean Waters - North Coast (2005)
Marine Water Quality Objectives for NSW Ocean Waters - Hunter - Central Coast (2005)
NSW City and Country Environment Restoration Program: New South Wales RiverBank 2006-07 Business Plan
(<http://www.environment.nsw.gov.au/resources/2006442riverbankbp.pdf>)
Policy on Former Unhealthy Building Land Sites (2003)
Using the ANZECC Guidelines and Water Quality Objectives in NSW (2006)

SECTION 2 – STATEMENT OF AFFAIRS

DECC's Statement of Affairs was published in its 2006-2007 Annual Report and on the DECC website (www.environment.nsw.gov.au).

A copy of the Statement of Affairs can also be obtained by contacting a DECC FOI/Privacy Officer (see below).

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) (24 hours) or (02) 9995 5555 (TTY: (02) 9211 4723) for environment and pollution incident reporting; and
- 1300 361 967 or (02) 9995 5550 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

Most documents are available on the website; others are available on request by contacting (02) 9231 8111.

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, privacy matters, DECC's Statement of Affairs and Summary of Affairs can be made to the FOI/Privacy Officers on (02) 9995 6080 or (02) 9995 6497. Information is also available on the website.

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****DEPARTMENT OF LANDS****JUNE 2008**

The Department of Lands was created on the 2 April 2003 and delivers strategies, policies and projects for Crown Lands administration and management, Native Title, Aboriginal lands Claims, Soil Conservation Service, Minor Ports and Land and Property Information in New South Wales.

One of the primary objectives of Lands is the sustainable and commercial management state owned lands for the benefit of the people of New South Wales.

Over 30,000 parcels of land are currently reserved under the Crown lands Act 1989, which is administered by the Crown Lands Division of Lands. Maintenance of the public reserves system by Lands is essential for the preservation of biodiversity in the environment of New South Wales.

Further, Lands, through Soil Conservation Service, operates a specialist conservation earthmoving and soil consultancy business, specialist in the planning, design and construction of soil and water conservation earthworks, and the planning and implementing of practical and realistic solutions to common land degradation problems.

Land and Property Information Division (LPI) within lands, is the key provider of land and property information for NSW. LPI provides mapping, titling, valuation, survey and related land and spatial information services to individuals, businesses, government agencies and non profit organisations throughout NSW, Australia and internationally.

The Minor Ports Program of Lands provides and maintains port infrastructure facilities as well as safe, secure port access.

These areas are serviced by internal corporate support areas, including Financial Services, Corporate People and Performance Group, Administrative Services, Legal Services, Information Technology and Communications and the Communication Solutions Group.

SECTION 1 – POLICY DOCUMENTS

Corporate
Acceptable Use of Information Technology and Telecommunications Policy
Access Control Policy
Accounting Manual
Anti Virus Policy
Asset Control Policy
Business Continuity Management Policy
Change Management Policy
Code of Conduct
Complete Guide to Staff (Induction Manual)
Conflict of Interest Policy
Corporate Clothing Policy
Corrupt Conduct, Maladministration and Serious and Substantial Waste, and Protected Disclosures Policy
Desktop Replacement Policy
Equal Employment Opportunity Policy
Filling of Short Term Vacancies Policy
Internal Reporting (Protected Disclosures) Policy
Information Security Policy
Gifts and Benefits Policy
Grievance Resolution
Harassment Free Workplace Policy
Information Security Policy
Interim Privacy Management Plan

Job Evaluation Policy
Learning and Development Policy
Management of Consultants and Contractors Policy
Managing E-Mail Resources Policy
Mail Server Policy
Media Policy
Mobile Phone Policy
Occupational Health and Safety Policy
Outside Employment Policy
Policy for Protection against Malicious Software
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
- Just Terms Compensation Procedures Manual
- 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
- Contractor Performance Management Procedures
- Just Terms Compensation Procedures Manual
- Rating and Taxing Valuations Procedures Manual
- Valuation Contract Management Procedures Manual
- Objection 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
- Control Surveys and SCIMS: what is acceptable

Land Titling

- Registrar General's Directions
- Electronic Settlement, Electronic Lodgment and Automatic Registration of Real Property Dealings in NSW – Public Consultation Document, May 2004
- Agreement on principles for the development of a roadmap to a national electronic conveyancing system
- National business model for the implementation of a national electronic conveyancing system (Draft)
- National governance arrangements for the establishment of a national electronic conveyancing system (Draft)
- Electronic Settlement, Electronic Lodgment and Automatic Registration of Real Property Dealings in NSW: Public consultation feedback report March 2005

- Manual owner inquiry search requests – policy and procedures
- Lodgment Services Terms & 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

Commemorative naming fact sheet and form
 Determining suburbs and localities in NSW
 Dual naming supporting cultural recognition
 Glossary of designation values in the Geographic Names Register
 Glossary of status values in the Geographic Names Register
 GNB - preserving the history, culture and identity of NSW
 Guidelines for determining placenames
 Guidelines for the naming of roads
 Naming and addressing private roads and roads in community subdivisions
 Placenames application form
 Road naming in NSW
 Rural addressing for NSW
 The NSW road and address locality naming process
 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
 Policy on Web Based Submissions for Advertised Proposals
 Policy on Welcome to Country Signs
 Policy on Board Member Induction
 Primary Source Policy

Crown Lands

Caravan Park Levy Committee Guidelines for the Administration of Applications for Financial Assistance
 Coastal Crown Lands Policy 1991 – under review
 Crown Lands Caravan Park Policy 1990 – under review
 Crown Lands Foreshore Tenures Policy (Non-commercial Occupations) 1991 – under review
 Crown Lands NSW Business Directive 2004 for Commercial Leasing and Licensing of Crown Land
 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
 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 2006/2007 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
Office Hours Monday – 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
DEPARTMENT OF PLANNING****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

Southern

- 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)
- Kosciuszko REP 1998 (Snowy River)

Northern

- Lord Howe Island REP 2005
- North Coast REP

Western

- 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. 4	Development Without Consent and Miscellaneous Exempt and Complying Development
SEPP No. 6	Number of Storeys in a Building
SEPP No. 10	Retention of Low – Cost Rental Accommodation
SEPP No. 14	Coastal Wetlands
SEPP No. 15	Rural Landsharing Communities
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. 29	Western Sydney Recreation Area
SEPP No. 30	Intensive Agriculture
SEPP No. 32	Urban Consolidation (Redevelopment of Urban Land)
SEPP No. 33	Hazardous and Offensive Development
SEPP No. 36	Manufactured Home Estates
SEPP No. 39	Spit Island Bird Habitat
SEPP No. 41	Casino Entertainment Complex
SEPP No. 44	Koala Habitat Protection
SEPP No. 47	Moore Park Showground
SEPP No. 50	Canal Estates Development
SEPP No. 52	Farm Dams, Drought Relief and Other Works
SEPP No. 53	Metropolitan Residential Development
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. 62	Sustainable Aquaculture
SEPP No. 64	Advertising and Signage
SEPP No. 65	Design Quality of Residential Flat Development
SEPP No. 70	Affordable Housing (Revised Schemes)
SEPP No. 71	Coastal Protection
SEPP	(Housing for Seniors or People with a Disability) 2004
SEPP	(Building Sustainability Index: BASIX) 2004
SEPP	(Infrastructure) 2007
SEPP	(Kosciuszko National Park – Alpine Resorts) 2007
SEPP	(Major Projects) 2005
SEPP	(Mining, Petroleum Production and Extractive Industries) 2007
SEPP	(Sydney Regional Growth Centres) 2006
SEPP	(Temporary Structures and Places of Public Entertainment) 2007
SEPP	(Rural Lands) 2008
SEPP	(Infrastructure) 2008

S117 DIRECTIONS

- Ministerial directions issued under the EP&A Act – 30 September 2005 - Directions 1 to 31 were revoked on 14 June 2007 but are saved in relation to certain draft LEPs until their finalisation.
- 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 & Millfield (Cessnock LGA)

Ministerial directions issued to Councils under section 117(2) of the EP & A Act – 14 June 2007

- 1 Employment and Resources
- 2 Environment and Heritage
- 3 Housing, Infrastructure and Urban Development
- 4 Hazard Risk
- 5 Regional Planning
- 6 Local Plan Making

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
- Guideline for establishing and operating community consultative committees for mining projects
- 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
- EPBC Act: Guide to implementation in NSW

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 08-110 High Front Gutters (10/4/2008)
- BS 08-002 Building Code of Australia 2008 Amendment (13/5/2008)
- 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 – Update of information
- Letter – BCA & EP&A Regulation: Automatic Fire Alarm Monitoring – Advice on changes
- Letter – Hillside land: Development approval – issues for consideration
- Letter – Fire safety issues in existing backpacker type premises
- Advisory Note – New smoke alarm requirements for existing buildings from 1 May 2006
- Fact Sheet 1: New smoke alarm requirements: Owners of houses, residential flats and units
- Fact Sheet 2: New smoke alarm requirements: For ‘shared accommodation’ buildings

Planning Systems

- PS 08 – 002 - State Environmental Planning Policy (Rural Lands) 2008
- PS 07 – 019 – Certification of draft comprehensive LEPs for public exhibition (30/11/07)
- PS 07 - 016 State Environmental Planning Policy (Seniors Living) 2004 (Amendment No. 2)
- PS 07-015 Review of and subsequent changes to the SEPP (Major Projects) 2005
- PS07-014 Amendment no. 3 to SEPP 62 - implications for development that may affect oyster aquaculture
- PS07-013 Amendment no. 3 to SEPP 62 - implications for oyster aquaculture development
- PS 07 – 012 – New GIS data requirements for LEPs (11/09/07)
- PS 07 – 008 – New section 117 directions (17/07/07)
- 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)
- PS 05 – 004 – Development contributions practice notes (08/07/05)
- PS 05 – 003 – Changes to the development contributions system in NSW (14/06/05)
- PS 05 – 002 – State significant development (27/05/05)
- PS 05 – 001 – Occupation certificates and conditions of development consent (22/04/05)

PLANNING REFORMS

2008

- LEP Practice Note 08-001 Standard Instrument Height and floor space ratio – 30 January 2008

2007

- Fact Sheet: Changes to the Regulation of Temporary Structures and Places of Public Entertainment - October 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 1: EP&A Amendment Bill 2006 – an overview – 28 February 2006
- Information sheet 2: Planning administrators and planning assessment panels – 28 February 2006
- Information sheet 3: Development contributions – 28 February 2006

2005

- Fact sheet 6: Environmental safeguards – August 2005
- Fact sheet 5: The community and major projects – August 2005
- Fact sheet 4: Critical infrastructure – August 2005
- Fact sheet 3: Independent hearings and assessment panels – August 2005
- Fact sheet 2: Project applications under Part 3A: steps in the process – August 2005
- Fact sheet 1: Part 3A and the planning reforms - August 2005
- NSW planning reforms: information session briefing notes (version 2.0) – September 2005
- Development contributions practice notes – July 2005
- NSW Government's planning reforms: Winning jobs and investment for NSW – 12 May 2005
- Letter to council: Reminder of removal of unnecessary concurrences – 24 February 2005

2004

- Rivers and Foreshores Improvement Act exemptions: questions and answers – 24 December 2004

- Letter to council: Removal of unnecessary concurrences – 17 December 2004
- Letter to council: Rivers and Foreshores Improvement Act – permit exemptions – 17 December 2004
- Letter to council: A simpler approval process for minor development near waterways – 10 December 2004
- NSW Government's response to recommendations from the planning reviews – September 2004
- Improving the NSW planning system – public paper – September 2004
- NSW Government's response to recommendations from the planning reviews – September 2004
- Fact sheet 6: Development assessment – September 2004
- Fact sheet 5: Simplification of local planning – September 2004
- Fact sheet 4: Regional strategies – September 2004
- Fact sheet 3: What planning reforms mean for the community – September 2004
- Fact sheet 2: What planning reforms mean for local government – September 2004
- Fact sheet 1: Key facts on the NSW planning system – September 2004
- NSW planning reforms: questions and answers – September 2004
- Guide to Quality of Construction Act amendments – 12 July 2004
- Information on Inspections & Signage During Construction – 12 July 2004
- Section 94E direction – 31 March 2004

2003 and earlier

- Q&A on development assessment and certification – 22 December 2003
- Hints and prompts for implementing the new EP&A (Quality of Construction) Act – 22 December 2003
- Top 10 messages relating to the new EP&A Amendment (Quality of Construction) Act 2003 – 22 December 2003
- Top 10 themes in the new EP&A Amendment (Quality of Construction) Act 2003 – 22 December 2003
- Guiding Development: Better Outcomes – September 1999. Updates September 2000, August 2001
- EP&A Act & Regulation notes (various –listed below)

SUSTAINABILITY/BASIX

- BASIX Alterations and Additions Cost Estimate
- BASIX Benchmarking
- BASIX Cost Benefit Study (summary)
- BASIX definitions dated: 30/06/2006
- BASIX Fact Sheet
- BASIX Indices Fact Sheet
- BASIX Alterations and Additions Fact Sheet
- BASIX Alterations and Additions Presentation (ppt)
- BASIX-compliant Home (Sustainable housing features encouraged by BASIX) Fact Sheet
- Sample BASIX certificate for a single home
- 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
- Help notes – Alterations and Additions
- Multi-Unit Energy and Peak Demand Study
- Multi-Unit Fact sheet
- BASIX-compliant multi-unit (Sustainable multi-unit features encouraged by BASIX) Fact Sheet
- BASIX Multi-Unit Residential Cogeneration Demonstration Project Fact Sheet
- Practice note: The Regulatory Scheme for BASIX
- Thermal Comfort Protocol: dated 01/02/07
- BASIX Definitions for Alterations and Additions 29 September 2006
- Thermal Comfort Protocol 30/01/2007
- Tutorial – Overview of BASIX Assessment Tool (Macromedia Flashmovie & word doc)
- Tutorial – Register your details (Macromedia Flashmovie & word doc)
- Tutorial – Login to BASIX (Macromedia Flashmovie & word doc)
- Tutorial – Scenario 1: Single dwelling house (Macromedia Flashmovie & word doc)
- SEPP 65 and Multi-Unit BASIX Fact Sheet
- BASIX 2004-2005 Outcomes Monitoring Program

SEPP 65 – DESIGN QUALITY OF RESIDENTIAL FLAT DEVELOPMENT

- State Environmental Planning Policy No 65 – Design Quality of Residential Flat Development
- Environmental Planning and Assessment Amendment (SEPP 65) Regulation 2002
- Achieving Better Design – Residential Flat Developments in NSW; Recommendations prepared by Urban Design Advisory Committee for the Premier of NSW, July 2000
- 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, available on the internet
- Urban Form (UDAS) \$44 – available for purchase at The Information Centre
- Improving Flat Design: a progress report (UDAS) \$11 – available for purchase via pdf/photocopy at The Information Centre, available on the internet
- Local Performance Monitoring Data Collection 2006–07: Frequently Asked Questions
- Local Development Performance Monitoring Program 2006-07– Letter from Director General to all NSW councils dated 27 July 2007
- Local Development Performance Monitoring Program 2006-07– Letter from Director General to All NSW Councils dated 12 September 2007
- Local Development Performance Monitoring Report 2005-06

URBAN ASSESSMENTS

- Kosciuszko Alpine Resorts Geotechnical Policy

RURAL AND REGIONAL PLANNING

Northern

- Boundary Adjustments Policy
- Lord Howe Island Development Control Plan 2005
- Far North Coast Regional Strategy
- Draft Mid North Coast Regional Strategy
- Draft growth area maps for the draft Mid North Coast Regional Strategy
- North Coast Settlement Planning Guidelines; August 2007
- North Coast: Design Guidelines
- North Coast Urban Planning Strategy into the 21st Century
- 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. 5.3 – Farmland of State and regional significance on the NSW Far North Coast
- Mid North Coast Farmland Mapping Project – Draft Recommendations Report
- Population Change in the New England North West Region; Discussion Paper, October 2004.
- Growing the Region's Connections: A coordinated transport planning framework for northern inland NSW – Situation Statement (August 2005)
- Broiler Poultry Farms - Model Development Control Plan

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
- Gosford-Wyong Structure Plan (1977)
- Shaping the Central Coast (1999)
- Draft Central Coast Regional Strategy (2006)

Coastal

- Coastal Design Guidelines 2003
- NSW Coastal Policy (1997)

Southern

- South Coast Regional Strategy
- Illawarra Regional Strategy
- Illawarra Transport Planning Principles
- Twofold Bay & Hinterlands Strategy
- Jervis Bay Settlement Strategy
- South Coast Settlement Planning Guidelines
- 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
- Draft Sydney – Canberra Corridor Regional Strategy (2007)
- Employment lands guidelines for the Illawarra (2008)

METROPOLITAN PLANNING

- Metropolitan Strategy: City of Cities – A Plan for Sydney's Future (Free)
- Metropolitan Strategy: City of Cities – A Plan for Sydney's Future, Supporting Information (\$44.00)
- ADI St Marys: Environmental Planning Strategy
- Blue Mountains Eastern Escarpment Study
- Greystanes Estate Employment Lands Precinct Plan
- Hawkesbury Nepean: The Action Plan of the Hawkesbury Nepean Environmental Planning Strategy 1997
- 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)
- Guideline on Development Controls on Low Flood Risk Areas - Floodplain Development Manual
- Draft North Subregional Strategy
- Draft East Subregional Strategy
- Draft North East Subregional Strategy
- Draft Inner North Subregional Strategy
- SEPP 10 information sheet
- Explanatory notes about SEPP 10
- SEPP 10 guide — a comprehensive guide to assist councils and property owners
- Index of median sale price for strata properties
- Revised table of rental figures
- Local government area benchmark rents as at 28 January 2000
- Precinct Acceleration Protocol
- Precinct Acceleration Protocol Questions and Answers
- Precinct Acceleration Protocol/Guidelines for Applicants
- Seniors or people with a disability – also see SEPP (Housing for seniors or people with a disability) and PS 07 – 016 Flow chart – applications for a site compatibility certificate
- Section 94E direction – Direction issued by the Minister under the EP&A Act 1979 (14 September 2007)
- Urban Design Guidelines for Infill Development (UDAS 2004)
- Housing for seniors or people with a disability: a guide for councils and applicants (DIPNR 2004 currently under review)
- Bushfire evacuation risk map

HERITAGE

Heritage Council of NSW

- Heritage Council of NSW. Code of Meeting Practise and Committee Structures
- Heritage Council Meeting Minutes 2001-2008. (Minutes are publicly available after they have been approved by the Heritage Council at the subsequent meeting.)
- Heritage Council of NSW Approvals Committee Meeting Minutes 2001-2008. (Minutes are publicly available after they have been approved by the Heritage Council at the subsequent meeting.)
- Heritage Council of NSW State Heritage Register Committee Meeting Minutes 2001-2008. (Minutes are publicly available after they have been approved by the Heritage Council at the subsequent meeting.)

Permits and Application Forms

- State Heritage Register Nomination Form (for members of the public to nominate a place or object for potential listing on the State Heritage Register)
- Heritage Data Form (to collect information on a heritage item)
- Heritage Act, 1977 Section 60 Application Form (to describe and seek the approval of the Heritage Council to make changes to a State Heritage Register listed item or place or to disturb or excavate sites listed on the State Heritage Register or to which an Interim Heritage Order applies) A scale of fees applies.
- Heritage Act, 1977 Section 140 Application Form (to disturb or excavate sites not listed on the State Heritage Register) A scale of fees applies
- Schedule of Standard Exemptions for works requiring Heritage Council approval
- Schedule of General Exemptions 2000
- Schedule of Additional Exemptions 2006
- Heritage Act, 1977 Section 167 Form (To obtain an Evidentiary Certificate to document whether a site is listed on the State Heritage Register or subject to an Interim Heritage Order)
- Fire, Access & Services Advisory Panel (FASAP) Application Form (to seek expert advice from FASAP on fire upgrading, access and service issues for heritage properties)

Publications

- Aboriginal History and Heritage
- Altering Heritage Assets. With Dept. of Urban Affairs & Planning, 1996
- Assessing Heritage Significance. 2001(\$18.00)
- Assessing Historical Importance; A Guide to State Heritage Register Criterion A. 2006
- Beyond the rolling wave; A Thematic History of Greek Settlement in NSW. Craig Turnbull and Chris Valiotis for Heritage Office, 2001
- Central West Thematic History. Terry Kass for Heritage Office, 2003
- Chinese Settlement in NSW; A Thematic History Michael Williams for Heritage Office, 1999
- 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 Print only)
- Conservation Management Documents. 2002
- Conservation Management Plan: A Checklist. 2003
- Conserving Historic Signs. By Rachel Jackson and Caroline Lawrance for the Heritage Office, 2006
- Conservation Products and Services Directory
- Creating a Living Past: Ideas for Successful Heritage Projects Heritage Office, 2002
- Criteria for Listing on the State Heritage Register. 1996
- Design in Context; Guidelines for Infill Development in the Historic Environment co-authored with RAI NSW. 2005 (\$25.00)
- The Dutch in NSW: A Thematic History Kirsten Velthuis for Charles Sturt University 2005
- The Economics of Heritage Listing Heritage Office, 2001
- Recommendations for local council heritage management, 2007
- Engineering and Industrial Heritage. Co-authored with Engineers Australia Sydney Division. 2005
- Federation Architecture Guidelines. Trevor Howells for Heritage Council of NSW, 1982
- Federation Gardens. Christopher Betteridge for Heritage Council of NSW, 1986
- 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 (\$5.00)
- Heritage Consultants Directory
- Heritage Curtilages. With Dept. of Urban Affairs & Planning. 1996 (\$13.00) (Print only)
- Heritage Interpretation Policy. 2005
- Heritage Listing: Benefits for Owners Heritage Office 2001, revised 2004
- Heritage Nominations. With Dept. of Urban Affairs & Planning. 1996 (\$5.00)
- Heritage Planning Practice Note.1. With Dept. of Urban Affairs & Planning. 1996 (\$5.00)
- Heritage References. Heritage Office and Department of Urban Affairs & Planning 1996
- Heritage Terms and Abbreviations. With Dept. of Urban Affairs & Planning. 1996
- Heritage Trails Heritage Office, 1995
- Historical Archaeological Sites. Heritage Council of NSW, Department of Planning. 1993 (Print only)
- Historical Archaeology Code of Practice. Heritage Office, Department of Planning 2006
- Historical Research for Heritage. 2000
- Historical Themes.2001
- History and Heritage. With Dept. of Urban Affairs & Planning. 1996 (\$5.00)
- How to carry out work on heritage buildings and sites.1998
- A History of Italian Settlement in NSW. Catherine Kevin and Roslyn Pesman for Heritage Office, 2001
- 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: Approvals Process. 2001
- Introducing the Heritage Council: Presentations. 2001
- Investigating Fabric. With Dept. of Urban Affairs & Planning. 1996 (\$5.00)
- Investigating Heritage Significance. 2004 (\$5.00)

- Investigating History. With Dept. of Urban Affairs & Planning. 1996
 - Investigation and Repair of Historic Concrete. 2003
 - Levels of Heritage Significance. Heritage Office 2008
 - Local Government Heritage Guidelines (\$40.00)
 - A Lot in Store: Celebrating Our Shopping Heritage. Heritage Office, 2002
 - Maintenance Series. Set of 17 information sheets. 2004-5 (Sheet 7.1 "Plaster Finishes" temporarily withdrawn for review & updating)
 - 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
 - "Just Because its old" Museums and Galleries in Heritage Buildings. Museums & Galleries Foundation NSW and Heritage Office. 2005
 - Natural Heritage Principles. 2000
 - NSW Government and Heritage. With Dept. of Urban Affairs & Planning. 1996
 - Objects in Their Place: An Introduction to Movable Heritage. Heritage Office, 1999, reprinted 2004
 - 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 (\$5.00)
 - Principles of Conservation Work on Heritage Places. 1995
 - Regional Histories. With Dept. of Urban Affairs & Planning. 1996 Print only
 - Revealing the Past: An Introduction to Historical Archaeology Heritage Office 1998, revised 2002, 2004
 - Revealing the Past: An Introduction to Maritime Archaeology. Heritage Office, 1998
 - Safe in the Shed: Caring for Historic Farm Machinery. Co-authored with NSW Ministry for the Arts, 2001
 - Shipwreck Atlas of NSW. Print only (\$35.00)
 - Shipwrecks: Diving NSW Shipwrecks. 2000 Print only
 - Shipwreck, NSW Shipwreck Heritage, 2000 Print only
 - Shipwreck, Shipwrecks and What They Tell Us. 2000 Print only
 - Shipwreck, Shipwrecks of NSW Inland Rivers 2000. Print only
 - 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 Online only
 - Street Smart: Corporate Development in Historic Town Centres. 1998
 - Street trees in NSW : Guidelines for conservation and management. Department of Planning, NSW, 1990.
 - Western Sydney Thematic History. Terry Kass for Heritage Office, 2005
 - What's in Store; A History of Retailing in Australia. Powerhouse Publishing in association with Heritage Office 2003. Print only (\$34.95)
 - World War II Aerodromes and Associated Structures in NSW. Heritage Office, 2001
- 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 1 – December 2004
- BP Bulletin Issue 2 – April 2005
- BP Bulletin Issue 3 – September 2005
- BP Bulletin Issue 4 – December 2005
- BP Bulletin Issue 5 – April 2006
- BP Bulletin Issue 6 – July 2006

- BP Bulletin Issue 7 – October 2006
- BP Bulletin Issue 8 – December 2006
- BP Bulletin Special Edition – January 2007
- BP Bulletin Issue 9 – April 2007
- BP Bulletin Issue 10 – August 2007
- BP Bulletin Issue 11 – October 2007
- BP Bulletin Issue 12 – April 2008
- Regulatory Impact Statement – Building Professionals Regulation 2006 (July 2006)
- Accreditation scheme (March 2008)
- Code of conduct: a guide (March 2007)
- Certifying building and subdivision works (January 2008)
- Choosing a certifying authority (January 2008)
- 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 (August 2007)
- Info Sheet 10 – Disciplinary powers of the Board (March 2007)
- Info Sheet 11 – BPB accreditation exam (November 2007)
- Consultation Report: Draft Building Professionals Regulation and Draft Accreditation Scheme (April 2007)
- NSW Certification System: Overview (August 2006)
- Ministerial Guidelines under clause 198 of the EP&A Regulation (adopted on 21 August 2006)
- Applying for accreditation – a guide (June 2007)
- Building Professionals Act 2005: a guide (March 2006)
- Guiding Development: Better Outcomes – Avoiding corruption (August 2001)
- Guiding Development: Better Outcomes – Complying development (September 1999)
- Guiding Development: Better Outcomes – Conditions of development consent (September 1999)
- Guiding Development: Better Outcomes – Construction certificates and the BCA (September 1999)
- Guiding Development: Better Outcomes – Construction certificates for building work (September 1999)
- Guiding Development: Better Outcomes – Construction certificates for subdivision (September 1999)
- Guiding Development: Better Outcomes – Enforcement of development consents and complying development certificates (August 2001)
- Guiding Development: Better Outcomes – Exercising discretion (August 2001)
- Guiding Development: Better Outcomes - Overview (September 1999)
- Guiding Development: Better Outcomes – Public and private sector roles (September 1999)
- Guiding Development: Better Outcomes – Private certification of strata plans (June 2000)
- Guiding Development: Better Outcomes – The role of the principal certifying authority (September 1999)
- Guiding Development: Better Outcomes – The use of compliance certificates (September 1999)
- Guiding Development: Better Outcomes – What are the different types of development application? (September 1999)
- Guiding Development: Better Outcomes – Who is an accredited certifier? (September 1999)

ENVIRONMENTAL INSTRUMENT GUIDELINES

Manufacturing EIS Guidelines:

- Aquaculture in Land-Based Facilities
- Aquaculture in Natural Waterbodies
- Bitumen Works
- Cattle Feedlots
- Chemical Facilities
- Composting and Related Facilities
- Concrete Works
- Extractive Industries – Dredging
- Extractive Industries – Quarries
- Irrigation of Sewage Effluent
- Landfilling

- Marinas and Related Facilities
- Piggeries
- Poultry Farms
- Roads and Related Facilities
- Sewerage Systems
- Coal Mines and Associated Infrastructure

Manufacturing Is an EIS required for alterations and additions?

Manufacturing Managing Land Contamination: Planning Guidelines SEPP 55 – Remediation of Land

Transport Corridor Outdoor Advertising and Signage Guidelines - Assessing Development Applications under SEPP 64

EP&A ACT AND REGULATION NOTES

The Environmental Planning and Assessment Amendment (Quality of Construction) Act 2003

To advise on the introduction of the Environmental Planning and Assessment Amendment (Quality of Construction) Act 2003 – December 2003

Environmental Planning and Assessment Amendment (Development Consents) Act 2003

To advise on the recent changes to the Environmental Planning and Assessment Act and Regulation that commence on 1 December 2003. - November 2003

Miscellaneous minor amendments

To advise of minor changes to the EP&A Act, which take effect 22 July 2003 - July 2003

Land and Environment Court review

To advise about the Land and Environment Court Amendment Act 2002, which takes effect 10 February 2003 - February 2003

Environmental Planning and Assessment Amendment (Insurance) Regulation 2002

To advise of changes in relation to professional indemnity insurance - December 2002

Additional fee on development applications

To advise of further changes to fees made by the Environmental Planning and Assessment Further Amendment (Fees) Regulation 2002 which came into effect on 1 November 2002- November 2002

Fees payable on integrated development and development requiring concurrence

To advise of changes to fees made by the Environmental Planning and Assessment Amendment (Fees) Regulation 2002, which came into effect on 2 August- September 2002

Conversion of fire alarm monitoring

To advise of changes introduced by the EP&A Amendment (Conversion of Fire Alarm Monitoring) Regulation 2002 - August 2002

Transfer of functions

To advise of the transfer of functions relating to places of public entertainment from the LG Act to the EP&A Act - March 2002

Changes to the regulated development fees

To outline the changes to the fees under the EP&A Regulation, which starts from 1 January 2002 - September 2001

Using the 'clock' for development applications

To outline the procedures under the EP&A Regulation for stopping and restarting the 'clock' when additional information is requested on development applications - April 2001

Using penalty notices

To outline the purpose and operation of the penalty notice provisions under the EP&A Regulation - December 2000

Practice notes - Regulation 2000 references

To provide users of Guiding Development: Better Outcomes, and the Act and Regulation notes, with updated clauses from the EP&A Regulation - December 2000

Health, safety and amenity during construction

To help consent authorities write conditions of development consent to address health, safety and amenity issues that arise during construction works - December 2000

Notifying council resolutions to prepare draft local environmental plans

To help councils meet the requirements of clause 9 of the EP&A Regulation when notifying decisions to prepare local environmental plans - December 2000

Information required for planning certificates

To tell councils about the information that needs to be included in planning certificates as a result of the EP&A Regulation - December 2000

Environmental Planning and Assessment Regulation 2000

To advise of the main changes to the planning and development system arising from the EP&A Regulation - September 2000

Aquaculture - what level of environmental assessment does aquaculture require?

To advise of changes to environmental assessment, advertising and deemed refusal periods requirements for certain aquaculture developments - September 2000

What do councils consider when they apply section 96?

To help councils apply section 96 of the EP&A Act which was amended on 1 June 2000 - June 2000

Notifying the public about section 96 modifications

To advise councils on the public notification and advertising of applications to modify development consents - June 2000

Private certification of strata plans

To advise developers, surveyors, council officers, accredited certifiers and owners corporations on the issue of strata certificates by private certifiers - June 2000

Long service levy and changes to forms

To explain that the long service levy now needs to be paid at the construction certificate stage - January 2000

Environmental Planning and Assessment (Amendment) Act 1999

To advise of changes to the EP&A Act in relation to: - January 2000

- affordable housing
- development funds
- modification of development consents
- operational improvements

ADVISORY NOTES

- Accredited Certifiers and Conflict of Interest - 6 January 2005
- DIPNR Circular - Occupation Certificates and Conditions of Development Consent - 22 April 2005
- Top ten messages relating to the Environmental Planning and Assessment Amendment (Quality of Construction) Act 2003 and Regulations - 22 April 2005
- Letter, Linking conditions of consent to the issue of occupation certificates - 30 July 2004
- Letter, Further refinements to the planning and building certification system - 12 July 2004
- Guide to Quality of Construction Act amendments - 12 July 2004
- Information on Inspections and Signage during Construction - 12 July 2004
- Letter, Commencement of mandatory inspections for Classes 1 and 5 to 10 buildings - 30 June 2004
- Letter, Improvements to the NSW building certification system - 27 February 2004
- Letter, Improvements to the NSW building certification system - 22 December 2003
- Questions and Answers - 22 December 2003
- Making a complaint against an accredited certifier
- Hints and prompts - 22 December 2003
- Threatened Species Conservation Amendment Act 2002- 1 April 2003
- Direction under s94E - 6 November 2000
- Advice on planning certificates (for exempt and complying development) - March 2000

- Advice on planning certificates (general) - August 1998
- Answers to commonly asked questions- last updated October 1998
- Savings and transitional questions and answers - December 1998

GUIDANCE ON PREPARING LOCAL ENVIRONMENTAL PLANS

- Standard requirements for LEP GIS data (September 2007)
- Local planning directions issued by the Minister for Planning (19 July 2007)
- Revised local planning directions: overview of key changes (July 2007)
- Standard Technical Requirements for LEP Maps (issued April 2007, amended August 2007))
- Section 117 Ministerial Directions (issued 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
- LEPs and council land: best practice guideline - January 1997

SECTION 2 – STATEMENT OF AFFAIRS

The Department's most recent Statement of Affairs appeared in the Department's Annual Report for the financial year 2006/07.

SECTION 3 – CONTACT DETAILS FOR OBTAINING ACCESS TO DOCUMENTS

In the first instance, the contact person for obtaining access to documents is as follows:

The Manager
FOI and Privacy Unit
23-33 Bridge Street
Sydney NSW 2000

Inquiries can be made by telephone on (02) 9228 6116, between the hours of 9:30 am and 4:00 pm.

FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)
SUMMARY OF AFFAIRS
of the
DEPARTMENT OF PREMIER AND CABINET
June 2008

SECTION 1 – POLICY DOCUMENTS

PUBLIC SECTOR WORKFORCE OFFICE

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

The documents for the PSWO may also be found on the website: www.dpc.nsw.gov.au.

Circulars

1993

C93-09 - Fringe Benefits Tax on Car Parking and Review of Agency Vehicle Requirements

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

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

C96-22 - Access to Public Sector Executives Superannuation Scheme

1997

C97-05 - M4 and M5 Cashback

C97-40 - Senior Officers Award

C97-42 - Chief and Senior Executive Service (SES) Leave Entitlements (Restricted)

C97-45 - Recruitment Consultants

C97-53 - Consultative Arrangements: Policy and Guidelines

C97-58 - Devolution of evaluation of senior officer positions

C97-84 - Working for the Dole

1998

C98-04 - Crown Employees (Transferred Officers Compensation) Award, Use of the Crown Solicitor's Office

C98-08 - Pay Advice Slips

C98-103 - Premier's Department Performance Management Policy and Guidelines

C98-105 - Principles for Review of Awards

- C98-11 - Carer's Leave for Employees Covered by the Uniform (Ministerial) Leave Conditions
- C98-14 - Community Language Allowance Scheme
- C98-22 - SES Mobility System
- C98-23 - Use of Family and Community Services Leave, Funerals
- C98-50 - Implementation of Job Evaluation Outcomes
- 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
- C99-39 - New Superannuation Preservation Rules
- C99-45 - Stage 3 - Devolution of Evaluation of Senior Executive Positions Levels 4-8.
- C99-49 - Payments in Lieu of Employer Superannuation Support for Employees and Former Employees Aged 65 Years and Over
- C99-55 - Reference Guide For Employees Caring For Older Persons
- C99-57 - Optional Access to Early Retirement Benefits
- C99-59 - Mobility of superannuation for employees transferring employment between the NSW public sector, local government sector and electricity distribution sector
- C99-62 - Interpreter Budget Requirements In Contracting Out Services And Funding Services Delivered By Non Government Organisations, Government Trading Enterprises And State Owned Corporations
- C99-69 - Qualifications for Senior Financial Management and Accounting Positions

2000

- C2000-05 - Superannuation Amendments
- C2000-10 - Changes to the method of calculating Superannuation on costs for Executive members of First State Super
- C2000-11 - Managing and Supporting Attendance at Work
- C2000-16 - Sickness Absence Policy
- C2000-26 - Employment Health Assessment Policy and Guidelines
- C2000-33 - Taxation of Allowances
- C2000-37 - Monitoring of Use of Communication Devices (including internet access)
- C2000-42 - Superannuation Retrenchment Benefits
- C2000-46 - Impact of FBT and GST on Salary Sacrifice Arrangements
- C2000-62 - NSW Government Job Vacancy Advertising Procedures
- C2000-64 - Report on the Review of the Spokeswomen's Programme
- C2000-68 - Amendment to Premier's Memorandum No. 2000 15, Access To Published Information Laws, Policy and Guidelines
- C2000-70 - SES Motor Vehicles
- C2000-73 - Disclosure - Commission for Children & Young People

2001

- C2001-08 - Principles for Approval of NSW Enterprise Agreements and Information on Reviewed Awards
- C2001-10 - Devolution of Establishment of Senior Officer Positions
- C2001-20 - Superannuation Amendments
- C2001-32 - Reimbursement of Goods and Services Tax
- C2001-39 - Reforming the Public Sector
- C2001-44 - JOBS.NSW

2002

- C2002-05 New Position Code Field for the Workforce Profile (Feb 2002)
- C2002-10 - Pay Slips and Employers' Records
- C2002-11 - Deduction of Union Membership Fees - Model Clause
- C2002-36 - Public Sector Employment and Management Act 2002
- C2002-37 - Elsa Dixon Aboriginal Employment Program
- C2002-40 - Increment in Superannuation Guarantee Requirement from 1 July 2002
- C2002-43 - Statutory and Public Office Holders - Salary Sacrifice Motor Vehicles
- C2002-45 - Motor Vehicles Policy
- C2002-48 - Crown employees (Major and Community Events Reassignment) Award
- C2002-50 - Public Employees' and Agencies' Involvement in Political Fundraising Activities
- C2002-56 - Compliance With NSW Superannuation Legislation
- C2002-57 - Employer Contributions For First State Super And Complying Accumulation Superannuation Funds
- C2002-58 - Crown Employees (Librarians, Library Assistants, Library Technicians And Archivists) Award 2002
- C2002-62 - Superannuation Amendments
- C2002-63 - Use Of Government Owned Training/Conference Facilities
- C2002-73 - New Principles For Approval Of Enterprise Agreements

2003

- C2003-05 - Travelling Overseas On Official Business - Australian Department Of Foreign Affairs And Trade Travel Advice
- C2003-06 - Position Coding Automated Tool (PCAT)
- C2003-07 - Severe Acute Respiratory Syndrome - Travelling Overseas On Official Business
- C2003-12 - Salary Packaging Amendment - Annual Public Transport Tickets
- C2003-14 - Membership Of Private Sector/Non-Government Boards By NSW Executive Officers
- C2003-17 - Protecting The Archival Heritage Of The State
- C2003-22 - Establishment of Healthquest as a Statutory Health Corporation
- C2003-28 - Apologies By Public Sector Agencies And Officials
- C2003-35 - Training On Merit Selection Techniques
- C2003-37 - Occupational Stress - Hazard Identification and Risk Management Strategy
- C2003-45 - Making Of New Crown Employees (General Staff Salaries) Award
- C2003-48 - Reimbursement Of Goods And Services Tax
- C2003-51 - Non-SES Salary Packaging And Motor Vehicles
- C2003-42 - Quarterly Collection Of Full Time Equivalent (Fte) Numbers For The Nsw Public Sector

2004

- C2004-01 - Variation To Conditions Of Employment Award Re Casual Rates And Entitlements
- C2004-07 - Conflict of Interests
- C2004-08 - Commencement of variations to conditions of employment award Re: casual rates and entitlements
- C2004-19 - Motor Vehicle Policy Requirements For CEOs
- C2004-32 - HSC VET Work Placements In All Government Departments
- C2004-35 - HR Expert System Release 2
- C2004-37 - Manual Of Delegations To Department Heads
- C2004-38 - Extension Of Military Leave Through 'Top Up' Pay
- C2004-41 - Commonwealth Legislation: Choice Of Superannuation Fund
- C2004-43 - Verification Of Professional And/Or Academic Qualifications
- C2004-48 - Information Paper for CES/SES Separated from Office

2005

- C2005-03 - Official Travel within Australia and Overseas
- C2005-12 - Changed Superannuation Guarantee Reporting
- C2005-15 - Commonwealth Legislation: Choice Of Superannuation Fund
- C2005-29 - Salary Packaging Benefits For Chief And Senior Executive Service
- C2005-32 - Superannuation Nominated Salary For Chief And Senior Executive Service
- C2005-33 - Superability of extended leave at double pay, and Correction to meal, travelling and related allowances circular
- C2005-37 - Workplace Surveillance Act 2005
- C2005-38 - Extension Of Non-Salary Enhancements To CES/SES Officers
- C2005-40 - Speaking and attendance at commercial conferences and seminars
- C2005-48 - Conversion Of First State Superannuation From A NSW Regulated Scheme To A Commonwealth Regulated
- C2005-50 - Commencement of the amendments to the Extended Leave provisions in the Public Sector Employment and Management Act 2002 and repeal of the Transferred Officers Extended Leave Act 1961

2006

- C2006-01 - Publication of Revised SES Guidelines
- C2006-03 - Rostered Days Off For 2006 – 2008 Crown Employees (Skilled Trades) Award And General Construction (State) Award
- C2006-06 - Crown Employees (Public Service Conditions of Employment) Reviewed Award 2006 and Review Of The Personnel Handbook
- C2006-07 - Secure Employment Test Case Decision and Actions Following Receipt Of Any Applications For Variations to Awards
- C2006-08 - Salary Packaging – Removal Of 50% Limit 2006
- C2006-11 - Secure Employment Test Case Award Variations
- C2006-18 - Reduction In The Rate Of Fringe Benefits Tax
- C2006-21 - Introduction of electronic distribution of the Public Sector Notices
- C2006-23 - Release of Retirement Intentions Survey Report
- C2006-24 - Federal Budget 2006-07 – Proposed changes to superannuation rules and personal income tax rates
- C2006-25 - Military Leave - Defence Reserve Service (Protection) Act 2001
- C2006-26 - Changes to Government Advertising Policy
- C2006-28 - Unattached Officers – Chief And Senior Executive Service
- C2006-29 - SES Grievance And Dispute Resolution Procedures
- C2006-34 - Workforce Profile Collection Occupational Coding
- C2006-36 - Making It Our Business - Improving Aboriginal Employment in the NSW Public Sector
- C2006-47 - Reduction In Recruitment Lead Time
- C2006-48 - Managing gifts and benefits in the public sector
- C2006-49 - Leave For Staff Affected By The Bush Fire Emergency
- C2006-50 - Launch of the NSW Government Sage Centre Internet Site
- C2006-51 - State authorities superannuation scheme – Salary sacrifice of compulsory contributions

2007

- C2007-01 - Increases in expense related allowances under the Crown Employees (Skilled Trades) Award, and correction to rates of pay publish
- C2007-02 - Public Sector Salaries Award
- C2007-05 - Coordination Of E-Recruitment-Related Initiatives
- C2007-11 - Salary Packaging for Non-SES Employees\
- C2007-15 - Crown Employees (Research Scientists) Award 2007
- C2007-18 - Childcare Arrangements

- C2007-20 - Premier's Public Sector Awards 2007
- C2007-21 - Main Findings from the Review of Recruitment Practices in the NSW Public Sector
- C2007-22 - Assessment of Overseas Qualifications
- C2007-24 - Leave for Staff Affected by Storms and Flooding – June 2007
- C2007-27 - Privacy guidelines on disclosure of information during industrial consultations
- C2007-28 - Crown Employees Wages Staff (Rates of Pay) Award 2007
- C2007-29 - Senior Executive Service Notional Salary
- C2007-30 - Commonwealth Superannuation Changes which may affect Employees' Salary Sacrifice Decisions
- C2007-31 - Salary Sacrifice of Compulsory Member Contributions - State Superannuation Scheme (SSS)
- C2007-32 - Public Sector Employees Contesting Federal Elections
- C2007-33 - New Superannuation Arrangements for Eligible Employees between the ages of 70 and 75
- C2007-35 - Voluntary Redundancy Payments new rules
- C2007-36 - Increase In Parking Space Levy
- C2007-37 - Review of Meal, Travelling and Related Allowances
- C2007-38 - Australian and overseas travelling allowances -
Including chief executive officers, senior executive officers, statutory appointees, and part-time members of boards, committees
- C2007-39 - A Healthy Workforce: Policy On Improving The Health And Well Being Of Public Sector Employees
- C2007-40 - Nomination Of Employer Representatives To The Government And Related Employees Appeal Tribunal
- C2007-41 - Guidelines for establishing Alumni Programs
- C2007-42 - Employer Representatives To The Government And Related Employees Appeal Tribunal
- C2007-45 - Superannuation - requirement to report salaries To scheme administrator
- C2007-46 - Christmas Leave Arrangements 2007/8
- C2007-47 - 2007 Annual Determination For Judges, Magistrates And Related Groups And Public Office Holders
- C2007-48 - Leading Well: The Role Of Leadership In Improving The Prevention And Management Of Psychological Injury
- C2007-51 - Variation To Crown Employees (Public Service Training Wage) Award 2005
- C2007-52 - Leave for staff affected by Lismore storms – October 2007
- C2007-53 - Australian Defence Force Reserves Employer Support Payment Scheme
- C2007-54 - Motor Vehicle Policy

2008

- C2008-04 - Accessing leave entitlements and flexible work hours arrangements - Australian Government apology to members of the stolen generations
- C2008-03 - Accessing leave entitlements and flexible work hours arrangements to observe religious duties
- C2008-02 - Removal Of Common Selection Criteria
- C2008-01 - Leave for staff affected by northern NSW floods January 2008
- C2008-07 - Special Leave for Staff To Volunteer With World Youth Day Co-Ordination Authority
- C2008-09 - Community Language Allowance Scheme
- C2008-11 - Reserve Forces Day Parades
- C2008-13 - National Families Week 2008
- C2008-15 - Leave Arrangements for events associated with World Youth Day
- C2008-14 - SES/Senior Officer motor vehicle charges 2008 - 2009
- C2008-16 - World Youth Day Co-Ordination Authority Volunteers Web Page

Memoranda

1990

- M90-29 - Remuneration Packaging for Advertising Public Sector Vacancies
- M90-06 - Fringe Benefits Tax - Higher Education Contribution Scheme

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

- M95-40 - 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

1997

- M97-19 – Spokeswomen's Programme
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
M98-12 - 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)
M99-05 - Chief Executive Performance Agreement Guidelines

2000

- M2000-05 - Remuneration and Contracts of Employment for CES & SES Officers
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

2001

- M2001-11 - Revised 'Fitness to Continue' Procedures

2002

- M2002-11 - Spokeswomen's Program
M2002-07 - Engagement and Use of Consultants
M2002-04 - Acceptable Use of the Internet and E-mail

2003

- M2003-15 - CEO Contracts - Performance Management And Salary Sacrifice Arrangements

2005

- M2005-06 - Review Of Government Advertising
M2005-14 - Working Together: Public Sector OHS and Injury Management Strategy 2005-2008

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

2006

M2006-05 - Biofuels And Other Alternative Fuels - NSW Government Commitments

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

M2007-05 - Christmas Leave Arrangements

M2007-10 - Advertising and filling of vacancies Expenditure review procedures and suspension of recruitment exemptions

M2007-12 - NSW Public Sector Wages Policy 2007

M2007-15 - Working Arrangements in an Influenza Pandemic

M2007-17 - 2007 Annual Determination Of Remuneration For Chief Executive And Senior Executive Services

2008

M2008-04 - Chief Executive Performance Agreement Guidelines

M2008-08 - Consolidated policy on Managing displaced employees

Public Employment Office (PEO) Circulars (the former name of the Public Sector Workforce Office)

1995

P95-25 - Administrative Arrangements for Unattached Chief Executive Officers

P95-34 – Guidelines under the Public Sector Management Amendment Act 1995

P95-59 - Re-employment of former Executive Officers who have received compensation for removal from office

1996

P96-01 - Protected Disclosures Act 1994

P96-35 - Payment Of Shift Penalties Disciplinary Matters

P96-54 - Senior Officers

Publications

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

1990

- Information sheet: History of EEO Legislation in NSW

1993

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

1995

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

1996

- Fair Ways newsletter: EEO Data Collection
- Guidelines on Senior Officers Classification
- Policy & guidelines: Harassment Free Workplace

- Policy and guidelines: Dealing with Employee Work-related Concerns and Grievances
- Resource book: The Choice is Yours: Choosing Employment Options in the NSW Public Sector

1997

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

1998

- Alcohol and other Drugs - Policy and Guidelines
- Booklet: Journeys: Stories from our Culturally Diverse NSW Public Sector
- Booklet: Strengthening EEO: A Focus on Outcomes for EEO Practitioners
- Brochure: EEO for Senior Executives & Directors of Employment Equity
- Brochure: Strengthening EEO: CEO Leadership
- CES Model Contract of Employment
- Interim Guidelines for Implementation of the Community Language Allowance Scheme
- Mature Workforce Policy
- Performance Management Policy and Guidelines
- Report: Pay Equity: Librarians and Geologists
- 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

- Policy and Guidelines for the use by Staff of Employer Communication Devices
- Resource book: Mentoring Made Easy: A Guide
- Women on the Move

2000

- Access to Published Information - Laws, Policy and Guidelines
- Employment Health Assessment Policy and Guidelines
- Fair Ways newsletter: Aboriginal Reconciliation
- Managing and Supporting Attendance at Work
- NSW Executive Capabilities
- Personnel Handbook
- Sickness Absence Policy
- Strategies for Flexible Workplace Arrangements
- Women On-Line – Stories by Women in IT

2001

- Booklet: I Have the Skills, Do You Have the Job? Case Studies in Productive Diversity
- Booklet: Strengthening EEO: A Focus on Outcomes for University EEO Practitioners
- Booklet: Yarnin' Up: Stories of Aboriginal People's Careers in the NSW Public Sector
- Brochure: EEO for Senior Executives & Directors of Employment Equity
- Brochure: EEO for University Executives
- Fair Ways: What is EEO? — University version
- Guidelines: Aboriginal & Torres Strait Islander Cadetship Program in the NSW Public Sector
- Reforming the public sector
- Strong Women, Strong Communities

2002

- Booklet: Moving On Up: Paralympians Contributing to the NSW Public Sector
- Brochure: Maternity leave
- Fair Ways newsletter: About Flexible Work Practices
- Fair Ways newsletter: What is EEO?

- Government Owned Training Facilities

2003

- Workforce Profile data collection impact of the ageing population
- Workforce Planning: A Guide
- Impact of the Ageing Population September 2003
- Fair Ways newsletter: Invitation to Managers to Gain Skilled Staff
- Booklet: Employ Able Resource Guide
- Migrant Career Development - Guidelines for Applicants
- Booklet: Equal to the Task Good Practice Guide
- Fair Ways newsletter: Adjustments at work

2004

- Overview Report for the NSW Public Sector Workforce Profile 2003
- The Privacy Code of Practice for the NSW Public Sector Workforce Profile
- Position Coding Guidelines
- Information for Chief and Senior Executive Service Officers Separated from Office
- Workforce Planning Strategic Framework and Action Plan 2004/2006
- Workforce Profile Privacy Code 2004
- Manual of Delegations to Department Heads
- Draft Equity Standards

2005

- Aboriginal Employment: Improving Your Agency's Performance
- Diversity Delivers
- NSW Public Sector retirement Intentions Survey Retirement intentions survey newsletter
- Overview Report for the NSW Public Sector Workforce Profile 2004
- SES Guidelines

2006

- Making it our Business - Improving Aboriginal Employment in the Public Sector - NSW Policy Statement 2006-2008
- Mature Workforce Retention Project
- Making it our Business - Improving Aboriginal Employment in the NSW Public Sector - Strategic Framework and Resource Guide 2006-2008
- Retirement Intentions Survey
- Overview Report for the NSW Public Sector Workforce Profile 2005

2007

- 2007 Premier's Public Sector Awards Booklet
- Motor Vehicle Policy
- Leading Well: the role of leadership in improving the prevention and management of psychological injury
- NSW Public Sector Wages Policy 2007
- 2007 Premier's Public Sector Awards Winners
- Dignity And Respect: Policy And Guidelines On Preventing And Managing Workplace Bullying
- Dignity And Respect in the Workplace Charter
- Research Scientist Classification - Policy and Guidelines
- Overview Report for the NSW Public Sector Workforce Profile 2006
- MOU NSW Interim Human Influenza Pandemic Plan
- Overview Report for the NSW Public Sector Workforce Profile 2006

2008

- Days Of Religious Significance For Multicultural New South Wales For 2008
- A Model Equal Employment Opportunity Management Plan 2008 - 2012
- Overview Report for the NSW Public Sector Workforce Profile 2006
- Guidelines for Developing CEO Performance Agreements and Reviewing CEO Performance
- Managing displaced employees

POLICY DEVELOPMENT DIVISION

Inter-Governmental Relations Unit

Many of the documents for the Unit may be obtained from the website www.dpc.nsw.gov.au or otherwise by contacting the Executive Assistant on 9228 4388.

- Ministerial Declarations of occupational licence equivalency under Mutual Recognition (Listed on the Federal Register of Legislative Instruments – see the link at <http://www.licencerecognition.gov.au/frli.aspx>) (February and August 2007)
- A Users' Guide to the Mutual Recognition Agreement (MRA) and the Trans-Tasman Mutual Recognition Arrangement (TTMRA) (2006)
- Temporary Exemptions: Guidelines (undated - also listed on the COAG website as 'Mutual Recognition Temporary Exemption Guidelines')
- M2008-09 Mutual Recognition Schemes (June 2008)
- M2003-10 Ministerial Councils (2003)
- M97-01 Principles and Procedures for Commonwealth-State Consultation on Treaties (1997)

Human Services and Justice Branch

Many of the documents for the Branch may be obtained from the website www.dpc.nsw.gov.au or otherwise by contacting the Executive Assistant on 9228 5082.

- Towards 2030: Planning for our changing population (2008)
- 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

Natural Resources and Economic Development Branch

The document for the Branch may be obtained from the website www.dpc.nsw.gov.au.

- Ministerial Memorandum – M2007-16 – Biofuels and other Alternative Fuels – NSW Government Commitments

Office for Women

Many of the documents for the Office may be obtained from the website www.women.nsw.gov.au or otherwise by contacting the Executive Assistant on 9228 3141.

Publications

2004

Lucy Mentoring Program Participant Manual
 Department for Women Annual Report 2003-2004
 NSW Women Newsletter Issue 1, November 2004 "Ageing in Place"
 Poster 1 in the Fair play on and off the field series - Cricket

2005

NSW Women Issue 2, March 2005 "Women's sport, the media and sponsorship – 2005 International Year of Sport and Physical Education"
 Our Plan for Women: NSW Action Plan for Women 2002/03-2004/05
 Lucy Brochure
 Lucy Participants Manual
 Lucy Participants Manual Reprint
 Lucy Stage 1 Evaluation Manual
 Lucy Stage 2 Evaluation Manual
 Lucy Stage 3 Evaluation Manual
 GirlSavvy Workbooks
 Kids Relate folder

Poster 2 in the Fair play on and off the field series – Rugby League
 NSW Women Issue 3, August 2005 “No ordinary job : women and non-traditional work”
 International Women’s Day 2005 – NSW Local Councils Celebrate

2006

Honouring NSW Women 2006
 Lucy Mentoring Program – Flyer
 Lucy Mentoring Program – Manual
 Lucy Stage 4 Evaluation 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 3 in the Fair play on and off the field series - Soccer
 NSW Women Issue 4, March 2006 “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”
 NSW Women Issue 7, July 2007 “Financing Your Future”
 NSW Women Issue 8, November 2007 “Juggling Work and Family”
 Tasting Success – Women’s Chef Mentoring Program – brochure
 Tasting Success – Participant Manual
 Our Commitment to Women
 Girl\$avvy Flyer
 Girl\$avvy Work Book
 DVD - Stand Up 4 U!
 DVD - You’re Parents Now!
 Women and Work – a snapshot of work arrangements affecting women in the workplace, a report by the NSW Premier’s Council for Women

Circulars & Memoranda

International Women’s Day 2007 (No C2007-04)

2008

Welfare to Work - A Challenge to Family Values – a report by the NSW Premier’s Council for Women
 NSW Women - Issue 9,, February 2008 “A 100 Years of Active Women”
 Honouring NSW Women 2008
 National Aboriginal and Torres Strait Islander Women postcard
 Poster International Women’s Day 2008 – A3
 Poster International Women’s Day – A4
 Lucy Flyer - updated
 Tasting Success Participant Manual - updated

GENERAL COUNSEL'S DIVISION

Legal Branch

Many of the documents for Legal Branch may be obtained from the website www.dpc.nsw.gov.au or otherwise by contacting the Executive Assistant on 9228 5599.

- The NSW FOI Manual 2007
- NSW Government Policy Statement on the Application of Competitive Neutrality (January 2002)
- Policy Summary of the Competitive Neutrality Complaints Handling Mechanism (January 2002)
- M2008-01 Staged Repeal Of Statutory Rules
- M2007-01 Public Disclosure of Information arising from NSW Government Tenders and Contracts
- M2007-11 NSW FOI Manual
- M2007-14 Sydney Opera House - Requirements Regarding the Use of the Sydney Opera House Site, Image or Brand
- M2006-01 Guidelines for Managing Lobbyists and Corruption Allegations Made During Lobbying
- M2006-02 Formation and Operation of Public Sector Subsidiaries
- M2006-08 Maintaining Confidentiality of Cabinet Documents and Other Cabinet Conventions
- M2005-07 Timeframes for Lodgement of Cabinet Minutes and Bill Minutes
- M2004-09 New Arrangements For Referring Matters To Parliamentary Committees
- M2004-14 Use and Retention of Email for Government Communications
- M99-23 Native Title And Indigenous Land Use Agreements
- M99-11 Guidelines For The Provision Of Ex Gratia Legal Assistance For Ministers, Public Officials And Crown Employees
- M1998-33 Agency Input to Statutory and Parliamentary Committees
- M1998-12 Use of Probity Auditors by Public Sector Agencies
- M1998-10 Guidelines for Ministers Dealing with the Legislative Council's General Purpose Standing Committees
- M1998-09 Guidelines for Public Sector Employees Dealing with the Legislative Council's General Purpose Standing Committees
- M1998-03 Section 51 Exceptions to Part IV of the Trade Practices Act 1974
- M97-18 Regulations And Other Statutory Rules - Adoption Of Codes And Other Publications
- M97-30 Staged Repeal Of Statutory Rules
- M97-26 Litigation Involving Government Authorities
- M95-39 Arrangements For Seeking Legal Advice From The Crown Solicitor's Office
- C2007-13 Amendments to the Standing Orders for the Legislative Assembly affecting the passage of legislation
- C2004-10 Voluntary Membership of the Law Society
- C2003-47 Guidelines for Appearing Before Parliamentary Committees
- C1999-52 Guidelines for Appearing before Parliamentary Committees
- C2004-23 Implementation of the State Arms, Symbols and Emblems Act 2004

Other publications:

- Report of the Special Commission of Inquiry into Sydney Ferries, 2007
- Review of the Dust Diseases Claims Resolution Process Issues Paper 2006
- Review of the Dust Diseases Claims Resolution Process Issues Paper – Additional Information 2006
- Report and Proposed Dust Diseases Tribunal Regulation (including Appendix A) 2007
- Proposed Dust Diseases Tribunal Regulation (Appendix B) 2007
- Proposed Dust Diseases Tribunal Regulation – Regulatory Impact Statement (Appendix C) 2007
- Paper on the Dust Diseases Tribunal Regulation 2007
- Dust Diseases Tribunal Regulation – Report on Consultation 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
- Report of the Independent Review of the Independent Commission Against Corruption 1988
- Review of Legal and Administrative Costs in Dust Diseases Compensation Claims: Issues Paper
- Review of the Health Care Complaints Act 1993: Consultation Report
- Review of the Health Care Complaints Act 1993: Introductory Paper

- 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
 - Better Regulation Office

The following documents can be found at the Better Regulation Office website www.betterregulation.nsw.gov.au. The Office can be contacted on (02) 9228 5414.

- Guide to Better Regulation (April 2008)
- Premier's Memorandum No 2008-05 – Guide to Better Regulation (2 April 2008)
- NSW Government Policy Statement: Final Government Response to IPART's Investigation into the Burden of Regulation and Improving Regulatory Efficiency: Recommendations 17-74 (August 2007)
- NSW Government Policy Statement: Final Government Response to IPART's Investigation into the Burden of Regulation and Improving Regulatory Efficiency: Recommendations 1-16 (February 2007)
- NSW Government Policy Statement: Initial Government Response to IPART's Investigation into the Burden of Regulation and Improving Regulatory Efficiency (November 2006)

PARLIAMENTARY COUNSEL'S OFFICE

- Automatic Parliamentary Tabling Scheme
- Code of Conduct
- Electronic publications
- Manual for the Drafting of Non-Government Legislation
- Manual for the Preparation of Legislation
- Paper Reprints Policy
- Policies relating to Plain Language and gender-neutral expression

All of these documents may be obtained via the Office's website www.pco.nsw.gov.au

STATE ADMINISTRATION SERVICES

Ministerial and Parliamentary Services

- Guidelines for the Engagement and Use of Consultants (Premier's Department Circular 2004-17, 15 July 2004)

Contact: Mr Terry Willison 9228 5515

- 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 Circular 2006-30, 24 July 2006)

Contact: Mr Terry Willison 9228 5515

- Conduct Guidelines for Members of Boards and Committees (Premier's Memorandum 2001-17, 17 December 2001)
- Assistance for People with Writing Difficulties (Department of Premier and Cabinet Circular 2008-10, 9 April 2008)

Contact: Trevor Barnes 9228 5584

Corporate Governance

- Code of Conduct
- Guarantee of Service
- Annual Report 2006-07

Contact: Mr Darren Mitchell: 9228 3372

- 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

- Guidelines for Boards and Committee Members Appointment and Remuneration – (Premier’s Memorandum 2004-10, 15 October 2004)
- Conduct Guidelines for Members of Boards and Committees – (Premier’s Memorandum 2001-17, 17 December 2001)

Contact: Ms Sarah Bradshaw: 9228 4657

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
- New South Wales Service Medallion (40 years)
- State Medal
- Citizen of the Year Awards
- Department of Premier & Cabinet Staff Awards

Contact: Ms Kylie Millwood 9228.4306

- The Emblem Book of New South Wales (includes Flying of Flags)
- New South Wales Table of Precedence

Contact: Mr Michael W Harkins, 9228.4042

Office of Strategic Operations

Office of Strategic Operations (Directorate of Strategic Operations)

Guidelines

- Anti-Social Behavior Pilot Project Guidelines (November 2007)
- Guidelines for the Administration of the NSW Aboriginal Trust Fund Repayment Scheme (March 2006)

Premier s Memoranda

- M2006-10 Improving Outcomes for Aboriginal People and their Communities (30 June 2006)

Information Sheets

- 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 for Enquiries: Assistant Project Officer (02) 9228 5627

Counter Terrorism and Disaster Recovery

Premier’s Memoranda

M2007-13 Release of NSW Government Security Sensitive Information to Third Parties
(30 July 2007)

M2006-14 Counter Terrorism Exercise Programme Liability Issues
(26 September 2006)

M2005-01 Tsunami Assistance-Replacement of Official Documentation
(10 January 2005)

M2004-03 NSW Police and Counter Terrorism
(May 2004)

M2003-04 Security Measures - Counter Terrorism Arrangements
(20 March 2003)

Premier’s Department / Department of Premier and Cabinet Circulars

C2007-44 Procedures for reporting security incidents
(17 October 2007)

- C2005-02 Tsunami Relief Effort – Agency Support Arrangements
(10 January 2005)
- C2004-21 Procedures for Reporting Security Incidents
(July 2004) (superseded by Circular C2007 -44)

Information Sheets

- I2007-06 Bomb threats and threatening or offensive telephone calls
(17 October 2007)
- I2005-03 Security Arrangements Governor Macquarie Tower
(August 2005)

Other

New South Wales Counter Terrorism Plan
(Release date: 5 May 2008)
Available on www.secure.nsw.gov.au

Contact for Enquiries: Esther Fitzsimon (02) 8374 5132

Strategic Projects

Publications/Reports Issues in 2006

- Guidelines for the Administration of the NSW Aboriginal Trust Fund Repayment Scheme, March 2006.

Premier's Memoranda 2006

- M2006-10 Improving Outcomes for Aboriginal People and their Communities (30 June 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: Mr Michael Ramsey, 02 9228 5015

PERFORMANCE REVIEW UNIT

Publications:

- Service Competition Guidelines 1997
- Concise Guide to Performance Reporting – 2001
- An Outcomes Framework for the General Government Sector – Developing Whole-of-Government Performance Indicators (March 2005)
- Better Management Practices – Environmental Scanning (May 2004)
- Better Management Practices – Corporate Overheads Costing Guide 2005
- Collaboration Principles in Delivering Human Services in NSW (April 2006)
- Internal Audit Capacity in the NSW Public Sector (March 2008)

Circulars and Memoranda:

- M1997-24 Service Competition Guidelines (Sept 1997)
- C1999-2 Publication of Service Level Agreement Guidelines (Jan 1999)
- C1999-19 Process Redesign: Personnel and Payroll Project (April 1999)
- C1999-73 The Electronic Self Service (ESS) Implementation Project (Dec 1999)
- M2000-28 Client Surveys (Dec 2000)
- C2000-17 Electronic Self Service (ESS) for Personnel Functions (March 2000)
- C2000-79 Business Case Guidelines (Dec 2000)
- C2002-24 Provision of pay advice via Electronic Self-Service (ESS) systems (May 2002)
- C2002-51 Taking Safety Seriously (Oct 2002)
- C2004-46 Website to publish information about all NSW Government funding programs (Dec 2004)
- C2005-06 Intellectual Property Management Framework for the NSW Public Sector (Feb 2005)
- C2005-07 Principles for the Operation and Conduct of meetings of Senior Officer Groups (Feb 2005)
- M2006-12 Overseas Projects – Involvement of the Department of State and Regional Development (Aug 2006)
- C2006-35 Good Practice Grants Administration (Aug 2006)
- C2006-37 2006/07 Strategic Management Framework and Calendar (Sept 2006)

- C2006-53 Effective Copyright Management – Publications and Websites (Dec 2006)
- C2006-54 Service Principles and Obligations Website (Dec 2006)
- C2006-55 Department of Commerce as a Contractor to Agencies (Dec 2006)
- M2007-8 Efficient and Cost Effective Management of Records (July 2007)
- M2007-18 Customer Satisfaction State Plan Commitment S8 (Nov 2007)

Contact for Enquiries:

Hayley Eggleston, Performance Review Unit, (02) 9228 3512

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

Urban Transport Statement (November 2006)

Contact: Gillian Higginson – 9228 3107

SydneyLink: MetroLink – Future of Sydney’s Transport (March 2008)

Contact: Gillian Higginson – 9228 3107

PREMIER’S DELIVERY UNIT

The documents for the Premier’s Delivery Unit may be obtained from the website www.nsw.gov.au/stateplan/ or by contacting Ms Susan Calvert on 9228 4872.

The State Plan, A New Direction for NSW, 2006

State Plan Performance Updates, 2007

OFFICE OF THE DIRECTOR GENERAL

Contact: Executive Assistant (02) 9230 3093

The documents for the Office of the Director General may be found on the website: www.dpc.nsw.gov.au.

Premier’s Memoranda:

- M2008-04 Chief Executive Performance Agreement Guidelines, issued on 4 April 2008
- M2008-03 Earth Hour 2008 - 29 March 2008, issued on 12 March 2008
- M2007-17 2007 Annual Determination of Remuneration for Chief Executive and Senior Executive Services, issued on 31 October 2007

Circulars:

- C2007-23 Recovery Response to Storm Damage Hunter & Central Coast Regions
- C2007-25 Coordination of disaster recovery work in the Hunter & Central regions

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 Department’s 2006/07 Annual Report. Copies of the Statement of Affairs can be obtained (free of charge) by contacting the Manager, Freedom of Information (FOI) or visit the Department of Premier and Cabinet website at www.dpc.nsw.gov.au

SECTION 3 – CONTACT ARRANGEMENTS

Policy documents, unless otherwise stated, are usually available free of charge and access can be arranged by contacting the officer nominated, or the Manager, 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 documents contained within this Summary of Affairs are available (free of charge) by visiting the Department website, www.dpc.nsw.gov.au. Some are also available from www.women.nsw.gov.au, www.betterregulation.nsw.gov.au, www.remtribunals.nsw.gov.au, www.nsw.gov.au/stateplan/ and www.pco.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 Rachel McCallum
Manager, FOI
Department of Premier and Cabinet,
Level 39, Governor Macquarie Tower
1 Farrer Place
SYDNEY NSW 2000

Enquires may be directed to the 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.

June 2008

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

INTRODUCTION

The Freedom of Information Act became operative from 1 July 1989. Under the terms of Section 14 of the Act, the NSW Department of Primary Industries is required to publish a “Summary of Affairs”.

NSW Department of Primary Industries commenced on 1 July 2004 with the amalgamation of Mineral Resources, NSW Agriculture, NSW Fisheries and State Forests of NSW

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 Lease Area Condition Application & Information Kit
Aquaculture Administration Account Billing Policy & Procedure
Aquaculture Administration Policy and Procedures Manual
Aquaculture Debt and Fee Waiver Policy – AQP001
Aquaculture Lease Security Arrangements Information Kit
Aquaculture Permit Application Guidelines
Aquaculture Permit/Lease Variation Preliminary Assessment Application
Aquaculture Research Advisory Committee Strategic Plan 2007-2012
Barramundi Aquaculture Policy
Class A Aquaculture Permit Application & Information Kit
Class CDE&F Aquaculture Permit Application & Information Kit
Class D (Recirculation Tank/Indoor Raceway) Aquaculture Permit Application & Information Kit
Class H Aquaculture Permit Application & Information Kit
Consolidation of an Oyster Lease Application & Information Kit
Conducting a Closed Ballot for Reallocating Oyster Lease Area to Phase Out Lessees AQP005
Debt Management Policy FMB
Freshwater Fish Stocking Fishery Management Strategy
Guide to Obtaining a Class A and B Aquaculture Permit
Guide to Obtaining a Land-based Aquaculture Permit
Hatchery Quality Assurance Scheme
Hunter and Central Coast Sustainable Aquaculture Strategy
Integrated Development Guidelines
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
NSW Oyster Industry Sustainable Aquaculture Strategy (OISAS)
OISAS – Phase-out lease surrender and reallocation – AQP002
Oyster Industry Management and Administration Policy and Guidelines

Oyster Lease Application & Information Kit
Oyster Nursery Information Kit
Pacific Oyster and QX Disease Control Program
Pacific Oyster Management Plan for the Wagonga Inlet (20 May 2008)
Pacific Oyster Management Plan for the Clyde River Estuary (27 March 2008)
Pacific Oyster Possession & Sale Application
Renewal of an Oyster Lease Application & Information Kit
Stocking and Harvesting of Fish in Farm Dams
Subdivision of an Oyster Lease Application & Information Kit
Sublet of an oyster Lease Application & Information Kit
Surrender of an Oyster Lease Application & Information Kit
Transfer of an Oyster Lease Application & Information Kit
Transmission of an Oyster Lease Application & Information Kit
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
Commercial Fisheries Licencing Policy
Fishing Business Species Prices Review Policy
Fishery Management Strategy for the Abalone Fishery
Fishery Management Strategy for the Estuary General Fishery
Fishery Management Strategy for Estuary Prawn Trawl Fishery
Fishery Management Strategy for Lobster Fishery
Fishery Management Strategy for Ocean Hauling Fishery
Fishery Management Strategy for Ocean Trap and Line Fishery
Fishery Management Strategy for Ocean Trawl Fishery
Interim Policy on Access to Drying Lakes for Commercial Fishers

Conservation

Assessment of significance guidelines (for interpretation and application of 7 part test)
Caulerpa Control Plan
Draft Priorities Action Statement (on exhibition till 30 June 2008)
Fish Habitat Protection Plan No. 1
Fish Habitat Protection Plan No. 2 – Seagrasses
Fish Habitat Protection Plan No. 3 – Hawkesbury-Nepean River System
Integrated Development Guidelines
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

Bag and Size Limits
Charter Boat Replacement Policy
Dollar for Dollar Stocking Program Guidelines
Fishery Management Strategy for Freshwater Fish Stocking
Fishing Closures
Small Grants Program Application Guidelines
Snowy Lakes Trout Strategy

Administration and Research

Advisory Council Procedure Manual
Animal Care and Ethics Committee Guide
Indigenous Fisheries Strategy and Implementation Plan
Management Advisory Committee Procedures Manual
Status of Fisheries Resources in NSW 2006/07
Strategic Framework for the Evaluation and Monitoring of Marine Parks in NSW (March 2004)
Strategic Research Plan for Fisheries, Aquaculture and Aquatic Conservation in NSW 2004-2009

MINERAL RESOURCES**Royalty Program**

Guidelines for determining royalty obligations and calculating royalty payments
Definition of Disposals for the Purposes of Section 283(4) and 286B(1) Regulation 39 (3) (b) & Regulation 39 (4)
Definition of Revenue, Expenditure and Depreciation for Quarterly Non-Coal Mineral Returns
Disbursements of Private Owner Refunds for Quarterly and Annual Returns
Fringe Benefit Tax in the Calculation of Ex-Mine Value for Ad Valorem Royalty
Imposition and Application of Interest Penalties for Overdue Royalty Payments
Interest and Finance Expenses in the Calculation of Ex-Mine Value for Ad Valorem Royalty
Royalty Debt Recovery Procedure
Royalty Underpayments and Overpayments of less than \$0.50
The Effect of the Goods and Services Tax (GST) Upon Mineral Royalty
Valuation for Sale of Ore or Tailings Bearing Mineral for Ad Valorem Royalty

Titles/Resource Development Programs

Authorities not granted if applicant has failed to meet their obligations under the Mining Act in respect of previous title (1974)
Code of conduct for landholders, opal miners and prospectors in the Narran-Warrambool Reserve, Lightning Ridge
Management plan for new opal fields - Opal mining in the Narran - Warrambool Reserve, Lightning Ridge
Open cutting in the Lightning Ridge area (1990)
Mine closure guidelines
Procedures for Departmental Processing of Land Use Referrals
Exploration Licence Applications - Minimum Amount That May Be Refunded
Policy On Grant And Renewal Of Exploration Licences For Five Year Terms
Single Securities On Exploration Licences
Policy On Retention Of Fees On Refused Or Withdrawn Applications
Policy On Mining Lease Grant Fee
Policy For Grant Of Assessment Lease Applications
Criteria For Cancellation Or Non Renewal Of Mining Leases
Processes for Highwall Mining Proposals
Guidelines for Emplacement Area Applications
Mine Closures – Guidelines
The Approval of Gas Drainage Drillholes
Coal Mining Under Flood-Prone Land
Guidelines for Preparing Conceptual Project Development Plans
“Bulk Sampling” and “Trial Mining” in Exploration Licences and Assessment Leases
Bulk Sampling on an Opal Prospecting Licence
The Colliery Holding in Coal Mining Operation in NSW
Part 5 of the Environmental Planning and Assessment Act 1979 and the Renewal of Mining Leases
Policy Guidelines for Issuing Exploration Licences to Explore for Coal
Acceptable Forms Of Security
Amount Of Security Required On Exploration Licences
Applications To Mine Or Prospect For Peat
Coal Lease Issuance In New South Wales
Claims for Opal Puddling
Criteria For Approving Assessment Lease Applications
Exemption From Mining Lease Grant Fee
Expenditure Requirements On Exploration Licences
Extension of Permits to use power operated machinery on Claims
Five Year Terms For Exploration Licences
Guidelines For Grant Of A Petroleum Production Lease For Coal Bed Methane
Labour/Expenditure Requirements On Mining Leases
Offshore Exploration Licence Applications
Petroleum Exploration Licence Applications
Policy For Exemptions To Full Lease Fees - Interim Procedures For Security Deposits And Lease Cancellation
Refund Of Excess Fees - Exploration Licence Applications
Retention Of Fees Lodged With Applications For And Renewal Of Authorities And Mineral Claims

Reward Claims
Review Of Non Coal Mining Leases – NSW Policy
Security Review Policy
Security Reviews On Mining Leases
Security Deposit Assessment for Mineral Claims in Lightning Ridge
Safety Awareness (Lightning Ridge)
Special Circumstances Renewal Of Exploration Licences
Two hectare “Prospecting” Claims
Three month Opal Prospecting Licences

Geological Survey of New South Wales

Guidelines for reporting on Exploration Licences (2001)
Guidelines for the release of onshore petroleum exploration areas (2000)
Guidelines for the Submission of Digital Coal and Petroleum Exploration Data (2000)

Mine Safety

Publications

Duty of Care in the Mining Industry DVD or CD – 2004
Small Mines Safety Management Kit – 2006
Be Aware. Be Safe - 2002 (second edition)
Minerals Industry Safety Handbook – 2002
Guideline for the Safe Use of Electricity in NSW Mines – 2001
Safety Management Plan Workbook – 2002
Gretley Inquiry Report (Vols 1 and 2) – 1998
Guideline for Contractor Occupational Health & Safety Management for NSW Mines – 1998
Mine Safety Review - The Steering Group Report on Mine Safety Review Implementation (Vols 1 and 2) 1998
Review of Mine Safety in NSW Report – 1997
Risk Management Handbook for the Mining Industry – 1997
Guideline to Reviewing a Risk - Assessment of Mine Equipment and Operations – 1997
Lightning Ridge Opal Mining Safety Guidelines
Mining Design Guidelines (MDGs) - various
OHS Trainer’s Guidelines - Consultation for Coal Mining and Metal and Extractive Mines
Abstract of the Mines Inspection Act 1901, General Rule 2000, Mines Inspection Regulation 1999 (2000 Edition)
The Enforcement of Health and Safety Standards in Mines
Mine Safety Management Plan questionnaire
Mine Safety Management Plan Basic Assessment
Mine Safety Update
Mines Inspection General Rule 2000 Compliance Audit
Minerals Industry Safety Handbook
Risk Management Pocket Guide
Digging Deeper Final Report – volumes 1 and 2
Digging Deeper Platinum Rules
NSW Mining Industry Health and Safety Action Plan to 2008
International Mining Fatality Review – report and database
Guidance Notes – various to support implementation of CMHS Act, CMHS Regulation, MHS Act and MHS Regulation
Technical References – various to support implementation of CMHS Act, CMHS Regulation, MHS Act and MHS Regulation
Overview of new safety legislation for NSW mines
Overview of the new safety legislation for the NSW coal mining industry
Audit Checklists – various
Investigation Reports (CD) - various
Sale of Mine Safety publications – Circular 07/002 (http://intranet.dpi.nsw.gov.au/___data/assets/pdf_file/105074/07-002.pdf)

Environment*Forms*

ESB-F02 Rehabilitation cost estimate form

Guidelines

DPI schedule of rehabilitation costs
 EDG01 Borehole sealing requirements on Land
 EDG02 Borehole sealing requirements on the beds of Waterbodies
 EDG03 Guidelines to the Mining, Rehabilitation and Environmental Management Process – MREMP
 Guideline
 EDG10 Exploration Surface Disturbance Notice
 EDG11 Format and guideline for the preparation of Mining Operation Plan (MOP): Small mine version
 EDG12 Format and guideline for the preparation of an Annual Environment Management Report (AEMR):
 Small mine version
 EDG13 Exploration Licence: Rehabilitation and Relinquishment Report
 EDG15 Penalty Notice for Environmental Offences
 EDG16 Guidelines for completing a Review of Environmental Factors in State Conservation Areas
 EDG17 Applications for subsidence management approvals
 ESB18 Guidelines for Review of Environmental Factors
 ESB20 Rehabilitation security deposit requirements for mining and petroleum titles
 Rehabilitation cost calculation tool v1.7

Policies

EDP04 Mining Operations
 EDP06 Compliance and Enforcement
 EDP07 Criteria for cancellation or non-renewal of mining leases
 EDP08 New approval process for management of coal mining subsidence
 EDP09 New subsidence management plan approval process: Transitional provisions
 EDP10 Public access to information
 EDP11 Rehabilitation security deposit policy

FORESTS

Access to Forests NSW Planning Information
 Compensation for Loss or Damage of Personal Property of Forests NSW Employees and Volunteers
 Credit Management Policy
 Environmental Policy
 Fire Management Policy
 Forests NSW Code of Practice for Plantation Operations
 Forest Operator & Contractor Licences Policy
 Forest Roads, Legal Access for Private Use
 Good Neighbour Policy
 Health & Safety Policy
 International Project Opportunities Policy
 Managing our Forests Sustainably: Forest Management Zoning in NSW Forests NSW Policy
 Recreation Policy and Strategy – “Living, working, playing... forests”
 Residual Forest Biomass Policy
 Volunteer Policy

AGRICULTURE

Agricultural and Animal Services Supporting plan to the State Disaster Plan
 Animal Health Emergency Sub Plan to the State Disaster Plan
 Animal Research and Teaching Policy and Procedures
 Brigalow Assistance Fund Business Exit Assistance Program
 Brigalow Assistance Fund Business Exit (Small Operators) Program
 Brigalow Assistance Fund Worker Assistance Program
 Brigalow Assistance Fund Industry Development Assistance Program
 Bushfire Operating Plan
 Drought Relief Policy
 Flood Operating Plan
 Locust Standard Operating Procedures

NSW Feedlot Manual
 Plantations and Reafforestation – Guidelines for Applicants
 Private Native Forestry Early Exit Assistance Program

Policies and Procedures relating to:

Weeds and pest animals
 Industrial hemp
 Invasive species
 Genetically modified organisms
 Animal health management:
 General animal health issues (communication, RLPB liaison, diagnosis, etc)
 Alpaca health
 Cattle health
 Deer health
 Goat health
 Honeybee health
 Horse health
 Pig health
 Poultry/bird health
 Sheep health
 Emergency and notifiable 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
 Fruit fly

Total 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
 Total Code of Practice

SECTION 2 – STATEMENT OF AFFAIRS

The Statement of Affairs to June 2007 is contained in the 2006-2007 Annual Report. This is available from the Department's website: www.dpi.nsw.gov.au.

SECTION 3 – ACCESS ARRANGEMENTS

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

The FOI and Privacy Officer
 NSW Department of Primary Industries
 PO Box 21
 Cronulla NSW 2230
 Telephone (02) 9527 8411

Policy documents and Statements of Affairs may be inspected and purchased during normal office hours. The department has a number of offices across the state, with the main locations for specific enquiries as follows:

Head Office

Telephone +61 2 6391 3100

Facsimile +61 2 6391 3336

Postal address - Locked Bag 21, Orange NSW 2800

Street address - 161 Kite Street, Orange NSW 2800

Agriculture

Telephone +61 2 6391 3100

Facsimile +61 2 6391 3336

Postal address - Locked Bag 21, Orange NSW 2800

Street address - 161 Kite Street, Orange NSW 2800

Fisheries

Telephone +61 2 9527 8411, or 1300 550 474 (Australia only)

Facsimile +61 2 9527 8576

Postal address - PO Box 21, Cronulla NSW 2230

Street address – 202 Nicholson Pde, Cronulla, NSW 2230

Minerals

Telephone +61 2 4931 6666, or 1 300 736 122 (Australia only)

Facsimile +61 2 4931 6790

Postal address - PO Box 344, Hunter Region Mail Centre 2310

Street address – 516 High St, Maitland, NSW 2320

Forests

Telephone +61 2 9872 0111

Facsimile +61 2 9871 6941

Postal address – PO Box 100, Beecroft, 2119

Street address – 121-123 Oratava Ave, West Pennant Hills NSW 2125

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

SECTION 1 – POLICY DOCUMENTS

- Achievement Through People
- Asset Management
- Business Planning, Budgeting & Performance Reporting
- Code of Conduct
- Compliance
- Corporate Governance
- Disposal of Company Assets
- Diversity & Equity
- 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
 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****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:

- NSW Greyhound Animal Welfare Policy
- Harassment and Bullying 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 Policy
- Internet Use Policy
- OH&S 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 and Harness Racing Appeals Tribunal
- Decisions of the Greyhound Racing Appeals Tribunal
- Decisions of the Harness Racing Appeals Tribunal
- External Complaint Handling Policy
- Business Continuity Plan
- 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 2007 Annual Report. It may be accessed at www.ghrra.nsw.gov.au or a copy obtained at the Authority’s offices.

SECTION 3 – AGENCY 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) 9722 6600 or in writing to:

The Chief Executive
Greyhound and Harness Racing Regulatory Authority
PO Box 358
BANKSTOWN NSW 1885

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

- 22 Meredith Street, Bankstown 2200. 8.30am-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
GROWTH CENTRES COMMISSION

SECTION 1 – POLICY DOCUMENTS

- Annual Reports
- Board Audit Committee Terms of Reference
- Business Continuity Plan
- Business Risk Assessment and Management Plan
- Code Of Conduct
- Complaints Handling Policy
- Conflict of Interest Policy
- Corporate Governance Charter
- Draft Conservation Plan
- Freedom of Information Policy
- Gifts and Benefits Policy
- Growth Centres Commission Scheme
- Growth Centres Development Code
- Growth Centres State Environmental Planning Policy (SEPP) [including gazetted amendments]
- Internal Audit Charter
- Procurement and Disposal Policy
- Protected Disclosures Act 1994: Internal Reporting Policy
- 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 FOI Coordinator.

SECTION 3 – CONTACT ARRANGEMENTS

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

FOI Coordinator
Growth Centres Commission
PO Box 1457, Parramatta NSW 2124

Telephone: 02 9860 1500
Facsimile: 02 9895 7670
Email: community@gcc.nsw.gov.au

Address: Level 5, 10 Valentine Avenue, Parramatta NSW 2150
Office Hours: 8.30 am to 5.00 pm

FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)
SUMMARY OF AFFAIRS
of the
HOUSING NSW
June 2008

INTRODUCTION

This document constitutes the Summary of Affairs as at June 2008, prepared in accordance with section 14 of the Freedom of Information Act 1989 for Housing NSW and an associated statutory authority, the New South Wales Land and Housing Corporation (“The Corporation”). The Corporation has not appointed members and its affairs are managed by the Director General of Housing NSW.

SECTION 1 – POLICY DOCUMENTS AND PUBLICATIONS

CORPORATE

Annual Report 2006-07
Corporate Plan
Corporate Plan Highlights
Corporate Directions 2002-2004 (on website)
Consultation Paper Future Directions Tenant Participation Program
Housing NSW: Did You Know? (February 2008)
Environmental Sustainability Consultation Paper (February 2008)
Ethnic Affairs Priorities Statement – 2004-2009 EAPS Plan
2001/2002 Healthy Ageing Framework (HAF) Action Plan
NSW Government New Directions in Social Housing for Older People (on website)
Housing Today
60 Years of Public Housing
Housing NSW Corporate Plan 2007/08 – 2009/10 Highlights (January 2008)
Housing NSW Corporate Plan 2007/08 – 2009/10 (March 2008)
NSW Department of Housing Code of Conduct and Ethics
NSW Department of Housing Corporate Plan 2000-2003 (on website)
NSW Housing Youth Achievement awards 2007/08
NSW Youth Housing Scholarships 2007/08
NAIDOC Week 2007 Story telling Competition poster
A New Direction in Affordable Housing for the Inner West
A New Direction in Building Stronger Communities
NSW Housing and Human Services Accord between Housing NSW and NSW Human Service Agencies
Housing for the Future DVD (February 2008)
Housing NSW Art Exhibition Catalogue (March 2008)
5th National Housing Conference Info Pack (February 2008)
Services We Offer (January 2008)
Code of Conduct and Ethics
Statement of Business Ethics

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 & 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)
2007/2008 NSW Budget Commentary on the Housing Policy and Assistance Program (available on the 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)
Paying Your Rent DL flier (August 2007)
Living in a Community DL flier (August 2007)
Pride in Your Home DL flier (August 2007)
Visitors in Your Home DL flier (August 2007)
Leaving Your Home DL Flier (August 2007)
Questions and Answers about Public Housing for Inmates booklet (September 2007)
Invitation – Dubbo Home Buyers Evening (April 2008)
Links2Leadership poster (April 2008)
Links 2Leadership application form (April 2008)
Links2Leadership guidelines (April 2008)

Rentstart By Phone

Fact Sheet and Application Forms (March 2007)
Rentstart by Phone Fairfield invitation
Rentstart by Phone Miranda invitation
Rentstart by Phone poster

Link Point

Link Point content (website only)
Link Point flyer
Link Point poster

Burwood Office Move

Flyer
Poster

Advertising

MPD EOI Randwick Development Project (January 2007)
Tender Dubbo - Gordon Estate (January 2007)
Burwood Office move (February 2007)

Invitation to applicants/tenants single housing provider management information sessions in Broken Hill (May 2007)
Port Macquarie Office closure (May 2007)
Invitation to real estate/owners single housing provider management information sessions in Broken Hill (May 2007)
EOI – Calling for a Marketing Agent to manage the long-term leases at Millers Point (July 2007)
Expressions of Interest – Macquarie Fields (July 2007)
International media to market Millers Point (July 2007)
Consultation with Aboriginal people in Broken Hill (August 2007)
Property assessment survey on residential properties (August 2007)
Disposal goods for deceased tenant (September-October 2007)
Tenders – Redfern demolition September-October 2007)
Public exhibition of Pesticides Plan (November 2007)
Public notice of contract summary of Bonnyrigg (November 2007)
Tender – Service provider for Care Call NSW (November 2007)
5th National Housing Conference – What are the real issues for housing (February 2008)
Tender – Maintenance Services for Residential Properties (February 2008)
Tender – Onsite Interpreter Services (February 2008)
Legal Notice – CTTT – Meyers (April 2008)
Invitation to attend Affordable Housing Workshops (May 2008)
Tender – NSW Community Housing Standards and Accreditation (May 2008)
Public Notice – Information Session on the proposed redevelopment at Lilyfield (April 2008)
Tender – Housing NSW Onsite interpreter Services (February 2008)

Fire Kit – Protect Your Mob – Protect Your Family

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

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) November 2007
We're Looking for Aboriginal and Torres Strait Islander Staff brochure (January 2008)

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
Guide to Purchasing Your Home: The A-Z of Home Purchase (updated March 2008)
Home Buyer's Budget Planner (updated March 2008)
Home Buyer's Checklist (updated March 2008)
Financing your Home Purchase (updated March 2008)
A Guide to the Costs of Home Purchase (updated March 2008)
Buying Land & Building a Home (updated March 2008)
Mortgage Assistance Scheme (updated March 2008)
Home Purchase Advisory Service - August 2007
Home Purchase Advisory Service Banner
Home Purchase Assistance for Public Housing Tenants (Fact Sheet – updated August 2006)

Home Purchase Advice fact sheet (updated March 2008)
Mortgage Assistance Scheme fact sheet (updated March 2008)
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 – September 2007

Reshaping Public Housing Reforms

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

Fact Sheets

Paying for Water
Changes to Rent Subsidy (October 2005)

Stakeholder Letters

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

- Councils
- Fire Brigade
- Emergency Services

Letter to Water Authorities and Councils

Fliers

Fliers promoting tenant information session on rent and water

Reports

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

Tenancy Guarantee

Tenancy Guarantee Information for Landlords and Agents brochure - September 2007
Tenancy Guarantee Information for Referral Agencies fact sheet – September 2007
Tenancy Guarantee fact sheet – September 2007

PRODUCT STRATEGY AND DEVELOPMENT

Disability Action Plan 2000-2002 and Summary of Initiatives 2003-2004
International Day of People with a Disability 2006 available at
<http://www.internationaldayofpeoplewithadisability.com.au>
Ethnic Affairs Priorities Statement – 2004-2009 EAPS Plan www.housing.nsw.gov.au
Block Booking Interpreter Service – Timetable available on www.housing.nsw.gov.au
Links to Leadership Program Flier and information package
NSW Housing Youth Achievement Awards Nomination Form and Guide to Completing the Form
Product Development Guidelines, 2005
Link Point Poster & Fliers 2007
Private Rental Brokerage Service Policy
Tenancy Guarantee Policy
Private Rental Brokerage Service (DL Brochure)

Tenancy Guarantee (Fact Sheet)
Tenancy Guarantee: Information for Landlords and Agents (A4 Brochure)
Tenancy Guarantee: Information for Referral Agencies (Fact Sheet)
Private Rental: Your Housing Needs (Fact Sheet)
Private Rental: Documents You Need (Fact Sheet)
Private Rental: Finding a Property (Fact Sheet)
Private Rental: Inspecting a Property (Fact Sheet)
Private Rental: Steps to Renting (Fact Sheet)
Private Rental: Tenant Databases (Fact Sheet)
Private Rental Brokerage Service Referral Form
Collection and Disclosure Authority Form
Tenancy Guarantee Application Form
Tenancy Guarantee Claim Form
Private Rental Brokerage Service Acceptance Letter
Private Rental Brokerage Service Application Declined Letter
Tenancy Guarantee Offer Letter
Tenancy Guarantee Application Declined Letter
Tenancy Guarantee Activation Letter
Tenancy Guarantee Expiry (Landlord) Letter
Tenancy Guarantee Expiry (Client) Letter

THE HOMELESSNESS UNIT

Joint Guarantee of Service for People with Mental Health Problems and Disorders
Joint Guarantee of Service for People with Mental Health Problems and Disorders – Living in Aboriginal, Community and Public Housing (2003). Jointly published with Department of Health. Available on Housing NSW website and NSW Health website.
Newsletter October 2003
Newsletter June 2004
Newsletter July 2005
Newsletter March 2006
Making JGOS Work: Operations Manual
JGOS Reference Guide
JGOS Templates
JGOS Quick Links site
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 - 2007
Protocol for Homeless People in Public Places – Fact Sheet
Inner City Homelessness Outreach & Support Service – Information Sheet on Tender
Inner City Homelessness Outreach & Support Service – Fact Sheet
Staying Home, Leaving Violence (East Sydney) Service Brochure
Staying Home, Leaving Violence Project – Women's/ Police information Cards (November 2005)
Staying Home, Leaving Violence Project – Freestanding banner (November 2005)
Assistance Protocol for Residential Park Closures (September 2007)
Inner City Homelessness Action Plan Phase 2 (2007)
Guidelines for field staff to assist people living in severe domestic squalor (August 2007)

HOUSING APPEALS COMMITTEE

Housing Appeals Committee Brochure – update and reprint (Feb 2005)
Annual Overview 2005/2006 – February 2007
Reviewing Decisions Poster – January 2007

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

Dubbo
West Dubbo Master Plan – (April 2008)

Minto Renewal Project

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

Newsletters

The Minto Messenger Newsletter – Dec 2005, Aug 2006

Plans

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

Consultations

Concept Plan Consultations – September 2005, December 2005

Elizabeth Street-Redfern

Fact Sheets (221Kb PDF)
Questions and Answers (54Kb PDF)

Plans

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

Kenny and Halliday Streets – West Bathurst

Fact Sheets
Fact Sheets (122Kb PDF)
Questions and Answers (37Kb PDF)

Abbotsford and Concord – Inner West Housing Strategy

Letter to tenants – March 2008
Fact Sheet – March 2008
Questions and Answers – March 2008

Millers Point

An Oral History of Millers Point – April 2008
Conservation Management Guidelines for Millers Point (Volumes I, II & III) – April 2008

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 & 10 (Arabic, Khmer, Spanish, Lao & Vietnamese)
Fact Sheet – August 2005
Frequently Asked Questions – August 2005
Tenants' Frequently Asked Questions – Tenancy Management – November 2005
Tenants' Frequently Asked Questions – February 2006

Stakeholder Letters

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

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 or Unauthorised Occupants
Appeals and Review of Decisions
Assistance Protocol for Residential Park Closures
Calculating Market Rent
Child Protection
Client Feedback
Client Contact
Consumer Trader and Tenancy Tribunal
Commitment to Service and Code of Conduct
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
Language Services
Lead Paint
Locational Need
Managing Difficult Client Behaviour towards Staff
Market Rent
Matching Clients and Properties
Minors and Housing Assistance
Modifications
Mutual Exchange
Nomination of Public Housing Applicants to Community Housing Providers
Non Rent Charges
Offering a Property to a Client
Pay TV, Satellite Dishes & Antennas
Payment of Rent & Water Usage
Pets
Priority Housing
Privacy and Confidentiality
Private Rental Brokerage Service
Public Equity Partnership
Relocating Tenants for Management Purposes
Renewable Tenancies
Rental and Water Usage Arrears
Rental Subsidy Fraud
Rental Subsidies
Rentstart
Sale of Homes to Tenants and Disposal of Public Housing
Sign-Ups
Smoke Free Zones
Special Assistance Subsidy - Disability
Special Assistance Subsidy
Statements of Satisfactory Tenancy
Succession of Tenancy
Summary of Housing Assistance Options for Applicants
Tenancy Guarantee
Tenant Participation and Consultation
Tenant Repair Costs
Transfers (Previously Rehousing)
Types and Length of Lease

Use of Premises
Vacated Accounts
Vacating a Property
Wait-turn Housing
Water Charging

Forms

Aboriginal Housing Office Declaration
Acknowledgement of Debt and Agreement to Repay Debt
Additional Person
Advice of Tenant Name Change
Application for Permission to Live in Department of Housing Premises as Additional Occupant
Application for Rent Credit - Internal Painting
Application for Rental Subsidy
Application for Statement of Satisfactory Tenancy Statement
Application to Exchange Mutually
Application to Register for Mutual Exchange
Authority for Rent Deduction
Client Feedback Form
Client Support Letter to NSW DoH
Community Housing Direction and Authority
Details of Land or Property Ownership
Direct Debit Request Form
Form B Income from Employment
General Collection and Disclosure Authority Form
Freedom of Information Application
Housing Register Application
I want to See my File
Income Confirmation Scheme Consent Authority
Independent Living Skills Assessment
Individual Support Plan
Locational Needs Assessment
Medical Assessment
Notification of Change of Family Complement/Circumstances or Address
Offer Response Form
Priority Assistance Application
Property Information Form – Rentstart
Private Rental Brokerage Service Referral Form
Rentstart Application
Rentstart by Phone – Main Applicant
Rentstart by Phone – Additional Persons
Rentstart by Phone – Declaration from Person Assisting or Completing this Application on Behalf of the Applicant
Rentstart by Phone – Income from Employment
Rentstart by Phone – Property Information
Request for Appointment of an Agent
Request for Deduction Cancellation
Serious Incident Diary
Statement of Satisfactory Tenancy Application
Succession of Tenancy Application Form
Tenancy Guarantee Application Form
Transfer Application
Variation – Termination Advice for Direct Debit

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
Centre for Affordable Housing display (May 2008)
Centre for Affordable Housing DL flier (May 2008)
Tender – Debt Equity 2006-07 (June 2007)
Tender – Affordable Housing Innovations Fund 2007-08 (November 2007)
Affordable Housing Presentation Project
Tender – St Marys Affordable Housing (June 2008)

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 Housing NSW Website
Community Involvement in Regeneration Literature Review (available on Intranet only)
Evaluation of the ITM Program Literature Review (available on Intranet only)
NSW Housing Youth Scholarship Application Form and Guide to Completing the Form

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

Community and Tenant Participation

Handyperson Program brochure
Community Development Resourcing Grants 2007/2008
Community Development Resourcing Grants 2005/2006 (examples of successful projects on Website)
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
Eco-Wise Community Grants 2007/2008
PHCC Evaluation – Executive Summary – (2006)
\$6.8 Million for Housing NSW Handyperson Service (November 2007 News Article on Website)
Local Communities get a Greening Boost (September 2007 News Article on Website)
Handypersons program helps out in the Tweed (March 2008 News Article on Website)
Grants to boost community spirit across the State (April 2008 News Article on Website)
Social Housing Tenant Advisory Committee Terms of Reference (May 2008)
Social Housing Tenant Advisory Committee Member Profiles (May 2008)

Building Stronger Communities

Building Stronger Communities – Macquarie Fields display (December 2007)
Building Stronger Communities – Macquarie Fields postcards (February 2008)
Building Stronger Communities – Macquarie Fields wall planner (December 2007)

Building Stronger Communities – Dubbo display (February 2008)

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

Community Housing

Community Housing for Aboriginal People

Direct Debit

Domestic Violence

Emergency Temporary Accommodation

Fire Safety Program

Getting Information to Aboriginal people

Headleasing – information for landlords and agents

Glebe Redevelopment Project

Home Purchase Advice

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)

Leaving your home (Southern and Western Division)

Living in a Community (Southern and Western Division)

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 – March 2006

Market Rent Review

Mould in Your Home

Mutual Exchange

New Vision for Macquarie Fields Questions and Answers

Partnership Against Homelessness

Paying for Water (Arabic, Chinese, Spanish, Russian and Vietnamese)

Paying your rent, it's your responsibility (Southern and Western Division)

Pay TV

Priority Housing

Pride in your home (Southern and Western Division)

Privacy and Personal Information Notification (Arabic, Chinese, Russian, Spanish, Turkish and Vietnamese)

Private Rental Brokerage Service

Private Rental: Your Housing Needs

Private Rental: Documents You Need

Private Rental: Finding a Property

Private Rental: Inspecting a Property
 Private Rental: Steps to Renting
 Private Rental: Tenant Databases
 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
 Statement of Satisfactory Tenancy
 Swimming Pools
 Tenancy Guarantee Fact Sheet
 Tenancy Guarantee: Information for Landlords and Agents
 Tenancy Guarantee: Information for Referral Agencies
 Tenant Fraud
 Tenant Guarantee
 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
 Treating mould in your home
 Two offer Policy
 Visitors in your home (Southern and Western Division)
 Water Charges
 Water Saving Ideas
 Who is eligible for Public Housing (Arabic, Chinese, Russian, Spanish and Vietnamese)

Newsletters

Community Housing Bulletin – Aug, Nov, Dec 2000, Feb, April 2001, September 2004 and May 2005 – Autumn 06
 South Eastern Tenant Times: Issues 1, 2, 7, 8, 10, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27 & 28
 Your Home: A Newsletter for Public Housing Tenants: Issues 4, 5, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, (35 budget issue), 36, 37, 38, 39, 40, 41, 42 & 43 - (6 languages - English, Arabic, Chinese, Russian, Spanish and Vietnamese)
 Public Housing Customer Council News: Issues 1, 2, 3, 4, 5, 6, 7 and 8
 Northern Links Issues 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29 & 30
 Hunter-Central Coast Tenant's Advisory Council (HCCTAC) Tenant News: Issue 1, 2, 3, 4, Christmas 2007 & May 2008.
 JGOS Mental Health: Issue 07/05 and 03/06
 Building Stronger Communities Dubbo – September 07
 Building Stronger Communities Bathurst/Orange – May 2008
 Building Stronger Communities KBT – November 07, December 07, February 08 & April 08
 Building Stronger Communities Mt Druitt – November 2007 & April 2008
 Building Stronger Communities Macquarie Fields – February 08 & April 2008
 West Dubbo Redevelopment News Issue 1, 2 & 3

HOUSING POLICY AND PARTNERSHIPS

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

Rent & Sales Reports

- No. 45 - Rent for Sep-98 Quarter, Sales for Jun-98 Quarter
- No. 46 - Rent for Dec-98 Quarter, Sales for Sep-98 Quarter
- No. 47 - Rent for Mar-99 Quarter, Sales for Dec-98 Quarter
- No. 48 - Rent for Jun-99 Quarter, Sales for Mar-99 Quarter
- No. 49 - Rent for Sep-99 Quarter, Sales for Jun-99 Quarter
- No. 50 - Rent for Dec-99 Quarter, Sales for Sep-99 Quarter
- No. 51 - Rent for Mar-00 Quarter, Sales for Dec-99 Quarter
- No. 52 - Rent for Jun-00 Quarter, Sales for Mar-00 Quarter
- No. 53 - Rent for Sep-00 Quarter, Sales for Jun-00 Quarter
- No. 54 - Rent for Dec-00 Quarter, Sales for Sep-00 Quarter
- No. 55 - Rent for Mar-01 Quarter, Sales for Dec-00 Quarter
- No. 56 - Rent for Jun-01 Quarter, Sales for Mar-01 Quarter
- No. 57 - Rent for Sep-01 Quarter, Sales for Jun-01 Quarter
- No. 58 - Rent for Dec-01 Quarter, Sales for Sep-01 Quarter
- No. 59 - Rent for Mar-02 Quarter, Sales for Dec-01 Quarter
- No. 60 - Rent for Jun-02 Quarter, Sales for Mar-02 Quarter
- No. 61 - Rent for Sep-02 Quarter, Sales for June-02 Quarter
- No. 62 - Rent for Dec-02 Quarter, Sales for Sep-02 Quarter
- No. 63 - Rent for Mar-03 Quarter, Sales for Dec-02 Quarter
- No. 64 - Rent for Jun-03 Quarter, Sales for Mar-03 Quarter
- No. 65 - Rent for Sep-03 Quarter, Sales for June-03 Quarter
- No. 66 - Rent for Dec-03 Quarter, Sales for Sep-03 Quarter
- No. 67 - Rent for Mar-03 Quarter, Sales for Dec-03 Quarter
- No. 68 - Rent for Jun 04 Quarter, Sales for Mar - 04 Quarter
- No. 69 - Rent for Sept 04 Quarter, Sales for June 04 Quarter
- No. 70 - Rent for Dec 04 Quarter, Sales for Sep 04 Quarter
- No. 71 - Rent for Mar 05 Quarter, Sales for Dec 04 Quarter
- No. 72 - Rent for Jun 05 Quarter, Sales for Mar 05 Quarter
- No. 73 - Rent for Sep 05 Quarter, Sales for Jun 05 Quarter
- No. 74 - Rent for Dec 05 Quarter, Sales for Sep 05 Quarter
- No. 75 - Rent for Mar 06 Quarter, Sales for Dec 05 Quarter
- No. 76 - Rent for Jun 06 Quarter, Sales for Mar 06 Quarter
- No. 77 - Rent for Sep 06 Quarter, Sales for Jun 06 Quarter
- No. 78 - Rent for Dec 06 Quarter, Sales for Sep 06 Quarter
- No. 79 - Rent for Mar 07 Quarter, Sales for Dec 06 Quarter
- No. 80 - Rent for Jun 07 Quarter, Sales for Mar 07 Quarter
- No. 81 - Rent for Sep 07 Quarter, Sales for June 07 Quarter
- No. 82 - Rent for Dec 07 Quarter, Sales for Sep 07 Quarter
- No. 83 - Rent for Mar 08 Quarter, Sales for Dec 07 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)
- 2007/2008 NSW Budget Commentary on the Housing Policy and Assistance Program (available on the 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
 Market Rent and Property Portfolio Valuation – October 2007
 Asset Overview – April 2008
 Posters: Designing Out Maintenance – issued January 2007
 Maintenance Scoping Training Manual 2004
 Property Assessment Survey Training Manual – May 2005
 Tender advertisement for Maintenance Contracts – new contract model (February 2008)
 Maintenance Reform Fact Sheets – various 2005-2007
 Maintenance Reform Brochures – issued April 2008

OFFICE OF COMMUNITY HOUSING

Publications on the Housing NSW website:

Planning for the Future: Community Housing 2007/08 - 2012/13

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
- December 2007

Guidelines

- Crisis Accommodation Program Guidelines
- Community Development Resource Grant (CRRG) Funding Guidelines
- Community Housing Insurance Scheme Manual Package
- Community Housing Insurance Scheme Manual Package 1
- PBRS Users Manual Contents
 - PBRS Registration Framework
 - 3 PBRS Procedure 1 Supp 1- Assessment Methodology
 - 3 PBRS Procedure 1 Supp 2- Accreditation Evaluation Reports as Evidence
 - 3 PBRS Procedure 2- Performance monitoring
 - 3 PBRS Procedure 3- Complaints and Appeals
 - 3 PBRS Procedure 4- Addressing Performance Concerns
 - 4.1 PBRS Guide to Collecting Data For Annual Returns
 - 4.2 PBRS Maintenance Planning Guide
 - 4.3 PBRS Guidelines for Restricted Cash and Provisions
 - 4.4 PBRS Guidelines for Presentation of Financial Statements
 - 4.5 PBRS Guide to Submitting Evidence for Registration Assessment
 - 4.6 PBRS Performance Management Systems Technical Guide
 - 5 PBRS Summary of Key Performance Indicators
 - 6 PBRS Definitions and Acronyms
- 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

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 & 2
- Accreditation Fact Sheet: Migration of Standards & Accreditation to Non-government Provider
- Applying for or being referred to Community Housing
- Aboriginal and Torres Strait Island Factsheet

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
- Supported Accommodation Initiative for People Living with HIV/AIDS manual (updated 2000)
- Tenancy Guarantees Manual
- Community Housing Scholarship Program Guidelines
- 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

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 Fact Sheet: Migration of Standards & Accreditation to Non-Government Provider

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 No: 1-10

RESITECH (RESIDENTIAL TECHNOLOGIES AUSTRALIA)

PUBLICATION

Corporate Resitech Brochure

COST
FREE

The following Fact Sheets are available free of charge:

Aboriginal Housing Services
 Asset Management
 Community Managed Housing
 Design and Construction
 Disabled and Special Needs
 Heritage
 Neighbourhood Renewal
 Professional Services
 Property Audit and Maintenance
 Property Services
 Retirement Housing
 Upgrading Services
 Engineering Services
 Acquisition and Disposal Services
 Planning Services
 Landscape Architecture
 Architectural Services
 Survey Services
 Quantity Surveying
 Upgrading and Renovations
 Project Solutions
 Project Management Brochure
 RESITECH Annual Report 2001/2002
 RESITECH Annual Report 2002/2003
 RESITECH Annual Report 2003/2004
 RESITECH Annual Report 2004/2005
 RESITECH Annual Report 2005/2006
 RESITECH Annual Report 2006/2007

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 2006-07 edition.

SECTION 3 – CONTACT ARRANGEMENTS

Copies of this document and the 2006-07 Annual Report may be obtained free of charge from the FOI Manager, Legal Services Branch. Many of the documents published by Housing NSW 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, FOI Unit
Legal Services Branch
Department of Housing
Locked Bag 4001
Ashfield BC NSW 1800

Telephone: (02) 8753 8386
Fax: (02) 8753 8406

FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)
SUMMARY OF AFFAIRS
of the
HUNTER WATER CORPORATION
June 2008

SECTION 1 – POLICY DOCUMENTS, MANUALS AND BROCHURES

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

1. Hunter Water Corporation’s Annual Report
2. Sewerage Operations & Maintenance Manual
3. Water Operations & Maintenance Manual
4. Standard Technical Specifications
5. Water & Sewer Design Manual
6. Business Continuity Manual
7. Business Continuity Policy
8. Crisis & Emergency Management Handbook
9. Employee Safety Handbook
10. Confined Space and Sewer Entry Handbook
11. Purchasing/Tendering Policy
12. Operating Licence
13. Customer Contract
14. Statement of Corporate Intent
15. General Regulation
16. Draft H250 Plan
17. Consultative Forum Charter
18. Code of Conduct
19. Open Board Papers
20. Consultative Forum Papers
21. Trade Wastewater Policy
22. Tankering Policy
23. Community and Environment Policy
24. Rainwater Tank Guidelines
25. Environmental Management System Manual
26. Guide to Hunter Water’s Notice of Requirements for Developers
27. Brochure on Developer Charges and Development Servicing Plans
28. Non-standard Water and Sewer Services Policy
29. Property Acquisition/Disposal Policy
30. Asset Management Strategy
31. Discharge of Cooling Tower Water to Sewer Guidelines
32. Guidelines for Installation and Maintenance of Oil Separators
33. Guidelines for Installation and Maintenance of Grease Arrestors and Other Food Waste Pre-Treatment Facilities
34. Guidelines for General Pre-Treatment and Maintenance Requirements for Tradewaste Generators
35. ESD Indicators 2006-07
36. Operational Audit 2006-07 - Report to the Minister

37. Pesticide Use Notification Plan OCT 07
38. 2006-07 Annual Water Quality Report
39. Why Tillegra Now
40. System Performance Indicators 2007
41. IWRP Annual Report 2007
42. External Complaints EWON - Performance 2007
43. Consultative Forum Report - 2007
44. Catchment Report - 2007
45. Annual Water Quality report
46. Demand Management Strategy - 2003
47. Environment Management Plan 2008-2013
48. ESD Indicators - 2005-06
49. Recycled Water Strategy
50. Recycled Water Policy
51. Drinking Water Quality Policy 2007
52. Brochures:
 - Customer News Mar 07 - Jun 07
 - Customer News Nov 06 - Feb 07
 - Hardness of drinking water
 - Fluoride Fact Sheet
 - Chlorination Fact Sheet
 - Alum in Drinking Water Fact Sheet
 - Customer Charges 2007-08
 - Customer Charges 2007-08 - Trade Waste
 - Customer Charges - Miscellaneous-Developer
 - Customer Charges - Miscellaneous
 - Guide to Pressure Sewer System
 - Explanation of your Hunter Water Account
 - A Guide for Plumbers to connect to a pre-laid water service
 - A Step By Step Guide for Customers who are developing (modifying) either land or building
 - Help with your water account
 - Minor Works Terms and Conditions
 - A Guide to Hunter Water's Notice of Requirements for Developers
 - Save & Sustain
 - Treating Drinking Water Fact Sheet
 - Water Efficiency Booklet
 - Code of Practice - Debt and Disconnection
 - Customer Class Description and Guidelines
 - Customer Perceptions Survey Newsletter 2005
 - Resolving Complaints Brochure
 - The Water Cycle
 - Customer Contract Summary

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

1. completing an FOI Application Form, available at the address shown below, or apply in writing supplying all the details required under the FOI Act; and
2. presenting the form or letter, the appropriate fee and, where necessary, identification to the FOI Officer. Details of procedures, fees and reductions in certain cases can be obtained from the FOI Officer.

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

Hunter Water Corporation
36 Honeysuckle Drive
NEWCASTLE NSW 2310

PO Box 5171
HRMC NSW 2310
DX 7858
NEWCASTLE

Telephone: (02) 4979 9643
Facsimile: (02) 4979 9622

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

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

FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)
SUMMARY OF AFFAIRS
of the
LEGAL AID COMMISSION OF NEW SOUTH WALES
(F.O.I. Agency No. 48)
January 2008 – June 2008

SECTION 1 – POLICY DOCUMENTS

- Annual Reports
- Business Continuity Management Plan
- Client Service Strategy
- Code of Conduct
- Communicating with People who are Deaf or Hearing/Speech Impaired
- Corporate Plan
- Corporate Style Guide
- Corruption and Fraud Prevention Plan
- Disability Policy and Disability Action Plan
- Fee Scales
- Guidelines for Managing Complaints
- Legal Aid Policies – Policy On-line
- Legal Aid Guidelines – Policy On-line
- Legal Aid Practice Direction – Policy On-line
- Legal Aid Glossary – Policy On-line
- Navigation Manual – Policy On-line
- Policies in Brief
- Privacy Management Plan and Privacy Guidelines
- Protected Disclosure Policy
- LACnet & Website Management Policy
- Occupational Health & Safety Policy
- Fact Sheets
- Procedures for making appointments for advice
- Guidelines for making appointments for advice
- Means Test Indicator
- Aboriginal Service Delivery
- CLSD Fact Sheet
- Family Law Presentation Dina Loumis 2007
- Independent Children’s Lawyer Info Sheet for Parents
- Key Points on Property Guidelines
- Minor Assistance Guidelines
- Family Law Practices and Procedures Manual
- Civil Law Procedures Manual
- Human Rights Committee Guidelines
- Local Court Practice Standards
- Indictable Practice Standards
- Criminal Law Solicitors Manual
- Grants Allocation Guidelines
- Panels Information
- Care and Protection Regional Panel – Information for Panel Applicant 2007
- Care and Protection Regional Panel – NSW Regions
- Care and Protection Regional Panel – Information for Panel Referees 2007
- Care and Protection Regional Panel – Service Provision Agreement

- Care and Protection Regional Panel – Practice Standards 2007
- Family Law General Panel – Information for Applicants
- Family Law General Panel – Practice Standards 2007
- Family Law General Panel – Service Agreement
- Family Law General Panel – Information for Panel Referees 2007
- Family Law General Panel – Solicitors Undertakings if less than 12 months experience
- Independent Children’s Lawyer Panel – Information for Applicants November 2007
- Independent Children’s Lawyer Panel – Information for Referees 2007
- Independent Children’s Lawyer Panel – Practice Standards 2007
- Veteran’s Law Panel – Information for Applicants 2007
- Veteran’s Law Panel – Service Agreement 2007
- Veteran’s Law Panel – Practice Standards 2007
- Information for Panel Referees
- Information for new panel applicants (Court of Criminal Appeal)
- Agreement for the provision of legal service to legally assisted persons
- Court of Criminal Appeal Practice Standards
- Care and Protection (Adults and Children) Specialist Children’s Court Panel – Information for new Panel Applicants
- Care and Protection (Adults and Children) Specialist Children’s Court Panel – Information for current Panel Members (currently representing adults only)
- Care and Protection (Adults and Children) Specialist Children’s Court Panel – Practice Standards 2007
- Grants Records & Office Services Procedures Manual
- Grants Online User Manual
- Grants Online Administration Manual
- Duty Lawyer Purchase Order Manual
- Regional Solicitor Program
- Cooperative Service Delivery Fact Sheet
- Client Assessment and Referral Unit Procedures Manual
- Client Assessment and Referral Unit Form
- Client Consent Form
- National Legal Aid Strategic Plan 2006-2007
- Women’s Domestic Violence Court Assistance Program Policy Manual
- Women’s Domestic Violence Court Assistance Program Best Practice Guide
- Women’s Domestic Violence Court Assistance Program Info Kit for Service Providers
- 2004-2007 Women’s Domestic Violence Court Assistance Program Strategic Plan
- Recovering Costs in Criminal Cases
- Conflict of Interest Guidelines
- Child Protection Policies
- Legal Services Division Business Plan
- Grants Division Business Plan
- Strategic Planning & Policy Division Business Plan
- Business Services Business Plan
- Disability Action Plan
- Disability Policy
- Policy & guidelines on the use of interpreters and translators
- EAPS Forward Plan 2005-2008
- EAPS Policy
- Communicating with People who are Deaf or Hearing/Speech Impaired Guidelines
- EEO Management Plan
- Glossary of Terms
- Thesaurus Terms
- Professional Legal Placement Program
- Career Development Program for 2008
- Rural client Strategy

SECTION 2 – STATEMENT OF AFFAIRS:

The most recent Legal Aid Commission Statement of Affairs was published in July 2007.

SECTION 3 – CONTACT ARRANGEMENTS:

Requests under the FOI Act for information or access to documents or further information about the Commission's policy documents should be directed to:

The FOI Officer
Legal Aid Commission of NSW
323 Castlereagh Street
Sydney NSW 2000

PO Box K847
Haymarket NSW 1238

or

DX 5 Sydney

Telephone: (02) 9219 5034

Facsimile: (02) 9219 5038

Internet: www.legalaid.nsw.gov.au

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

FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)
SUMMARY OF AFFAIRS
of the
LIFETIME CARE AND SUPPORT AUTHORITY

30 June 2008

SECTION 1 – POLICY DOCUMENTS

The Lifetime Care and Support Authority (LTCSA) has the following policy documents:

- Administrative Delegations (July 2006)
- Attendant care funding policy (2006)*
- Code of conduct for attendant care providers (September 2006)*
- Complaints handling policy (April 2007)
- Credit Card Issuance (January 2007)
- Electronic Messaging and Internet Access Policy (January 2006)
- Financial Delegations (May 2007)
- FOI Statement of Affairs (June 2008)*
- Guidelines for levels of attendant care for people with spinal cord injury (2007)*
- Information Security Policy (January 2006)
- Investment Risk Management (2008)
- Lifetime Care and Support Guidelines (September 2007)*
- Mobile Phones and Communication Devices Policy (January 2007)
- Out of Pocket Expense Claims (January 2007)
- Petty Cash (January 2007)
- Privacy Management Plan (September 2006)
- Private Motor Vehicle Expense Reimbursement (October 2007)
- Purchase Order Policy (January 2007)
- Supplier Engagement and Payment Terms and Forms (January 2007)
- Use of Taxis Policy (May 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 Co-ordinator.

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. The website also provides access to the LTCSA'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 Lifetime Care and Support Scheme.

SECTION 2 – FOI STATEMENT OF AFFAIRS

The LTCSA's Statement of Affairs is published on the Lifetime Care and Support Authority website www.lifetimecare.nsw.gov.au. Copies of the Statement of Affairs can be obtained by contacting the FOI Co-ordinator.

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 Co-ordinator
Lifetime Care and 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 Co-ordinator by telephoning 1300 738 586.

David Bowen,
Chief Executive Officer

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****MINISTRY FOR POLICE****1 January to 30 June 2008****As required by the Freedom of Information Act 1989, Section 14(1)(b) and (3)****SECTION 1 – POLICY DOCUMENTS**

- Annual Reports
- Code of Conduct
- Confiscated Proceeds Account Funding Guidelines
- Corporate Plan 2004-2009
- Grievance Policy and Procedures
- Guidelines for Grants from the Minister's Discretionary Fund
- Privacy Management Plan
- Review of the Firearms Act 1996
- NSW Police Building Code
- Report of the Review of the Witness Protection Act 1995
- Report of the Review of the Law Enforcement (Controlled Operations) Act 1997
- Report of the Review of the Security Industry Act 1998 and the Security Industry Regulation 1999
- Commercial Agents and Private Inquiry Agents Act 1963: National Competition Policy Review, Final Report
 - Commercial Agents and Private Inquiry Agents Regulation 2005 Regulatory Impact Statement
 - Firearms Regulation 2006 Regulatory Impact Statement
 - Review of the Police Act 1990
 - Review of the Child Protection (Offenders Registration) Act 2000
- Report of the Review of the APEC (Police Powers) Act 2007

SECTION 2 – STATEMENT OF AFFAIRS

The Ministry's most recent Statement of Affairs is located in its 2006/2007 Annual Report.

SECTION 3 – CONTACT ARRANGEMENTS

Requests for access to documents held by the Ministry for Police should be directed to:

Freedom of Information Coordinator
Ministry for Police
PO Box A66
SYDNEY SOUTH NSW 1235

Telephone enquiries should be directed to the Freedom of Information Coordinator, Ministry for Police, on telephone number (02) 8263 6200.

The Ministry's hours of business are 8:30am to 5:00pm, Monday to Friday.

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****MINISTRY OF TRANSPORT****June 2008****SECTION 1 – POLICY DOCUMENTS.**

- Access Guides (for disabled access to public transport interchanges)
 - Holsworthy Interchange
 - Oak Flats Interchange
 - Rockdale Interchange
- Annual Report for Ministry of Transport, 2006/07
- Corporate Plan for Ministry of Transport, 2007-2011
- Country Transport Resource Kit
- Cross Border Transport Taskforce - Discussion Paper, 2007
- Discussion Paper on the Rural Taxi Industry in New South Wales, 2001.
- Grain Infrastructure Advisory Committee Report, 2004
- Guide to Bus Services at Parramatta Transport Interchange, March 2007
- Guidelines Relating to Drug and Alcohol Programs for Bus Operators, 2004
- Guidelines Relating to Drug and Alcohol Programs for Ferry Operators, 2004
- Guidelines for Managing School Students' Behaviour on Buses including Code of Conduct for School Student Behaviour, 2006
 - Code of Conduct Translations
 - Arabic
 - Chinese
 - Samoan
 - Spanish
 - Vietnamese
 - School Student Transport Scheme Booklet
 - English
 - Arabic
 - Chinese
 - Filipino
 - Spanish
 - Vietnamese
- Hire Car Reports:
 - Hire Car Hardship Assessment Panel Final Report, February 2003
 - Review of the Taxi Cab and Hire Car Industries – Independent Pricing and Regulatory Tribunal, November 1999
 - Inquiry into Short Term Hire Car Licence Fees - New South Wales Ombudsman, August 1999
- Information Package on how to Become an Authorised Taxi Network in the Metropolitan Transport District, 2003
- Integrating Land Use and Transport - A Planning Policy Package, 2002
- IPART Reports and Reviews (listed by date of publication)
 - Review of Fares for Metropolitan and Outer-metropolitan Bus Services from 2 January 2008
 - Review of Fares for Newcastle Services from 2 January 2008
 - Review of Fares for Rural and Regional Buses and Private Ferries from 2 January 2008
 - Maximum Fares for Taxis in NSW for 2007/08 - Recommendations to the Minister, July 2007
 - Review of Fares for Sydney Metropolitan Bus Services from 2 January 2007
 - Review of Fares for Newcastle Services from 2 January 2007

- Review of Non-metropolitan Fares for Private Buses in NSW from 2 January 2007
- Review on Fares for Private Ferries from 2 January 2007
- Review of CityRail Fares in NSW 2006 from 2 July 2006
- Report on Non-metropolitan Fares for Private Buses in NSW from 3 January 2006
- Report on the Determination of Fares for Sydney Metropolitan Bus Services from 3 January 2006
- Report on the Determination of Fares for Newcastle Services from 3 January 2006
- Review on Fares for Private Ferries from 18 December 2005
- Review of Fares for Taxis in New South Wales in 2005 Proposed from July 2005
- Report on Fares for Private Buses from 4 January 2005
- Review on Fares for Private Ferries from 12 December 2004
- Review of Fares for Taxis in New South Wales in 2004 from 4 July 2004
- Report on Fares for Private Buses and Ferries from 31 August 2003
- Review of Fares for Taxis in New South Wales in 2003 from 31 August 2003
- Report on Fares for Taxis, Private Buses and Private Ferries, June 2002
- Report on Fares for Private Buses, August 2001
- Report on New South Wales Taxi Fares, July 2001
- Lower Hunter Transport Working Group
 - Final Report, December 2003
 - Second Report, November 2003
 - First Report, September 2003
- Medlock Report Into the Management of Safety Critical Infrastructure, 2001
- Ministerial Inquiry into the Taxi Industry Interim Report, 2003
- Ministerial Inquiry into Sustainable Transport (Parry Inquiry)
 - Final Report, December 2003
 - Interim Report, August 2003
- Ministry of Transport Pictogram Standards 2007, Issue 3, August 2007
- 2002 National Taxi Users Survey Report, February 2003
- Parramatta Rail Link Options Report, August 2003
- Producing and Using Transport Access Guides
- Review by the Infrastructure Implementation Group of the Freight Infrastructure Advisory Board Report and Recommendations, May 2007
- Review of Bus Services in New South Wales (Unsworth Review)
 - Final Report, February 2004
 - Interim Report, November 2003
- Review of the Regulatory Framework For Community and Courtesy Transport Services in New South Wales: Report May 2002 - A review of the regulatory framework for Community and Courtesy Transport Services was undertaken during 2001-02.
- School Students' Behaviour on Buses Brochure - An important message for school students, their parents and carers, July 2006.
- Secure Taxi Rank Users Survey, September 2007
- Service Planning Guidelines for Bus Services in Metropolitan Sydney, June 2006
- Submission to the Independent Pricing and Regulatory Tribunal Review of Bus Fares 2004-05
- Summary of Affairs of the New South Wales Ministry of Transport - December 2006
- Sydney Knowledge and Regulation Test - A Guide for Taxi Drivers - October 2003
- Tax Incentives for Public Transport, August 2006
- Taxi Industry Safety and Security Taskforce - Interim Report - July 2007
- Taxi Industry Safety and Security Taskforce Final Report - December 2007
- Wheelchair Accessible Taxi Taskforce - Interim Brief to the Minister for Transport Services, September 2004

Administration of Acts

Acts administered by the Minister for Transport (copies may be obtained on the www.legislation.nsw.gov.au website):

- Air Navigation Act 1938 No 9

- Air Transport Act 1964 No 36
- Broken Hill to South Australian Border Railway Agreement Act 1968 No 59
- Civil Aviation (Carriers' Liability) Act 1967 No 64
- Glenreagh to Dorrigo Railway (Closure) Act 1993 No 65
- National Rail Corporation (Agreement) Act 1991 No 82
- Parking Space Levy Act 1992 No 32
- Passenger Transport Act 1990 No 39
- Rail Safety Act 2002 No 96
- Railway Construction (East Hills to Campbelltown) Act 1983 No 111
- Railway Construction (Maldon to Port Kembla) Act 1983 No 112
- Transport Administration Act 1988 No 109 (except part, Minister for Roads and Minister for Ports and Waterways) and
- The Regulations pertaining to these Acts.

SECTION 2 – STATEMENT OF AFFAIRS

The Freedom of Information Act 1989 requires Agencies to publish an annual Statement of Affairs. The most recent Statement of Affairs of the Ministry of Transport, which provides information on the structure and functions of the Ministry of Transport and the categories of documents it holds, is available in the 2006/07 Annual Report. Copies of the Statement of Affairs can be obtained (free of charge) by contacting the Freedom of Information Officer or visit the Ministry of Transport's Internet site at www.transport.nsw.gov.au

In general terms, many documents contained within this Summary of Affairs are available (free of charge) by visiting the Ministry of Transport's website, www.transport.nsw.gov.au

SECTION 3 – CONTACT ARRANGEMENTS

Policy documents, unless otherwise stated, are usually available free of charge and access can be arranged by contacting the Freedom of Information Officer by telephone, fax, email, or by writing to the address below generally on working days between the hours of 8:30 am and 5:00 pm.

Requests and applications made under the Freedom of Information Act 1989 for access to documents of the Ministry of Transport (other than policy documents) should be made pursuant to the provisions of the FOI Act, be accompanied by a \$30 application fee and directed in writing to:

Ms Pauline Ross
Freedom of Information Officer
NSW Ministry of Transport
GPO Box 1620
SYDNEY NSW 2001

FOI and Privacy enquiries may be directed to the Freedom of Information Officer by telephoning the Ministry of Transport on (02) 9268 2210. Applications to amend or notate documents of the Ministry of Transport relating to a person's own personal affairs may also be made to the Freedom of Information Officer.

12 June 2008

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****MOTOR ACCIDENTS AUTHORITY****(FOI Agency No. 2275)****30 June 2008****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. Technical report (2003)*,
 - Managing anxiety following motor vehicle accidents – A General Practitioners guide (2003)*,
 - Managing anxiety following motor vehicle accidents – An insurer's guide (2003)*,
 - Your guide to anxiety following a motor vehicle accident (2003)*.
- Applications for NSW CTP Licences
- Assets Disposal (March 2003)
- 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' Fee Schedule (July 2007)
- 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)*
- Code of Conduct (April 2002)
- Computer Reuse Guidelines for NSW Government (August 2004)
- Corporate Governance Statement (January 2003)*
- Electronic Messaging and Internet Access Policy (January 2006)
- Employment of Relatives or Family Members in MAA Policy (August 2004)
- Equal Employment Opportunity Management Plan 2003-06 (June 2003)
- Ethnic Affairs Priorities Statement and Implementation Plan 2003-2006 (May 2003)
- Excess Recreation Leave Policy (March 2006)
- Exit Interview Programme (October 2004)
- Flexible Working Hours Agreement (June 2002)
- FOI Statement of Affairs (June 2008)*
- Grievance Management Policy and Procedures (revised August 2004)
- Guidelines for levels of attendant care for people with spinal cord injury. (October 2007)*
- Guidelines for the assessment of permanent impairment of a person injured as a result of a motor vehicle accident (1 October 2007)*
- Guidelines for the assessment of the degree of permanent impairment 1 September 2005*
- Guidelines on the assessment of the degree of permanent impairment of an injured person (March 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 (2000)*
- Investment Risk Management (2008)
- MAA Accounting Manual (2006)
- MAA Corporate Plan 2006-2009
- MAA Disability Action Plan 2003-06 (June 2003)
- MAA DRIVES 24 User Guidelines (September 2007)
- MAA Injury Coding Guidelines
- MAA Internal Communication (May 2003)
- MAA Job Evaluation Policy (revised July 2005)
- MAA Regulatory & Enforcement Policy (October 2005)
- Managing acute low back pain: an insurer's guide (2004)*
- Market Practice Guidelines (November 2008)*
- MAS Assessors Code of Conduct (October 2007)*
- MAS Assessors Fee Schedule (October 2007)
- MAS Assessors' "Information for conducting a medical assessment under s 61 of the Motor Accidents Compensation Act 1999" (July 2003)
- MAS Assessors Terms of Engagement (October 2007)
- MAS Protocol for the Assessment of Brain Injuries –
 - Information for Assessors (October 2007)*
 - Information for the injured person (October 2007)*
 - Information for the Injured Person - Neuropsychological Assessments (October 2007)*
 - MAS protocol for assessment of brain injuries (October 2007)*
- MAS Protocol for the Assessment of Minor Dental Injuries - Information Sheet for Stakeholders (March 2006)*
- MAS Protocol for the Assessment of Minor Skin Injuries – Information Sheet for Stakeholders (October 2007)*
- Medical Review Panel – Practice Note 1/2005 - The Role of the Review Panel (1 November 2005)*
- Medical Review Panel– Practice Note 2/2005 - Preparation for a Review Panel - (1 November 2005)*
- Medical Review Panel – Practice Note 3/2005 - The Review Panel Process - (23 March 2006)*
- Medical Review Panel Fee Schedule (October 2007)
- Medical Review Panel Members Terms of Engagement (January 2008)
- 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 adults with mild traumatic brain injury (2006)*
- Neuropsychological assessment of adults with moderate to extremely severe traumatic brain injury (2006)*
- Neuropsychological assessment of children – Information for clients and families (2006)*
- Neuropsychological assessment of children with mild traumatic brain injury (2006)*
- Neuropsychological assessment of children with moderate to extremely severe traumatic brain injury (2006)*
 - Annotated bibliography (2007) for Guidelines for arranging and conducting adult neuropsychological assessments in the NSW CTP scheme.*
 - Appendices to guidelines for conducting neuropsychological assessments (2007)*
- Occupational Health and Safety Policy (February 2005)
- Premium Determination Guidelines (March 2008)*
- 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

- Suspension of NSW CTP Licences
- 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)
- Waste Reduction and Purchasing Plan 2003-2006 (July 2003)
- Whiplash Guidelines*
 - Compulsory Third Party Claims Guide for the Management of Acute Whiplash-Associated Disorders 2nd Edition (2007)*
 - Guidelines for the Management of Acute Whiplash-Associated Disorders for Health Professionals 2nd Edition (2007)*
 - MAA Whiplash Guidelines - GP Summary (2007)*
 - Summary for the Management of Acute Whiplash-Associated Disorders for Health Professionals 2nd Edition (2007)*
 - Technical Report Guidelines for the Management of Acute Whiplash-Associated Disorders 2nd Edition 2007 (2007)*
 - Your Guide to Whiplash Recovery in the first 12 weeks after the accident (2007)*
- 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 Co-ordinator.

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 Co-ordinator.

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 application fee and directed in writing to:

FOI Co-ordinator
Motor Accidents Authority
Level 25, 580 George Street
SYDNEY NSW 2000

Or

FOI Co-ordinator
Motor Accidents Authority
DX 1517 Sydney

Prior to making a formal request, applicants are encouraged to discuss their request with the FOI Co-ordinator by telephoning 1300 137 131.

David Bowen,
General Manager

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****MUSEUM OF APPLIED ARTS AND SCIENCES****Incorporating the Powerhouse Museum, Sydney Observatory and The
Powerhouse Discovery Centre: Collection Stores at Castle Hill****(FOI Agency No. 384)****June 2008****SECTION 1 – STRUCTURE****Establishment and Organisation**

The Museum of Applied Arts and Sciences was established under the Museum of Applied Arts and Sciences Act 1945. The Museum has perpetual succession, has a common seal, may purchase, hold, grant, demise, dispose of or otherwise deal with real and personal property and may sue and be sued in its corporate name 'The Trustees of the Museum of Applied Arts and Sciences'. Section 4 of the Museum of Applied Arts and Sciences Act establishes the Trustees of the Museum. The Trustees are responsible for the conduct and control of the affairs of the Museum and for its policies. All staff of the Museum are employed by the Department of the Arts, Sport and Recreation under the Public Sector Employment and Management Act 2002. The Trustees represent the public in the management and policy formulation of the Museum.

Objects and functions

The objects and functions of the Museum are described in section 14 of the Museum of Applied Arts and Sciences Act as follows:

The Trustees shall have the following objects and may exercise any or all of the following functions:

- (a) the control and management of the Museum; and
- (b) the maintenance and administration of the Museum in such manner as will effectively minister to the needs and demands of the community in any or all branches of applied science and art and the development of industry by:
 - (i) the display of selected objects arranged to illustrate the industrial advance of civilisation and the development of inventions and manufactures;
 - (ii) the promotion of craftsmanship and artistic taste by illustrating the history and development of the applied arts;
 - (iii) lectures, broadcasts, films, publications and other educational means;
 - (iv) scientific research; or
 - (v) any other means necessary or desirable for the development of the natural resources and manufacturing industries of New South Wales.

Arrangements for outside participation

The Museum welcomes public comment and suggestions for improving its services and facilities and regularly receives representations from the public concerning its operations. A comments form is available on request to visitors at the cloakroom desk on level 3 of the Museum. You may also contact us through the Museum's website: www.powerhousemuseum.com. Alternatively, write to the Museum at PO Box K346 Haymarket NSW 1238 or telephone (02) 9217 0389.

The Museum conducts visitor surveys to ascertain that needs are being met. The Museum also conducts focus groups to determine some titles and content directions and public program content.

Facilities for access

The Museum caters for public access to its collections, with staff available to assist with inquiries. The service is available by appointment between 10.00 am and 5.00 pm Monday to Friday (except public holidays).

SECTION 2 – 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

FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)
SUMMARY OF AFFAIRS
of the
NEWCASTLE PORT CORPORATION
June 2008

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 \$3 fee.

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

SECTION 1 POLICY DOCUMENTS

- Policy Guidelines on Access to Archival Material.
- Policy on Rates Exemption process.
- Aboriginal Languages Policy
- Aboriginal Affairs Culture & Heritage Policy
- Aboriginal Affairs Economic Development Policy
- Aboriginal Affairs New Ways of Doing Business Policy
- Aboriginal Consultation Policy

Arrangements can be made with the FOI Contact Officer to obtain copies of any of the documents listed above.

SECTION 2 STATEMENT OF AFFAIRS

The Department's 2008 Statement of Affairs is available upon request.

SECTION 3 CONTACT ARRANGEMENTS

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

FOI Co-ordinator
Department of Aboriginal Affairs
Level 13, Tower 'B'
Centennial Plaza
280 Elizabeth Street
Surry Hills NSW 2010

Enquiries may be directed to the FOI Contact Officer by telephoning [02] 9219-0700, between 8:30 am and 4:30 pm.

Jody Broun,
Director General

FREEDOM OF INFORMATION ACT 1989

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

SUMMARY OF AFFAIRS

of the

NEW SOUTH WALES DEPARTMENT OF COMMUNITY SERVICES

SECTION 1 – POLICY DOCUMENTS

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

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

Postal Address: Locked Bag 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 Services and Adoption Information Unit

- Adoption Search Guide - What Do I Do Now? - cost \$10.00
- Considering Adoption Booklet - cost \$15.00
- 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 Newsletter*

Business Intelligence and Performance

- DoCS Corporate Directions 2006/07
- DoCS Corporate Plan, 2004/05 – 2008/09 *
- DoCS Strategic Management Framework (August 2005)
- Guidelines for Directorate Business Planning in DoCS (January 2007)

Children's Services

- Anaphylaxis guidelines for children's services*
- Assessment of children services Qualifications Procedure*
- Building Blocks
- Early Childhood Services Policy for NSW
- Early Childhood Teacher Interim Policy 2006*
- First Aid course approval process, 2007
- Framework for constructing meaning – rationale for the practice of relationships : essential provision for children's services
- Furniture and Play Equipment Checklist for a Child Care Centre in NSW (\$5.50) #tbc
- Licence application guide 2008
- Licence application guide for existing school-based preschools or children's services 2008
- NSW Curriculum Framework for children's services *
- Preschool Investment Reform Plan Application Package September 2006
- Qualifications for cooks in children's services
- Step by step Guide to Children's Service Licensing*
- Supporting Children with Additional Needs (SCAN) brochures and posters (languages available: English, Vietnamese, Croatian, Turkish, Macedonian, Arabic and Chinese)
- Supporting Children with Additional Needs (SCAN) Funding Scheme – Guidelines for identifying level of support needs May 2003*

Available from Salmat Print on Demand Centre, Level 3, McKell Building, 2-24 Rawson Place Sydney NSW 2000, tel: 9743 8777

Child and Family Welfare

- About the Brighter Futures program – key facts*
- Brighter Futures Caseworker Manual (abbreviated version) *
- Brighter Futures Service Provision Guidelines *
- 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 *
- Evaluation Plan: Early Intervention Program*
- 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*
- Good Practice Guide – Working with culturally and linguistically diverse (CALD) people and communities (2005)
- Joint Investigation Response Teams (JIRT) Physical Abuse Criteria
- Joint Investigation Response Team Policy and Procedure Manual
- Neglect Policy*
- NSW Interagency Guidelines for Child Protection Intervention, 2006 Edition *
- NSW Interagency Guidelines for Child Protection Intervention 2006 – Briefings Information Session *
- Out-of-Home Care Header Agreement 2006-2008*
- Out-of-Home Care Program Guidelines 2007
- 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 *
- Parent Responsibility Contract Agency Information Sheet
- Placement of Siblings in Out of Home Care Policy*
- Policy on Child Neglect, July 2006
- Procedures for the use of Psychotropic Medication psychotropic medication *
- Parent Responsibility Contracts Parent Information Sheet
- Report Checklist – A guide for making a report to DoCS about a child or young person at risk of harm *
- Risk of Harm Report (fax form) *

Corporate Services

- 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 Evaluation 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.families.nsw.gov.au)
- Families NSW Planning Guidelines 2008
- NSW Youth Action Plan: The Way Forward: Supporting young people in NSW (www.youth.nsw.gov.au)
- Participation and Partnership: Directions for consulting with the community, our clients and our community partners *

- Right to Better Service: Ethnic Affairs Policy Directions - 1999 *
- Right to Better Service: Rural and Remote Communities Policy Directions - 1999 *
- Working Together for NSW; An Agreement between the NSW Government and NSW Non Government Human Services Organisations (www.communitybuilders.nsw.gov.au)

Memoranda of Understanding

- Memorandum of Understanding between Commissioner of Police, the Director-General of Community Services and the Director-General of Health
- Memorandum of Understanding signed between DoCS, Department of Education, Catholic Education Commission and the Association of Independent Schools on mandatory reporting for the education sector
- Memorandum of Understanding Disaster Recovery Services, between the Department of Community Services and the Australian Red Cross, The Salvation Army, St Vincent de Paul Society, ADRA Australia and Anglicare.
- Memorandum of Understanding between Department of Community Services and Department of Ageing, Disability and Home Care on Children and Young Persons with a Disability.
- Memorandum of Understanding between Department of Community Services and the Federal Magistrates Court of Australia
- Memorandum of Understanding between Department of Community Services (DoCS) and NSW Health on prioritising access to health services for children and young people for whom the Minister for Community Services has parental responsibility or the Director-General of DoCS has parental or care responsibility relating to residence and/or medical issues
- Memorandum of Understanding between the Minister for Community Services and the Minister for Health regarding joint funding for the Aboriginal Maternal and Infant Health Strategy (AMIHS)
- Memorandum between DoCS and Department of Family and Community Services Indigenous Affairs (FCSIA) for construction of a memorial to commemorate Forgotten Australians
- Memorandum of Understanding between NSW Department of Education and Training and NSW Department of Community Services in relation to educational services for children and young people in Out-of-Home Care
- Memorandum of Understanding between the Director General of the Department of Health, Director General of the Department of Community Services, Director General of the Department of Juvenile Justice, Commissioner of Police and Director General of the Department of Education and Training in the State of NSW - Regarding NSW Health Funded Programs for Children Aged 10 or Over and Young People who Sexually Assault Other Children
- Memorandum of Understanding between the NSW Department of Health, the NSW Department of Community Services, New South Wales Police, the NSW Department of Housing and the NSW Attorney General's Department
- Memorandum of Understanding between the Department of Community Services and Participating Churches in NSW: Allegations of Sexual Abuse/Assault involving a child or young person by a Church Worker
- Memorandum of Understanding between the NSW Ombudsman and the Department of Community Services, June 2003
- Memorandum of Understanding between the Department of Community Services and the Child Death Review Team, March 2001
- Memorandum of Understanding between the Family Court of Australia and DoCS
- Memorandum of Understanding between NSW Department of Community Services (DoCS) and NSW Department of Juvenile Justice (DJJ) on children and young people who are under the parental responsibility of the Minister for Community Services and are clients of the Department of Juvenile Justice.
- NSW Housing and Human Services Accord between the Department of Housing and NSW Human Service Agencies. The Accord provides an umbrella for the following Operating Agreements to which DoCS is a signatory:
 - Tamworth Shared Access Trial Operating Agreement
 - Housing First Regional Operating Agreement
 - Moree Shared Access Trial Operating Agreement
 - Juniperra Regional Operating Agreement
 - Young People Leaving Care, Maitland Regional Operating Agreement
 - Dilwinya Regional Operating Agreement

Operations

- Casework Practice is an electronic collection of documents on the Department's operational procedures on child protection, out-of-home care and early intervention.
- Helpline Rules is an electronic collection of internal procedures and processes for use by Helpline staff.

Protocols

- Agreement - Australia Egypt - Protecting the welfare of children
- Letter of Agreement between DoCS and Coronial Services of NSW
- Framework for Exchange of Regulatory and Quality Assurance Information between DoCS and National Childcare Accreditation Council (NCAC) September 2004
- Protocol between DoCS and the Family Court, June 2005
- Protocol between Department of Community Services and Federal Magistrates Court of Australia
- Protocol for the conduct by the Crown Solicitor's office of Civil Proceedings for the Department of Community Services
- Agreement between Police and DoCS regarding Section 13AB of the Coroners Act 1980, January 2003
- Protocol between Department of Community Services through SAAP Service Providers, NSW Police Service and NSW Health, for provision of services to homeless people who are affected or addicted to alcohol and/or other drugs
- "Information sharing between NSW Health and NSW Department of Community Services in relation to persons participating in opioid treatment (methadone or buprenorphine) who have care and responsibility for children under 16 years of age in order to assess potential risk of harm under the Children and Young Persons (Care and Protection) Act 1998" Protocol
- Interstate Child Protection Warrants Protocol, 21 March 2002
- Protocol for Homeless People in Public Places
- Protocol for the Transfer of Child Protection Orders and Proceedings and Interstate Assistance, 13 August 2007
- Provision of Mental Health Services to People with Developmental Disabilities: Protocol between DoCS and NSW Mental Health Services
- Regional Protocol for the Implementation of the Memorandum of Understanding between DoCS and DJJ
- Youth Protocol (Case Management Protocol between Commonwealth Agencies and State Authorities for Unsupported Young People)

Service Funding Strategy

- 2007/08 Service Agreement *
- Brighter Futures Program Guidelines*
- DoCS Case Management Policy*
- DoCS Contractual Arrangements with Consortia/Partnerships *
- DoCS Funding Policy (August 2005) *
- DoCS Performance Monitoring Framework
- Draft Service Analysis and Business Development (SABD) Resource Manual and Workbook*
- Draft Funding Manual : Sections 1-5
- EOI Information Package – Establishing a register of approved providers to undertake assessments of families and children in the out-of-home care program
- Families NSW EOI Information Package*
- Financial Support for Children and Young People in Out Of Home Care: Guidelines and Policy
- Getting It Together EOI Information Package*
- Getting It Together EOI FAQs*
- 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
- Guide to assist with the service monitoring and review tool *
- Guidelines for Partnerships and Planning Teams 2004/05 - Report on Achievements
- Indexation Payment Policy 2005/2006
- Information about DoCS Funding*
- Information Package – Performance Monitoring Framework in the Out of Home Care High Needs Kids Program
- Leaving care and after care information (OOHC EOI)*

- OOHC EOI Information Package Appendices*
- OOHC EOI Information Package*
- OOHC evaluation EOI Information Package*
- OOHC funding rollout consultation paper*
- OOHC funding rollout FAQs*
- Out-of-Home Care (OOHC) Program Guidelines*
- OOHC Service Specification 2008*
- OOHC Funding Rollout 2007 Service Plan*
- Performance based approach to OOHC funding*
- Performance Monitoring Framework for funded services
- Policy for responding to fraud in DoCS funded services
- SAAP EOI Information Package*
- State Alcohol and Other Drugs Program Overview (Getting It Together and Youth Drug and Alcohol Court)
- Service Specification for Getting It Together and Youth Drug and Alcohol Court
- Supported Accommodation Assistance Program (SAAP) Program Guidelines *
- Supported Accommodation Assistance Program (SAAP) service specifications*
- SAAP Performance Monitoring Framework FAQs*

State Disaster Recovery Centre

- Disaster Recovery – fact sheet*
- Disaster Recovery – Financial Assistance – fact sheet*
- Drought Household Assistance – fact sheet
- Immediate Assistance Policy
- Immediate Assistance – Temporary Accommodation Guidelines
- Revised Drought Assistance Guidelines – February 2006

Strategy, Communication and Governance

- Children's Week awards and grants – application form
- Complaints Operating Framework
- Client Complaint Form
- Client complaint process
- DoCS and your privacy
- Guide to Fraud Risk Assessment
- Fraud Control Plan *
- Fraud Risk Assessment for Service Providers *
- Managing Allegations Against Employees, Policy and Procedures
- Privacy Management Plan
- Responding to Fraud in DoCS Funded Services
- Sponsorship Policy
- Visiting Delegations Policy

SECTION 2 – STATEMENT OF AFFAIRS

The most recent Department of Community Services Statement of Affairs is published in the Department's 2006/2007 Annual Report. It can be downloaded from http://www.community.nsw.gov.au/DOCSwr/_assets/annual_report07/index.htm.

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 2131
Telephone: (02) 9716 2662
Fax: (02) 9716 3400

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

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

Annual Report 2006-2007

Approving analysts under the NSW Food Act 2003 Procedure

Compliance and Enforcement Policy

Delegations under the NSW Food Act 2003

Fact Sheets (various Industry and Consumer focus)

Food Complaint-Handling Policy

Food Safety Programs – General Guidelines - New Scheme Development

Food Safety Program Template – New Scheme Development

Naming Businesses in Survey Reports Policy

National Risk Validation Project - Final Report (2002)

Newsletter - Food Chain (Electronic Monthly)

Newsletter – Food Wise (Industry)

Newsletter – Food Safety News for NSW Local Councils (Monthly)

NSW Food Regulation Partnership – Blueprint

NSW Food Regulation Partnership – Issues and Options

NSW Food Regulation Partnership – A directions paper for State and Local Government - Toward a strong NSW Food Regulation Partnership (Nov 2003)

Science Strategy Key Outputs 2007-2008

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

Strategic Plan 2007-2010

Employee Relations

Code of Conduct

Flexible Working Hours Agreement - Administrative and Clerical Staff

Flexible Working Hours Agreement - Food Safety Officers

Fraud and Corruption Control Prevention Policy

Manual Handling Policy

Occupational Health and Safety Return-to-Work and Injury Management Program

Occupational Health and Safety Consultation Arrangement 2007

Occupational Health and Safety Policy

Working from Home Agreement

Memorandums of Understanding (MOU) and Agreements

MOU between the Australian Quarantine Inspection Service and the NSW Food Authority (coordination of export standards controls of shellfish for export, November 2004)

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

MOU between New Zealand Food Safety Authority and the NSW Food Authority

MOU between NSW Department of Environment [and Climate Change] (National Parks and Wildlife Service) and NSW Food Authority: Rationalisation of Inspection Services for Kangaroo Field Chillers

MOU between NSW Department of Health and NSW Food Authority
MOU between NSW Department of Primary Industries and NSW Food Authority
MOU between NSW SafeFood Production and Australian Quarantine and Inspection Service: Dairy Export Inspections November 2000
MOU between NSW SafeFood Production and Australian Quarantine and Inspection Service: Audit of Export Registered Poultry Meat Processing Premises – December 2000
MOU between NSW SafeFood Production /NSW Health/Local Government and Shires Associations: Food Safety Responsibilities for Retail Meat Premises - August 2000

Industry Specific Documents

Dairy Industry

Code of Practice - Collection of Milk from Dairy Farms
Code of Practice - Dairy Buildings
Code of Practice - Dairy Buildings (Goat/Sheep Farms)
Code of Practice - Milk Distributing Depots
Dairy Manual (NSW)
Dairy Test Manual (NSW)
Goat Milk Processors - Industry Guide to Developing a Food Safety Program
Goat/Sheep Milk Package
General Circulars

Egg Industry

Fact sheet- Egg Food Safety- facts for egg producers

Health Care

Hospitals and Aged Care - Audit Guidelines – included as a package with Industry Guide
Hospitals and Aged Care - Food Safety Audit Trial Project – Summary
Hospital and Aged Care - Food Safety (Baseline) Survey – Summary
Hospitals and Aged Care - Industry Guide to Developing a Food Safety Program - \$30.00 (GST inclusive) plus postage and handling
Industry Newsletters

Meat Industry

General Circulars
Meat Industry Levy brochure
Retail Meat Diary (NSW) - \$11.00 (GST inclusive) plus postage and handling
Retail Meat Premises - Guide to Food Safety Programs
Retail Meat Premises - Standard for Construction and Hygienic Operation (NSW)

Plant Products Industry

High Priority Plant Products - Industry Guide to Developing a Food Safety Program
Plant Products - Regulatory Impact Statement
Plant Products - Safety Manual

Seafood Industry

Aquaculture Shellfish Harvest Area Water Bacteriology and Phytoplankton Survey Data (NSW)
Code of Practice - Commercial Fishers
Code of Practice - Depuration of Oysters in NSW \$11.00 (GST inclusive) plus postage and handling
Code of Practice - Seafood Handling Premises
Code of Practice - Transport of Primary Produce and Seafood
Food Safety Program - Aquaculture (Live and Whole fish; Chilled fish; and Prawns)

Food Safety Program - Farmed Oysters
Food Safety Program - Fishing Co-operatives
Food Safety Program - Oyster Processors
Food Safety Program - Seafood Processors
Food Safety Program - Seafood Storage Facilities
Food Safety Program - Wet Storage of Bi-valve Shellfish
Food Safety Program - Wild Shellfish Harvest
General Circulars
Seafood Retailers – Guideline for compliance with the Food Standards Code
Seafood Smokers - Industry Guide to Food Safety Program
Shellfish and Water - Environmental Sampling Procedures \$11.00 (GST inclusive) plus postage and handling
Shellfish - Guidelines for Wet Storage of Bi-valve Shellfish
Shellfish Harvest Area Management Plans \$27.50 (GST inclusive) plus postage and handling
Shellfish Harvest Area Sanitary Survey Reports \$55 (GST inclusive) plus postage and handling
Shellfish Program Coordinators' Handbook (NSW) \$38.50 (GST inclusive) plus postage and handling
Shellfish Program Marine Biotoxin Management Plan (NSW) \$27.50 (GST inclusive) plus postage and handling
Shellfish Program Operations Manual (NSW – control copy) \$165 (GST inclusive) plus postage and handling

SECTION 2 – STATEMENT OF AFFAIRS

The most recently published Statement of Affairs for the NSW Food Authority is incorporated into the 2006/07 Annual Report. The Annual Report provides information on the functions and structure of the Authority. Copies of the Annual Report can be downloaded from the website www.foodauthority.nsw.gov.au or by contacting the Authority's Consumer and Industry Helpline on 1300 552 406.

SECTION 3 – CONTACT ARRANGEMENTS

Policy documents, unless otherwise stated, are usually available free of charge and access can be arranged by contacting the NSW Food Authority's Consumer and Industry Helpline (see details below). Many of the documents may be found on the website 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
E-mail: contact@foodauthority.nsw.gov.au

Head Office

6 Avenue of the Americas, Newington NSW 2127
Postal Address: 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
e-mail contact@foodauthority.nsw.gov.au
Internet <http://www.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.

Requests for records or documents under the Freedom of Information Act 1989 may be made by completing the form 'Application for access under the Freedom of Information Act (NSW)' available 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.

FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)
SUMMARY OF AFFAIRS
of the
NEW SOUTH WALES ELECTORAL COMMISSION
F.O.I. 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 – CONTACT 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.

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

SECTION 1 – POLICY DOCUMENTS

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

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

1. Aboriginal, Cultural and Threatened Species Sites Policy
2. 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
3. AIRS Policy
4. Annual Statistical Report
5. Area Command Asset Management Plans
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 – Complaints
14. Ethnic Affairs Priorities Statement Forward Plan
15. Fire investigation protocol between the NSW Fire Brigades, the NSW Police and the NSW Rural Fire Service
16. Fireworks Policy
17. Greater Metropolitan Directorate Annual Operating Plan
18. Guide to Estimating Fire Loss Damage
19. Guidelines for Emergency Plans at Facilities having Notifiable Quantities of Dangerous Goods
20. Guidelines for Emergency Vehicle Access.
21. Guidelines for the Bulk Storage of Tyres
22. Guidelines for Temporary School Accommodation (World Youth Day 2008)
23. Interstate Assistance Agreement Between New South Wales Fire Brigades And The Australian Capital Territory Fire Brigade
24. Letter of Intent – Agreement with the Open Training and Education Network
25. Managing False Alarms Policy
26. Media Policy
27. Memorandum of Arrangement between Airservices Australia and the NSW Fire Brigades
28. Memorandum of Understanding between the NSW Department of Corrective Services and the NSW Fire Brigades
29. Memorandum of Understanding between the Royal Australian Navy and the NSW Fire Brigades for fires and hazardous material incidents involving Navy ships and establishments
30. Memorandum of Understanding between the NSW Fire Brigades and the Environment Protection Authority

31. Memorandum of Understanding between the NSW Fire Brigades and the Ambulance Service of NSW
32. Memorandum of Understanding with Energy Australia
33. Memorandum of Understanding between NSW Fire Brigades, Oberon Shire Council, and CSR Limited
34. Memorandum of Understanding between the NSW Fire Brigades and the Snowy Mountains Hydro Electric Authority
35. Memorandum of Understanding between the NSW Fire Brigades and the NSW Rural Fire Service
36. Memorandum of Understanding between the NSW Fire Brigades and Shell Refining Australia
37. Memorandum of Understanding between the NSW Fire Brigades and NSW Department of Transport
38. Memorandum of Understanding between the NSW Fire Brigades and the ACT Fire Brigade
39. Memorandum of Understanding between the NSW Police and the NSW Fire Brigades on the Shared Use of an Aircraft
40. 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
41. Memorandum of Understanding between NSW Fire Brigades and Telstra on Triple Zero (000) /112 Communication Service Levels
42. 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
43. Memorandum of Understanding between NSWFB and NSW Department of Juvenile Justice DJJ – attendance of NSWFB at DJJ Youth Justice Conferences for fire related offences
44. Memorandum of Understanding between NSWFB and Rail Corporation of NSW
45. Memorandum of Understanding between the Australian Capital Territory Fire Brigade and the New South Wales Fire Brigades for Mutual Fire Investigation
46. Memorandum of Understanding between NSWFB and the Department of Juvenile Justice – Youth Justice Conferences
47. 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
48. Memorandum of Understanding between NSWFB and the Australian Nuclear Science and Technology Organisation (ANSTO)
49. Mutual Aid Agreements for local government areas between the NSW Fire Brigades and the NSW Rural Fire Service
50. Mutual Aid Agreement between the NSW Fire Brigades and State Emergency Service: Information Sharing
51. Mutual aid agreement between the NSW Rural Fire Service Fire Investigation Unit and the NSW Fire Brigades Fire Investigation Unit
52. Mutual Aid Agreement between NSW Fire Brigades and Queensland Fire and Rescue Service
53. Mutual Aid Agreement between the NSW Fire Brigades and RAAF Defence Orchard Hills
54. NSW Fire Brigades Environmental Policy
55. Non-operational Filming Policy
56. Occupational Health and Safety Policy
57. Operational Risk Management Policy
58. Operational Water Use Policy
59. Policy for the Engagement of Contractors
60. Privacy policy
61. Procedures for AFA Third Party Services Provision
62. Regional Service Delivery Plans
63. Results and Services Plan
64. Service Level Agreement between the NSW Fire Brigades and NSW Rural Fire Service for Communication of Emergency Calls and Related Information
65. Smoke Alarm Policy
66. Sponsorship Policy

67. Standard Operational Guidelines
68. Standing Orders
69. Statement of Joint Intent between NSW Fire Brigades and Sydney Catchment Authority
70. 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
71. Total Asset Management Plan

SECTION 2 – STATEMENT OF AFFAIRS

The NSWFB Statement of Affairs, last updated 30 June 2008, 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

FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)
SUMMARY OF AFFAIRS
of the
NEW SOUTH WALES DEPARTMENT OF HEALTH
June 2008

1. STATEMENT OF AFFAIRS

The most recent Statement of Affairs for the NSW Department of Health (Department) is incorporated in its Annual Report for 2006/07.

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>

2. ENQUIRIES

For further enquiries, please contact:

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

3. 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.

4. 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 on (02) 9391 9000.

5. FREEDOM OF INFORMATION

A range of publications on Freedom of Information, - including brochures and booklets are available from the NSW Department of Premier and Cabinet 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.

6. 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.

6.1 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.

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

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

6.2 HEALTH SYSTEM SUPPORT DIVISION

Corporate Governance and Risk Management

- Fraud Control Strategy – Department of Health (PD2007_070)
- Employment Screening Policy (PD2008_029)
- Corrupt Conduct-Reporting Possible Corrupt Conduct to the Independent Commission Against Corruption (PD2005_173)
- 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)
- Appointments – Area Health Advisory Councils and the Children's Hospital Advisory Council (PD2007_062)
- NSW Department of Health Policy – Employment Screening Using Criminal Records Checks (PD2005_552)
- 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)

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

Public Service Manuals

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

Health Services and Public Hospital Manuals

- Accounting
- Accounts and Audit Determination
- Cleaning Services Standards
- Fees Procedures

- Health Records and Information Manual (for Community Health Facilities)
- Leave Matters
- Patient Matters
- Purchasing and Supply

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

Strategic Procurement & Business Development

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

Documents available free of charge

- Asset Management - Government Construction Projects (PD2005_195)
- Asset Management – Government Construction Projects (PD2005_191)
- Capital Works Administration Costs – Capital Works Procedure No.12 (PD2005_046)
- Capital Works Procedure No.18 (CWP 18) Asset Maintenance Planning (GL2005_009)
- Colour and Colour Consultants in Health Care Building Projects – Use of (GL2005_010)
- Construction Procurement Policy (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 & Adolescent Mental Health
 - Part B – Psychiatric Emergency Care Centre
 - Part B – Acute Adult Mental Health & PICU
 - Part B – Ambulatory Mental Health Unit
 - Part B – Rehabilitation/Allied Health Unit
 - Part B – Clinical Information Unit
 - Part B – Medical Imaging, NICU / Special Care Nursery
 - Part B – Maternity Unit
 - Part B – Paediatric/Adolescent IPU
 - Part B – Pharmacy Unit
 - Part B – Renal Dialysis Unit
 - Part B – Operating Unit
 - Part B - Administrative Unit
 - Part B - Sterile Services Unit
 - Part B - Oral Health Unit
 - Part B - Day Procedure / Surgery Unit
 - Part B - Multipurpose Services Unit
 - Part B - Pathology Unit
 - Part B - Mortuary Unit
 - Part B - Radiation Oncology
 - Part C – Design for Access, Mobility, OHS and Security
 - Part D – Infection Prevention & Control
 - Part F – Furniture Fittings & Equipment
 - Part F – Operational Commissioning
- Standard Facility Cost Planning Guidelines
- TS11, Engineering Services and Sustainable Development

Nursing and Midwifery Office

- Gluing it Together: Nurses Their Work Environment and Patient Safety (October 2007)
- Nursing and Midwifery Office Newsletter (April 2008)
- Stress Management for Nurses (2006)
- NSW Area Director of Nursing Strategic Plan to Develop the Nursing and Midwifery Workforce in NSW (2003/2004)
- Nursing Practice and Process Development Survey (2003)
- 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
- Guidelines for the Management of Nursing Work Experience for School Students: A Guide for Health Services
- NSW Framework for Maternity Services (2000)

Workplace 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)
- Aboriginal Environmental Health Officer Training Program – NSW Health (PD2005_215)
- 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 (GL2007_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 – Prevention and Management of Workplace Bullying: Guidelines for NSW Health (GL2007_011)
- Bullying, harassment and discrimination: joint management and employee association statement (PD2005_223)
- Career Break Scheme for NSW Department of Health Nurses and Midwives (PD2007_078)
- Career Break Scheme for Public Health System Nurses and Midwives (PD2007_042)
- Chaplaincy services to the NSW Health system (PD2005_123)
- Chaplains subsidy (PD2008_011)
- Charging of commission by Health Services from salaries and wages of employees (PD2005_185)
- Clinical Coders – Recommended Salary Determination (PD2005_131)
- Clinical Nurse Consultant – Higher Grades – Public Hospital Nurses (State) Award (PD2005_424)
- Clinical Nurse Specialist Classification – Public Hospital Nurses (State) Award (PD2007_086)
- Coaching and Performance Systems (CAPS) Policy - NSW Department of Health (PD2005_301)
- Code of Conduct – NSW Health (PD2005_626)
- 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)
- Department of Health Recruitment Resources (PD2005_639)
- Devolution of industrial relations responsibilities to Area Health Services (PD2005_061)
- EEO program minimum standards for Area Health Services and the NSW Ambulance Service (PD2005_145)
- Effective incident response: a framework for prevention and management in the Health workplace (PD2005_234)
- Effective workplace grievance resolution: policy and better practice (PD2005_584)
- Effectively communicating the NSW Health code of conduct (PD2005_627)
- Emergency Physician Special Service (PD2007_090)
- Employee assistance programs: NSW Health policy and best practice programs (PD2005_568)
- Employer contributions for First State Super and complying accumulation superannuation schemes (PD2005_350)
- Employment health assessment policy and guidelines (PD2005_186)
- Employment of People with Disabilities in DoH, AHS' and Public Hospitals (PD2005_032)
- Enrolled Nurse – Special Grade Classification Including Rates of Pay – Public Hospital Nurses' (State) Award (PD2005_427)
- Environmental Health Officers – Out of Hours Paging Allowance (PD2005_452)
- Executive Performance Management – NSW Health (PD2006_083)
- Family and Community Services Leave and Personal/Carer's Leave (PD2007_031)
- Fees Payable to Sessional Optometrists in Public Hospitals (PD2005_119)
- Fire Safety Officers (PD2005_592)
- Flexible Work Locations Policy - NSW Department of Health (PD2005_318)
- Flexible work practices policy (PD2005_087)

- Freedom from Harassment - Policy and Procedures (PD2005_577)
- Grievance Resolution in the NSW Department of Health, User Guide for Staff and Managers (GL2007_008)
- 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)
- Guidelines for the prevention and management of workplace bullying (GL2007-011)
- Guidelines for the safe use of hazardous substances in NSW public health care facilities (GL2006_010)
- Health Managers level 5 and above – approval for an allocated day off (PD2005_549)
- Health Service boards, Chief Executive Officers and other employees of Health Services are not permitted to offer over-award salaries (PD2005_334)
- Health Services staff with possible exposure to severe acute respiratory syndrome (SARS) (PD2005_309)
- Hospital Employees (State) Award – Classification of Security Officers and Duties (PF2005_478)
- In Charge Allowance Payment – Public Hospital Nurses’ (State) Interim Award (PD2005_421)
- Incremental salary progression for part-time employees in public health organisations and the Health Administration Corporation (PD2005_456)
- Induction Program - NSW Department of Health (PD2005_244)
- Industrial consultative arrangements – public health organisation (PD2005_397)
- Job Evaluation Policy - Central Office (PD2005_150)
- Learning & Development Policy - NSW Department of Health (PD2005_255)
- Learning and Development Leave Policy (PD2006_066)
- Leave Administration (PD2006_093)
- Leave Entitlements & Flexible Work arrangements to Observe Religious Duties 2008 (GL2008_003)
- Leave to Undertake Defence Force Duties (PD2006_013)
- Leave without pay – (PD2006_091)
- Long service leave – (PD2006_092)
- Long service leave entitlements for permanent part-time employees (PD2005_440)
- Management development strategy for NSW Health (PD2005_112)
- Managing Displaced Staff of the NSW Health Service (PD2007_085)
- 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)
- Maternity, Adoption and Parental Leave (PD2006_043)
- Mature-aged workforce policy (PD2005_137)
- Medical Officers – Employment Arrangements in the NSW Public Health System (PD 2007_087)
- Motor Vehicles – Use of Within NSW Health (PD2007_029)
- Motor Vehicles (Use of Departmental) – Environmental Health Officers (PD2005_040)
- NHMRC, Research Personnel Salary Scales as of 1/1/08 (PD2008_014)
- NSW Department of Health - Work and Family Room Policy (PD2005_310)
- NSW Department of Health Alcohol and Other Drugs Policy (PD2005_148)
- NSW Department of Health Protected Disclosures Policy (PD2005_263)
- NSW Department of Health Restructuring Procedures (PD2005_321)
- NSW Department of Health -Staff Exit Information (Procedures for the Collection of) (PD2005_232)
- 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)
- Occupational Health and Safety Policy & Workers Compensation and Injury Management Policy (PD2005_360)

- Official travel (PD2005_619)
- On Call Roster- Permanent Part-Time Nurses – Public Hospital Nurses’ (State) Award (PD2005_439)
- 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 (PD2008_002)
- Payroll Procedures - 38 Hour Working Week – Allocated Days Off, Annual Leave & Debiting of Leave (PD2006_094)
- Permanent Part-Time for Medical Officers(PD2005_438)
- Pharmacists _ Private Dispensing Fee (PD2005_115)
- 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)
- Positions – Creations/Gradings for Clerical/Admin Support Staff in Community Health Centres – PHO’s (PD2005_445)
- Positions – Delegation of Authority – Determination of Gradings (PD2005_435)
- Pre-employment screening of security staff – procedures (PD2005_326)
- Preventing and managing work related fatigue: Guidelines for the NSW public health system (PD2007-023)
- Privacy of personnel information on aboriginal staff and clients (PD2005_236)
- Private practice by Resident Medical Officers and Registrars in Public Hospitals (PD2005_018)
- Privately Referred Outpatients – Charging Arrangements – Recognised Hospitals – Visiting Radiologist (PD2005_502)
- 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 Health System Nurses’ & Midwives (State) Award Variation to Clause 53, Reasonable Workloads (PD2008_006)
- 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)
- Recruitment of Nurses and Midwives _ Framework (PD2007_055)
- 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)
- Remuneration and Conditions of Visiting Pathologists in Second and Third Schedule Hospitals (PD2005_475)
- Remunerations Arrangements for Senior Medical Practitioners (Academics) (PD2005_475)
- Residential Care Staff – Salaries and Conditions of Employment (PD2005_480)
- Retirement – Abolition of Compulsory Age – Visiting Medical Officers (PD2005_043)
- Right of private practice - allied health professionals in NSW Health Facilities (PD2008_026)
- Salaried diagnostic specialists rights of private practice in respect of compensable patients (PDD2005_007)

- Salaried Medical Specialists Employed in Second /Third Schedule Hospitals – Right of Private Practice (PD2005_499)
- Salaried Senior Medical Practitioners and rights of private practice - disbursement funds from no 2 accounts (PD2005_324)
- Salary Packaging Policy and Procedure Manual (PD2007_076)
- Salary Sacrifice for Superannuation - Revised Guidelines (GL_2008_008)
- Security improvement assessment tool (PD2005_551)
- Senior Career Medical Officers – Guidelines for Personal Regrading and Establishment of New Positions (GL2008_005)
- Senior Executive Service – notional salary (PD2005_144)
- SES Performance Management System – NSW Health (PD2005_418)
- 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 – Portability of Leave – ARCBS Employees Employed by the PHO between 1/7/1999 – 30/6/2002 (PD2005_166)
- Staff Mobility (PD2006_096)
- Staff Specialist Private Practice Arrangements - Drawing Rights 2006/07 (PD2007_041)
- Staff Specialists' Private Practice Arrangements – Reimbursement – Medical Indemnity Payments PD2007_045)
- Staff Specialists Private Practice Arrangements: Fees Charged Medical Gap Cover Insurance is Held (PD2005_635)
- Staff Specialists' Training, Education and Study Leave (TESL): New funding Entitlement 2007-2008 (PD2007_056)
- Staff Transfer of existing of Public Servants of Mental Health Services to AHS/Public Hospitals (PD2005_454)
- Statement on Bullying, Harassment and Discrimination -Joint Management, PSA and Nursing Association Statement (PD2005_250)
- TESL travel for Salaried Senior Medical Practitioners (PD2005_305)
- Therapists – Engagement on a Sessional Basis (PD2005_023)
- Trade union activities - (PD2006_097)
- Trainee Enrolled Nurses – Travel Expenses and Living Allowances (PD_444)
- Use of Departmental motor vehicles – Environmental health officers (PD2005_040)
- Use of motor vehicles within NSW Health (PD2007_029)
- Using Language Services to overcome Communication Barriers (GL2005_050)
- Visiting Dental Officers' Remuneration and Contract Requirements (PD2007_021)
- Visiting Medical Officers' remuneration (PD2007_032)
- VMO - Rural Doctors Settlement Package - Indemnity Insurance - Clinical Continuing Medical Education (PD2006_029)
- VMO's in Rural Doctors' Settlement Package Hospitals Indexation of Fees from 1 August 2006 (PD2006_001)
- VMO's in Rural Doctors' Settlement Package Hospitals Indexation of Fees from 1 Aug 07 (PD2008_002)
- VMO's in Rural Doctors' Settlement Package Hospitals Payment for Travel and Attendance at Meetings (PD2005_408)
- VMOs' Practice Companies – Model Service Contracts (PD2005_153)
- 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 (2001) (PD2005_583)
- Revenue Best Practice Policy (2003)
- Stage 2 Revenue Best Practice Policy (2004)
- The Explanation Document (Medical Indemnity Cover for Visiting Medical Officers) (2002)
- 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_2007-002)
- Legal Matters of Significance to the Government (PD_2005_182)
- Advertising of Private Injury Services by Lawyers in Hospital (PD_2005_251)
- Extinction of Life and Certification of Death (PD_2005_488)
- Release of Assets of Deceased Patients (PD_2005_492)
- Visiting Medical Officers (Honorary Medical Officers) Contract of Coverage
- Mental Health Agreements between NSW and other States concerning Civil Patients (Victoria, Queensland and ACT) and Absconding Forensic Patients (Victoria and Queensland).
- Review of the Human Tissue Act 1983:
 - Discussion Paper - Assisted Reproductive Technologies (October 1997)
 - Discussion Paper - Regulation of the Supply of Blood and Blood Products (January 1998)
 - Report - Blood Donation and the Supply of Blood and Blood Products (April 2002)
 - Discussion Paper - Organ and Tissue Donation and Use and Post Mortem Examination (October 1999)
- Review of the Mental Health Act 1990:
 - Discussion Paper 1: Carers and Information Sharing (February 2004)
 - Discussion Paper 2: The Mental Health Act 1990 (July 2004)
 - Exposure Draft Bill (August 2006)
 - Report of the Review of the Mental Health Act (August 2006)
 - Review of the forensic provisions of the Mental Health Act 1990 and the Mental Health (Criminal Procedures) Act 1990
- Review of the Nurses Act 1991:
 - Issues Paper - Review of the Nurses Act 1991 (July 1999)
 - Report - Review of the Nurses Act 1991 (October 2001)
- Review of the Nursing Homes Act 1988:
 - Issues Paper - Review of the Nursing Homes Act 1989 (June 2000)
- Review of the Podiatrists Act 1989:
 - Issues Paper - Review of the Podiatrists Act 1989, April 2000
 - Report - Review of the Podiatrists Act 1989, May 2003
- Review of the Private Hospitals and Day Procedure Centres Act 1988:
 - Issues Paper - Review of the Private Hospitals and Day Procedure Centres Act 1988, December 2000
 - Interim Report - Review of the Private Hospitals and Day Procedure Centres Act 1988, May 2002
- Review of the Public Health Act 1991:
 - Issues Paper - Review of the Public Health Act 1991 (September 1999)
- Regulatory Impact Statements:
 - Regulatory Impact Statement for the Health Care Liability Regulation 2007
 - Draft Health Care Liability Regulation 2007
 - Regulatory Impact Statement for the Fluoridation of Public Water Supplies Regulation 2007
 - 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 Pharmacy Practice Regulation 2007
 - Draft Pharmacy Practice Regulation 2007
 - Regulatory Impact Statement for the Podiatrists Regulation 2005
 - Podiatrists Regulation 2005
 - Regulatory Impact Statement for the Smoke-free Environment Regulation 2007
 - Draft Smoke-free Environment Regulation 2007

- 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 2008 – NSW Health located at http://www.health.nsw.gov.au/policies/pd/2007/PD2007_063.html
- 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 & Oral Therapists in NSW
- Profile of the Medical Workforce in NSW 1999 – 2006
- Profile of the Dentist Labourforce in NSW 1998 – 2006
- Profile of the Psychologist Labourforce in NSW 1998 – 2006
- Profile of the Podiatrist Labourforce in NSW 1998 – 2006
- Profile of the Pharmacist Workforce in NSW 1999 – 2006
- Profile of the Physiotherapist Labourforce in NSW 1998 – 2006
- Profile of the Nursing Labourforce in NSW 1998 – 2006
- Profile of the Occupational Therapist Labourforce in NSW 2003
- The Area of Need program has a designated web site, which provides comprehensive information on requirements and processes involved in the declaration of Area of Need status for medical positions: <http://www.health.nsw.gov.au/othp>
- Recruitment campaign to attract health professionals to rural locations in NSW, located at <http://www.health.nsw.gov.au/countrycareers/>

6.3 POPULATION HEALTH DIVISION

Centre for Aboriginal Health

- NSW Aboriginal Family Health Strategy (1995)
- NSW Aboriginal Health Partnership Agreement (2008)
- Aboriginal Health Impact Statement and Guidelines PD2007_082
- NSW Health – Communicating Positively – A guide to appropriate Aboriginal terminology (2004)
- Preferred Terminology to be Used When Referring to Aboriginal and Torres Strait Islander Peoples (PD2005-319)
- Welcome to Country Protocols Policy (PD2005-472)
- NSW Aboriginal Health Information Guidelines (1998)
- Action Planning for NSW – 1st Edition – January 2007

Centre for Health Advancement

- Healthier Food and Drink Choices for Staff and Visitors in NSW Health Facilities (PD2007_081)
- NSW Tobacco Action Plan 2005-2009 – A Vision for the Future
- NSW Tobacco Action Plan 2005-2009 – Background Paper
- Guide for the management of Nicotine Dependent Inpatients – Summary of Evidence
- Counting the Costs of Tobacco and the Benefits of Reducing Smoking Prevalence in NSW
- What licensed venues need to know – Information Kit
- Let's take a moment – quit smoking brief intervention – a guide for all health professionals
- Childhood Obesity Summit NSW Government Response 2003
- Government Action Plan 2003-2007
- Breastfeeding in NSW: Promotion, Protection, and Support (PD2006_012)
- 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

AIDS/Infectious Diseases Branch

- NSW Hepatitis C Strategy 2007-2009: Overview and Action Plan (PD 2007_093)
 - NSW Hepatitis C Strategy 2007-2009: Environmental Scan
 - NSW HIV/AIDS Strategy 2006 – 2009: Overview and Action Plan (PD 2006_072)
 - NSW HIV/AIDS Strategy 2006 – 2009: Environmental Scan
 - NSW Sexually Transmissible Infections Strategy 2006 – 2009: Overview and Action Plan (PD 2006_071)
 - NSW Sexually Transmissible Infections Strategy 2006 – 2009: Environmental Scan
 - Needle and Syringe Program Policy and Guidelines for NSW
 - NSW Immunisation Strategy 2008-2011
 - 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)
 - HIV, Hepatitis B or Hepatitis C - Health Care Workers Infected (PD2005_162)
 - 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 (PD2006_057)
 - Rabies Immunoglobulin (RIG) and Rabies Vaccine for Post Exposure Treatment (PET) (PD2005_218)
 - Human Immunodeficiency Virus (HIV) – Management of Non-Occupational Exposure (PD2005_005)
 - Infection Control Management of Reportable Incidents (PD2005_203)
 - Blood Alcohol and Drug Test Kits – Modification of (PD2005_572)
 - Community Sharps Disposal by Area Health Services (PD 2008_004)
 - Single Use Medical Devices (SUDs) Remanufacture (PD2005_399)
 - Hepatitis B Vaccination Policy (PD2005_222)
 - Infection Control Program Quality Monitoring (PD2005_414)
 - Infection Control Program Quality Monitoring Indicators: Version 2 Users' Manual
 - Human Immunodeficiency Virus (HIV) – Management of Non-Occupational Exposure (PD2006_005)
 - Occupational Assessment Screening and Vaccination Against Specified 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 (GL 2007_002) Sharps Injuries - Prevention in the NSW Public Health System (PD 2007_052)
- NSW Health Think Tank on HIV Infections Consensus Statement
- HIV/AIDS, NSW Supported Accommodation Plan 2007-2010 (GL 2008_004)
 - HIV/AIDS Care and Treatment Services Needs Assessment
 - Core Competency Standards for Aboriginal and Torres Strait Islander HIV/Sexual Health Workers in NSW
 - NSW Sexual Health Promotion Guidelines 2002
 - The impact of HIV/AIDS in NSW - mortality, morbidity and economic impact
 - Vaccine Preventable Disease- Guidelines for appropriate action in event of outbreak (GL2005_008)
 - Children Overdue for Immunisation – Guidelines for the Active Follow-up of (PD2005_098)

Environmental Health Branch

- Agreed Procedure to Issue a Transit Certificate for Transportation of a Body Overseas
- Blood Cholesterol and Glucose Measurement Code of Best Practice

- Approval specification A – TMVs
 - Approval specification B – non TMVs
 - 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 – Exhumation of Human Remains (PD2008_022)
 - 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
 - Destitute Persons – Cremation of Burial (PD2008_012)
 - Domestic Greywater Treatment Systems Accreditation Guidelines
 - Greywater Reuse in Sewered Single Domestic Premises
 - Guidance on the Use of Rainwater Tanks
 - Guidance on the Use of Rainwater Tanks (Sandy Leask)
- <http://www.health.nsw.gov.au/publichealth/environment/water/rainwater.asp>
- Guidelines for the Funeral Industry
 - Guidelines on Blood Cholesterol and Glucose Measurement
 - Guidelines for the Management of Private Water Supplies (Katrina Wall)
- http://www.health.nsw.gov.au/resources/publichealth/environment/water/pwsgmay07_pdf.asp
- Investigation of Cases of Elevated Blood Lead levels – Guidelines for Environmental Health Officers
 - 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
 - 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)
 - NSW Haemophilia Advisory Group guidelines on Factor VIII usage January 1997 (PD2005/106)
 - Treatment and supply of Factor VIII to patients with Haemophilia and von Willebrands disorder (PD2005/168)
 - Use and retention of human tissue including organ donation, post-mortem examination and coronial matters (PD2005/341)
 - Coroners' cases and amendments to Coroners Act 1980 (PD2005/352)
 - Do you have questions about human tissue or organs kept from a past autopsy on a family member?
 - 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 (TG181/8)
- 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 2007_077)
- 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) (TG14/14)
- Section 100 Highly Specialised Drugs Program (IB 2008_022)
- Highly Specialised Drugs Program Funding Requirements (PD2008_007)
- 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 135/9)
- 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

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

- 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

Health Research and Ethics Branch

Research Ethics

- Research - Model for Single Ethical and Scientific Review of Multi-Centre Research – PDF (includes Standard Operating Procedures) (PD2007_072)
- HREC and Research Governance: Fee Policy for Review of Commercially Sponsored Research – (PD2007_046)
- Human Research Ethics Committees (HRECs) - Operations Manual for NSW Health (GL 2005-059)
- Human Tissue: Requirements of the Human Tissue Act 1983 in relation to research and use of tissue (GL 2006-021)
- Discussion Paper: Scientific Review of Clinical Drug Trials: October 2006
- Inter-jurisdictional Forum. Towards timely, efficient and effective review of multi-centre clinical trials: Forum papers and outcome of discussions
- 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)

- Human Research Ethics Committees: Ethical Review for External Entities (PD2007_039)
- Human Research Ethics Committees – Standardised Patient Information Sheets (PIS) (GL2007_016)
- Quality Improvement and Ethical Review: A practice guide for NSW (GL2007_020)
- Research Authorisation of proposals to conduct research on humans within NSW Public Health System (includes the Site Specific Assessment (SSA) (PD2007_043)

Clinical Ethics

- End of Life Care and Decision Making Guidelines (GL2005_057)
- Using Advance Care Directives: New South Wales 2004 (GL2005_056)
- Organ donation after cardiac death (GL2007_012)
- Human Tissue – Consent to Removal of Regenerative Tissue from Young Children and Consent Form – NSW Department of Health (PD2006_010)
- Living Kidney Donation Including Directed and Non-Directed Donation (PD2007_083)

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

The following reports are available from the NSW Health Survey Program website at www.health.nsw.gov.au/public-health/survey/hsurvey.html.

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
- 2002–2005 Report on Adult Health by Country of Birth
- 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

Public Health Training and Development

- Discussion Paper - Towards a monitoring framework for the NSW Public Health Officer Training Program, 2008.
- Background Paper – Monitoring post-secondary education and training in Australia – practice and policy developments relevant to the NSW Public Health Officer Training Program, 2008.
- Bug Breakfast Delivery Manual, 2007

NSW Public Health Bulletin

- Current and back issues from 1990 can be accessed from the following website - <http://www.health.nsw.gov.au/public-health/phb/phb.html> and www.publish.csiro.au/journals/phb

NSW Public Health Bulletin Supplements

2007

- Mothers and Babies 2006 Report

2006

Mothers and Babies 2005 Report

2005

- Report on Adult Health 2004
- Mothers and Babies 2004 Report

2004

- NSW Mothers and Babies 2003 Report
- New South Wales Adult Health Survey 2003
- The Health Behaviours of Secondary School Students in NSW 2002
- Trends in the Prescribing of Stimulant Medication for the Treatment of Attention Deficit Hyperactivity Disorder (ADHD) in Adults in NSW
- Health and Equity in New South Wales - 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 Infrastructure (PEPHI): Report of the responses to the November 2000 discussion paper

2001

- The NSW Health Survey Program: Overview and methods, 1996-2000
- New South Wales Mothers and Babies 2000 report
- New South Wales Mothers and Babies 1999 report

2000

- New South Wales Mothers and Babies 1998 report
- NSW Public Health Bulletin Discussion paper 2000
- NSW Older People's Health Survey, 1999
- Better Health Graphs (Volume 1): A report of an experimental study to improve graph comprehension
- Better Health Graphs (Volume 2): The literature reviews

Centre for Oral Health Strategy NSW

- NSW Messages for a Healthy Mouth 2nd edition (http://www.health.nsw.gov.au/pubs/2007/pdf/healthy_mouth.pdf)
- NSW Oral Health Promotion Framework for Action 2010 (http://www.health.nsw.gov.au/pubs/2007/pdf/ohp_framework.pdf)
- Oral Health Fee for Service Scheme (PD2006-087)
- Fluorides - use of in NSW (PD2006-076)
- Pit & fissure Sealants: Use of in Oral Health Services NSW (PD2007-008)
- Eligibility for Public Dental Services in NSW (PD2005-171)
- Dentures Services – Provision of (PD2005-573)
- Practice Oversight of Dental Therapists, Dental Hygienists & Oral Health Therapists in NSW (PD2007-020)
- Early Childhood Oral Health Guidelines for Child Health Professionals (GL2007_017)
- Infection Control Guidelines for Oral Health Care Settings (GL2005_037)
- Orthodontic Care in Public Dental Clinics (PD2005_101)

6.4 STRATEGIC DEVELOPMENT DIVISION

Mental Health and Drug & Alcohol Office

- GL2008_001 - Nursing & Midwifery Clinical Guidelines - Identifying & Responding to Drug & Alcohol Issues
- PD2007_091 - Nursing & Midwifery Management of Drug & Alcohol Issues in the Delivery of Health Care
- GL2006_009 Drug and Alcohol Clinical Supervision Guidelines
- NSW D&A Withdrawal Clinical Practice Guidelines (no GL number as yet).
- PD2006_052 Dosing facilities in public hospitals for patients on opioid treatment
- Youth Alcohol Action Plan 2001-2005 - http://www.health.nsw.gov.au/pubs/2002/pdf/yth_alcohol_plan.pdf
- Heroin Overdose and Prevention Management Strategy - http://www.health.nsw.gov.au/public-health/dpb/publications/pdf/Heroinoverdose_prevention&management_strategy.pdf
- Information Sharing between NSW Health and NSW Department of Community Services in relation to persons participating in opioid treatment (methadone or buprenorphine) who have care and responsibility for children under 16 years of age in order to assess potential risk of harm under the Children and Young Persons (Care and protection) Act 1998
- Methadone/Buprenorphine Treatment Agreement
- NSW Detoxification Clinical Practice Guidelines
- NSW Methadone Clinic Accreditation Standards
- NSW Health Opioid Treatment Program – Clinical Guidelines for Methadone and Buprenorphine Treatment of Opioid Dependence
- NSW Health Drug and Alcohol Plan 2006-2010
- Information for Medical Practitioners & Pharmacists on the treatment of Heroin dependence
- Rapid detoxification for Opioids (Circular 2001/17)

- A reference manual for participants – Pharmacotherapies
- NSW Health – Alcohol & other drugs policy for Nursing Practice in NSW
- Amphetamine, Ecstasy and Cocaine: A Prevention and Treatment Plan 2005-2009. http://www.health.nsw.gov.au/pubs/2005/pdf/amphetamine_ecstasy.pdf
- Interagency Guidelines for the Early Intervention, Response and Management of Drug and Alcohol Misuse (full version).
- Interagency Guidelines for the Early Intervention, Response and Management of Drug and Alcohol Misuse (condensed version).
- NSW Health Drug and Alcohol Program Clinical Supervision Guidelines.
- NSW Health Guidelines for Consumer Participation in Drug and Alcohol Services
- Clinical Guidelines for Assessment and Management of Psychostimulant Users (2 page clinical sheet) http://www.health.nsw.gov.au/policies/gl/2006/pdf/GL2006_001.pdf
- Drug and alcohol treatment guidelines for residential settings - http://www.health.nsw.gov.au/policies/gl/2007/pdf/GL2007_014.pdf
- Orientation Manual for the Families and Carers affected by the drug or alcohol use of someone close - http://www.health.nsw.gov.au/pubs/2004/pdf/drugs_orientation.pdf
- AFACT NSW -No Shame, No Blame! - Workers Guide - http://www.health.nsw.gov.au/pubs/2007/afact_workers_guide.html
- 2005-2006 and 2006-2007 Data Dictionary and Collection Guidelines for the NSW Minimum Data Set for Drug and Alcohol Treatment Services, Version 5
- National Clinical Guidelines for the Management of Drug Use during Pregnancy, Birth and the Early Development Years of the Newborn
- Community Drug Strategies: Drug Action Toolkit
- Community Drug Action: Working with the Media – Updated 2008 (new contact list)
- Community Drug Action: Framework for Action - NSW Drugs and Community Action Strategy
- Making A Difference, Celebrating Eight Years of Community Drug Action Teams in NSW (December 2007)
- Building Successful Community Drug Action Teams, A Practical Guide (2008)
- NSW Aboriginal Mental Health and Well Being Policy 2006-2010 http://www.health.nsw.gov.au/policies/pd/2007/pdf/PD2007_059.pdf
- Aboriginal Health Impact Statement and Guidelines http://www.health.nsw.gov.au/policies/pd/2007/pdf/PD2007_082.pdf
- 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 Manual
- Housing and Accommodation Support Initiative (HASI) Stage 1 Evaluation Report - http://www.health.nsw.gov.au/pubs/2007/pdf/hasi_evaluation.pdf
- 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 for Emergency Departments (A reference Guide) 2001 – Revision 2008 (publication Pending)
- Mental health promotion in NSW. Conceptual Framework of Developing Initiatives
- NSW Government Response to the Select Committee Inquiry into Mental Health Services in NSW
- MERIT Residential Treatment Guidelines
- NSW Government Response to Tracking Tragedy 2004
- NSW Government Response to Tracking Tragedy 2005
http://www.health.nsw.gov.au/pubs/2005/track__trag_06.html
- NSW Government Interim Response to Tracking Tragedy 2007, http://www.health.nsw.gov.au/pubs/2007/response_tragedy.html
- NSW A New Direction for Mental Health
- Interagency Action Plan for Better Mental Health *** note this document was developed by the Cabinet Office and should appear on their Statement of Affairs http://www.dpc.nsw.gov.au/__data/assets/pdf_file/0015/11490/interagency.pdf
- Interagency Action Plan for Better Mental Health – First Yearly Progress Report - http://www.health.nsw.gov.au/pubs/2007/interagency_ap.html
- Interagency Action Plan for Better Mental Health – Second Yearly Progress Report - http://www.health.nsw.gov.au/pubs/2008/better_mental_health.html
- 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
- Mental Health Emergency Response 2007: Memorandum of Understanding
http://www.health.nsw.gov.au/pubs/2007/pdf/mou_mentalhealth.pdf
- Prevention Initiatives for Child and Adolescent Mental Health: NSW Resource Document
- Preventing and Managing Reported Increases in Suicide in Local Communities
- 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.
- Seclusion Practices in Psychiatric Facilities
http://www.health.nsw.gov.au/policies/pd/2007/pdf/PD2007_054.pdf
- Strategy for Mental Health Care: Caring for Mental Health
- Strategy: Making Mental Health Better for Children and Adolescents
- Suicide: We Can All Make a Difference, Leaflet and four page brochure
- Suicide in New South Wales: We need to Know More: the NSW Suicide Data Report
- Suicide Prevention Fact sheet in Family Help Kit
- Suicide Prevention for Older People – Training Manual
- Supporting Children after Suicide
- The NSW Government's Plan for Mental Health Services (10 Mar 05)
- The Physical Health/ Mental Health handbook (2004)
- Triple P Procedure Manual
- The Schizophrenias: Guidelines for a holistic approach to clinical practice (2001).
- Working Group for Mental Health Care in Emergency Departments Final Report and Recommendations
- Young People's Health – Focusing on preventing mental health problems
- Your Guide to MH-OAT
- Zero tolerance zone
- Group brochure
- Group poster
- Hand brochure
- Hand poster
- Policy and framework guidelines
- 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 & 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)
- Tracking Tragedy 2005 (Third Report of the NSW Mental Health Sentinel Events Review Committee)
http://www.health.nsw.gov.au/pubs/2007/tracking_tragedy_07.html
- Mental health reference resource for drug and alcohol workers. <http://www.nada.org.au/images/File/MHRR%20Final%20complete%20resource.pdf>
- Final Report of the NSW Drought Mental Health Assistance Package: Tackling Tough Times - through the Drought and Beyond www.health.nsw.gov.au/pubs/2008/pdf/drought_package.pdf

Primary Health and Community Partnerships

- Domestic Violence – Identifying and Responding (PD2006_084)
- Child Protection Service Plan 2004-2007 (2004)
- Adult Sexual Assault Protocol (2004)
- A Clear Voice for Clinicians and the Community-Report of the Clinical and Community Advisory Group (2004)
- Adapting the Ward for People with Dementia (2003)
- Aboriginal Men's Health Implementation Plan (2003)
- Care of Patients with Dementia in General Practice – Guidelines (July 2005)
- Gender Equity in Health (2000)
- Guidelines for Family Care Centres in NSW (2000)
- Hearing Loss & your Baby - the next step (2007).
- Interpreters – Standard Procedures for Working with Health Care Interpreters (PD2006-053)
- Multicultural Health Plan
- Non-Government Organisation Grant Program operational guidelines (PD2005_583)
- NSW Health Child Protection Policy and Procedures Manual (1997)
- NSW Health Services Frontline Procedures for the Protection of Children and Young People

- (2000)
- NSW Health Policy on the Program of Appliances for Disabled People (2005/563)
 - Oxygen and related items – arrangements for the provision (2005/589)
 - Partners in Health - Summary Report 2001
 - Partners in Health - Government Response 2001
 - 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 & 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 Document – Summary
 - 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 (PD2005_240)
 - Tocolytic Agents - Protocols for Administration for Threatened Preterm Labour (PD2005_249)
 - RH D Immunoglobulin (Anti D) (PD2006_074)
 - Consumer and Community Representative Selection - Guidelines - NSW Department of Health (2003)
 - Consumers Representatives - Working with Consumers in NSW Health, Guidelines for Secretariat (2002)
 - NSW Framework for Maternity services 2000-2005
 - In All Fairness – NSW Health and Equity Statement (2004)
 - Clinical Practices - Adult Sexual Assault Forensic Examinations Conducted by Nurse Examiners (2005)
 - Non-English Speaking Background - Standard Procedures - Improved Access Area/Public Health Services (1987)
 - Neo-natal abstinence syndrome guidelines (PD2005_494)
 - Protecting Children & Young People (PD2005_299)
 - Multilingual Health Resources by AHS, DoH and NGOs Funded by NSW Health (Guidelines for Production) (2001)
 - Sexual Assault Services Policy and Procedure Manual (Adult) (PD2005_607)
 - Victims Rights Act 1996 (PD2005_287)
 - Child Protection Roles and Responsibilities – Interagency (PD2006_104)
 - NSW Interagency Guidelines for Child Protection Interventions (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)
 - Partners in Health: Sharing information and making decisions together. Report of the Consumer and Community Participation Implementation Group (October 2001)
 - Animals – Therapy Companion in Public and Private Hospitals (GL2006_012)
 - Integrated Primary and Community Health Policy (2007-12) (PD 2006_106)
 - Integrated Primary and Community Health Policy Implementation Plan 2007 – 2012 (GL2007_019)
 - Transport for Health – Frequently Asked Questions
 - 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_024)
 - Maternity - Public Homebirth Services (PD2006_045)
 - Stillbirth – Management and Investigation (PD2007_025)
 - 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 & 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)
- 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)
- Dementia Action Plan 2007-2009
- Review of the 1999 NSW Carers Statement: Background Paper
- Protecting Children and Young People - DoCS Risk of Harm Report Form
- Hearing Loss & your Baby - the next step (2007).
- Appointments - Area Health Advisory Councils and The Children's Hospital Advisory Council (PD2007_062)
- Pregnancy: Improving Early Pregnancy Care (IB2008_004)
- Maternity - Clinical Care and Resuscitation of the Newborn Infant (PD2008_027)
- Postpartum Haemorrhage (PPH) - Framework for Prevention, Early Recognition & Management (PD2005_264)
- Magnesium Sulphate (MgSO₄) Infusion Protocol for Eclamptic Seizure Prophylaxis (PD2005_239)
- Fetal Welfare, Obstetric Emergency, Neonatal Resuscitation Training (IB2008_002)

Statewide 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)
- Critical Care Adult Tertiary Referral Networks – Intensive Care Default Policy (PD2006_46)
- A Policy Framework for Medical Rehabilitation in NSW (1995)
- Early Notification of Severe Trauma in Rural NSW (2002)
- Emergency Department Access Block Working Party Report (1999)
- Emergency Department Service Plan (2001)
- Ethical Code Governing the Provision of Genetics Services (June 1998)
- Flow Info – A software package used for review of inpatient activity
- Genetics Services in NSW 2001 – 2004 (2005)
- Guide for the Development of Area Health Care Services Plans
- Guide to the Role Delineation of Health Services – Rural Companion Guidelines (available for purchase) 2004
- Guide to the Role Delineation of Health Services, Third Edition (available for purchase) (2002)
- Guidelines for the Networking of Paediatric Services in NSW (2002)
- Intensive Care Service Plan (2001)
- NSW Framework for the Development of New Cardiac Catheterisation Laboratories (2004)
- NSW Government Response to the Report of RHICG, NSW Rural Health Plan (2002)
- NSW Health Department Guidelines for the Hospitalisation of Children (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
- Operating Theatre Planning Guidelines (2007)
- Planning for Radiotherapy Services in NSW to 2006 (2003)
- Projecting Demand for Sub Acute Inpatient Activity Final Report (2006)
- Radiotherapy Management Information System Report (RMIS) (2001-2006)
- Rural Renal Orientation Package (2007)
- Rural Renal Nursing Resource Package (2007)
- Same Day Surgery Policy for NSW: “What a Difference a Day can Make” (1999)
- Selected Specialty and State-wide Service Plans (2002)
 1. Heart & Lung Transplantation (2002)
 2. Pancreas Transplantation (2002)
 3. Liver Transplantation (2002)
 4. Severe Burns Service (2003)
 5. Neonatal Intensive Care Service Plan to 2006 (2005)

- Service Planning Handbook for Rural Health Planners (2006)
- Service Planning Guidelines for Intravenous Chemotherapy Services (December 2007)
- SiAM – Software Package Tool for Projecting Subacute inpatient activity (2006)
- Specialised Testing for Genetic Disorders – Part 1 Recommendations for Service Provision (2000)
- Specialised Testing for Genetic Disorders – Part 2 Guidelines for Specialised Testing for Genetic Disorders (2000)
- Strategic Plan for Radiotherapy Services in NSW 1995-2000 (February 1995)
- The Report of the Rural Health Implementation Coordination Group. The NSW Rural Health Report (2002)
- Workload Planning for Community Based Health Service Guidelines (October 2004)

Inter-Government and Funding Strategies

- NSW Funding Guidelines 2006-2007
- Resource Distribution Formula Technical Paper 2005 Revision
- Framework for integrated support and management of older people in the NSW health care system 2004-06
- Aged Care Assessment Team Protocol and Procedures for ACATs in NSW (2007)
- SNAP Data Collection - Australian National Sub-Acute and Non-Acute Patient (AN_SNAP) Classification (PD2008_025)

6.5 HEALTH SYSTEM PERFORMANCE DIVISION

Health Services Performance Improvement Branch (HSPIB)

- The Pre-Procedure Preparation Toolkit 2007 (http://www.health.nsw.gov.au/policies/gl/2007/GL2007_018.html)
- ComPacks Reporting Requirements and Data Definitions
- ComPacks Guidelines and Information

Strategic Information Management (SIM) Branch

- Information and Communications Technology Strategy 2006-2011 “Building a Sustainable Future” (<http://internal.health.nsw.gov.au/sim/stayinformed/strategies.html>)
- A new way of delivering IM&T services 2005 (www.health.nsw.gov.au)
- Circular Number: 2003/47 NSW Health Electronic Information Security Policy (PD 2005_314)
- 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)
- Patient participation (Electronic Health Record) (www.healthelink.nsw.gov.au)
- Teenagers Fact Sheet (Electronic Health Record) (www.healthelink.nsw.gov.au)
- NSW Health Telecommunications Standards Catalogue PD2007_011
- NSW Health Infrastructure Technology Standards Catalogue PD2007_12
- NSW Health Interoperability Technology Standards Catalogue PD2007_013
- NSW Health Security Technology Standards Catalogue PD2007_014
- NSW Health Standard Technology product Acquisition Guide PD2007_015
- NSW Health Application Technology Standards Catalogue PD2007_016

Quality & Safety Branch

- Severity Assessment Code (SAC) Matrix
http://www.health.nsw.gov.au/pubs/2005/sac_matrix.html
- Correct Patient, Correct Procedure and Correct Site
http://www.health.nsw.gov.au/policies/pd/2007/PD2007_079.html
- Quality & Safety Statewide Initiatives on the Internet
<http://www.health.nsw.gov.au/quality/initiatives.html>
- Incident Management Policy Directive
http://www.health.nsw.gov.au/policies/pd/2007/PD2007_061.html
- Lookback Policy
http://www.health.nsw.gov.au/policies/pd/2007/PD2007_075.html
- Open Disclosure
- http://www.health.nsw.gov.au/policies/pd/2007/PD2007_040.html

- Open Disclosure guideline
http://www.health.nsw.gov.au/policies/gl/2007/GL2007_007.html
- Therapeutic Goods Administration (TGA) Recalls Safety Notice SN:015/07
http://www.health.nsw.gov.au/quality/sabs/pdf/SN01507_TGA.pdf
- Therapeutic Goods Administration (TGA) Recalls Safety Notice SN014/07
http://www.health.nsw.gov.au/quality/sabs/pdf/SN01407_TGA.pdf
- Extravasation of IV fluids Care of the cannula site in neonates and children Safety Notice SN:013/07
http://www.health.nsw.gov.au/quality/sabs/pdf/SN01307_extravasation.pdf
- Medtronic SynchroMed® EL Implantable Pump Neurological drug delivery pumps Safety Alert SA 003/07
http://www.health.nsw.gov.au/quality/sabs/pdf/SA00307_medtronic.pdf
- Therapeutic Goods Administration (TGA) Recalls Safety Notice SN012/07
http://www.health.nsw.gov.au/quality/sabs/pdf/SN01207_TGA.pdf
- Therapeutic Goods Administration (TGA) Recalls Safety Notice SN011/07
http://www.health.nsw.gov.au/quality/sabs/pdf/SN01107_tga.pdf
- Alcohol Based Hand Cleansers and Fire Safety Information SI 001/07
http://www.health.nsw.gov.au/quality/sabs/pdf/SI00107_cleansers.pdf
- Therapeutic Goods Administration (TGA) Recalls Safety Notice SN010/07
http://www.health.nsw.gov.au/quality/sabs/pdf/SN01007_TGA.pdf
- Easy Guide to Clinical Incident Management
<http://www.health.nsw.gov.au/quality/incidentmgt/onlineguide/index.html>
- National Inpatient Medication Chart Post-Implementation Audit March 2007
http://www.health.nsw.gov.au/quality/natmed/pdf/nimcaudit_mar07.pdf
- Infection Control Policy PD2007_036
http://www.health.nsw.gov.au/policies/pd/2007/PD2007_036.html
- NSW Patient Safety and Clinical Quality Program (PD2005_608) http://www.health.nsw.gov.au/policies/pd/2005/PD2005_608.html
- NSW Clinical Excellence Commission Directions Statement http://www.cec.health.nsw.gov.au/pdf/directions_sment.pdf
- Patient Safety and Clinical Quality Program: First Report on Incident Management in the NSW public Health System, 2003-2004 http://www.health.nsw.gov.au/pubs/2005/pdf/incident_mgmt.pdf
- Patient Safety and Clinical Quality Program: Second Report on Incident Management in the NSW Public Health System 2004-2005
http://www.health.nsw.gov.au/pubs/2005/pdf/patient_safety.pdf
- Patient Safety and Clinical Quality Program: Third Report on Incident Management in the NSW Public Health System 2005-2006
http://www.health.nsw.gov.au/pubs/2006/pdf/patient_safety_3.pdf
- Incident management in the NSW public health system 2007 January to June http://www.health.nsw.gov.au/pubs/2007/pdf/incident_management.pdf
- A Framework for Managing the Quality of Health Services in NSW (PD2005_585) http://www.health.nsw.gov.au/policies/pd/2005/pdf/PD2005_585.pdf
- Executive Summary: A Framework for Managing the Quality of Health Services in NSW <http://www.health.nsw.gov.au/pubs/2000/pdf/executive.pdf>
- Easy Guide to Clinical Practice Improvement: A Guide for Healthcare Professionals http://www.health.nsw.gov.au/quality/pdf/cpi_easyguide.pdf
- Complaint Management Guidelines GI2006_023
http://www.health.nsw.gov.au/policies/gl/2006/pdf/GL2006_023.pdf
- Complaint Management policy PD 2006-073
http://www.health.nsw.gov.au/policies/pd/2006/pdf/PD2006_073.pdf
- Clinical Practice - Model Policy for the Safe Introduction of New Interventions (PD2005_333) http://www.health.nsw.gov.au/policies/PD/2005/PD2005_333.html
- Appointment of Staff Specialists – Policy for Implementation (PD2005_500) http://www.health.nsw.gov.au/policies/pd/2005/pdf/PD2005_500.pdf
- Appointment of Visiting Practitioners – Policy for Implementation (PD2005_496) http://www.health.nsw.gov.au/policies/pd/2005/pdf/PD2005_496.pdf
- Clinical Practices - Pressure Ulcer Prevention (PD2005_257) http://www.health.nsw.gov.au/policies/PD/2005/PD2005_257.html
- Quality in Health Care: What Can You Expect? <http://www.health.nsw.gov.au/pubs/2000/pdf/QualityA5.pdf>

- Safety Advocate Issue 1 – Sterilisation and Disinfection <http://www.health.nsw.gov.au/quality/sabs/pubs.html>
- Safety Advocate Issue 2 – Medication Safety <http://www.health.nsw.gov.au/quality/sabs/pubs.html>
- Safety Advocate Issue 3 – Fall Injury Prevention in Acute Care <http://www.health.nsw.gov.au/quality/sabs/pubs.html>
- Safety Advocate Issue 4 – Bed Rail Safety <http://www.health.nsw.gov.au/quality/sabs/pubs.html>
- Safety Advocate Issue 5 – Infusion Pump Safety – Sep 2003 http://www.health.nsw.gov.au/pubs/s/pdf/safety_ad_5.pdf
- Safety Advocate Issue 6 – Self-inflating bag/mask devices – March 2004 <http://www.health.nsw.gov.au/quality/sabs/pubs.html>
- Safety Advocate Issue 7 – Safe management of breast milk – July 2005 <http://www.health.nsw.gov.au/quality/sabs/pubs.html>
- Safety Advocate Issue 8 – Retained instruments – Abdominal Visceral Retractor – Oct 2004 http://www.health.nsw.gov.au/pubs/2004/pdf/safety_ad_8.pdf
- The Clinician’s Toolkit for Improving Patient Care http://www.health.nsw.gov.au/pubs/2001/pdf/clinicians_toolkit.pdf
- NSW Government Response to the Inquiry into Complaints Handling <http://www.health.nsw.gov.au/pubs/2005/compshandling.html>
- Qualified Privilege for Quality Improvement Committees and Programs in Health http://www.health.nsw.gov.au/public-health/r&cp/qp_report_web.pdf
- Application for Qualified Privilege by a Quality Assurance Committee http://www.health.nsw.gov.au/quality/qualpriv/pdf/qualified_form.doc
- Information Package for Quality Assurance Committees seeking Qualified Privilege http://www.health.nsw.gov.au/pubs/quality_assurance/pdf/qualified_brochure.pdf
- Delineation of Clinical Privileges for Visiting Practitioners and Staff Specialists – Policy for Implementation (PD2005_497) http://www.health.nsw.gov.au/policies/pd/2005/pdf/PD2005_497.pdf
- Performance Review of Visiting Practitioners (PD2005_498) http://www.health.nsw.gov.au/policies/pd/2005/pdf/PD2005_498.pdf
- NSW Quality of Health Care Indicators Set – Definitions Phase 1 <http://www.health.nsw.gov.au/pubs/2000/pdf/definitions.pdf>
- NSW Quality of Health Care Indicators Set – Tables Phase 1 <http://www.health.nsw.gov.au/pubs/2000/pdf/tables.pdf>
- Phase One Indicators of Appropriateness for NSW Area Health Services (in NSW Quality of Health Care Indicators Set – Definitions Phase 1) <http://www.health.nsw.gov.au/pubs/2000/pdf/definitions.pdf>
- Patient Safety and Clinical Quality Program Implementation Plan (PD2005_609) http://www.health.nsw.gov.au/policies/pd/2005/PD2005_609.html
- Complaint or Concern about a Clinician – Principles for Action (PD2006_007) http://www.health.nsw.gov.au/policies/pd/2006/pdf/PD2006_007.pdf
- Complaint or Concern about a Clinician – Management Guidelines (GL2006_002) http://www.health.nsw.gov.au/policies/gl/2006/GL2006_002.html
- NSW Clinical Governance Directions Statement <http://www.health.nsw.gov.au/quality/clingov/pdf/cgudirstat.pdf>
- Medication Chart - NSW Implementation of the National Inpatient Medication Chart (PD2006_028) http://www.health.nsw.gov.au/policies/pd/2006/pdf/PD2006_028.pdf
- Hot or Cold Packs Application (GL2005_015) http://www.health.nsw.gov.au/policies/GL/2005/GL2005_015.html
- Safe Handling of Intravenous Potassium Chloride in Health Care Facilities (PD2005_342) http://www.health.nsw.gov.au/policies/PD/2005/PD2005_342.html
- Safety Advocate Baxter Infusion Pumps <http://www.health.nsw.gov.au/quality/sabs/pdf/8feb06baxter.pdf>
- Safety Notice Guidant Implantable Pacemakers <http://www.health.nsw.gov.au/quality/sabs/pdf/SN001guidant.pdf>
- Safety Alert - Ultravist-370 <http://www.health.nsw.gov.au/quality/sabs/pdf/ultravist0306.pdf>
- Safety Alert – Safe use of Vincristine <http://www.health.nsw.gov.au/quality/sabs/pdf/vincristine0906.pdf>
- Safety Alert Broadcasting System (SABS) Policy http://www.health.nsw.gov.au/policies/pd/2006/PD2006_102.html

- Safety notice SN 002: Cleaning of flexible endoscopes (re-processing)
<http://www.health.nsw.gov.au/quality/sabs/pdf/SN002endoscope.pdf>
- Safety notice SN 003: Peiron stent fracture in renal arteries
<http://www.health.nsw.gov.au/quality/sabs/pdf/SN003peiron.pdf>
- Safety Notice: SN004: Therapeutic Goods Administration (TGA recalls)
<http://www.health.nsw.gov.au/quality/sabs/pdf/SN004tga.pdf>
- Safety Notice SN005 Safe use of Fentanyl skin patches
<http://www.health.nsw.gov.au/quality/sabs/pdf/SN005fentanyl.pdf>
- Safety Notice SN006/06 Therapeutic Goods Administration (TGA recalls)
<http://www.health.nsw.gov.au/quality/sabs/pdf/SN006tga271006.pdf>
- Safety Notice SN007/06 Therapeutic Goods Administration (TGA recalls)
<http://www.health.nsw.gov.au/quality/sabs/pdf/SN00706.pdf>
- Safety Notice SN001/07 Therapeutic Goods Administration (TGA recalls)
<http://www.health.nsw.gov.au/quality/sabs/pdf/SN00107.pdf>
- Safety Notice SN002/07 Therapeutic Goods Administration (TGA recalls)
http://www.health.nsw.gov.au/quality/sabs/pdf/SN00207_TGA.pdf
- Safety information PSI:01/06- Alaris SE pumps recall, flischie clips,. Peanut allergies, bi-phosphinates medication
<http://www.health.nsw.gov.au/quality/sabs/pdf/PSI0106.pdf>
- Safety Notice SN 003/07 Creutzfeldt-jacob disease (CJD) transmission during high risk surgical procedures
http://www.health.nsw.gov.au/quality/sabs/pdf/SN00307_CJD.pdf
- Safety Notice SN 004/07 Shower curtains and shower tracks in mental health facilities
http://www.health.nsw.gov.au/quality/sabs/pdf/SN00407_shower.pdf
- Safety notice SN005/07 Therapeutic Goods Administration (TGA recalls)
http://www.health.nsw.gov.au/quality/sabs/pdf/SN00507_TGA.pdf
- Safety notice SN006/07 Warfarin
http://www.health.nsw.gov.au/quality/sabs/pdf/SN00607_warfarin.pdf
- Safety notice SN007/07 Therapeutic Goods Administration (TGA recalls)
http://www.health.nsw.gov.au/quality/sabs/pdf/SN00707_TGA.pdf
- Safety Alert 001/07: Fine Bore nasogastric Feeding tubes
http://www.health.nsw.gov.au/quality/sabs/pdf/SA00107_nasogastric.pdf
- Safety Alert 002/07: Communication Systems
http://www.health.nsw.gov.au/quality/sabs/pdf/SA00207_comms.pdf
- Safety notice SN009/07 Therapeutic Goods Administration (TGA recalls)
http://www.health.nsw.gov.au/quality/sabs/pdf/SN00907_TGA.pdf
- 10 Tips for safer health care
<http://www.health.nsw.gov.au/quality/10tips/index.html>
- Better Practice Guidelines for Frontline Complaints Handling 1998
<http://internal.health.nsw.gov.au/pubs/b/pdf/frontline.pdf>
- National Inpatient Medication Chart Implementation Audit Report October 2006
http://www.health.nsw.gov.au/quality/natmed/pdf/nimcaudit_oct06.pdf
- Infection Control Policy: Prevention & Management of Multi-Resistant Organisms (MRO) PD2007_084
http://www.health.nsw.gov.au/policies/pd/2007/PD2007_084.html
- Safety Information SI001/08 Paracetamol
http://www.health.nsw.gov.au/quality/sabs/pdf/S_I_Paracetamol_OD.pdf
- Safety Notice 008/08 Clexane
http://www.health.nsw.gov.au/quality/sabs/pdf/Safety_Notice_Clexane.pdf
- Safety Notice SN 004/08 Oxycodone (Revised)
http://www.health.nsw.gov.au/quality/sabs/pdf/oxycodone_revised_07_05_08.pdf
- Safety Notice SN 002/08 Pulmonary Embolism; Diagnosis in Young People
http://www.health.nsw.gov.au/quality/sabs/pdf/SN00208_embolism.pdf
- Safety Notices TGA Recalls at
<http://www.health.nsw.gov.au/quality/sabs/index.html>
- Safety Notice SN 009/08 Therapeutic Goods Administration Recalls
- Safety Notice SN 0079/08 Therapeutic Goods Administration Recalls
- Safety Notice SN 006/08 Therapeutic Goods Administration Recalls
- Safety Notice SN 005/08 Therapeutic Goods Administration Recalls
- Safety Notice SN 003/08 Therapeutic Goods Administration Recalls
- Safety Notice SN 001/08 Therapeutic Goods Administration Recalls
- Safety Notice SN 016/07 Therapeutic Goods Administration Recalls

Demand and Performance Evaluation Branch

- Principles for Recording Aboriginal and Torres Strait Islander Origin Information of Patient and Clients (PD2005-547)

6.6 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 |
| • Psychologists Registration Board | \$20.00 |
| • Dental Board of NSW | \$20.00 |

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 2006-2007
- Chiropractors Registration Board Privacy Statement

Dental Board

- Dental Board and Research Account
- Further Qualifications to Practice
- Qualifications Authorised by the Board
- Registration Requirements
- Registration Under Mutual Recognition Act
- Complaint form to lodge a complaint
- Guidelines for Dental Record Keeping

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

Reports

- Annual Report 2006-2007

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 Board

All documents and information is available on our website:

- Recognised Courses leading to Registration as a Nurse
- Guidelines for the Development of Courses leading to Registration as a Nurse
- National Competency Standards for the Registered Nurse

- Credit for Prior Study in Recognised Courses Leading to Registration
- Recognised Courses leading to Registration as a Midwife
- Guidelines for the Development of Courses leading to Registration as a Midwife
- National Competency Standards for the Registered Midwife
- Recognised Courses for Nurse Practitioner Authorisation
- Standards for Nurse Practitioner Courses
- National Competency Standards for the Nurse Practitioner
- Being a Nurse Practitioner in New South Wales (also a booklet)
- Re-Authorisation of Nurse Practitioners and Midwife Practitioners
- Recognised Courses leading to Enrolment as an Enrolled Nurse
- Education of Enrolled Nurses – Information for Education Providers
- National Competency Standards for the Enrolled Nurse
- Guideline for the Development of Post-Enrolment Medication Courses
- Approved Courses in Medication Administration
- Assessment and Approval of Courses
- The Administration of Medications
- Delegation and Supervision, by Registered Nurses, of Medication Administration within Aged Care Facilities
- Guidelines for Institutions Wishing to Develop Competence Assessment Programs Leading to Eligibility for Registration as a Nurse and Enrolment as a Nurse
- Guidelines for Institutions Wishing to Develop Competence Assessment Programs Leading to Eligibility for Registration as a Midwife
- Characteristics of Australian Universities
- Code of Professional Conduct
- Guidelines for Registered Nurses, Registered Midwives and Enrolled Nurses regarding the Boundaries of Professional Practice
- Guidelines on Delegation and Supervision for Nurses and Midwives
- Complementary Therapies in Nursing and Midwifery Practice
- Registered Nurses, Registered Midwives and Enrolled Nurses Employed in Non-Nursing, Non-Midwifery and Allied Nursing and Midwifery Roles
- National Decision-Making Framework
- Impairment Panels
- Reference Manual for Performance Assessment and Performance Review
- Information for Applicants for Registration or Enrolment (also a booklet)
- Medication endorsement
- Restoration to the Registers or Roll
- Temporary registration
- Guidelines and information on the Operation of Mutual Recognition in New South Wales
- Research and Development Scholarships – Guidelines for Applicants
- Strategic Plan 2007 to Completion
- Code of Conduct for members of the 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 (out of print) (available online only)
- Expectations of Beginning Registered Nurses in the Workforce 1997
- Annual Reports from 1998 – 2007
- nmb: update – 3 issues per year (March, July and November)

Website: www.nmb.nsw.gov.au

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

- Procedure for Licensing
- Information for overseas trained applicants
- Guidelines sheet relating to applications for Approval to Practise
- Guidelines for scholarship funding program applicants
- Supply of Plano, novelty and coloured contact lenses
- Code of Professional Conduct
- Annual reports
- Privacy statement

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 & Cosmetic Contact Lenses
- Code of Professional Conduct
- Schedule of Fees
- Cancelled Registrations

Reports

- Annual Report 2006-2007
- 2006 Annual Workforce Survey

Policies

- 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 Mail Order Dispensing
- Guidelines for Pharmacies in Medical Centres
- Dose Administration Aids
- Responsibility to Scrutinise and Intervene
- 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
- Policy on Price Promotion of Professional Services and Therapeutic Goods
- Remote Prescription Collection Service Guidelines
- Schedule 3 A Pharmacy Board View
- 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
- Policy for Physiotherapists working with therapy assistant Policy No. 8 2008.
- Policy for documentation of the Physiotherapy clinical record Policy No. 9 2008

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
- Complaints handling
- Continuing Podiatric Professional Education Booklet
- Impact Statement - Code of Professional Conduct

Psychologists Registration Board

- Code of Professional Conduct (2004)
- Psychologists and Sexual Behaviour in Professional Relationships
- Complaints Handling Procedures
- Registration Information Kit including Supervision Guidelines
- Education and Research Grant & Scholarship Guidelines
- Annual reports
- Privacy statement

7 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

Strategic Procurement and Business Development
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 & 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 Governance & Risk Management
NSW Department of Health
Locked Mail Bag 961
NORTH SYDNEY NSW 2059

Telephone: (02) 9391 0477
8.30 am to 4.30 p,
Monday to Friday

Shared Services Centre NSW Department of Health Locked Mail Bag 961 NORTH SYDNEY NSW 2059	8.30am to 5.30pm Monday to Friday Telephone: (02) 9391 9422
Workplace 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 9am to 5pm Monday to Friday
AIDS and Infectious Diseases Unit NSW Department of Health Locked Mail Bag 961 NORTH SYDNEY NSW 2059	Telephone: (02) 9391 9250 8.30am to 5.30pm Monday to Friday

Clinical Policy Unit NSW Department of Health Locked Mail Bag 961 NORTH SYDNEY NSW 2059	Telephone: (02) 9391 9188 9.00am to 5.00pm Monday to Friday
Human Tissue Inquiry Line NSW Department of Health Locked Mail Bag 961 NORTH SYDNEY NSW 2059	Telephone: 1800 225 822 9.00am to 5.00pm Monday to Friday
Centre for Epidemiology and Research NSW Department of Health Locked Mail Bag 961 NORTH SYDNEY NSW 2059	Telephone: (02) 9391 9224 8.30am to 5.30pm Monday to Friday
Centre for Health Protection NSW Department of Health Locked Mail Bag 961 NORTH SYDNEY NSW 2059	Telephone: (02) 9391 9934 9.00am to 5.00pm Monday to Friday
Communicable Diseases Branch NSW Department of Health Locked Mail Bag 961 NORTH SYDNEY NSW 2059	Telephone: (02) 9391 9250 9.00am to 5.00pm Monday to Friday
Centre for Drugs & Alcohol NSW Department of Health Locked Mail Bag 961 NORTH SYDNEY NSW 2059	Telephone (02) 9391 9259 9.00am to 5.00pm Monday to Friday
Environmental Health Unit NSW Department of Health Locked Mail Bag 961 NORTH SYDNEY NSW 2059	Telephone: (02) 9816 0373 9.00am to 5.00pm Monday to Friday
Nutrition and Physical Activity NSW Department of Health Locked Mail Bag 961 NORTH SYDNEY NSW 2059	Telephone: (02) 9391 9661 8.30am to 5.30pm Monday to Friday
Pharmaceutical Services Branch NSW Department of Health Locked Mail Bag 961 NORTH SYDNEY NSW 2059	Telephone: (02) 9879 3214 8.30am to 5.30pm Monday to Friday
Private Health Care Branch NSW Department of Health Locked Mail Bag 961 NORTH SYDNEY NSW 2059	Telephone: (02) 9424 5955 9.00am to 5.00pm Monday to Friday
Tobacco and Health NSW Department of Health Locked Mail Bag 961 NORTH SYDNEY NSW 2059	Telephone: (02) 9391 9111 8.30am to 5.30pm Monday to Friday

Health System Performance

Strategic Information Management Branch NSW Department of Health Locked Mail Bag 961 NORTH SYDNEY NSW 2059	Telephone: (02) 9391 9689 9:00am to 5.00pm Monday to Friday
Quality and Safety Branch NSW Department of Health Locked Mail Bag 961 NORTH SYDNEY NSW 2059	Telephone: (02) 9391 9200 8.30am to 5.30pm Monday to Friday

Health Service Performance Improvement Branch NSW Department of Health Locked Bag 961 NORTH SYDNEY NSW 2059	Telephone: (02) 9391 9823 9:00am to 5.00pm Monday to Friday
Demand & Performance Evaluation NSW Department of Health Locked Mail Bag 961 NORTH SYDNEY NSW 2059	Telephone: (02) 9391 9714 8.30am to 5.30pm Monday to Friday
Clinical Services Redesign Unit NSW Department Of Health Locked Mail Bag 961 NORTH SYDNEY NSW 2059	Telephone (02) 9391 9878 8.30am to 5.30pm Monday to Friday

Health Professionals Registration Boards

Health Professionals Registration Boards brochures, information and/or documents may be accessed from the Registrars/Secretaries of the Boards by writing at PO Box K599, Haymarket, NSW (1238). Address Level 6, 477 Pitt Street, Sydney. For further enquiries, please contact: e-mail address hprb@hprb.health.nsw.gov.au

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 Board
Ms Barbara Cameron
Telephone: (02) 9281 0835
9.00am 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 Nina Beeston
Telephone: (02) 9219 0224
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

Medical Board of NSW
Mr Andrew Dix
Telephone: 9879 2200
9.00am to 4.30pm
Monday to Friday

Nurses & Midwives 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

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

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

Podiatrists Registration Board
Ms Amanda McEacharn
Telephone: (02) 9219 0206
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
6124 9888 (ph)
6124 9885 (fax)
PO Box 1845
QUEANBEYAN NSW 2620

Sydney South West Area Health Service

Mr Mike Wallace
Chief Executive
9828 5701 (ph)
9828 5704 (fax)
Locked Bag 7017
LIVERPOOL BC 1871

Greater Western Area Health Service
Dr Claire Blizard
6841 2217 (ph)
6841 2236 (fax)
PO Box 4061
DUBBO NSW 2830

Sydney West Area Health Service
Prof Steven Boyages
Chief Executive
4734 2441 (ph)
4734 3734 (fax)
PO Box 63
PENRITH NSW 2751

Hunter & New England Area Health Service
Dr Nigel Lyons
Chief Executive
4921 4922 (ph)
4921 4939 (fax)
Locked Bag 1
NEW LAMBTON NSW 2305

South Eastern Sydney & Illawarra Area Health Service
Mr Terry Clout
Chief Executive
4253 4861 (ph)
4253 4878 (fax)
Level 8 Block C
Wollongong Hospital
Locked Mail Bag 8808
SOUTH COAST MAIL CENTRE NSW 2521

North Coast Area Health Service
Mr Chris Crawford
Chief Executive
6620 2217 (ph)
6620 2166 (fax)
Locked Bag 11
LISMORE NSW 2480

Northern Sydney & Central Coast Area Health Service
Mr Matthew Daly
Chief Executive
4320 2477 (ph) CC Tues, Wed
9926 8237 (ph) NS Mon, Thurs, Fri
Locked Bag 2915
CENTRAL COAST BUSINESS CENTRE NSW 2252

Statewide Health Services

Ambulance Service of NSW
Mr Greg Rochford
Chief Executive
State Headquarters
PO Box 105
ROZELLE NSW 2039
Ph: (02) 9320 7601
Fax: (02) 9320 7802

Justice Health Service
Ms Julie Babineau
A/Chief Executive
PO Box 150
MATRIVILLE NSW 2036
Ph: (02) 9289 2970
Fax: (02) 9311 3005

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

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
- “Players 1st” brochure
- “A Player’s Guide to Claiming Prizes” brochure
- “Players Club Protects Your 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 2006/07 Annual Report and copies of the Statement may be obtained (free of charge) by contacting the FOI Coordinator.

SECTION 3 – CONTACT ARRANGEMENTS

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

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

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

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****NSW SCIENTIFIC COMMITTEE****June, 2008****INTRODUCTION**

The NSW Scientific Committee was established in 1996 following the enactment of the Threatened Species Conservation Act (TSC Act).

The Scientific Committee is an independent committee and consists of 11 Scientists appointed by the Minister responsible for the Threatened Species Conservation Act. The membership of the Committee includes scientists from the following organisations:

- Australian Museum
- CSIRO
- Ecological Society of Australia
- Entomological Society of Australia
- Department of Environment and Climate Change
- Botanic Gardens Trust
- Department of Primary Industries
- Tertiary educational institutions

FUNCTIONS OF THE COMMITTEE

The principal functions of the Committee include:

- (a) To determine which species are to be listed as threatened species* and to advise the Director General of the Department of Environment and Climate Change (DECC) on the identification of their critical habitat,
- (b) To determine which populations are to be listed as endangered populations and to advise the Director General DECC on the identification of their critical habitat,
- (c) To determine which ecological communities are to be listed as critically endangered, endangered or vulnerable ecological communities and to advise the Director General DECC on the identification of the critical habitat of critically endangered and endangered ecological communities,
- (d) To determine which threatening processes are to be listed as key threatening processes,
- (e) To review draft joint management agreements and the performance of parties under executed joint management agreements,
- (f) To advise the Director-General DECC on the exercise of the Director-General's functions under the TSC Act,
- (g) To advise the Minister and the Natural Resources Commission on any matter relating to the conservation of threatened species, populations or ecological communities that is referred to the Committee by the Minister or that the Committee considers appropriate.

* The phrase "Threatened species" includes species listed as critically endangered, endangered and vulnerable species. Species includes all plants and animals except 'fish' as defined in the Fisheries Management Act 1994 and Fisheries Management Amendment Act 1997 and is not restricted to species of flowering plant or vertebrate animal.

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.

Access to determinations

Determinations made by the Committee are available on the web site of the Department of Environment and Climate Change www.environment.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 2007 and 30th May 2008. 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.

- Calochilus pulchellus
- Prasophyllum innubum
- Prasophyllum keltonii
- Pterostylis despectans
- Rotala tripartita
- Sloane's Froglet, *Crinia sloanei*

Determinations relating to population nominations and proposals

Refer to the individual determinations for details of the Committee's decision.

- Koala, *Phascolarctos cinereus*, population occupying the coastal sub-catchments between Dignam's Creek and Wapengo Lagoon near Bega in south-eastern NSW (proposal rejected)

Determinations relating to ecological community nominations and proposals

Refer to the individual determinations for details of the Committee's decision.

- Tableland Basalt Forest in the Sydney Basin and South Eastern Highlands Bioregions
- *Allocasuarina luehmannii* Woodland in the Riverina and Murray-Darling Depression bioregions
- Sandhill Pine Woodland in the Riverina, Murray-Darling Depression and NSW South Western Slopes bioregions

Determinations relating to Key threatening process nominations & proposals

Refer to the individual determinations for details of the Committee's decision.

- 1080 poison baiting used for the control of vertebrate pest animals (proposal rejected)

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 1481
Tel: (02) 9585 6940

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

SECTION 1 – POLICY DOCUMENTS

- Corporate Plan
- Annual Report
- Human Resources Procedures and Policies
- Fraud and Corruption Policies and Procedures
- Code of Conduct
- Freedom of Information Act 1989 Protected Disclosures Policy

SECTION 2 – STATEMENT OF AFFAIRS

- The State Transit Authority's 2006/2007 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: 8.30am to 4.30pm, Monday to Friday.

FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)
SUMMARY OF AFFAIRS
of the
SYDNEY CATCHMENT AUTHORITY
June 2008

SECTION 1 – POLICY DOCUMENTS

The Sydney Catchment Authority (SCA) holds the following policies and procedures that may be accessed for information.

2007-2011 corporate 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
Corporate Risk Management Framework
Incident management policy
Complaints handling policy and procedure
Current Recommended Practices
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
Freedom of information procedures
Healthy Catchments Annual Report
Local government reference panel – charter and procedures
Metropolitan Water Plan 2006
Metropolitan Water Plan 2007 Review
Occupational Health and Safety Management system
On site sewage management grants guidelines
Privacy management plan
Prosecution and compliance guidelines
Raw Drinking Water Quality Management Framework
Recreational facilities at Sydney Catchment Authority dams policy
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 Coordinator".

The application should be addressed to:

The FOI Coordinator
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 Coordinator on telephone number 4725 2103, facsimile 4725 2520, by email on hotmail@sca.nsw.gov.au, or in person at the address below between the hours of 8.30am and 5pm, Monday to Friday.

Sydney Catchment Authority
Level 2, 311 High Street
PENRITH NSW 2750

FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)
SUMMARY OF AFFAIRS
of the
SYDNEY OLYMPIC PARK AUTHORITY

SECTION 1 – POLICY DOCUMENTS

General

Annual Report 2006-2007	No charge
Sydney Olympic Park Authority Access Guidelines (First Edition - June 2002)	No charge
Abattoir Heritage Precinct Conservation Management Plan (Hardcopy \$25.00
Millennium Parklands Heritage Precinct Conservation Management Plan	Hardcopy \$25.00
Disability Action Plan 2006 - 2008	No charge
Sydney Olympic Park Master Plan 2002 – Hardcopy	Hardcopy \$25.00
Design and Image Guidelines for Events - July 2003	No charge
Guidelines for Outdoor Advertising Identification and Promotional Signage	No charge
Parklands Plan of Management 2003 (CD only)	\$10.00

Environment

State of Environment Report 2006/2007	No charge
(Draft) Environmental Guidelines 2008	No charge

Organisational Policies & Procedures No charge

Child Protection Policy	No charge
Code of Conduct	No charge
Commercial Concessions Guidelines	No charge
Corruption Prevention Strategy	No charge
Direct Negotiation – Protocol and Procedures	No charge
Engagement of Service Contractors and Consultants	No charge
FOI Policy	No charge
Grievance Handling Policy	No charge
Harassment Prevention Policy	No charge
Occupational Health & Safety Policy	No charge
Privacy Management Plan	No charge
Procurement Policy and Procedures	No charge
Records Management and Corporate Information Services Policy and Standards	No charge

SECTION 2 – STATEMENT OF AFFAIRS

Sydney Olympic Park Authority was created by the Sydney Olympic Park Authority Act 2001 as a statutory authority, with responsibility to manage the public assets of Sydney Olympic Park - open space, venues, parklands and development areas. The Authority commenced operations on 1 July 2001 and reports to the Minister for Planning.

The objects of the Act are to make all reasonable attempts to:

- (a) ensure that Sydney Olympic Park becomes an active and vibrant town centre within metropolitan Sydney, and
- (b) ensure that Sydney Olympic park becomes a premium destination for cultural, entertainment, recreation and sporting events, and
- (c) ensure that any new development carried out under or in accordance with this Act accords with best practice environmental and town planning standards, and
- (d) ensure the protection and enhancement of the natural heritage of the Millennium Parklands.

The Authority's Annual Report will constitute the Authority's "Statement of Affairs" under Section 14(1)(a) of the Freedom of Information Act.

SECTION 3 – CONTACT ARRANGEMENTS

Enquiry's regarding Freedom of Information or requests to obtain or inspect information in relation to the Authority's Statement of Affairs can be made in the first instance to the:

FOI Officer
Sydney Olympic Park Authority
7 Figtree Drive
SYDNEY OLYMPIC PARK NSW 2127

Ph: (02) 9714 7300

Fax: (02) 9714 7818

Email: enquiries@sopa.nsw.gov.au

Internet: www.sydneyolympicpark.gov.au

Business hours are 8.45 am – 5.15 pm Monday to Friday.

ISSN 0155-6320

Authorised to be printed
ROBERT J. GALLAGHER, Government Printer.